

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, August 21, 2014 – 9:30 a.m.**  
**Dean's Conference Room, GRH 2037**

**Present:** Sam Evans, Fred Carter, Marguerita DeSander, Tony Norman, Jackie Pope-Tarrence, Tony Kirchner, Janet Applin, Bill Kline, Scott Walker, Sylvia Dietrich

**CEBS Opening Meeting and Professional Development Workshops:** The event was held on August 20 and focused on closing the achievement gap, developmental advising, and strategic planning. Discussion.

**Procurement Card:** Usage of procurement cards by faculty and staff was discussed. The usage policy will be strictly enforced. Sales tax should not be charged on university credit card transactions made in Kentucky.

**Budget:** The Council discussed revenue accounts and DELO distributions.

**Recruitment:** Various student recruitment events are schedule for the current academic year. Unit Heads were encouraged to have their respective departments represented at each event.

**Tuition Rates:** Graduate level tuition rates were discussed. The Council agreed that enrollment will increase if the appropriate tuition rate is attained.

**Graduate Assistantships:** Dean Evans will be meeting with Dr. Fox from The Graduate School on August 25 to discuss assistantships.

**Promotion and Tenure:** The Council briefly discussed this topic.

**Field Trip Form:** The form does not apply to students fulfilling field work/ course requirements. Unit Heads were asked to send their feedback to Dean Evans. More discussion will follow.

**Space Committee:** The Admin. Council briefly discussed CEBS space needs and options.

**I-9:** All WKU employees must have an I-9 form on file before beginning work.

**Staffing Plan:** Dean Evans has submitted Phase I requests. More discussion will follow.

**Faculty Earning Doctoral Degrees:** The Council briefly discussed this topic.

**Priority Registration:** Discussion

**Other:**

- Fall enrollment was discussed. Advisors are encouraged to meet with their advisees and lift holds in a timely manner.
- Nominations for recipients of Honorary Degrees are due no later than September 10. For more information, see e-mail from the Provost office.
- The Future Hilltopper Reception recruitment event is scheduled for October 4. Send notification to Tammy if your department will be represented.

- In an effort to boost graduate enrollment, Dean Evans recently presented \$1,000 scholarships to several potential graduate students in area school districts.
- The CEBS International Education Committee is seeking to add new members. Contact Dr. Fred Carter or Dr. Kay Gandy for more information.

As there was no further business, the meeting adjourned.

Respectfully Submitted,  
 Tammy Spinks  
 Secretary

Upcoming Events:

- President's Convocation  
 Friday, August 22  
 8:00 a.m.  
 Van Meter Hall
- President & Provost Meeting w/ Deans, Directors, and Dept. Heads  
 Friday, August 22  
 3:00 p.m.  
 MMTH Auditorium
- Hopkinsville Open House – Undergrad. Recruitment Event  
 Saturday, August 23  
 James E. Bruce Convention Center  
 303 Conference Drive
- Welcome Reception – Dr. Evelyn Ellis  
 Elizabethtown Regional Chancellor  
 3:00 p.m. EST  
 CREC Atrium  
 610 College Street, Elizabethtown, KY
- Owensboro Open House – Undergrad. Recruitment Event  
 Thursday, September 4  
 6:30 p.m.  
 Owensboro Convention Center
- Mary E. Hensley Lecture – Stephen Ritz  
 Tuesday, September 9  
 7:00 p.m.  
 Van Meter Hall
- Somerset Open House – Undergrad. Recruitment Event  
 Tuesday, September 9  
 5:30 CDT/6:30 EST  
 The Center for Rural Development
- Nashville Open House – Undergrad. Recruitment Event  
 Thursday, September 11  
 6:00 p.m.  
 McCabe Park Community Center