

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

Present: Evans, Poe, Norman, Carter, Daniel, Fiene, Haggbloom, Lich, Metze (via web link), Minatrea (for Davis), Powell, Powers. Mr. Tom Hiles was a guest.

Introductions were made. Mr. Hiles gave an update on the campaign. Information was distributed, and he reported on the process of identifying new donors. He stressed the importance of “big ideas” and solicited any of those ideas from Council members. Ms. Lich added that she is keeping the lines of communication open and would like to hear ideas. She also reminded everyone of naming opportunities for the new building and the doctoral program.

The importance of thanking donors was emphasized, and hand-written notes are especially appreciated by the donors. Also, gifts-in-kind should be reported. Mr. Hiles expressed his office's willingness to assist with research and proposal writing and asked that his office be kept in the loop on activities occurring or planned.

**Kentucky Teacher Hall of Fame** – Selections for the 2009 Kentucky Teacher Hall of Fame were made yesterday. Announcements should be forthcoming in the next few weeks.

**Equipment and Classroom Improvement Requests** – Dr. Metze commented briefly. Dr. Evans indicated that the Provost will be moving a portion of those accounts to the new building equipment account.

**CEBS Advisory Board** – The Advisory Board will be meeting on November 1.

**Math/Science Center** – The Center for Mathematics, Science and Environmental Education will be divided into two areas: the Center for Math and Science Education and the Center for Environmental Education and Sustainability.

**Draft Energy Policy** – The draft policy was distributed and discussed. Several possibilities are being discussed relative to summer and finals week. Feedback/comments should be forwarded to Dr. Norman prior to next week's Council of Academic Deans meeting.

**Efficiency** – CPE will be doing undergraduate and graduate program reviews sometime this year, particularly looking at whether some can be eliminated. The CPE is expected to take a 4% cut. Student credit hour production is being studied, and we will be asked to provide justification for those courses that don't fit the standard. Considerable discussion followed. We will need to look at 5-year trends--whether they are moving in the direction we want them to go, what has been done to move the program in the right direction, what plans will be implemented to move those programs not going in the right direction, and faculty involvement in those processes. We also need to consider the utilization and availability of resources.

**Graduate Admissions** – Concern was expressed relative to graduate students being required to reapply for admission if they miss one semester. The suggestion was made to allow a 24-month window. Other concerns were expressed regarding the application and admission process. Department heads were asked to think about this issue and include regional campuses in their thinking.

**WKU Scholar** – Reminder on submissions for this publication.

**KSBA E-News** – If anyone is interested in receiving these emails, please forward names to Dr. Evans by Friday.

**5-Week Assessment** – Brief comments.

**Non-Standard Courses** – Brief comments on courses offered on non-standard times.

**Comprehensive Exams** – Dr. Evans noted that EDFN500 has to be completed in order to take the exam.

**October 16 Meeting** – The Council will meet next Thursday, October 16. Dr. Evans also outlined his schedule for the next week.

Additional discussion was held on “big ideas” as well as on issues to address that are important in the education realm.

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

Cathie Bryant, Secretary