

8-8-1995

# Meeting Minutes

WKU Council of Academic Deans

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MINUTES  
Meeting  
COUNCIL OF ACADEMIC DEANS  
August 8, 1995

Dr. Robert V. Haynes called the meeting to order. Members present included: Jack Hall, Carl Martray, Elmer Gray, Martin Houston, Jacqueline Addington, Michael Binder, John Parker for David Lee, John Petersen.

Dr. Phil Myers introduced Laurie King, a candidate for Sponsored Programs.

Sharon Dyrsen briefly discussed the need for Fall semester classes in the general education categories - especially the sciences. Enrollment is up by 11% for first time full time freshmen.

Hampton Inn is having difficulty with direct billing for WKU. It is difficult to reconcile the bills as they come in. The Council of Academic Deans recommends the elimination of direct billing for visiting faculty. There may be times such as accreditation review where direct billing is necessary, but these are exceptions.

Dr. Haynes reviewed accounts out of balance at end of the year. The question was raised as to how to handle faculty special grant funds when they overspend? The Council of Academic Deans agreed to make the faculty member responsible for their account (after determining if it is for legitimate expense). If it is fringe overruns (for example in the case of fellowships), as long as Dr. Haynes is aware initially, he can transfer the money for fringe at the same time the fellowship is transferred.

Calendar of activities - first week of semester - new faculty orientation - the agenda includes some special times set aside for meeting with personnel, Center for Teaching and Learning and Library. Wednesday, the 16th, faculty awards will be handed out (for those who weren't in attendance at graduation). New faculty and professional staff will be introduced.

Retention efforts: Jacqueline Addington reviewed the joint initiative for student retention with emphasis on activities for the first two weeks of the semester. A memo will be sent to each faculty member identifying the importance of the initiative and asking for their assistance with getting the word to students about the student inventory which will be administered on August 23, 24 and 25. Dr. Haynes encouraged the Council of Academic Deans to remind faculty of the importance of the effort. CAD asked that the memo be sent to faculty through Department Heads. The training date for advisors is August 31, 1:30-5:00 pm. Each department is asked to submit one advisor for the training. CAD suggested that only tenured faculty be selected.

Reviewed part-time payroll allocations. CAD agreed to delay the human subjects document review until faculty have returned.

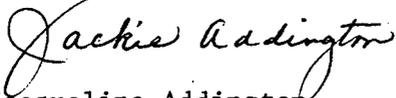
Ann Mead met with CAD briefly to discuss accountability. The first three measures include faculty workloads, remedial math and English results, and classroom utilization. There will be a lag in evidence of effects of testing for math until 1997. Garth Wicker will work with anyone who thinks there is a problem with how space is classified. Ann Mead recommended that completion of the survey

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on faculty workload as mandatory - only 76% responded - approximately 10% were inaccurately completed. Faculty surveys will probably need to go through the Department Heads. How do we account for extended campus?

CAD urged the control of testing and advising for math and English for remediation. What happens to the student after testing is critical as to advising and placement. We also need evidence if the 100/300 English sequence makes any difference in outcomes/proficiency. Has English done such a study to determine if it made a difference? CAD supports a recommendation to Academic Council that math and English sequencing occur such that student's success is assured.

Respectfully submitted,

  
Jacqueline Addington