

CEBS Administrative Council Meeting Minutes

September 10, 2015

9:30 a.m.

Present: Sam Evans, Sylvia Dietrich, Jill Sauerheber, Janet Applin, Tony Kirchner, Jackie Pope-Tarrence, Pitt Derryberry, Mariela Gravitt, Margie DeSander

CAD Report: Dean Evans reported on the September 9, 2015 CAD meeting.

The following topics were discussed.

- Provost Lee is interested in visiting with each college leadership team (Administrative Council) at some point during his tenure.
- Staffing plans are due by September 23. Phase II funds are limited. Dean Evans noted that a priority for Phase II will be to fill the Director of Teacher Services position formerly held by Dr. Fred Carter. Unit Heads needs to have their Phase II requests to Dean Evans no later than September 21.
- Leadership positions in the Office of Research and The Graduate School were discussed. Dr. Cheryl Davis is currently serving Interim Associate Provost for Research and Creative Activity. Dr. Carl Fox's last day at WKU is October 31.
- Interview Exchange for faculty searches is being tested. Office staff will be responsible for providing support to administrators involved in faculty searches.
- Nothing has changed as it relates to promotion and tenure. The detailed appointment letter has helped to define expectations. Dean Evans reviews the promotion and/or tenure candidate's vita, site evals., and portfolio narrative thoroughly.

Staffing: This topic was discussed during the CAD report.

Budget: The final total is still uncertain. Carry Forward totals are currently unknown but are expected to be received in the next few weeks. Discussion.

Course Fee Usage: Expenditures are more than the amount generated from course fees. The Council will explore if there is a need to revamp the fee schedule for the CEBS' courses.

Classroom Equipment (Chairs): Several chairs are missing from the first floor conference room. Dean Evans asked Unit Heads to check their respective areas for the chairs. He (Dean Evans) noted that all classroom equipment, chairs, tables, etc. are not to be moved from their assigned space.

Recruitment Literature: Andrea Ford is working on a new design format for the College's recruitment materials. Dean Evans stressed the need for a consistent look for all CEBS literature; therefore, Unit Heads will wait on designing recruitment materials for their department until the College's design is complete.

Recruitment Events: Dean Evans asked Unit Heads to encourage their faculty to attend scheduled events. Student Ambassadors will continue to be in attendance.

Office of Research/The Graduate School: This topic was discussed during the CAD report.

Enrollment: Numbers seem to be increasing slightly, especially among non-traditional students. International students must have at least half of their classes in a face-to-face format. WKU now has student recruiters in the Middle East and China.

Homecoming: CEBS will host a Homecoming Breakfast for alumni on November 7 from 9:00 a.m. to 10:30 a.m. in GRH. Dean Evans encouraged Administrative Council members and CEBS faculty to attend.

Tailgating/Football: CEBS will be hosting GRREC area superintendents, retired superintendents, and the College's Advisory Board members for tailgating and football on September 10.

Curriculum Approvals: Dr. Applin announced that another step has been added to the curriculum approval process. Proposals must now go to the Graduate Council Curriculum Committee before going to PEC.

Faculty Senate: CEBS has a vacant at-large position on the Faculty Senate. Please contact Julie.shadoan@wku.edu if interested in nominating someone or to volunteer to serve.

CAEP: A consultant will be on campus tomorrow, September 11.

As there was no further business, the meeting adjourned.

Respectfully submitted,
Tammy Spinks