

**College of Education and Behavioral Sciences**  
**Administrative Council Meeting Minutes**  
**October 27, 2016**  
**9:30 a.m.**

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

**Carryforward/Budget:** A handout was distributed. Unit heads were instructed to spend down funds from stagnant accounts left by faculty who resigned from the university. Carryforward funds will not be dispersed until Dean Evans knows for sure what amounts available.

**Graduate Admissions:** Dean Evans reviewed the process for graduate admission approvals. The graduate application will go from the Graduate School to department approver(s); from the department to Kristy Ketterman (Dean's office); from Kristy to Dean Evans; from Dean Evans to the Graduate School, Unit Head, and designated staff member.

The status of applied and admitted students was discussed.

**Vacant Administrative Positions:** The Council discussed vacant administrative positions. Job responsibilities for the Associate Dean for Academic Programs and the Director of Teacher Services positions will be examined by a small group of unit heads. Feedback from the group will be provided to Dean Evans.

Transitional retirement vacancies were briefly discussed. This item will be put back on the agenda for further discussion.

**Curriculum Review Process:** Dean Evans reviewed a list of CEBS proposals currently in the approval process. Tammy will send the list to unit heads.

**Action Plans:** Dean Evans encouraged unit heads to begin working on their respective department's action plans.

**Faculty Productivity:** A report showing the number of credit hours, number of courses, and number of students taught by individual CEBS faculty member was reviewed.

**CPE Program Inventory:** A handout was provided. Unit heads were asked to mark which of their department's programs are delivered 100 percent face-to-face, online, or hybrid and return to Dean Evans and Tammy.

**Committees:** Dean Evans requested that unit heads send the names of faculty from CNS, PSY, and EALR willing to serve on a committee to look at educational programs not leading to certification.

One college representative is needed for the Boyd Lubker Committee. Nominations need to be sent to Dean Evans and copy Tammy.

**Homecoming:** Per Dean Evans, the CEBS Open House went very well.

**Veteran's Day:** A wreath ceremony will take place at the Guthrie Bell Tower on November 11 at 11:00. Immediately following, there will be a ROTC Hall of Fame induction ceremony in the

Diddle Arena Concourse.

A special Veteran's Day Concert will be performed by WKU's band at SKYPAC on November 10 at 7:30 p.m.

**Senate Bill 1** – Unit heads were asked to update the SB1 faculty training list and return to Dean Evans before October 31. Dr. Petty and Dr. Super will be offering several training sessions during the month of November.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks