9-30-1968

Meeting Minutes

WKU Council of Academic Deans

Follow this and additional works at: http://digitalcommons.wku.edu/coun_acad_dean

Part of the Higher Education Administration Commons

Recommended Citation

http://digitalcommons.wku.edu/coun_acad_dean/60

This Article is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in Council of Academic Deans by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.
The Council of Academic Deans met Monday, September 30, 1968, at 1:30 p.m., in Dean Cravens' office.

The following was the general order of business:

Dr. Cravens opened the meeting by noting that he wanted to meet with the department heads and deans Wednesday to pass on some information on the Western Kentucky University-Kentucky Southern agreement. The deans spent several minutes discussing reactions to this proposal and some of the questions that might be raised.

The deans next considered a draft of the administrative calendar and suggested some modifications. Dr. Cravens indicated this would be submitted to the department heads for their consideration and suggestions.

Sabbatical Leaves: Dr. Cravens said he felt two or three leaves should be granted the second semester to get the program operating.

Several questions were raised:
Should the unassigned departments be represented on the Review Committee?
Who qualifies as a faculty member?

The deans discussed several alternatives for selecting a chairman of the Review Committee. It was finally agreed that the Graduate Council would select one member from among the Graduate Faculty who would serve as chairman.

It was also agreed that the Department of Nursing and the Department of Library Science would be included with the College of Commerce in selecting a member of the Review Committee.

The Council of Academic Deans, it was decided, should function as a review committee for applications from department heads, deans and academic directors.

Dr. Minton then raised a question as to whether the Review Committee would change each year.

The deans agreed to a term of two-years. It was decided that to provide some continuity the terms should be staggered as follows:
First Year 2 terms of one year each -- to be determined by lot
3 terms of two years each -- 2 colleges (by lot)
and Graduate Faculty representative
Members would be eligible for re-election.

Dr. Page said he felt the number of leaves to be granted should be known in advance. Dr. Cravens suggested that the Council recommend at least four leaves. The deans authorized Dr. Cravens to place the proposal before the president.

The deans next considered the proposed form for contracted services. After changing a reference to the Office of Academic Services to read the Associate Dean for Academic Services, Dr. Jenkins moved that the proposal be tried for one academic year. Dr. Minton seconded the motion and it was approved.

The draft form on field trips was considered next. The deans agreed that if a field trip was described in the college catalog as a part of the course all that would be necessary would be a notification of the planned trip and a list of students making the trip. Other trips are regarded as "special field trips" and should require a "Request for Special Field Trip Approval" form. It was decided that three copies of this form and three copies of the list of students should be required. Copies would go to the Associate Dean for Undergraduate Instruction, the Dean of Student Affairs and the Faculty member in charge of the trip. The latter's copy would be filed in the department office after the trip. The request would have to be approved by the department head, the college dean and the Dean of Student Affairs.

After consideration of this item, the meeting adjourned.