

Minutes  
Administrative Council – College of Education and Behavioral Sciences  
Thursday, January 31, 2013 – 9:30 a.m.  
Dean’s Conference Room, GRH

**Present:** Evans, Walker, Poe, Pope-Tarrence, Norman, Kirchner, Carter, Applin, Baker

**Guests:** Hartz, S.

**Introductions:** LTC Scott Walker was introduced as the new Department Head of the Military Science Department.

**Bullying:** A handout titled *Here Comes the Bully...* was distributed to the Administrative Council members. Discussion.

**E-mail:** Whitney Hall – [whitney.hall1@wku.edu](mailto:whitney.hall1@wku.edu) , Dr. John Baker – [john.baker1@wku.edu](mailto:john.baker1@wku.edu)

**WKU Organizational Chart:** A handout of the WKU Organizational Structure for Academic Affairs was distributed and reviewed.

**Evaluation of Teaching Assistant Policy:** The policy was briefly discussed. In addition to evaluation, the Council agreed that the policy title should be changed to include the word “orientation”.

**Staff Evaluations:** The deadline for submission of staff evaluations is February 8.

**On-line offerings:** The Council was asked to explore the idea of offering web-based on demand courses. Discussion.

There was brief discussion concerning student enrollment for the spring semester.

The Faculty Credentialing Policy was discussed.

**Budget:** Sharon Hartz provided information related to graduate assistantship stipends and tuition waivers. Discussion.

Tony K. will be contacting unit heads to discuss faculty pool computer needs.

**CEBS Annual Faculty Evaluation Summary:** Council members continued work on the evaluation summary form wording and format. Dr. Kline will revise the document based on recommendations from the Council.

There was brief discussion concerning coursework nearing expiration.

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

Tammy Spinks, Secretary