

CEBS Administrative Council Meeting  
December 1, 2016  
9:30 a.m.

Minutes

Present: Sam Evans, Tom MacMillin, Sylvia Dietrich, Margie DeSander, Tony Kirchner, Pitt Derryberry, Tony Norman

CAD: Dean Evans reported on the November 30 meeting.

- A part-time instructor applicant pool is accessible through Interview Exchange. Unit heads may access this information at any time.
- WKU Libraries' serials budget will see a slight decrease.
- The UDP selection & appointment policy was discussed. The committee elected to remove the words "and collegial" from the policy. Dean Evans indicated that CEBS will continue to look at collegiality when completing annual evaluations.
- Sabbatical Leave – A current curriculum vitae (CV) will be required when submitting materials for sabbatical leave requests.
- FLSA – There is an injunction against the FLSA. At this time the act will probably not be passed. Dean Evans asked unit heads to let their staff know the status of the FLSA.
- The WKU student residency determination and appeal policy was discussed.

EPSB has approved SARA out of state program offerings. Currently, Kentucky has no approved out of state programs.

Annual Evaluations: Administrator's materials are due to Dean Evans in January. Staff evaluations must be completed by February 3.

CEBS Board of Advisors: Dean Evans reviewed the recent meeting agenda. He indicated that the guest speaker presentations were well received by board members. He asked unit heads for their thoughts concerning the ideal time and projected attendance for the next Hensley Lecture event which will focus on student leadership and success. The majority of unit heads agreed that next academic year would be a better option than this year as faculty need to have time to add the event details to their syllabi. More discussion will follow.

Vacant Administrative Positions: Dr. Norman will lead a meeting with unit heads to discuss ideas for filling vacant positions.

Transitional Retirement: Unit heads are currently exploring their options for faculty wishing to begin transitional retirement.

Development Brochure – Need information submitted from STE, MIL, PSY, and EALR. There will be further discussion following winter break.

Finals/Grades: Dean Evans asked unit heads to encourage their faculty to submit their grades on time.

Action Plans: Dean Evans encouraged unit heads to continue working on their department's plans.

Dr. Pope-Tarrence will be providing feedback to Dean Evans following her review of the college's

strategic plan.

NPR Spots – Need submissions from EALR and the Doc. Program. Send information to Kristy Ketterman.

A call for submissions for the next issue of the CEBS Magazine was announced. Contact Kristy Ketterman for more information.

Committee Appointments:

Hensley Lecture Series – Dr. Cynthia Mason

Education Program not Leading to Certification – Representatives are needed from EALR, PSY, and CNS. The committee will look at viable and needed programs that do not lead to certification to see if any will meet the needs of current/prospective students in the CEBS.

Boyd-Lubker – Dr. Aaron Hughey

The legal counsel office staff will inform department heads of the status of international faculty paperwork. Dean Evans requested unit heads be aware of faculty within their respective departments who fall into this category.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks