

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, February 27, 2014 – 9:30 a.m.
Dean's Conference Room, GRH

Present: J. Applin, F. Carter, R. Capps, B. Kline, T. Kirchner, S. Dietrich, P. Derryberry, S. Walters, J. Pope-Tarrence

Guest: Dr. Carl Fox, Nancy Mager, Lana Kunkel, Rebecca Tinker

Center for Career and Professional Development: Lana Kunkel and Rebecca Tinker shared information about programs offered to students through their office. CEBS Administrative Council members made the following suggestions to enhance current programming.

- Employee training workshops
- Mock job interviews
- Technology etiquette
- Internship and job offerings in Kentucky and bordering states
- Collaborate with the CEBS Student Leadership and Success Committee

The Center for Career and Professional Development office, located in DSU 2001, is open M-T from 8:00-6:00 and W-F from 8:00-4:30. Faculty and staff are encouraged to take a tour of the Center. There is space available to hold class sessions and various other meetings.

Environmental Self-Study: Dr. Carl Fox and Nancy Mager shared information relative to the formation of an entity that will serve as a focal point for interdisciplinary environmental research at WKU. Discussion. CEBS Council members were asked for input. CEBS faculty may send their suggestions/feedback to Dr. Jackie Pope-Tarrence (Jackie.pope@wku.edu).

Graduate Assistantships: CEBS Council members reviewed GA positions, budgetary issues, and projected GA needs. Dr. Carl Fox participated in discussion. Additional discussion will follow.

Graduate Student Research Fellowship Program – A handout was provided. Discussion followed.

Staffing Plan: This topic was briefly discussed. More discussion will follow at a later date.

CAD: Dr. Janet Applin provided a report from the February 5 meeting. Discussion followed.

Strategic Planning: The committee will be getting together after Spring Break. Dean Evans noted that there will be representation from all areas of CEBS, including students, faculty, and staff.

Administrator Workload Reports: More information will follow.

Reminders:

- CEBS Student Award Ceremony
Sunday, April 27
Carroll Knicely Conference Center, room 163
1:30 p.m. reception / 2:00 p.m. ceremony
- Promotion and Tenure documents are due to Dean Evans no later than February 28.
- Faculty Workload Reports are due to Dean Evans no later than February 28.
- CEBS REACH Week event – Tuesday, March 18
- Wedge Lecture – Dr. Jonathan Plucker
Wednesday, March 19 at 7:00 p.m. in GRH auditorium
Thursday, March 20 at 8:30 a.m. and 12:30 p.m. at the Carroll Knicely Conference Center
- Boyd Lubker Lecture – Dr. Ted Thomas
Tuesday, March 25 at 7:00 p.m. in GRH Auditorium

As there was no further business, the meeting adjourned.

Tammy Spinks
Secretary