

11-25-1997

Meeting Minutes

WKU Council of Academic Deans

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MINUTES
COUNCIL OF ACADEMIC DEANS
NOVEMBER 25, 1997, 9:00 a.m.

Members Present: Robert W. Jefferson, Elmer Gray, Michael B. Binder, John H. Petersen, Carl R. Martray, Martin R. Houston, Luther B. Hughes, David D. Lee.

Dawn Bolton attended representing Dr. Paul Rice

Teresa Jackson attended to discuss the University Award nomination procedures.

I. **Minutes**--The minutes of the November 4, 1997, meeting were approved as presented.

II. **Information/Clarification Items:**

A. Dr. Burch encouraged the colleges to consider having "homecoming" brunches. She feels that they are excellent public relations/recruiting tools.

B. **"90 Second" Updates**

Carl R. Martray--the college has submitted their program folios to the state. The NCATE update will require faculty participation. He asked the deans to advise their faculty that some of them will be contacted.

Robert W. Jefferson--The AACSB Accreditation team visit went very well. The team encouraged the consolidation of the MPA and the MBA. Dr. Jefferson expressed appreciation to the deans for the comments made to the accreditation team relative to the college's programs.

David D. Lee--Journalism's five-year cycle for review by their accreditation agency is due in January. Dr. Lee indicated that the team will be visiting with the deans of the other colleges.

John H. Petersen--indicated that the deadline for nominations for the Distinguished Professor Award is December 5.

Dawn Shirley--attended the Academic Council for the first time as representative from the Community College.--The college is ordering equipment and the move to the new facility is going well.--The dean is working with area high schools and Job Corp to recruit students. The Community College is offering Saturday classes, and night classes to attract non-traditional students.

Elmer Gray--there are 47 applications in the hands of the Committee. They will be making recommendations by the end of the semester. The committee will be looking at the summer relative to the Summer Term Faculty Workload Policy: Teaching Assignments and WKU Summer Fellowship Eligibility Policy adopted by the Council of Deans on November 4, 1997.

Michael B. Binder--University Libraries have had successful corporate lunches with Fruit of the Loom and Trans Financial last week.--A Task Force is working on developing a WEB Site for LME 101.

Martin Houston--Attended an excellent workshop conducted by the "Father of Internet" Dr. Serf in Louisville along with several others in his area. Indicated that things are looking very good for the awarding of the Rural Water Grant to Western Kentucky University.

Luther B. Hughes--Indicated that in light of the 1997 Tax Reform Law issuing a \$1500 tax credit to families of the (\$20,000-\$80,000) for tuition fees paid, Western might want to look at restructuring scholarships to be awarded not for tuition but for other needs. The Scholarship Committee is currently looking at this issue and a recommendation will be forthcoming.

Barbara Burch--indicated that Dr. Phil Myers had indicated that Western has received \$793,000 in new grants. The Cash matching fund is exhausted and Dr. Myers will be forwarding a request to the Board of Regents for additional funds to be allocated for matching.

Dr. Burch requested that the deans notify her concerning U. K. Collaborations--

- Previous linkages
- Present linkages
- Future linkages

Dr. Burch asked that the deans provide Dr. Petersen with this information by the end of the day Wednesday, December 3. She also requested that collaboration with the University of Louisville be included.

Dr. Burch indicated that the Faculty/Staff Tuition Waiver Policy recently adopted by the Council on Post Secondary Education excludes courses that are not regular courses.

III. Discussion Items:

A. Faculty Awards--Teresa Jackson attended the meeting to discuss with the deans some of the problems with the current procedures for nominating and selecting the University Award winners. Dr. Burch asked that each dean submit the name of an individual to represent their respective colleges to serve on a committee to revise the current process. Teresa Jackson will assist the committee and Karen L. Westbrooks, Assistant Professor in Educational Leadership will chair the committee. Dr. Burch asked that the deans submit the names of individuals from their areas to Teresa Jackson no later than Monday, December 1.

B. Reimbursement/Replacement Costs for Faculty on University-Wide Assignments -Special Assignments serving the University campus as a whole will be taken off the top and the academic department to which the individual is assigned will not be charged.

Mike Dale is working on the distribution plan for lapse salaries and it will be discussed at the next meeting of the CAD. The plan is to have the lapsed salaries distributed by the end of the year.

C. The Community College of Western Kentucky University--This item will be placed on the agenda for the December 16, 1997, meeting.

D. Evaluation of Deans in Academic Affairs--Procedure--The deans to be evaluated this year will be David D. Lee and Martin R. Houston and Carl R. Martray. Dr. Martray will be rescheduled to reviewed next year so that three deans will not be reviewed in one year. The dean being evaluated is to provide required materials addressed to the Vice President with a copy to the external consultant.

E. Programs of Distinction--Program review information will be distributed to the deans prior to the December 2 meeting. These materials are for the purpose of discussion only and not for distribution. On December 2 this will be the major item for discussion. The packet of materials will be ready for pick up from the Office of the Vice President for Academic Affairs on Wednesday.

- F. Faculty and Staff Tuition Waivers**--there needs to be a clear statement outlining qualifiers. Dr. Burch will e-mail clarification as to who generated \$80,000 in tuition from WKU. Dr. Petersen will contact our sister institutions to see what their policies are and will pass that information to the deans through Dr. Burch.

VII. Other

- A. Extra Service Stipends** information was distributed and will be discussed at the next CAD meeting.
- B. UC101**--Dr. Hughes discussed the issue of credit hours with the faculty teaching the UC101 courses and reached they reached the following conclusion: UC101 should be a 2 credit hour course and a 3 hour workload should be given the faculty. External funds should be generated to give to the faculty to help build connectedness. The course will have a three year trial period during that period of time necessary modification will be made. At the end of the three year period, there will be a full evaluation of UC101.

The deans are to discuss this within their respective colleges to get a sense of where we are. Replacement dollars will go to the deans for redistribution. The deans are to keep Dr. Hughes up to date with concerns in their colleges regarding UC101.

- C.** Dr. Petersen distributed the 1996-97 Annual Report--Office of International Programs
- D.** Dr. Leroy Metze will be invited to a future meeting of the Council of Academic Deans to discuss courses on the WEB.

The meeting adjourned.

Respectfully submitted,

Kayelene R. Russell

Kayelene R. Russell and

Lois Ann Hall

Lois Ann Hall