

**CEBS Administrative Council Meeting Minutes**  
**September 24, 2015**  
**9:30 a.m.**

**Present:** Sam Evans, Sylvia Dietrich, Jill Sauerheber, Janet Applin, Tony Kirchner, Pitt Derryberry, Margie DeSander, Tom MacMillin, Tony Norman

**Guests:** Andrea “Addie” Cheney, Dr. Brian Meredith, Donald Smith, Cindy Burnette, Sharon Hunter, Susan Fitzpatrick

**CAD Report:** Dean Evans reported on the September 23 CAD meeting.

- Excellence Awards for part-time instructors were discussed. Each college will be allowed to select one part-time instructor from their respective college to receive the award. The annual award will be an acknowledgement of the part-time instructor’s contributions to their students and WKU. Dean George will provide a copy of the part-time instructor award selection guidelines used by the regional campuses.
- No updated budget information was reported.
- Accurate fall enrollment numbers will be available on or around October 19.
- Carry-forward installments will be forthcoming.
- Assessment plans are not required this year; however, departmental action plans are required and need to be submitted no later than October 31.
- Staffing plans were discussed.
- Vacation and sick day reporting was discussed.
- The new Hyatt Place and Staybridge Hotels are now open for business.
- The policy on distribution of F&A funds was discussed.
- As a whole, minority hires at the faculty level or higher are down for the university. Discussion.
- Political related conversations via email or in other printed media should include a statement to advise that this message is not WKU’s position. Dean Evans cautioned against using WKU resources (e.g., email, letterhead, etc.) for personal political agendas.

**Student Research Council:** Dean Evans asked Unit Heads to send him the name(s) of faculty interested in serving on the Student Research Council.

**Non-Standard Class Time Report:** Dr. Janet Applin received the non-standard class meeting time report for fall. She will work with departmental office staff to determine their need for scheduling specific courses during non-standard times.

**Funding Opportunities:** Andrea “Addie” Cheney, Assistant Director, Office of International Programs shared details related to available funding for faculty and students to support, promote, and facilitate international perspectives. A handout listing specific opportunities was provided.

**Storage/Cleaning:** Dr. Norman inquired about where the responsibility will lie when it comes to paying for cleaning and providing storage space for doctoral students’ graduation robes. Discussion.

**Recruitment:** Saturday, September 26 is Parents Weekend at WKU. The CEBS will be represented at the DiscoverWKU recruitment event in the Preston Center.

**WKU Scholarship Program:** Dr. Brian Meredith, Associate VP for Enrollment Management, Mr. Donald Smith, President, CHF, Ms. Cindy Burnette, Director, Student Financial Assistance, Ms. Sharon Hunter, Director, SEM and Retention Support, and Ms. Susan Fitzpatrick, Scholarship Specialist, Student Financial Assistance shared information related to the new WKU scholarship structure. Several factors, such as GPAs and ACT scores, are taken into consideration when awarding scholarships to students. The overall scholarship package has been reconfigured to allow a greater number of students more opportunity to receive scholarship funds.

A new scholarship portal named TopDollar has been created. The Academic Works Scholarship Portal/TopDollar provides students a comprehensive list of all university scholarships in one area with easy to navigate features. A TopDollar guide sheet and promotional materials were provided to the Admin. Council. Student scholarship recipients are strongly encouraged to send thank you notes to donors of the fund. A complete Q&A section is available on the TopDollar website.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks