

CEBS Leadership Council Meeting
January 30, 2020, 9:30 a.m.

Minutes

Present: Jill Sauerheber, Margie DeSander, Corinne Murphy, Tony Kirchner, Morgan Greene, Stephanie Martin, Pitt Derryberry, Steve Wininger, Dennis George, Tony Norman

Guests: Amy Combs, Angela Martin

Building Updates:

- New furniture has been placed in the collaborative work space on the third floor.
- Walls have been painted and signage installed above water fountains.
- Discussions about furniture and arrangement in the Beulah Winchel Library/ Student Success Center are in process. A reception desk will be added to the library space soon.
- A graduate assistant will serve as facilitator for the Center. The Student Success Center will be designed to provide additional assistance to enhance current library services. Leadership Council discussed potential hours of operation for the Center and noted that the space needs to be open later for graduate students/faculty attending classes at night. Dean Murphy anticipates a Center grand opening celebration for faculty and staff sometime in August. Launch for first year students will coincide with M.A.S.T.E.R. Plan.

I. Approval of December 5, 2019 Minutes – A motion to accept the December 5, 2019 minutes was made by Dr. Derryberry, Dr. Wininger seconded the motion. Motion passed without dissent.

II. Operations – Budget, Personnel, Program Review

A. CAD Report –

- Living learning communities – Drs. Sara McCaslin and Daniel Super serve as CEBS representatives. Students will live in groups of 24 in the first-year village. Discussion. Leadership Council will invite Blair Jensen and Kirsten Linder to provide more details.
- Parental leave policy – Employees will be allowed up to 16 weeks of paid parental leave. Discussion.
- Quarterly Information Technology Update – Dr. George provided a brief report.
- Legislative – Jennifer Smith visited CAD. Ms. Smith, who is the Special Assistant to the President and Government and Community Relations Officer for WKU, works with legislators to further higher education agenda.
- Strategic Plan Implementation Update – Dr. George reported that no new information was available. Dean Murphy indicated that the next two College Happenings sessions will consist of presenting the draft college strategic plan and launch of the Student Success Academy

initiative respectively.

- Changes to Public Service Award – CAD approved for the Public Service Award criteria be reworded to balance between campus and community service and beyond.
- Sabbatical Leave – Changes were made relative to the timeframe in which a faculty member could apply for a sabbatical. The word continuous as it related to service/employment was discussed. The policy will be sent back to CAD for further discussion/edits.
- Senate representation was discussed. CEBS has available seats to fill on the Senate.
- 2020-2021 final exams – Semester schedules are shifting. Discussion.

B. Budget – Angie Martin discussed the practice of rolling over budgets and how that will look from this point forward. A handout was provided. Angie will meet with department heads to discuss goals/initiatives so that they can budget more effectively. The target timeframe for Angie and department heads to meet regarding the 2021 budget is Spring break. Angie will send information on mid-year reports soon. Foundation funds were briefly discussed.

C. Faculty Workloads – Reports are due to the Provost by April 15. Dean Murphy requested feedback from department heads on how the workload reports need to look. Research, teaching, and service expectations for 2021 needs to be included. Dean Murphy encouraged department heads to pay attention to class size ration and class size density.

D. Department Profiles – Dr. George provided a handout. Individualize instruction was discussed.

E. Research Update – Dr. Jenni Redifer shared, via email, a handout of research related initiatives and funding. Questions may be directed to Dr. Redifer at jenni.redifer@wku.edu.

F. ASL/SACS – Dr. Dennis George received assessment reports for 2018-2019. Dr. George will be meeting with department program coordinators soon to discuss.

G. Three candidates for STE Director positions – Leadership Council will meet with each of the candidates individually. Open presentation/forum will be offered by each candidate.

H. Gray Associates – Dean Murphy will discuss the process with department heads during 1:1 meeting.

III. Recruitment / Retention – no report

IV. Alumni News – no report

- V. Area News/ Accomplishments/ Celebrations – See building updates provided at the beginning of the meeting.
- A. Faculty/Staff
 - B. Department
- VI. Development – Amy Combs shared a PowerPoint that provided updates relative to the Office of Philanthropy and Alumni Engagement.
- New Vice President, Amanda Trabue
 - New staff restructure – Amy will work exclusively with CEBS and parent philanthropy
 - New Interim President WKUF & CHF, Dr. Donald Smith
 - Leadership Annual Giving
 - DXO – Donor Experience Officer
 - Partnered with Evertrue to monitor social media, etc.
 - A new fundraising campaign will launch in April 17, 2020
 - The development cycle was shared

CEBS has been approved to search for a grant writer. College priorities will be included in the University fundraising campaign priorities.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks

Important Dates:

Please see shared Outlook calendars:

Academic Affairs Important Dates Calendar

Search: Provost

Questions: Contact provost@wku.edu

CEBS Comprehensive Activity Calendar

Search: College of Education and Behavioral Sciences

Questions: Contact tammy.spinks@wku.edu