

Minutes  
Administrative Council – College of Education and Behavioral Sciences  
Thursday, February 14, 2013 – 9:30 a.m.  
Dean's Conference Room, GRH

**Present:** Poe, Pope-Tarrence, Evans, Carter, Kline, Baker, Kirchner, Applin, Dietrich

**Guests:** MAJ Stephan Walters represented LT. Col. Scott Walker

**CEBS Social Media:** Tony Kirchner confirmed that CEBS currently does not have a mobile website. Tony K. is available to assist with updating departmental websites. Posting information for the CEBS Facebook and Twitter accounts may be forwarded to Whitney Hall. Unit Heads were asked to notify Whitney Hall and Tony Kirchner of all active department Facebook and Twitter accounts.

**Capital Plan:** The WKU six-year capital plan was briefly discussed.

**CEBS Annual Faculty Evaluation Summary:** The College's yearly appraisal document will stand approved as recommended by the CEBS Administrative Council.

**Promotion and Tenure Document:** Departmental P&T documents must align with the CEBS Annual Faculty Evaluation Summary. Discussion. The projected timeline for completion of P&T document updates is summer 2013.

**GA Assistantships:** The Council finalized decisions related to graduate assistantship positions and funding. As a follow-up, Dean Evans will send out GA distribution information to unit heads via e-mail.

**CAD Documents/Information:** The following information from the February 13, 2013 CAD meeting was discussed.

- Substantive Change Policy
- Evaluation of Student Teaching Assistants
- Dual Career Spouse/Domestic Partner Assistance – Unit Heads were asked to send feedback to Dean Evans concerning this policy.
- Dean Evans announced that 15% of submitted travel forms have errors. Unit heads were asked to encourage faculty to check for accuracy before submitting forms.
- Evaluation of Faculty Credentials Policy – Credentialing of fall 2013 faculty needs to be completed by the end of the 2013 summer session. Discussion will continue at next week's Administrative Council meeting.

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

Tammy Spinks, Secretary

