

8-21-2001

Meeting Minutes

WKU Council of Academic Deans

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MINUTES
Council of Academic Deans Meeting
Tuesday, August 21, 2001

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

I. Minutes of May 1, 2001 and June 19, 2001, Meetings. There were no corrections.

II. Information/Clarification Items:

A. Administrative Council - Update

- Health insurance discussions are continuing. Current information shows that Western will continue with self-insured.
- A reception will be held on September 20, 2001, for scholarship recipients and scholarship donors.
- John Osborne or the Provost should be kept informed on any concerns with the current printing provider.

B. CCAO/CPE Meetings – Update

C. Report from Board of Regents Meeting

- The renovation of athletic facilities will not be completed by deeding the property to the city. The President is continuing to work with the city and state to receive approval of bonding without deeding the property.
- College of Education's reorganization was approved. The Department of Educational Leadership has been divided into two departments: Counseling and Student Affairs and Education Administration, Leadership and Research.
- Mr. Glenn Conner was named State Climatologist Emeritus. The Provost encouraged recommendations for Emeriti. For the October Board of Regents meetings, recommendations should be received by September 3, 2001. Those recommendations should be forwarded to John Petersen.

D. Council of Academic Deans Meeting Schedule

The Council of Academic Deans meeting schedule for the 2001-2002 academic years was distributed.

E. University Senate Meetings – Attendance

The Provost encouraged the Council to attend University Senate Meetings.

F. *Enrollment Report – Fall, 2001*

The Fall, 2001, enrollment report was distributed. The Provost discussed with the Council that further discussions will need to be held in the near future to discuss enrollment growth and assessment on what needs to be done and what the costs will be.

G. *Purchasing/Meals Concerns*

The Provost asked the Council to let Mr. Dale know of problems they may encounter with purchasing or requests for meals.

III. *Discussion/Action Items:*

A. *WKU – Logos/Guidelines*

The Graphic Identity Manual was distributed. These regulations were established to make sure everyone in the University community are using the same color and same formats. There is a CD available with all formats. Lois Hall has a copy or individuals may contact Public Affairs for a copy.

B. *Action Agenda Process and Review Committee (Flynn)*

Dr. Flynn discussed the Call for Proposals. A copy of the guidelines was distributed. The Proposals should be sent to College Deans for review to determine if the proposal(s) follow the guidelines and endorse. The proposal(s) is then forwarded to the committee for review/coordination for determination integration to funnel proposal where best possible funding.

Proposals are submitted on a rolling basis and the Committee will be meeting at least every couple of weeks to review proposals and make awards.

The Provost urged the Council to make sure proposals is genuine and all proposals cannot be high priority.

Dr. Flynn encouraged the Council to remind their departments to follow the proposal guidelines. Also, Dr. Flynn needs Committee representative's names for the Council as soon as possible.

C. *Follow-Up to Opening Week(s) Schedule – Fall, 2001 Semester*

The Provost expressed her appreciation of faculty attendance in the opening week(s) meetings. She was very pleased with the week(s) as a whole.

The Provost asked the Council to have discussions with their departments to receive feedback on ways to improve the opening week(s) schedule. The Provost discussed the need to create a culture of expectation and develop good programs that faculty will find of value.

Development of next year's calendar will be done quickly so everyone can be aware of next year's calendar to prevent scheduling conflicts.

D. Making Changes in Banner

There was discussion on the need to establish a better process for information changes in Banner. Dr. Kirchmeyer discussed with the Council the many concerns with getting the data changes done and in a timely manner.

Pat Johnson will be asked to address this issue with the Council at the next meeting.

E. Tuition Guidelines

The amended Tuition and Fees Policy was distributed. The amendment was an addition to #16 that gives latitude of tuition adjustments could be made for recruitment of specific individuals or targeted groups.

F. Follow-Up – Department Heads Workday/Committee Appointments

The Provost discussed the appointment to the committees that were discussed at the Department Heads Workday. Communication will be sent finalizing these committees.

Dr. Conley distributed the proposed policy on the re-employment of retired faculty for discussion. After some discussion, the Council agreed that Dr. Conley would revise the proposed policy and get to Lois Hall for distribution prior to the next Council of Academic Deans Meeting for the Council to review and be prepared to finalize.

G. New Key Indicator Goals (Cobb)

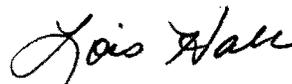
Mr. Cobb distributed a copy of a memorandum from Dr. Gordon Davies requesting new information on our key indicator goals. Mr. Cobb discussed with the Council the key issues of retention goals increase to 80% by 2020 and graduation rate goals to increase 60% by 2020.

H. News from Information Technology

- Dr. Kirchmeyer will be hosting the new departments heads to discuss concerns and ways to improve information technology.
- Distributed a copy of the Implementation Priorities and Timelines for Year 1: July 1, 2001 to June 30, 2002.

The meeting was adjourned.

Respectfully submitted,



Lois Hall