

Minutes
Administrative Council – College of Education and Behavioral Sciences
Thursday, December 4, 2014 – 9:30 a.m.
Dean's Conference Room, GRH 2037

Present: Pitt Derryberry, Sam Evans, Margie DeSander, Sylvia Dietrich, Scott Walker, Bill Kline, Janet Applin, Tony Norman, Fred Carter

Guest: Lillian Davis

Annual Faculty Evaluations: Copies of completed evaluation forms will be distributed to faculty and unit heads soon.

Scholarship (faculty): Dean Evans praised the CEBS faculty for their research. All full-time faculties published and/or presented at least once last academic year. Discussion. Dean Evans suggested, and the Council agreed, that a master list needs to be compiled of all faculty publications and presentations produced in the CEBS during the 13-14 academic year. Unit heads will work with their respective faculty to compile a department list. The department's list needs to be sent to Dean Evans by mid-January.

Psy.D.: The program has been approved.

CEPT: The Council briefly discussed this program.

Promotion and Tenure: Discussion.

Personnel Budget: CEBS spending for part-time faculty has increased. Discussion.

Graduate Education Tuition: The Council discussed tuition rates for Kentucky educators and CEBS teacher preparation students. More discussion will follow.

Tuition Comparison and Enrollment: A five-year trend comparison report related to tuition and student enrollment was reviewed. Discussion.

Sexual Harassment Training Report: Unit heads were asked to remind their faculty and staff to complete the training.

I-9 Non-Compliance Report: The report was reviewed. Unit heads were reminded that all new CEBS faculty and staff must have an I-9 on file prior to beginning work.

Faculty Compensation for Teaching on Demand Courses: The Council briefly discussed this topic.

Workload Reports (after fall semester schedule is complete): The reports are due to Dean Evans each academic year following the completion of fall semester scheduling.

Study Abroad (bragging points): WKU ranks 23 out of 40 in the Open Door Report for the number of students studying abroad. This year's higher ranking is partially attributed to increased numbers of CEBS students participating in the International Student Teaching program.

Scholarships: Tammy will provide unit heads with information related to various departmental scholarships.

The Leader in Me: The *7 Habits of Highly Effective College Students* text and supporting materials were discussed. More discussion will follow.

Academic Integrity Policy: Brief discussion occurred. The CEBS document needs to be revised. Unit heads will provide feedback to Dean Evans after discussing this topic with their respective faculty.

Strategic Planning: Dr. Applin reported on the December meeting. The Committee suggested surveying and interviewing graduate and undergraduate students to gain their perspective of the CEBS. Faculty interested in serving on the CEBS Strategic Planning Committee may contact Dr. Applin.

Dance Big Red: A fundraising event for Kosair Children's Hospital will be held on February 20. Department participation is welcomed.

Graduate Assistantships: Unit heads and/or department representatives need to meet with Sharon to discuss GA funding needs.

Final Grades: Fall semester final grades are due by noon on Tuesday, December 16.

As there was no further business, the meeting adjourned.

Respectfully Submitted,
Tammy Spinks
Secretary

Important Dates:

- WKU Glasgow Graduation Ceremony
Thursday, December 4
6:30 p.m.
Glasgow Plaza Theater
- CEBS Holiday Open House
Tuesday, December 9
1:30 - 3:00
GRH 2nd floor atrium
Light refreshments will be served

- ROTC Commissioning Ceremony
Friday, December 12
3:30 p.m.
DSU 3005
- Ed.D. Hooding Ceremony
Friday, December 12
6:00 p.m.
GRH auditorium
- CEBS Commencement Ceremony
Saturday, December 13
9:30 a.m. Diddle Arena