

8-31-1999

# Meeting Minutes

WKU Council of Academic Deans

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**MINUTES**  
**Council of Academic Deans**  
**Tuesday, August 31, 1999**

**Members Present:** Richard Kirchmeyer, Michael Dale, David Lee, Martin Houston, Robert Cobb, John Petersen, James Flynn, Luther Hughes, Karen Adams, Phillip Myers, Robert Jefferson, Michael Binder, Elmer Gray and Frank Conley

**Guests:** Judy Owen, Bob Somers, Phillip Parker, Carol White and Becky Bennett

**I. Minutes of August 24, 1999, Meeting.** There were no corrections.

**II. Information/Clarification Items:**

**A. Update on TOPCAT 2000**

TOPCAT 2000 went live August 30, 1999. Additional features will be implemented in the future. The Provost complimented Dr. Binder and his staff for an excellent job well done. Dr. Binder will work with his staff in presenting a training session for the Council in the near future.

**B. 1999/2000 Allocations for Library Acquisitions**

Dr. Binder reviewed the 1999/2000 library acquisitions with the Council. A memorandum will be sent out to the University community with this information.

**C. Enrollment Update (Hughes)**

An enrollment update was distributed. Overall enrollment is up 268 over same date last year.

**III. Discussion/Action Items:**

**A. Career Services Presentation (Time Certain 9:00 a.m.)**

The Career Services staff presented information to the Council on the variety of services provided by their office the students and alumnus of Western. After a lengthy discussion on recruitment and retention of students with the assistance of Career Services, it was the consensus of the Council to hold a campus wide Career Fair next fall. Career Services will coordinate the fair with Dr. Hughes and Dr. Gray.

The Provost thanked Career Services for hosting the Council and for their presentation.

**B. *Programming for Summer 2000***

The Council started discussions for programming for Summer School 2000. This will be added to the agenda for the next Council meeting.

**C. *Bookstore Supplies Available to Owensboro Extended Campus Center***

There was discussion of the need for bookstore supplies to be more readily available to students at the extended campus center in Owensboro. The Provost asked Dr. Kirchmeyer and Dr. Hughes to discuss with Paul McDougal at the Bookstore for possible on-line services.

**D. *Computers Available to Students***

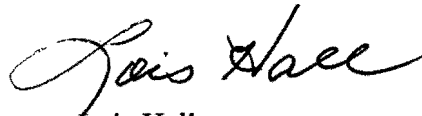
The Council discussed computer availability to individual students at WKU. The Bookstore has staff available to advise students what type of computer to purchase but many have already purchased a computer before arriving at Western and have difficulties once here. The Provost asked Dr. Kirchmeyer and Dr. Hughes to develop an information session that could possibly be presented during OAR programs that would assist students and parents in the purchasing of a computer prior to coming to Western.

**IV. *Announcements/Information Distributed***

- ◆ Listing of Available Scholarships at Western
- ◆ Fund Balance items to Mr. Dale by Tuesday, September 7
- ◆ Honorary Doctorate Nominations - due September 15

Meeting adjourned.

Respectfully submitted,

  
Lois Hall