

1-7-1997

Meeting Minutes

WKU Council of Academic Deans

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MINUTES
COUNCIL OF ACADEMIC DEANS
January 7, 1997
9:30 a.m.

Members Present: Jacqueline Addington, Michael Binder, Barbara Burch, Elmer Gray, Martin Houston, Luther Hughes, David Lee, Carl Martray, Phillip Myers, John Petersen and Paul Rice.
Guest: Dr. Charles Anderson

1. **Minutes of the December 17, 1996, meeting were distributed.**

2. **Information/Clarification Items:**

A. Meeting of Department Heads: Date/Agenda

Department Heads meeting has not been rescheduled. Presently working on the agenda. Suggestion for agenda topics were: a) unit productivity; b) review of class scheduling to help develop alternative ways to deliver instruction; c) strategic planning with department heads involvement and d) define "Technology". Deans are to review and be ready to discuss as next week's meeting.

B. Faculty Evaluations: Expectations for Process

Department Heads need to make every effort to meet with every faculty member in their department to discuss and review the faculty member's evaluation.

C. Tenure and Promotion Review--Documentation/Data in Tenure and Promotion Files

The Vice President discussed documentation that was submitted for tenure and promotion process. There is concern as to the volume of documentation submitted without solid documentation to base a fair and just decision on. There is a need to make the process easier on the preparer and the reviewer. There will be future discussion on changes in the process before next year.

D. Sabbaticals

The Vice President has met with each Dean regarding sabbatical applications in their college and has submitted those recommendations to the President to recommend to the Board of Regents at the January meeting.

E. Commencement Participation

Need to encourage faculty to attend at least one commencement a year.

F. MBA Marketing

The Vice President will send to the Council of Academic Deans.

G. Program Review Criteria

Future agenda item. Very important issue. The Vice President will send information to Dr. Jefferson and Dr. Rice regarding programs that are to be reviewed that were given two years for improvement.

3. Discussion Items:

A. Department Computer Labs; Technology Fair; Needs and New Directions Regarding Technology; Information Technology Fund - Guest: Dr. Charles Anderson

Technology Fund: \$100,000 has been requested from fund balance that is to be used for instruction technology. A joint committee needs to be established to distribute the money. The committee will consist of Dr. Addington, representative for Council of Academic Deans, Dr. Sally Kuhlenschmidt and a representative from each college. The Deans are to give their representative's name to Dr. Anderson this week. Dr. Anderson will get the committee together to discuss purpose of committee and give them information from last year's committee on guidelines and how money was distributed.

Technology Fair: A technology fair will be held this year to showcase the recipients of the grant from last year. After some discussion, it was decided to invite others from the University community to showcase their technologies. The same committee appointed for the technology fund will be used in coordinating the technology fair. Dr. Anderson will E-mail the names of the Technology Committee to the Council members today.

There was discussion of inviting colleagues from other institutions to showcase their technologies and it was decided this to be a large undertaking for such a short period of time to plan. Dr. Anderson announced that the KHECC is hosting a conference at the Institute in October that would allow others to showcase. He will E-mail those dates the Council.

Student Computing Committee: Dr. Anderson will chair this committee. The agenda for the committee is to do a total review of students access to student computing labs. There was discussion of departmental labs versus central labs. The Deans were asked to give Dr. Anderson ideas that can be discussed with the committee.

Assistant to the Vice President Position: Dr. Anderson clarified job duties for the Assistant to the Vice President position.

B. Celebrating Academic Achievements (e.g. spring Convocation for Faculty/or Options

It was discussed to allow individual colleges or units determine how best to acknowledge the accomplishments of their faculty.

4. Others Items:

- Dr. Addington reminded Deans to encourage faculty to register for the training seminar for academic advising January 24-25. Everyone is encouraged to attend the 1:30 presentation by John Gardner. For those departments planning to do their own training, someone from that department must attend this training seminar. Dr. Addington will send a reminder to the Deans with a statement as to what the training seminar will entail.
- Dr. Hughes distributed a "draft" of the Scholarship Selection Proposal for comments. Everyone felt proposal was a positive step. The Deans would like to have the opportunity to meet with students when they are on campus.

- **Status of Performance Funding Committees:**

Global Perspective Committee: Is ready to make recommendations.

Quality Educations Outcomes: Need information back from departments to establish goals; need to assess base line information and need to address plan for GED.

Use of Technology: In process of revising information for technology area.

Alternative Education Delivery: Waiting for reports from Institutional Research for accurate count from evening/weekend, extended campus, interactive TV courses.

Prep K-12 Teachers: All is determined by standard boards.

5. What's New? What's Happening?

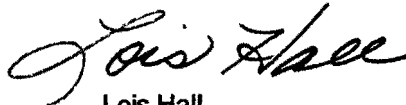
- **Business College** received a gift of a house valued \$175,000 that will go to the Meany-Holland Fund.
- **Potter College** received a \$50,000 endowment for the student travel abroad program.
- **Dr. Houston** announced his grandson, Robert Martin is up to 3 lbs. 2 oz and can go home when he reaches 4 lbs.
- Clarification that the usual schedule will be used for faculty awards this year.
- Van is leaving at 7:30 a.m., Thursday, January 9 from the front of WAB for the President's Retreat at Gasper River. Casual dress.
- The question was raised as to when fund balance funds would be distributed. Request was sent to Ann Mead last week for distribution of money for new levels. Presently working on the redistribution of remaining fund balance money.

6. Items Distributed for Information:

- **Education Levels on the Rise in Kentucky**
- **1996 Accountability Report** sent to the Board of Regents
- **A Vision for Post-Secondary Education in Kentucky-A Position Paper** from the Citizens Committee on Education, December 16, 1996.

Meeting adjourned.

Respectfully submitted,



Lois Hall