

4-20-1999

Meeting Minutes

WKU Council of Academic Deans

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MINUTES

Meeting of Council of Academic Deans April 20, 1999

Members Present: Paul Rice, Michael Binder, Elmer Gray, Bob Cobb, Michael Dale, Martin Houston, David Lee, David Wilkinson, Luther Hughes and John Petersen

Guest: Sharon Young

I. Minutes of the April 6, 1999, Meeting. There were no corrections.

II. Information/Clarification Items:

A. Carry Over

The Carry Forward of Year-End Funds Policy was distributed for discussion. It was decided that percentage of distributed of the year-end funds as of June 30, would be: 25% directly to departments; 25% directly to deans and the provost office would receive 50%. Mr. Dale will work with deans individually on moving benefits dollars for professional development.

B. Lapse Salaries

The revised edition of the lapse salaries report was distributed. The deans are to review and get with Mr. Dale by Thursday afternoon with any revisions or questions and then Mr. Dale will proceed with the distribution lapse salaries. The deans are to let Mr. Dale know of any lapse salary dollars that should be deducted prior to distribution.

C. Retreat Agendas

Department Head Workday -April 30. The President will speak at 8:00 a.m. time certain. Possible agenda items were discussed. The Provost will get an agenda out by email by end of week.

D. Participation:

—*Cody Visit (April 21)* - All deans are to send a message to their faculty encouraging attendance.

—*Commencement (May 8)* - Encourage 50% of faculty to be in attendance for Commencement.

E. *Distributed Learning "Draft"*

Dr. Gray distributed the Distributed Learning "Draft" and asked the deans to review and give him any feedback before distribution on Friday.

F. *1999 Summer School Budget Allocations and SCH Production Expectations*

The 1999 Summer School Budget Allocations and SCH Production Expectations were distributed for discussion. Dr. Gray and academic deans should work closely with departments and extended campus centers.

G. *Post-Tenure Review Participants*

Dr. Petersen distributed the listing of Post-Tenure Review participants for the deans to review prior to distribution at the Department Head Workday.

H. *Proposal for the Establishment of the Kentucky Academy of Mathematics and Science at Western Kentucky University*

A copy of the Proposal for the Establishment of the Kentucky Academic of Mathematics and Science at Western Kentucky University was distributed for discussion only.

III. *Discussion Items:*

A. *On-line Requisitions for Indirect Cost (Sharon Young; 9:00 a.m. Time Certain)*

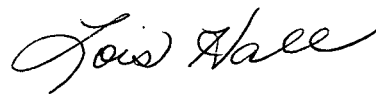
All departments cannot access the on-line requisitions and there is a need to implement a procedure for transfers. After discussion, it was the consensus of the Council that Sharon Young will create an automatic feed to the departments. This new procedure will go into effect July 1, 1999. The deans are to send Sharon Young a list that includes the percentage to be transferred to individual departments and responsible person from those departments.

IV. *"Happenings"*

"Happenings" was distributed.

Meeting was adjourned.

Respectfully submitted,



Lois Hall