

4-6-2004

Meeting Minutes

WKU Council of Academic Deans

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*MINUTES
COUNCIL OF ACADEMIC DEANS
TUESDAY, APRIL 6, 2004*

Members Present: Luther Hughes, Mike Binder, Dennis George, Elmer Gray, James Flynn, David Lee, Sherry Reid, Richard Kirchmeyer, John Hardin, Phillip Myers, Audrey Anderson, Blaine Ferrell, Robert Jefferson, John Petersen and Retta Poe (representing Sam Evans)

Guest: Leo Simpson

I. Minutes from March 16, 2004, Meeting. There were no corrections.

II. Information/Clarification Items:

A. Administrative Council Update

The Provost updated the Council on the last Administrative Council meeting. Budget issues are still be addressed. The Provost will update the Council at the next meeting.

The Academic Quality Fee is to support the success of students. There will be an addition to Downing University Center that will house those departments that will involved. The Provost discussed with the Council the naming of the center. *Center for Academic Success* was recommended with someone's name in front of the title. There was discussion of students being required to purchase a computer before entering Western. The Provost asked Dr. Kirchmeyer to prepare a draft proposal for students needing to purchase a computer. This will be on the next agenda.

B. WKU Policy and Procedure for Cellular Phones

The WKU Policy and Procedure for Cellular Phones was distributed. Dr. Kirchmeyer discussed #7 Phones on Loan for Travel with the Council and urged the Council to share this information with the Department Heads.

C. Upcoming Council Meetings

**April 17 meeting at FACET*

**April 27 meeting will start at 8:00 a.m. with President, John Osborne and Ed West – Garrett; 9:00 a.m. with President, Tom Hiles and others – Timeline For Key Campaign Dates*

The Provost alerted the Council to meeting place change on April 17 and the April 27 meeting with the President and others regarding Garrett Renovations and Timeline for Key Campaign Dates.

D. Missing Personnel Evaluations

The Provost distributed a listing of missing personnel evaluations and asked the Council to review the list, determine those that have been done and those that still need to be done. The Council needs to communicate with Tony Glisson as there are updates.

E. Vacation Schedules

The Provost asked the Council to give their summer plans beginning with the day after commencement through the first week of August.

F. *Nominations for Honorary Doctorates*

The Criteria for Honorary Doctorate Degree nominations was distributed. The Provost urged the Council to think about possible nominees and to also discuss with the Departments Heads. Nominations should be sent to the Provost's Office.

G. *Review of Promotion and Tenure Documents*

Dr. John Petersen has done a preliminary review of the Promotion and Tenure Criteria for each college. The Provost and Dr. Petersen will be discussing each college's criteria. The Provost distributed the ADDENDUM and called attention to #7 where the deans are to provide leadership in ensuring that personnel reward and recognition systems reflect core values...

III. *Discussion/Action Items:*

A. *Entrepreneurial Conference – April 30 (Leo Simpson 9:00 a.m.)*

Dr. Leo Simpson discussed with the Council the entrepreneurial programs that are being established at WKU. The Starting a Successful Venture Conference brochure was distributed. The Conference will be held on April 30 at the Knicely Center for Economic Development and Dr. Simpson requested the names of 10 students per college that would be invited to attend the conference. Dr. Simpson invited the Council also, but would need to know in advance of their attendance. Dr. Simpson requested that the names be submitted by next Friday, April 16.

B. *Courses Fees (Cobb)*

Mr. Cobb distributed a corrected copy of the Course Fees currently being collected for fall 2003/spring 2004. The Provost discussed with the Council course fees and student costs. The deans are to verify course fees that are not listed on the list. After much discussion regarding course fees and student costs, the Provost will draft a position paper for the Council.

C. *Fall Convocation – Opening Week Plans*

The Provost discussed the opening week plans as well as the Fall Convocation with the Council. The Provost will send hold dates for the Deans and Department Heads.

The Provost discussed the need to find a perfect speaker for the Fall Convocation. The Provost also asked the Deans to convey to their faculty the expectation of their attendance at the Convocation.

There was also discussion on how to engage the University community.

C. *Events in Campus Buildings – Scheduling – Clean-up Issues*

The Provost discussed with the Council concerns that had been brought up regarding events in campus buildings, the scheduling and clean-up after events. Guidelines are being established; but for now if Aramark caters the event, they clean up and if individual departments, groups host an event and bring in their own food, they clean. If a commons areas are used, departments need to contact Doug Ault in Facilities to ensure someone from facilities will be there to clean.

Other Discussions/Announcements:

- Dr. Petersen distributed the current Jr. Black Faculty Program Guidelines and asked the Council to review. Plans are being made to re-establish the program and Dr. Petersen asked the Council to give him feedback. The Provost asked Dr. Petersen and Dr. Hardin to review and prepare a "draft" for a future meeting.
- Southern Kentucky BookFest will be held April 16-17 at the Sloan Convention Center with the Kentucky Writers Conference April 15-16 at Downing University Center.
- Community College collaborative with Bowling Green Technical College will take place April 17 at South Campus.
- Barbara Wright will be on campus to discuss General Assessment April 13 and 14.
- David Carter, SACS reviewer will be on campus April 19-20.
- Planning – departments should have their plans in place and the deans are to review. Contact
- Dr. Flynn if there are questions
- DELO Dean Candidate, Dr. Don Swoboda will be on campus Wednesday, April 7 to talk with Council members.
- Unit Productivity Guidelines have been sent out. Let Dr. Flynn know if there are questions.
- The Provost asked the Deans to remind the Department Heads and faculty of Commencement attendance at least once a year.

The meeting was adjourned.

Respectfully submitted,

Lois Hall

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