

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, October 10, 2013 – 9:30 a.m.**  
**Dean's Conference Room, GRH**

**Present:** Evans, Carter, Derryberry, Kirchner, Pope-Tarrence, Capps, Kline, Dietrich, Applin, Poe, Walker, Norman

**Up Till Dawn:** Dean Evans has received a meeting request from Robbie Thompson to discuss a possible Up Till Dawn fundraising partnership with CEBS departments. More information will follow.

**CEPT:** The CEPT program has secured additional funding.

**College Youth in Government (YIG):** Dean Evans will be meeting with a couple of psychology students to discuss projected travel plans and participation in the YIG assembly this coming January.

**Forum:** Kiara Edwards, a DSU graduate assistant, has organized a Post-Graduate: Q&A on October 22 in the auditorium of Downing Student Union from 5:00-7:00 pm. Department Heads were asked to identify faculty from their respective departments to participate in the forum. Representative's names need to be sent to Dean Evans.

**CEBS Video:** The marketing video for CEBS will be re-taped. The primary focus of the video is to highlight undergraduate programs.

**CAD:** Dean Evans reported on the October 9, 2013 CAD meeting.

- **IRB:** Dean Evans is writing a draft proposal on behalf of CAD. Discussion. Unit Heads need to send their comments to Dean Evans no later than October 18.
- Employee benefits were discussed.
- Course related field trip forms were discussed.
- Full-time staff teaching assignments was discussed.
- CAD approved TRIO for Tier III priority registration through the current award period.
- Recognition of groups at WKU basketball games was discussed. Unit Heads may contact Dean Evans if they wish to have a particular group recognized.
- Parking for the October 15 tailgating and football event was discussed. President Ransdell has approved for all non-essential staff to leave campus at 3:15 on that day. Dean Evans noted that CEBS offices will need to have one staff member work until 4:30.

**GRREC:** A five million dollar award was received. A portion of the funds will be used to add approximately 60 new students to the Principal Preparation Program. Dr. Gary Houchens played an instrumental part in securing the grant funds.

**Development:** Donations for CEBS student focused initiatives and scholarships have increased.

**Confucius Institute:** The Chinese MAT has been approved. Dean Evans, Dr. Fred Carter, and Betty Yu will be visiting schools in China during the first week of December.

**Student Teaching:** Dr. Carter announced that 84 students will be doing their student teaching abroad in the 2014 Spring semester.

**Vanguard:** A meeting with area superintendents and WKU administrators has been scheduled for October 31. Discussion.

**Research Council:** Information related to college-wide initiatives need to be sent to Dr. Jackie Pope-Tarrence prior to 1:30 p.m. on October 10. Discussion.

**College-wide meeting:** There will be a CEBS college-wide meeting held in January. More discussion will follow.

**Marketing Materials:** Dean Evans announced that some department brochures contain out dated information. Unit heads were asked to work on getting the materials updated, as they are needed for distribution at recruitment events.

**Annual Evaluations:** Dean Evans reminded unit heads that all faculty and staff need to include the student success piece in this year's evaluation materials. He will be looking for their reflection of last year's goals and what goals have been set for the current year.

**Continuances:** The Council briefly discussed this process.

**Instructors:** Full-time instructor positions were briefly discussed. Faculty in these positions are evaluated on a yearly basis.

**Promotion & Tenure Documents:** The Council briefly discussed the status of departmental P&T documents.

**Research:** Discussion will continue at a later meeting.

**Retention:** Dean Evans highlighted the College's most recent retention related initiatives. The current CEBS Retention Committee will be renamed and refocused. Unit Heads were asked to provide Dean Evans with names of faculty to serve on the committee. Discussion.

**Platinum Analytics:** Dr. Janet Applin provided the Council with a hand-out related to Platinum Analytics. The Council briefly discussed the process. More discussion will follow.

**Budget:** The Council briefly discussed this topic.

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

Tammy Spinks, Secretary