

Minutes  
Administrative Council – College of Education and Behavioral Sciences  
Thursday, March 7, 2013 – 9:30 a.m.  
Dean's Conference Room, GRH

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

**Guests:** Pitt Derryberry represented John Baker, Ellen Gott represented Fred Carter, Ginny Pfohl (PSY), Richard Miller (AA), Ladonna Hunton (AA)

**Chronicle Articles:** The Council briefly discussed two articles from recent Chronicle publications, *For Employers a College Degree Doesn't Do the Job* and *Leadership Skills*.

**Student Retention:** As a representative of the CEBS Retention Committee, Dr. Ginny Pfohl shared ideas related to increasing student success and retention. Some of the suggestions for keeping students connected were to offer peer-to-peer mentoring, peer advising, monthly dinner meetings with peers and faculty, and provide designated areas in GRH for student groups to gather in between classes. Additionally, Dr. Pfohl proposed the reimplementing of EDU 175 and PSY 175 courses which are similar in content to the UC 175 course.

**Office Hours:** Unit Heads were asked to provide Dr. Evans with the number of on-campus office hours their faculty are expected to keep on a weekly basis. Currently most are in an 8-10 hour per week range. Dr. Evans expressed the importance of availability to students.

**Retirements:** Several faculty in CEBS will be retiring in June. Searches to fill those positions will need to begin soon.

**Department Head Policy:** Unit Heads were asked to send feedback to Dr. Evans prior to the March 27 CAD meeting.

**CEBS Student Awards Ceremony:** The ceremony is scheduled for April 28 at 1:30 p.m. at the Knically Center. All student award information is due to Tammy by March 22. More information will follow.

**CEBS Retirement Reception:** The College will hold a reception this spring for all CEBS retirees.

**Institutional Cost Reductions (Draft):** The Council briefly discussed this topic. Cost reductions suggestions may be e-mailed to Tammy.

**University Calendar Committee:** Dr. Applin reported that the committee recommended no changes for next year's university calendar.

**ROTC:** LTC Walker reported that the ROTC will begin an aggressive marketing program to attract and retain cadre. He will work with Whitney Hall to share information through our college Facebook and website.

**China:** Dr. Evans will be leaving for China on Friday, March 8.

**CAEP Proposed Standards:** This topic was briefly discussed.

**Faculty Credentialing:** Dr. Richard Miller and Ladonna Hunton answered questions related to the new faculty credentialing process. The fall 2013 credentialing reports are due to Ladonna no later than April 15. Discussion.

**Promotion and Tenure Documents:** Dr. Miller offered suggestions concerning information to include in departmental promotion and tenure documents.

- Needs to reflect the 18<sup>th</sup> edition of the WKU Faculty Handbook
- Provide URL when referencing the faculty handbook
- Provide URLs when referencing particular WKU policies
- Be specific on the criteria for achieving full professor. Look at a possible external peer review of this process.

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

Tammy Spinks, Secretary