

Minutes
Leadership Council – College of Education and Behavioral Sciences
Thursday, November 9, 2017 – 9:30 a.m.
Dean's Conference Room, GRH

Present: Sam Evans, Pitt Derryberry, Jill Sauerheber, Sylvia Dietrich, Tony Kirchner, Tom MacMillin, Wesley Waddle

Guests: Jace Lux (Admissions), Julia Mittelberg (STE), Marge Maxwell (STE), Andi Paganelli (STE), Christina Noel (STE), Aaron Hughey (CSA), Julia Rivas (OPES)

College-Wide Saturday Recruitment Event: Several guests were present for preliminary discussions related to the college's upcoming recruitment event on February 3, 2018.

Dr. Lux shared that undergraduate student admissions are up approximately twenty-five percent over the past three years; however, there is work to be done as it relates to yielding students once they are admitted. He (Lux) indicated that WKU's current yield is approximately thirty-five percent. The national average is approximately thirty-three to thirty-seven percent.

The premise behind hosting a Saturday recruitment event is for prospective students to have an opportunity to make meaningful connections with faculty, staff, current students, and alumni. Unit heads and faculty guests shared their department's tentative program agenda. One department representative from each department will be identified to serve on a committee charged with planning the event. A "point person" from CEBS will be identified to oversee logistics for the event.

The following topics were discussed.

- Offer TED type talks and panel discussions.
- Video presentations using Adobe Connect, Facebook Live, or another method.
- Archive presentation videos to share with future prospective students or post on CEBS webpages.
- Invite representatives from WKU admissions, study abroad, career counseling, and other relevant campus entities to participate in the event.
- Provide lunch
- Invite alumni to participate in the event.
- Use social media outlets to disseminate information about the event.
- A "snow day" plan needs to be determined.
- Tentatively, the event will begin at 9:30 a.m. Central Time (meet & greet) and conclude at approximately 1:30 p.m. Central Time.
- Possibly offer free WKU basketball game tickets to guests.
- WKU Student Ambassadors will be asked to participate.
- Invitations will need to be sent via email or USPS. CEBS will consult with Aurelia Spaulding and Ashlee Manley about designing and mailing the invitations.

Dean Evans wants plans for the recruitment event to be finalized by the time WKU breaks for Thanksgiving.

CAD: Dean Evans reported on the November 8 meeting. The following topics were discussed.

- Carryforward funds
- DELO distribution – Dean Evans provided a handout to unit heads. He encouraged departments to be mindful of spending. Funds may be used to support faculty professional development related travel. Dean Evans will provide faculty up to \$400 for legitimate professional travel expenses.
- It is anticipated that students will be allowed to use PELL grant funds for winter and summer tuition.
- Priority registration for ROTC students was discussed.
- The due date for sabbatical recommendations is coming soon. CEBS has had one sabbatical application submitted.
- Annual evaluations are in process.
- As of fall 2017, departments will need to provide Academic Affairs with a copy of the promotion and tenure guidelines being used by new faculty hires. Dean Evans requested a copy of the P&T guidelines be sent to him as well.
- Policy to change the registration policy was discussed/approved. The change will guarantee a 14 credit hour schedule for all incoming freshmen.

Dean Evans asked unit heads to think about ways we (CEBS) can gain efficiencies as conversations relevant to budget and spending will need to take place in the coming months.

CEBS will allow the U.K. Medical School to use two CEBS clinic rooms if their new building is not ready for occupancy by the scheduled completion date. The use of CES clinic parking spaces will need to be discussed should they (U.K. Medical School) need to use GRH facilities.

DELO: This topic was discussed during the CAD report.

Post-Tenure Review: Dean Evans met with Dr. Paquin and Dr. Berger. The CEBS Leadership Council unanimously support moving forward with the post-tenure review process.

Marketing Update: Dean Evans has had discussions with Aurelia Spaulding regarding CEBS' next steps related to utilizing the Capture software.

Staffing: A copy of WKU's personnel action review process was shared via email with unit heads. Many of the duties previously held by Kristy Ketterman have been reassigned. Those duties related to marketing are not currently being done. Discussion.

Off-Load Stipends: This topic will be revisited at a later meeting.

Honors Development Board Representative: CEBS will have one vacancy to fill next year. Dr. Derryberry will check with his faculty to see if anyone is interested in serving.

Strategic Planning: Dean Evans plans to meet with unit heads on an individual basis.

Dean Evans recently met with International Enrollment Management staff to discuss his recent trip to China. Discussion.

A copy of the college's new development brochure was distributed.

Dr. Dietrich reported that 47 students have signed up for the MEC course at Ft. Knox.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks