

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, August 9, 2007 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Present: Evans, Norman, Poe, Daniel, Fiene, Haggbloom, Hughey, Lich, Metze, Mikovch, Powers.
Guests were Sharon Hartz, Susan Krisher, Tony Kirchner, Dawn Bolton, Jessica Steenbergen, and Doris Settle.

Dr. Evans announced that one of the cars for Saturday's ARCA race will have KAP displayed on the hood.

Introductions were made, and Dr. Bolton gave a brief history of the ASTRA system as well as what is expected of the University-wide scheduling system.

CHHS was the initial pilot college for ASTRA, and CEBS has been added for the Fall 07 semester. The distinction was made between "assigning" and "owning" rooms. Materials were distributed, and Council members were asked to return them with their feedback. To accommodate over utilization of rooms during the most popular class periods, departments are being asked to spread out class offerings across the day as much as possible. CPE has mandated increased efficiency in room utilization, and WKU is at only 41%. The target is 80% by 2012. Additional discussion followed.

Tuition reductions for GAs were discussed at length. Council members agreed to divide the total available amount by the number of slots and to allow a minimum of either one full semester tuition or half tuition for a full year. Forms should be forwarded to Ms. Hartz.

A packet of materials from the Council of Deans meeting was distributed for information.

Mileage reimbursement will increase to \$.44 per mile effective August 15. Department heads were asked to provide Dr. Evans feedback on how this increase will impact operating budgets, and he will forward that information to the Provost. Faculty are encouraged to rent vehicles whenever possible, as it is cheaper in some instances.

The announcement was made that an Einstein Brothers Bagels is being added to the porch area of MMTH on the TPH side.

Dr. Evans remarked briefly about the staffing plan.

In the near future, trailers will be placed at South Campus as well as behind FaCET.

Dr. Evans reported that \$2 million is available for building upgrades to enhance instruction. He plans to submit a request for replacement windows because of the continuing HVAC issues. Please notify Dr. Evans by next week of any other items to be included in his request.

Dr. Evans noted that the Center for Gifted Studies should be moving out of the building around October, and other moves may occur as well, which could impact research space.

Drs. Evans and Metze met recently with the architects, and the next schematic expected should be for outlet placement and data ports. Security was discussed, and it is anticipated that swipe cards rather than keys will be used.

Brief comments were made regarding the increase in enrollment for the College.

Ms. Lich indicated that the Clifford Todd meeting with the President will be rescheduled.

Dr. Fiene thanked Ms. Lich for the support for the KASA reception for WKU graduates and alumni. Ms. Lich added that the offer is on the table for anyone, and Dr. Evans encouraged department heads to take advantage of the offer.

Brief discussion was held on Monday's deans/department heads workday as well as on the Engaging the Spirit Conference.

Dr. Poe announced that the graduate catalog won't be out until probably the end of the year, as the decision has been made to include the doctoral program when it has been approved by CPE.

Department heads can expect to be contacted by Ms. Lisa Murrell regarding electronic graduate admissions approvals. Discussion followed.

Council members were asked to review the material regarding the masters redesign and the administrator information.

Dr. Evans indicated that the ACT standards are on the KDE website, and he will forward information to department heads.

Brief comments were made on the CPE mandate regarding the change in English scores.

Dr. Metze reported on faculty replacement computers, adding that those computers should already have been delivered. Let him know if any have not yet been received. As far as new faculty, he can assist if any are needed.

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

Cathie Bryant, Secretary