

11-6-2001

Meeting Minutes

WKU Council of Academic Deans

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MINUTES
Council of Academic Deans
Tuesday, November 6, 2001

Members Present: Robert Cobb, Michael Dale, Robert Jefferson, Karen Adams, Sherry Reid, Richard Kirchmeyer, David Lee, Blaine Ferrell, Frank Conley, David Dunn, Elmer Gray, John Petersen, James Flynn and Luther Hughes

Guests: Tony Glisson, Deborah Wilkins, Sally Kuhlenschmidt

I. Minutes of October 2, 2001 and October 16, 2001, Meetings. There were no corrections.

II. Information/Clarification Items:

A. Administrative Council – Update

- Budget Council will meet for their first meeting in December to begin discussions on budget priorities.
- Ann Mead will be developing a proposal on who is responsible for the physical moving of equipment and offices as needed.
- Still having concerns with Purchasing and the timely payment of requests. The Council is to keep the Provost aware of continued concerns.

B. CPE-CCAO Meetings – Update

- The Provost reviewed with the Council information received from the Council on budget concerns and the possibility of budget cuts.
- The state emphasis is on the retention of students. Retention efforts will be monitored.
- Collaboration in more areas are being proposed. More information will come in the future.

C. Agenda for Retreat

The Provost discussed with the Council possible retreat items. A tentative agenda will be sent out for review for the final agenda.

D. Classes for Fall 2002 Semester – Hughes

Dr. Hughes discussed with the Council ways to improve registration and ways to guarantee good schedules for all students. The Enrollment Staff are working on the number of sections that will be needed for the Fall 2002 and will give that number to deans and department heads so the number of faculty needed can be determined in a more timely fashion.

There was discussion on the withdrawal dates. Dr. Hughes will have further discussion with his staff.

E. Action Agenda Update – Flynn

The Projected Availability of Action Agenda Funds as of November 2, 2001, was distributed.

The Summary of Faculty Action Agenda/Professional Development Funds Proposals was distributed.

III. Discussion/Action Items:

A. Action Agenda Professional Development Funds – Sally Kuhlenschmidt

Dr. Kuhlenschmidt discussed with the Council the need for procedures on what proposals will be awarded from the Professional Development Funds. It was the consensus of the Council that the Academic Deans and Dr. Kuhlenschmidt will meet to review professional development proposals and determine which proposals would directly benefit their college and that are tied to the goals of Action Agenda.

B. Top Smart Presentation – Pat Johnson

Pat Johnson did a Top Smart presentation for the Council.

C. Sick Leave Requests for Faculty – Tony Glisson/Deborah Wilkins

Mr. Glisson and Ms. Wilkins discussed with the Council current requests from faculty for sick leave requests. The Council discussed the need for established guidelines to cover when a faculty is out on medical leave. Options were discussed and it was suggested to do a study of other institutions and their current policies.

The Provost appointed Karen Adams, Blaine Ferrell, Robert Jefferson and John Petersen to develop a recommendation on how best to handle faculty that need to be out on medical leave. They will present their recommendations at the dean's retreat.

D. Sabbatical Leave Requests

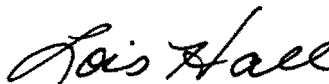
Held for future meeting.

Items Distributed:

- *Yearbook Memories* – Adventures in Community Education, Fall 2001, KCTCS
- Support for the Professional Development of Faculty at Western Kentucky University Let John Petersen know comments
- Strategic Plan "Draft" was distributed for review.. This draft is not for distribution.

The meeting was adjourned.

Respectfully submitted,


Lois Hall