

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, September 25, 2008 – 9:30 a.m.
Dean's Conference Room, TPH

Present: Evans, Poe, Norman, Carter, Daniel, Davis, Fiene, Haggbloom, Lich, Metze (via web link), Powers. Dr. Doug McElroy and Mr. Tony Kirchner were guests.

Introductions were made. Dr. McElroy presented information on the Student Engagement Activities Transcript (SEAT) and gave an overview on how students can input activities and faculty can extract data.

Equipment and Classroom Improvement Requests – Requests should be sent electronically to Dr. Metze by October 6. Further discussion was held on equipment and furniture for the new building. This topic will be on the agenda of the next meeting.

Christa McAuliffe Award – An announcement will be made at the October 10 Regents meeting that WKU is the recipient of the Christa McAuliffe Award for Excellence in Teacher Education. The presentation will be made in November in Williamsburg, VA.

Enrollment – Brief report was made.

CEBS Brochures – Council members were reminded that Dr. Poe should proof all brochures before being sent to print.

Non-Standard Class Times – Dr. Poe will be receiving the list of all non-standard classes and will share it.

College Listserve – The new listserv for the College is cebs@lists.wku.edu.

5th Week Assessment – The University's expectation is that there will be 100% participation in the 5th week assessment for undergraduate students. Department heads were asked to encourage participation, especially from part-time faculty, as they directly affect retention.

Faculty Evaluations – Department heads need to ensure that any data they use is accurate. Brief comments were made on the SITE evaluations, and Dr. Evans stressed the importance of ensuring that no discrepancies exist between faculty evaluations and applications for promotion.

Security – Everyone was reminded that offices and classrooms are to be secured, as several unsecured areas are still being found in the building at night and on weekends. This is especially important for Homecoming weekend. In addition, every effort should be made to remove surplus items in the building.

Energy – Dr. Evans asked that responses to the draft energy policy be forwarded to him by September 30. John Osborne has requested feedback on removing bulbs from some of the light fixtures. Faculty are encouraged to turn off lights and Proximas.

Most Productive Researchers – Reminder to forward the names of the most productive researchers in the area of publications.

Mission Statement – A meeting was held on September 20 to develop the College’s mission statement: “Empowering each person to lead and serve our dynamic world.” The next step is to get feedback from College faculty. A meeting is also scheduled for November 15, at which the focus will be on identifying values we hold as a College. A follow-up meeting will occur in January to use those values in developing the College vision statement.

Majors Fair – The Majors Fair will be held on October 8 in Garrett Ballroom.

Courses Not Taught in the Last Five Years or More – Department heads will be receiving a list of courses that have not been taught in the last five years or more. Those lists should be verified, and curriculum proposals should be developed to delete or suspend them. Dr. Poe can assist with this.

120-Hour Proposal – Dr. Poe is representing the College on the committee to address the 120-hour proposal for undergraduates. The Provost has asked for a recommendation by the middle of October. Considerable discussion followed, and Council members agreed to try to make that requirement a reality if at all possible, although it would not be a guarantee for all programs.

Advisement – Discussion was held on the possibility of a survey on advisement. Dr. Poe expressed her interest in meeting with graduate advisors to talk about certification.

EEO Policy – Submit thoughts or ideas to Dr. Evans by next Tuesday. Concern was expressed relative to the forms to be completed.

Efficiency – Dr. Evans said we will need to set targets. This topic will be discussed again at the October 9 meeting.

Viet Nam Visitors – Brief comments were made. This issue will be addressed at a later date.

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

Cathie Bryant, Secretary