

**CEBS Leadership Council Meeting
September 19, 2019, 9:30 a.m.**

Minutes

Present: Steve Winger, Jill Sauerheber, Margie DeSander, Pitt Derryberry, Dennis George, Morgan Greene, Tony Kirchner, Stephanie Martin, Blair Thompson, Tony Norman, Corinne Murphy

Guest: Amy Combs, Jenni Redifer

- I. Approval of June 27, 2019 and August 8, 2019 Minutes** – Dr. Derryberry made a motion to approve the June 27, 2019 and August 8, 2019 minutes. Dr. DeSander seconded the motion. Motion was approved without dissent.

II. Operations – Budget, Personnel, Program Review

- A. Assurance of Student Learning – Dr. George shared information about the upcoming SACS mid-cycle assessment. Majors and certificates will be included in the review. Per Dean Murphy, Assurance of Student Learning will remain on the Leadership Council agenda indefinitely.
- B. RNL Campus Wide Enrollment Management – Ruffalo Nowell Levitz (RNL) Consulting Firm has been contracted to oversee enrollment management for WKU. RNL will be working with Admissions to redesign forms and processes. RNL will be on campus next week to talk through the student life cycle with various groups. Amy (Combs) indicated that Development has worked with RNL for several years on the TopperTalk phone-a-thon initiative.
- C. Website Translating Majors into Transferable Skills – Dean Murphy indicated that more parents/ students etc. are asking questions about job options related to their major. The Dean would like for majors and transferrable skills to be added to the college and department webpages. Department heads were asked to put together a list of transferrable skills for their respective department's majors. The list can be used on post card mailings. The front of the post card could list transferrable skills and the back of card could be a written message from faculty. Department heads were

asked to work within department on this task and get information back to Dean Murphy in 2-3 weeks.

The CEBS Communications Coordinator position will close tomorrow (September 19). Dr. George, who is chairing the search committee, indicated that the advertisement produced approximately 50 applicants.

D. Spring Schedule Preparation – Dean Murphy asked department heads how they were managing changes to spring course offerings? Responses were as follows:

- Platinum Analytics data are being used.
- They are looking at progression of student enrollment throughout previous semesters.
- Excel files are being used to track courses/sections/etc. from previous years enrollment numbers.
- Psychology has more students needing courses than the number of faculty available to teach.
- Dr. Sauerheber works with her CNS faculty to determine the courses needed for each semester.
- Dean Murphy asked if shadow sections were being used. Discussion.
- EALR creates shadow sections to monitor enrollment and needs; however, required courses must be offered regardless of number of students in the sections.
- Rotation of faculty (teaching) semester-to-semester was briefly discussed.

Provost Stevens has asked the deans how department heads are managing scheduling. Possibly, cohort models will help with planning for scheduling. It was agreed that undergraduate scheduling presents the most unknowns.

E. Building Furniture – Dean Murphy discussed how excess furniture in Gary Ransdell Hall (GRH) will be handled. Dean Murphy asked that no unwanted furniture be placed in the GRH hallways. Faculty/staff with unwanted furniture need to email to Tony Kirchner and Dennis George so that they can

store the furniture in a proper place. Dean Murphy encouraged department heads to think through how new faculty offices will be furnished if previous faculty members purge their office furniture. Discussion.

Classroom temperature discussed. Some rooms are uncomfortably hot. Dr. George explained the cooling/heating schedule and requested that all building related requests be emailed to him for follow-up.

University Scholarship Program – This topic was briefly discussed. More information will follow.

- F. Data on Two-Year and Four-Year Pathways - Dean Murphy will send information to department heads looking at student data of those students who begin at a two-year institution as opposed to a four-year institution. Data suggests that students will be far more likely to finish their degree if they start at a four-year institution. All CEBS faculty/staff need to be able to answer the question – Why should my student begin their college career at WKU? Dean Murphy noted that WKU/CEBS will continue to support students with financial aid needs.

Applications for first year students was discussed. Admissions data was reviewed. Dr. Lux along with others from admissions will be invited to the next College Happenings session to explain the recruitment process.

Dr. Jenni Redifer shared information about the following research opportunities.

- Posters at the Capitol – A handout was provided. Applications are due October 11. Dr. Redifer encouraged faculty to share information about this opportunity with their students as it is important for our legislators to see our CEBS students engaged in the political process. Travel funding at the college level was discussed. Dr. Redifer is working on getting funding at a university level as well. Student are welcome to get their posters to Dr. Redifer if they want their

submission reviewed before the application is submitted.

- Council for Undergraduate Research – Free membership is available. A handout was provided.
- FUSE – Information was distributed.
- RCAP information is coming soon. Faculty are encouraged to apply.
- QTAG – Dean Murphy thanked all of those who applied for the QTAG funding.

Questions related to research opportunities for faculty and/or students may be directed to Dr. Redifer (jenni.redifer@wku.edu).

Tammy will send an email the Friday before Leadership Council meetings to remind everyone about the meeting and call for agenda items.

A three-point scale is currently being used for faculty evaluations. Dean Murphy suggested that the Leadership Council might want to form a group to explore what the faculty want in the way of an evaluation system. More conversations will follow. Post-tenure review was briefly discussed.

III. Recruitment / Retention – no report

IV. Alumni News – no report

V. Area News/ Accomplishments/ Celebrations – no report

A. Faculty/Staff

B. Department

Important Dates:

Please see shared Outlook calendars:

Academic Affairs Important Dates Calendar

Search: Provost

Questions: Contact provost@wku.edu

CEBS Comprehensive Activity Calendar

Search: College of Education and Behavioral Sciences

Questions: Contact tammy.spinks@wku.edu