

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Friday, July 29, 2011 – 7:30 a.m.**  
**Dean's Conference Room, GRH**

Present: Evans, Poe, Applin, Gott (for Carter), Huggins (for Caldwell), Pope, Powers, Schlinker, Sheeley (for Kline), Wininger (for Haggbloom)

**EPSB Draft Amendment** – Dr. Evans reported on the item to be considered at Monday's meeting. Admissions requirements for teacher education will be changing, which will have a major impact on the College. Further discussion was held.

**Benchmark Analysis** – Brief discussion was held.

**Diversity Plan** – Dr. Evans discussed meeting the goals in the document, particularly relative to PD for minorities hired by the College.

**List of Majors** – Discussion was held on the exploratory undeclared area relative to math courses. Further discussion/concerns were voiced on math courses. This issue will be studied further.

**CAD Materials** – Materials from the CAD meetings will be distributed.

**Websites** – If anyone notices an omission or discrepancy on the new website, notify Devin Bell so that he can correct it. It was agreed that the new College site should include a list of all programs offered. Concern was expressed regarding incorrect or missing contact information.

**Pinning Ceremony** – The pinning ceremony will be held on September 6. It will be more formal than previous ceremonies, and at least two faculty members from every department are asked to attend. Everyone will wear WKU shirts, and we will need to know who will participate and their size. If more than two want to attend, that will be fine. Dr. Evans will clarify whether all shirts will match.

**Home Football/Basketball Games** – We will again have opportunities to recognize individuals or groups at home games. Military Science is already scheduled for the Navy game.

**Doctorates** – WKU now has permission to have three doctorates. Brief discussion followed.

**Retention** – The first recommendations of the Retention Task Force were discussed. Drs. Applin and Hughey are College representatives on that body. Comments were made regarding the recommendations followed by considerable discussion on advising, particularly at extended campus sites.

**MAP-Works** – Dr. Applin explained that it is a data-based software system related to advising. Dr. Evans stressed the importance of personal contacts with students as well as class attendance. Further comments were made regarding the use of retirees serving as mentors/advocates helping to provide personal contacts with the students. Everyone agreed that a valid research study would be of great value.

**OSP Restructure** – Council members were asked to review this document, particularly as it relates to advising. Further comments were made concerning Passport to Success. If any departments want to do something with their freshmen, the Dean's Office will help with that.

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**Action Plans** – Brief comments were made on including retention issues in action plans.

**Guest Speaker at College Opening Events** – Dr. Tony Wagner from Harvard will be giving a presentation via Skype on the afternoon of the College opening events, August 24. He will speak on helping teams and individuals become effective change leaders to be more competitive in the world market.

**Research** – Dr. Evans indicated his desire to pursue research opportunities and is willing to get an appointment with the Commissioner of Education relative to WKU being involved in research on school climate.

**Certification Office** – Ms. Gott encouraged unit heads to remind everyone that emails and telephone calls should be forwarded to the main Certification phone number (4300) or email ([teacher.certification@wku.edu](mailto:teacher.certification@wku.edu)). Doing so will increase efficiency within the office.

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

Cathie Bryant, Secretary