

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, November 13, 2014 – 8:00 a.m.
Dean's Conference Room, GRH 2037

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

CAD Report: Dean Evans reported on the November 12, 2014 meeting.

- Staffing and budget was discussed.
- Admission and enrollment numbers were discussed.
- Revisions to the new faculty appointment letter are needed. A proposed template for the letter was reviewed.

Staffing/ Budget: The CEBS student enrollment has decreased 28% over 5 years. Discussion. New CEBS programs such as the PSYD and the Gifted and Talented Development are expected to help increase overall enrollment numbers.

Administrator Evaluations: These will be due to Dean Evans in early January. An outline will be sent to each administrator within the next few days.

Promotion and Tenure Update: Dean Evans is almost finished reviewing promotion and tenure folios. His recommendations will be forwarded to the Provost by December 1.

Display Cases: CEBS faculty publications are on display in cases located in the GRH atrium areas on the second and third floors. Jackie will send an e-mail to encourage faculty to send more publications. Additional display cases will be purchased as needed.

CEBS REACH Week: The event is scheduled for March 25.

2014-2015 CEBS Faculty Awards Committee:

Nomination submissions are due by Friday, November 14

http://www.wku.edu/academicaffairs/forms/faculty_awards_nomination_form.pdf

Select one faculty member from each department for the 2014-2015 awards committee

Commencement: The CEBS graduation ceremony will be held on December 13 at 9:30 am. Faculty are expected to attend at least one commencement ceremony each academic year.

CEBS Clinic: New equipment has been purchased. Equipment set-up is in process and will be ready to use beginning late January 2015.

Ecuador: Visitors from Colegio Menor School in Quito are visiting WKU and area schools this week.

Strategic Data Project: The event scheduled for November 24 is sponsored by GRREC. Dr. Dietrich and Dr. DeSander plan to attend. Discussion.

Dean Evans reminded everyone that outside doors and windows in GRH should remain free and clear of flyers, announcements, etc.; information such as these needs to be placed on bulletin boards in classrooms.

As there was no further business, the meeting adjourned.

Respectfully Submitted,
Tammy Spinks
Secretary

Important Dates:

- Thanksgiving Break – WKU closed
November 26-28
- CEBS Holiday Gathering
Tuesday, December 9
1:30 - 3:00
GRH 2nd floor atrium
Light refreshments will be served
- CEBS Commencement Ceremony
Saturday, December 13
9:30 a.m. Diddle Arena