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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

The Council of Academic Deans met in Dr. Cravens' office on January 4, 1968. All of the academic deans were present except Dr. Russell. Dr. Jerry Wilder attended a portion of the meeting to make a report.

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

- I. Dr. Cravens discussed class attendance for juniors and seniors and circulated a list provided by Dr. Hourigan of class attendance participation by departments. Later Dr. Hourigan will provide each Dean with a list of faculty members who are not submitting reports.
- II. A sub-committee, made up of Dr. Hardin, Dr. Hourigan and Dr. Jenkins, submitted a report on tutorial programs. Dr. Hardin and Dr. Hourigan are to conduct an inventory of resources available in each department for tutoring.
- III. Dr. Wilder discussed the proposed freshman orientation program for the summer of 1968. Information on this program will be relayed to the Deans from time to time.
- IV. Dr. Cravens indicated that President Thompson wanted a recommendation from the Council of Academic Deans concerning the adjustment in salary for faculty who complete the doctorate during the academic year. Drafts will be submitted to the Deans at the next meeting.
- V. Faculty Evaluation Forms (AAF No. 3) will be sent to each Dean within the next few days for action by department heads and deans. Department heads are to return the completed forms to the deans by February 2 and the deans are to forward these forms to the office of the Vice-President by February 9. Tenure considerations will not be included.
- VI. A brief summary on teaching loads in 32 colleges and universities was submitted by the secretary. This served as a basis for discussion for the University teaching load and the possibility of reducing the load of either members of the graduate faculty or assistant and full professors. Dr. Minton and Mr. Cook are to conduct a study relative to this.
- VII. It was agreed that classes scheduled for January 3 would not be made up and that each Dean was to notify his department heads of this decision. Department heads and instructors concerned should make a decision on the making up of evening classes.

VIII. Dr. Cravens pointed out that there is some uncertainty concerning the budget, but each department should move on employing new faculty, particularly those with doctorates and in critical areas. The Deans should reassure department heads that Western should be in a relatively good position when the budget is announced.

IX. The following items will be on the agenda the next meeting:

- a. Report from field trip committee.
- b. Summer school schedule.
- c. Tenure.