

CEBS Administrative Council Meeting
March 30, 2017

Minutes

Present; Sam Evans, Tom MacMillin, Margie DeSander, Sylvia Dietrich, Jill Sauerheber, Pitt Derryberry, Tony Norman

Guest: Gene Smith, WKU Doctoral Student

Dean Evans met with Dr. Caboni on March 29. The following topics were discussed.

- Strategic planning
- Focus on new CEBS initiatives to increase enrollment.
 - o Programs not leading to certification
 - o Programs leading to certification
 - o Offer the undergraduate psychology program online. Discussion. Will need more faculty to support this initiative.
 - o Adult Education
 - o Career Counseling
 - o Non-certifiable baccalaureate degree in education
- Underutilization of certificate programs.
- International study abroad programs
- International student recruitment - STEM areas

Dean Evans asked the Council for their input related to the Capture software. All agreed that it would take designated personnel from each department to manage data and follow-up with prospective students in a timely manner in order to get the best possible return. Dean Evans will schedule a meeting with Corie further discuss this topic.

Questions:

1. What else is included beyond just the software?
2. Will they provide trainings for faculty/staff?
3. Are there additional fees associated with the software license?
4. What is type support in terms of years is included in the price of the software?

The Council discussed enrollment data provided by Tuesdi Helbig. Dean Evans plans to meet with Tuesdi to further discuss the data.

Questions:

Advisors –

1. How accurate is the data? Several of the faculty/staff advisors listed are no longer working at WKU.
2. Could the inaccuracies be skewing the data somewhere else?
3. When and/or how often is the advisor data report pulled?

Grade distributions –

1. Where did the students that withdrew from classes go? Did they enroll in other classes, transfer, etc.?
2. Is there more specific information needed about the students who are making bad grades and/or withdrawing from classes?

Dr. Norman suggested inviting Tuesdi or other IR staff to Administrative Council to explain the data.

Planning questions from previous Administrative Council meetings will be reviewed at next week's meeting.

Unit heads were asked to review the draft Strategic Plan and think about how we (CEBS) would like to move forward as it relates to attracting and retaining students.

The Student Leadership and Success Committee will be meeting soon to discuss next steps.

Unit heads were asked to send their submissions for the development booklet to Tammy.

Thesis are due to Jackie Pope-Tarrence by April 7.

The 2017 CEBS Student Awards event will be held on May 7 at 2:00 p.m. at the Knicely Center.

Glasgow's Graduanand Ceremony will be held on May 4.

The Educational Leadership Doctoral Program has been accepted into the Carnegie Project on the Education Doctorate as members of the consortium.

As there was no further business, the meeting adjourned.

Respectfully submitted,
Tammy Spinks