

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, December 6, 2010 – 9:30 a.m.**  
**Dean's Conference Room, TPH**

Present: Evans, Poe, Applin (for Powers), Carter, Haggbloom, Hartz, Kirchner, Kline, Metze, Powers, Schlinker. Ms. Nancy Givens was a guest.

**Sustainability** – Ms. Givens presented information on sustainability relative to the new building. Unit heads were asked to provide feedback to Dr. Evans. Further discussion was held.

**New Building** – Considerable discussion was held, particularly relative to the dates of the moves. Everyone will have new telephones. Information on signage was distributed and is needed back by the beginning of next week.

**Faculty Database** – Information was distributed. A vita is needed on anyone teaching this year.

**Action Plans** – Progress is being made; completion is expected by next week.

**Summer 2010 Distribution Model Proposal** – DELO funds should be released after the holidays.

**Supplemental Earnings** – Information was distributed. Dr. Evans will meet with each unit head. This issue involves stipends for dissertation committee chairs, which the Provost opposes. The college will be rethinking workloads. Further discussion was held.

**Graduate Assistants** – Information is included in the packets, but nothing is finalized yet.

**Graduation Honors** – Discussion was held on the history of graduation honors at WKU. Further comments were made regarding the ceremony, hooding, etc.

**Textbooks** – If faculty do not submit information on textbooks, the latest edition of the last textbook used will be ordered.

**Travel Reimbursement** – Discussion was held on the changes in travel reimbursement.

**Workload Reporting** – Brief comments were made.

**Dean/Department Head Evaluations** – The draft document was discussed. Dr. Evans will work with the other deans on this.

**Base Salary for Administrative Appointments** – This issue is not yet finalized.

**Severe Weather Warnings** – Concerns with this draft policy should be forwarded to Dr. Evans. For information, the college has no essential personnel.

**Pedagogical Track Faculty** – This issue is still under discussion.

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**Tenure** – The policy on the tenure clock will go back for further discussion.

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

Cathie Bryant, Secretary