

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, March 17, 2011 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Evans, Norman, Poe, Caldwell, Haggbloom, Kline, Lich, Metze (via video), Schlinker. Ms. Lucinda Anderson and Ms. Jill Blythe were guests.

Building Dedication – The street will be closed for the dedication, but a backup plan is in place. A student needs to be identified who can make remarks. Please provide information to Cathie Bryant ASAP. We are looking for things that exemplify the work and learning within the college and want to capture the quality of our programs. Ms. Lich will forward the development piece to everyone. April 1 is the deadline for everyone to submit suggestions and information for the dedication program.

Building – Feedback on coat racks is due by Monday, March 21.

Donor Cards – Ms. Blythe reported on a new system for acknowledging donors on a monthly basis. A monthly report will be provided to all departments that will include donor information and note cards to be sent. It is hoped that the system will begin in the next week or two, with information included from February 2011.

Outstanding Graduate Student – Outstanding Graduate Student names are due Monday, March 21.

Student Awards Ceremony – The awards ceremony is scheduled for May 1, with a 1:30 reception and a 2:00 program. The deadline for material to be submitted to Tony Norman is April 15. Departments are responsible for notifying their own students.

New Faculty Grants – A committee will be formed to review New Faculty Research Proposal applications.

Doctoral Program – Two positions have been dedicated to the program. Start date is negotiable.

DELO Funds – We still have some DELO funds. If anyone wants money transferred to their department, that can be done. Otherwise, it will remain in the Dean's Office.

Advising/Retention – The Provost's focus for next year will be on advising and retention. We need to be thinking about what we can do, how we can connect with incoming freshmen. Further discussion was held.

Bill Related to Doctoral Programs – Brief comments were made. If there are opportunities, pursue them.

Masters in Assessment/Evaluation – Brief discussion was held on this and the entire area of research.

Workload Policy – This information should be given to faculty for feedback within the next 3 weeks.

Transfer Policy – Dr. Poe discussed this issue. Feedback should be given to Dr. Evans by the first week of April. Everyone is encouraged to read this closely, with particular attention to page 6. Issues are expected relative to accepting transfer courses.

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Upper Division Coursework Meeting – This meeting will be next Tuesday; all faculty are encouraged to attend.

Search for Doctoral Program Director – An internal search is being conducted, and Dr. Poe will chair the search committee. Applications are being accepted. Review is expected to begin April 4.

Predicted Retention – Discussion was held on the chart. Departments are asked to consider what they could do to address this issue. Dr. Evans needs input on this for the July CAD summer retreat. It will be on a future agenda again.

NCATE Accreditation Visit – Things are going well related to the upcoming visit.

NCTQ Study – WKU has chosen to participate.

Teacher Services Personnel Issues – Brief comments were made on challenges related to this.

Faculty Searches – Dr. Evans is extremely pleased with the quality of the candidates being interviewed. Other personnel issues were briefly mentioned.

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

Cathie Bryant, Secretary