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## Meeting Minutes

WKU Council of Academic Deans

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SUMMARY OF THE MEETING OF THE COUNCIL OF ACADEMIC DEANS  
WESTERN KENTUCKY UNIVERSITY  
August 11, 1966

- I. Dean Cravens noted two changes in the Academic Council as approved by the Board of Regents. Directors of academic units were included with the rotating department heads and the wording concerning the alternates was changed.
- II. It was agreed by all present that for the first year the two faculty members from each college receiving the largest number of votes would get two year terms and the other two would get one year terms. A statement to this effect is to be included on the ballot.
- III. After some discussion concerning the graduate faculty, the Deans agreed upon the following:
  - A. Graduate faculty will be appointed for a two year term.
  - B. The preference list of graduate faculty for the Academic Council should be presented during the week of fall registration.
- IV. The fall meeting of the Academic Deans of Kentucky will be held on the Western campus. Dr. Cravens asked Dr. Page and Dr. Hatcher to be responsible for the arrangements for this meeting. The Deans were asked to suggest topics for discussion. It was suggested that Faculty Recruiting, Ethical Problems of Faculty Contracts, and Explanation of Computers might be interesting topics.
- V. The following decisions were made concerning new faculty orientation. This orientation will be held on Friday, September 9, 1966 beginning at 8:30 a. m. in the Garrett Student Center.

8:30 - 9:00	Student Center	Room 103
	Welcome . . . . .	President Thompson
	Discussion of Policies and Procedures in their Respective Areas. . . . .	Vice-Presidents -- Cravens and Downing
9:00 - 9:45	Coffee Break	Room 101

V. 9:45 Orientation by Colleges

College of Education . . . . . Room 205  
Ogden College of Science  
and Technology . . . . . Room 104  
Potter College of Liberal  
Arts . . . . . Room 105  
Bowling Green College  
of Commerce . . . . . Room 201  
Unassigned Departments . . . Room 204

- VI. All changes in the fall schedule are to be submitted to Mr. Cook no later than September 2, 1966.
- VII. Mr. Lazarus was given the responsibility of making arrangements for a luncheon on September 9th for the Academic Deans, the department heads, and other people involved in registration.
- VIII. The following statement was agreed upon concerning the drop and add policy.

- A. "A course may be dropped without a grade not later than the end of the eighth day of classes in a semester, or the end of the fourth day of classes in a summer term. Thereafter a student may drop a course during the first four weeks of classes and during the first two weeks of classes of a summer term with a grade of WP or WF depending on the quality of work at the time he drops the course.

After the fourth week of classes of a regular term, or bi-term, or the second week of classes of a summer term, any student dropping a course will get an automatic F. (Realizing that a student may occasionally have extenuating circumstances which would justify the dropping of a course after the deadline, a three member Faculty committee will render a judgement on any appeal.)

- B. Students dropping a course after the last day on which a course may be added may not enroll in a second bi-term course. (Students who feel that they have a justifiable reason for adding a second bi-term course may request permission to do so from the Faculty committee.)"

- VIII. This statement along with other policy changes is to be inserted in each student's registration packet.
- IX. Record keeping was discussed with the feeling that greater emphasis should be placed on adequate record keeping by the faculty.
- X. The topic on the agenda concerning "M. D. and D. D. M. " graduates who have two or three years at Western was deferred.
- XI. Dr. Cravens suggested that each dean should begin to make plans for a course syllabi to be written for each course taught in his college and for a copy to be placed on file in the office of the Dean of the College.

Submitted by,

Paul B. Cook