

**CEBS Administrative Council Meeting**  
**April 27, 2017**  
**9:30 a.m.**

**Minutes**

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

Guest: Gene Smith, WKU Doctoral Student

Unit heads were reminded to send their leave reports to Tammy.

There will not be a Council meeting on May 11, as Dean Evans will be meeting with students who completed their student teaching abroad experience.

The Council will not meet on May 18, as EPSB will be on campus. An alternate meeting date will be selected.

Strategic Planning: The Council had lengthy discussion about component B.

- The strategic plan needs to be aligned with digital measures.
- Be mindful of the language used in the strategic plan, as the terminology should be similar to what is included in the college's action plan.
- Labeling of columns within document tables was discussed. (Baseline, Strategies/Activities, Targets/Indicators, Metrics, Responsible)
- Explore adding programs that do not lead to a credential.
- Possibly add another column within document tables labeled barriers/resistors.

Dr. Norman and Dr. DeSander will do preliminary work on the strategic plan document and report to the Council next week.

Dean Evans asked unit heads to nominate students to participate in IdeaFest. An email with specific information will be forwarded.

The projected date of completion for the development booklet is June 1. Quotes are needed from several of the students. Dean Evans identified Military Science and Leadership's student spotlight submission as the ideal information needed for the booklet.

Dean Evans recently attended the ROTC awards ceremony.

The importance of scholarship awards was discussed.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks