

2-14-1985

# Meeting Minutes

WKU Council of Academic Deans

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## Minutes

### Council of Academic Deans

February 14, 1985

The meeting was called to order by Dr. Haynes at 9:05 a.m. Members present were Deans Chelf, Gray, Hellstrom, Hershberger, Hardin, Lloyd and Sandefur.

Dr. Haynes reminded the deans of a workshop for department heads and other faculty members to be held on Friday, February 15 at 3:00 p.m. in Grise Hall. Dr. Sloan will discuss the student evaluations and instruct department heads on the proper use and interpretation of the evaluations. Forms for evaluation of faculty will be distributed during the workshop.

Announcements of the 1985-86 administrative internships were distributed to the deans.

Budget guidelines for 1985-86 were distributed and Dr. Haynes reminded the deans of the need for restraint in submitting budget requests. Any increase in a single line item must be fully documented and supported in writing. Dr. Haynes advised the deans that no increase could be expected in operating expenses.

Faculty salary guidelines were discussed at length. Current plans call for a 3% increase based on each vice president's budget. Dr. Haynes announced his intention to pass the increase equitably to the deans, allocating 1.5% for across the board increases in salary, and 1.5% for merit increases. Several deans expressed misgivings with this distribution, favoring instead either all merit increases or all across the board. It was generally agreed that a move should be made toward a separate policy for faculty salaries and that Western should adopt a merit policy as the standard, regardless of the size of the pool of funds. Dr. Haynes plans to discuss the idea with the President. Although it may be too late to instigate this policy for 1985-86 fiscal year, Dr. Haynes suggested planning for merit increases thereafter.

The deans were in agreement on continuing travel expense pay to faculty teaching at extended campuses. Faculty who reside permanently at remote locations where they teach extended campus courses (such as Owensboro) should not receive travel pay.

The deans also agreed that summer term teaching policies for purposes of compensation applied only to courses offered in the summer schedule, and that Western should continue to be flexible concerning other assignments as long as they do not interfere with summer teaching. The consultant policy will be used as a guide for other assignments.

With respect to faculty not adhering to final examination schedules, the Vice President for Academic Affairs will send a memorandum to all faculty reminding them to adhere to the published schedule or seek approval from their

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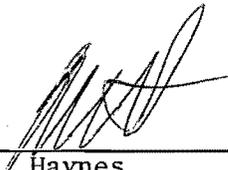
deans ahead of time when adherence is not in the best interest of the University. If faculty members disregard the final exam schedule, the department head or dean of the college will send letter of reprimand to them for inclusion in their personal files. Chronic violators should not be recommended for merit pay.

The form for recording vacation and sick leave for administrators was approved as distributed.

Dean Sandefur voiced concern about the likelihood of public school teachers having to enroll in summer classes late due to the closing of county and city schools because of bad weather. It was agreed that every effort will be made to accommodate students this summer. The Vice President for Academic Affairs will issue a memorandum announcing this policy, encouraging faculty to make every effort to accommodate students enrolling late in summer courses.

It was agreed that each dean would draft an appropriate letter for the President's signature outlining the terms of agreement with individual faculty requesting early retirement. This draft should be included in the recommendations which are submitted to the Vice President for Academic Affairs. The same practice should be followed in making offers to prospective faculty; a draft memo outlining terms of employment for the President's signature should be included with recommendations sent to the Vice President.

The meeting adjourned at 11:03 a.m.



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R. V. Haynes

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