

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, May 17, 2012 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Applin, Estes (for Caldwell), Goff (for Carter), Haggbloom, Kline, Norman, Poe, Pope, Schlinker

Administrative Council Meetings – Keep next week's slot open in case a meeting is needed. There is a CAD meeting on Wednesday, so a meeting might be necessary.

Office Space – The individual who was supposed to be located in Ransdell Hall may be placed in a different building, as we have no suitable space for him. Concern was expressed that we could run out of research space. Related to office space, unit heads should get names of all new personnel to Dr. Kirchner so names can be placed on doors.

Staffing – Dr. Evans will be meeting with Mr. Dale later today. He noted that we do not have to include failed searches in the staffing plan. He would like the plans to be completed by the end of June. The goal is to get teaching loads down to 9 hours and continue to work on individual workload plans. Unit heads should look at enrollment, course offerings, and student/faculty ratios. Considerable discussion followed.

Retention – Lengthy discussion was held. The issue of mentoring was discussed, and several comments were made relative to the involvement of clubs and the student ambassadors. Making connections with students is critical to retention, especially for first-time, full-time freshmen.

ATP – Concern was expressed relative to the new ATP process and the need for additional advisors. Unit heads were asked to check with faculty on anyone who would be willing to help with this. The suggestion was made to utilize student ambassadors this summer, as faculty are at a minimum. Dr. Evans will check with Dr. Kirchner on available laptops.

Data/Dashboard/Longitudinal Research (Leader in Me) – CEBS researchers are needed to evaluate the effectiveness of the Leader in Me initiative in the schools. Dr. Evans wants faculty to be paid as "work for hire" or directly from the Chamber of Commerce.

GRE – Discussion was held on GRE requirements for graduate admissions. Drs. Poe and Kline met recently with Mr. Schilke, and it was determined that possible program revisions may be needed. If minimum scores are not mentioned, revisions will be needed. Otherwise WKU's minimum will apply.

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

Cathie Bryant, Secretary