

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Thursday, April 24, 2014 – 9:30 a.m.**  
**Dean's Conference Room, GRH**

**Present:** F. Carter, B. Kline, P. Derryberry, R. Capps, J. Applin, S. Dietrich, T. Norman, J. Pope-Tarrence, T. Kirchner, S. Walker, S. Evans

**Guests:** Sharon Hartz, Steva Kaufkins

**CAD:** Dean Evans reported on the April 23, 2014 meeting.

- In order to allow for additional student participation, the Student Diversity Survey will remain open for an extended period of time.
- Drafts of the Classification and Compensation Policy and Promotion Policy were discussed. All non-exempt employees are required to submit timesheets to their supervisors on a semi-monthly basis. All non-exempt employees, working over 37.5 hours per week, must be compensated for overtime.
- The International Agreements Policy was discussed.

**Budget:** The Administrative Council discussed this topic in length.

**Staffing:** Faculty and staff positions for the upcoming fiscal year were discussed.

**CEBS Student Leadership & Success Committee:** Unit heads were asked to provide feedback based on recommendations submitted by the committee. Responses are due to Dean Evans next week.

**Strategic Planning:** The committee is scheduled to meet on April 25.

**CEBS Student Awards Ceremony:** The event is scheduled for April 27. Discussion.

**Development:** Dr. Evans will be traveling to Los Angeles on May 8 for a CEBS development related meeting.

**Graduate Assistantship:** GA funding and positions for the upcoming academic year were discussed. Unit heads were instructed to meet with Sharon Hartz to finalize details of their specific GA needs.

**Commencement:** Dean Evans encouraged faculty to attend one or more of the 2014 graduation ceremonies.

**Reminders:**

- CEBS Student Awards Ceremony  
Sunday, April 27, 2014  
Carroll Knicely Conference Center room 163

1:30 p.m. reception / 2:00 p.m. ceremony

- WKU-Glasgow Graduation Ceremony  
Thursday, May 8  
6:30 p.m. Glasgow Plaza Theatre
- Doctoral Hooding Ceremony  
Friday, May 16  
2:00 p.m.  
GRH Auditorium
- Hilltopper Battalion Commissioning Ceremony  
Friday, May 16  
3:00 p.m. DSU Auditorium
- Graduate Commencement Ceremony  
Friday, May 16  
5:00 p.m. E.A. Diddle Arena
- Undergraduate Commencement Ceremonies  
College of Education and Behavioral Sciences  
Saturday, May 17  
9:30 a.m. E.A. Diddle Arena
- WKU-Elizabethtown/Ft.Knox Commencement Ceremony  
Monday, May 19  
6:00 p.m. Hardin County Performing Arts Center
- WKU-Owensboro Commencement Ceremony  
Monday, May 19  
6:30 p.m. RiverPark Center

As there was no further business, the meeting adjourned.

Tammy Spinks  
Secretary