

College of Education and Behavioral Sciences  
Administrative Council Meeting Minutes  
January 28, 2016  
9:30 a.m.

**Present:** Sam Evans, Sylvia Dietrich, Tom MacMillin, Jill Sauerheber, Janet Applin, Tony Norman

**Graduate School:** Rescheduled for February 4, 2016

**CAD Report:** Dean Evans reported on the January 27 meeting.

- Discussed a proposal to compensate faculty based on enrollment for teaching summer and winter courses
- The structure of course syllabi was discussed.
- Judy Byrd was recognized for her 39.5 years of service to WKU.
- Dr. Ransdell shared information related to budget and staffing
- Career and technical education was discussed.

**CPE Metrics:** Workday documents were reviewed and discussed. Dean Evans stressed that recruitment, retention, performance, and graduation rates will continue to matter.

**Student Success:** Dean Evans provided positive feedback from the recently attended Student Success Summit at WKU. He mentioned that several CEBS faculty delivered phenomenal presentations during the event. Dean Evans noted that reaching out to students through face-to-face meetings and phone calls can make a difference in their overall success in the classroom. He (Evans) and Dr. Susan Keesey will be meeting within the next week to discuss next steps related to student success.

**Office Hours & Presence (Winter Term and beyond):** Dean Evans reiterated that winter term is not vacation time. He stressed that students need to be able to reach faculty during winter term.

**Western Governors University:** Dean Evans shared two articles, published by Inside Higher Ed. One of the articles focused on lack of contact with students by online instructors and the possible consequences involved. Discussion.

**Post-Tenure Review:** Fulfillment of job requirements was discussed. The topic will be revisited at a later meeting.

Continuances for first-year faculty were discussed.

**International Education:** A new shipment of CEBS international study abroad lapel pins has been received. The pins will be distributed to CEBS students studying abroad.

**The Year of Bosnia at WKU:** Dean Evans requested the name(s) of CEBS faculty with teaching abroad related connections to Bosnia as there might be opportunities available to them.

**Honorary Degree:** CEBS will have two recipients awarded with honorary degrees during the spring commencement ceremony. They are Dr. June Maker from the University of Arizona and Dr. John Kelly from WKU. Dr. Kelly will be recognized for his work in both the CEBS and the CHHS.

The 2016 CEBS Student Awards Reception/Ceremony is scheduled for Sunday, May 1 at 1:30 p.m. (reception)/2:00 p.m. (ceremony) at the Knicely Center room 208.

As there was no further business, the meeting adjourned.

Respectfully submitted,  
Tammy Spinks