

CEBS Administrative Council Meeting Minutes  
April 16, 2015  
9:30 a.m.  
Gary A. Ransdell Hall 2037

**Faculty Handbook Committee:** CEBS representation to the Faculty Handbook Committee is needed for the next term. Dr. Derryberry is the current representative. Unit heads were asked to forward recommendations to Dean Evans.

**Budget:** The Council discussed possible budget challenges for the next fiscal year.

**Workload:** Unit Heads were asked to submit their faculty workload forms for the 2015-2016 academic year.

**Tuition:** A new tuition fee schedule for identified CEBS programs was discussed. If approved, the new tuition schedule will replace the Topper Education Graduate Scholarship currently being offered. More discussion will follow after the WKU Board of Regents meeting on April 24.

**Recruitment:** Dean Evans is scheduled to meet with a recruitment firm to discuss opportunities for attracting new graduate students to CEBS programs. More discussion will follow.

Dean Evans will be going to China in May to recruit potential students to the EBS, Adult Education, Instructional Design, and Doctoral programs.

Faculty credentialing and SACSCOC requirements were discussed.

**Summit Awards:** A new category, Student Volunteer of the Year, has been added. Nominations are due no later than May 4.

**Interview Exchange:** A move of the faculty search process to Interview Exchange is being explored by HR. Dean Evans will be meeting with Tony Glisson to discuss negatives and positives of making the change. Feedback from Administrative Council members, concerning the current Interview Exchange set-up, was as follows:

Negatives:

- Navigation issues
- Layout is not user friendly
- Concerns about the comments being visible to all who have access to the system
- Concerns about the comments being a permanent record – “blunders will be there forever”
- Concerns about the process promoting micromanaging issues

Positives:

- Drop down menu helpful

Suggestions:

- Training for all users

**Transformation of Educator Preparation:** Kentucky’s current education commissioner, Dr. Terry Holliday is retiring.

The Kentucky Rising initiative was briefly discussed.

**Commencement:** Spring commencement related ceremonies/events were discussed.

The Doctoral Program hooding ceremony will be held in GRH on May 15 at 2:00.

**Advisory Board:** The next meeting is scheduled on May 22.

As there was no further business, the meeting adjourned.

Respectfully submitted,  
Tammy Spinks