

CEBS Administrative Council Meeting Minutes  
November 5, 2015  
9:30 a.m.

**Present:** Sam Evans, Sylvia Dietrich, Janet Applin, Jackie Pope-Tarrence, Tony Kirchner, Pitt Derryberry, Tom MacMillin, Margie DeSander

**Action Plans:** Per Dean Evans, the CEBS departments have done well with getting their action plans completed. There are still a couple of departments that need to make minor edits. Updates will be provided on a weekly basis.

**CAD Report:** Dean Evans reported on the November 4, 2015 meeting. The following topics were discussed.

- The Biennial Budget Narrative is in process. Eventually the report will be sent to the General Assembly for approval.
- CPE Performance Funding Metrics was discussed. Most of the funding will go to programs under the STEMH umbrella. Dean Evans will check to see if Psychology will be included. A handout listing CEBS students that have 60 or more credit hours was distributed to Council members. Dean Evans stressed the need to assist these students through advising. He stated that advisors need to encourage, where appropriate, the students to reach their goal of graduating.
- Using TopScholar as a location for undergraduate research data to reside was discussed.
- FY 15 Carryforward reports were distributed and discussed.
- A newly developed Minority Faculty Hiring Plan was discussed.
- Academic Affairs developed a comprehensive electronic calendar that lists all important due dates. The calendar will be shared with deans, unit heads, and administrative staff.
- Phase II funding will not be determined until a later date.

Tammy will check on the deadline date to notify non-tenure faculty, such as instructors, about non-renewal of employment.

**REACH Week and QTAG Committees:** Dr. Qin Zhao is serving as chair of the 2015-2016 CEBS REACH Week committee. Dr. Jenni Redifer is leading the CEBS' QTAG committee. Discussion.

**CEBS Advisory Board Meeting (identify student guests):** The college's advisory board meets on November 17. Dean Evans asked for the names of students who might be available to speak to the group. Discussion.

**Global Studies Designation:** Courses with global studies designation need to be

identified. Discussion.

**Research Responsibilities Assigned to Jackie:** A handout outlining Dr. Pope-Tarrence's research responsibilities was distributed to Council members. Dean Evans asked unit heads to send recommendations of tenured department faculty members who are interested in an opportunity to oversee the college's research initiatives. Discussion.

**Course Syllabi:** Dean Evans stressed the need for some course syllabi to include more details. There will be more discussion about this topic at a later meeting.

**Staffing:** This topic was discussed during the CAD report.

**Strategies to Increase Graduate Enrollment:** Unit heads are to send Dean Evans a paragraph about what is being done, within their respective department, to increase enrollment.

H.O.D.A. nominations for the 2016 class are currently being accepted.

WKU's Homecoming is scheduled for Saturday, November 7. CEBS will have a breakfast for alumni. Unit heads were encouraged to attend.

University Distinguished Professor nominations were discussed.

Dean Evans will be traveling to China from December 1-5 on university business.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks