

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, March 20, 2014 – 9:30 a.m.
Dean's Conference Room, GRH

Present: R. Capps, B. Kline, T. Kirchner, S. Dietrich, P. Derryberry, S. Walker, J. Pope-Tarrence, T. Norman, S. Evans

Guest: Ellen Gott represented Fred Carter

CAD: Dean Evans reported on the March 19, 2014 meeting.

- WKU bookstore relations were discussed. Faculty need to send their textbook requests before the book adoption deadline each semester. If the text usage for a particular class is unknown, faculty needs to convey that information to the bookstore.
- Form 2 procedures were discussed. Search committees may continue to add applicants to the interview pool. Discussion.
- Minority faculty hires was discussed.
- Emergency procedure guides will be posted in all classrooms.
- Outstanding 2013 evaluations were discussed.
- The Field Trip Form will be revisited at a later meeting.
- The topic of budget was discussed. Dean Evans provided a handout to the Admin. Council related to recurring budget allocations. Discussion.

Strategic Planning: A meeting will be scheduled once the committee has been formed.

Graduate Assistantships: no discussion

Promotion and Tenure: This topic was briefly discussed.

Part-time Faculty Evaluations: Dean Evans reminded the Council to continue with completion of this task.

CEBS Student Leadership & Success Committee: A list of recommendations was provided to the Council. This item will be further discussed at the April 3 Admin. Council meeting. Dale Brown and Sharon Hunter will be in attendance.

Dinner with 10 Toppers: Dean Evans asked the Council members to identify 8 CEBS students who might be struggling academically; however possess the potential to succeed. The named students will be invited to attend a CEBS sponsored dinner for them and two alumni. Student names may be submitted to Tammy no later than Friday, March 28.

Prior Learning Assessment Committee: Dr. Jim Berger will serve as the CEBS representative to the PLA Committee.

Book Sharing Event: To help faculty rid themselves of unwanted professional books, Dr. Barbara Burch suggested we hold an annual book sharing event for CEBS students. Administrative Council members liked the idea and proposed that the event be held in

conjunction with another CEBS student event. Tammy will follow-up with Dr. Burch.

KSBE news: Dept. Heads may contact Dr. Evans if they have a faculty member interested in being added to the recipient list.

Form C: Ellen Gott announced that the Form C has been revised. A new version should be available sometime next week. More information will follow.

International Journal for Leadership and Change: The IJLC journal is now available online. Discussion.

Dan Pelino, VP IBM: Presentation scheduled for April 28 at 5:00 p.m. in GRH 2064

Reminders:

- Boyd Lubker Lecture – Dr. Ted Thomas
Tuesday, March 25
11:10 – 12:20 (Military Science class)
GRH auditorium

Tuesday, March 25
7:00 p.m.
Gary A. Ransdell Hall Auditorium
- CEBS Student Awards Ceremony
Sunday, April 27, 2014
Carroll Knicely Conference Center room 163
1:30 p.m. reception / 2:00 p.m. ceremony
 - Student selections for department awards and scholarships need to be in progress.
 - Individual departments will be responsible for inviting their respective award recipients to the awards reception/ceremony.
 - Individual departments will be responsible for ordering the plaques, etc. for presentation to the award winners.
- WKU-Glasgow Graduation Ceremony
Thursday, May 8
6:30 p.m. Glasgow Plaza Theatre
- Hilltopper Battalion Commissioning Ceremony
Friday, May 16
3:00 p.m. DSU Auditorium
- Graduate Commencement Ceremony
Friday, May 16
5:00 p.m. E.A. Diddle Arena
- Undergraduate Commencement Ceremonies
College of Education and Behavioral Sciences

Saturday, May 17
9:30 a.m. E.A. Diddle Arena

- WKU-Elizabethtown/Ft.Knox Commencement Ceremony
Monday, May 19
6:00 p.m. Hardin County Performing Arts Center
- WKU-Owensboro Commencement Ceremony
Monday, May 19
6:30 p.m. RiverPark Center

As there was no further business, the meeting adjourned.

Tammy Spinks
Secretary