

9-14-1999

Meeting Minutes

WKU Council of Academic Deans

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MINUTES

Council of Academic Deans Meeting Tuesday, September 14, 1999

Members Present: John Petersen, Luther Hughes, Elmer Gray, John O'Connor (representing Karen Adams), Linda Brown-Ferguson (representing Martin Houston), Phillip Myers, Richard Kirchmeyer, David Lee, Daniel Myers (representing Robert Jefferson)

I. *Minutes of September 7, 1999, Meeting.* There were no corrections.

II. *Information/Clarification Items:*

A. *Post-Tenure Review Process Forms (Dr. Petersen)*

A "draft" of the standard form for the Post-Tenure Review Process was distributed for discussion. After a brief discussion, with a few corrections, it was the consensus of the Council to approve the standard form for the Post-Tenure Review Process. The deans are to distribute to their department heads.

B. *Grants/Stipends for KCVU Course Development*

A copy of the memorandum sent to faculty developing courses for the KCVU was distributed. Western has forty-nine courses nominated for possible offering in Spring 2000. Faculty developing KCVU course(s) will be awarded a \$1,200 in the form of a professional development grant or a stipend. If the course is not offered in Spring 2000, the faculty member will agree to teach the course in a subsequent semester with the approval of the department. One-half of the grant or stipend will be made available upon the faculty member's agreement to develop and teach the course; the remainder will normally be awarded when the course is offered, unless the grant or stipend is needed earlier.

III. *Discussion/Action Items:*

A. *Owensboro Support (Dr. Kirchmeyer)*

A meeting was held with Mr. Paul McDougal at the WKU Bookstore to discuss concerns of students being able to purchase the textbooks who attend classes at the Owensboro Extended Campus Center. On-line ordering from the WKU Bookstore will be available next week. Dr. Gray will notify all extended campus centers of this new service.

B. *Budget Planning for 2000-01*

The Budget Council will convene on September 30 to begin discussions for the 2000-01 budget. The existing council will continue this year. Action Plans will be a very important part in the development of the budget for Academic Affairs. The deans were reminded that Action Plans are due by September 15 from their departments and should consult and negotiate with their department heads to help strength their plans as they go forward to the Provost by October 15.

C. *Targets for College/Unit Planning*

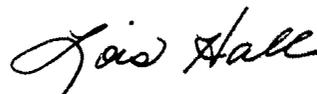
A revised listing of staffing plans were distributed for deans to review. Deans were reminded to review their preliminary targets for revisions and refinements and have them to the Provost by the end of the week to review. A cumulative report will be prepared by the end of September.

IV. *Announcements/Items Distributed*

- A copy of a segment from a grant proposal to assist in educational needs for Clinton and Wayne Counties was distributed to give a good description of problems/obstacles in our service region.
- The Office of Sponsored Programs will be hosting an open house on September 15 from 1-4 p.m.
- Dr. Ken Lee will be on campus September 16-17.
- Unit Productivity Awards will go out September 14, 1999.
- A "Draft" for Guidelines for New Program Approval was distributed.
- Delegation from Rostov will be on campus October 24-26, 1999. Faculty are invited to host someone from the delegation in their home. Let Dr. John Petersen know if interested.

The meeting was adjourned.

Respectfully submitted,



Lois Hall