

6-13-2006

# Meeting Minutes

WKU Council of Academic Deans

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## Recommended Citation

WKU Council of Academic Deans, "Meeting Minutes" (2006). *Council of Academic Deans*. Paper 926.  
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**MINUTES  
COUNCIL OF ACADEMIC DEANS  
TUESDAY, June 13, 2006  
ACADEMIC AFFAIRS CONFERENCE ROOM**

**Members Present:** Elmer Gray, Blaine Ferrell, Robert Reber, Richard Kirchmeyer, James Flynn, Phil Myers, Don Swoboda, Sherry Reid, John Petersen, Dawn Bolton, Ladonna Hunton, Alecea Jones, John Bonaguro, David Lee, Robert Cobb, Dennis George, Mike Binder and Retta Poe for Sam Evans.

**I. Minutes**

There were no changes made to the minutes of the May 16, 2006 meeting.

**II. Information/Clarification Items:**

**A. Housing – Visiting Faculty Scholars**

Dr. Burch announced another house has been purchased for Visiting Faculty Scholars. The house is at 501 Regents. This house will be ready for guests in August, 2006.

**B. Targets – CPE Key Indicators**

This topic will be discussed at the upcoming workday.

**III. Discussion/Action Items:**

**A. Agenda for BOR Academic Committee June 16, 2006**

There was discussion regarding agenda items for the Board of Regents Committee meetings scheduled for June 16, 2006. The agenda for the Academics Committee was distributed.

**B. Feedback on Promotion and Tenure Guidelines**

Dr. John Petersen has worked with a committee regarding the Promotion and Tenure Guidelines. There was discussion regarding their progress. Dr. Petersen has asked deans for feedback regarding the draft.

**C. Plans for Presentation on Academic Achievement at WKU for BOR July Retreat**

Dr. Burch asked deans to be present at the Board of Regents meeting on July 21, 2006. Academic Affairs will make a presentation regarding Academic Quality Funding to show what we have done.

**D. Agenda Items for July 6-7, 2006 CAD Retreat**

Topics for the retreat include the following items: Targets – CPE Indicators, the revised Tenure and Promotion Guidelines, (Dr. Burch asked deans to be sure to have a plan and timelines on how to get there.) Summer Enrollment, Owensboro +2 Programs, and Faculty Evaluation Schedule will also be discussed.

**E. Draft/Driver's Policy**

The Draft Policy for Use of Vehicles Insured by the University was distributed. Dr. James Flynn asked deans for their thoughts regarding the policy. There was discussion regarding the policy. Dr. Burch asked deans to suggest individuals from their colleges to serve on a committee to review the policy. These individuals will be asked to serve on the committee with Dr. James Flynn: Mitze Groom, Elizabeth Paris and Andy Ernest.

**F. Enrollments – Summer**

Dr. Don Swoboda reported on summer enrollments. To date, enrollment is down from last summer.

**G. Other**

Dr. Burch announced the Distinguished Professors: Dr. Nick Crawford and Dr. Sharon Mutter. Dr. Burch has invited them to attend the BOR meeting on July 21, 2006.

Dr. Dennis George reported on his visit to Northern Kentucky University and distributed for discussion the document Evaluation for Reappointment, Promotion, Tenure and Performance Review. Dr. Burch asked the Council of Academic Deans to look at the document with Departments Heads. There was discussion regarding faculty and administrators reviewing the current document, the Northern document and college documents. The goal is to end up with a university-wide document. Dr. Burch asked deans if they support the revised Promotion and Tenure document. The CAD approved.

Dr. Burch distributed CPE Key Indicators to give deans an idea of what we are now being held accountable for.

Dr. Burch announced Sherry Reid would become the Dean for the Bowling Green Community College effective July 1, 2006.

There was brief discussion regarding the Bluegrass Certificate.

Owensboro and +2 Programs will be discussed at the workday. If you have additional topics for the workday, please give the to Alecea Jones.

Faculty evaluation schedule will also be discussed at the workday.

Dr. George distributed the survey used by Northern Kentucky University. Northern uses a data entry system. 85% of faculty participate at Northern. This program is available to us free if we would like to use it. Dr. George indicated the faculty member is put on the "Honor Role" if they participate. This is why participation is so high. Dr. Burch asked deans to give Dr. George feedback regarding this survey.

Dr. Burch distributed a list of areas of institutional priority. Dr. Burch would like to meet with each dean by August 15, 2006 to discuss targets for their college.

Dr. Dawn Bolton reminded deans their webpages must be ADA compliant and a technical advisor is available to come to you if you have questions.

The meeting was adjourned.

Respectively submitted,

A handwritten signature in cursive script that reads "Teresa Jackson". The signature is written in black ink and is positioned above the printed name.

Teresa Jackson