

CEBS Leadership Council Meeting Minutes
January 10, 2019
9:30 a.m.

Present: Margie DeSander, Steve Wininger, Pitt Derryberry, Tony Kirchner, Tony Norman, Jeff Butterfield, Blair Thompson, Corinne Murphy, Jill Sauerheber

- I. Minutes from the November 29 meeting will be approved at the next Council meeting.
- II. OPES Director Search

Dean Murphy recently met with the search committee. The Dean noted that there is a direct correlation with the presence of WKU in area schools and the likelihood of students choosing to attend WKU. She (Murphy) stated that CEBS needs someone in the director position who is capable of building relationships with school districts. Names of those selected to serve on the search committee were shared.

- III. CAD

- A. There was follow up discussion related to the CAD retreat held in December. Personality tests were conducted. Dean Murphy invited department heads to view the results of her test if interested.
- B. CAPE committee university representatives have been appointed. The CEBS representatives are Dr. Janet Applin as UCC chair, Dr. Monica Burke, and Dr. Tony Paquin. College reports have been submitted. The Dean's recommendations are due to the Provost by February 1. Discussion.

Per Dean Murphy, college level score sheets will remain at the college level and will not go to the university scoring committee.

- C. RAMP Budget Process – Structure of the various university budget committees was discussed. The upcoming budget year will be a mirroring process where the current budget model and RAMP will run simultaneously.
- D. DELO – The college will continue to have opportunities to generate DELO funds. Dean Murphy explained the process. She (Murphy) will have individual conversations with department heads regarding their department's true budget needs. A Summary of Budget balancing sheet was handed out. Discussion. Dean Murphy noted that Counseling and Student Affairs (CNS) has had impressive enrollment gains in recent months. Additionally, the School of Teacher Education (STE) enrollment is beginning to reach a rate of stability.
- E. Restructuring of Academic Affairs' advisory groups was discussed.

- F. Efficiency plans for academic departments were reviewed. Tenure saturation rates were discussed. Dean Murphy asked department heads to look at efficiencies of courses offered in their respective unit. Department heads agreed that it would be helpful if they were provided a reason why certain documents are being shared as well as how to interpret the data.
- G. Dean Murphy will be hosting a series of sessions this spring semester focused on topics such as enrollment, budget, and academic program review. All CEBS faculty and staff are invited to attend.

IV. Operations – Budget, Personnel, Program Review

- A. CAPE - Discussed during CAD report
- B. Health of the College - Discussed during CAD report
- C. Building plans – Dean Murphy shared a draft outlining potential relocations of offices/departments within GRH. The focus will be on putting CEBS student’s needs first. The School of Professional Studies (SPS) and the Ed. Doctoral Program (EDLP) will be relocating to GRH as the cost of using space on campus will be \$37.5 per square foot under the new RAMP model.

The projected timeline for completing the remodeling and move process is summer 2019. Priority will be focused on getting EDLP and SPS moved into GRH to avoid unnecessary space usage costs. Feedback on the proposed remodeling and relocation plans needs to be sent to Dean Murphy and Tony Kirchner.

The need for premium parking near Ransdell Hall for graduate students was discussed. The Council agreed that accessibility to electronic visitor parking pass printing would be convenient for guests needing to visit campus for advising, etc.

- D. The following philanthropy goals were discussed.
 - Endowments for professorships and chairs
 - Computer/ technology needs
 - Graduate assistantships
 - Graduate student scholarships
 - Funding for one-semester need-based tuition assistance for students who are completing their degree.
 - Undergraduate internal and external service learning supervision (staff position) – Identifying internships, etc.
 - Minority student candidates for scholarships and grow-your-own program scholarships
 - Non-traditional student scholarships/adult learners/ fellowships to off-set research costs
 - International study away travel
 - Travel for faculty pursuits
 - Recruitment officer endowment

- Assessing the mental health needs of the community

Department heads were asked to send information/ examples of fellowships to Dean Murphy.

Workload/overload approvals – When submitting overload approval forms, unit heads will need to share with the Dean the context of the faculty member’s workload.

Part-time faculty usage – Dean Murphy asked department heads to determine if they have any full-time faculty with lighter loads available to assist other full-time faculty with heavier loads. Discussion. SACS requirements were discussed.

Representatives are needed for this year’s CEBS Faculty Excellence Award Committee.

Graduate Council – Dean Murphy is accepting nominations to fill an at-large member vacancy on the Graduate Council. Department heads may send nomination to Dean Murphy and Tammy Spinks.

Annual evaluations for administrators will be completed within the next few weeks. Dean Murphy needs a copy of faculty feedback surveys and a self-evaluation narrative from each department head.

College Preview Day – The event is scheduled for Saturday, February 16. Invitations have been mailed to students. The planning committee will meet soon to discuss details.

Open House – CEBS will hold an open house on Monday afternoon, February 18 following Head for the Hill. Dean Murphy asked department heads to notify our office if there are classes being offered that day so guests can visit.

CEBS faculty are expected to attend one commencement ceremony each academic year. Department heads were instructed by Dean Murphy to ask faculty to identify which commencement ceremony they will be attending. Discussion.

Student advising and restructuring of the current three-point scale evaluation process are goals to be addressed before next academic year. Dean Murphy suggested a summer Leadership Council meeting to discuss the evaluation process and make adjustments to implement during the 2020-2021 school year. She (Murphy) also asked department heads for feedback as it relates to the current advising structure.

V. Recruitment/ Retention

A. Spring enrollment – Handouts were provided. Dean Murphy stressed how important it is for students to register on time so that department heads and faculty know how many course sections and instructors are needed. Advisees need to know which of their students are not registering for classes on time and the reasons why they have not registered.

B. Fall admissions – Recruitment events were discussed.

VI. Alumni news – A WKU alumna was named SPED teacher of the year.

VII. Area Accomplishments/Celebrations

- A. Faculty/Staff news – no report
- B. Department – no report

VIII. Teacher Certification/OPES – no report

Graduate Enrollment Trends – A handout was provided.

Chris Jensen will be invited to a Leadership Council meeting to discuss the new advising structure.

Marketing barriers were briefly discussed.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks