

CEBS Leadership Council Meeting

October 4, 2018

9:30 a.m.

Agenda

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

Engagement and conversation during meetings was discussed.

I. Approval of September 20, 2018 Minutes

Dr. DeSander made a motion, Dr. Wininger seconded, to approve the September 20, 2018 Leadership Council minutes. The motion passed without dissent.

II. CAD

- A. Salary and Merit Pay Increases – A handout clarifying procedures for allocation of salary increases was shared. CEBS unit heads will need to send their recommendations/justifications for salary increases and merit pay to Dean Murphy by Oct. 15. Unit heads will address merit pay questions from faculty on an individual basis, by request.

Currently, there are no merit pay guidelines in place for staff. Merit pay for staff will most likely need to be based on previous year's performance evaluations as well as feedback from others with whom he/she works.

- B. University Senate Resolution – The merit pay related resolution passed.
- C. Graduation Fee for Graduate Students – This item was removed from the agenda.
- D. Standard Class Periods – The University is proposing to revise the current class periods schedule. A handout of the proposed changes was provided. Class time convenience for students, specifically those enrolled in the Student Affairs program, was discussed. There might be a need to request a class time exception for the Student Affairs Program students; however, Dr. Sauerheber and Dean Murphy will need to further discuss this topic.
- E. Information Technology Update – WKU employees have received several phishing emails. A council has been formed to determine how best to deal with the phishing problem. IT is exploring options to help employees better identify and avoid opening spam emails. Employees need more education and training in identify spam emails. Currently, spam email can be reported to spamreports@wku.edu.

F. Diploma Processing Practice Change – WKU is one of few institutions to print transcripts in house. To save on printing costs, the university is exploring the possibility of vending this service out to a separate entity.

G. A brief report on the Library Commons project was provided.

III. Operations - Budget, Personnel, Program Review

A. Graduate Council Representative – Kristin Wilson has resigned her position at WKU effective July 2019. As a result, she (Dr. Wilson) has stepped down as a CEBS representative to the Graduate Council effective immediately. The Council suggested moving Kristie Guffey into a full Graduate Council position from the ad-hoc position she currently holds. Discussion. The current member list was reviewed. Martha Day will be the senior CEBS member on the Graduate Council.

B. Hobson Report – A list of students admitted to WKU for fall 2019 was shared. Dean Murphy suggested having student workers be responsible for connecting with prospective students listed on the Hobson Report. CEBS will invite the newly admitted students to our college recruitment event in February as well as to a WKU basketball game.

C. Celebrations

a. Staff

- Psychology faculty member, Dr. Ryan Farmer has added a recently born baby girl to his family.
- Counseling and Student Affairs faculty celebrated Dr. Aaron Hughey's 60th birthday.
- SGT Rodriguez, who is an ROTC instructor, is interested in pursuing his doctorate. Discussion.
Future budgeting for WKU's Ed.D. Program will be based on trends (20 paid students per year). Special population cohorts will be offered on an as needed basis. Concentration areas will be condensed.

Department

- A School of Teacher Education scholarship designated for students who are interested in teaching abroad has reached the endowment phase and will be awarded next academic year.
- The Mary E. Hensley Lecture went very well this year. More than 80 students were in attendance. Dean Murphy thanked the committee for their work.
- The first committee meeting to discuss teacher education curriculum reform will be presented next week. Dean Murphy

met with teacher education faculty last week about the status of teacher education and plans for moving forward.

- A team of ROTC cadre recently participated in the Army 10 miler in Washington D.C.
- ROTC Cadre passed their recent PT exams.
- Doctoral students are planning to present their dissertation work at the upcoming CREATE Conference.
- The economical cost of printing posters in-house (CEBS Ed Tech) was discussed.

Centralized printing was briefly discussed.

Many faculty pool computers and staff computers are becoming outdated. CEBS will need to address such issues, as replacement of these machines will be costly.

Dean Murphy recently met w/ Greg Hackbarth, Director of Information Technology. Funds for workflow was discussed. Due to support issues, computer purchases must be made from Dell and Apple. Policy and procedures will need to be put into place if it becomes the college's responsibility to replace out dated faculty computers. Replacement of Ed. Tech. lab and classroom computers were discussed. Dean Murphy indicated that there would be more conversations around structures and arbitrary lines as we move into the new RAMP budget model.

DELO funds – No report was available.

Carryforward funds – No report was available.

Important Dates:

WKU Fall Break (no classes) – Offices will remain open
October 11-12

Head for the Hill
Saturday, October 20
12:00-2:15 p.m.
Preston Center

CEBS Homecoming Tent – Faculty, staff, and students are invited to attend.
Saturday, October 27
4:00-6:00 p.m.
South Lawn

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