

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, January 15, 2009 – 9:30 a.m.
Dean's Conference Room, TPH

Present: Evans, Poe, Norman, Carter, Daniel, Fiene, Nims (for Davis), Powell, Powers

Department/Unit Head Evaluations – Submit by Friday, January 23, or Monday, January 26.

MAE in EEd/GRE – Department heads were asked to review data relative to students admitted since July 2008 to compare the performance of students who have and have not taken the GRE.

Graduate Applications – Dr. Poe reported on the number of graduate applications processed in 2008.

Budgets – Dr. Evans reported briefly on budgets, specifically related to construction.

ERC Collections – Discussion was held regarding the list of ERC collections that have never been checked out. Department heads will receive copies of the list for review. Dr. Fiene's graduate student can help in that endeavor.

Deans Retreat Materials – Materials were distributed and discussed concerning:

- Classroom usage – Dr. Evans feels considerable outcomes data is available to identify variables in our system related to efficiency of learning
- Undergraduate programs slated for possible elimination – Responses are due to Academic Affairs by February 16. Department heads were asked to review the list.
- Draft of University Priority Metrics on productivity.
- Draft Reward Template for the business plan.
- Course fee revenue – Department heads whose courses are on the list need to provide Dr. Evans with a brief rationale sometime next week. It was stressed that faculty are NOT to be involved in the collection of money from students.

Summary of Visits to Regional Campuses by Adult Learner Project – Department heads are encouraged to explore the possibility of increasing 2nd bi-term class offerings. Discussion continued relative to distance learning classes/regional campuses, including the suggestion to increase the number of tenured faculty at some of the sites.

Redistribution of Courses – This issue deals with the assignment of classes to different rooms in order to improve efficiency.

Classroom Utilization Data – Discussion was held; department heads were asked to review the list of classrooms to determine if any could be reconfigured.

Fall 2008 Workload Report – Department heads should review the information for accuracy and let Dr. Evans know of anything incorrectly categorized.

WKU Highlights Since Reform – For information

Faculty Ranks – Information was distributed on the definitions and criteria for faculty ranks. Department heads should review and be prepared to discuss. Three corrections on page 2 were noted.

For Information and Review – Documents were distributed relating to KCTCS, Fall 2008 workloads, and training for Digital Measures.

Faculty Evaluations/MIS System – Discussion was held relative to accurately inputting data into MIS. Dr. Evans pointed out that evaluations are to be aligned with promotion and tenure, and he expressed concern relative to departments using different evaluation forms.

Military Science Personnel Changes – LTC Powell and CPT Mitchell will be leaving, and replacements have been identified.

Energy – Brief discussion was held on conserving energy. Window caulking will be done in TPH, and motion sensors will be installed in restrooms.

GRREC – The possibility of a reception for GRREC was discussed.

Student Awards Ceremony – This topic will be on the agenda for the next meeting. The suggestion to establish a scholarship in honor of all retirees received positive feedback from Council members.

Retired Faculty – Council members agreed to explore the possibility of hosting a luncheon for CEBS retired faculty. Department heads were asked to seek feedback on this from their faculty.

As there was no further business, the meeting was adjourned.

Cathie Bryant, Secretary