

CEBS Administrative Council Meeting
April 6, 2017
9:30 a.m.

Minutes

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

Guest: Gene Smith, WKU Doctoral Student

Dean Evans is scheduled to meet with Corie Martin on April 11 about the Capture software and with Tuesdi Helbig on April 12 concerning the enrollment data she provided a few weeks ago.

Strategic Planning:

- a. Strategic Plan (Draft) – The Council reviewed components within the draft Strategic Plan document that would fit the college’s needs for 2017-2018.

Discussion:

- Enrollment
 - Rising tuition costs/ lack of affordability
 - Continue to focus marketing strategies toward millennials and their desire to serve.
 - Focus on recruiting students who are coming out of community colleges.
 - Explore learning community opportunities at regional campus sites.
 - Focus on B and C objectives
 - Keep B-1, B-1b, B-2, B-2a, B-2b, B-3, B-3a
 - Revise statement in B-3 to read “...affordable for students” and remove the verbiage “underrepresented minorities”.
 - Keep C-1a, C-1b, and C-1c
 - Remove non-viable objectives
 - Include ROTC scholarships
 - Dean Evans will work with Devin to revise the Strategic Plan document.
- b. Planning Questions – Dean Evans provided a list of topics discussed at previous Council meetings. Unit heads were asked to identify specific items from the list that can be used for components B and C in the Strategic Plan. This topic will be discussed at next week’s Council meeting.
- c. Unit recruitment and retention strategies – Unit head were asked to review the handout prior to the next Council meeting.
- d. Student Leadership and Success – A copy of the draft document was distributed. Unit heads were asked to review the document prior to next week’s meeting. Discussion.
- What is the result yielded for the proposed 4-year CEBS Spirit Plan?
 - How can we connect alumni with current students?
- e. Advising –
- Well-informed advisors are needed.
 - Not enough CEBS colonnade courses are offered.
 - Need to focus on advising and mentoring for the purpose of retention.
 - Faculty and advisors need to respond to student needs within 24 hours of being contacted.
 - Explore training opportunities for advisors
 - Quality teaching and advising directly leads to student retention

Unit heads were asked to think about specific non-education program opportunities to include under

components B and C in the Strategic Plan.

The REACH event was discussed. Overall, the event did not appear to be as successful as in previous years. The Council agreed that a better use of funds would be to support student travel to present at conferences or to promote student research involvement across the college using current marketing strategies.

CAD: Dean Evans reported on the April 5 meeting. The following topics were discussed.

- Fulbright awards
- Substantive change section COC
- Carry Forward Policy
- Budget

University Committee on Credits & Graduation: Dr. Libby Jones will be stepping down from her position on the committee as she is moving to transitional retirement at the end of the fiscal year. Unit heads were asked to forward to Dean Evans by April 20 the names of faculty who are interested in serving on the committee.

Critical Shortage Instructional Areas and Subjects: A handout was provided. Discussion.

Education and Training Program of Studies (Dual Credit): A handout was provided. There are at least three professional education courses that could be offered as dual credit courses at the high school level. Unit heads were asked to provide feedback to the Dean.

Advisory Board Meeting (June 12): CEBS students will be needed to speak with the advisory board about their college experience. Unit heads were asked to send their suggestions for student speakers to Dean Evans by the end of April.

Other:

Staffing – We will know more after the university budget is approved.

- The Director of the Office of Teacher Services advertisement has been submitted to Academic Affairs.
- The advertisement for the Associate Dean (academic programs) is in process. Dr. Derryberry will be chairing the committee. One representative from each unit will be on the search committee.
- Dr. Sauerheber will chair the Director of Minority Teacher Recruitment search. A CNS faculty member and one or two STE faculty/staff will serve on the committee.

Admissions paperwork – Some students are completing a program of study leading to certification; however, they are not meeting the eligibility requirements to be recommended.

Predatory journals – Dean Evans advised faculty to be aware of predatory journals. Dr. Dietrich indicated that Roxanne Spencer and a colleague plan to present on this subject to STE faculty. The Council agreed that this might be an ideal topic of discussion for our college's fall meeting.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks