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Meeting Minutes

WKU Council of Academic Deans

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MINUTES

Meeting of the Council of Academic Deans
June 6, 1995

Members Present: J. Michael Brown, Michael B. Binder, Elmer Gray, David D. Lee, Carl R. Martray, Frank Conley, Robert V. Haynes, and Jacqueline Addington.

A statement was read from Debbie Wilkins indicating that the deans' cost for fund raising would be a flat fee of 15%. Only those funds designated for the Deans' offices would be assessed the fee.

Bob Rutledge joined the Deans at 9:40 a.m. He proposed using expense codes to classify information about how money is being spent for both restricted and unrestricted funds. The Deans felt that full disclosure is the best option. The Council of Academic Deans recommended that the amounts in the expense object codes be published as a total sum but that the departments heads and deans would be allowed to provide specific breakout of the cost explanation. A statement about the role of deans and directors in a strategic major gift/fund raising plan was distributed for clarification.

The Director of Collegiate Development's role was discussed. Each director will be split between two colleges and expected to spend time and have offices in both colleges. Secretarial support will be shared from existing positions. Bob Rutledge will have some secretarial support, travel, postage and publication support from his office. The proposed plan is to pair Potter College of Arts, Humanities, and Social Sciences and the Bowling Green College of Business Administration together and the Ogden College of Science, Technology, and Health and the College of Education and Behavioral Sciences will be grouped together. According to Bob Rutledge, the only fees to be assessed are the 15% fees assessed for the phone-a-thon, not for any other funds that are raised. The annual fund is broader than the phone-a-thon but the 15% is not assessed on anything but the phone-a-thon.

The Council of Academic Deans reviewed the proposed calendar for 1996-97. Dr. Haynes proposed that a committee with two representatives from each college be appointed to look at the summer term. Issues such as academic integrity, student numbers, calendar, credit hour costs vs. semester costs, be explored. We will finalize dates next week.

The Deans discussed the checklist for recruiting African-American faculty. Dr. Haynes explained that this checklist should be followed as the search process begins. The Form 22 is completed as a follow-up at the conclusion of the search process and is a form only for EEO. Dr. Lee is going to bring Potter College's draft of procedures for the deans review. It is advised that Carol Crowe should meet with the Deans.

The programmatic proposals for development priorities will be reviewed next week.

The Conflict of Interest Policy has been approved and copies are available in the Office of Sponsored Programs. A series of one-hour discussion groups will be held in July and August at 9:00 and 3:00 on Monday and Friday right up to August 15 for deans, heads and project directors. A registration request will be mailed soon from Sponsored Programs for sign-ups.

The Council of Academic Deans' meeting adjourned at 12:35 p.m.

Respectfully submitted,



Jacqueline Addington