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# Meeting Minutes

WKU Council of Academic Deans

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## MINUTES

Meeting of Council of Academic Deans  
September 8, 1998

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

**Minutes** of the September 1, 1998, Meeting were distributed. There were no corrections.

### II. Information/Clarification Items:

**A. Library Research Assistance by Appointment**—Dr. Binder announced to the CAD that there is now a new research assistance service available to faculty/staff/students. He encouraged the deans to inform the respective areas of the service and to encourage its use.

**B. Post-Tenure Review**--This item was moved to the first item under **Discussion Items**.

Dr. Burch commended the work of the Committee whose charge it was to draft a procedural/policy document for the post-tenure review of faculty. The committee did an excellent job in responding to the charge given them.

Dr. Burch indicated that some very helpful comments had been received relative to the Post-Tenure Review draft document. The basic comment was that the procedure outlined in the draft document would impose a huge additional burden to the process already in place for the evaluation of faculty both for continuance and tenure.

Dr. Burch discussed the option of revising the document to fit into the current faculty evaluation system. Dr. Burch and Dr. Petersen will revise the document incorporating the suggestions made by the Council of Academic Deans.

The draft document will not be presented at the September Board of Regents' meeting but will be ready for the January meeting.

### III. Discussion Items:

**A. Strategic Plan Implementation**—Dr. Jim Flynn joined the deans to discuss the implementation of the Strategic Plan. Dr. Flynn distributed a plan implementation. A suggestion was made that the statement "Most goals will be accomplished with the reallocation of existing resources with the assumption that there will be limited new resources," be included with item three under "Implementing the Strategic Plan: Some Principles."

Dr. Burch indicated that all areas under Academic Affairs should be working on:

- Student Recruitment and Retention
- Use of Technologies for Advancing Learning
- Student Success
- Increasing External Resources

Dr. Flynn requested feedback on the format for the "Action Plan Reporting Document." The overall comment from the Council was that the form was too busy, too complicated. Dr. Flynn will revise the form incorporating the suggestions of the deans and it will be placed on the agenda for the September 15 meeting (this meeting will include the seven academic deans, John H. Petersen and Luther B. Hughes and Barbara Burch).

- B. General Education Committee Report/Next Steps**--Dr. Lee indicated that the Committee needed nothing further from the CAD at this time. He encouraged them to continue to submit any suggestions they may have to him.
- C. Coordinator for Distance Learning Position Description**--Dr. Anderson shared a draft position description for a Coordinator for Distance Learning Position. The CAD indicated the desire for an initial internal search then doing a national search, if necessary. Dr. Anderson will make the changes indicated by the CAD and share the final position description with the CAD via e-mail.
- D. Summer School Scheduling**--Dr. Gray shared with the deans options for summer school scheduling. Option "B" which adds a May term beginning immediately after spring commencement, could be implemented immediately. The other scheduling options will be considered further for possible future implementation. The CAD approved Option B, the addition of the May term. The College of Education and Behavioral Sciences was encouraged to add some evening scheduling to accommodate teachers that would not be served by the revised schedule.
- E. Advising/Training**--Dr. Hughes indicated that the Office of Academic Advising will be conducting training sessions in an attempt to improve the quality of student advising. Dr. Hughes encouraged the deans to encourage faculty participation. The dates for the upcoming training sessions have been provided to the departments through e-mail. Dr. Gray suggested that teams of faculty plan to go to the extended campus locations for the purpose of advising and to advertise the dates they plan to visit these extended campus locations.
- F. Western Kentucky University Scholarship Council**--Dr. Gray shared the proposal for a Western Kentucky University Faculty Scholarship Council:

The University's mission focuses on scholarship in its four forms: discovery, integration, application, and teaching. Thus, all professional activity by faculty, regardless of the discipline, is encompassed in this definition of scholarship. Faculty scholarship is diverse. Scholarship assessment at the University level is essential in decisions involving resource allocations, including internal and external grant funding, and for faculty recognition and awards. Resources for supporting extra scholarly activities are limited; however, their utilization significantly impacts faculty development and institutional advancement.

The purpose of the Faculty Scholarship Council is to assist and advise the Provost on University-wide aspects of faculty scholarship. Specific functions include but are not limited to the following:

Review and recommend internal funding of scholarly projects

- Faculty Fellowships
- Faculty Scholarship Grants
- Junior Faculty Scholarship Grants
- Other University-wide faculty competition for internal funding of scholarship

Provide assistance as appropriate and needed for other University-wide scholarship activities

- Faculty Awards: Teaching, Research/Creativity, Public Service
- University Distinguished Professor
- Other University-wide award programs recognizing scholarship

Advise and steer publication of a University magazine of scholarly activities by faculty

Other responsibilities as assigned by the Provost

The Faculty Scholarship Council is broadly based to represent the inclusive dimensions of scholarship, to permit peer assessment of faculty scholarship, and to bring administrative insight into the process. Faculty scholarship Council membership includes:

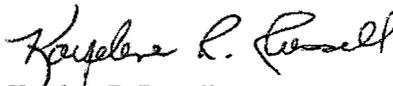
- Two members, designated by the respective dean of each of the four-year colleges to serve a two-year term; at least one member from each college must be full-time faculty
- One member designated by the respective dean of the Community College and University Libraries to serve a two-year term
- Two members with University-wide administrative responsibilities--Director of Sponsored Programs (co-chair) and Dean of Graduate studies and Research (Chair, non-voting)

The Faculty Scholarship Council is accountable administratively to the Provost and deans and collegiately to the faculty through timely publication of official minutes, financial reports, and other documents of Council outcomes.

The Council of Academic Deans approved the implementation of the Western Kentucky University Faculty Scholarship Council. Each dean is to send recommendations as soon as possible for the membership of this Council.

The meeting adjourned.

Respectfully submitted,

  
Kayelene R. Russell