

College of Education and Behavioral Sciences
Administrative Council Meeting Minutes
August 25, 2016
9:30 a.m.

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

Guests: Denise Hardesty, Coordinator, Minority Teacher Recruitment

Cultural Competency Training: Denise Hardesty presented an opportunity related to equity and inclusion. Ms. Hardesty proposed inviting Dr. Roger Cleveland, a faculty member at ECU, to present a 3-hour session focused on working with students from diverse backgrounds. Unit heads offered several suggestions for formatting the training agenda to align with recruitment and retention goals in the college's strategic plan. Ms. Hardesty will discuss the suggestions with Dr. Cleveland and resend the proposal to unit heads for approval.

CAD Report: Dean Evans reported on the August 24 meeting.

- Summit Awards – Nominations are due by August 26.
- Development – Amy Miller will be working for CEBS and GFCOB. Tammy will invite Ms. Miller to attend a CEBS Administrative Council meeting.
- Carryforward distributions are delayed.
- Promotion procedure for instructors was discussed.
- Action Plans – Dean Evans suggested that unit heads begin working on their plans as they will be due sometime in October.
- Emerti status recommendations may be submitted
- WKU football will play their first home game on September 1. All non-essential employees are encouraged to leave campus at 3:30 p.m. as there will be thousands of visitors on campus in the afternoon/evening. Dean Evans suggested that an alternate meeting location be arranged for classes scheduled after 3:00 p.m.
- Homecoming is scheduled for October 22
- Overload eligibility for faculty with funded grants was discussed.
- Academic Affairs has 2000 30 second slots on WKU Public Radio. Unit heads may contact Dean Evans if they are interested in one or more of the promotion time slots.
- DELO distribution points were discussed. Dr. Applin expressed a need for more face-to-face class offerings for international students,
- Study Soup – Note takers hired by this company should not be allowed in the classrooms.

Name of College Reps. for Search Committees: Dean Evans asked unit heads to provide him the name(s) of faculty interested in serving on a search committee to hire the Graduate Dean, Associate Provost for Research and Creative Activity, and Libraries Dean by early next week.

Budget/Staffing: Council members engaged in lengthy discussion about vacant positions, transitional retirements, and budget.

Development: This item was discussed during the CAD report.

International Programming: This academic year is the International Year of South Korea. Dr. Kim and Dr. Everson recently traveled to South Korea.

Recruitment Functions: Dean Evans stressed the need for visibility of all CEBS' departments at WKU recruitment events. Unit heads explained that finding it difficult to identify faculty who are available to work recruitment events each semester. The idea of having advisors attend such events was mentioned as well as brief discussion about forming a college-wide central advising office.

CEBS' Student Leadership and Success Committee will be meeting soon.

GRREC hired a new executive director.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks