

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, January 31, 2008 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Present: Evans, Poe, Norman, Daniel, Fiene, Haggbloom, Hughey, Lich, Metze (via web link), Powell, Powers. Dr. Dan Roenker was a guest.

--Grant Proposals – Dr. Roenker reported on the two types of funding (SBIR and STTR) that require the involvement of both the University and private business and must result in research or some type of product. Phase 1 is a feasibility study; Phase 2 is development of the idea into a product that can be funded for two years and \$1 million. Phase 3 is the marketing of that product. Department heads should think about this for discussion at a future meeting, particularly how to get the concept out to the faculty.

--Sabbaticals – None were funded this coming year in the College. Budget reductions have had an impact.

--Promotion and Tenure – Letters have not yet been received from Academic Affairs. It was noted that navigating the supporting documents is difficult at times, which can influence the ultimate decision. Thought needs to go into the issue of challenges related to the disconnect between annual evaluations and promotion/tenure. Any deficiencies need to be documented annually on evaluations. Brief additional discussion occurred on early promotion/tenure.

--One-time Course Requests – Now require approval of the Provost. The suggestion was made to use a special topics course for this purpose.

--Enrollment – Both undergraduate and graduate enrollments are up. Applications are up 10%, undergraduate admissions are up 13%, and transfers are down slightly.

--Diplomas – Brief discussion on including the major on diplomas.

--Veterans Education Program – Notation was made relative to incorrect hours being posted.

--Harlexton – Department heads should handle appropriately.

--Exchange Student E-mail Accounts – Discussion on whether exchange students should retain their WKU e-mail account when they leave.

--Retirement Plan – HR will be contacting those individuals affected.

--Budget – Brief discussion on budget reductions and salary increases. More information is expected.

--Corporate Travel Policy – Brief discussion.

--Core Commitments – This is a new initiative involving a transformation of academics at WKU and will tie in with the Engaging the Spirit Conference.

--Consulting Policy – Some issues need to be addressed. Concern has been expressed regarding liability. Considerable discussion followed. Further clarification and directions are expected in the near future. There was agreement that the form would be better served as a disclaimer rather than a request for permission. A change in terminology would be helpful.

- Course Syllabi on the Web – Unit heads were reminded that syllabi are to be posted on the web.
- Kentucky Plan – WKU has met all 8 goals, which is tied to civil rights. The suggestion was made to change the terminology to “under served populations.”
- 2008 Calendar – Information on the diversity conference is to be shared with faculty.
- School Law Conference – Scheduled for April 17.
- Hensley Lecture – The Hensley Lecture featuring Rachel Simmons has been postponed to September 15, location to be announced. The Lubker Lecture is scheduled for March 4, and the Wedge Ledge events will occur April 2-4.
- Enrollment Growth Business Plan – The document needs to be completed. The undergraduate target was reached; the graduate target was not. Department heads were asked to review the document so that a response can be developed. Dr. Tony Norman is taking the lead on the undergraduate initiative. Further discussion was held on ways to offer the MAE program on line as well as discussion related to accreditation.
- Blackboard – The new Blackboard system will be implemented May 15. Concern was expressed relative to timing.
- Online Offerings – Dr. Evans encouraged everyone to engage teachers in discussions on making online course offerings successful. Brief comments were made concerning course descriptions.
- Stipends – Discussion held on creative ways to compensate individuals who help with courses.
- NSSE – This topic will be on the agenda of the next Council meeting.
- PD Accounts – PD accounts need to be used on a continual basis, and faculty need to track usage. At least some activity needs to occur this year with these accounts.
- Blood Drive – Military Science blood drive is next Tuesday.
- KAP – The KAP one-year celebration is September 4.
- Kentucky Teacher Hall of Fame – Ms. Lich was commended on her work with the Hall of Fame. The inductees have expressed interested in coming to campus to work with students.
- Evans Schedule – Dr. Evans will be at AACTE all next week.

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

Cathie Bryant, Secretary