

9-1-1998

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 819.
http://digitalcommons.wku.edu/coun_acad_dean/819

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
September 1, 1998

Members Present: Luther B. Hughes, Paul Rice, David D. Lee, Martin R. Houston, Michael B. Binder, Charles M. Anderson, Michael C. Dale, John H. Petersen, Robert W. Jefferson, Sam Evans, Elmer Gray, and Phil Myers.

I. The Minutes from the August 11, 1998, meeting were distributed. There were no corrections.

II. Information/Clarification Items:

A. Sequencing/Planning for Off-campus Site Offerings—Dr. Burch indicated that Dean Gray is working with the off-campus directors and academic departments in developing a plan for making this information available to students.

B. "Western Kentucky University/Your Guide to the Hill"—Dr. Hughes distributed this newest effort in marketing indicating that the publication is being provided to students who have expressed an interest in western.

C. LME 101 Web Course Task Force—Dr. Burch commended the task force for completing the task of developing a web site for LME 101 within the expected time frame. Dr. Binder indicated that this course is also being considered for integration into the Freshmen Seminar. It is being piloted this semester.

D. Women's Studies—Joint Appointment Considerations—Dr. Burch indicated that Women's Studies does not have its own additional budgeted faculty positions. Faculty active in the program are based in one of the academic departments. Dr. Burch encouraged the deans to discuss with their department heads the possibility of considering new faculty (future searches) who have an interest in Women's Studies that could possibly tie their discipline into this area.

E. The Vic Hellard Jr. Award—For Service in Interest of Kentucky's Future &

F. The Grawemeyer Award in Education—Dr. Burch distributed information on these two awards and encouraged the deans to consider individuals in their areas for possible nominations for these two awards.

G. Proposed Policy - Tuition Waiver Program for Dependents—Dr. Burch discussed a problem that had surfaced with the program allowing parents the choice of applying tuition waiver scholarships for either tuition or housing when a parent is a University employee eligible for dependent tuition reductions. These students could, theoretically get monies from the University twice for the same intended purpose. The implementation position is that a student may only take advantage of one scholarship at a time which is funded by the University. The deans supported this position.

H. Program Advisory Statements for CPE/Expectations—Dr. Petersen reminded the deans that a proposed new program should not be considered by the Academic Council unless that program had been previously submitted to the Council on Post Secondary Education on a Program Advisory Report. These reports are submitted twice a year--February 1 and August 1. If there are pressing needs, a proposed program may be submitted to CPE on an every other month schedule.

I. De-centralization of Program approval—Council on Post Secondary Education—

Dr. Petersen indicated that the CPE is considering a change in role in regard to academic programs from one of centralized approval to one of accountability oversight. One possible likelihood of such a change would be the university would make program approval decisions by its own Board of Regents and the Council on Post Secondary Education would hold it accountable for the success of programs implemented.

J. Strategic Plan Implementation--Dr. Burch indicated that Dr. James Flynn has agreed to assist with the implementation process for the Strategic Plan. This an agenda item for the next meeting of the Council of Academic Deans.

K. Post-tenure Review Comments Due--Dr. Burch indicated that the deadline for receipt of post-tenure review comments are due September 7. Since the seventh is Labor Day, she would accept the comments first thing on September 8 but would like to have them by the close of the day on Friday, September 4.

L. Enrollment Report--On and Off Campus--Dr. Hughes indicated the preliminary enrollment figure for Fall 1998 is 15,087. This is 248 more than the same time last year. It is expected that approximately 400 will be dropped by September 30 for non-payment of fees but of that group, approximately 200 will be reinstated after they have paid their fees. There are 148 more first-time, full-time freshmen and 37 more first-time, part-time freshmen. Record enrollments are being reported in Owensboro and Glasgow with Fort Know/Elizabethtown remaining about the same.

M. Response to Recommendations of Task Force on Status of Women on Campus--This item was distributed as an information update.

N. Draughon's Jr. College Articulation Agreement--Dr. Gray indicated that the faculty/programs/course offerings at Draughon's Jr. College have been reviewed for the purpose of accepting transfer credits from that institution to Western Kentucky University. He distributed a draft articulation agreement between Draughon's Jr. College and Western Kentucky University to the deans for their comments.

The deans expressed concern upon entering articulation agreements with institutions who do not have SACS accreditation even though SACS accreditation is no longer a requirement in such agreements. Dr. Hughes expressed the concern of the Enrollment Staff of the issue relative to transfer credits that need to be resolved.

Dr. Burch indicated the issue will need to be studied further for appropriate implementation but indicated support of the articulation agreement with Draughon's Jr. College. This type of agreement is becoming fairly widespread in its acceptance among other state peer institutions.

