

10-3-1995

Meeting Minutes

WKU Council of Academic Deans

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MINUTES

Meeting of the Council of Academic Deans

October 3, 1995

Members present: Drs. Martin R. Houston, Elmer Gray, Michael B. Binder, David D. Lee, John H. Petersen, Carl R. Martray, Jacqueline Addington, and Robert V. Haynes. Dr. Rich Aldridge attended the meeting representing Dr. Jack O. Hall, Jr.

Guests: Drs. Sally Kuhlenschmidt, and Phil Myers

Sally Kuhlenschmidt reviewed the Higher Education Research Institute (HERI) faculty survey with the Council of Academic Deans. She asked for suggestions or additions to the survey. Each institution can add ten additional questions. The CAD suggested several additional items to be added.

Dr. Haynes distributed to each college dean a listing of faculty eligible for tenure in specific years through 2000-2001.

Dr. Haynes read a memo regarding the vacation accrual appeal in relation to service interruption.

Dr. Haynes asked that each college be very sure all personnel have been informed about the sexual harassment policy. He asked that all deans who have not done so submit acknowledgement that the brochures have been distributed to all departments and programs including staff in their respective areas. The CAD suggested that a communication should come from the Office of Human Resources to all employees regarding sexual harassment.

Administration of the family leave policy has become an area where consistency of implementation needs to be reviewed. A reminder of the father's leave of absence rights was also discussed. Dr. Betsy Shoенfelt will be distributing a faculty survey to gather data and make sure all faculty are aware of the options available to them.

Phil Myers joined the CAD and provided a listing of five priorities sponsored programs is submitting to Dr. Lee for consideration in seeking possible sources of funding. The CAD made suggestions as to how his list might be modified. Phil Myers will fax the modified list to the deans for final review before he sends to Dr. Lee.

The report on funds in object code 3001 for the fiscal year 1994-95 was distributed. Sarah Price, Budget Analyst from the Office of Finance and Administration, came in to explain the report. Dr. Haynes needs notification from the deans of the funds needed to be carried over from the 3001 in each of their respective areas no later than the end of the day on Wednesday, October 4.

The Indirect Costs distribution policy issued by Dr. Cecile Garmon was discussed. Dr. Haynes has accepted the October date for distribution of indirect cost dollars.

Molly Daniel, the new staff person in Sponsored Programs is now on campus. Janet Gentry has been transferred to the Dean's Office of the Ogden College of Science, Technology, and Health. The salary for the position filled by Ms. Gentry in Sponsored Programs has been transferred to the budget of the Dean's Office of Ogden College. The secretarial position in the Office of Sponsored Programs is on soft money.

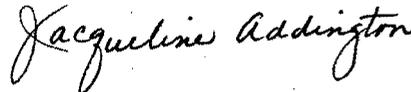
A discussion about a student travel account request from the fund balance dollars was suggested. The guidelines should limit the use of funds for travel to present a paper or participating on a program. A ceiling of \$200 should be placed on each student request with a limit of \$25,000 in the account. John Petersen suggested that dollars be requested for computers for use by optional retirement faculty. The suggestion was also made that academic affairs request funds for computers for administrative offices.

The Council of Academic Deans will convene at 8:30 a.m. on October 10, 1995, at the College of Education and Behavioral Sciences for an all day meeting.

Optional retirement faculty salaries will be on the agenda for discussion next week. The deans were encouraged to discuss the issue with faculty in their respective areas.

The meeting adjourned at 12:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jacqueline Addington".

Jacqueline Addington