

**College of Education and Behavioral Sciences
Administrative Council Meeting Minutes
September 8, 2016
9:30 a.m.**

Present: Sam Evans, Tony Kirchner, Tom MacMillin, Janet Applin, Jill Sauerheber, Pitt Derryberry, Margie DeSander, Sylvia Dietrich

Guests: Amy Miller

Development: Ms. Amy Miller, Director of Development, shared information about her role as the CEBS' new development officer. Amy will continue to serve as development officer for the GFCOB and fulfill responsibilities with alumni relations as part of her job.

CAD Report: Dean Evans reported on the September 7 meeting.

- o Conferencing and Catering contract changes with Aramark
- o DELO summer bridge recruitment and retention
- o eSports initiative – CEBS' unit heads were asked to send Dean Evans the name(s) of programs in the college that might work with the initiative.
- o Crowdfunding initiative – no action taken
- o Policy regarding student recruitment materials was discussed. Dean Evans reminded the Council that all new recruitment materials must be reviewed and approved by the Dean's office.
- o Student travel forms need to be cycled through the Dean's office as copies will be made.
- o DELO distribution points were discussed.
- o A committee will be formed to look at substituting certificates for minors.
- o Online posting of faculty information (vita) on the web – Dean Evans said this will not be required of CEBS' faculty.
- o Scheduling of enrollment management recruitment events was discussed.

Budget/Staffing: The Council discussed various options to cover a current budget invoice with recurring funds. Phase II Staffing Plan possibilities were discussed.

FY16 Cost Saving Efficiencies: This topic was tabled until the next Council meeting.

Promotion & Tenure: Dr. DeSander and EALR faculty will form a committee to vet the issue of predatory publishers and open source journals.

Post-Tenure Review: Dean Evans asked unit heads to send faculty names forward.

Annual Faculty: Dean Evans reminded unit heads to document meetings with faculty who are not performing at their job and /or exhibit inappropriate behavior.

Advising: Dean Evans reminded the Council that being responsive to student emails, phones calls, etc. are important.

Continuances: The method of handling CEBS committee recommendations, faculty rebuttal letters, unit head recommendations, and the dean's recommendation will remain consistent with continuance procedures in the WKU Faculty Handbook. Non-continuance faculty will be met with separately by both their unit head and the dean of the college.

NPR: The College has been given 50 thirty-second radio slots.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks