

**CEBS Administrative Council Meeting**  
**August 9, 2017**  
**9:00 a.m.**

**Minutes**

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

Dr. Tony Norman has been selected to be an ACE Fellow; as such, he will be working this fall with the president of East Tennessee State University. Dr. DeSander will provide leadership to the doctoral program while Dr. Norman is fulfilling his duties as an ACE Fellow.

The Council discussed the direct and indirect impact of Senate Bill 1 on the college.

A revised version of the Student Teaching Handbook has been developed.

M.A.S.T.E.R. Plan College Kick-off is scheduled for Monday, August 14 at 10:00 a.m. The event schedule has been emailed.

Due to eclipse related activities, fall classes will be delayed until 4:00 p.m. on Monday, August 21.

**Dean's Workday** – The CAD retreat was held on July 26. The topics of budget, CPE metrics, and staffing were discussed.

Non-recurring funds will be used to cover a portion of the current budget deficit. It is not clear at this time how much the college will be required to pay.

CEBS carryforward funds were discussed. Dean Evans will work with Sharon to get individual department fund information to unit heads.

Performance funding models were presented; however, it has not been decided which of the models will be used. Dean Evans stressed the need for departments to focus on offering new programs to meet the demands of the national trend. Additionally, the Dean emphasized the importance of having a strategic plan in place to guide our college in the appropriate direction for future success.

Dean Evans distributed several handouts detailing progression of students by college and programs, and student credit hour production by CEBS faculty. Unit heads will need to determine appropriate credit hour production for their individual faculty based on a variety of factors such as classification of students (graduate or undergraduate), course delivery, etc.

Vacant CEBS faculty positions were discussed. Unit heads are to submit their departmental staffing plan to Dean Evans by August 11.

**CAD Materials** – The following topics were discussed at the August 2 meeting.

- Research misconduct and non-compliance
- Course section definitions and relationship to distance learning
- Engagement requirements (minutes of classroom instruction)
- Research on human subjects

### **Faculty Handbook –**

- Instructor levels I, II, and III were discussed. Dean Evans asked unit heads to make him aware of any potential instructor promotions within their unit.
- Promotion and tenure information will be included in appointment letters of all new faculty. New faculty will be required to follow the P&T document in place at the time they are hired.
- Changes in due dates for promotion and tenure and continuance documents was discussed. Dean Evans encouraged unit heads to share the new due dates with their faculty committees. The Provost/AA calendar lists important due dates.

**Strategic Planning** – A revised version of the strategic plan document was reviewed. Increasing underrepresented student enrollment was discussed. Julia Rivas, who is the coordinator of minority teacher recruitment, will be working on a strategy to assist students in passing the CASE entrance exam. A handout from the CAD roundtable discussion was distributed. The discussion was focused on student success and retention. The work of CEBS' Student Leadership & Success Committee was discussed. Dean Evans asked unit heads to think of ways we can increase the number of URM students and international students in our college.

Dr. Kirchner will update the strategic plan document based on discussions at today's meeting and redistribute. Unit heads are to share the strategic plan document with their faculty and encourage engagement in the development process. Faculty feedback will be discussed at the October 1 Council meeting.

**GRREC Information** – A handout from the August 2 GRREC Board meeting was shared. Dean Evans plans to meet with Mr. Murley, Mr. Flynn, Mr. Fields, and Mr. Clayton to discuss what we can do to offer a cooperative program to promote rank change.

**Post-Tenure Review** – A committee meeting will be scheduled.

**Thesis Process** – The department is responsible for reading and signing off on theses. Dean Evans requested that a copy of each thesis be sent to him.

**Staffing** – Julia Rivas has been hired as the new coordinator for minority teacher recruitment. Additionally, the director position for the Office of Professional Educator Services is in process.

**College Meeting** – The opening meeting is scheduled for August 16 at 10:00. There will be focused discussions on working with Millennials. Lunch will be provided.

The Wedge Scholar committee will reconvene in the near future to discuss plans for this year's lecture.

**CAEP** – Dr. Kirchner reported that the college's self-study report has been submitted; however, feedback will not be received until later in the fall semester. Discussions with CEBS faculty will be conducted sometime this fall. A meeting to discuss certification processes with the professional education unit faculty will be needed.

PRD feedback will be coming this fall.

Dr. Winger was recognized for his approach to running an academic department as a co-department head with Dr. Derryberry.

Several positive initiatives are continuing or beginning in the college.

- Wallace Foundation
- Carnegie Project
- Addictions Certificate
- College and Career Readiness Certificate
- PsyD
- Forensic Psychology
- Military Science

As there was no further business, the meeting adjourned.

Respectfully submitted,  
Tammy Spinks