

8-22-2000

Meeting Minutes

WKU Council of Academic Deans

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MINUTES
COUNCIL OF ACADEMIC DEANS MEETING
TUESDAY, AUGUST 22, 2000

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

Guests: Freida Eggleton and Len Kogut

I. Minutes of June 20, 2000, Meeting. There were no corrections.

II. Information/Clarification Items:

A. Unit Productivity Awards

Unit Productivity Awards will be forthcoming as soon as financial issues are resolved.

B. Administrative Council Update

- ◆ Staff Awards Nomination Forms were distributed. Nomination are due September 18
- ◆ Trusteeship Conference will be held on September 17-18, 2000. Western will host.
- ◆ President Ransdell will need information by September 1 for his presentation at the SCOPE meeting.

C. University Travel Policy Revisions - Len Kogut

Len Kogut, Controller, discussed with the Council the "draft" revisions of the University Travel Policy. After discussion, the Provost asked the Council to submit comments, concerns, etc. to John Petersen by Noon, August 28, 2000.

D. PTR Implementation

The Provost will be meeting with the University Senate and discussed with the Council concerns they have heard from their faculty.

E. Consulting Policy Implementation - Held for future meeting.

F. Retention Plans

The new "Freshmen for Success" Retention Plan will be distributed to departments by Wednesday, August 23, 2000. Open discussion session will be scheduled in the near future.

G. Enrollment Report - Semester Start-Up Review

Current enrollment is +437 additional headcount to last year.

H. Information on Leased Space

The Provost asked that deans to send Mike Dale information on where and why they are leasing space in their individual colleges. They are to also report if there are costs in leasing space.

I. Staff Awards Program - The Provost reported in the Administrative Council Update.

J. Faculty Convocation Follow-Up

The Provost discussed with the Council her concern that less than half of the faculty attended the Faculty Convocation. The Council discussed why and possible ways to involve more faculty in these types of activities at the start of the school year. The Provost asked the Council to begin thinking about should be done university wide/college wide that will create faculty interest.

K. Council of Academic Deans Meeting Schedule - Fall, 2000

The Council of Academic Deans meeting schedule for Fall, 2000 was distributed.

III. Discussion/Action Items:

A. Enrollment Management Policies - Freida Eggleton

Mrs. Eggleton distributed the Tuition and Fee Payment Policy Proposal for discussion with the Council. After discussion, it was the consensus of the Council to approved the following policy:

“Effective with the 2001 spring semester, eliminate the confirmation procedure and require full payment no later than Wednesday, January 3 (five days prior to the first day of the semester). Failure to pay by that deadline (or postmarked by December 26) will result in the cancellation of the students’ schedules on Friday evening, January 5. Students receiving financial aid will not have their schedules canceled. Students whose schedules were canceled who intend to attend the spring semester may re-register for available spaces; however, re-registration after classes begin will result in late registration fee of \$50.”

The Provost will present this the Administration Council on Monday.

Mrs. Eggleton distributed the Transfer Articulation Proposal to the Council for discussion. After a lengthy discussion, the Provost asked that further discussions be held on transfer articulation and will add to a future agenda.

B. *Committee Appointments (C-G)*

Deans, departments heads and faculty will be appointed to the following committees:

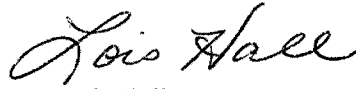
1. Liaison for Faculty Searches
2. Academic Program Review (Potter and Business)
3. Tuition and Fees
4. Graduate Programs Study- the Council should recommendation to Dean Gray
5. Cell Phones in Classrooms - Dr. Kirchmeyer will draft a recommendation to be sent forward to the University Senate.

H. *Syllabi on the WEB*

The Provost reminded the deans that every department should have the syllabi on the WEB by September 14.

The meeting was adjourned.

Respectfully submitted,


Lois Hall