

2-20-2001

Meeting Minutes

WKU Council of Academic Deans

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MINUTES
COUNCIL OF ACADEMIC DEANS MEETING
FEBRUARY 20, 2001

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

Guest: Julia Roberts

I. Minutes of February 6, 2001, Meeting. There were no corrections.

II. Information/Clarification Items:

A. Time Specific at 9:15 a.m. –Advance Placement (AP) Courses – Julia Roberts

Dr. Roberts discussed with the Council the current Advanced Placements Course Policies and the need to update and revise these policies. Dr. Roberts distributed information that reports the current policies from institutions within the state.

Deans are to report to Dr. Roberts by end of February any revisions, changes or additions to the current policies.

Dr. Roberts also requested that if there are AP readers within their individual colleges, she would like to know who they are. Also, if anyone is aware of outstanding AP teachers that would like to become readers, please contact Dr. Roberts. There will be an AP Institute held at Western the last week of June and the Provost will host a breakfast for attendees.

B. Report from Administrative Council

- President's Gala will be April 5, 2001
- Return check fee will now be \$20.00
- The cash checking fee of \$.50 will no longer be charged
- Budget Council will be meeting to discuss health insurance deficit
- William Powell, Swim Coach was named Coach of the Year
- 2001-02 Football Schedule was distributed

C. ADA Facilities Funds Available

Requests for ADA funds should be sent to Dr. Gene Tice by the end of February. A copy should be sent to Mr. Dale also.

III. Discussion/Action Items:

A. CPE Program Review Follow-Up (Flynn)

Dr. Flynn reminded the Council of the CPE Program Review process. A mid-year report was submitted and accepted. A final report is due July 1, 2001 with the CPE continuing the review process on a three-year cycle. The Council needs to report any progress on any of the special attention programs to Dr. Flynn. A reminder of programs that have been suspended for 5 years or more will be eliminated unless justification to reinstate.

B. *Plan for Distribution of Faculty/Staff Adjustments*

Mr. Dale distributed revised listing of Position Vacancies/Lapse Salaries. Absolute deadline of Friday, February 23, 2001 for revisions. Mr. Dale also needs grant salary savings. The Council was instructed to double check commitments are on their listings and let Mr. Dale know of any corrections.

Any "0" increases are due to the Provost by Friday.

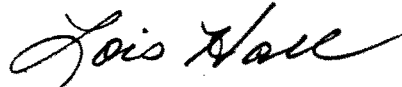
C. *Year End Closing/Carryover Funds*

The Provost discussed year-end closing and the assurance that carryover would be honored this year with the need to close early for Banner conversion.

The Provost asked Mr. Dale to work closely with the Council for accurate accounting of dollars.

The meeting was adjourned.

Respectfully submitted,



Lois Hall