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# Meeting Minutes

WKU Council of Academic Deans

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Minutes  
Council of Academic Deans  
January 6, 1976

Present: Deans Cravens, Davis, Mounce, Hourigan, Sandefur, Russell, Hardin, Chelf, Gray, Oppitz, Sutton, Corts and Dr. James Heldman was a guest.

Dr. Davis briefly discussed the Faculty-Staff Assignment Report forms and procedures. Dr. Davis opened a discussion on faculty evaluation forms and procedures. Dr. Cravens advised the deans that the place on the evaluation form for comments by the Vice President would be removed since he could not comment on most faculty and Mr. Bivin had indicated that uncompleted areas on the evaluation form were not advisable. A new area labelled "other comments" will be provided where Dr. Cravens can make comments as necessary. Dr. Cravens raised the question of whether all faculty should be required to have a conference with their department head rather than the current practice of faculty being able to request a conference. Dr. Mounce raised the question of possibly returning to some type of forced ranking system on the evaluation form. After considerable discussion on both of these items, Dr. Cravens indicated that he and Dr. Davis would draft guidelines and bring those to the next meeting for the deans' review.

Dr. Heldman discussed proposed guidelines relating to foreign student enrollment based on an English language placement test. After discussion, Dr. Cravens stated that Drs. Gray, Sutton, Corts, Cravens, Hatcher, Heldman, and Updike would meet to review these guidelines and bring a recommendation to the deans within two weeks.

Dr. Cravens distributed items on the "Academic Common Market" and the U of L Education School.

Dr. Cravens initiated a discussion on budget matters relating to the Board of Regents approval of Fund Balance expenditures. Dr. Cravens indicated that he would send a list of library needs to all deans so that the deans would have comparative data concerning each college's needs in relation to the \$25,000 allotment to this area. This will be discussed at the next meeting. Each dean is to discuss with Dr. Cravens by noon Thursday the proposed distribution of funds for capital expenses which Dr. Cravens distributed today.

Dr. Gray distributed two items which were not discussed but will be on the agenda of the next meeting.

Dr. Hourigan requested that a representative of the Office of Academic Affairs be available at Diddle Arena during registration and indicated that he will arrange an office in the Military Science area for use by Academic Affairs and deans.

It was agreed that the next meeting would be Monday, January 12. The meeting adjourned at 1:45 p.m.

A handwritten signature in black ink, appearing to read "P. R. Corts", with a horizontal line extending to the right from the end of the signature.

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Paul R. Corts