

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, March 28, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Pope-Tarrence, Kirchner, Norman, Baker, Kline, Dietrich, Walker, Applin, Evans, Poe

Guests: Ellen Gott represented Fred Carter

Graduate Studies: Dr. Fox, who is the new Dean of GSR, has begun work at WKU.

Class Meetings: The committee discussed required class meeting times and minutes. Unit heads were asked to review their respective department's courses and provide notes in Banner to specify the number of minutes for which the course meets. Discussion.

Study Abroad Course Fee: Sharon Hartz will be discussing this topic at a future meeting.

Staffing Plan: Further discussion will take place after April 18.

Budget: The Council discussed possible cost saving measures.

Event Scheduling: Dr. Evans announced that some buildings have been vandalized by guests using the facilities for various events. Our building use policies have prevented any issues in GRH.

FUSE Grant: The FUSE grant is to foster student engagement and research. More accountability for the use of these grant funds will be required. Discussion.

Promotion and Tenure: The Council had brief discussion concerning progress of promotion and tenure documents.

CAD: The March 27 CAD documents were reviewed.

New Staff: Candice Tope-Phillips has been hired to replace Emily Nation, who was the Staff Specialist/Events Coordinator in Academic Affairs. Candace Rogers is the new Office Associate for Teacher Services.

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

Tammy Spinks, Secretary