

CEBS Administrative Council Meeting
January 19, 2017
9:30 a.m.

Minutes

Present: Sam Evans, Tony Norman, Tom MacMillin, Pitt Derryberry, Margie DeSander, Tony Kirchner, Sylvia Dietrich

Dr. Carboni was announced as WKU's preferred candidate for the university's next president. Opportunities for faculty, staff, and students to meet and greet Dr. Carboni have been scheduled.

The Board of Regents will meet on January 27. Dean Evans reminded unit heads to send representatives to speak to any agenda items that their department has on the agenda.

CAD: Dean Evans reported on the January 11 meeting. The main topic of discussion was budget. The university will most likely not know the final budget until mid-February.

Budget: Final spring enrollment numbers could impact the CEBS' second and third installments of Carry Forward funds.

Vacant Positions: There has been no decision relative to filling vacant positions. Dean Evans shared the status of college's vacant positions. Discussion. The following statement was made relative to vacancies - If administrative positions in CEBS had not been vacated, we (CEBS) would have the funds (in the lines) to pay those administrators. Dean Evans requested for unit heads to send their questions to him no later than today (1/19) for Dr. Lee's upcoming visit on January 26.

CEBS has had several positive public relations stories related to topics such as CEPT and the Accountability System featured in the BG Daily News within the last few weeks.

Funding and proper staffing will be of great importance as we (CEBS) move in more of a clinical focused teacher training arena. Dean Evans noted that meeting accreditation requirements while maintaining strong partnerships will be critical as is securing proper funding for staff, materials, etc. because the clinical arena is a more expensive method of training teachers than traditional face-to-face classes.

Transitional Retirement: Current funding for faculty moving to transitional retirement comes from DELO.

Course Offerings (summer & fall): Dean Evans reminded unit heads to efficiently utilize classroom space and faculty when scheduling courses each semester.

Oman (recruitment of students): Dean Evans recently met in Washington, D.C. with constituents from Oman. They have an interest in sending students to WKU to pursue education degrees, specifically in SKyTeach majors. More discussion will follow at a later meeting.

Student Success: Information about the recent Student Success Summit was shared. CEBS had eight faculty present at the Summit. Dean Evans reiterated the importance of retaining academically solid students. Articles from Education Week were handed out. Discussion.

Action Plans: Unit heads were encouraged to keep moving forward with completing their department's plans.

Strategic Plan: The document is in progress.

2017 Faculty Excellence Awards Committee Selection: Each unit head will need to identify a department representative to serve on this year's selection committee. Tammy will send a reminder via email.

Building Locks: Dr. Tony Kirchner announced that CEBS has moved to using key fobs to open GRH exterior and suite doors. All suite doors have been re-cored; therefore, keys that were initially issued for those doors will no longer work. Those who have not switched to the fob will need to visit Access Control ASAP. The police department will not let anyone enter locked offices after hours; Access Control would need to be called and a fee of approximately \$90 would be charged to the faculty/staff member seeking access.

Development Brochure: Unit heads were asked to forward student spotlight information to Dean Evans no later than February 3.

Contact Kristy Ketterman (Kristy.ketterman@wku.edu) to submit and/or inquire about the following:

- Public relations/news items
- Curriculum Committee agenda items
- Comprehensive Exams

Dean Evans stressed the need for advisors to complete their student advisee's program of study soon after they have been admitted to a program.

Upcoming recruitment events were discussed.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks