

1-9-2001

# Meeting Minutes

WKU Council of Academic Deans

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**MINUTES**  
**COUNCIL OF ACADEMIC DEANS MEETING**  
**JANUARY 9, 2001**

**Members Present:** Stan Cooke (representing Karen Adams), Elmer Gray, David Lee, Frank Conley, Phillip Myers, Richard Kirchmeyer, Michael Dale, Robert Cobb, Martin Houston, Luther Hughes, Jipaum Askew-Gipson (representing Robert Jefferson), John Petersen and James Flynn

**Guests:** Cheryl Chambless and Ginny Graves

**I. Minutes of December 12, 2000, Meeting.** There were no corrections.

**II. Information/Clarification Items:**

**A. Report from Administrative Council**

- 1999 Part-Time Faculty Handbook needs to be updated.
- Computers have been replaced for department heads and office associates to accommodate BANNER implementation. Deans are to verify that all departments have received computers that are needed. Deans are to contact Dr. Kirchmeyer by Friday if more computers are needed.

**B. Tuition Waiver Policy for Public School Teachers**

The new Tuition Waiver Policy for Public School Teachers was distributed. A supervising teacher or a resource teacher for teacher interns may, with prior approval of the course-offering institution, take a maximum of six credit hours per term at any public postsecondary institution and pay no tuition and have one year to use the six hours. This policy will be implemented for one year and then it will be reassessed.

**C. Tuition and Fees Committee Update**

Tuition and Fees Committee will be meeting Wednesday afternoon, January 10 discuss the possibility of a fees/tuition package.

**D. Personnel Contracts**

Discussion held with academic deans.

**E. Accommodating Community College Growth**

Space issues are of great concern with the Community College. Alternative plans are being studied at the present time.

**F. FMLA (for faculty)**

Discussions held with academic deans regarding this policy.

**G. *Medical Leave Bank***

A "Draft" of the Shared Medical Leave – (Medical Leave Bank) was distributed. The policy would allow eligible employees to donate accumulated medical leave to this bank for the purpose of assisting employees who have exhausted their accumulated medical leave. Implementation date of July 1, 2001 (if approved). The Provost will ask Tony Glisson to address the Council if the policy is approved.

**H. *Renegotiating Benchmark Institutions and Criteria for Recruitment/Retention***

A meeting will be held in Frankfort to renegotiate Benchmark Institutions

*Topper Targets* were distributed to review targets and goals.

Mr. Cobb distributed sample reports for each department by major so the deans could review for target counties. Mr. Cobb reminded the Council that these target counties are what the CPE uses for funding. The Provost asked Phil Myers to gather grant activity information that supports our target counties. Target counties will be added to a future agenda for reports from individual colleges on what they are doing to address target counties.

**I. *Plans for CPE Action Agenda Funds***

The Provost discussed with the academic deans plans for the CPE Action Agenda Funds.

**J. *Retreat Plans***

The Provost discussed possible dates for a deans, department heads and directors workday.

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

**A. *International Students Recruitment***

The Provost discussed with the Council her delight in the increased number of enrolled international students and the need to continue to find ways to recruit international students. Further conversations need to be held to what is needed/wanted and to what extent do we need to proceed.

**B. *Travel/Evening Meal Expense – How to Compensate***

A "Draft" of the Travel/Evening Meal Expense Policy for reimbursement of evening meals was distributed for discussion. After some discussion, the Provost asked Dr. Gray to incorporate suggested changes and get it back the Council for further review.

C. *The Learning Center/University Wide Tutoring*

Dr. Cheryl Chambless and Ms. Ginny Graves addressed the Council about The Learning Center and university wide tutoring. Ms. Graves, Coordinator of The Learning Center distributed an information brochure, which outlined the operation of the center. The Learning Center will be located in Helm, Room 8. An opening workshop will be held January 30, 2001 at 5:00 p.m. in DUC 341 and following workshops will be held once a month.

Dr. Chambless and Ms. Graves encouraged feedback from the university community on the needs, concerns or suggested changes in the The Learning Center.

D. *Fees for Service Contracts*

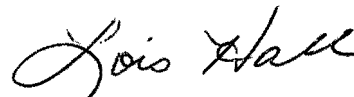
A "Draft" of the Fee for Service Contract (FFSC) Policies and Procedures with Business and Industry was distributed for review. The Council was asked to review the policy and it will be added to a future agenda.

*Items Distributed:*

- Article from the *Courier Journal* discussing University of Kentucky aid to out-of-state graduate students.
- Article from *The Chronicle on Higher Education*, November 8, 2000 on Distance Education.
- Mr. Dale distributed current faculty information (education, faculty status) that is in the HR system that needs to be verified for accuracy before BANNER conversation.
- Publications from the Owensboro campus showing where WKU is being marketed in the Owensboro area.
- Bell Couth Community Internet Workshops 2001 Schedule
- Far Away Places Workshops Schedule
- African-American Folk Art in Kentucky Exhibit, January 15, 2000, Brochure
- Kentucky Innovation Act 2000

The meeting was adjourned.

Respectfully submitted,

  
Lois Hall