

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, March 19, 2015 – 9:30 a.m.**  
**Dean’s Conference Room, GRH 2037**

**Present:** Scott Walker, Tony Kirchner, Tony Norman, Pitt Derryberry, Jackie Pope-Tarrence, Marguerita DeSander, Sylvia Dietrich, Sam Evans, Janet Applin

**Guest:** Candace Lee for Fred Carter

**February 27 CAD Meeting:** A report of the meeting was provided.

- The university’s six-year capital plan was discussed.
- Military students are to be excused from class for active duty and allowed to make up any work missed during that period of time. Dean Evans expects all CEBS faculty and staff to be supportive and accommodating of our military students. In related discussion, Dean Evans reminded the Council that all classes are expected to administer final exams during the time scheduled on the official university final exam calendar.
- The Dean or a liaison appointed by the Dean will be required to represent their respective college when presenting proposals to the university Space Committee.
- Identity theft was discussed.
- The university-wide field trip form was discussed.

**Tuition:** The Council reviewed a proposed tuition fee schedule for students in identified CEBS graduate programs. Discussion. The proposal will need to go through the university’s approval process. Delivery methods for graduate courses were discussed.

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

**Kentucky Rising Indicators:** Dean Evans distributed information about the Kentucky Rising initiative. Unit Heads were asked to provide feedback by Wednesday, March 25.

**Leave Reports:** Dean Evans reminded Council members to submit leave reports on a regular basis.

**Travel:** Dean Evans asked faculty and staff to be mindful of information reported on travel forms.

**Harlaxton Follow-up:** Dean Evans visited with colleagues at Harlaxton and partner schools during WKU’s spring break week. Dean Evans and CEBS faculty and staff will explore options to increase enrollment at Harlaxton.

**Centers:** A list of WKU Centers was provided. Some Centers have been approved by the Board of Regents. Other Centers have not been approved. Unit Heads will work with their respective faculty to prepare proposals for any Centers in their respective department needing approval.

**Initiatives in Owensboro and Franklin Simpson:** This topic will be revisited at a later meeting.

**Closing the University/Canceling Classes:** No discussion.

**WKUF Endowment Analysis:** This topic was briefly discussed.

**Faculty Leadership Year:** This topic was briefly discussed.

**2015 Faculty Excellence Awards:** The CEBS Faculty Awards Committee made their selections. Those faculty selected in the college submitted portfolios to the university selection committee in early March. University winners will be determined within the next few weeks.

**Development:** Faculty & staff sponsored scholarships were discussed.

**Competency-based Education:** This topic will be discussed at a future meeting.

**Student/Faculty/Staff Leadership Awards:** Discussion.

Important Dates:

- CEBS REACH Week Event  
Wednesday, March 25  
Time: 3:30

- SACS On-Site Review Team Visit  
April 7-9, 2015

- CEBS Student Awards Reception and Ceremony  
Sunday, May 3, 2015  
1:30 p.m. reception  
2:00 p.m. awards ceremony  
Knically Conference Center

- Glasgow Graduation Ceremony  
Thursday, May 7  
6:30 p.m.  
Glasgow Plaza Theater

- ROTC Commissioning Ceremony  
Friday, May 15  
5:00 p.m.  
DSU Auditorium

- Graduate Commencement  
Friday, May 15  
5:00 p.m.  
Diddle Arena

- Outstanding Black Graduate Recognition Ceremony  
7:00 p.m.  
Van Meter Hall Auditorium

- Undergraduate Commencement  
Saturday, May 16  
2:00 p.m.  
Diddle Arena

- Elizabethtown Regional Campus Commencement  
Monday, May 18  
6:30 p.m. ET  
Hardin County Schools Performing Arts Center

- Owensboro Regional Campus Commencement  
Monday, May 18  
6:30 p.m.  
River Park Center