

**College of Education and Behavioral Sciences**  
**Administrative Council Meeting Minutes**  
**June 23, 2016**  
**9:30 a.m.**

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

**CAD Report:** Dr. Margie DeSander reported on the June 15 meeting. The following topics were discussed.

- Admissions yielding activities such as Picnic in the Park in Somerset, Louisville, and other various locations were well received by new students and parents. Studies indicate that 4 out of 5 students use comments and feedback found on social media for selecting their university. Every department on campus needs to have someone in their office to monitor social media outlets for comments about their department, faculty, and staff.
- FLSA regulations were discussed. There will be possibly 400 WKU employees moving to non-exempt status effective December 1, 2016. HR staff will conduct meetings with Deans within the next few weeks. An electronic time-keeping system will be used for recording time worked by non-exempt employees. Kentucky does not allow non-exempt employees to be compensated with “comp” time. WKU has a “flex” time policy that allows employees an opportunity to adjust their work schedules in order stay within the 37.5 hour work week.
- Budget related discussion was tabled.
- WKU’s Board of Regents will meet Friday, June 24

**CPE Strategic Agenda:** Dr. Evans emailed a copy of the current version of the CPE Strategic Agenda to Council members prior to the meeting. It is expected there will be increased persistence for all students on all levels. Outcome based funding was discussed. A greater importance will be placed on recruitment from technical colleges. The current set of guidelines will go up to 2020.

**CEBS Strategic Plan:** Dr. Applin reviewed the current version of the college’s strategic plan. Identification of base line data needs to occur as soon as possible. The Council was asked to review the document and provide feedback to Dr. Applin. The topic will be revisited at the next Council meeting.

Dean Evans shared a PowerPoint handout related to behavioral economics and higher education that he obtained at a recent GRREC conference. Discussion.

**Promotion & Tenure:** After lengthy discussion, the Council agreed that the following statement should be added to the college’s P&T criteria.

*Faculty members submitting publications in open source or equivalent journals as part of their documentation in the area of research/scholarship must make a persuasive case in their narrative regarding the quality of the journal and the contributions of the publication to the knowledge base within their discipline.*

Post-tenure review guidelines were discussed. Unit heads provided feedback about the policy from faculty within their department. The Council agreed that it would be ideal to bring the document to the faculty in an open meeting for discussion.

**Branding & Marketing:** Dean Evans plans to meet with Corie Martin on June 24 to discuss the college’s new advertising campaign.

**Faculty Visibility:** Dean Evans stressed the importance of faculty and staff to be flexible and visible to students. Adequate response time to students was discussed.

**M.A.S.T.E.R. Plan College Kick-off Meetings:** Incoming students will visit GRH/CEBS on Monday, August 15 at 10:00 a.m.

**Homecoming:** The event is scheduled for October 22. This topic will be discussed at a later meeting.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks