

College of Education and Behavioral Sciences  
Administrative Council Meeting Minutes  
September 29, 2016  
9:30am

Present: Sam Evans, Janet Applin, Sylvia Dietrich, Jill Sauerheber, Mirella Gravitt, Crissy Priddy (DELO), Alicia Bingham (DELO), Pitt Derryberry

**Introductions made around the table**

**Summer Start program (new) - Crissy Priddy and Alicia Bingham from DELO**

Crissy and Alicia presented a new DELO summer program called "Summer Start" - 6 credit hours in 4 week time frame, the students live on campus, and a \$3000 fee pays for master plan, dorm life, activities, etc. (\$3000 for both in and out of state students) Program would be during the last 4 weeks of summer. AARC peer tutors included. Could involve CEBS Student Ambassadors and pay them a small stipend

Traditional incoming freshman are the target, to help them get their foot in the door for campus life May start as general program, then specific programs come later as program grows (Summer Start Psychology, Summer Start Education, etc.)

Janet course suggestions: Psy 100, EDU 175 (teacher ed majors, education university experience), CNS 110 (Psy 100 and EDU 175 would go well together, Psy 100 already a pre-req) ideally courses would be face-to-face.

First Summer Start would run July 17- August 10, 2017

**Staffing**

Revised staffing plan due Monday, October 3 - reallocation will be part of it (Dean Evans needs letter from Derryberry)

Phase 1 and 2 will be done at same time; Dean Evans is gathering letters to submit.

He is requesting funding for 4 literacy positions, a math education position, a school psych position, and two leadership positions.

He is starting w/ positions that are classified as vacant, then will move on to Administrative positions, then the 4 Doc positions, etc.

**Post-Tenure Review Committee**

We need the department head's recommendations, (they don't have to be tenured) and we need to develop a post-tenure review policy for the college.

One person needed from each unit; Dean Evans needs a name and an alternate for each unit.

**College Enrollment - Put on agenda for next meeting**

Our enrollment has continued on a slow downward slope.

Dean Evans shared an idea to help increase enrollment - form a committee to think about what we can do as a college in terms of programs that are not focused on programs leading to certification. We need to develop more undergraduate programs.

### **Strategic Plan**

Dean Evans needs feedback from departments by Monday, October 3.

### **Student Leadership & Success Committee**

The next meeting is on Wednesday, October 12

Dean Evans referenced the Freshman-Sophomore, Junior-Senior experience conversation from prior meeting. We need to find way to move beyond the "one and done" mentality (Master Plan as an example).

### **Hensley lecture series**

We have a few dates booked in February in Van Meter for this event.

Dean Evans asked that between now and the next meeting, everyone think about ways to fill Van Meter to make this event successful.

Faculty would like something to share on syllabus' concerning the event - may not be possible due to final date not being set yet.

### **NPR Radio Spots - Put on agenda for next meeting**

Please think of and send one main idea that can be pushed out several times (vs several ideas being pushed out once each)

For the college, Evans would like spots done on the P-12 tuition discount.

### **Fair Labor Standards Act**

This may get thrown out, but we need to prepare for it. Staff in our college should avoid overtime, instead taking time off to make up for extra time worked.

October 1 is when the new non-exempt changes go into effect.

### **CAEP meeting October 14<sup>th</sup>**

Meeting will be held from 11:00am-12:30pm in the MMTH auditorium, email will go out soon  
PRD's are due in February. They (will need to be reviewed, etc. before sending in February.)

### **Evans trip to DiscoverWKU Northern KY/Recruitment Events**

There were not many students at the event, but the ones that did come and stop by our table were very interested and serious about possibly coming here.

Discussion of recruitment events: promoting student visits, class sit-ins, ambassador shadowing has helped in recruiting students; promoting these options would be helpful in the future as well.

### **Homecoming - October 22 - CEBS Open House**

Our open house will be on October 22 from 2-5pm here in the building; invitations are going out soon. We need to have some older faculty to attend, that's who alumni ask for.

**Continuances**

These will be finished today and sent to all appropriate parties.

**Annual evaluations-**

Promotion/Tenure piece in play

Faculty who don't submit their materials - everything will be marked as unsatisfactory on their evaluation.

We will not meet next week (October 6)

As there was no further business, the meeting adjourned.

Respectfully submitted,

Kristy Ketterman