

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, September 11, 2014 – 9:30 a.m.**  
**Dean’s Conference Room, GRH 2037**

**Present:** Sam Evans, Tony Norman, Fred Carter, Marguerita DeSander, Jackie Pope-Tarrence, Tony Kirchner, Janet Applin, Bill Kline, Scott Walker, Sylvia Dietrich, Pitt Derryberry

**CAD Report:** Dean Evans reported on the September 10, 2014 meeting.

- [ Enrollment and the impact on budgets was discussed
- [ Phase II of the staffing plan was briefly discussed. More discussions will follow at a later meeting.
- [ P&T documents will go before the Board for approval in December. Discussion.
- [ Early tenure was discussed. Information about early tenure needs to be included in new faculty appointment letters. More discussion will follow.
- [ Political season dos and don'ts were discussed. A handout was provided.
- [ The WKU Bookstore has hired new management staff. Textbook orders need to be submitted before the deadline each semester to ensure students have their books before classes begin.
- [ The field trip form was not approved. The Council will revisit this topic at a later meeting.
- [ The International Cooperative Agreement policy was discussed.
- [ A substantive change related to the faculty continuance process was discussed.
- [ The Governor’s School GPA policy was discussed.
- [ Faculty earning doctoral degrees was discussed. All CEBS new tenure track faculty hires must have a terminal degree.
- [ Faculty compensation for teaching On Demand courses was discussed.
- [ Part-time faculty compensation exceptions were discussed.
- [ The student complaint procedure will be revised.

**Tuition Recommendations:** Dr. Applin, Dr. Norman, and Dr. T. Kirchner will be drafting a recommendation to address results of the rising cost of tuition. When complete, the recommendation will go to the Board of Regents for review. Discussion.

**Budget:** Discussion

**Service – Student Centered:** Dean Evans stressed that communication and encouragement is extremely important when assisting students.

**Display Cases:** Dr. Pope-Tarrence will be collecting faculty publications for display in cases throughout GRH. Unit Heads and/or faculty may contact Dr. Pope-Tarrence if they have books, journals, etc. to display.

**Student Leadership and Success Committee:** Dean Evans would like to have a faculty member chair this committee. Monetary donations are being sought to enhance the mentoring program.

**CEBS Advisory Board:** The group will meet on November 8 prior to the Homecoming festivities. Dean Evans would like to have one or two CEBS students address the group.

**Carry Forward Funds:** A handout was provided. Discussion.

**DELO Distribution:** A handout was provided. Discussion.

**Course Times:** Dr. Applin supplied unit heads with a list of courses scheduled during non-standard times. Discussion. Feedback is due to Dr. Applin next week.

As there was no further business, the meeting adjourned.

Respectfully Submitted,  
Tammy Spinks  
Secretary