

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, April 25, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Derryberry, Evans, Kline, Poe, Dietrich, Applin, Carter

Guests: S. Walters (represented S. Walker)

Brochures: The new CEBS brochures were distributed to Council members. Dr. Evans reminded unit heads to keep working to get their respective department brochures updated. All new brochures need to have the QR code added.

Public Relations: Dr. Evans shared positive PR news involving CEBS students and faculty.

Commencement: Unit heads were asked to encourage their faculty to attend one or both of the spring commencement ceremonies scheduled on May 10 and 11.

PSY 421 and PSY 422: Dr. Evans announced that we need to look at opening more sections of PSY 421 and 422 for the fall semester. Dr. Derryberry will look into getting the courses scheduled.

Enrollment: Dr. Evans indicated that the numbers seem to indicate an increase in overall enrollment for the college. Discussion concerning teacher placements and demand followed.

Opening Meeting: The CEBS fall opening meeting has been tentatively scheduled for Wednesday, August 21. Discussion.

Upcoming Events:

- Graduation Ceremony (Glasgow) - May 2 at 6:00 p.m.
- Owensboro Graduation – May 9 at 5:00 p.m.
- Elizabethtown/Radcliff/Fort Knox Graduation – May 12 at 3:00 p.m.

Degree Completion: Dr. Evans provided a handout listing students who need to finish their degree by August 2013 to stay within the six-year graduation rate plan. He asked unit heads to contact their students to discuss options for degree completion. Discussion. Unit heads were asked to send feedback to Dr. Applin and Dr. Evans by next week's Administrative Council meeting.

Registration: Priority registration was briefly discussed.

Retention: The Retention Committee will be meeting within the next couple of weeks.

Budget: There was no new budget information to share at this time.

Recruitment: Dr. Evans announced that a video to use for undergraduate recruitment is in production.

Timesheets: Staff members paid on a bi-monthly basis are required to submit a timesheet to their supervisor every two weeks. The forms are to be kept on file in their respective department for three years.

Faculty Credentials: Unit heads were asked to continue work on credentialing faculty. Discussion. Job descriptions from administrators are due no later than May 13 to Tammy.

The CEBS Student Awards Programs is scheduled for Sunday, April 28 at 1:30 p.m. at the Carroll Knicely Conference Center.

The Department of Counseling and Student Affairs will be visited by CACREP in September.

Dr. Fred Carter announced that many of our students who experienced student teaching abroad are now being sought after for international employment opportunities.

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

Tammy Spinks, Secretary