

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, February 8, 2007 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Present: Evans, Daniel, Powers, Poe, Haggbloom, Hughey, Schlinker for Fiene, Norman, Kaufkins, Metze and Powell

Enrollment Matrix: 2007 – 2009 College Comparison and Projection

Development Office 2007 Priorities for CEBS: Review the list that was submitted to Development to see if you want anything added. There were three items suggested as an addition to the list; Ed LLC (Living Learning Community), Family Counseling Center, and the Center for Study of Life Span Development. Dr. Evans asked everyone to think about the possibility of adding Assistantships and Fellowships connected to the Doctoral Program to the list. They may fall under scholarships which are already listed, but this is something to consider. The Development office will also be looking at some naming opportunities for the new building. It was discussed if the Tate Page name would be transferred to the new building. Dr. Evans felt the old name would stay with the current building since the building will not be torn down, but this has not been decided at this point. Have your added ideas back to Dr. Evans next week.

The Governor Louis B. Nunn Kentucky Teacher Hall of Fame: Dr. Evans is working to get this up and running again. An employee of the Development office will work with the Nunn family about additional contributions to this cause. As it stands, there is \$33,000 toward this honor. This would be a state-wide initiative, not just WKU. Dr. Evans would choose the selection committee to ensure that it isn't WKU dominated. He may also serve as Chair and place himself in a non-voting position to help ensure the fairness of the selection process. This program was patterned after the National Teachers Hall of Fame, the WKU Distinguished Alumni Hall of Fame and the Kentucky Journalism Hall of Fame. One stipulation is that nominees must be present to be inducted. The award recipients would be presented their award during a football game, possibly Homecoming. A concern was raised that it may seem WKU dominated if we present a state-wide competitions award at one of our sporting events and may not send the right message.

At the February 20, 2007, home basketball game, we have been given 20 seconds to recognize Patrice McCrary. She is a national recognized teacher who received her Masters Degree here at WKU in the College of Education and Behavioral Sciences.

Part-Time Faculty Teaching Awards: This is something that needs to be revisited. Currently someone is nominated by the College and someone by DELO. Some questions came up in relation to the nomination process. If we nominate someone on main campus, can we nominate someone at the extended campuses as well? To avoid what happened in years past, our nominee was also nominated by DELO. It was discussed that DELO should nominate part-time faculty at the Regional campuses and we nominate from main

campus. Ideally, it would be nice if one person from each extended campus be nominated as well as one person from each college on main campus. The more we can recognize and award the part-time faculty, the better.

ProCard Quick Notes: Just a reminder of the receipt and record keeping policies for university procards.

Grant Account Issues To Think About: Grant Accounting would like all grant related forms to be routed to Steva Kaufkins and Dr. Evans for their approval. Currently, not all forms have a signature line for the Dean, like inter-accounts, but Grant Accounting would still like all forms to be routed through this office. There have been some forms routed to Grant Accounting that have been filled out incorrectly. By routing them through this office, we can help to head this off as well as evaluate the need for training. It was asked that if any Office Associates are having difficulty in a particular area, we could offer specific training for them, in addition to trainings that occur at our annual College meeting(s). Employee travel on procards was also addressed. Currently, employees are asked to pay for their travel costs and be reimbursed upon return. This works for those who travel with 100% of the travel reimbursed. Grant travel is typically 100% funded, so department heads were asked to think about allowing travel paid by grant funds on the procard. Grant Accounting also wanted to remind everyone of the policy on no procard spending in the last 30 days of a grant. It is recommended that a requisition be used, but they have made exceptions to this policy in an emergency situation. A final reminder from Grant Accounting was about the timely filing of grant progress reports. OSP sends reminders for final reports, but it seems the progress report reminder has fallen by the wayside. If you are a PI, be sure to get your reports submitted in a timely manner.

New Online Scheduling System: The University has been discussing the new online classroom scheduling system. It was reported that this system is computer based and will place classroom assignments randomly. The rooms may not be on the same floor or even in the same building; the goal is to have them be within the same building vicinity. A major concern for our faculty will be the equipment provided in the classrooms. Dr. Evans encouraged faculty to be as detailed as possible when making classroom requests. This may help ensure we get the rooms we want. Some other concerns are the number of keys that have to be distributed and the safety issue of changing buildings at night for classes.

Work Load Report: Think about the current work load of your faculty in relation to their unit or department productivity. The University is moving toward challenging our faculty to increase their research as well as the current push to increase enrollment. This all needs to be considered when looking at work loads. Applied Research is being pushed for the future growth of WKU as an applied research and teaching institution.

Steva Kaufkins