

CEBS Administrative Council Meeting Minutes  
November 19, 2015  
9:30 a.m.

**Present:** Sam Evans, Tony Kirchner, Margie DeSander, Tom McMillin, Janet Applin, Pitt Derryberry, Jackie Pope-Tarrence, Jill Sauerheber

**Action Plan Update:** The approval process is moving along smoothly. Additional status updates will be available at the beginning of each week until full approval is obtained.

**CAD Report:** There was no set agenda for the November 19, 2015 CAD meeting. Dean Evans provided a brief report of the meeting. The main topics of discussion were budget, viability of programs, marketing, recruitment, and student success.

**Students (60+ hours by FY 16):** Dean Evans asked Unit Heads to review the list of students in their departmental programs that will have 60+ and 90+ hours by FY 16 and provide feedback for how or if they will be able to graduate from the current program of study.

**Pride Point Graphics:** Tony Kirchner created a draft fact sheet for CEBS. Ideas for enhancing the fact sheet may be emailed to Dean Evans.

**CEBS Advisory Board Meeting:** Dean Evans reported that the most recent Advisory Board meeting went very well. Current and former CEBS students shared highlights of their experiences at WKU while transitioning through their program of study. Dr. Keesey and other Student Leadership and Success Committee members have been working on ideas for development of a new student success center. Information about the success center was present by Dr. Keesey to the Advisory Board.

**Recruitment and Recruitment Materials:** Dr. Brad Kissell has been working with Dr. Dietrich and STE faculty on marketing their graduate programs. Several graduate recruitment opportunities have been scheduled in various locations prior to the winter break.

**Oversight of Research:** The Council discussed how Dr. Pope-Tarrence's research related job duties will be distributed following her moved to transitional retirement. Dr. DeSander offered to take the Research Council and QTAG advisory position. Dean Evans asked unit heads to think about options for redistributing some of the research related tasks. More discussion will follow.

**Staffing:** There are no new updates related to funding for Phase II.

**Carryforward:** Dean Evans provided handouts to unit heads with carryforward budgets. Discussion.

**Strategic Planning:** Dr. Applin reported that the committee will meet every other week beginning in the spring semester.

Dean Evans will be going to Beijing and possibly Shanghai in December on University related business.

A visiting faculty member from Hanban will be coming to WKU in January.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks