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# Retreat Summary

WKU Council of Academic Deans

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## MINUTES

### Meeting Council of Academic Deans' Retreat August 12, 1992

Dr. Robert V. Haynes called the meeting to order at 9:00 a.m. Members present included Drs. J. Michael Brown, Ronnie N. Sutton, David D. Lee, Michael B. Binder, Carl R. Martray, Charles E. Kupchella, John H. Petersen, and Livingston Alexander.

A brief summary of the discussion and/or action germane to each agenda item is presented below.

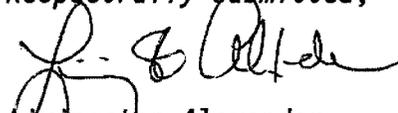
1. *Part-time faculty stipends.* The council reviewed and discussed the proposal from Drs. David D. Lee and John H. Petersen who recommended that the \$50,000 allocation be used to increase the stipends of instructors at Grades III and IV. Following an extended discussion, the council endorsed the recommendation which will be presented to President Thomas C. Meredith and the Board of Regents.
2. *Distinguished University Professor.* Several minor modifications were made to the proposal from Dr. Lee. Dr. Lee will incorporate the changes into a revised document even as Dr. Kupchella formulates a proposal that encompasses all forms of recognition for professional distinction. The council endorsed in principal the proposal presented by Dr. Lee.
3. *Faculty appointments.* Dr. Haynes reported that the process of appointing new faculty hires has been delayed significantly this year. He pointed out that too many faculty personnel files do not have the appropriate credentials, and thus underscored the importance of obtaining all documents prior to the campus interview. Dr. Martray suggested that ads submitted after March 15 should direct applicants to submit with their application official transcripts and three letters of reference (a point endorsed by the Council). Finally, Dr. Haynes asked that deans write the letter of appointment of each new faculty member for President Meredith's signature. Writing the letter of appointment will assure that the appropriate conditions of employment are made known to the appointee.
4. *Proposed Nontraditional Degree Programs at Extended Campus Locations with a Broad Area of Emphasis in Social and Behavioral Sciences.* The proposal submitted by Dr. Sutton was discussed at length. The council agreed to establish a committee of heads of the departments in the social and behavioral science areas. Drs. Haynes and Sutton would meet with these individuals to develop an appropriate interdisciplinary program in general studies.
5. *Procedures for Administration of Student Evaluation of Teaching.* The council reviewed and discussed the proposal submitted by Dr. J. Sloan and Mr. Robert Cobb to modify the procedures for administering the student course evaluations. Several modifications were suggested and approved. Chief among the modifications approved were : (a) that faculty would not be required to verify the contents of the packets after receiving them; (b) that all completed course evaluation forms would be returned in a sealed

envelope to the Dean's office or some designated location in a specified building within 30 minutes of the administration; (c) that the first full week after the Thanksgiving holiday would be designated as the week for administration of all course evaluations, and that the evaluations would take place from Monday through Thursday of that week. The council agreed to discuss the proposal again during a subsequent meeting so that a definitive decision can be made about the manner in which student comments would be disseminated to faculty.

6. *Guidelines for Nine-Month Faculty Requests for Administrative Stipends in Sponsored Programs activities.* Following a brief discussion the council approved the proposal.
7. *Master of Arts Degree Program in Russellville.* Following a discussion of this item, Dr. Haynes indicated that he would ask Dr. Elmer Gray to attend the deans' council meeting on Monday, August 17, to review progress in addressing the Russellville request.
8. *SB 109 -- Accountability.* Dr. Alexander provided a report on the work of the Kentucky Accountability Committee (of which he is a member) in developing a plan to implement SB 109. He reviewed each of the fourteen performance standard's and indicated that subcommittees have been formed to define the standards and develop procedures for reporting on each standard.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Livingston Alexander