

CEBS Leadership Council Meeting Minutes
March 19, 2020, 8:30 a.m.

Present: Corinne Murphy, Pitt Derryberry, Marguerita DeSander, Tony Norman, Tony Kirchner, Dennis George, Stephanie Martin, Blair Thompson, Steve Wininger

Guests: Roxanne Spencer, Lauren Weitlauf, Amy Combs

I. Approval of March 5, 2020 Minutes – Approved without dissent

II. Operations – Budget, Personnel, Program Review

A. COVID19 Update

- a) Routing of various undergraduate forms was discussed. Devin converted several forms to fillable PDFs.
- b) Dean Murphy reminded supervisors to check in with their staff during the transition to telecommuting from home.
- c) Faculty/staff must discuss with department heads before taking desktops home.
- d) Office phones need to be transferred to staff cell phones.
- e) Anyone needing to go into GRH must notify their department head who will then contact the Dean.
- f) TOP will continue to be offered as scheduled this spring semester on a virtual basis. Development of a CEBS video tour is in the planning phase. Ideas need to be shared with Dean Murphy and Lauren Weitlauf.
- g) STE held their first group Zoom related to clinical experiences. There were 28 participants.
- h) Dr. DeSander reported that EALR faculty and staff held their first virtual happy hour. To stay connected, they plan to do this type of event once a week.
- i) Student workers are prepared to assist with various jobs. Work with department staff to make connections with the students.
- j) The WKU post office is capable of adding pre-postage to postcards, envelopes, etc. The postage can be charged to the department's index.

- k) Roxanne Spencer indicated that University libraries will only offer online materials at this time.
- B. Dual Credit Proposal - A handout was provided. Discussion.
- C. 4-Point Scale for Annual Faculty Performance Evaluations – Dr. DeSander reported that the committee is making progress. There was brief discussion about the type of labels to include in the document.
- D. Provost Steven’s visit with Leadership Council has been delayed until fall semester.
- E. Workload Reports – Due April 1 to Dean Murphy.

III. Recruitment / Retention – no report

IV. Alumni News – no report

- V. Area News/ Accomplishments/ Celebrations** – Discussed earlier in the meeting.
- A. Faculty/Staff
 - B. Department

VI. Development – no report

Important Dates:

Please see shared Outlook calendars:

Academic Affairs Important Dates Calendar
Search: Provost
Questions: Contact provost@wku.edu

As there was no further business, the meeting adjourned.

Respectfully submitted,
Tammy Spinks