

11-16-1999

Meeting Minutes

WKU Council of Academic Deans

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MINUTES
COUNCIL OF ACADEMIC DEANS MEETING
TUESDAY, NOVEMBER 16, 1999

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

I. Minutes of November 2, 1999, Meeting. There were no corrections.

II. Information/Clarifications Items:

A. Workshop on Electronic Library Services - University Libraries Staff (Helm 108)

The University Libraries staff demonstrated the many electronic services that are available to WKU faculty, staff and students. The Provost thanked Dr. Binder and his staff for a job well done.

B. Follow-Up of Department Heads/Directors Workday

A "draft" of the notes from the Department Heads/Directors Workday was distributed for review. The Provost will edit and distribute. The notes will be added to a future agenda for further discussion.

C. Fund Balance (Dale)

The 1998-99 Fund Balance Requests and Allocations and the 1999 Fund Balance Allocations by Departments and Colleges or Major Areas for Academic Affairs was distributed for review. It was recommended and the consensus of the council that there would be one transfer of fund balance allocations to college deans and then each dean would determine allocations for departments. This would minimize the number of transfers. The Provost will finalize fund balance allocations from Academic Affairs based on requests from deans this week and deans will be notified of allocation.

D. Purchasing Expenditure Cap Policy

The Purchasing Expenditure Cap Policy for Academic Affairs Budget Units was distributed for discussion and approval. Changes have been made in the on-line purchase requisitions that would require the approval of the appropriate official if requisition is over \$5,000. The Council approved the Purchasing Expenditure Cap Policy for Academic Affairs Budget Units.

III. Discussion/Action Items:

A. Class Schedule

The Provost distributed a copy of an email from Dr. Luther Hughes discussing the class schedule issues. The background of the class schedule change was discussed and the Provost asked for the deans assessment of the proposed schedule change and the impact on individual colleges. It was suggested that a forum be held by the Faculty Senate and allow the Committee to discuss their findings and reasons for the proposed class schedule

change. It was also recommended that information be given clarifying the financial impact if class scheduling was not changed. The Provost will discuss with Dr. Luther Hughes and the Faculty Senate Chair the possibility of scheduling a forum to clarify issues related to class scheduling change.

B. *Part-Time Payroll Form (Petersen)*

A "draft" of the *Part-Time Terms of Employment Form* was distributed for review, discussion and approval. After discussion, it was decided to hold final approval for further discussion at next's Council meeting.

C. *Schedule for Evaluation of Department Heads (Petersen)*

A copy of the present schedule for evaluation of department heads was distributed for discussion. The Provost asked the academic deans to give Dr. Petersen a status report as to when department heads are to be evaluated in their perspective colleges.

D. *Report from Administrative Council*

Agenda Items E-1 and E-2 from the Council on Postsecondary Education Agenda Items were distributed. The Provost reviewed the *2000-02 Operation Budget Recommendation (E-1)* and the *2000-02 Capital Budget Recommendation (E-2)* with the Council. The operating and capital budget were reviewed for items that will directly affect Academic Affairs.

The Council was reminded again that **ALL** invitations to elected state officials **MUST** be cleared through Mr. Fred Hensley. This will keep all from getting into delicate situations.

The Council was requested to give the Provost bullet information and amount needed from their individuals areas that will be used during the legislative sessions. The Provost will need this information before Thanksgiving so she can compile a cumulative list for Mr. Hensley by December 1.

The meeting was adjourned.

Respectfully submitted,

Lois Hall