O. Distribution of the *Sexual Harassment Policy*--Dr Burch reminded the deans that she needs a written response from them that every faculty/staff member in their respective areas has received a copy of the *Sexual Harassment Policy*. She indicated that she would forward to them a copy of an appropriate statement they might give in response to media inquiries to specific sexual harassment complaints.

P. Cash Match on Grant Awards--This item will be placed on the agenda at a future meeting.

Q. Determining Baseline Faculty Positions/New Position Search--Dr. Burch indicated that she would like to receive from the deans their complete plans for filling vacant faculty positions for the Fall 1999 by mid-October at the latest. In submitting their plans, she asked them to consider the recommendations of the Academic Program Review Report and enrollment factors. She said that consideration of individual vacancies outside the annual staffing plan review would be considered, but only if very exceptional circumstances exist.

R. Report from the Administrative Council--Dr. Burch related the following items from the agenda of the August 31 Administrative Council Meeting:

-University Boulevard--Fred Hensley's office will be initiating a public relations effort to inform the Public of the proposed changes to University Boulevard.

-Dr. Wilder indicated that a Service Learning Advisory Committee will be appointed soon.

-Carry Forward Fund-- slightly more than one million dollars is to be distributed--Dr. Burch will be coming back to the deans with additional information.

-Revenue Generating Accounts--proposed carry-over policy being considered.

-Tickets for Athletic Events--complimentary tickets will no longer be available. There will be consideration for tickets for recruitment purposes, but some cost will be assigned.

-Compensation/Overtime--discussions will continue. The Administrative Council members were asked to consider the policy in relation to their respective areas. The President will also consult with the Staff Advisory Council.

-Sexual Harassment--Deborah Wilkins has contacted the deans for recommendations for individuals in their areas to serve as ombudsmen. These are to be appointed immediately.

-Dorm Room Occupancy--90% of the dorm space is occupied for the fall semester which is 95% after providing for additional single room requests. Dr. Burch and Dr. Hughes have also learned that some sophomore students are paying for their dorm rooms while also paying to live off campus. The issue of mandatory dorm residence for sophomores may need to be revisited. The intent of the policy was not to increase cost to students.

III. Discussion Items:

A. Graduate Assistantship Funds--Mike Dale indicated that there was an \$80,000 balance in the university budget for graduate assistantships last year. There had been a request on the table that additional monies be requested in support of graduate assistantships in the 1998-99 budget. Dr. Burch felt that she could not make that request based on the monies remaining in that fund at the end of the 1997-98 budget year. These funds were generally unused due to student awards by departments when students didn't come.

Mike Dale and Elmer Gray presented a proposal to the deans for the distribution and monitoring of graduate assistantship monies and requested that the deans share the proposed recommendations with their department heads and send any comments they wish to make to Elmer Gray and Mike Dale within the next week and a half. Dr. Gray will share the comments with the deans at a future meeting of the CAD.

B. Priorities for Sponsored Research--this item will be placed on the agenda at a future meeting. Dr. Burch reminded the deans that they need to get their priorities to Dr. Myers as soon as possible.

C. General Education Committee Report/Next Steps--Dr. Lee gave an overview of the recommendations presented in the report along with distributing a copy of the report to the deans. The deans were asked to review the report and it will be placed back on the agenda for preliminary discussion. Dean Lee received the support of the deans to proceed with organizing the Competency Task Force to follow up on that specific recommendation of the General Education Committee.

D. Coordinator for Distance Learning--Dr. Anderson is proposing that a new position be created for an individual to work with faculty and technical groups in developing courses/programs for offering through the Commonwealth Virtual University and other distance learning alternatives. He indicated that other universities are gearing up in this area and will soon have the advantage to increase enrollments through distance learning. We need someone whose primary responsibility will be to get us and keep us up to speed.

Dr. Anderson proposed appointing someone internally on a temporary basis that would have the expertise and interest and would begin to initiate the effort immediately. Then, to create a job description and advertise nationally for someone to fill the position permanently.

Dr. Anderson will work with Dr. Gray in developing a position description and will distribute it to the deans within the next few days. This item will be placed on the September 8 CAD agenda.

E. Summer School Scheduling--this item will be held over until the next meeting of the Council.

IV. Items for Distribution

Faculty Workload Recommendations--Dr. Burch called this item to the attention of the deans and asked that they review it carefully and to get back to Bob Cobb with any comments.

Announcement:

Mike Dale announced that the Unit Productivity Funds will be available by the end of the week.

The meeting adjourned.

Respectfully submitted,



Kayelene R. Russell