

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, September 27, 2012 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Applin, Carter, Dietrich, Haggbloom, Kirchner, Kline, Norman, Poe, Pope-Tarrence, Walters

SACS – Information was distributed. Unit heads should check for accuracy and make certain that transcripts are on file.

FUSE – \$1500 is in a FUSE index in the College to compensate faculty for participation in the program. Further comments were made.

Dual Careers – If anyone has issues with this, they should notify the Dean.

On-Line Course Evaluations – Encourage faculty to do this. Course evaluations will not be conducted for the first bi-term.

Continuation Review Process – There has been some confusion with the consistency of the handbook. Discussion was held on who has input into the decision and what factors are to be considered. Concern was expressed relative to disclosure of details on the individual. The suggestion was made to tie annual evaluations in with the continuance process.

Faculty Workload Compensation – Discussion was held regarding summer stipends. Comments were made on bonuses for grant people as an incentive for submitting additional grants.

Staffing – Discussion was held on enrollment. Department heads need to list names in the faculty slots and what they teach as well as courses that need to be offered.

Faculty Taking Classes – If faculty are interested in taking a second bi-term class, there would be no fee and it would increase the enrollment figures.

Faculty Non-Disclosure – All faculty need to complete the form on the Academic Affairs website.

Field Work Experience – Department heads were encouraged to determine field work experience when hiring new faculty, as there have been some issues in the past with individuals who did not possess a full year of teaching or field work experience prior to coming to WKU.

Development – Be thinking about the “look” for the brochure that is being developed.

Student Success – Discussions and meetings are continuing.

Graduate Admission – Discussion was held on the current procedure of electronic graduate admissions. It was suggested that all the required paperwork be grouped into one file for easier access.

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

Cathie Bryant, Secretary