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Meeting Minutes

WKU Council of Academic Deans

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MINUTES

Meeting of the Council of Academic Deans

August 29, 1995

Members present: Drs. Jack Hall, Elmer Gray, Michael B. Binder, David D. Lee, Carl R. Martray, Frank Conley, for Martin R. Houston, John H. Petersen, Jacqueline Addington, and Robert V. Haynes.

Freida Eggleton distributed and reviewed the Fall enrollment report. She discussed the implementation of telephone registration. The vendors are recommending a pilot test for Spring semester using about 25% of the enrollment in each classification. The Spring schedule bulletin will look as usual with the exception of a five digit number beside the name of each student. In October, those who are selected to register will telephone register on the same day they would if they were registering in person. Students will also be able to have telephone access to grades at the end of the fall term. In March, all students will telephone register for the summer semester, In April all students will telephone register for the Fall. Kyle Wallace spoke of the need to phase in the same percentage of students required to obtain advising as the percentage piloting telephone registration. Freida will call a meeting in late September for all department heads. Approval for restricted courses will be on a new VRS (Voice Response System). Use of this screen will need to be explained to department heads.

Freida also announced the results of drop/add. There are 25 fewer drops than this time last year, however, last year's (6 day) receipts were \$13,030, this year's receipts were \$32,450.

The Academic Excellence Fund was discussed. The Council of Deans was urged to spend all the money awarded within this academic year. John Petersen suggested publicizing the recipients of the awards. The deans set the deadline for receipt of nominations into their offices as October 5, 1995. Nominations are due in the Office of Academic Affairs October 15, 1995.

The question was raised as to the need for a uniform faculty evaluation procedure. The President wants a system more closely tied to merit increases.

The list summarizing faculty hours accumulated for earning supplementary income from the Center for Training and Development was distributed.

The Conciliation Agreement with the U. S. Department of Labor was reviewed.

The response to the Southern Association of Colleges and Schools (SACS) Self Study must be submitted by October 6, 1995. Dr. Haynes needs a response by September 15, 1995 from each individual assigned responsibility:

Recommendation #1: Jacqueline Addington
Recommendation #2: Completed
Recommendation #3: John Petersen
Recommendation #4: Jacqueline Addington--Moving to a New Level
Recommendation #5: Jacqueline Addington
Recommendation #6: New Fund
Recommendation #7: All Vice Presidents
Recommendation #8: John Petersen
Recommendation #9: Cecile Garmon
Recommendation #10: Frank Conley
Recommendation #11: David Lee
Recommendation #12: Jacqueline Addington
Recommendation #13, 14, 15, 16, 17, & 18: Elmer Gray
Recommendation #19: Jacqueline Addington
Recommendation #20: Martin Houston

Recommendation #21: Council of Academic Deans
Recommendation #22: Council of Academic Deans
Recommendation #23: Michael Binder
Recommendation #24: Jacqueline Addington, Dr. Wilder, and Kyle Wallace
Recommendation #25: Jerry Wilder
Recommendation #26: Jerry Wilder
Recommendation #27: Jerry Wilder
Recommendation #28: Jacqueline Addington
Recommendation #29: James Ramsey
Recommendation #30: James Ramsey

Robert V. Haynes distributed the Council on Higher Education memorandum asking for responses on funding related to performance or formula funding. W.K.U. has now slipped to fifth in relation to its position in formula funding. It will be the first agenda item for next week's CAD meeting.

The list of position vacancies was distributed. The deans were asked to verify and correct any inaccuracies. The deans were urged to fill vacant position and begin the process as soon as possible. The deans are to verify the vacant position listing for their respective areas with Lois Hall as quickly as possible.

A review of the checklist for the search process in Academic Affairs was made. Exceptions to following the process are made for emergency searches. The Council of Academic Deans recommend keeping files on all searches for three years.

Huda Melky is assuming the responsibility for Affirmative Action along with the American Disabilities Act (ADA). An additional full time secretary for Howard Bailey's office will be added to implement ADA. Academic Affairs will also need to identify a part time person. This person will receive a \$300 per month stipend and a 3hr reduction in workload.

The CHE recommendation for appropriation distribution system pools was distributed. The formula which the CHE recommended for all new funds was reviewed. It is based on 80% formula funding.

The deans were asked to distribute information concerning the advisor training to their faculty.

Dr. Martray raised a concern about the lack of adequate dollars for travel for the accreditation process.

Dr. Haynes made several announcements regarding personnel issues: benefits for part-time faculty, cooperating teachers, and health insurance coverage for classified-non exempt employees.

Respectfully submitted,



Jacqueline Addington