

6-19-2001

Meeting Minutes

WKU Council of Academic Deans

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MINUTES
Council of Academic Deans Meeting
Tuesday, June 19, 2001

Members Present: Mike Dale, Elmer Gray, David Dunn, Lou Fong (representing Karen Adams), Richard Kirchmeyer, Frank Conley, Blaine Ferrell (representing Martin Houston), Bob Cobb, David Lee, Bryan Carson (representing Michael Binder), Robert Jefferson and Linda Brown (representing Martin Houston)

I. Information/Clarification Items:

A. Administrative Council – Update

- The June 8, 2001, memorandum from CPE discussing the budget reduction plan was distributed for discussion. The analysis of WKU's budget submitted to Gordon Davies by President Ransdell was distributed. Dr. Davies calculations should not show cuts across the board but will view growth and productivity of individual institutions. Future discussions will be needed as to how to accommodate possible budget reductions.
- A copy of the response to the CPE on Visual and Performing Arts was distributed to demonstrate what types of inquiries CPE is requesting.
- SkyPack – Dr. Lee announced that there would be a public meeting on Thursday at 6:00 p.m. at the Capital Arts to discuss SkyPack plans.
- Old Mall Update – Dr. Ferrell updated the Council on the possible purchase of the Old Mall and the possible tenants in the Innovative Commerce Center.
- Dr. Kirchmeyer discussed with the Council the recommendation that all retiring faculty/staff retain their current email account the procedure to do so. There will be a pilot program implemented this year.

B. CCAO/CPE Meetings – Update

- New programs have to identify how KyVU and distance learning are being used and if not, why.
- A plea for workers in the health related fields. Money is available from the state to pay tuition for students in these areas. The Provost will send a copy of the information to all deans. Mary Pennington will be invited to campus to have conversation on this critical need.
- GIS License – statewide licensing will cost one-half for licensing. The Department of Geography and Geology is establishing a lab in the Industrial Technology Building to work with GIS. The Provost asked the dean's office to assure the message is delivered to the campus community.

C. How to Improve Academic Presence in the News Media

The Provost discussed with the Council the possibility of meeting with the new Daily News editor to begin conversation on improving academic presence in the news media. The Council was in agreement of a meeting with the Daily News editor.

D. Evaluations Due to Human Resources

A list of 2000 performance evaluations pending was distributed. These evaluations need to be submitted to Human Resources as soon as possible.

E. General Education Coordinator – Dr. Sharon Mutter

The Provost announced the appointment of Dr. Sharon Mutter as the Coordinator of the General Education Program.

F. Meeting with Department Heads in Each College

The Provost requested a meeting with department heads in each college and asks each dean to schedule. The agenda will be to the discretion of the college dean

G. International Faculty Housing

The President is currently working on an exciting proposal for international faculty housing in close proximity of the campus. An announcement will be forthcoming.

H. Tuition and Fees Proposal – Considerations for Specific Programs

The recommendation from the Tuition/Fees Committee was distributed for discussion only. The recommendation will be presented at the next Board of Regents meeting for approval.

I. Education Agenda – All-Campus Responsibility

Teacher education is a campus responsibility and the Provost asked the deans to be prepared to discuss the teacher education agenda in the near future.

J. Salary Decisions and Evaluations – to be considered for 2001-02

The Council needs to communicate to department heads and faculty that next year's evaluations will be based on one year and eight months.

K. Department Head Advisory Group

The College of Education needs to appoint a member to the Department Head Advisory Group. A recommendation should be forwarded to the Provost.

L. Student Honors Program – Options

Discussions are being held on whether to continue the honors program ceremony or to do it in a different fashion. Dr. Robert Jefferson will convene a meeting for further discussion.

M. Campus Visit by Dr. Larry Jones (Save the Children)

Plans are being made to invite Dr. Larry Jones to campus in the fall. A faculty committee will be formed to plan for Dr. Jones' visit.

N. Opening Week(s) – Fall 2001 Semester

The Provost reviewed the opening week(s) schedule with the Council.

The Council was asked for ideas for faculty development sessions during the opening week. Those should be given to the Provost by July 1.

O. Next CAD Meetings – July 10 (9-12) – August 9 (following department head workday-likely a dinner meeting)

The Provost announced the next CAD meeting would be July 10 and August 9.

P. Planning (Flynn)

Planning Process

***Academic Program Review Process – Follow-Up
Annual Report Format for Colleges***

Dr. Flynn discussed with the Council our present format for receiving the list of priorities/needs. There was discussion establishing a standing priorities/needs list and keep it current.

The five questions were distributed as a reminder of what information CPE is looking for.

Dr. Flynn updated the Council on the Program Review Process. The final report has been forwarded to the individual colleges for a follow-up as necessary.

The program review will be critical during the preparation for SACS.

Future discussions will be held on the need for every program to have an assessment on file and how the information is used to assess the program.

Programs should review criteria annually and articulate in a self-report. Program improvement – “How are you doing?” should be submitted to their dean annually. The Criteria will be added to the WEB Site. Dr. Flynn will send the URL to the Council for their information.

The Provost asked the Council to email their recommendation for their SACS representative.

II. Discussion/Action Items:

A. Budget Reduction Picture for 2001-2002

The Provost discussed with the Council possible reductions for the academic year 2001-2002.

B. Summer School Revenue - Distribution Plan

Discussion was held with the Council on the distribution of summer school revenues.

C. *Endowed Professor – Payment of Stipends*

The Provost discussed with the Council need to establish an accurate record keeping of actual salaries.

D. *TAKING AIM – Update*

Held for future meeting.

**E. *CPE Trust Accounts – Moving the Agendas
Professional Development
Action Agendas***

The Provost discussed with the Council the CPE trust accounts and what might happen if there are budget cuts and where cuts would happen in these accounts.

F. *Dual Credit Policies*

The Provost discussed with the Council the need for a University policy on tuition for dual credit.

Dr. Conley presented information on Running Start and Discover College programs, comparison programs that offer dual credit.

After discussion, the Provost will have further discussion with the Curriculum Chair on what guidelines on the role of Curriculum Committee with dual credit policies.

Drs. Frank Conley and David Lee will prepare a draft of guidelines for dual credit.

G. *Discover College*

Discover College was discussed during discussion on dual credit.

H. *Plan for 2001-02 – Professional Development Accounts in Lieu of Meals Reimbursement*

The Provost discussed with the Council that individual professional development accounts will be established this fall for faculty teaching extended campus courses in lieu of meal/travel reimbursements.

I. *Unit Productivity Awards*

A deadline for unit productivity awards is July 31. Awards will be announced at the start of the school year.

J. *Payment for Ken Lee's Contract*

The Provost will email those deans who have grant activating involving Ken Lee and what portion will be charged to individual units.

K. Information Technology Survey

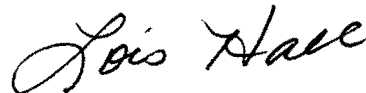
Dr. Kirchmeyer distributed the Information Technology Survey and the results from the survey. If there are questions that need to be added, the Council should submit those to Dr. Kirchmeyer

Items Distributed:

- KYVU Online Programs and Proposals. Questions/concerns should be forwarded to Beth Laves.
- At One University, Royalties Entice Professors to Design Web Courses email.
- Article from *The Chronicle: June 22, 2001*, Senate Bill Would Help Online Instructors
- Information from the Renaissance Group seeking applications for the Research Fellowship Program fro Faculty. Deadline is August 1. Deans should submit to Dr. Leo Pauls with a copy to the Provost.

The meeting was adjourned.

Respectfully submitted,


Lois Hall