

**Minutes**  
**Administrative Council - College of Education and Behavioral Sciences**  
**Thursday, August 26, 2004, 9:30 a.m.**  
**Dean's Conference Room, Tate Page Hall**

Members present: Evans, Baker, Daniel, Fiene, Haggbloom, Hughey, Keaster, Metze, Mikovch, Poe, Powers

Dean Evans called the meeting to order. He announced that classes seemed to be going well and enrollment was up. He will be going to a recruitment function in Hopkinsville on Saturday, August 28<sup>th</sup>. Leroy presented the power point presentation that Sam will be doing and a few suggestions and corrections were noted.

**Discussion/Handouts/Announcements**

1. Draft of WKU Solicitation/Literature Distribution Policy. This policy is being implemented due to recent flyers by the Lucas Goodrum family being distributed all over campus. Everyone is to look over and send Sam feedback as soon as possible for him to report to Debra Wilkins.
2. Sam reported there is a possibility that the University may be going to a Big Red One Debit Card. A company in Texas has made a bid for this. This card would replace the current ID cards for students, faculty and staff. There is much concern that if this is implemented, this could impact WKU's relations with local banks. Everyone was asked to send the Dean's Office their suggestions and a pros/cons list would be created.
3. Pro cards—reminder not to purchase computers with the pro cards. This has apparently happened in other colleges on campus. The Council felt that the University needs to develop a way to track computer purchases if the inventory control number is the issue.
4. This Sunday evening, August 29<sup>th</sup>, there will be a freshman ceremony at the Bell Tower.
5. The *New York Times* is looking for someone to distribute papers campus wide.
6. The American Council on Education's (ACE) workshops for Department/Div. Chairs and Deans. All three new department heads have indicated an interest in going to one of the sessions in 2004-2005. Ric and Sam will work together on this.
7. Preliminary Report of Awards and Proposals for FY 04 from the Office of Sponsored Programs—we are still in good shape.
8. Organizational Structure—the Honor's College has money for a Director. Currently they have two Co-directors. He asked for the members thoughts on this.
9. International Programs – Money for a Director and for operations. It is being considered to give that money to the various colleges. There has been some support of this from the deans.
10. Grant Budget Reallocation and Cost Transfer Guidelines – A Do's and Don'ts list from Sponsored Programs. Sam encouraged everyone to email Phil Myers with any concerns they might have regarding this.
11. New Policies for Fall 2004 regarding Non-attendance—still not in final form.
12. CEBS Developmental Priorities—if department heads have any addition they are to let Sam know.
13. Points for WKU Faculty with Start-Up Businesses to Consider—Sam encouraged everyone to read over.
14. Awards with Averages for Numbers and Amounts FY 96-FY 04—Sam reported we are doing extremely well.
15. Departmental Lab Agreement (draft)—Sam asked everyone to look over and get concerns to Leroy. Once Sam has these concerns they will be taken to CAD.
16. Viewpoint—The Future of Graduate Education – handout to read.
17. ASCD Special Report—High Stakes Assessment—read over.
18. Update on enrollment—Tuesday, 8/24, 104 students ahead of year ago, 175 enrolled on 8/23 with several also enrolling 8/24 a.m. Graduate students were 129 up from last year, down 54 part-time, up 183 full time, down 102 fulltime first-time freshmen. The enrollment of students from Tennessee was expected; however, there could be a significant drop in two years.
19. Room renovation requests need to be sent to Ric as soon as possible. Can also turn in building and

equipment requests now also.

20. Retta announced that catalog revisions would be this year. She also explained using IP (In Progress) as a grading option.
21. Ric handed out a standardized annual faculty evaluation form. There were some suggested revisions which Ric and Sam will work on. Everyone was in agreement this form was good. It will be put on the College web site soon.
22. Ric reported that \$250 is currently the amount of funds available for faculty travel but this could increase in the near future.
23. Leroy reported there are some good computers on campus for \$250 to purchase. Currently there is a wireless survey being conducted in our building. He also reported that about half of all the lecturns in TPH have been moved which causes many problems. Also there have been two that someone has rewired. Sam stated that all equipment should be shut off when not in use and classroom doors are being left opened.
24. Third-year review. After some discussion on this, Sam encouraged departments to adopt a third-year review for tenure track faculty members.

There will be no meeting next Thursday, September 2.

As there was no further business, the meeting was adjourned at 11:10 a.m.

Susan Krisher, Secretary