

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, September 16, 2010 – 9:30 a.m.
Dean's Conference Room, TPH

Present: Evans, Poe, Norman, Caldwell, Gott (for Carter), Haggbloom, Kline, Metze (video), Powers, Schlinker

A Sense of Urgency – Considerable discussion was held on this book. Council members are to be thinking about Chapter 4 for next week.

Marketing – Discussion centered on doing a better job of telling our “stories.” We need to find a way to focus on the human element in the student and faculty stories we tell. Dr. Evans will be working with Michelle Kahler on this, and department heads should consider whether they have faculty or students doing noteworthy things.

Staffing – Dr. Evans gave an update on staffing.

Administrator Appointments – Discussion was held on the benefits/drawbacks of this as well as issues involved with implementation, etc.

Graduate Assistants – Keep this on the front burner, as it is a continuing issue.

Faculty Handbook – Discussion was held on suggestions for changes and how to submit them.

International Proposal – Information was distributed and discussed. If anyone has an individual who is interested, please let Dr. Evans know.

WKU Sisterhood Availability of Funds – Information was distributed and briefly discussed.

Articles – Copies of articles of interest were distributed.

Faculty Advertisements – Department heads were reminded to include a smaller ad along with the regular ads submitted for vacant positions.

New Building – Dr. Evans gave an update on the new building and explained some of the challenges we will face with moving as well as once we are in the building. There was agreement that some type of instructions on what to do and not to do should be distributed. Classes will not be held in the new building until the Spring 2011 semester. The second floor BSA will be storing boxes in one of the vacant Psychology offices. Also, Virginia Pfohl in Psychology is aware of a company that buys back old books, even those no longer used.

Doctoral Program – Dr. Norman gave a report on the doctoral students. Dr. Evans added that they will be introduced during halftime at the Homecoming football game.

Photocopying Service – Issues with the new service were discussed.

Classroom Equipment Requests – Dr. Metze will be handling those requests.

Administrative Council

September 9, 2010

Page 2

Rank Changes – Ms. Gott reported on the idea of faculty workload reductions to allow more time for research. We also need to look at growth plans for our current GAs. Funds are available for additional personnel, and we will have to make our requests by October 31. Council members should be thinking about our needs for GAs, GTAs, etc. This issue will be addressed again in the future. Ms. Gott also reported that the September 15 deadline was met for rank changes and IHE Data reports.

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

Cathie Bryant, Secretary