

2-20-1996

# Meeting Minutes

WKU Council of Academic Deans

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## Recommended Citation

WKU Council of Academic Deans, "Meeting Minutes" (1996). *Council of Academic Deans*. Paper 768.  
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## MINUTES

Meeting of the Council of Academic Deans  
February 20, 1996

Dr. Haynes called the meeting to order at 9:00 a.m.. Members present included Drs. Martin R. Houston, Jack O. Hall, Jr., Elmer Gray, Michael B. Binder, David D. Lee, Carl R. Martray and John H. Petersen.

The minutes of the February 13 meeting were reviewed and approved.

The deans discussed a revised policy statement for the Junior Black Faculty Program. After some suggested changes, the deans agreed on a final version of the statement. The cost of tuition and books for participants will be paid from funds administered through the Office of the Vice President for Academic Affairs. Dr. Haynes requested that the deans review the format of the contractual agreement for the program and report back next week.

Dr. Haynes reported on concerns about including individual e-mail addresses on university letterhead. There was general agreement that if individual faculty or staff want to include an e-mail address in their correspondence, they should type it in.

Dr. Lee presented for discussion the issue of eligibility of enrolled out-of-state graduate students to qualify for assistantships. The consensus was that they generally should not be eligible.

The draft of a faculty sick leave policy was reviewed again. The deans agreed that the proposal should be returned to the faculty for discussion.

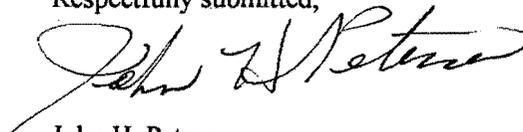
Dr. Cecile Garmon joined the meeting to discuss the budget process, specifically the administration of the Coroon study results and the salary policy for 1996-97. There will be a meeting for all budget unit heads with the President scheduled for Monday, February 26 at 8:00 a.m. Dr. Garmon reported that no changes are anticipated in overall operating budget accounts, although funds could be shifted from one budget to another. She requested that any errors in operating budgets be pointed out and they will be corrected. Dr. Garmon went over the salary increase guidelines, which the deans will distributed to department heads.

Dr. Gray led a discussion of graduate assistantship budgeting and expenditures. He presented data on the number and amount of graduate assistantships, along with projection, describing various scenarios. The deans generally supported more funding for graduate education.

Dr. Petersen distributed information about opportunities for international faculty development seminars offered through the Council on International Education Exchange. The deans will discuss these opportunities with department heads and faculty and consider possible funding support.

The meeting was adjourned at 12:15 p.m.

Respectfully submitted,



John H. Petersen