

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, August 1, 2013 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Walker, Evans, Poe, Gott, Applin, Pope-Tarrence, Kirchner, Derryberry, Kline

Retention: Dean Evans will be meeting with Dr. Joelle Carter concerning retention efforts.

Freshman Fest: Currently there are 437 CEBS freshmen enrolled at WKU. A welcome to CEBS event will be held on September 19 from 5:00 to 7:00 p.m. on the back patio of GRH. There will be door prizes, music, and food. Faculty are encouraged to attend. Discussion.

Development: Dean Evans announced that development funds for the College are increasing. Discussion.

Mentoring: The importance of making connections with our incoming freshmen students was discussed. Mentoring opportunities with CEBS Student Ambassadors and Alumni will be explored.

Public Relations: Whitney Hall has been selected as the part-time Public Relations Coordinator for CEBS.

Scholarship: A new scholarship incentive program will be available this fall semester to students enrolled in identified programs. Discussion.

M.A.S.T.E.R. Plan: CEBS majors will be visiting GRH on August 19 for a luncheon. Volunteers will be needed. More information will follow.

Majors and Minors Fair: The event is scheduled for September 18. CEBS department faculty are encouraged to attend.

Position Announcement: An on-going advertisement for part-time faculty will be posted on Human Resources website. Responses to the advertisement should provide for a more diverse pool of applicants to fill part-time positions within CEBS departments.

Building Directory: The EdTech staff will be updating the GRH building directory prior to the beginning of fall semester. Unit heads are asked to send their updates to Tony Kirchner.

Orientation: Dr. Janet Applin will be conducting a faculty orientation on August 22 for new CEBS hires.

Hensley Lecture: Scheduled for Tuesday, September 10 at 7:00 p.m. in Van Meter Auditorium. Cynthia Lowen, filmmaker of *Bully*, is the guest speaker. The event is open to the general public.

Opening Meeting: The CEBS opening meeting is scheduled for August 21. Discussion. More details will follow.

SACS: Dean Evans and Dr. Pope-Tarrence are in the process of meeting individually with unit heads to make sure SACS requirements are being met.

Dean Evans reported on the July 31 CAD meeting.

Assessments of certificate programs were discussed.

Dean Evans will be meeting with unit heads to review meeting times of courses in their respective departments.

Unit heads were asked to begin working with their faculty on development of department action and assessment plans.

Evaluations: Dean Evans reminded unit heads to begin faculty evaluations soon. Materials from faculty need to include how they met the student success goals set last academic year.

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

Tammy Spinks, Secretary