

10-12-1999

Meeting Minutes

WKU Council of Academic Deans

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MINUTES

COUNCIL OF ACADEMIC DEANS MEETING TUESDAY, OCTOBER 12, 1999

Members Present: Robert Reber (representing Robert Jefferson), John Petersen, Karen Adams, Luther Hughes, Marvin Leavy (representing Michael Binder), Richard Kirchmeyer, Michael Dale, Frank Conley, Phillip Myers, Elmer Gray, Robert Cobb, James Flynn and Linda Brown-Ferguson (representing Martin Houston)

I. Minutes of September 28, 1999, Meeting. There were no corrections.

II. Information/Clarification Items:

A. Fund Balance Allocations, 1999

A "Draft" of the fund balance allocations for 1999 was distributed and the Provost reviewed the listing with the Council. Deans are to contact Mr. Dale to get an estimate of fund balance monies being transferred from Academic Affairs to their college.

B. Department Heads Retreat - Possible Dates (November 12, 17 or 19)

The Department Heads Retreat will be held November 12. An announcement will be sent to departments and directors notifying them of the date.

C. Productivity Targets

The Provost reminded the deans that productivity targets are due.

III. Discussion/Actions Items:

A. Faculty Search Committee Training - Dr. Ardrey (9:00 a.m., Time Certain)

Dr. Ardrey met with the Council to discuss ways to enhance faculty recruiting efforts and ways to build stronger pools for faculty searches. The deans are to let their department heads and directors know that Dr. Ardrey is available to assist search chairs when they begin their searches.

Dr. Ardrey is sending packets to institutions introducing Western. If identified by name, a more detailed packet is sent which has a copy of the job description and other materials. If departments have brochures that they would like included in packets, please send those brochures to Dr. Ardrey. When a candidate comes to campus, another packet is given to them with information about Bowling Green and a tour of the city is provided. The need to establish a routine when there are vacancies was discussed.

A workshop was discussed for faculty search committee members. Topics for the workshop were discussed.

They were as follows:

- How to write a job description
- Questions to ask/not to ask (WEB Site under Legal Services)
- Affirmative Actions Policies/Procedures
- Role of the Search Committee
- Confidentiality - Reaffirm
- Conflict of Interest
- Diversity/Sensitivity
- Planning for the Visit
- Interviewing Skills

The Council is to let Dr. Ardrey know if there are other topics that should be added. It was the consensus of the Council that it is highly desirable that everyone that serves on a search committee be well informed.

There was discussion on the role of a search committee. The Provost reminded the Council that the University policy is very clear that the role of a search committee is to search, screen and recommend. The selection and offering is an administrative matter and hiring is confirmed by the Board of Regents.

Each dean will work Dr. Ardrey is planning their college workshop. The deans are to let Dr. Ardrey know there are faculty in their colleges that have expertise in this area that could help develop the workshop agenda.

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B. *Teacher Education Report - Dr. Adams*

Dr. Adams gave an overview from the Teacher Education Council of State Colleges and University Conference to the Council. Information was distributed about speakers at the conference. There was discussion on what Western does that is unique, special or valuable. Western's goal should be what is in the best interest of our students.

C. *Assessment Report - Dr. Sloan (9:15 a.m., Time Certain)*

The Region IV, Distance Education Needs Assessment, Second Interim Report was distributed to the Council. Dr. J. Sloan briefed the Council on the distance education needs assessment. There will be a follow-up study of potential users.

D. *Graduate Assistant Assignments*

The Provost discussed an E-mail she had received on graduate assistant assignments. There is a need to continually reassess the graduate assistant assignments and use of graduate assistant monies.

E. *College Development Officer Positions*

The Provost met with the College Deans to discuss the prior agreement on funding of the college development officers. After a brief discussion, it was reaffirmed that Academic Affairs agreed to fund 50% of the most recent two positions (or 100% of one full position) with the funds coming from lapse salaries. Further discussions will need to be held to determine where funds will come from in the future.

F. *Post-Tenure Review Update*

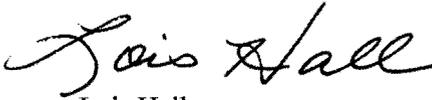
The Post-Tenure Review Committee will be reactivated with three new members. The Committee will consider items that were addressed at the Academic Students Affairs Committee meeting. Deans should initiate discussions with their Department Heads to meet with their faculty and send information to their faculty senator as input for the Post-Tenure Review.

IV. *Announcements/Items Distributed:*

- There will be no Council of Academic Deans meeting October 20.
- The 1995-96 and 1996-97 Distribution of Lapse Salary and Benefits Funds listing were distributed.
- The 1997-98 and 1998-99 Distribution of Lapse Salary and Benefit Funds Category Listing were distributed. Each dean needs to complete and return to Mr. Dale by **Friday, October 22**. Mr. Dale will send an E-mail with the forms attached.
- The Academic Excellence and Cost Management National Award Program application materials were distributed. The deadline for submission of application is **November 1**.
- The delegation from Rostov will be on campus the week of October 25-29. Host families have been arranged for their stay.
- "Leadership in the Making: Impact and Insights from Leadership Development Programs in US Colleges and Universities" Executive Summary was distributed.
- The open house for the International Coffee House will be Wednesday, October 16, 4-6 p.m.

The meeting was adjourned.

Respectfully submitted,


Lois Hall