

3-16-2004

Meeting Minutes

WKU Council of Academic Deans

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**MINUTES
COUNCIL OF ACADEMIC DEANS
TUESDAY, MARCH 16, 2004**

Members Present: Martha Houchin (representing Sherry Reid), Bob Cobb, Dennis George, James Flynn, John Hardin, Richard Kirchmeyer, Mike Binder, Mike Dale, John Wassom (representing Robert Jefferson), Audrey Anderson, Sam Evans, Blaine Ferrell, John Bonaguro, Elmer Gray, David Lee and Phillip Myers

Guest Present: Larry Caillouet

I. Information/Clarification Items:

A. Academic Quality Funds for Spring '04: Professional Development/Operating

Mr. Dale distributed the Proposed 2004 Spring Allocation of Academic Quality Fee for Professional Development and Departmental Operating Budgets

B. CPE/CCAO Meeting

The Provost updated the Council on the last CPE/CCAO Meeting.

C. Budget Update

The Provost distributed and reviewed the Budget Update from the Council.

D. CCAO – General Education Transfer Policy

The Provost distributed and discussed the Kentucky Statewide Transfer Initiatives update from the Statewide Transfer Committee.

E. NSSE

The Provost distributed and discussed the National Survey of Student Engagement (NSSE) 2003 Results with the Council.

F. Department Chair – Digest of Responses

The Provost distributed the Digest of Responses from the American Associate of State Colleges and University for *Recognizing and Supporting Department Chairs Who Are Stepping Down*.

G. Part-Time Faculty Data

The Provost distributed for information where Western ranks in Part-Time Faculty at State Supported Postsecondary Institutions, Fall 1999, 2001 and 2002.

H. Classroom Renovation

Mr. Dale distributed the 2003-04 College Renovation Requests Summary/Allocation of Classroom Renovations Funds. Mr. Dale requested that

each college identify contact person(s) for each specific request and notify him of those names by Friday, March 19. Facilities will contact the contact person(s) to finalize renovation plans.

I. Budget Council

The Provost updated the Council on the last Budget Council meeting.

II. Discussion/Action Items:

A. Visiting Scholars Housing (Larry Caillouet, 9:00 a.m. Time Certain)

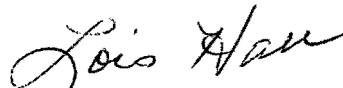
Dr. Caillouet distributed and discussed with the Council the visiting scholars residences that are available and the policies for visiting scholars residences. Dr. Caillouet will be establishing a WEB Site and will be distributing information to the University. Plans are being made to have open houses at the different residences so the University community will have an opportunity to visit.

B. Recruitment Materials Policy "Draft" (Dennis George)

Dr. George distributed the Recruitment Materials Policy "Draft" for discussion. There were discussions if this policy should cover WEB Sites also. The Provost will revisit with Mr. Edwards the WEB Site issue(s). It was consensus of the Council to approve the Recruitment Materials Policy. Dr. George asked the Council to provide him with a point of contact with each dean's office.

The meeting was adjourned.

Respectfully submitted,


Lois Hall