

5-31-1977

# Meeting Minutes

WKU Council of Academic Deans

Follow this and additional works at: [http://digitalcommons.wku.edu/coun\\_acad\\_dean](http://digitalcommons.wku.edu/coun_acad_dean)



Part of the [Higher Education Administration Commons](#)

---

## Recommended Citation

WKU Council of Academic Deans, "Meeting Minutes" (1977). *Council of Academic Deans*. Paper 304.  
[http://digitalcommons.wku.edu/coun\\_acad\\_dean/304](http://digitalcommons.wku.edu/coun_acad_dean/304)

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](mailto:topscholar@wku.edu).

MINUTES  
COUNCIL OF ACADEMIC DEANS

May 31, 1977

Members present were Deans Davis, Cravens, Russell, Jenkins, Hourigan, Clark, Pankratz, Hardin, Robinson, Oakes, and Corts.

The minutes of the May 24 meeting were approved as distributed.

Dr. Davis opened discussion of Item II.A. regarding the proposed "Policy and Procedural Guidelines for Individual Faculty Review of His/Her Personnel File." Dr. Corts commented on the need to give further consideration as to what items should be included in an official personnel file. Considerable discussion ensued concerning the interpretation of words such as "official" and "record" and the implication of such definitions for determining items which should be included in the official file. There was general agreement that unsigned correspondence should not be retained in the official files and numerous deans expressed the feeling that unsolicited information probably should not be retained in the official file. There was some discussion of the legal and technical aspects of the laws that relate to open access to such information and concerning what could be kept as confidential in light of legal requirements. On a motion by Dr. Jenkins, seconded by Dr. Pankratz, the Deans approved the following motion: "Dr. Davis be directed to appoint a committee to refine the proposed draft policy statement and to further elaborate on recommendations concerning items which should be included in the personnel file." In discussion on the motion, it was agreed that each Dean should develop a set of written questions which they have concerning this matter which would enable the committee to attempt to answer such questions in drafting a proposed policy guideline. It was also suggested that the committee check on policies at other institutions and consider utilizing a personnel administrator consultant. Several expressed the wish that faculty members would be included on such a committee.

Dr. Davis asked Dr. Robinson to comment on Item II.B. concerning a proposal for "Pass/Fail Grading for Non-Degree Graduate Students." Following Dr. Robinson's brief explanation, a long discussion of numerous alternatives evolved. There seemed to be general consensus that better identification of the problem was needed with the possibility of dividing the problem and related solutions so that one solution would not be designed to solve all problems. Numerous possible solutions were discussed and the ramifications of such supposed solutions were considered. It was agreed that Dr. Davis would appoint a committee to give further consideration to this matter in an attempt to provide the Council of Academic Deans with a revised recommendation at an early date. Dr. Davis asked that any Deans who had written comments which they would like to supply regarding this matter should forward such information to Dr. Gray or Dr. Robinson. It was suggested that the committee be sure to consider the implementation aspects of any proposed policy to make certain that any proposed policy could be implemented through Western's existing computer system.

Dr. Davis indicated that the Governor's Task Force on Education Subcommittee on Baccalaureate Degree Programs would be meeting on the Western campus next Tuesday and that there would not be a Deans' Meeting until the day of summer school registra-

tion on Monday, June 13. Dr. Davis also indicated that Dr. William Stroube, Associate Dean of Ogden College would be working in the Office of Academic Affairs beginning June 1 through August 5.

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "P. R. Corts", with a long horizontal line extending to the right.

Paul R. Corts  
Secretary