

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

**Present:** Jackie Pope-Tarrence, Bill Kline, Marguerita DeSander, Sam Evans, Janet Applin, Tony Kirchner, Pitt Derryberry, and Sylvia Dietrich

**Guests:** Sharon Hartz, Scott Broadbent, and Gloria Wilson

**WKU Bookstore:** Scott Broadbent, Bookstore Manager and Gloria Wilson, Materials Coordinator shared information related to new staffing and procedural changes in the Bookstore. The textbook adoption system has been updated to make the process user friendly. Unit heads may call or e-mail Gloria Wilson to arrange a time for her to demonstrate the new adoption process during a department faculty meeting. All instructors are encouraged to submit a textbook adoption form regardless of their need to order books. A comment may be added on the form to explain the reason for not ordering textbooks.

**Carry Forward Funds:** The Council had lengthy discussion concerning carry forward funds. Sharon Hartz provided information related to distribution of these funds to department indexes. Unit heads were asked to provide Sharon a spending report for FY 13 carry forward funds. Deadline for submission of the report is October 17.

**Year of South Africa:** The Council briefly discussed this topic.

**National Center for Faculty Development and Diversity (NCFDD):** After brief discussion the Council agreed that more information about the NCFDD organization is needed before making a decision to participate in their webinar based program.

**International Students:** Dr. Applin is the CEBS international student liaison. She will determine if international students seeking admission into CEBS programs meet the requirements.

Partnerships with universities in Kenya and China were discussed.

**Strategic Planning:** The committee will meet in late October.

**DELO Advisory Board:** The CEBS representatives are Dr. Kristin Wilson and Dr. Sally Kuhlenschmidt

**WKU Virtual Tours:** A virtual tour video is being produced. Discussion.

**Tuition:** The Council had lengthy discussion related to increased tuition and decreased enrollment.

**Recruitment Materials:** Dean Evans suggested that faculty review their department's current printed recruitment materials and update as needed.

**Homecoming:** The event is scheduled for November 8. The CEBS will have a tailgating tent on South Lawn from 12:00-2:30.

**GRREC Superintendents:** The CEBS will host a tailgating and football event for GRREC superintendents and their families on October 25.

**CAD:** Dean Evans reported on the September 25 meeting.

As there was no further business, the meeting adjourned.

Respectfully Submitted,  
Tammy Spinks  
Secretary

Upcoming Events:

- Louisville Open House  
Thursday, October 9  
6:30 p.m. EST  
Muhammad Ali Center
- Sabbatical Leave Recommendations Due to Review Committee  
Wednesday, October 15
- Bowling Green Open House  
Thursday, October 16  
6:00 p.m. CDT  
Augenstein Alumni Center
- University Senate  
Thursday, October 16
- Faculty Awards Call for Nominations  
October 25
- BOR Meetings  
Friday, October 31