

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, September 13, 2007 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Present: Sam Evans, Toby Daniel, Steve Haggbloom, Aaron Hughey, Alice Mikovch, Tony Norman, Mark Powell, Sherry Powers, Chris Wagner for Jeanne Fiene

Guests: Amanda Lich, Tom Meacham, Jill Onedera

Sam Evans called the meeting to order.

Discussion Topics/Handouts--

New WKU Logo -- Tom Meacham and Amanda Lich were present to discuss the use of the new WKU logo. There was discussion regarding college and departmental banner and table skirts using the new logo. A list of various logo designs were handed out along with steps for producing a publication. We will be allowed to use up all old stationery/envelopes, brochures but need to incorporate the new logo when ordering new items. When planning for new brochures, everyone was to be thinking about what they want done as far as university photographs in regard to photographers coming to classrooms. Tom Meacham may prototype some banners. We are to get back with him in the near future.

Authorizations for Exceptions to Undergraduate Academic Policies – Dr. Evans handed out a form showing who approves various exception forms and told the group to let him know of any concerns.

Count of First-Time Freshmen and Transfer Enrollment—form showing increase since fall of last year.

Standard Times and Courses vs. Non-Standard -- will need to be approved by the Provost's Office. Dr. Evans will need rationale for why a course is entered as a non-standard time. He encouraged everyone to remember 1) teaching, 2) scholarship and 3) service when setting times for classes.

Architects – New Building – Dr. Evans told the group that he and others met with the architects last week. It was a good meeting with a few changes being made to accommodate others. There have been some unexpected expenses. The blueprints are still in the Dean's Conference Room for viewing.

October 27th – football game --Superintendents will be coming to campus for this event. If you want to attend and bring a guest, let Dr. Evans know.

10-Mile Run -- Mark Powell announced that he would be running the 10-miler on October 7th to raise money for families of the soldiers in Iraq. He encouraged everyone to donate.

The meeting adjourned at 10:55.

Susan Krisher, Secretary