

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, November 7, 2013 – 9:30 a.m.**  
**Dean's Conference Room, GRH**

**Present:** F. Carter, P. Derryberry, J. Pope-Tarrence, R. Poe, R. Capps, S. Walker, S. Evans, J. Applin, B. Kline, T. Kirchner, T. Norman, S. Dietrich

**Information requested by Dean Evans:**

- Report on international partnerships and the number of students performing their student teaching abroad – Dr. Carter
- Student enrollment in MAT programs – Susan K.
- Report on status of TCHL program – Dr. Dietrich
- Report on CEPT program – Dr. Dietrich
- Report on the number of Topper Educator Scholarships awarded to newly enrolled students in qualifying programs – Susan K.
- Report on Global Pathways – Dr. Carter

**Scholarships:** Dean Evans requested for Dr. Carter to share information about the Topper Educator Scholarship with student teachers during orientation.

**The Leader in Me Symposium:** Scheduled for March 4-5, 2013. Tammy will check with our CEBS Ambassadors to see if they would like to attend.

**Enrollment:** The status of student enrollment was discussed.

**Society of Distinguished Graduates:** Nominations are being accepted. The deadline for submission is November 15.

**CEBS Homecoming Brunch:** Attendance at the event was good. Dean Evans encouraged department heads to attend to all College sponsored functions.

**CEBS Holiday Reception:** Scheduled for Monday, December 9 from 12:00 -1:30 pm. More information will follow.

**Student Research Conference:** Abstracts are being accepted December 2, 2013 through February 14, 2014.

**CEBS Magazine:** The Fall 2013 edition of the CEBS Magazine is in the development stage. Information for the magazine may be sent to Pam Pierce at [pam.pierce@wku.edu](mailto:pam.pierce@wku.edu).

**Faculty Awards:** Nominations are being accepted. The deadline for submission is Friday, November 15.

**Staffing:** The Council briefly discussed staffing needs.

**International Education Week:** Event are scheduled for November 11-16

**Fulbright:** Scholarship offerings were discussed.

**RCAPS:** Four CEBS faculty members received RCAPS. They are Dr. Christina Noel, Dr. Xiaoxia Silvie

Huang, Dr. Elena Novak, and Dr. Marty Boman.

**Website:** The Council discussed adding a new section on the CEBS website related to research and creativity. More discussion will follow.

**Display Space:** Dean Evans reminded Council members that we have available bookcase space in the atrium areas to display faculty works. Contact Tammy Spinks for assistance.

**GRREC:** Unit heads may to contact Dean Evans if they are interested in participating in instructional rounds at GRREC meetings.

Dean Evans announced that Ron Hurley with GRREC is available to speak to faculty about PEGS.

**Retention Committee:** The current CEBS Retention Committee will be exploring a name change to bring focus on mentoring and leadership. The following faculty is identified to serve on the committee: Dr. Andi Paganelli (STE), Dr. Ronda Talley (PSY), Dr. Ginny Pfohl (PSY), and Aaron Hughey (CNS). Representatives from EALR and Military Science are needed. Additional members may be added.

**Action Plans:** The Council briefly discussed this topic.

**Textbook orders:** Unit heads were asked to remind their department faculty to submit textbook orders before the designated deadline each semester. Faculty are also asked not to make unnecessary changes to orders after submission.

**Employment Expenditures:** The Council briefly discussed this topic.

**Graduate Council:** Representation on the Graduate Council was discussed. Currently Jill Cabrera represents CEBS. Possible alternate members are Dr. Fred Stickle and Dr. Libby Jones.

**Winter Term:** Students taking CEBS classes will be allowed to enroll in no more than 4 credit hours of course work during the winter term.

**CEBS Strategic Plan:** A winter retreat will be held for Administrative Council members to work on the College's Strategic Plan. More information will follow.

**College-wide Meeting:** A winter term college-wide assembly was discussed. More information will follow.

**Office Hours:** Dean Evans asked unit heads to remind faculty that they are required to hold office hours during winter term.

**Evaluations:** Annual evaluations of administrators were discussed. More information will follow.

**P&T Documents:** Department promotion and tenure documents were discussed.

**Directory:** Dean Evans asked for feedback from the Council about putting together a directory to highlight our College's Advisory Board members and Administrative Council members. The book will be a good tool for Jessica to use when visiting CEBS alumni and perspective contributors to the College.

**Searches:** Administrative searches were discussed.