

CEBS Leadership Council Meeting
February 20, 2020, 8:30 a.m.

Minutes

Present: Corinne Murphy, Margie DeSander, Pitt Derryberry, Dennis George, Jill Sauerheber, Blair Thompson, Tony Kirchner., Tony Norman, Stephanie Martin

Guest: Amy Combs

- I. Approval of January 30, 2020 Minutes – Dr. Margie DeSander made a motion to approve the January 30, 2020 meeting minutes. Dr. Tony Norman seconded the motion. Motion was approved without dissent.

- II. Kassy Sweeney, Senior Academic Advisor, Advising & Career Development Center (AC/DC) – Ms. Sweeney is an alumna of the Student Affairs program. Ms. Sweeney and Madeleine Johnson, who is the other CEBS academic advisor, meet once per semester with Freshmen and Sophomore students. In addition to AC/DC advising sessions, Psychology faculty are assigned to mentor first and second year psychology students. Ms. Sweeney and Ms. Johnson are willing to work with other CEBS departments interested in identifying faculty mentors for their first and second year students. Ms. Sweeney plans to visit with the CEBS Leadership Council once a semester to provide AC/DC updates.

Topper Orientation Program (TOP) changes are coming soon. Department representatives are needed at TOP college spotlight sessions. Student financial needs and/or limitations were discussed. Dean Murphy recommend that Ms. Sweeney and Ms. Johnson continue to recognize and refer students who are needing financial assistance to continue in their program. The Dean also requested for CEBS advisors to keep a running list of students who are referred for financial assistance as there might be additional need-based scholarships available in certain situations. Year-long scheduling and registration will begin with a pilot group this fall. Scheduling changes are to be expected. During TOP, students will be scheduled for 15 hours in fall and 6 hours in spring with the understanding they will get their additional credits for spring later. Discussion. CEBS will work on getting the college's student ambassadors more involved in TOP. DegreeWorks, will be used to assist students and advisors in planning and monitoring degree progress.

- III. Operations – Budget, Personnel, Program Review
 - A. CAD Report – The following items were discussed.
 - FY 19 Carry Forward distribution was shared. Deans will meet next week with Dr. Ladonna Hunton to discuss DELO distribution. The FY 20

- Reallocation Target Summary was shared. Axiom budget software will be utilized.
- Strategic Enrollment Program Review Subcommittee representation is needed.
 - Sabbatical Leave Policy (1.1304) revisions were reviewed. Faculty are eligible to apply for sabbatical in their 6th year; however, they must earn tenure as well.
 - University Distinguished Professor (UDP) Policy 1.1335 is in the process of being reviewed as there are inconsistencies with procedures. UDP applications for Dr. Marge Maxwell and Dr. Steve Winger are going forward from CEBS.
 - The 2020 Fall Semester finals schedule was shared.
 - There will be changes made to the 2021 Spring Semester schedule.
 - Faculty Awards Policy (1.1186) was approved for changes to the process timeline and eligibility. CEBS Leadership Council proposed requiring a more streamlined application process for faculty nominated at the college level. Discussion. Dr. Dennis George will oversee the process of setting guidelines for a streamlined college packet. This topic will be revisited at a Council meeting in March.
 - Faculty Contracts
 - 360 Review – Deans will be reviewed. The review instrument will be distributed by Sibson Group. Dean Murphy encourages feedback from faculty and staff.
 - Commencement – Colleges will share a large tent with Alumni at this spring semester’s Big Red Bash. Dean Murphy asked department heads to share departmental or program related graduation events with Tammy Spinks.
- B. Grant Writer – The Council agreed that the position needs to offer a base salary and an incentive structure. Another option would be contractual grant work; however, the negative of this option is that this will slow down the process and no one person would be actively looking for grants for the college in the interim.
- C. Preview Day Report - Tammy Spinks provided a brief report.
- D. Workload Reports (Due to Provost April 15) Dr. George explained how to use the E-signature Form for workload reporting. Discussion. CEBS workload reports are due to Dean Murphy on April 1. The Council agreed to take the current CEBS form and make it a fillable Google Form. A draft will be sent to department heads prior to going live.
- E. Performance Evaluations for Faculty Update – Dr. DeSander led a meeting with department heads to discuss using of a 4-point scale for faculty evaluations. Dean Murphy asked for feedback from department heads. Department deadlines were briefly discussed.

- F. ASL/SACS – The 2018-2019 plans were reviewed by Dr. George. He (George) noted that some minor revisions will be needed before 2019-2020 plans are done. SACS will be looking closely at assessments during the next review. Departmental plans are due to Dr. George on April 15.
- G. Outstanding Graduate Student College Nominations/Winner – The college’s nomination form was shared with department heads. The due date for nominations will be shared with department heads via email. A CEBS Outstanding Graduate Student Selection Committee will be needed. Department heads were asked to submit their representative’s name to Tammy Spinks.
- H. Commencement Gonfalon Carrier – CEBS will need to identify a student to carry the college’s gonfalon during the TopperWalk on Friday, May 15. The Council agreed that a CEBS Student Ambassador should be identified to do this.
- I. Expansion of Multi-factor Authentication (MFA) – This topic was briefly discussed.

IV. Recruitment / Retention

- A. CEBS Preview Day, February 22 – Tammy Spinks shared a brief report.

V. Alumni News

VI. Area News/ Accomplishments/ Celebrations

- A. Faculty/Staff
- B. Department – CNS faculty and Todd Noffsinger plan to participate in Neuro Feedback training soon. Discussion.

VII. Development – Amy Combs reported the following:

- She (Amy) recently met with faculty in CEBS to create a scholarship in teacher education. More details will be shared later.
- The evening of April 17 is slated for the campaign kick-off. The event will be held in Diddle Arena. Colleges will be asked to showcase their programs during the event.
- Dr. Murphy has been working with Russellville Independent School District administrators to establish a scholarship fund for Russellville Independent High School students who are interested in becoming a teacher and will commit to coming back to teach in their home district following graduation from WKU. Local industry is involved in the Russellville scholarship initiative as well.
- The College Heights Foundation is in the process of moving to Chestnut Street.
- Non-designated scholarship funds will be available for each college

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