

8-17-1977

Meeting Minutes

WKU Council of Academic Deans

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MINUTES

Council of Academic Deans Meeting August 17, 1977

The meeting was called to order at 9:00 a.m. by Dr. James L. Davis, Chairman, with the following members present: Davis, Russell, Mounce, Cravens, Sandefur, Sutton, Hardin, Gray, Hourigan, Chelf, Oppitz and Corts.

Dr. Stephen House was a guest at the meeting in the morning; President Downing, Dr. Paul Cook and Dr. John Minton joined the group for lunch; and Mr. Joe Osbourn was a guest in the afternoon.

The minutes of the previous meeting were accepted as distributed.

Dr. Davis asked Dr. House to comment on the procedure for distribution of course cards by faculty during registration and other issues related to registration for the fall semester. Following Dr. House's comments, the deans agreed to support the procedural plan which Dr. House presented. Dr. House also reminded the deans of the change in the drop/add procedure which permits students to drop a course through the "W" period without going through the department simply by accomplishing the transaction through the Registrar's Office. Following the "W" period students will be required to go through the department prior to the Registrar's Office to complete a transaction to drop a course. Dr. House also commented on the report of class rolls and indicated that each dean's office should have someone prepared to pick up class rolls on Thursday morning, August 25.

Dr. Davis opened discussion on the tenure and promotion policies at Western and commented briefly on the existing tenure policies and the status of the proposed promotion guidelines. The deans discussed the attachment on percentage of tenured faculty by departments and suggested that it would be helpful to have a percentage distribution of faculty by departments according to professorial ranks.

The next agenda item concerned enrollment projections and Dr. Davis asked Dr. Sutton to comment on the charts which had been included with the deans' agenda materials. Following Dr. Sutton's comments, several deans remarked concerning the need to expand our efforts with the nontraditional students. Dr. Hardin mentioned the possibility of Western having ETV capability to feed educational television into the Madisonville, Owensboro, Louisville, Elizabethtown and Lexington areas as a part of the new KET Network. The deans expressed considerable interest in this new opportunity. In the discussions on student enrollment there was considerable comment by deans of the need to increase the dissemination of information concerning activities of students at Western to their hometown media.

Following a coffee break the deans discussed the meeting of the Council of Academic Deans as they should be structured for the 1977-78 year. Although no final decisions were reached, it appeared that the deans desire to continue holding the meetings on Tuesdays at 10:30 on a weekly basis. Several deans commented on the need to standardize the format of the deans' reports which were initiated in 1976-77. Several deans also spoke to the need to have some deans' meeting with an essentially open agenda to enable them to have an open-ended, problem centered discussion in a conversational atmosphere. The deans generally agreed that efforts should be made to utilize the Committee of Staff Deans more effectively for taking care of routine items sometimes sent to the Council of Academic Deans.

The deans were joined for lunch by President Downing, Dr. Cook, and Dr. Minton. Following lunch, President Downing discussed several items of current interest relative to the Council on Higher Education and entertained questions from the deans. It was agreed that a meeting would be set up sometime in the near future to provide the President an opportunity to meet with the deans to discuss the matter of delegation of authority and the job description of the academic dean.

Dr. Cook and Mr. Joe Osbourn met with the deans to discuss a variety of issues. The first item pertained to an explanation of the HEGIS Classification System and its interrelationship with the Western computer reference system. Mr. Osbourn explained how each academic discipline and each academic program fit into the program classification structure. It was agreed that Mr. Osbourn would work with the staff deans in carefully reviewing this document to come up with as accurate a list as possible. Dr. Cook and Mr. Osbourn provided additional comments concerning the material which had been distributed relative to the cost study. Following discussion on this matter, it was agreed that Mr. Osbourn would prepare a new cover letter giving additional explanation to the report and providing divisional units for the various reports with explanations of how to interpret the reports. Dr. Cook discussed the biennial budget request and elaborated on the formula approach, the student faculty ratio, and the general approach to the development of the budget request in the areas of continuation services, expansion services, and new programs.

Dr. Davis asked Dr. Corts to comment on some ideas concerning an expanded communication plan for academic affairs. Dr. Corts distributed an "in house" publication used at the University of Texas and suggested that Western's "Blue Sheet" might be expanded once a month to take on such a format. The deans agreed that this would be a good idea to explore and suggested that Dr. Corts work with Staff Deans in this regard.

In discussion on the Academic Council Charter proposed revisions, the deans gave special attention to a discussion of the membership section with various viewpoints being expressed. Dr. Davis indicated that there would no doubt be further opportunity for deans to share their views concerning this paragraph. On the matter of the evaluation of personnel, Dr. Davis asked Dr. Sandefur to comment briefly on the experimental system being used in the College of Education. It was agreed that Dr. Sandefur would report on this in more detail at next week's meeting. Dr. Davis distributed the existing form being used for faculty evaluation and a draft document of a form which faculty might use to indicate their anticipated professional activity for the forthcoming year. This will also be discussed at the next meeting.

It was agreed that the deans would meet Wednesday afternoon, August 24, in Diddle Arena at registration. The meeting adjourned at 4:06 p.m.

Respectfully submitted,



Paul R. Corts,
Secretary