

2-9-1999

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" (1999). *Council of Academic Deans*. Paper 836.
http://digitalcommons.wku.edu/coun_acad_dean/836

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 February 9, 1999

Members Present: Bob Cobb, Paul Rice, Martin Houston, John Hardin, Michael Binder, Mike Dale, Charles Anderson, Robert Jefferson, Sam Evans, Phillip Myers, Luther Hughes, Elmer Gray, David Lee, and Alice Mikovch

Guests: James Flynn, Arvin Vos, Julia Roberts, Marvin Leavy, Richard Aldridge, John O'Connor, Jerry Wilder, and Gene Crume

I. Minutes of the January 12, 1999, Meeting

Correction to committees appointed by the Provost at the Department Heads Workday are as follows:

Part-Time Faculty Salaries: Jdee Richardson, Joseph Millichap, Dan Myers, Dawn Bolton, Ron Stephens, Steve Schnacke, *John Petersen, staff representative

Consultant Services for Faculty/Staff Policy: Alice Mikovch, Art Shindhelm, Robert Reber, John Parker, *John Petersen, staff representative

II. Information/Clarification Items:

A. Recognizing Accomplishments of Department Heads (Burch)

There was discussion regarding the need to acknowledge accomplishments of the departments heads and how this should be accomplished. The deans are to ask departments heads for information on what they have been doing in their departments.

B. Sponsored Programs Administration of Customer Survey (Myers)

Held for February 16, meeting.

C. On-Line Admissions Application (Hughes)

Held for February 16 meeting

D. College Development Position (Burch)

The college development positions were discussed in relation to the funding of these positions and how involved the college deans are in the decision making process in these positions. There is a need to work collaboratively in regard to these positions. The Provost will discuss with Tom Hiles and ask Mr. Hiles to meet with the college deans at a future date.

E. CAD - February 16, 1999, at 10:00 a.m.

The Council will meet on February 16 from 10:00 a.m. until 12:30. Council members are to e-mail Lois Hall if they will not be available.

III. Discussion Items:

A. Strategic Planning Process Update (Flynn) Time Certain: 10:00

Dr. Jim Flynn updated the Council on the strategic planning process. The tracking log was distributed. The Council was reminded of time lines for action plans:

By the end of the spring term - a brief report will be needed to update what accomplishments have been made on action plans.

Late summer, early fall - each unit will need to develop a revision to their action plan for 1999-2000 and develop their 2000-2001 plan concurrently.

The Council was asked to review the action plan format and make suggestion for possible revisions that would make it more useful. The format should remain simple, precise for more accurate reporting.

Questions that need to be asked:

- ◆ Are the Action Plans useful to the dean and units?
- ◆ Have departments received any feedback from faculty, staff or students.?
- ◆ Are departments and faculty aware of their Action Plan?
- ◆ Are departments using as a model?
- ◆ Check Action Plans - are they on target?
- ◆ Form and content of plans - what makes it effective, feasible, realistic and shows vision.

Dr. Flynn will arrange a meeting with the Council to review Action Plans and ways to best help units in the continued process of Action Plans.

B. Faculty Governance Study Group - Time Certain: 10:30

A copy of the Report on Faculty Governance "Draft" was distributed for discussion. The study group was formulated based upon recommendations through the institutional review process.

There was discussion on how persons would be elected/appointed to this body. Dr. Aldridge distributed information on apportionment of at-large representatives by apportionment based on number of faculty or by department.

It was decided after much discussion that the deans would invite the Governance Study Group to meet with their department heads and faculty advisory committees to present the "draft" proposal. Each college is to make sure that their college representative from the committee can attend their college meeting. The Deans are to communicate this information to Lois Hall and she will contact the Governance Study Group.

C. *KY Plan Compliance Issues (Bailey/O'Connor) - Time Certain: 11:00*

Dr. O'Connor, representing the Ethnic Relations Task Force met with the Council to discuss the action plan for the Task Force. A copy of the Action Plan was distributed for discussion. After much discussion it was decided that specific plans need to be implemented to achieve the goals stated in the Ethnic Relations Task Force Action Plan. The Council is to discuss with their department heads. By the end of February definite plans need to be formulated and by the first week of March John O'Connor, C.J. Woods, Howard Bailey and Jerry Wilder will be invited to the Council as a follow-up to develop specific time lines and strategies to meet the goals of the Ethnic Relations Task Force Action Plan.

D. *Leadership Studies Program (Wilder and Crume) - Time Certain: 11:30*

Jerry Wilder and Gene Crume discussed with the Council the possibility of establishing a Leadership Studies Program at Western Kentucky University. This program would appeal to high school and WKU students that could cross several different disciplines popular to students. It was the consensus of the Council to work cooperatively with Gene Crume and Jerry Wilder's staff to establish a Leadership Studies Program. The Council will discuss their approach to the establishment of this program at the February 16 meeting.

E. *Faculty Compensation for Distance Instruction (Gray)*

Dr Elmer Gray distributed a copy of report of the Committee on Faculty Compensation for Distance Education Instruction. Dr. Gray briefly discussed the progress of the committee. There will be a full discussion at the February 16 Council meeting.

F. *Budget Update - Faculty Salaries*

The vacant faculty positions and faculty optional retirement positions revision was distributed.

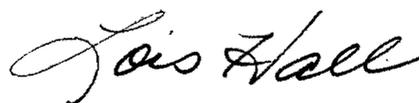
The Council discussed how to distribute faculty raises. It was decided to divide the college service pools into three groups (10-14; 15-19 and 20+ years of service)

Mr. Dale will confirm figures at the February 16 Council meeting.

There was further discussion on moving discussions for staff planning to July 15 time frame, but there are other issues such as year end, fund balance distribution, etc. happening during the time period. The Council should send Mr. Dale any concerns or additional issues regarding the scheduling of staff planning. Further discussion will be held at the February 16 Council meeting.

The meeting was adjourned.

Respectfully submitted,



Lois Hall