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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 September 18, 1967 in Dr. Cravens' office. All of the members were present except Dr. Hourigan, who was out of town. Mr. Sutton and Mr. Lazarus were present for the first part of the meeting.

- I. Dr. Cravens led a discussion dealing with the registration for the fall semester and as a result of this discussion the following suggestions were made:
 - a. If possible bring all new students to campus during the summer for counseling, schedule making, and registration.
 - b. Review the religious orientation program and possibly make recommendations concerning it.
 - c. Department heads should be more careful in anticipating the number of additional class cards that are needed so that there will not be a wait between the time the cards are ordered and the time they are delivered to the site of registration.
 - d. Study the problem of getting transcripts for transfer students and passing this information on to department heads prior to registration.
 - e. Review the campus tours, particularly concerning library orientation
- II. Recommendations concerning stipends for part-time instructors and members of the faculty teaching an overload are due in Dr. Cravens' office by September 25.
- III. The Southern Association Faculty Study procedures were discussed and outlined as follows:
 1. The Department Head should be primarily responsible for the initial collection of information for this study.
 2. Dr. O. J. Wilson and Mr. Paul Cook will meet with Department Heads on a schedule to be announced to clarify and assist in the compilation of data.
 3. To effect the initial compilation of data it is suggested that the Department Head proceed as follows:
 - a. Distribute SAC form to each full or part-time member of the faculty.

- b. Distribute Evidence of Competency Form to faculty members who hold less than the Master's Degree.
 - c. Distribute Summary of Faculty Training Form to all full and part-time members of the faculty.
 - d. Collect, check and forward to respective College Deans not later than Wednesday, September 29.
- 4. Deans of Colleges will review and forward to the Office of the Vice-President for Academic Affairs not later than October 3.
 - 5. Dr. Wilson and Mr. Cook will consolidate and submit to the Vice-President for Academic Affairs in time to reach Southern Association of Colleges and Schools by October 25.
- IV. Dr. Cravens will meet with each of the deans this week to discuss the ten-year academic plan.
- V. Dr. Cravens suggested that department heads should discuss with the new members of their faculty University regulations and particular those dealing with class attendance, textbook adoptions and purchasing books for the library. He also suggested college deans should feel free to invite Dr. Hourigan and Mr. Lazarus to meetings of department heads to discuss problems associated with their respective areas.
- VI. Any of the members wishing to attend Doctoral Days at Michigan University should notify Dr. Cravens immediately.