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# Meeting Minutes

WKU Council of Academic Deans

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## COUNCIL OF ACADEMIC DEANS

Monday, September 11, 1972

The Council of Academic Deans met on Monday, September 11, at 1:30 p.m. in Dr. Cravens' Office. Present were Deans Cravens, Oppitz, Hardin, Hatcher, Sutton, Sandefur, Strobe, Chelf, Mounce, Russell, Hourigan, Brenner, and Davis. Mr. Rhea Lazarus, Dr. Paul Corts, and Mr. David Mefford were visitors at the meeting.

Mr. Mefford discussed the upcoming meeting with High School Guidance Counselors which will be held at Western on September 22. One part of the program will be a discussion of Western's academic programs, which will be summarized by Dr. Cravens and the college deans.

Mr. Lazarus commented on problems which had occurred at registration. One concern was printed material promoting individual courses. Mr. Lazarus stated that another problem, that of identifying graduate assistants working at registration, could be alleviated by issuing identification tags.

Dr. Corts discussed the International Education Survey that he had distributed to the college deans. Returns were not complete at the time of the meeting. Dr. Corts also commented on course offerings at Eagle University.

Dr. Cravens stated that credentials needed to be maintained for all part-time faculty members. Dr. Davis will work with the college deans in updating these files.

Dr. Cravens also commented that each course taught at Western should have a written course summary, which should be on file in the Office of Academic Affairs and in the respective college dean's office. Sample forms will be distributed to all departmental offices.

Dr. Hatcher and the other deans discussed the status and role of the Arts and Sciences committee and other college and University curriculum committees at Western. The discussion will be continued at a future meeting.

Dr. Davis reminded the deans that the Faculty Workload Assignment sheets are due September 15. He also commented on the tenure status lists (by department) which had been distributed to each college dean.

The meeting adjourned at 3:10 p.m.