

7-19-2005

Meeting Minutes

WKU Council of Academic Deans

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WKU Council of Academic Deans, "Meeting Minutes" (2005). *Council of Academic Deans*. Paper 912.
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**MINUTES
COUNCIL OF ACADEMIC DEANS
TUESDAY, July 19, 2005**

Members Present: James Flynn, Luther Hughes, Tuesdi Helbig for Bob Cobb, Sherry Reid, Deborah Lively, Mike Binder, Phil Myers, Richard Kirchmeyer, John Bonaguro, Don Swoboda, Robert Jefferson, Retta Poe, Elmer Gray, Dawn Bolton, Mike Dale, David Lee, and Dennis George.

Dr. James Flynn began the meeting with a discussion of the policies and guidelines to be included in the Administrative Handbook.

Academic Policies were discussed as below:

Academic Administrators Vacation at Change of Status – The deans agreed to add the Human Resources link to this policy. Approved with added link.

Administrative Stipend Policy – The deans agreed this is more a guideline than a policy. They also agreed to delete the last paragraph “In cases where the funding agency permits, faculty may receive a stipend for performing administrative functions at the rate of \$75 a month for each quarter of time devoted to this purpose. Those whose regular responsibilities include administrative duties or who are paid on a twelve-month contract are not eligible for an administrative stipend.” Approved with change.

Emeritus Status – Following discussion, this policy is under review.

Equal Treatment of Students- Approved as stated.

Faculty Review of Personnel File – Approved as stated.

Full-Time Non-Tenure Track Faculty Contracts – Approved as stated, however, the date this policy/guideline was originally approved by the CAD needs to be determined.

Macebearer Selection – Approved as stated.

Part-Time Employees as PI's on Grants and Contracts – There was discussion regarding Emeritus Faculty. Dr. Myers will add a statement “Emeritus faculty are considered as full-time and can serve as PI's/project directors.” Approved with the added sentence.

Part-Time Employment of Emeritus/ a faculty – Approved as stated.

Council of Academic Deans Minutes
July 19, 2005
Page 2

Policy for Administration of Final Examinations – Following discussion regarding extended campus schedules and on-line courses, this policy needs to be revised.

Qualified Immunity – The deans determined this should be a guideline rather than a policy. This guideline refers to faculty performing duties outside the classroom. This will be reviewed with Deborah Wilkins for clarification.

Sick or Medical Leave Policy – Approved as stated.

Student Recruitment Materials Review Policy – Approved as stated.

Summer Term Faculty Workload Policy – Discussion involved the need to include a statement regarding the May Term and January Term. Following further discussion, this policy is under review.

Time Requirements for Hours of Credit – Following discussion, this policy is needs to be revised.

University Attendance and Withdrawal Policy -- There was discussion regarding the need to develop a 6th week assessment expectation. Approved as stated.

Health/Life/workman's Compensation Insurance; Foreign Travel/Study Abroad; Countries on US State Dept. Watch List – Submitted by Deborah Wilkins. There was discussion regarding grouping the three study abroad guidelines submitted by Deborah Wilkins. Approved as stated.

There was discussion Part-Time Faculty Awards guidelines should be added to the Administrative Handbook.

Guidelines for the Administrative Handbook were discussed as below:

College Dean Search Guidelines - Approved as stated.

Comprehensive Periodic Review of Department Heads and Deans - Following discussion, this policy is under review.

Faculty Awards Process - Following discussion, this policy is under review.

Guidelines for International Travel by Faculty and Staff in the Academic Affairs Division -- Approved as stated.

Junior Black Faculty Program – Following discussion, this policy needs revision.

Salary Conversion for Department Heads - Following discussion, this policy is under review.

Use of Funds for Faculty Guests – Following discussion, it was determined the guideline should be changed to say “Use of Funds for Prospective Faculty”. Also, sentence # 3 was revised to say, “In no instance can university state funds be used to pay for alcoholic beverages.” Approved with changes.

Guidelines for Enrolling in Courses during Work Day – Dr. Burch asked Dean Jefferson, Dr. Retta Poe and Dr. Phil Myers to review this guideline and submit a draft to the Council of Academic Deans.

Emergencies in the Classroom (Bowling Green Campus) – Approved as stated.

Emergencies in the Classroom (Off and Extended Campuses) – Approved as stated.

Bob Cobb recommended the SITE Evaluation Policies/Guidelines be added to the Administrative Handbook.

There was also discussion to add Faculty Compensation for study Abroad to the Administrative Handbook.

Dr. Kirchmeyer distributed a handout and discussed the Faculty Pool Computer Upgrade Procedures. He will add a statement to clarify a faculty member can choose a laptop or a desktop computer. These procedures will be added to the Administrative Handbook.

Dr. Kirchmeyer also distributed a handout with breakout sessions for the Engaging the Spirit conference scheduled for August 18, 2005. He will work with Dr. Bolton in presenting these sessions.

Dr. Dawn Bolton gave a report regarding the Engaging the Spirit conference scheduled for August 18, 2005.

Dr. Bolton asked deans to submit names from their college for the Faculty Spotlight video. Dr. Bolton will submit the names to Dr. Bob Edwards.

Council of Academic Deans Minutes

July 19, 2005

Page 4

There was discussion regarding the Study Abroad faculty stipends. Dr. Flynn stated they are not included in the summer budget. Dr. Burch stated a form needs to be generated to pay the stipend.

Dr. Elmer Gray submitted information regarding the Winter Term with regard to Graduate Assistants. This recommendation is under review to be included in the Administrative Handbook.

Dr. Gray presented Administrative Guidelines for the Minority Assistance Program (MAP). These guidelines are under review to be included in the Administrative Handbook.

There was discussion regarding the DRAFT Moving Expense Reimbursement Policy. Per Dr. Burch, we will pilot this policy and review it annually. Dr. Jefferson will make changes discussed. This policy is under review.

Dr. Burch shared information regarding the Council of Deans Retreat.

The meeting was adjourned.

Respectfully submitted,


Teresa Jackson