

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, April 28, 2011 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Norman, Poe, Caldwell, Carter, Haggbloom, Kline, Lich, Metze (via video), Powers, Schlinker. Ms. Sharon Hartz was a visitor.

School Closing Dates – These dates could impact the summer term. Please ask faculty to be understanding the first few days of class.

Enrollment – Projections look good. Additional comments were made.

MOA – We will receive 70% of the new tuition dollars; don't cancel classes because of staffing.

Staffing – Work needs to begin on the staffing plan, as it will be needed in June. Be thinking about staffing based on a 9/9 teaching load.

Budget – Comments were made relative to PD accounts. Retired faculty accounts need to be spent. Further discussion was held. Any information on this, as well as expenses for next year that are not recurring dollars, should be forwarded to Sharon Hartz. This will be on the agenda again next week.

Summer Hours – Brief discussion was held, and it also will be discussed next week.

The Building – Discussion was held on temperature control. Faculty are encouraged to cancel classes that occur during the dedication. The reception will be held in the first floor foyer, and faculty/staff should try to stay close to their areas to greet visitors.

Student Awards Ceremony – It is scheduled for 2:00 on the 1st, with the reception beginning at 1:30. Dr. Evans will read the names, and department heads will present the awards.

Meetings – The Cupola Society will meet in the building on Saturday. The Regents meeting will be on Friday morning, and five doctoral students will be introduced at that meeting.

Retention – Everyone should be thinking about this issue, as it will be a main focus for next year.

Development Cards – Positive comments were made on the new system.

Next Administrative Council Meeting – The issues of budget and retention will be discussed in the near future. Staffing will be discussed after graduation.

Issues from CAD – Benchmark institutions will be discussed probably next week. Travel commitment forms also were discussed; the college may try to implement an electronic signature process.

WKU Stationery – Unit heads need to be sure their stationery is aligned with university requirements.

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

Cathie Bryant, Secretary