

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, January 17, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Poe, Dietrich, Walters, Norman, Carter, Applin, Pope-Tarrence, Kirchner, Kline, Carver, Kaufkins, Baker

Spring classes will begin on January 22, 2013.

Psychology Department – Dr. John Baker was introduced as the PSY interim department head. Dr. Baker's leadership will run through June 30, 2013. A search to fill the department head position is in progress.

CEBS Public Relations – Whitney Hall has been hired as a full-time temporary employee to work for the college in a marketing and public relations capacity. She will begin on January 22.

Grant Incentives – Steva Kaufkins elaborated on grant incentive information discussed at the January 8 Dean and Department Head Workday. A handout was provided.

Graduate Assistants – Sharon Hartz will provide information next week on funding allocations for graduate assistants.

Annual Evaluation – Dr. Bill Kline will bring an example of the college-wide faculty evaluation form to the next Administrative Council meeting for review.

Promotion and Tenure Document – Dr. Evans announced that each CEBS department's P&T documents were disapproved. The documents will need to be re-evaluated.

Strategic Planning – Work on the strategic planning initiative will begin this spring semester.

China – Dr. Evans, Dr. Dietrich, and a member of the Modern Languages faculty will be traveling to China in March.

Dr. Evans shared "When the Boss is a Screamer" newspaper article. Discussion.

Development – Jessica Carver discussed the development of a "flipbook" style marketing tool for distribution to CEBS college alumni. Additionally, a smaller Gary A. Ransdell Hall brochure will be developed to include naming opportunities for rooms and spaces within the building. Whitney Hall, our new college PR person will be working with Jessica on the GRH brochure project.

Jessica has been working on the acquisition of scholarships for CEBS. The School of Teacher Education has recently secured scholarship funds from two separate donors. Jessica indicated that additional scholarship funding is in progress. Discussion.

CAD Documents – Dr. Evans provided an update on each of the documents discussed at the January 16 CAD meeting.

Academic Program Review – Each college may have one faculty member on the Academic Program Review committee. Unit heads were asked to provide recommendations of faculty to serve on the committee. This information needs to be sent to Dr. Evans no later than January 31.

There are no CEBS applicants for University Distinguished Professor this academic year.

Unit heads were encouraged to have faculty and staff that are leaving the university fill out the Exit Clearance Form found on the HR website.

Distribution of keys is controlled by the WKU Police Department. Currently undergraduate students working in CEBS are not issued keys. With addition of the FUSE grant, Dr. Evans asked the Administrative Council their input about possibly revising our college's key policy to allow undergraduates to be assigned keys. Further discussion will take place at the next Administrative Council meeting.

As there was no further business, the meeting was adjourned.

Tammy Spinks, Secretary