

CEBS Leadership Council Meeting Minutes
February 14, 2019
9:30 a.m.

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

I. Approval of November 29, 2018 and January 10, 2019 Minutes

Dr. Butterfield made a motion, seconded by Dr. Wininger, to approve the November 29, 2018 and January 10, 2019 Leadership Council minutes. Motion was approved without dissent.

The Council reflected on Jeff Kallay's After the Millennials presentation recently held at DSU. Shifts in WKU's advising process will help faculty make connections with students. Recruiting efforts and behaviors were discussed. Using YouTube as a connection with high school students was discussed. Dr. Butterfield offered the SPS video editing room for the purpose of creating digital media.

CEBS Preview Day registration numbers were shared. Suggestions to invite graduate students to the next Preview Day and/or host a graduate programs open house were made.

II. Operations - Budget, Personnel, Program Review

- A. **High Impact Practices College Committee** – Dr. Jim Berger is chairing the committee. The committee has been charged with offering a series of information sessions (brown bag lunch, etc.) on high impact practices to help faculty establish their research agenda and act as a sounding board and support mechanism for faculty engaged in the scholarship of teaching. Additionally, the committee could possibly support some professional development around the scholarship of teaching. Discussion. Dean Murphy requested feedback from department heads.
- B. **Third-Year Budget Trends** – A three-year analysis of budget expenditures for each department was distributed/reviewed. Our new CEBS budget model is built on our expenditure pattern from previous years. The WKU faculty computer pool is no longer in existence. A CEBS five-year cycle computer pool will be established. The CEBS computer pool will include faculty, staff, classrooms, computer labs, etc.

Department heads were asked to think about the number of graduate assistants that will be needed in their department next academic year. A meeting to discuss distribution will be scheduled.

The next College Happenings session has been rescheduled for March 11 at 3:00 p.m. in the auditorium.

- C. **Staff changes for Fall 2019** – Dr. Jeff Butterfield will be ending his tenure with the School of Professional Studies on June 30. Dean Murphy will meet with SPS faculty/staff next week. A plan for the department is forthcoming. Sharon Hartz will be retiring on June 30 after more than 30 years of service.
- D. **CEBS Faculty Handbook Committee Representative** – A representative is needed. The faculty must be tenured. The committee meets on Mondays. Department heads were asked to send their nominations to Dean Murphy.
- E. **5th Week Check-In** – An email reminder will be sent. Fifty-four percent of WKU faculty completed 5th week check-ins. Dean Murphy encourages all CEBS faculty to complete 5th week check-ins.
- F. **Student Awards and Scholarships** – After discussion, the Council agreed to discontinue the college level recognition ceremony and allow departments to choose how they would like to recognize students in their programs.

Additional suggestion/discussion:

- Master degree hoodings would allow online students who have never been to the university an opportunity to come celebrate. It will be the choice of individual departments/programs to decide whether to host master degree hooding ceremonies.
- CEBS will explore live streaming of all ceremonies, as there are several students with family members across the country and overseas interested in watching student recognition events.

STE faculty established a scholarship for their students.

III. **Recruitment / Retention**

- A. **College Preview Day** – Saturday, February 16, 9:00 a.m. in GRH
- B. **Open House** – This event will be held on Monday, February 18 following Head for the Hill.

IV. **Alumni**

Connecting with alumni is desired. Constructive conversation is needed. A suggestion to establish a LinkedIn College account was made. Alumni want to be involved in what is happening at WKU. Dean Murphy encouraged faculty to view relationships with alumni as positive and work to strengthen partnerships. Anthony McAdoo will be invited to a future Council meeting.

V. **Area Accomplishments/Celebrations**

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

VI. **Teacher Certification/OPES Report**

Documentation for advance program review was discussed. CEBS received state

accreditation.

ROTC Topper Challenge – At least ten high school teams will be participating in a mini ranger challenge on April 27. Departments are invited to host a recruiting table at the event. A flyer with details will be distributed.

As there was no further business, the meeting adjourned.

Sincerely,

Tammy Spinks