

**College of Education and Behavioral Sciences
Administrative Council Meeting Minutes
November 10, 2016
9:30 a.m.**

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

CAD: Dean Evans reported on the November 2 (regular) and November 7 (special called) meetings.

- The Fair Labor Standards Act (FSLA) was discussed at a special meeting on November 7. Lawsuits against the FSLA have been filed by numerous states across the nation. WKU has moved forward with complying with the mandates of the FLSA regardless of in/when it passes. Several WKU employees moved to a non-exempt status. Discussion.
- A Blackboard upgrade will take place on June 25-26, 2017.
- Defining Comprehensive Internationalization at WKU was discussed.
- Promotion & Tenure guidelines were discussed. If they have not done so already, unit heads were asked to send their respective department's P&T document to Dean Evans.
- Instructor promotions – CEBS did not have any instructors recommended for promotion this year. Dean Evans asked unit heads to be thinking about this topic as we move forward to the next year.
- Letters of continuance were discussed. The CEBS' process for distributing continuance letters was reviewed.

Vacant Administrative Positions: Several unit heads met to discuss this topic. It was agreed that all of the unit heads will meet to further discuss options for filling vacant administrative positions within the CEBS. Prior to the unit head's meeting, Dean Evans will meet with Dr. Norman.

Transitional Retirement: Several details about the transitional retirement process were discussed.

CEBS Curriculum Committee By-Laws: A vice-chair is needed for the committee. In the past a department head has served in this position. Discussion. A question was raised whether an elected voting body member could be elected to serve as vice chair. The Curriculum Committee will discuss revising the by-laws as follows: VI., B. Vice Chair: A voting member of the committee.; IX., 2. Vice Chair: The Vice Chair, shall preside at the meetings of the Curriculum Committee in the absence of the Chair and shall assume other duties at the request of the Chair.

Film Showing – *After Spring*: An opportunity to bring a documentary screening of the film *After Spring* to the CEBS was discussed.

NPR Spots: Send information to Kristy Ketterman.

Development Brochure: CEBS is in the process of updating the current development brochure. Unit heads were asked to forward the names of students to Dean Evans (copy Tammy) to feature in the brochure. The information is needed by the first week of January. Discussion.

Finals: Dean Evans indicated that faculty members need to find a way to make finals week a productive time for students.

Action Plans: Unit heads were encouraged to get started on these if you haven't already done so as they are due soon.

Fair Labor Standards Act: This topic was discussed during the CAD report.

Committee Appointments: Representatives are needed for the following committees.

- Hensley Lecture Series
- Education Program not Leading to Certification
- Boyd-Lubker

Other:

- The Post-tenure Review Committee met last week; they will meet one more time before the holiday break. Discussion.
- The CEBS' Advisory Board meets at end of month. Dr. DeSander will present on the Wallace Foundation event scheduled on November 22. Invitations have been sent to our area legislative group.

Dean Evans would like an additional student or a program to highlight at the advisory board meeting tentatively set for Nov 29 at 11am – possibly students from TopPrep

- Dr. Dietrich announced that Dr. Marge Maxwell can field questions on the Dean of Graduate School interviews
- Graduate Council – Conditional admissions to be discussed and Sam will be attending today's meeting to speak, also to ask about Confucius Institute issue.

As there was no further business, the meeting adjourned.

Respectfully submitted,
Tammy Spinks