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Meeting Minutes

WKU Council of Academic Deans

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SUMMARY OF THE MEETING OF THE ACADEMIC COUNCIL OF DEANS

The Council of Academic Deans met in Dr. Cravens' office September 7. All the members were present except Dr. Russell, who was represented by Mr. Lynn Greeley.

The following is a summary of the deliberations of the meeting:

1. Mr. Dero Downing was present and discussed the activities associated with the opening of school and discussed the channels that should be followed in working with the administrative areas.

2. Mr. Rhea Lazarus discussed the upcoming registration and the established procedures for adding sections of classes and called attention to the trouble spots that occur during registration.

3. Dr. William Hourigan provided each member with a copy of the memorandum listing the activities from September 8 through September 16. Dr. Hourigan suggested that department heads should discuss the new attendance regulations with the members of their departments.

4. Dr. Cravens and Mr. Cook discussed the information relating to new faculty orientation.

5. Dr. Cravens pointed out that the department heads should submit to the deans of the colleges information concerning faculty members who were quoted two salaries and in turn Dr. Cravens would make proper recommendations to the President. If an individual completes a degree by October 1, the salary at the highest rate is retroactive to September 1. If the degree is completed by March 1, the salary at the highest level is retroactive to February 1.