

CEBS Leadership Council Meeting Minutes
November 29, 2018
10:00 a.m.

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

- I. Approval of November 1, 2018 Minutes** – Dr. Derryberry made a motion, Dr. DeSander seconded, to approve the November 1, 2018 Leadership Council minutes. The motion passed without dissent.

II. CAD

The following topics were discussed during the department heads only portion of the meeting.

- A. Faculty Letters
- B. Merit Increase Notifications
- C. Extended Faculty Leave Benefit
- D. Faculty Retirement
- E. Budgeting of TRP Lines
- F. Blackboard SaaS
- G. Low Enrolled WKU Classes
- H. Registration Hold
- I. Proposed Attendance Policy
- J. CourseLeaf Migration for Undergraduate Catalog

III. Operations - Budget, Personnel, Program Review

- A. Interim Associate Dean Search – The committee has met. Candidates are scheduled for interviews. Discussion.
- B. GRH Building Space – Furniture will remain in GRH following the Department of Psychological Sciences’ move. All Psychological Sciences’ faculty/staff computers will go with their department upon departure from GRH.

LTC MacMillin stated that an Army recruiter is requesting office space on WKU’s campus. Dean Murphy plans to add this request to impending

conversation regarding GRH office space needs. She (Murphy) requested feedback from Leadership Council regarding space requests from potential occupants of GRH as we move forward.

- C. CAPE – Dean Murphy thanked Dr. Kirchner and unit heads for forming the committee. Questions about the CAPE process need to be directed to the Dean and/or Dr. Kirchner. The CAPE process timeline was reviewed. Discussion.
- D. Commencement – Currently CEBS has 175 graduates planning to participate in the graduation ceremony on December 15. Dean Murphy encouraged faculty to attend the ceremony. Discussion.
- E. Fall Semester Grade Submission Deadline and Responsibilities – Final grades are due on December 18 at noon. If needed, Dean Murphy will send an email to faculty the Friday before winter break.

IV. Recruitment / Retention

- A. Spring 2019 Student Enrollment – Current enrollment is less than it was at this same time last year. Dean Murphy discussed sending emails to students who are not yet enrolled for the spring term. There was brief discussion related to registration holds placed on student accounts. Dean Murphy indicated that the University has lifted registration holds for smaller fine based issues. Unit heads were asked to share with the Dean (copy Tammy) any known financial needs of students in their programs.
- B. Fall 2019 Recruitment – Dean Murphy forwarded this week’s Hobson reports to unit heads. She (Murphy) encouraged unit heads to reach out to students before winter break.
- C. CEBS’ College Preview Day is scheduled for Saturday, February 16. In addition, CEBS will host an open house on Monday afternoon, February 18 following Head for the Hill. Dean Murphy would like for faculty to open classrooms to guests. Building tours will be offered.

V. Alumni – no report

VI. Area Accomplishments/Celebrations

A. Faculty/Staff

A recent story in The Herald recognized Dr. Loretia Dye for her efforts in

promoting health and wellness at WKU and in the community.

B. Department

Special education alumni won various awards at the recent state professional conference. Pauletha Butts, a WKU alumna and adjunct professor won Special Education Teacher of the Year. WKU graduate, Demi Oldham, a student in the Elementary Education/Special Education Program, was awarded Student of the Year.

Professional education travel support for undergraduate students was discussed.

A successor has been named for LTC MacMillin. There will be more information shared in the coming weeks.

VII. Teacher Certification/OPES Report – no report

At approximately 10:15 a.m., Dean Murphy and unit heads went into a closed session meeting to discuss personnel related matters. Tammy Spinks and Dr. Kirchner exited the room.

Important Dates:

Fall Finals Week
December 10-14

CEBS Graduate's Reception
Saturday, December 15
1:00 - 2:30 p.m.
GRH (2nd and 3rd floor lobby)

CEBS Graduation Recognition Ceremony
Saturday, December 15
3:30 p.m.
Diddle Arena

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