

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, January 16, 2014 – 10:00 a.m.
Augenstein Alumni Center - Rick and Ann Guillame Executive Board Room

Present: S. Evans, S. Walters, R. Capps, F. Carter, T. Kirchner, T. Norman, S. Dietrich, B. Kline, J. Applin, J. Pope-Tarrence, J. Carver, P. Derryberry, S. Wininger

Guests: Rick Dubose, Sean Ward, William Skaggs, Paul Birza, Dr. Gordon Emslie

Alumni Center Website – Rick Dubose, Sean Ward, William Skaggs, and Paul Birza of WKU’s Alumni Center discussed ideas for collaborative partnership opportunities to further market CEBS college programs and events. The group shared advantages to linking CEBS webpages to the Alumni Center website. Additional opportunities, such as co-mailing to alleviate rising postage costs, were discussed. More discussions will follow.

Development – Jessica Carver reported that alumni and community partnerships are strengthening. Through alumni giving CEBS has secured funding for a CEBS Student Ambassador led mentoring program, study abroad scholarships, and a partnership building tailgate event for area superintendents. Additionally, a future estate gift, designated for the School of Teacher Education, has been recognized.

A travel brochure is in development. Upon completion, the brochure will be used as a marketing tool to educate potential contributors about CEBS programs and initiatives. Information for the brochure needs to be sent to Jessica Carver at jessica.carver@wku.edu.

TeachMeet – Ohio County will be hosting a TeachMeet Un-conference on July 29, 2014 at Ohio County High School. CEBS faculty is invited to attend and/or present at the event. For more information contact Daniel McCoy at Daniel.mccoy@ohio.kyschools.us or <http://teachmeetoc.com>.

CEBS Vision & Mission – A copy of the College’s vision & mission statement was distributed. Discussion followed.

CEBS College Websites – In December, Dr. Retta Poe provided a list of inconsistencies found on the CEBS College and department websites. Dean Evans stressed that keeping sites updated is critical to meeting SACS requirements. He suggested that Unit Heads schedule a specific time each month to check their department’s website for accuracy. Dr. Janet Applin will monitor college and program brochures and websites for accuracy on a regular basis.

Dr. Emslie addressed Administrative Council members concerning the SACSCOC visit coming up in the fall. Discussion.

Dr. Emslie reminded the Council about the upcoming Student Success Summit at the Carroll Knically Center on January 23.

Enrollment for the 2014 winter term was up by six percent.

Annual Evaluations – There was brief discussion concerning annual evaluations. A copy of AERA’s report *Rethinking Faculty Evaluations* was distributed.

Promotion and Tenure Documents – The Council discussed approval statuses of department promotion and tenure documents. Along with each P&T document submitted to Dean Evans, Unit Heads will need

to include a statement indicating that their faculty endorses the document being sent forward. Discussion followed. Promotion and tenure documents are due via e-mail to Dean Evans no later than February 28, 2014.

Faculty Workload – Workload reports for the 2014- 2015 academic year are due to Dean Evans no later than February 28, 2014.

Public Relations/Brochures – The Council discussed ideas related to enhancing printed recruitment materials. More discussions will follow.

Student Leadership & Success Committee – The committee is exploring opportunities related to mentoring workshops, student panel discussions, and leadership activities. Recommendations will be coming forward to Dean Evans within the next few weeks.

Research –

- **Space** - Dean Evans is working with Unit Heads and faculty to locate space for research related needs.
- **Websites** - Unit Heads were asked to designate space on the department website to highlight research work being done by faculty.
- **Display cases** – Designated display cases in GRH will be used to showcase articles, books, and other professional work of CEBS faculty. Discussion.
- **Center for the Study of Life Span Development** – Exploration of space to house the Center for the Study of Lifespan Development is in progress. More discussion will follow.

Graduate Assistantships – The Council briefly discussed this topic. More discussion will follow.

Celebrating Success (College-wide meeting) – A college-wide meeting is scheduled for January 21. The agenda will focus on highlighting positive work being done by the CEBS faculty, staff and students.

CEBS Strategic Planning – Dr. Randy Capps led a discussion pertaining to strategic planning. A handout was provided. Dr. Janet Applin will Chair the CEBS Strategic Planning Steering Committee. More discussions will follow.

Other – Dean Evans distributed an article related to inspections for teacher preparation programs. Discussion.

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

Tammy Spinks, Secretary