

10-5-1999

Meeting Minutes

WKU Council of Academic Deans

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MINUTES

*COUNCIL OF ACADEMIC DEANS MEETING
TUESDAY, OCTOBER 5, 1999*

Members Present: Phillip Myers, Elmer Gray, Michael Binder, Frank Conley, Richard Kirchmeyer, Luther Hughes, Daniel Myers (representing Robert Jefferson), David Lee, Martin Houston, Robert Cobb, James Flynn, Linda Brown-Ferguson (representing Martin Houston) and Michael Dale

I. Minutes of September 21, 1999, Meeting. There were no corrections.

II. Information/Clarification Items:

A. Graduate Assistant Funds (Mr. Dale)

Graduate assistantship budget information was distributed to the Council for discussion. After some discussion, it was the consensus of the Council to set up new accounts in each college for graduate assistantship funds to be transferred into so that graduate assistantship funds will be used more effectively. Dr. Gray will work with each of the colleges in making sure appropriate funds are transferred. Mr. Dale will send notices to the departments that this will be a permanent transfer. Graduate assistantship funds will be budgeted into each college deans' budget in the future.

B. Report from Administrative Council

- Health insurance discussions were held. Information has been reviewed by the Staff Council and Faculty Senate. Minimum modifications will be made. Information will be sent out to all faculty and staff in the near future.
- Fund balance discussions are continuing.
- The Administrative Council approved the Intellectual Property Policy. It will be presented to the Academic and Student Affairs Committee and the Board of Regents for the December meeting.

C. Leadership Studies – Meeting with Dr. Kurt Jefferson – October 10-11

Dr. Kurt Jefferson will be on campus October 10 and 11 to discuss the possibility of developing a leadership studies program. The Provost will send information by October 5.

D. TOPCAT Training – November 16

The University Library staff will be giving TOPCAT training to the Council on November 16 in Helm 108 at 9:00 a.m. At the conclusion of the training the Council will have the regular meeting in Room 100 of Cravens Graduate Center.

E. "Happenings"

Deadline for receiving information for "Happenings" is Friday of each week.

F. Information Sharing

The Council discussed the Post-Tenure Review Policy and the many concerns surrounding the policy.

G. Invitations to Elected Officials/Legislators

When faculty or staff plan to invite elected officials or legislators to campus, they need to discuss the invitation with Mr. Fred Hensley before extending the invitation.

H. Participation in Commencement

Reminder that faculty should participate in at least one commencement per year. Encourage at least half of the faculty to attend each commencement.

III. Discussion/Action Items:

A. Post-Tenure Review

The Academic and Student Affairs Committee will convene on Wednesday, October 6 at 2:00 p.m. in the Regents Room to discuss the Post-Tenure Review Policy. Anyone is welcome to attend.

B. KCTCS – Associate Degree Programs

There was discussion on the role that KCTCS will take in associate degree programs in the future. The need for discussions to take place to meet the needs of students seeking associate degree programs.

C. President's Expenditure Cap Policy (\$5,000)

The Provost discussed the President's expenditures cap policy. Everyone should use extra scrutiny and discretion in purchasing. The Provost will give authority to individual council members for their purchasing. Mr. Dale will send the official authorization to the Council.

D. Department Heads/Directors Retreat – Possible Dates (November 12, 17 or 19)

The Council is to email Lois Hall availability of November 12, 17 or 19 for a Department Heads/Directors Retreat. A study packet will be prepared in advance of the retreat.

E. New Faculty Searches

Dr. Sandra Ardrey will be working with departments on ways to further refine the search process, affirmative action process, define job description guidelines and possibly pre-planned interview questions.

F. "Draft" Division Activity List/Priority List

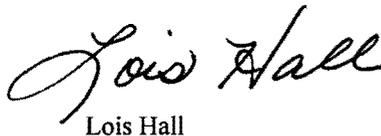
A "draft" of the Division Activity List/Priority List was distributed for discussion. It was the consensus of the Council to proceed with the process. Dr. Flynn will notify the Council when list is ready for use.

IV. Announcements/Items Distributed:

- Summary of Meeting Notes from the Presidents' Summit on Teach Quality
- 1998-99 Unit Productivity Awards
- Unit Productivity Awards (1996-97 through 1998-99)

The meeting was adjourned.

Respectfully submitted,


Lois Hall