

CEBS Administrative Council Meeting Minutes

July 2, 2015

9:30 a.m.

Gary A. Ransdell Hall 2037

Present: Sam Evans, Steve Wininger, Margie DeSander, Jackie Pope-Tarrence, Tony Kirchner, Tom MacMillin, Sylvia Dietrich, Janet Applin

Guest: Dr. Jill Sauerheber (CSA)

Introductions: Tom MacMillin is the new LTC in the Department of Military Science and Leadership. LTC MacMillin replaces LTC Scott Walker who formerly held the position.

PsyD: The program has been approved. CEBS now offers two professional doctorate programs in the college.

CAD: Dr. Applin reported on the June 30 CAD meeting.

- Graduate faculty status – Unit heads were encouraged to read applications thoroughly before submitting for approval. Discussion.
- Course equivalencies in iCAP
- Program assessment – By 2017-2018 colleges should be able to provide a good example for close the loop assessment. Discussion.
- Scholarships – go through the university scholarship committee when awarding scholarship. Awarding scholarships on an independent basis is not permitted.
- Graduate and undergraduate metrics was discussed
- The formula used for distribution of DELO funds was shared.
- Information related to promotion and tenure needs to be included in the appointment letter of all new faculty members. Discussion.

Promotion & Tenure Documents: The 21st edition of the WKU Faculty Handbook is now available. EALR is in need of committee members for their department's P&T Continuance Committees as they do not currently have enough tenured faculty to have a quorum. Dr. DeSander will work with Dr. Dietrich, STE and Dr. Wininger, PSY to identify faculty from their respective departments to serve on the committee.

The annual evaluation process was discussed. Dean Evans reminded unit heads that all goals pertaining to student leadership and success need to be measurable.

CEBS Opening Meeting (Fall 2015): Dean Evans provided a tentative agenda for the meeting scheduled August 19 at 10:00. Due to budgetary issues, lunch will not be provided at this year's meeting.

Homecoming: This year's event is scheduled for November 7. Dean Evans asked Unit Heads for suggestions about what type of event we should have for our alumni. Last year CEBS hosted a tailgating tent on South Lawn. Attendance was not as good as expected, so the Council discussed having a brunch in GRH as has been done in previous years. A decision needs to be made prior to July 15.

Procedures for Funding Faculty Searches: A new college procedural policy was distributed to CEBS departments. Due to budgetary issues, guidelines have been put into place to reduce the overall expenditures incurred for faculty searches. Discussion.

Budget: Dean Evans provided a spreadsheet for unit heads to review their budget status at the end of FY 15. The future of non-reoccurring positions was discussed. Dean Evans reminded Unit Heads to be mindful of spending during FY 16.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks