

5-9-2000

# Meeting Minutes

WKU Council of Academic Deans

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**MINUTES**  
**COUNCIL OF ACADEMIC DEANS MEETING**  
**TUESDAY, MAY 9, 2000**

**Members Present:** Dan Myers (representing Bob Jefferson), Michael Binder, Elmer Gray, Frank Conley, Linda Brown (representing Martin Houston), Richard Kirchmeyer, Bob Cobb, Karen Adams, Michael Dale, Luther Hughes, David Lee and John Petersen

**I. Minutes of April 25, 2000, Meeting.** There were no corrections.

**II. Information/Clarification Items:**

**A. Administrative Council-Update**

- KATI and Bowling Green Technical have been renamed Bowling Green Technical College
- The proposed meal plan requirement will be discussed at the next Board of Regents meeting. The Provost has asked Luther Hughes and Sharon Dyrsen to prepare list of pros and cons of a mandatory meal plan. The Council is to share any concerns with Dr. Hughes by Thursday of this week.
- The Journalism/Technology Building came in over bid. Meetings will be held as soon as possible to discuss reductions in the building plans.
- Fred Hensley will be producing a University wide Bragg Sheet twice yearly. The Provost Office will supply each dean with copies of what information is presently on file and in the future deans will send directly to Mr. Hensley with a copy to the Provost. The Provost will send a clarification.

**B. Unit Productivity Awards**

The memorandum to academic department heads announcing the application guidelines for the 1999-2000 Unit Productivity Awards was distributed.

**C. Response to CPE program Review Request**

A copy of the letter sent to Sue Moore at CPE with a summary of results of the program review at Western during the spring semester, 2000, was distributed to the Council.

**D. Board of Regents Meeting Agenda - May 19, 2000**

The Board of Regents Meeting Agenda for May 19, 2000 was distributed. The Board will meet at South Campus beginning at 9:00 a.m.

**E. "Acorn" Awards**

Information was distributed about the 2000 "Acorn" Award which is presented to one outstanding Kentucky college teacher annually. The award includes a \$5,000

honorarium. Nominations are due no later than May 31, 2000. Nominations are also being accepted for the 2000 "Oak" Awards which recognize distinguished alumni of Kentucky colleges and universities. Nominations are due by May 31, 2000 to Tom Hiles.

**F. *Salary Increase for 2000-2001 Operating Budget***

statistical information regarding salary increased that was sent from Denise Huffman to the President was distributed.

**G. *The Plaza's Platinum Program - University Plaza***

Information was distributed to the Council on the Plaza's Platinum Program. Each dean will determine how this program will be used in their individual colleges.

**H. *Verbal Report from the OCR Team Visit - April 18, 2000***

The verbal report from the OCR Team Visit was distributed listing areas of concerns and positive impressions from the team.

**III. *Discussion/Action Items:***

**A. *Records Management (Sue-Lynn Stone)***

Ms. Stone discussed with the Council concerns that the faculty is not aware of their responsibility in records management. Ms. Stone distributed a "draft" of a memorandum she would like to send to the faculty to provide basic information on what their responsibilities are in maintaining records and the destruction of records. After a lengthy discussion, the following changes are to be made in the memorandum to the faculty:

- 1) In paragraph 1, sentence 1, delete the clause regarding department heads not having trained faculty and delete the word "non-administrative".
- 2) Restructure memo, first addressing broader responsibilities of some faculty (committee chairs, administrators of centers or programs, etc.) and then focusing on the records series commonly held by most teaching faculty.
- 3) Paragraph 2, sentence 1, clarify wording to prevent misinterpretation of "annual reports" as individual's activities reports, performance evaluations, or similar documents.
- 4) Include a statement explaining that state retention schedules give required minimum length of retention.
- 5) In U0413, use the word "Advising" rather than "Counseling" as Western terminology for academic counseling.
- 6) Omit U0415 as possibly confusing to faculty who might interpret as a directive to forward each semester's syllabi to Academic Council.
- 7) Per policy change effective 5/9/00, in U0431, delete "Western Faculty Handbook policy: permanent" and "State policy:" making the statement simply read "Destroy one year after date the grade is distributed."

It was the consensus of the Council to change the policy that faculty *may* destroy grade report records after one year effective immediately.

The Provost asked Dr. Petersen to involve Ms. Stone in the Faculty Handbook revision to make certain that the revisions match the state-defined retention periods.

**B. *Draft Policy Regarding Preliminary Proposals***

The Provost presented a “draft” policy statement regarding preliminary proposals. It was the consensus of the Council to approve the policy statement regarding preliminary proposals.

**C. *Dates for Deans Summer Retreat/Summer Meeting Schedule***

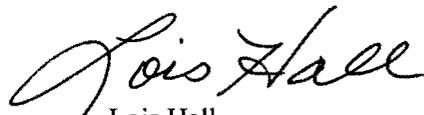
The Provost discussed possible dates for deans summer retreat. The deans were asked to let the Provost’s Office of their availability.

***Items Distributed:***

- 1997-99 Summer School Student Credit Hour Production and 2000 Summer School Estimated Costs & Revenue Calculations
- E-mail from Tuesdi Helbig to Bob Cobb requesting input concerning the statewide employer survey that CPE plans to conduct.
- Information from the *Chronicle on Higher Education* on Harvard Considers Limits on Teaching Online courses for Other Institutions.
- *CEO Forum on Education & Technology: Teacher Preparation Star Chart: A Self-Assessment Tool for Colleges of Education*

The meeting was adjourned.

Respectfully submitted,

  
Lois Hall