

**Minutes**  
**Administrative Council – College of Education and Behavioral Sciences**  
**Friday, June 1, 2012 – 11:00 a.m.**  
**Mariah's Restaurant**

Present: Evans, Applin, Caldwell, Goff (for Carter), Haggbloom, Kirchner, Kline, Norman, Poe, Pope, Powers, Schlinker

**Administrative Council Meetings** – Keep Thursdays at 9:30 on your calendar in case a meeting is needed. Dr. Evans summarized his schedule for the summer.

**Associate Dean Position** – Dr. Applin has accepted the position.

**Space** – Some space issues were briefly discussed. Dr. Kirchner will be joining the Administrative Council and will be moving into Dr. Metzger's old office. The process for the Clinic has been slowed and will go out on an RFP.

**CAD Issues** – Some discussion was held on undeclared majors. Faculty are encouraged to work with them, as it will have an impact on whether they remain at WKU. They need to be contacted very early. Additional discussion was held on those students in their sixth year who have not yet graduated.

**Gen Ed** – General education will be 39 hours. No more courses will be accepted at this time.

**ATP** – Brief comments were made on summer ATPs.

**Governor's Minority Student College Preparation Program** – This will be held on campus June 15-16. Someone is needed to represent the college on the 16<sup>th</sup>. The individual should be familiar with teacher education and psychology. Please follow up with Ms. Bryant.

**I-9s** – The Provost's office will cover the costs associated with processing these.

**CAD Retreat** – The retreat will be held on June 19 at Mammoth Cave. SACS will be discussed. An updated resume will be needed on all faculty; it should be current up to August 15, 2012. Also to be discussed will be the strategic plan and QEP.

**Faculty Workloads** – Individual workloads will need to be developed for every faculty member. No off loads will be allowed until the individual workload has been determined. Dr. Haggbloom will share with the group what he has done. Discussion followed. It was noted that workloads need to be connected to staffing. Department heads should try to have these finished in June, after which staffing plans should be completed sometime in July.

**Staffing** – Any failed searches will not count against us. It is not known yet whether there will be a phase 2, as it will be dependent upon enrollment.

**Outside Professional Activities Report** – A draft document was distributed and discussed. This is to be completed for anyone holding faculty rank, and everything should be documented. Keep in mind that it is not an approval, just a disclosure. DELO needs to be included. Department heads can request it but cannot require submission of the form. Concern was expressed relative to department heads having to make a determination on whether action needs to be taken on any items.

**Navitas** – This was discussed in relation to action plans and strategic plans. Part will be used for a new building location, and the rest will be used for salaries.

**Retention** – The university is looking for a 1% increase in freshmen retention for next year. This will need to be addressed.

**Early Tenure/Promotion** – Faculty can go up early but need to also hit and exceed the bar early. No word has been received on departmental promotion and tenure documents. The Provost will be looking at sustained quality, and this also will affect pay raises.

**Alumni Memberships** – We will be covering the first three years of membership for graduate alumni. Operating dollars will be moved to Development.

**Presentation** – Dr. Evans presented Dr. Powers with a plaque in recognition of her leadership and contributions.

**Senate Resolution** – A copy of the resolution supporting the preservation of an open marketplace of ideas was distributed.

**Retention** – A handout was shared, and it was noted that #5 on the list probably will be eliminated. Considerable discussion was held on activities for the opening events. The morning will be changed somewhat, and activities on retention will be conducted. Dr. Evans' goal is that every student can leave here saying that at least one individual had a major impact on their life. We have to be able to answer questions on the data related to retention for our college; and we need to address the issue of how we can help faculty develop skills in mentoring, effective advising, and making connections. We also need to identify our expectations and hold students accountable, as well as how to help students connect with the department, college, and university.

The suggestion was made to hold the college meeting, have lunch, and then have discussions on what we can do to achieve the goals listed above. Dr. Evans plans to access a list of all incoming freshmen in the college and have the student ambassadors send out personal notes to them. Clubs could personally invite students to their activities at the beginning of the semester. Dr. Evans would be willing to meet with the advisors to discuss this. Another suggestion was to have a pilot group of freshmen to connect with, starting out small. It was noted that first generation college students may have different needs. The 5-week assessment would be a good time to follow up.

We need to revisit some of the things we are already doing to determine if they help. Students need to have somewhere (Ransdell Hall?) that they can consider their "home building." The possibility of having competitive events would be a good way to connect students. Department heads were asked to provide the names of any departmental clubs and their advisors.

As there was no further business, the meeting was adjourned.