

CEBS Leadership Council Meeting
May 16, 2019
9:30 a.m.

Minutes

Present: Corinne Murphy, Blair Thompson, Tony Kirchner, Margie DeSander, Stephanie Martin, Pitt Derryberry, Jill Sauerheber, Tony Norman

Guests: Dennis George, Said Ghezal – represented the School of Professional Studies, Amy Combs, Tuesdi Helbig

Introductions

Dr. George will begin his new position as Associate Dean of CEBS in July. He would like to meet with leadership council members on an individual basis throughout the summer.

- I. **Approval of April 18, 2019 Minutes** – Minutes from the April 18, 2019 meeting were approved without dissent.

- II. **Workload Report in Visual Analytics** – Dr. Tuesdi Helbig, who is the Director of Institutional Research, has been developing new dashboards and data files to assist administrators with building course schedules, workloads, etc. Dr. Helbig demonstrated the steps to logging into and navigating the SAS system. Reports related to student credit hour production and class size can be generated. The following suggestions were made:
 - add academic year as a choice/filter
 - add subject code filter
 - add CIP code filter for faculty

- III. **Operations – Budget, Personnel, Program Review**
 - A. CAD – Dean Murphy reported on the most recent meeting.
 - The university budget was discussed. Dean Murphy anticipates CEBS' current budget deficit to be manageable.

 - B. Fully Electronic Tenure/Promotion Portfolios – The Provost prefers to receive promotion and tenure portfolios electronically next academic year. For easier navigation, the portfolios need to be divided into sections/cataloged and the sections need to be made clickable so that specific information can be accessed quickly. Devin Bell will be able to assist faculty with the electronic

portfolio process. The Provost's preference is fifty pages of substance and appendices.

- C. Budget and Staffing Plan – The Council reviewed the FY19 budget model. The budget reduction target number was close to the actual reduction number for CEBS. Dean Murphy will be reviewing budgets with Sharon Hartz soon. Carry forward funds will not be reallocated. Per Dean Murphy, endowed accounts need to be used or ask the Foundation to hold over the funds for next academic year.

Dean Murphy asked unit heads to develop a staffing plan as if there were available budget dollars. Program transformation and growth was briefly discussed. Unit heads were asked to submit their ideal staffing plans to Dean Murphy by mid-June.

IV. Recruitment / Retention

- WKU is in the middle of yield season.
- Dean Murphy is in the process of calling recently admitted students to welcome them to CEBS.
- CEBS will begin planning for the 2019-2020 recruitment activities in June.
- CEBS shirts will be provided to block students.
- Counseling and Student Affairs plans to set-up an information table in GRH (second floor) and DSU for recruitment.
- Send feedback to Tammy via email on the 2018-2019 academic year events.
- CEBS plans to have several student ambassadors from a variety of programs for the upcoming academic year.
- Student ambassador presence is necessary at the TOP student orientation sessions.

V. Alumni News

- STE alumni, Cane Alvey received a teaching award at Campbellsville.

- Clay Harville, who has a mild form of autism, graduated in May with his degree in Elementary Education/Special Education.

VI. Area News/Accomplishments/Celebrations

A. Faculty/Staff

- Adam Lockwood recently received the Center for Innovative Teaching and Learning Teaching Award

B. Department – no report

VII. Teacher Certification/OPES Report – no report

Amy Combs recently visited with Dale Lindsey, who is San Diego's head football coach and a WKU graduate. Mr. Lindsey is interested in supporting education.

Dean Murphy and Amy Combs recently spoke with a Jefferson County Public School (JCPS) administrator about the young apprentice program. The purpose of the partnership initiative is to retain current JCPS students for future teaching jobs in their district.

Ruffalo Noel Levitz (RNL) – RNL is offering an enrollment management plan assistance scholarship to students. The scholarship will be awarded based on need and aid currently received. Tuition discounting to address family need in high-need school districts is the focus of this initiative.

Anthony McAdoo will be invited a Council meeting this summer to discuss alumni engagement.

Leadership Council will be scheduled for two workdays in August.

Graduation feedback

- Provide back support for faculty
- Guests need to be able to sit down

Scholarships – briefly discussed.

Retirements/Resignations –

- Bob Cobb is retiring in June
- Courtney Kepple resigning

The future of the EdD program was briefly discussed.

Important Dates:

Please see Academic Affairs Important Dates Calendar (provost@wku.edu)

As there was no further business, the meeting adjourned.

Sincerely,

Tammy Spinks