

**College of Education and Behavioral Sciences  
Administrative Council Meeting Minutes  
September 22, 2016  
10:00 a.m.**

**Present:** Sam Evans, Tony Kirchner, Mariella Gravitt, Janet Applin, Jill Sauerheber, Pitt Derryberry, Margie DeSander, Tony Norman

Dean Evans shared that the Supreme Court ruled against KY Governor Matt Blevins for overstepping his authority by cutting college's budgets.

There is uncertainty concerning the future of the U.S. Department of Labor's proposed overtime rule as Kentucky plus 21 other states have filed formal complaints. WKU has been preparing for full compliance of the proposed Fair Labor Standards Act (FSLA) for several months as such they will be ready to proceed if the Act is approved.

There were no negative comments received concerning the CEBS' QTAG process. New QTAG related travel documents will be posted to the CEBS webpage. A committee will review and allocate QTAG funds. There will be no double dipping from QTAG and the college's account funds. The QTAG committee meets once a month. Travel outside of QTAG will need to be entered on a separate form located on CEBS' webpage.

**CAD:** Dean Evans reported on the September 21 meeting.

- A new webpage listing WKU's majors and minors is available. Opportunity to update information on the CEBS' pages will be available once the template has been shared. Kristy Ketterman will assist unit heads with filling out templates for each of their department's programs.
- Policy related to student recruitment materials was discussed. All recruitment materials must be reviewed at the college level.
- As per WKU policy consensual relations between faculty and their students is prohibited.
- Graduate assistants may work concurrent on campus jobs; however, they may not work over 20 totally hours per week.
- Faculty salary overpayments were addressed. Faculty leaving the university will be responsible for repaying any and all salary overpayments back to the university.
- Instructor promotion eligibility was discussed. To be eligible for Instructor I, employees must have no break in service. For Instructor II, an employee must have 10 years of consecutive service to the university.
- WKU's drop/add policy will be updated.
- Visiting scholars attending classes was discussed. This decision will be left up to the faculty member and unit and written into the visiting scholar's agreement when invited.

**Budget/Staffing:** CEBS' proposed staffing plans for Phase I and Phase II were discussed. Dean Evans will be submitting the plans no later than October 3.

Salary compression was discussed.

**Student Leadership & Success:** Dean Evans expressed the need for a common college plan for undergraduate courses and initiative such as, EDU 175, LTCY 199, etc. He (Evans) asked unit heads to think about how a set of modular experiences courses targeting freshmen, sophomore, junior, and senior students would look like. More senior faculty representation is needed on the Student Leadership & Success Committee.

Dean Evans is hopeful that CEBS can host a Hensley Lecture sometime this academic year. More discussion will follow.

**Faculty Workload Reports:** Unit heads were asked to submit their faculty workload reports for the 2016-2017 year.

**30-Second PBS Slots:** Unit heads need to submit to Kristy Ketterman (copy Dean Evans and Tammy) the number of 30-minute radio slots they need for their department and how the slots will be used.

**International Graduate Assistants:** The Council discussed an added surcharge on international student's accounts.

**Winter & Summer Efficiencies/Stipends:** Dr. Janet Applin shared a handout listing information about winter and summer term efficiencies, compiled by Dr. Tony Kirchner and Sharon Hartz. A winter or summer term class can be canceled up to 5 days prior to the start date. Undergraduate courses require a 10 student enrollment and graduate course need 8 students to meet the threshold.

Dr. Applin will invite DELO staff to next week's Administrative Council meeting.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks