

7-6-1999

# Meeting Minutes

WKU Council of Academic Deans

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**MINUTES**  
**Meeting of Council of Academic Deans**  
**July 6, 1999**

**Members Present:** Jim Flynn, John Petersen, Martin Houston, David Lee, Elmer Gray, Frank Conley, Bob Cobb, Marvin Leavy (representing Mike Binder), Luther Hughes, Karen Adams, and Phil Myers

**Guests:** Laura Hagan, Sally Kuhlenschmidt, Linda Uhlenkott, Carol Wilson and Michael Seidler

**I. Minutes of June 29, 1999, Meeting.** There were no corrections.

**II. Information/Clarification Items:**

**A. Retreat Agenda - July 12-13, 1999**

The retreat agenda "draft" was distributed for discussion of additional items. Packets will go out on Thursday to Council members.

**B. Carry Forward of Year-End Fund Policy**

The Carry Forward of Year-End Funds Policy for Division of Academic Affairs was distributed for discussion. It was the consensus of the Council to change under procedures at 25% to read "**major administrative unit**". The carry forward policy will be presented at the Department Head/Director Workday on August 11.

**C. Fall Opening Schedule (New Faculty Orientation) - Petersen**

The fall opening schedule and the new faculty orientation were discussed. The opening week will be the same basic schedule as in the past with changes in the new faculty orientation. A committee has been formulated to organize the new faculty orientation. They are as follows: John Petersen, Elmer Gray, Sally Kuhlenschmidt, David Lee and Karen Adams.

Dwayne Butler will be featured, with all faculty invited, to discuss copyright laws and intellectual properties. There were also be a specialized meeting with Mr. Butler with an invited group with all departments represented.

Deans and department heads are to submit list of topics/concerns prior to the meeting with President Ransdell on August 19. These should be submitted to the Provost.

Dr. Petersen will be putting together the schedule for fall opening and the new faculty orientation and sending to new faculty.

**D. *Office Hours: Policy/Practice***

After much discussion on the policy/practice of office hours, it decided to send to the Faculty Senate and the Student Government Association for an appropriate statement.

**E. *Correspondence Course (Gray/Hughes)***

A statistical report is being prepared and further discussion was held on the importance of continued flexibility in correspondence course offerings and the application process.

**F. *Staffing Hearings***

Profiles are being prepared for each dean for review prior to hearings. Deans are notify the Provost when they are ready for their hearing.

**G. *Use of E-Mail***

David Beckley is working with his committee on establishing policies and procedures for email usage.

**H. *Classroom Space Utilization***

Recent reports from state show Western considerably under utilizing classroom space. Institutional Research has sent information to the building coordinators that should be reviewed an corrected and returned by July 15, 1999.

**I. *Summer School Report from Community College***

Dr. Frank Conley distributed a report from the Community College with breakdown of tuition costs and revenue generated for the 1999 May and June Summer Terms.

**J. *Student Employment***

There was discussion for the need to begin conversation with department heads and faculty on the usage of institutional and work study funds for hiring of student employees.

**K. *Incentive Grant Counties***

Area maps from Indiana and Tennessee were distributed showing possible additional counties to the incentive grant program.

**III. Discussion Items:**

**A. Intellectual Property Policy - Phil Myers (9:00 a.m. Time Certain)**

The Intellectual Property Committee met with the Council to discuss the proposed Intellectual Property Policy. After much discussion, it was the consensus of the Council to forward to the Faculty Senate for review before forwarding to the Board of Regents. The Provost asked the Council to forward any further feedback to Dr. Myers prior to the dean's retreat so a revised copy could be distributed at the retreat for further discussion. The Intellectual Property Policy "Draft" will be added to the Department Heads/Directors Workday on August 11. Time frame for submission to the Board is as follows: discussion with department heads and faculty senate with feedback to the committee by late November so it will be ready for the January Board of Regents meeting.

**B. Post-Tenure Review Policy/Procedures - Petersen**

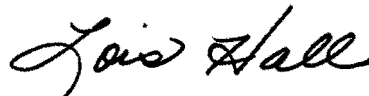
A "draft" of the Post-Tenure Review Policy/Procedures was distributed for discussion. Comments or suggestions should be submitted to John Petersen prior to the dean's retreat so revisions can be made. A revised "draft" will be placed in the dean's retreat packet.

**C. Part-Time Payroll Forms/Procedures - Petersen**

There was discussion for the need to address possible changes in part-time payroll that would enable part-time faculty to be paid in a more timely manner.

Meeting Adjourned.

Respectfully submitted,

  
Lois Hall