

9-22-1969

## Meeting Minutes

WKU Council of Academic Deans

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## THE COUNCIL OF ACADEMIC DEANS

September 22, 1969

The Council of Academic Deans met in the office of the Vice President for Academic Affairs at 1:30 p. m. on September 22, 1969. In addition to the members, President Downing and Mr. Rhea Lazarus attended the meeting.

- I. President Downing's discussion was centered around the following points:
  - a. The proposed budget request format for the 1970-72 budget. The President suggested that the deans should review the format and give their reactions to him in writing.
  - b. A reproduced copy of a news article concerning institutional travel was distributed and deans were asked to meet with department heads and screen out-of-state travel requests in an effort toward regulations.
  - c. President Downing also reported that he had met with those responsible for the campus mail and the movement of furniture and that improvement could be expected in both of these areas.

President Downing left the meeting at approximately 2:00 p. m. and the Council began to consider the agenda for the day.

- II. Mr. Rhea Lazarus' recommendation on a new policy for issuance of transcripts was approved and Dr. Cravens agreed to forward it to the President for
- III. Mr. Lazarus indicated that faculty members responded well in the submission of grades for summer school except for a few cases which were indicated in a memorandum to Dr. Cravens
- IV. The agenda item related to faculty committees was postponed except for the Faculty Research Committee. Dr. Chelf is coordinating the selection of new members for this committee.
- V. After discussing the desirability of establishing a policy on the employment of retirees it was decided that Drs. Cravens and Chelf would be responsible for a draft of the policy.
- VI. The two items submitted by Dr. Page dealing with the amount of time between classes and graduate student registration were discussed without a decision being made.
- VII. Dr. Cravens announced that the 1970-71 calendar would be submitted by President Downing to an Executive Committee of the Board of Regents before it is released.

The Council of Academic Deans

September 22, 1969

Page 2

VIII. The subject of time off by faculty members for illness was introduced and will be discussed more thoroughly at a future meeting.

The meeting adjourned at 3:31 p. m.