

9-3-1996

Meeting Minutes

WKU Council of Academic Deans

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**Minutes
Council of Academic Deans
September 3, 1996**

Members present: Jacqueline Addington, Michael Binder, Barbara Burch, Michael Dale, Elmer Gray, Martin Houston, Robert Jefferson, David Lee, Carl Martray, Phil Myers, John Petersen and Paul Rice.

1. Discussion of minutes from August 27, 1996

2. Information/Clarification Items:

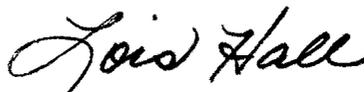
- **Dr. Burch reminded everyone of September 15 deadline for new position searches. Each dean is to send Dr. Burch staffing plan that provides information relative to needs and basis for requests. Also, Form 1's should be attached with draft of advertisement for each position.**
- **Dr. Burch welcomed Dr. Phil Myers.**
- **Dr. Burch summarized her meeting on Friday regarding Open University. She distributed draft on Commonwealth Open University as well as information on "The Indiana Partnership for Statewide Education" and their newsletter. An initial proposal should be received within the week. An interactive meeting will be scheduled for further discussion on the Open University proposal.**
- **Discussion regarding senior exams. Dr. Addington will get copies of reports made by deans to CHE last year regarding senior exams and present at next meeting. Dr. Addington to draft statement to address senior exams for the University catalog that will be published this year.**
- **Mr. Dale reported that a group will be meeting to discuss practices/policies regarding salary increases for grant personnel. (Goal of equity and fairness relative to non-grant based salary increases.)**
- **Dr. Burch shared information from the President that Western had been asked to sponsor a scholarship for the Intel International Science and Engineering Fair. All state Universities have been asked to sponsor a scholarship. Deans were fully supportive.**
- **Deans are to select several faculty teaching interactive courses and off-campus courses to attend the Council of Academic Deans meeting on October 1 at 9:15. This group of faculty should represent a full range of interactive and off-campus programs. Issues to be discussed are support and recognition of faculty who teach interactive and off-campus. Kaye Russell will need these names by September 10. Dr. Charles Anderson will be invited to attend, also.**
- **Discussion regarding summer school enrollment/budgeting at October 8 meeting.**
- **Dr. Petersen and committee will report on their findings for discussion about the faculty workload system on September 18.**

- Dr. Burch remarked about faculty feedback on outstanding job Dr. Walker did at his workshop. Dr. Sally Kuhlenschmidt requests if anyone knows of workshops that would benefit faculty, please notify her.
 - Discussion was held about the fall opening faculty meeting. It was recommended that this meeting should be devoted to the President and his agenda for the upcoming year. Faculty value hearing the President Report. Dr. Burch will share this information with the President.
 - Mr. Dale is currently conducting an evaluation on new faculty orientation. Dr. Addington noted that Sally Kuhlenschmidt had done one last year. She will get a copy for Mr. Dale.
 - Dr. Burch distributed copies of The Content of Change, which was published by the Kentucky Long-Term Policy Research Committee in Frankfort. Excellent publication to share with department heads. Dr. Burch will send copies for department heads.
- 3. Items for Discussion**
- Discussion of the effectiveness of our research/grants representative, Ken Lee, in Washington, D.C. Dr. Myers will give full report to the Council when he receives report from Ken Lee.
 - Dr. Martray discussed issue of faculty with more than 25 years of experience who are reaching eligibility for retirement but are still relatively young, and are looking outside of Kentucky for other challenging positions once they retire from WKU. There was discussion of need to find ways to use the talents of these productive, valued faculty to keep them at WKU.
 - Dr. Petersen discussed options on how the \$2,000 stipend should be disbursed for the two University Distinguished Professors. It was agreed that a one time stipend of \$2,000 be issued with their December check. Mr. Dale will check with payroll for verification of proper procedures to ensure this is workable with payroll.
 - Dr. Burch distributed revised copy of The Academic Affairs Approach for "Moving To A New Level While Keeping Old Traditions". It was noted that future documentation of "results" needs to be in terms that reflect actual performance outcomes.
 - Mr. Dale distributed fund balance request summary and explained charts and listings. Dr. Burch asked that everyone review information and report the following:
 - Note if a requested item is also in \$114,000 request and where;
 - degree to which an item is essential at present time;
 - what problems would result if removed; and
 - any new information that would clarify the request.
 - Dr. Burch distributed copies of Dr. Garmon's memorandum of May 28, 1996, that listed where the \$114,000 was originally to be distributed for use in helping with meeting new levels expectations.

- Mr. Dale was complimented on a job well done on the preparation of the fund balance request report.
 - Dr. Burch distributed draft of Goals and Priorities for 1996-97. A final copy will be ready later today (9/3). There was discussion on how to use. Dr. Burch will share with the Faculty Senate. Dr. Jefferson suggested that it might be shared with the Student Government Association so students could be aware of goals and priorities.
 - Dr. Sally Kuhlenschmidt's previously proposed procedure for new faculty orientation was distributed. This will be considered in efforts to further enhance the orientation.
- 4. What's New? What's Happening?**
- Dr. Binder distributed publicity information for Quilt Exhibit and Lincoln & Lee Series that will be sponsored by the Kentucky Museum.
 - Dr. Petersen announced that the Faculty Handbook is being distributed to the faculty.
 - The Rector and Vice-Rector from Russia will be on campus October 21 and 22 and Dr. Petersen feels that they will want to meet with the deans.
 - Dr. Lee announced special on WKYU TV tonight at 10: 00 featuring Dr. Jim Wayne Miller.
 - Dr. Martray announced that Dr. Dan Roenker and Dr. Karlene Ball were guests on the TODAY show regarding their vision lab.
 - Dr. Burch hopes the proposed planning model being presented at the Board of Regents next meeting will create a spirit of cooperation and an effective strategy for focusing on instruction and university priorities.
 - Dr. Houston witnessed the collapse of the arch in Diddle Memorial Park. He thought Mr. Costello sustained minor injuries from fall.
 - Dr. Addington was asked by Ann Mead to announce that the rumor that grant funds are being carried forward is not true.
 - Dr. Burch announced that Ann Mead indicated that indirect funds will be distributed quarterly as soon as possible.
 - Dr. Burch noted that the fund balance request draft is a work product for use by the deans and for discussion only. It is not the final document.
 - Dr. Lee asked for clarification on major gift priorities. Dr. Jefferson has a format used by the Business College that he will share with the Council members.

Meeting adjourned.

Respectfully submitted,


Lois Hall