

5-17-2005

Meeting Minutes

WKU Council of Academic Deans

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**MINUTES
COUNCIL OF ACADEMIC DEANS
TUESDAY, MAY 17, 2005**

Members Present: Dennis George, Dawn Bolton, John Hardin, John Petersen, Luther Hughes, Tuesdi Helbig representing Bob Cobb, Sam Evans, Sherry Reid, LaDonna Hunton representing Mike Dale, Blaine Ferrell, Mike Binder, John Bonaguro, John Bowers representing Richard Kirchmeyer, Robert Jefferson, Larry Snyder representing David Lee, and Elmer Gray. **Guests Present:** Colonel Robert Spiller and Bob Edwards.

I. Information/Clarification Items:

A. Calendar—Fall Semester

Dr. Burch informed the deans they should have received a copy of the calendar for the beginning of the Fall 2005 Semester by email.

B. Report—Meeting w/President Ransdell on Commencement

Dr. Burch discussed changes President Ransdell may make regarding Commencement.

C. Announcement—Honors Director

Dr. Burch reported Dr. Craig Cobane has accepted the position of Director for the Honors Program. He will be coming July 1, 2005.

II. Discussion/Action Items:

A. Colonel Robert Spiller—Leadership

Dr. Luther Hughes introduced Colonel Robert Spiller. Colonel Spiller discussed keys to effective Leadership.

B. Edward's Report

Bob Edwards reported results of the STAMATS Study. High School Juniors and Seniors were asked what factors are important to them when choosing a college to attend and other questions regarding how they choose a college. There was discussion regarding how Western Kentucky University can attract prospective students.

C. Search Protocols

There was discussion regarding how long before a person receives an official letter from WKU after the offer is made. Dr. Petersen will put in writing the procedure to be followed as discussed by the deans. This procedure will get a letter to the candidate earlier from the dean or department head. There was also discussion regarding salary and degree completion when a new faculty member is hired. This procedure will be included in the Administrative Practices Handbook.

D. Moving Expenses for Faculty/Department Heads/Others

Robert Jefferson, John Bonaguro and David Lee met to develop guidelines for moving expenses. A draft was distributed and will be discussed further.

E. Professional Development—Planning

Dr. Burch distributed information regarding planning the Professional Development Day. There was discussion regarding a theme for the day.

F. Other Items

John Petersen distributed a Checklist for Study Abroad at WKU. This checklist will be distributed to faculty in the next few days.

The meeting was adjourned.

Respectfully submitted,

Teresa Jackson