

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, July 12, 2012 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Applin, Barton (for Caldwell), Dietrich, Kline, Norman, Poe, Pope-Tarrence, Winger (for Haggbloom).

Challenging the Spirit – Discussion was held on this document and how the Retention Committee relates to it. Further comments were made.

Strategic Planning – Discussion was held on how the strategies align with Senate Bill 1.

Budgets – We are in the process of cleaning up the budgets. Next year could be very tight, so use money wisely. Further comments were made on the vacant positions, and it was noted that everyone will receive carry forward funds.

Staffing – Phase 1 of the staffing plan is due August 10. External searches will be held for the three unit head positions.

Regents Meeting – All department heads and deans are to be present at 10:45 for the 11:00 SACS presentation. Also, Dr. Emslie will be reporting on the possible restructuring of the semesters. It was noted that CEBS had no representation on that committee. Comments were made relative to a study conducted by Ohio State, and that information will be forwarded to Dr. Evans. The suggestion was made that we ask to see data used by the university committee. Lengthy discussion continued, and concerns were voiced.

Graduate Assistants – The draft policy was distributed and discussed. Funds are in our account, along with additional funding in Graduate Studies. Discussion will be held on where the funds will be kept, and it was noted that the doc program has nothing for GAs. A plan is being proposed to restrict GAs to only teaching and research. Dr. Evans noted that we need to have data to document that GAs are having an impact. Also, GAs will be required to do their work at the university to ensure everyone works their contracted hours.

Cohort Tracker – Unit heads need to identify students who should have graduated this summer to help the university with CPE targets. This will involve STE and PSY.

Program Review – Discussion was held on the tentative schedule. We need to be thinking about making a case for programs in terms of what we are doing. It was noted that most of the review focuses on undergraduate programs.

Student Fees – Inform Dr. Evans if any students are experiencing a hardship due to fees they are required to pay.

SACS – Credentials will be a major part of SACS.

QEP – Discussion was held. Areas of concerns will be on whether students can complete two baccalaureate degrees concurrently and the budget.

CEBS Opening Activities – Opening activities will be held on Thursday, August 23, and the day will be structured differently than in the past. The college-wide meeting will be from 10:00 to 11:30, with the last 30 minutes involving a discussion on student success. A major goal will be that every student who graduates can say, “Someone at WKU knows me, and this person is my mentor.” Lunch will be from 11:30 to 1:00, after which will be four breakout sessions—two periods with four options each. Sessions will include what resources are available to students of which we are not aware, mentoring, academic expectations of student success, student-to-student connections (clubs, etc.). It is expected that everyone attend, and every faculty member will be expected to identify goals on how to address the question: “What is my role and what can I do to help ensure student success?” This will be tied to evaluations as well. The following year, reports should be submitted on how the faculty member addressed this.

Off Loads – In order to approve off loads, a workload report will be needed. Additional discussion followed relative to workloads. All load documents should look similar, so we will be working on that, to be finished by early September. Off load requests will be needed sooner.

Brochures – All brochures need to go through Dr. Poe, including anything for marketing, etc.

Somerset Meeting – Dr. Evans will be attending a meeting tomorrow in Somerset, as a group of individuals in that area want to attend WKU.

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

Cathie Bryant, Secretary