

College of Education and Behavioral Sciences
Administrative Council Meeting Minutes
March 3, 2016
9:30 a.m.

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

Guest: Candace Lee, Teacher Certification Officer

Extension Request Form: Ms. Candace Lee developed a new CEBS form that will be used by students in certification only, planned 5th year, and planned 6th year programs, who are seeking permission to count a course that was taken more than 10 years from the time their program was written. The form will require approval from the advisor, department head, and dean. The Extension Request Form will be posted on the CEBS webpage.

Day on the Hill: Dean Evans, Dr. Dietrich, Dr. DeSander, and Robert King, an EALR student, visited with legislators in Frankfort on March 2. Dean Evans indicated the meetings went well. The final state budget will most likely not be approved until April.

Senate Bill 140 was discussed.

CAD Report: Dr. Janet Applin reported on the March 2 meeting. Topics of discussion were as follows.

- Faculty Workload and Compensation Policy – This item was tabled for further discussion.
- Faculty Appraisal Form development
- The allocation of prayer space on campus is no longer an issue.
- Graduate faculty status

Global Studies: Unit Heads may send relevant course information to Dean Evans.

Recruitment Brochures, Etc.: In order to adhere to WKU guidelines, we must collaborate with Corie Martin and her staff to develop and design recruitment materials for the college. Devin (Bell) will assume responsibility for creating and designing the magazine, print materials, and web marketing for the college. Dr. Norman will meet with Corie to discuss ideas for CEBS print designs. Discussion will continue at the next Administrative Council meeting.

Post-Tenure Review: Follow-up discussion concerning faculty job performance was addressed. The Council agreed that most faculty members in the CEBS are performing above expectations.

Open Source Journals: This topic was briefly discussed. Dean Evans expressed a need for more elaboration within the narrative.

Student Awards Program: The event is scheduled for Sunday, May 1. Departments may

begin to select student award winners. Tammy will resend details about the event.

Student Leadership and Success Committee: The Committee has several ideas and initiatives in process. Dean Evans is trying to arrange a time for music producer, Robin Crowe to visit WKU.

Change in Responsibilities: As a result of Dr. Pope-Tarrence's recent move to transitional retirement some of her job duties have been redistributed to other administrative team members.

- Tony Norman – Research (RCAPS, REACH)
- Janet Applin – Action Plans and Assessment Plans
- Tony Kirchner – CAEP
- Jackie Pope-Tarrence – CAEP and College Reader

Dr. Marge Maxwell won the CEBS Faculty Mentoring Award. Dr. Rick Grieve and Dr. Jennifer Cribbs were nominated for the Outstanding Mentoring in Undergraduate Research/Creative Activity award.

WKU's Spring Break is scheduled for March 7-11. Offices will remain open.

Dr. Margie DeSander and Dr. Tom Stewart will be in Europe on a Study Tour March 7-11.

EALR is in the process of applying for a Wallace Grant through the NISL Foundation.

As there was no further business, the meeting adjourned.

Respectfully submitted,
Tammy Spinks