4-3-2001

Meeting Minutes

WKU Council of Academic Deans

Recommended Citation

MINUTES

Meeting
Council of Academic Deans
Tuesday, April 3, 2001

Members Present: Elmer Gray, Luther Hughes, Jack Montgomery (representing Michael Binder), Frank Conley, John Petersen, Richard Kirchmeyer, John Hardin (representing David Lee), Robert Cobb, Martin Houston, Karen Adams, James Flynn and Dan Myers (representing Robert Jefferson)

Guest: Pat Johnson

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

II.   *Information/Clarification Items:*

A. **SITE Dates Reminder**

An email was distributed reminding the Council of the SITE dates and the need for extended hours to receive packets. April 10 will be the delivery of packets to the Deans' offices for redistribution to departments and April 16-20 will be administration period.

B. **Board of Advisors Meeting – April 5 and 6, 2001, South Campus**

The Council was instructed to correct the dates on the agenda from April 4 and 5 to April 5 and 6 for the Board of Advisors Meeting that would be held at South Campus. The Provost invited the Council to attend and ask who would be attending the luncheons so a count could be given to Fred Hensley's Office.

C. **Various Budget Matters – Mike Dale**

Various listings of allocations were distributed to the Council. Mr. Dale will be sending instructions on how to access these allocations.

A listing of allocations, as well as work requests, will be submitted to Ed West for work to be completed by Facilities Management. It is Facilities intent to complete the requests for classroom projects during the summer months.

The Provost discussed the Action Agenda Funds Proposal that has been submitted to Frankfort and how the proposal was developed.

Mr. Dales distributed the final "draft" of lapse salary information. The Council needs to respond by end of day April 4. The Council was urged to review carefully and make sure all expenditures were listed against lapse salaries.

The 2% increase for 2001-02 will be placed on all vacant positions.

The question was raised on how community college students that transfer to the university are counted. Mr. Cobb will follow-up with a definite answer.

6-year capital plan projects need to be sent to Mr. Dale so a report can be submitted to John Osborne. The 6-year capital plan is due in Frankfort on April 11.

D. *Performance Indicators Revisions (Strategic Plan) – Jim Flynn*

Dr. Flynn distributed and discussed performance indicators revisions from the Strategic Plan. The Council is to review and let Dr. Flynn if there are other areas that need to be revised.

E. *Funding Available Through:*
- *Action Agenda*
- *Professional Development Funds*
- *Equipment Fee*
- *Instructional Facilities Improvement*

These were discussed during the various budget matters with Mr. Dale.

F. *P-16 Council Plans*

Hold for submitted proposal update.

G. *Retreat for May 8-9, 2001*

The Council will have a retreat on May 8-9, 2001. Possible agenda items were discussed.

H. *Summer Meeting Schedule*

Summer meeting schedule for Council and individual meetings with the Provost will be as needed during the summer months. A possible department heads meeting was discussed. The Provost will poll the department heads for the best possible date.

III. *Discussion/Action Items:*

A. *Area Code Changes in Banner – Pat Johnson (Time Certain 9:00 a.m.)*

Ms. Johnson discussed with the Council her concerns in the changes being requested in the Subject Area Codes (not area codes as stated in subject title). A need for a systematic scheduling for changing subject area codes needs to be established since the implementation of Banner. There is a tremendous amount of maintenance across the board that takes place each time a subject area code needs to be changed.

After a lengthy discussion, the Provost asked Dr. Hughes and Ms. Johnson to have further discussions and bring a recommendation to the Council on when and how the subject area codes need to be changed in Banner.

The Provost asked Dr. Petersen to discuss with the Senate reasonable areas of curriculum that should be processed through the Senate and others that should be considered administrative decisions and bring a recommendation to the Council.

B. *Accountability Expectations of all Units*

The Provost asked the Council to begin thinking about and redefining accountability expectations of their units. Also the possibility of creating incentives for their units that would increase accountability in the units.

C. *Faculty Convocation/Workshops/New Faculty Orientation*

The Provost discussed with the Council opening meetings for the new academic year. August 8 will be the new faculty orientation; with August 9 being available to Human Resources for their meeting with new faculty and August 10 for colleges to use for their individual meetings. David Crockett will be on campus April 14-15 for workshops, meetings across campus with faculty. It will be expected that everyone attend some portion of these meetings with David Crockett.
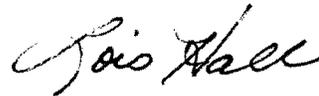
Discussions will be held at a future Council meeting to discuss the new faculty orientation and ways to improve the process. An announcement will be sent soon with the schedule for the open meetings for the new academic year.

D. *"Placement for Success"*

The Provost asked the deans to alert their departments of the new "Placement for Success" initiative and encourage their individual divisions to encourage their faculty to be positive in assisting in the success of our freshmen.

The meeting was adjourned.

Respectfully submitted,

Lois Hall