

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, November 14, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: T. Norman, P. Derryberry, R. Poe, J. Pope-Tarrence, R. Capps, S. Evans, B. Kline, T. Kirchner
F. Carter, J. Applin, S. Dietrich

Guest: S. Hartz

Carry-forward Funds: A report will be sent to unit heads. Brief discussion followed.

Action Plan: Dr. Pope-Tarrence will follow-up with department(s) needing to submit their action plans.

CAD: Dr. Tony Norman reported on the November 13, 2013 meeting.

- Representatives from WKU Admissions attended the meeting. There is a possibility that they will be contacting unit heads for a list of career options for students receiving a degree in programs offered within their respective departments.
- An information session related to Fulbright opportunities will be held in Cravens.
- Teacher Quality grant was discussed
- SACS faculty credentials audit was discussed
- Textbook orders was discussed
- The policy concerning full-time staff teaching assignments was discussed. More discussion will follow.
- Instructor ranks & promotion handbook revisions was discussed. Unit heads were asked to forward feedback via e-mail to Dr. Evans and copy Tammy.
- Field trip policy was discussed. More discussion will follow.
- Recruitment selection for staff was discussed. Unit heads were asked to read and forward comments to Dr. Evans and Tammy via e-mail.
- Disciplinary action policy discussed. Unit heads were asked to read and forward comments to Dr. Evans and Tammy via e-mail.
- Honorary degrees discussed. Unit heads were asked to read and forward comments to Dr. Evans and Tammy via e-mail.
- Advising policy discussed. Unit heads were asked to read and forward comments to Dr. Evans and Tammy via e-mail.
- Lecturers policy – ABD hires will be lectures, not instructors. More information to follow. Unit heads were asked to read and forward comments to Dr. Evans and Tammy via e-mail.

Winter Retreat: Dr. Evans will be scheduling an Academic Council retreat in January to work on the strategic planning.

Winter term: Faculty is expected to hold office hours during the January term.

College-wide meeting: More information to follow.

Student Leadership and Success Committee: We need identify Student Ambassadors and an EALR representative to serve on the committee.

Holiday greeting: A holiday e-card will be sent to CEBS alumni.

SACS: An open forum will be held in GRH. Refer to e-mail from Dr. Emslie for dates and times.

Research space: This topic was briefly discussed.

Website: Dr. Evans asked unit heads to submit names of faculty, to Tammy, to work with Tony K. on updating the CEBS website.

Display cases: Faculty wishing to put their professional works on display in the CEBS may contact Dr. Evans and Tammy.

Center for the Study of Lifespan Development: This topic was briefly discussed.

Annual Evaluations: Dr. Evans is in the process of finishing his part of the faculty evaluations. He suggested that having a goal matrix to use in completing the evaluation is helpful.

Promotion and Tenure Documents: Brief discussion was held.

Graduate Faculty Appointments: The Council briefly discussed policy related to this topic.

CEBS Public Relations Specialist: Whitney Hall's office hours will be Monday and Thursday from 7:30 to 10:30 a.m. She is available also via phone or e-mail.

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

Tammy Spinks, Secretary