

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, August 15, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Walker, Evans, Pope-Tarrence, Kirchner, Derryberry, Gott, Kline, Capps, Poe, Dietrich, Applin

Freshman Fest: Pam Pierce shared information about the upcoming CEBS Freshman Fest scheduled for September 19, 2013. Invitations have been mailed. Each student attending Freshman Fest will receive the newly designed CEBS t-shirt.

CAD Report: Dr. Janet Applin reported on the August 14, 2013 CAD meeting.

- Staff Council's proposal related to increasing the allowed number of courses taught by staff is being returned by CAD with recommended revisions.
- Policy related to advising and changing majors is headed to Senate for approval.
- The faculty review of personnel files policy will be coming back to CAD for further discussion.
- The priority registration policy is going forwarded to Senate for approval.

Continuation: Letters are due to Dean Evans by September 20. Discussion.

Faculty Evaluations: The annual evaluation process was discussed.

E-mail: Inappropriate use of the faculty-all e-mail option was discussed. WKU voice is available as an alternate method of sharing information.

DELO: Summer course distributions were discussed. More information will follow.

Scholarship: The newly launched Topper Educator Graduate Scholarship was discussed.

Staffing Plan: Phase I of the Staffing Plan was discussed. Dean Evans asked for feedback from unit heads concerning staff incentives. More discussion will follow.

International Journal of Leadership and Change: A new edition of the IJLC journal is completed. An online version should be available on TopSCHOLAR soon.

CEBS Opening Meeting: Details of the August 21 opening meeting and events were discussed. The meeting is scheduled to begin at 10:30 a.m. in the GRH auditorium. An agenda will be distributed.

Action Plans: Department action plans are due to Dr. Pope-Tarrence no later than August 22.

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

Tammy Spinks, Secretary