

**College of Education and Behavioral Sciences
Administrative Council Meeting Minutes
May 19, 2016**

Present: Sam Evans, Sylvia Dietrich, Janet Applin, Jill Sauerheber, Tony Norman, Margie DeSander, Tony Kirchner

Strategic Plan: A draft copy of the college's strategic plan was distributed and reviewed. Dr. Applin asked unit heads to send their feedback to her before the June 23 Council meeting as the topic will be revisited at that time. Dean Evans would like for the document to be completed and ready to present to faculty at the college-wide opening meeting in August. Dr. Applin reminded the Council that the Strategic Planning Committee is always open to accepting new members. Faculty and/or staff interested in joining may contact Dr. Applin.

Promotion & Tenure: The Council addressed concerns with using open source journals as part of documentation in the area of research/scholarship for tenure and/or promotion. Dean Evans suggested unit heads and department faculty consider adding a statement in their P&T document that requires faculty make a persuasive case in their narrative regarding the quality of the journal and the contributions of the publication to the knowledge base within their discipline. The Council agreed that a list of non-allowable or predatory sites needs to be made available to faculty. Dr. Norman indicated that the ELDP already provides this type of information to their doctoral students. This topic will be revisited at the June 23 meeting.

Development Placemat: The CEBS placemat, used for solicitation purposes in the WKU Call Center, is in the process of being revised. Unit heads may send additional department/program edits to Tammy Spinks. Dean Evans reminded the Council that Jessica Carver's last working day will be June 6. The time frame for filling Jessica's position has not been determined.

Visiting Faculty: Dean Evans reminded unit heads of an opportunity to acquire a visiting scholar from China. Discussion.

Branding & Marketing: CEBS is on track to begin a new marketing campaign in August 2016.

Other Business

CEBS Advisory Board: The next meeting is scheduled for June 6. Currently, Lillie Hoskinson is the only student scheduled to speak. Unit heads were ask to send the names of other potential student guests to Dean Evans.

Student Leadership and Success Committee: Dean Evans, along with Dr. Kristin Wilson, Dr. Susan Keesey, and Faith White, a CEBS Student Ambassador, attended a presentation and meeting in Nashville with Mr. Robin Crowe, a music producer and entrepreneur. Dean Evans is hopeful that partnership opportunities will develop between Mr. Crowe, the CEBS, and WKU.

Summer Hours: Dean Evans stressed the importance of faculty and staff being available to students during the summer months.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks