

2-21-2006

Meeting Minutes

WKU Council of Academic Deans

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**MINUTES
COUNCIL OF ACADEMIC DEANS
TUESDAY, FEBRUARY 21, 2006
ACADEMIC AFFAIRS CONFERENCE ROOM**

Members Present: Robert Reber, David Lee, John Petersen, Dawn Bolton, Ladonna Hunton, Doug McElroy, Luther Hughes, Bob Cobb, Sam Evans, Blaine Ferrell, Don Swoboda, Sherry Reid, Phil Myers, Richard Kirchmeyer, John Bonaguro, Mike Binder, Elmer Gray, Mike Dale and a guest, Yating Chang .

I. Information/Clarification Items:

A. Administrative Council Update

Dr. Burch gave an update on budget issues from Administrative Council.

Dr. Burch reminded deans to keep inventory of equipment used outside of normal workstations.

B. Centennial Speaker Series – Dr. Calvin Mackie

There was discussion regarding the upcoming event with Dr. Calvin Mackie scheduled for February 27, 2006.

C. Budget Information for 2006 –2007

Dr. Burch discussed budget issues for 2006-2007.

D. National Science Foundation Workshop

Dr. Phil Myers reminded the Council of Academic deans of the upcoming National Science Foundation Workshop to be held at the Knically Center on February 23, 2006.

E. BOR Meeting

Dr. Burch announced the next Board of Regents meeting will be held on April 7, 2006, in Elizabethtown, Kentucky.

F. GALA

Dr. Burch informed deans the Gala would be held on April 21, 2006.

G. SITE and SGA Questions

There was discussion regarding SITE questions and the SGA evaluation questions. For the Fall 2005 and Spring 2005 semesters, the SITE and SGA questions have been distributed separately on different days

The University Senate and SGA agreed with Dr. Burch if the participation rate was not approximately the same in the Fall 2005 semester, then SITE and SGA questions would be distributed on the same day. The SGA questions will be included at the bottom of the SITE form clearly marked to communicate that they are not a part of the SITE questions.

After discussion, the deans agreed the SITE and SGA question would be given on the same form on the same day.

Dr. John Bonaguro asked if SITE could be given earlier. There was discussion regarding changing the day SITE is given.

H. Special Webcast

Dr. Burch encouraged deans to attend the special Webcast scheduled for March 7, 2006, in MMTH, at 2:30 p.m.

II. Discussion/Action Items:

A. Study Abroad Warnings

Dr. John Petersen and Yating Chang reported on Study Abroad and Department of State Travel Warnings. Dr. Petersen discussed the options for Western faculty and students regarding travel to countries with State Department Travel Warnings. One option is to adopt a policy stating Western faculty and students would not be approved to travel to countries on the State Department Travel Warnings list. The second option would be to approve or disapprove each travel request individually.

The Council of Deans approved the process where each travel request would be reviewed individually. Dr. Petersen presented a Special Petition to Study Abroad in a Country with a Department of State Travel Warning. This form is to be submitted to the director of the Office of Study Abroad, 1536 State Street at least 10 days prior to the application deadline for the respective term of study abroad. Each faculty member or student traveling to a country on the State Department Travel Warning list will be required to sign the form indicating they are aware of the risk involved when traveling.

B. Aviation

Dr. John Petersen discussed the possibility of an Aviation program at Western Kentucky University. Dr. Swoboda is exploring the options available for this program and will report back to the Council of Academic Deans.

C. Direct Deposit of Travel Checks

Dr. Burch presented a recommendation by Jim Cummings for travel checks of full-time employees to be distributed by direct deposit. Dr. Burch will inform Jim Cummings there are no concerns from the deans. The new policy should come out in the next few days.

D. New Graduation Banners

Freida Eggleton distributed the design recommended for the new college banners for graduation. The deans will inform Ms. Eggleton in the next few days if their colleges approve the new banner design.

E. August 2006 Calendar

Dr. Burch distributed the August 2006 calendar.

F. Dual Credit Options

There was discussion regarding Dual Credit Courses and students paying different amounts for the same class. Dr. Swoboda will be gathering information regarding Dual Credit to report back to the Council of Academic Deans.

G. Recommended Plan for Partial Distribution of Winter Term Surplus.

Dr. Swoboda presented a recommendation to the Council of Academic Deans regarding partial distribution of Winter Term Surplus. After discussion, Dr. John Bonaguro made a motion to accept the recommendation. ~~Dr. David Lee seconded.~~

The meeting was adjourned.

Respectively submitted,



Teresa Jackson