

ANNUAL REPORT OF THE CAREER EDUCATION COMMITTEE

I. DATE: May 20, 1981
TO: Faculty Senate
FROM: William R. Hoots, Jr.

II. Membership of the Committee

William R. Hoots, Jr., Chair	Chancellor Brewer (ex officio)
Lawrence Hough, Vice Chair	Furney James (ex officio)
Gerhard Kalmus, Secretary	Phyllis Smith (ex officio)
Joe Buske	Betsy Harper (ex officio)
Leonard Lilley	Thomas H. Johnson (ex officio)
Frank Rabey	Myra Cain (ex officio)
Fred Hamblen	
Lilla G. Holsey	
Bruce Klopfenstein (student, appointed December 5, 1980)	

III. Committee Meetings - Dates & Members Absent

September 2, 1980	Buske, Lilley, Ryan, Brewer, Harper, Johnson, Maier
October 7, 1980	Brewer, James, Johnson, Cain
November 18, 1980	Hamblen, Brewer, Cain
December 9, 1980	Buske, Holsey, Brewer, Cain, Johnson, Smith, Klopfenstein
January 14, 1981	Hamblen, Rabey, Brewer, Cain, James, Klopfenstein
February 4, 1981	Hamblen, Holsey, Rabey, Brewer, Klopfenstein
March 4, 1981	Buske, Hamblen, Lilley, Brewer, Cain, Klopfenstein
March 20, 1981*	Buske, Holsey, Hough, Rabey, Brewer, Klopfenstein
April 22, 1981	Hamblen, Hough, Brewer, Cain, Harper, Johnson, Klopfenstein

*No quorum; met as a sub-committee

IV. Date of reports to the Faculty Senate during the year. None

V. Specific instructions, if any, given to the committee by the Faculty Senate, other than those found in the committee's Constitutional charge. None

VI. A brief statement of committee organization, subcommittees, research activities, etc.

Sub-committees were appointed as needed and reported to the committee.

VII. List of committee accomplishments including recommendations made to agencies other than the Faculty Senate.

The committee adopted the project of publishing career profiles from each unit within the University. The recommendation for approval and funding of this project was made to Vice Chancellor Maier who brought it up for discussion at the Chancellor's meeting. Communications with Vice Chancellor Meyer indicated that funds would be made available for publication of the document.

A format for career profiles was developed and distributed to each unit head with the request that profiles be developed for each program within that unit. Approximately seventy profiles were returned and checked for style and/or edited by committee members. At the present time, there is a need to contact unit heads who did not return profiles, assemble the profiles in the order in which they are to be printed, obtain a firm estimate of printing cost, publish the document and prepare it for distribution.

VIII. Citation of the resolution numbers of recommendations that originated with the committee. None

IX. Proposals and/or business to be carried over to next year.

The items indicated in VII above need to be completed, but there are plans to complete them during the summer of 1981. Business that needs to be done next year includes the distribution of career profiles and the development of a procedure to annually up-date profiles as they become out-of-date.

X. Evaluation of the committee.

A. Structure: Satisfactory

B. Duties: The charge of the committee is so broad that it was difficult to define the work of the committee. The charge seems to indicate responsibility and/or authority that conflicts with that of Deans and Department Chairpersons.

C. Function: The committee functioned well after a major task had been identified.

D. Personnel: Superior. Participation by the student member could have improved the function of the committee.

XI. Suggestions for improving the effectiveness of the committee.

A clarification in the charge of the committee where the duties and responsibilities of the committee seem to conflict with administrative responsibility needs to be made.

William R. Hoots, Jr., Chair

Gerhard W. Kalmus, Secretary