

CEBS Administrative Council Meeting Minutes  
April 23, 2015  
9:30 a.m.  
Gary A. Ransdell Hall 2037

**Present:** Sam Evans, Fred Carter, Sylvia Dietrich, Janet Applin, Tony Kirchner, Tony Norman, Margie DeSander, Pitt Derryberry, Bill Kline, Jackie Pope-Tarrence

**Guests:** Jessica Carver, John Paul Blair, Adam Rider, Sharon Hartz

**Leadership Annual Giving:** Staff from the Office of Development and Alumni Relations provided an update on activities occurring within their department. Adam Rider shared information related to on-going and short-term fundraising campaigns such as; TopperTalk, #wkupride, Giving Tuesday, and Textbooks for Troops. The staff in Development and Alumni Relations is available to work with departmental faculty to brainstorm fundraising ideas for specific initiatives. The ideal window of opportunity for assisting departments with fundraising initiatives is in January, April, and July. A minimum of 8 weeks of preparation time is needed prior to the launch of a campaign.

Requests for updates to the TopperTalk placemats will be coming soon.

The iamWKU campaign was discussed.

**CAD:** Dean Evans reported on the April 22 meeting. The following topics were discussed.

- 2014 Annual Appraisals – A list of missing appraisal forms was reviewed. CEBS is not on the list.
- Vacant faculty and staff positions
- Budget – Dean Evans asked the Administrative Council to look at ways to cut spending within their respective unit. More discussion will follow.
- The SACSCOC final report was reviewed. Certificate programs need to have defined action plans for assessment.
- Interview Exchange for faculty hires
- Part-time faculty hours and benefits were discussed.
- Policy – Honors Affiliated Faculty
- Policy revision – Equal Treatment of Students
- Fellowship proposals

The WKU Board of Regents meets on Friday, April 24.

The CAD Retreat will be held on June 4-5, 2015.

**Academic Partnerships & Graduate Teacher Education:** Dean Evans met with a recruiting firm to discuss how they can assist with marketing specific online programs within the college. Discussion. Dr. Tony Norman will meet with Dr. Beth Laves (DELO) to examine the positives and negatives of using a service such as this. More discussion will follow at a later meeting.

**Travel Authorizations:** Dean Evans emphasized the need for faculty to submit travel support forms prior to taking a trip. Travel forms must be submitted regardless if CEBS is contributing funds or not. This includes any overnight trips, including in-state and out-of-state.

**Workloads (faculty):** Unit heads were asked to submit their department's 2015-2016 faculty workload forms to Dean Evans.

**Student Recognitions:** CEBS students receiving an international scholarship award will be sent a congratulatory letter from Dean Evans and provided with a certificate for their achievement.

One of CEBS' alumnae is competing for Top Teacher in a contest sponsored by the Live with Michael and Kelly television show.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks