

5-20-1997

Meeting Minutes

WKU Council of Academic Deans

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**MINUTES
COUNCIL OF ACADEMIC DEANS
MAY 20, 1997
9:00 a.m.**

Members Present: Jacqueline Addington, Michael Binder, Barbara Burch, Michael Dale, Sam Evans (representing Dr. Martray), Elmer Gray, David Lee, Dan Myers (representing Dr. Jefferson), Paul Rice and Richard Troutman (representing Dr. Lee) Guest: Dr. Charles Anderson

1. **Minutes of May 13, 1997, Meeting were distributed.**

2. **Information/Clarification Items:**

A. Implementing Quarterly Distribution of Indirect Cost Recovery

Effective July indirect cost recovery will be distributed quarterly.

B. Status Report on Governor's Post Secondary Reform Plan

The Vice President updated the Council on the status of the Special Session and the Governor's post secondary reform plan. There was discussion of the need for more representation in Frankfort and the Vice President encouraged others to become involved and plan to attend January session.

C. Annual Reports and Program Profiles

Dr. Addington and Dr. Kuhlenschmidt will be scheduling lunch session with department heads to help in the development of program profiles to have consistency among departments. These profiles should not be a replication of what can be found in the university catalog. Need to show indicators of how productive a department has been, what differences have been made and what results were created.

Annual reports are due by the end of May so the Vice President can prepare the final report.

D. Fund Balance Requests

There was discussion of the need to start preparing priority lists for fund balance monies. *The target date for a preliminary report is June 20. Mr. Dale will prepare directions and format.*

E. Commencement Attendance

Discussion of need for a larger representation of faculty at each commencement. Goal would be to have half the faculty to attend every commencement. *The Vice President asked Dr. Troutman to arrange a meeting of Dr. Vos and Dr. Gray to discuss different avenues to increase faculty interest in attending commencement. The Vice President will e-mail Dr. Vos of her request. A note will come from the Vice President to the Deans to express her appreciation for the faculty who did attend spring commencement.*

F. Academic Affairs Records Management Task Force Appointments

Deans are to e-mail the Vice President recommendations for the task force so within the next two weeks the task force will be established.

3. **Discussion Items:**

A. Discussion with Dr. Charles M. Anderson

The Student Laboratory Improvements "Draft" was distributed for discussion. Dr. Anderson asked for feedback quickly so plans can begin to be made for implementation.

The Student Computing Committee recommendations for a department computer laboratory policy was distributed. *The Vice President asked Dr. Addington to represent Academic Affairs on a committee that would establish criteria for department computer laboratories. Deans are to recommend a representative to Dr. Addington by Thursday. Dr. Binder or a designee will also serve on this committee.*

B. Postsecondary Reform package Funding Considerations

The Vice Presidents are beginning to gather thoughts on how the \$761,300 can best be utilized. The Vice President asked the Council to think of what areas this money needs to be focused and be prepared to discuss at the next meeting.

C. Revisiting: Summer Meetings/Retreat Dates

The Vice President will confirm by e-mail summer meetings and retreat dates.

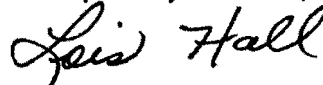
D. Unit Productivity Awards

Unit Productivity Awards were announced and a listing of those awarded were distributed. *Letters will be going out today acknowledging the awards for 1996-97. The Budget Office and Accounting are in the process of establishing accounts. Mr. Dale will e-mail departments when accounts are established.* The funds will remain in the accounts for up to three years or until spent. Unit Productivity Awards will be awarded yearly and every department can apply each year.

4. "Happenings" were distributed.

Meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lois Hall".

Lois Hall