

4-17-2001

## Meeting Minutes

WKU Council of Academic Deans

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# **MINUTES**

## **Meeting Council of Academic Deans Tuesday, April 17, 2001**

**Members Present:** John Petersen, David Lee, Michael Binder, Frank Conley, Martin Houston, Michael Dale, Richard Kirchmeyer, Luther Hughes, Lisa Murrell (representing Elmer Gray), Karen Adams, Robert Jefferson, Robert Cobb and James Flynn

**Guests:** Cheryl Chambless and Freida Eggleton

I. **Minutes of April 3, 2001, Meeting.** There were no corrections,

II. **Information/Clarification Items:**

A. **Advisory Board/Council Information (Flynn)**

Dr. Flynn asked the Council to send to him the names of all advisory/board councils that they have in their colleges.

Dr. Flynn also reminded the Council that if these advisory/board councils are not meeting, they need to in preparation for SACS accreditation.

B. **Planning Update (Flynn)**

The Council was reminded that the end-of-year report is due Friday, June 15. Dr. Flynn will be sending out more detailed information. The Council will be taking a more critical review at the retreat in May.

Dr. Flynn asked for suggestions ways to improve the process. Dr. Flynn would like to know if individual colleges/departments have their own planning process. There is a need to make sure these processes run on the same level as the University's Plan.

Dr. Flynn discussed the Academic Program Review and what programs are being reviewed. The Academic Program Review schedule was distributed for the Council's review. The Council is to let Dr. Flynn know if there are changes in this schedule. He reminded the Council to be sensitive the Committee's workload.

C. **Commencement Plan**

Commencement Plans were discussed with the Council. There is a rain plan in place that an announcement will be made by 9:00 a.m. on Sunday, May 6 to inform the public if Commencement will be held at Smith Stadium or Diddle Arena. If in Diddle Arena, there will be ceremonies. One at 1:30 p.m. and the other starting at 4:30 p.m.

Dr. Charles Hays has been chosen as the Mace Bearer for the 2001 Spring Commencement. Dr. Hays is the most senior faculty member.

The Provost announced that Larry Jones is the Honorary Doctorate recipient this year.

**D. *Departments Heads Workday***

The Provost discussed with the Council possible dates for a department heads workday. An announcement will be sent out by end of week.

**E. *Tuition and Fees Update***

The Provost updated the Council on the status of the Tuition and Fees Committee. A small task group has been appointed to prepare a report comparing the number of students with dollars and forward a report the Tuition and Fees Committee. The Tuition and Fees Committee will then forward a recommendation to the Administrative Council that will forward a recommendation to the Board of Regents at their retreat. If the Council has any comments, suggestions, etc., they are to forward them to Mike Dale and Luther Hughes and copy the Provost.

**F. *Summer Schedule***

The summer schedule for individual appointments and Council meetings was discussed. Appointments will be scheduled on an as need basis.

**G. *Indirect Funds Distribution – 3<sup>rd</sup> Quarter – Ken Lee***

The Provost discussed with the Council how Ken Lee's salary will be paid.

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

**A. *Academic Advising – Cheryl Chambless (time certain 9:00 a.m.)***

Dr. Cheryl Chambless, Director of Academic Advising and Retention discussed with the Council the process for changing a major. Information that can be found on the WEB was distributed to the Council.

Academic Advising has emailed deans and department heads with an invitation to meet with individual departments to review all the new policies. Dr. Hughes asked the Council to assist in reminding faculty they are working with high school students who know nothing about Western and our system.

The Provost asked the Council to encourage their departments to take advantage of Academic Advising's offer. Every faculty members has the obligation to understand the advising process.

**B. *Dean's Retreat Agenda/Attendees***

The Provost discussed with the Council agenda items for their retreat scheduled for May 8-9, 2001, at Barren River State Park. Agenda items should be forwarded to the Provost as soon as possible.

**C. *Grade Posting Process/Banner***

Mrs. Freida Eggleton, Registrar discussed with the Council concerns on faculty posting their own grades on Banner. After some discussion, the Provost instructed the Council if assistance is needed in posting grades, faculty should do one of the following:

- Contact their Dean
- Contract their Department Head
- Contact the Registrar who will assist each one personally

***ANNOUNCEMENTS:***

- Gordon Ford College of Business will celebrate reaccreditation and the announcement of two Nixon Professors on April 25 at the Knicely Institute.
- Last call for Computer Camp for faculty for May 9, 10 and 11. Those interested need to contact Richard Kirchmeyer
- Congratulations to Jennie Brown for her receipt of the Wellness and Women's Alliance Awards.

The meeting was adjourned.

Respectfully submitted,

*Lois Hall*  
Lois Hall