

CEBS Administrative Council Meeting Minutes

August 27, 2015

9:30 a.m.

Present: Sam Evans, Sylvia Dietrich, Jill Sauerheber, Janet Applin, Tony Norman, Tony Kirchner, Jackie Pope-Tarrence, Pitt Derryberry, Mariela Gravitt, Margie DeSander

CAD Report: Dean Evans reported on the August 26, 2015 CAD meeting.

The following topics were discussed.

- PT instructor workload
- Doctoral program intent
- Staffing Plan (Phase I) – Details will be available soon.
- Staffing Plan (Phase II) – No information was available at this meeting. More discussion will follow.
- Scholarships – Changes are being made. There will be more scholarships awarded.
- Enrollment – The numbers are still fluctuating. It will be mid-October before final enrollment numbers are in.
- ICAP and Pre-requisites will be cross-referenced
- Transfer – endorsed by CAD
- Late faculty resignations were discussed
- UK Libraries Medallion information
- Washington Center recognition award information – contact Dr. Sandra Audrey
- Capital Plan
- Annual evaluations were discussed. CEBS is possibly the only college on campus that doesn't have a standard document that is used by all units. Dr. Derryberry will share with unit heads the Psychology Department's instrument for evaluating faculty.

Staffing: This topic was discussed during the CAD report.

Annual Evaluations: This topic was discussed during the CAD report.

Continuances: These are in process throughout CEBS' departments. Dean Evans stressed the need for unit heads to be detailed in their assessment of the faculty member's performance.

Promotion and Tenure: Dean Evans and the Council discussed options for providing ongoing/consistent financial support to junior faculty for travel expenses to conferences and other professional meetings. This type of travel is important as it is needed in order for faculty to fulfill requirements for promotion and/or tenure.

Travel Authorizations: Dean Evans encouraged faculty to use one CEBS Travel Support Request Form for all ongoing/related in-state travel throughout the academic year.

Coverage for Advisors: Dean Evans stressed the importance of advisors being available to students during the academic year and in the summer term. It might be necessary in some departments to designate someone to advise for all department/programs during times when WKU is closed. The Council will revisit this topic at a later meeting. .

Brochures: Dean Evans passed around an information card that is being used by PCAL at recruitment events to promote their programs. The cost efficiency of the cards, compared to brochures will most likely be substantial. Dean Evans will meet with Andrea Ford who will work on a similar design for the College to use. Once the College's design is finalized, each unit head may begin working on a design for their department that coordinates with the College's design. More discussion will follow.

Recruitment Events: Dean Evans stressed the need for all CEBS' department's to have representatives on hand at each of the scheduled WKU recruitment events throughout the academic year.

Sick/Vacation Leave: Dean Evans reminded Council members to submit their sick and vacation time.

Neil Calvert Visit: Dean Evans shared information about Neil Calvert's upcoming visit to WKU. Mr. Calvert, who is the Headmaster of The Long Eaton School in England, is scheduled to speak on August 31 at 3:30 p.m. in the GRH auditorium.

Article: Dean Evans handed out an article on higher education. Discussion.

As there was no further business, the meeting adjourned.

Respectfully submitted,
Tammy Spinks