

**CEBS Leadership Council Meeting Minutes**  
**October 18, 2018**  
**9:30 a.m.**

Present: Corinne Murphy, Jeff Butterfield, Tom MacMillin, Tony Kirchner, Tony Norman, Jill Sauerheber, Blair Thompson, Margie DeSander, Pitt Derryberry, Steve Winger

Guest: Sharon Hartz

**I. Approval of October 4, 2018 Minutes**

This item will be placed on the next council meeting agenda for approval.

**II. CAD**

- A. Huron Consulting Group – Additional review is needed before final budgets can be shared with colleges.
- B. CAD Retreat – A dean’s only retreat will be held on December 12.
- C. Comprehensive Exam Program Evaluation (CAPE) – This topic was briefly discussed.
- D. Centralized Advising Update – There was clarification about reassignment of duties as it relates to centralized student advising.

Dean Murphy expressed a need for CEBS to develop a college advising plan. She (Murphy) asked department heads to share with her how advising of students is being handled within their respective department. As the college’s advising plan is developed, documents will be placed in the CEBS department heads shared folder for review.

The CEBS Head for the Hill Spotlight PowerPoint was discussed. Council members agree that information in the PowerPoint needs to be updated. The next Head for the Hill spotlight presentation will be held on Saturday, October 20 in DSU at 10:15 a.m. Dean Murphy invited department heads to join her at the spotlight event.

- E. Burning Glass Technologies – Demonstrations sessions have been offered across campus.

Dean Murphy recently attend a software demonstration. The software could be a helpful advising tool as it provides context for places of employment

where students might be hired based on their chosen degree path. Additionally, the software tracks national and statewide employment data which the Council agreed is good information to have when advising students.

- F. Graduate Dean – The charge of the committee has shifted due to a number of administrative searches in process; therefore, the Graduate Dean search has been put on hold until further notice. Dr. Jim Berger serves as the college's representative on the search committee. Discussion.

The Graduate School has no current plans to move the application process to an electronic format. Dr. Norman offered his assistance in helping the Graduate School develop an electronic application when they are ready to proceed.

- G. Center for Innovative Teaching & Learning (CITL) – This unit is now reporting to the Provost. Their role is to serve as a support mechanism for learning. A new director will eventually be hired.

### **III. Operations - Budget, Personnel, Program Review**

- A. Personnel Updates – CEBS searches for the School of Professional Studies and Psychology faculty positions have not yet been approved.

Dean Murphy announced that she has received approval to fill the Office of Professional Educator Services (OPES) director position and an interim associate dean position. The OPES director position will be a full-time, permanent staff position. Dr. Tony Norman will chair the search. The search for an interim associate dean will be an internal search co-chaired by Dr. Jeff Butterfield and Dr. Jill Sauerheber. Dean Murphy will share a draft job announcement in the department heads shared folder when available. Discussion. Both positions are expected to be filled by spring semester 2019.

- B. Graduation Fair – The fair is scheduled for October 29-30.

CEBS Graduate assistants will be asked to sign up, via a Doodle poll, to assist at the College's table. Department promotional items and program information may be sent to Tammy by October 24.

- C. Fundraising
  - a. College Priorities – Dean Murphy requested input from the Leadership Council as the college moves to develop a fundraising plan.

Suggestions/Comments:

- Look for naming/renaming opportunities. The Department of Military Science and Leadership is seeking funds to rename their conference room.
- To have more flexibility in spending funds, LTC MacMillin suggested establishing a Fund of Excellence.
- Scholarships are not ideal as distribution of the funds are typically restricted.
- Endowed professorships and endowed chair positions should be considered.
- Named college
- Named school
- The Dean will share with department heads a list of funds/scholarships available beyond department scholarships
- Seek funding for undergraduate research scholarships and fellowships
- The student awards process was discussed. CEBS needs to consider more micro-awarding opportunities to recognize high school students.
- Dean Murphy announced that Aurelia Spaulding is working on an advertising plan. More information will be shared as the plan comes together.

- b. Department Level Priorities - Amy Combs, who is the development officer for CEBS, will be available to assist department heads with putting together a plan.

- D. Superintendent Tailgate Event – Dean Murphy invited department heads to attend the superintendent event scheduled for November 17.

Dean Murphy visited several area superintendents with President Caboni on October 17.

- E. Commencement – The College’s recognition ceremony is scheduled for Saturday, December 15 at 3:30 p.m. Discussion.

- F. Celebrations

- a. Faculty/Staff

- Brandon Smith, a staff member in the Department of Military Science and Leadership, and his wife will be welcoming a baby girl to their family soon.

- b. Department

- Dr. Sauerheber announced that her department has seen an increase in students applying to their programs.
- The Dept. of Counseling and Student Affairs recently mailed 700 hand-signed program related messages to school faculty and staff.
- Dr. Wininger reported that one of their Psychology student's specialists project has been uploaded 43,000 times as reported by WKU Libraries. The project topic is related to faculty perceptions of students cell phone usage in class.
- On January 15, LTC MacMillin and Dr. Caboni will be resigning a contract between WKU and ROTC.
- Dr. DeSander announced that representatives from the Wallace grant are visiting campus.

c. Alumni – No report

ROTC faculty (cadre) will receive the WKU family tuition discount.

Dr. Norman announced that the Ed.D. Program is going through a period of reorganization; however, the program is definitely not ending. Questions may be directed to Dr. Norman.

Dr. Thompson announced that STE has formed a Core Curriculum Committee. An open access link will be shared with faculty soon.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks

**Important Dates:**

Head for the Hill  
Saturday, October 20  
12:00-2:15 p.m.  
Preston Center

CEBS Homecoming Tent – Faculty, staff, and students are invited to attend.

Saturday, October 27  
4:00-6:00 p.m.  
South Lawn

WKU Graduation Fair  
Monday, October 29 and Tuesday, October 30  
Augenstein Alumni Center  
10:00 a.m.-5:00 p.m.

ROTC Veterans Day Ceremony  
Friday, November 9  
11:00 a.m.  
Guthrie Bell Tower

Head for the Hill  
Friday, November 9  
Time: TBD  
Location: Preston Center

GRREC Superintendent Tailgate Event  
Saturday, November 17  
South Lawn  
4:30 p.m.-6:00 p.m. (tailgate)  
6:30 p.m. (kick-off)

Thanksgiving Holiday Break – No Classes, WKU Offices Closed  
November 21-23

Fall Finals Week  
December 10-14

CEBS Graduation Recognition Ceremony  
Saturday, December 15  
3:30 p.m.  
Diddle Arena

Please see Academic Affairs Important Dates Calendar ([provost@wku.edu](mailto:provost@wku.edu))