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Meeting Minutes

WKU Council of Academic Deans

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MINUTES
Council of Academic Deans
Tuesday, April 2, 2002

Members Present: Karen Adams, Mike Binder, Barbara Burch, Bob Cobb, Mike Dale, David Dunn, Blaine Ferrell, Jim Flynn, Elmer Gray, John Hardin (for David Lee), Luther Hughes, Robert Jefferson, Richard Kirchmeyer, Phil Myers, Sherry Reid, John Petersen.

I. Minutes of Tuesday, March 5, 2002. There were no corrections.

II. Information/Clarification Items:

A. Tuition Issues

The Provost announced that tuition for web-based courses will be the same for resident and non-resident students, with a different rate at the graduate and undergraduate level. This electronic based rate will be applicable to students enrolled part-time taking at least one distance-learning course.

Dr. Burch will ask the Board of Regents to approve an established rate (yet to be determined.) The web-based course rate will not apply to full-time students enrolled in at least one regular university course. The CAD concurred with the Provost's suggestions.

B. New College Plans

The Provost spoke briefly on the future plans for a proposed Outreach College and a proposed College of Health, She said she would meet with the President to discuss these future plans..

C. Summer School - Fund Distribution

Mike Dale passed out a document entitled "Calculation of Summer School Profit Distribution" for the year 2000 summer school which resulted in allocations to colleges of 2000-01 fiscal year's dollars that had been carried forward. He outlined the distribution percentages.

D. Carry Forward

Mike Dale passed out the FY 2000-01 Carry Forward Account Balance Allocations. He went over the allocations summarizing the dollar balance allocations.

E. Teaching/Research Equipment Fund

Mike Dale passed out a draft memo and two forms for each Department to request specific allocations of the \$222,000 generated from the 2001-02 student fees. Minor revisions were made to the forms, and Mr. Dale will email the revised forms out to departments this afternoon, and asked that they be returned to the Provost by April 17, 2002

F. Budgets/Salaries

Mr. Dale handed out copies of salary recommendations by college. He said this does not include the faculty promotions which will be added in later. The Provost noted this does not include the salary adjustments where there may be a few people that are on endowed professorships or other special accounts. It was also noted this is not an official document, and has to be approved by the Board of Regents in May.

G. Special Development Account Funds

Provost Burch said each college receives dollars each year from the Foundation. She said she will check with Institutional Advancement Development office to see if they have made allocations for Spring 2002. She will confirm this and send an email to the Deans.

H. Emeritus Faculty Luncheon

Dr. Burch outlined details of the Emeritus faculty luncheon which is scheduled for April 26th, 2002. She encouraged each Dean to submit additional nominees for emeriti faculty status. Dr. Burch said campus transportation will be arranged and Academic Affairs will provide the luncheon at the Faculty House.

I. UC 101 Task Force Proposal (postponed)

J. Opening Week Schedule for Fall 2002

The calendar of reserved Fall 2002 beginning semester dates for Academic Affairs for Wednesday, August 7 through Friday, August 16, was attached to the agenda. The provost went over these dates with the CAD.

The Provost said by the next meeting of the CAD she would like have a university plan in place for faculty development opportunities. If any colleges or department plans on having pre-fall retreats or development opportunities, this needs to be put on the agenda or scheduled so everyone will be aware and scheduling conflicts will not occur.

K. Part-Time Faculty Recognition Task Force Update

Robert Jefferson said he, Ron Stephens, and Eugenia Scott have been meeting with focus groups and faculty and collecting data on ways to enhance improvements for recognition of part-time faculty. He said he would have information available for the CAD in the next 2-4 weeks. Dr. Burch said this would be on the agenda for the Dean's Retreat/Department Head's Retreat

L. Unit Productivity Award Criteria

James Flynn said the application guidelines for Unit Productivity Awards from last year was attached to the agenda, along with last year's Academic Affairs Unit Productivity Awards for Department and Academic Support Units.

Dr. Flynn said he would like to have feedback, on the process, and how to carry out the awards process. He said the year-end Action Plan Progress Reports will be due July 1. He also asked for feedback on what constitutes a Unit.

M. Chairing the Academic Department

Dr. Flynn referred to the agenda-attached brochure which outlined workshops for Division and Department Chairs and Deans. He recommended that at least one representative from each college attend one of the future workshops.

Provost Burch agreed that these workshops would be very important, she asked that the Deans consider these workshops and nominate someone from each college to attend a conference. She said Academic Affairs would fund up to one-half of the expenses. It was suggested to look at the American Council on Education web site and identify possible dates for this fall.

III Discussion/Action Items

A. Preliminary Proposals

Phil Myers passed out a statement on Preliminary Proposals and asked that each Dean and the Provost review the suggestions that were handed out at an earlier CAD meeting which requires the authorizing approval of the institution prior to submission.

The CAD agreed with the suggestions and gave Dr. Myers permission to post the statement on Sponsored Programs web site

B. College Awards Ceremonies/President's Participation/Photography Support

Provost Burch said she had spoken with the President and he indicated he could

not attend all ceremonies, therefore should he attend any?

It was the consensus of the CAD that the President should attend the ceremonies he is available to attend.

It was also the consensus of the CAD that Public Affairs be available to provide photography and media coverage for these ceremonies. Dr. Burch will send an email to Bob Edwards, Assistant Vice President of Public Affairs requesting his department to provide this service.

C. Scheduling for Deans Retreat - May/June and Back to School - Week of August 5

Provost Burch said she will email everyone with potential times in May, and again in mid July for the Dean's Retreat. She said she is also looking at the week of August 6 for half-day for deans, then perhaps August 8 another half-day with Department Heads. She asked that each Dean respond to her email.

D. Faculty Sick/Medical leave Policy

John Petersen passed out a draft policy of Faculty Sick/Medical Leave Policy, after considerable discussions the policy was editorially corrected. Dr. Petersen said he would revise the policy with the corrections and email it to the CAD, he asked each member to respond and indicate acceptance or rejection of the Policy.

E. Internet Contribution

Richard Kirchmeyer passed out a proposal request (RFP) faculty or staff members who have a project that would make systematic and continued contribution to the worldwide web community. He discussed what the proposals should include, what the contribution to the www will be, how the proposal should benefit the community of users and what the successful proposal will receive. He said any academic or administrative employee or department may submit a proposal.

Next Dr. Kirchmeyer said he has replaced the Softboard in the Academic Affairs Conference Room and is offering it to any Dean who will email him with how it will be used and the number of students that will be involved in its use. He requested this information be sent to him within two weeks.

F. Announcements

Robert Jefferson passed out a brochure on "Global Automotive Conference" which will be held at the Holiday Inn University Plaza Hotel and Sloan Convention Center April 15-17, 2002

Richard Kirchmeyer asked for two recommendations to serve on the Technology Advisory Group Board. He also asked that the Deans' submit faculty nominees to attend this year's May Computer Camp. This will be the week following graduation, perhaps Wednesday, Thursday and Friday, May 15, 16, and 17. He said the camp would accommodate up to 10 people.

Michael Binder passed out information and posters on National Library Week which will be held at the Sloan Convention Center April 19-20.

The meeting adjourned at 11:55 AM

Respectfully submitted,



Lou Stahl