

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, February 13, 2014 – 8:00 a.m.
Dean's Conference Room, GRH

Present: T. Kirchner, J. Pope-Tarrence, S. Walker, B. Kline, P. Derryberry, S. Dietrich, J. Applin, F. Carter, S. Evans

Guest: Sharon Hartz

CHHS Dean Search: Dean Evans encouraged Administrative Council members to attend the CHHS candidate open forums.

CAD: Dean Evans provided a report from the February 5 meeting.

- Regional Campus Chancellors shared information related to enrollment and initiatives at their respective campuses.
- Staffing budget and needs were discussed.
- The policy on graduate faculty appointments is being revised.

Staffing: Dean Evans shared staffing information related to SKYTeach, Senate Bill 1, and the Educational Leadership Doctoral Program.

Class Times: The Council briefly discussed courses offered during non-standard times. Dr. Applin will be working with unit heads and their staff to confirm that the class times are needed. She will send her findings to the Registrar's office.

Continuance Recommendations: The recommendations are due to Dean Evans on Friday, February 14. Discussion.

CEBS Student Awards: Unit Heads are to let Tammy Spinks know which of the following three dates that they prefer for the ceremony.

- Sunday, April 27
- Sunday, May 4
- Sunday, May 11

QEP: Representatives from Educational Administration, Leadership, and Research and Military Science are needed.

2014 Hensley Lecture Series: The committee will meet on February 25.

Travel Brochures: Send information to Jessica Carver (jessica.carver@wku.edu) for inclusion in the brochure.

Promotion and Tenure Documents: The Council briefly discussed this topic.

Faculty Workload Reports: Unit Heads need to submit the reports to Dean Evans.

Admissions: Dale Brown and Sharon Hunter will be meeting with the CEBS Administrative Council on February 20.

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(cont.)

Strategic Planning: All CEBS areas will have representation on the committee. Discussion.

Administrative Workload Reports: A template for annual administrative workload reports was distributed. Dean Evans asked the Council to review the document and be prepared to provide feedback at next week's meeting. Discussion.

Department of Liberal Arts and Sciences: The department is being dissolved. One DLAS faculty member will join the Department of Psychology. More discussion will follow.

Graduate Council: A meeting is scheduled for today, February 13. Several CEBS proposals are on the agenda.

Graduate Assistantships: The Council discussed GA allocations for the upcoming academic year.

As there was no further business, the meeting adjourned.

Tammy Spinks, Secretary