

CEBS Administrative Council Meeting

June 1, 2017

9:30 a.m.

Minutes

Present: Sam Evans, Tony Kirchner, Jill Sauerheber, Margie DeSander, Pitt Derryberry, Sylvia Dietrich

Guest: Brandon Smith for LTC Tom MacMillin

CAD: Dean Evans reported on the May 31 meeting.

- Enrollment and staffing at WKU regional campuses were discussed. A survey of need in the Ft. Knox area will be completed to determine if there is a need for an EdD cohort in that area.
- Digital Measures was discussed. There are concerns for the lack of support and training for users of the system as well as the high cost of the product. The topic will be back on the CAD agenda at a later time.

Several institutions are faced with losing faculty and staff positions due to budget cuts. Per Dean Evans, there was no discussion at the CAD meeting regarding budget or staffing plans. Unit heads were asked to hold on completing staffing plans until further notice.

The yearly Dean's retreat will most likely be held in July.

There is a possibility that there will be no carryforward funds for departments next academic year. Discussion.

KSBA E-News List: The recipient list is in the process of being updated. Unit heads were asked to send the names of faculty and staff in their units to Tammy for inclusion on the list.

Strategic Planning: Tuesdi Helbig provided CEBS undergraduate progression data. Discussion. It appears as if the college does not have a student retention issue. The immediate focus for CEBS is to increase student enrollment; however, retention is a component of recruitment and will be included in the plan.

The Council reviewed page 4 of the June 1, 2017 version of the Strategic Plan. Discussion was as follows:

- Identified programs to increase enrollment.
 - CSA – CCR (seeking approval), Addiction Education (seeking approval), School Counseling, Marriage, Couple and Family Counseling (limited resources/staffing issue)
 - PSY – Clinical and Community Behavioral Health (minor)
 - STE – SPED/ELED (undergraduate), MGE/SEC (undergraduate), EdS in Gifted Education and Talent Development, TCHL
 - MSL – Military Science (minor)
 - EALR – Adult Education, Measurement, Evaluation and Research, Principal Prep.
 - ELDP – EdD (increase cohorts in organizational leadership)
- Next steps:
 - Identify and gather data
 - Identify opportunities
 - Engage in strategic recruitment
 - Select programs

Indicators: Dean Evans asked unit heads to think about the ideal percentage (increase in the number of students in CEBS programs by 2020) to enter in the strategic plan document.

The Council discussed staffing within CEBS programs to meet the current growth trend. Psychology is at maximum for undergraduate students enrolled in their program. Limited resources (staffing) prevents the Psychology department from growing enrollment. The Council discussed the possibility of moving a faculty line from another unit/program in CEBS to meet the needs of a growing program within the college.

The Council reviewed page 5 of the June 1, 2017 version of the Strategic Plan. Discussion was as follows:

- Denise Hardesty's work as it related to underrepresented student populations was discussed.
- Invite Jackie Pope Tarrence to a Council meeting to discuss the work she is doing for the Kentucky School Board Association.
- Leverage the use of Capture software, Facebook, Twitter and other social media sources to direct underrepresented student populations to programs in CEBS.
- Growth target percentages were discussed.
- Refocus test taking strategies for students

Tony Kirchner will send the revised Strategic Plan document via email to unit heads. Dean Evans asked unit heads to review the document and add their ideas/thoughts. Unit heads are to send the edited document back to Tony Kirchner no later than Wednesday, June 7.

Dean Evans indicated that there could available funds for student success and retention.

The CEBS Advisory Board will meet on June 12.

Dean Evans has a meeting scheduled with Dr. Brian Meredith on Monday, June 5.

The revised CEBS Strategic Plan document will need to go back to the faculty for review.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks