

7-28-1998

Meeting Minutes

WKU Council of Academic Deans

Follow this and additional works at: http://digitalcommons.wku.edu/coun_acad_dean



Part of the [Higher Education Administration Commons](#)

Recommended Citation

WKU Council of Academic Deans, "Meeting Minutes" (1998). *Council of Academic Deans*. Paper 820.
http://digitalcommons.wku.edu/coun_acad_dean/820

This Article is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in Council of Academic Deans by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.

MINUTES

Meeting of Council of Academic Deans
July 28, 1998

Members Present: David D. Lee, Phil Myers, Robert A. Cobb, Martin R. Houston, Michael C. Dale, Sam Evans, Luther B. Hughes, Elmer Gray

Daniel A. Myers attended for Robert W. Jefferson.

I. Minutes of the May 19, 1998, Meeting were distributed. There were no corrections.

II. Information/Clarification Items:

A. **Distribution of Capital Instructional Equipment**--Mike Dale indicated that the \$72,000 allocation for capital equipment in this year's budget plus an additional \$5,000 will be transferred into the college deans' budgets in the same proportions as in the past. These transfers will apply for 98-99. The method of distribution will be brought back to the deans at a later meeting for discussion and consideration of future and permanent distribution.

B. **Transfer of Faculty Development Funds**--Mike Dale explained that the funds allocated to the "Faculty Development Fund" (\$18,000) plus an additional \$2,000 is being transferred to the budgets of the deans offices as a permanent transfer this year.

C. **Academic Affairs WEB**--A hard copy of the materials now on the Academic Affairs Web site was distributed to the deans for their suggestions/comments.

Dr. Burch asked that the deans poll their department heads to determine if they all have web pages for their respective departments.

D. **Carry Forward and Fund Balance Requests**--Mike Dale reminded the deans that special-needs requests for funding from the carry-over fund balance are due in the Provost's office by Wednesday afternoon, July 29.

E. **Incentive Trust Funds. Update**--Dr. Burch provided an update on the Council on Postsecondary Education process for submission of proposals for "Programs of Distinction."

Western plans to submit the Communications/Journalism Program of Distinction proposal in the second round.

F. **Sexual Harassment Training Workshop--June 25, 1998**--Dr. Burch distributed a list of individuals participating in the June 25, 1998, Sexual Harassment Training Workshop. She indicated that Huda Melky and Deborah Wilkins had expressed willingness to conduct a make-up session for those individuals who were unable to attend the June 25 session.

Dr. Burch encouraged the deans to develop plans to ensure that individuals in their respective areas had the opportunity to receive sexual harassment training. Several options for making training available to all individuals who need it were discussed.

Dr. Burch will arrange for Deborah Wilkins and Huda Melky to meet with the deans again to clarify concerns regarding procedures for handling sexual harassment complaints.

- G. CAD Meetings 1998-99**--Dr. Burch indicated that a schedule for the meetings of the Council of Academic Deans for 1998-99 would be provided shortly. The next regular meeting is August 11. Tentative all day work sessions will be August 12, 13, or 14.

III. Discussion Items:

- A. Academic Affairs--Guidelines for carry-over (with elimination of Fund Balance)**
Base Budget
Revenue
Distribution of Indirect Costs

A brief overview was presented to the deans for their consideration. The item will be placed on the agenda at the next meeting of the Council of Deans for further discussion.

- B. Graduate Assistantship Funds**--Of the 1997-98 graduate assistantship funds distributed to academic departments, some funds were unexpended due to the present system of departmental base funding. The option of allocating funds for graduate assistantships to the deans offices' budgets allowing for more flexibility in distributing and spending these funds was discussed. This item will be placed back on the agenda for the next meeting to resolve the monitoring problems.
- C. Priorities for Sponsored Research**--The deans were asked to e-mail their preferred priorities to Dr. Phil Myers. This item will be on the Agenda for the August 11 meeting.
- D. Involvement of Twelve-Month Administrators in Funded Projects**--This item was held over until the next meeting's agenda.
- E. Draft Intellectual Property Policy**--Dr. Myers will put the latest Draft Intellectual Property Policy on line to make it available to the academic community. He asked that the deans encourage those in their respective areas to share any ideas they have for corrections/revisions with the committee member representatives from their colleges.
- F. Grant Awards and Proposals: 3 Year Comparisons, 1996-1998**--Dr. Myers distributed this item for information and for discussion by the deans. Dr. Burch indicated that the deans should encourage their faculty to prepare and submit proposals for funding of programs. While dollars received are up, the Provost is not comfortable with the overall picture. There are areas in which grant funds are available and WKU has needs.

Dr. Myers indicated that with the addition of a new staff member in Sponsored Programs whose expertise is in proposal writing, that they are now have increased capacity to assist in the preparation of proposals for funding.

- G. **1998 Summer Enrollment/ I. Enrollment Projection for Fall**--Dr. Hughes indicated that enrollment figures for the fall are 69 below what they were this time last year. He pointed out that the largest OAR is upcoming on Monday August 3 and that the enrollment resulting from this OAR date should more than make up the deficit and the overall picture for FTFTF looks good.

Dr. Evans pointed out that the semester is beginning later this year than last year and that some individuals may be waiting a bit later to register, and this may be part of the reason graduate enrollments are down.

A discussion followed entailing suggested alternate method delivery options of offering current programs/courses to meet the current needs of students.

- H. **Proposed Policy - Tuition Waiver for Dependents**--was distributed to the deans for their review and suggested changes.

Other Business:

Dr. Burch asked the deans to review the organizational chart showing the areas structured under the Office of the Provost and Vice President for Academic Affairs and to make any corrections needed before it is provided to the Board of Regents members at the Thursday, July 30 orientation session.

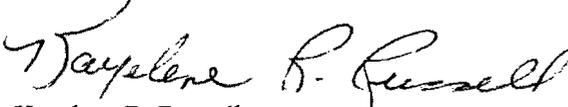
Dr. Burch reminded the deans that they need to be organizing to assist units in their respective areas in developing actions plans consistent with the *Strategic Plan*. Dr. Burch reminded the deans that the deadline for submitting departmental actions plans is the close of the Fall Semester. Reactions to the departmental action plans will be provided within a two-month time frame.

The President has asked Fred Hensley to work on a name for the *WKU Strategic Plan 1998-2003*.

Mr. Hensley asked the Provost for suggestions. The deans discussed the suggestions. The Council of Academic Deans strongly endorsed a suggestion by Dean David Lee: "Challenging the Vision." Dr. Burch will share this with Mr. Hensley.

The meeting adjourned at 12:35 p.m.

Respectfully submitted,


Kayelene R. Russell