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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 the Academic-Athletic Building on February 1, 1968. All deans were present except Dr. Hourigan, who was busy with registration.

- I. Mr. Lazarus briefly met with the deans and discussed possible problem areas related to registration.
- II. Dr. Cravens suggested that the deans might want to review the cut-off date for dropping classes without a grade. This was initiated at the request of Dr. Stroube.
- III. A proposal to cut the workweek for departmental secretaries to 37 1/2 hours with a 45 minute lunch period, and either Saturday morning or Wednesday afternoon off was presented. Departmental offices would be opened 5 1/2 days a week and competent student help would be used to supplement secretarial help. This proposal was given unanimous endorsement by the deans.
- IV. The Council of Deans gave unanimous approval to a recommendation giving faculty members a discount at the bookstore.
- V. Dr. Cravens presented a plan - University assistance for faculty development - which was discussed and is to be rewritten and brought back to the deans.
- VI. Procedures for Consideration of Faculty Research Proposals by Faculty Research Committee, listed on the agenda as Item V, will be discussed at the next meeting.