

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, October 23, 2014 – 9:30 a.m.
Dean's Conference Room, GRH 2037

Present: Sam Evans, Tony Norman, Marguerita DeSander, Jackie Pope-Tarrence, Bill Kline, Pitt Derryberry, Sylvia Dietrich

Guests: Candace Rogers for Fred Carter

CAD Report: Dean Evans reported on the October 22, 2014 meeting.

- The Governor's Scholar program was discussed.
- An honorary degree recipient has been selected. The recipient's name will be shared after Board approval is obtained.
- The Dual Credit program was discussed.
- Online course fees were discussed.
- The Center for Faculty Development will host a professional development seminar on January 2, 2015 focused on promotion and tenure.
- International travel and health related concerns were discussed.
- The I-9 compliance list was reviewed and discussed.
- College faculty awards were discussed.
- The policy related to student academic complaints was discussed. It was noted that the process for an academic complaint is different from a grade appeal. It is expected that grade appeals will become more stringent in the future. Dean Evans requested feedback from the CEBS Administrative Council members concerning the proposed academic complaint policy.
- Administrator sabbatical leaves were discussed.

Staffing Plan: Phase II of the Staffing Plan has not been approved. More discussion will follow at a later meeting.

Development: A Thanksgiving card will be mailed to CEBS donors and advisory board members thanking them for their support of the college and programs.

Homecoming: The CEBS Advisory Board will meet in GRH on November 8 prior to the tailgating event on South Lawn. Unit heads were encouraged to stop by the CEBS tailgate tent on November 8. Tammy will send an invitation to the Administrative Council members.

Retention: The Council discussed MAP-Works survey results. The CEBS Student Ambassador mentors are making positive impacts on their mentees.

Winter Term: A recent 10 year anniversary celebration was held. CEBS has six faculty who have taught during all ten years.

Mark Graves
Carl Myers
Rick Grieve
Fred Stickle
Nedra Atwell
Rico Tyler

China Visit: Dean Evans recently traveled to China to engage in discussions with university administrators about expanding our international programming. The Council discussed various programs within CEBS that might work. Dean Evans requested feedback from unit heads of programs outside of CEBS that could possibly work as well.

Communication with Students: A recent student complaint prompted discussion related to effective communication and service. Dean Evans reminded Council members that the CEBS faculty and staff must be mindful of our student's time and needs and provide solutions while keeping in compliance with university and state regulations.

Professional Development: A GRREC sponsored event focused on analyzing college-going and teacher effectiveness data will be held on November 24. Registration is required. Dean Evans will forward the registration link to unit heads.

CEBS Stats: Dr. Tony Kirchner is developing a dashboard featuring statistical data related to CEBS enrollment and programs. The dashboard will eventually be added to the college's webpage and magazine.

Vanguard: The Council briefly discussed this topic.

As there was no further business, the meeting adjourned.

Respectfully Submitted,
Tammy Spinks
Secretary

Upcoming Events:

- Faculty Awards Call for Nominations
Saturday, October 25
- High School Honors Luncheon – Owensboro Area
Tuesday, October 28
- High School Honor Luncheon – Elizabethtown Area
Thursday, October 30
- BOR Meetings
Friday, October 31

- Post-Tenure and Faculty Annual Due to the Dean
Saturday, November 1
- Promotion Recommendation Due to the Dean
Saturday, November 1
- CEBS Advisory Board Meeting
Saturday, November 8
- CEBS Homecoming Tailgating
Saturday, November 8
- Focus on WKU (recruitment event)
Tuesday, November 11
12:40 – 2:00
Preston Center
- High School Honors Luncheon – Lexington Area
Tuesday, November 11
- High School Honors Luncheon – Northern KY Area
Tuesday, November 18
- Thanksgiving Break – WKU closed
November 26-28