

1-18-2000

Meeting Minutes

WKU Council of Academic Deans

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MINUTES
Council of Academic Deans Meeting
Tuesday, January 18, 2000

Members Present: Elmer Gray, David Lee, Luther Hughes, Frank Conley, Robert Jefferson, Michael Dale, Martin Houston, Karen Adams and Robert Cobb

Guest: Deborah Wilkins

I. Minutes of January 4, 2000, Meeting. There were no corrections.

II. Information/Clarification

A. Dean's Retreat Plans

Materials were distributed to each college dean for them to review prior to the beginning of the Retreat on Monday.

B. Budget Discussions/Outlook

The Provost discussed with the Council budget concerns that are being discussed with the Budget Council. The Council is encourage to have discussions within their individual colleges.

C. Vote on Governance Document

The Provost updated the Council on the faculty vote on the governance document. Mr. Cobb distributed copies of memorandums that were being sent to department heads on the procedures for voting on the proposed Charter of the University Senate.

D. Update on Enrollment (Hughes)

Enrollment for the 2000 spring semester is up 280 students. Dr. Hughes will send a summary of the 2000 spring enrollment to the college deans.

E. Responding to Off-Campus Needs

The Provost discussed with the Council the continued need to respond to the off-campus centers needs.

F. STAR Chart-Technology (CEO Forum)

The Teacher Preparation STAR Chart: A Self-Assessment Tool for Colleges of Education was distributed to the Council.

III. Discussion/Action Items:

A. *New Routing of AA/EO Forms (Deborah Wilkins)*

Deborah Wilkins distributed new guidelines and forms for the Affirmative Action position processing. All forms will be on-line by July 1. The AA/EO Office will now discuss all concerns with the Provost Office instead of contacting the search committee chair, department head or dean. The forms will now go to the Provost Office first and then to the AA/EO Office. Deans were requested to distributed the new guidelines and forms to their individual departments. Ms. Wilkins will be meeting with all department heads as soon as possible. The deans are encouraged to have the present search committee chairs to attend their department head meeting.

B. *International Education Opportunities-Mexico (Mariela Gomez)*

Mariela Gomez met with the Council to discuss desired objectives to develop programs with Western in selected areas. Ms. Gomez distributed copies of these desired objectives to the Council.

C. *Faculty Evaluations by Department Heads*

The Provost discussed with the Council her concern of the need for department heads to be more comprehensive in their faculty evaluations.

D. *Summer School*

Dr. Hughes will be contacting deans for suggestions, new ideas to reach new populations for summer school. The need to establish a marketing plan for summer school was also discussed. Faculty salaries will be upgraded again this summer.

The meeting was adjourned.

Respectfully submitted,

Lois Hall