1-9-1967

Meeting Minutes

WKU Council of Academic Deans

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MEMORANDUM TO: Dr. Raymond L. Cravens
Dr. William Jenkins
Dr. Tate C. Page
Dr. Marvin Russell
Dr. Paul Hatcher
Dr. John Minton
Dr. William Hourigan

The following is a summary of the meeting of the Council of Academic Deans, January 9, 1967. This summary is sent to you for your information and any necessary corrections.

I. Dr. Cravens asked each dean to get to him as quickly as possible their projected faculty needs for the 1967-68 school year.

II. Each college dean was requested to submit at once the number of graduate assistants they wanted for the coming year.

III. It was decided that the college curriculum committees would serve only in an advisory capacity to the graduate council and that graduate programs would not have to be approved by the college curriculum committees.

IV. Dr. Cravens discussed the teaching load formula for graduate faculty and noted that graduate faculty members would not have a reduction in load in order to teach an extension class.

V. The procedures for approving extension class instructors and part-time instructors were agreed upon and samples of the forms to be used were handed out.

VI. Dr. Hourigan discussed the advisement program for the second semester.

VII. Dr. Cravens noted that a committee was to meet to study class attendance.

All members of the Council were present.

Paul B. Cook
All of the Deans were present except Dr. Jenkins who was taking part in an industrial promotion tour in California. The following is a summary of the deliberations of the meeting.

I. Dr. Hourigan handed out a tentative final examination schedule. The schedule was approved with one change. It was agreed that the first exam should begin at 7:30 a.m. rather than 8:00 a.m. with each exam being one hour and fifty minutes in length. Dr. Hourigan requested that the exam schedule be adhered to and that changes be made only with the approval of the department head and the dean of the college. Dr. Hourigan should be notified of these changes.

II. The beginning of classes at 7:30 a.m. is to be discussed at a future meeting. Dr. Russell is to make a study concerning the effect that this would have on labs, and Mr. Cook is to draw up some tentative schedules of classes starting at 7:30 a.m.


   It was suggested by Dr. Cravens that each department head might submit an analysis of the departmental schedule to the dean of the college by February 15.

IV. Summer school class schedules are due in Dr. John Scarborough's office on or before January 4, 1967.

V. Mr. Lazarus indicated to the Deans that many faculty members had been deficient in turning in their deficiencies at mid-term.

VI. Dr. Lair was present for a discussion on Counseling Days. It was agreed that these days would be held for full-time students and that part-time students would be told that counseling is available on request. It was decided that the first two weeks, beginning November 28, will be for students who have selected a major. The third week will be for those in the undecided group.

VII. Dr. Cravens submitted a draft of University policies on Faculty Involvement In Sponsored Research of Special Projects and Consulting Activities. This draft is to be studies and finalized at the next meeting on Monday, November 21 at 2:30 p.m.