

2-11-1982

Meeting Minutes

WKU Council of Academic Deans

Follow this and additional works at: http://digitalcommons.wku.edu/coun_acad_dean



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

Recommended Citation

WKU Council of Academic Deans, "Meeting Minutes" (1982). *Council of Academic Deans*. Paper 424.
http://digitalcommons.wku.edu/coun_acad_dean/424

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.

MINUTES

COUNCIL OF ACADEMIC DEANS

February 11, 1982

Dr. Davis called the meeting to order at 9:00 a.m. Members present included Drs. Sandefur, Lloyd, Gray, Chelf, Hellstrom, Robinson, Hardin, Nelson, Petersen and intern Mr. Emery Alford.

Dr. Ronnie Sutton briefly joined the meeting to review the proposed academic calendars for the next several years. His request for comment on the timetable for preparing a new university catalog was also presented to the Council. Further discussion on both matters was deferred.

The draft of the Administrative Evaluation Criteria was presented for further discussion. The deans seemed generally satisfied with the document. Final action is anticipated at the next Council meeting.

A summary of Kentucky's response to the Office of Civil Rights on higher education desegregation was distributed for information.

Evaluation forms for performance of management and non-exempt staff were reviewed. Several problems with the existing procedure were pointed out, particularly with reference to fair and equitable treatment for secretaries. Dr. Lloyd suggested the possibility of giving the deans some discretion over the allotment of merit increase funds for secretaries. No specific recommendations were made by the Council.

Dr. Chelf requested consideration for some type of recognition for academic achievement by part-time students. There was concensus among the deans that some method should be developed to achieve this objective, possibly through recognizing part-time students when they reach certain milestones (i.e., becoming a sophomore, a junior, a senior).

President Zacharias has announced that summer commencement will be discontinued beginning this year. The deans expressed concern that students' transcripts show the actual date of graduation (May, August or December). Dr. Petersen agreed to check on this with the Registrar's Office.

A memorandum from Dr. John Rowlett of Eastern Kentucky University regarding expectations for outside of class preparation on the part of students was discussed. Most of the deans felt that the best forum for conveying information about such expectations would be during orientation and advising activities for entering freshmen.

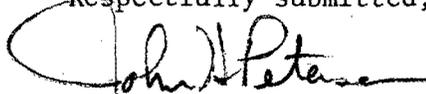
The Council also reviewed a draft of guidelines for off-campus and special courses written by Dr. Mike Davis of Morehead State University and American Council on Education policy recommendations on academic progress and financial aid eligibility, academic integrity and athletic eligibility and confidentiality of faculty personnel files.

Dr. Petersen reported on the status of planning for the 1982-83 budget. Guidelines are expected to be issued next week with budget requests to be considered in early March. Any requests for new positions must be submitted to the Vice President by February 18.

The minutes of the January 26 meeting were approved as written.

The meeting adjourned at 11:00 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "John H. Petersen". The signature is written in dark ink and is positioned above the printed name.

John H. Petersen

ds

2/22/82