

10-24-2000

# Meeting Minutes

WKU Council of Academic Deans

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**MINUTES**  
**COUNCIL OF ACADEMIC DEANS MEETING**  
**TUESDAY, OCTOBER 24, 2000**

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

**I. Minutes of Tuesday, October 3, 2000, Meeting.** There were no corrections.

**II. Information/Clarification Items:**

**A. SACS Criteria**

The "Principles and Requirements for Accreditation" Proposal was distributed and discussed. The Provost asked that representatives that attended the meeting to share with their individual departments information they received at the meeting.

**B. Enrollment Update (Hughes)**

The latest enrollment report was distributed. The official snapshot will be done on October 25. The final enrollment report will be available next week.

Dr. Hughes reported how pleased he was in the response to the first Assessment. The Mid-Term Assessments are being returned presently. Dr. Hughes asked the deans to share with their faculty the good response.

**C. Summer School: Past-Present (Hughes/Burch)**

Summer School was briefly discussed and will be added to a future agenda.

**D. Faculty Evaluations for 2000**

All faculty evaluations will run August to August now instead of a calendar year. All faculty evaluations need to be completed and in the Provost's Office by the end of January. This year faculty evaluations will be on the same schedule as the Post-Tenure Review schedule.

**E. New Fringe Benefits for Grants/Contracts**

The new fringe benefits for grant/contracts was distributed.

**F. Unit Productivity Awards 99-00 (Burch)**

The Provost has asked Mr. Dale to prepare transfer of funds from lapse salaries for the 1999-2000 Unit Productivity Awards may be awarded. Awards will be announced this week.

**III. Discussion/Action Items:**

**A. Financial Challenges: Implications, Options and Decisions for the Division (Burch/Dale)**

*The Provost discussed with the Council the major concerns of budget issues in preparing the budget for 2001-2002.* The Council discussed priorities. The Provost and deans will meet in the next week or so to discuss the financial challenges ahead and the direction the deans would like for the Provost to represent in the upcoming Budget Council meetings.

**B. PTR Implementation (Petersen/Burch)**

The Post-Tenure Review (PTR) Implementation was discussed a length. A memorandum will be sent instructing department heads letting them know that PTR evaluations will be will in the Academic Affairs in the individual faculty personnel files.

The deans are to send an email to the Provost if nothing has changed with their individual college PTR procedures. If changes have been made, then a corrected/updated copy should be forward to the Provost for their official copy of the PTR procedures and the Provost will send an acknowledgment. PTR are due in the Provost's Office January 2001

Clarification on 4-year department head evaluations deadline is December 15. If anyone needs an extension, contact the Provost.

**C. Workload Overview (Cobb)**

Materials were distributed for the deans to review and be prepared to discuss at next week's meeting.

**D. Developing Target Goals (Cobb)**

Held for next week's meeting

**E. Role of Academic Deans with the New University Curriculum Committee Structure (Conley)**

The deans discussed the need for the deans to be present at the University Curriculum Committee meeting. The Provost urged all deans to attend the Senate and Curriculum Committee meetings.

**F. Revised Travel Regulations**

A "draft" of the Travel Expense and Reimbursement Policy was distributed fore view. The Deans are to give responses to the Provost by end of day on Thursday.

The Meeting was adjourned.

Respectfully submitted,

  
Lois Hall