

7-25-2006

Meeting Minutes

WKU Council of Academic Deans

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MINUTES
COUNCIL OF ACADEMIC DEANS
TUESDAY, JULY 25, 2006
ACADEMIC AFFAIRS CONFERENCE ROOM

Members Present: Blaine Ferrell, Phil Myers, Don Swoboda, Richard Miller, Richard Bowker, Luther Hughes, Dawn Bolton, James Flynn, William Tallon, David Lee, Mike Dale, Bob Cobb, Dennis George, Sherry Reid, Sam Evans and Brian Coutts representing Mike Binder.

I. Minutes of June 13, 2006

There were no changes to the minutes.

II. Information/Clarification Items:

A. Administrative Council Update

Dr. Burch reported the Background Check document is being revised by Mr. Glisson.

There was brief discussion regarding sex crimes.

Dependent Student Scholarships will now be called "Dependent Student Tuition Discounts. Any student entering the university this fall will continue to get the scholarship. A revised policy will be sent out over the next few days to clarify the policy for students entering after Fall 2006.

President Ransdell and the Board of Regents were very pleased with the Academic Quality video showed at the Board of Regents meeting on July 21, 2006.

Dr. Burch reported there will be a special feature on Academic Quality in the upcoming Alumni Magazine.

B. Accountability Paper

Dr. Burch distributed a document "Elements of Accountability for Public Universities and Colleges". She indicated Dr. Lee will have more information next week following the AASCU meeting.

III. Discussion/Action Items:

A. Optional Retirement (non-tenure faculty)

There was discussion regarding the Optional Retirement Guidelines and those faculty qualified for Optional Retirement. The decision was made to leave the policy as stands and make a decision for each situation.

B. Classroom Technology Support Proposal

Dr. Bolton indicated the report distributed at the CAD Retreat was from the IT sub-committee of the Technical Support for Teaching Committee. The Academic Affairs sub-committee has been meeting. It is now time to bring the two subcommittees together to create a final report.

Dr. Burch indicated we will need to report more data and want a system to pull information from multiple sources. Dr. Burch instructed deans to continue doing what they are currently doing. There was discussion regarding data collection and hiring a person within IT resources to meet academic needs.

Dr. Bolton will be collecting names of representatives from each college for the QEP/IT Committee to meet with the new QEP/IT position.

C. Endowed Chairs and Professorships

There was no discussion on Endowed Chairs. The topic will be discussed at a later date.

D. Service Recognition Proposal

There was no discussion regarding Service Recognition Proposal.

E. Opening Calendar for Fall Semester

The events listed below are scheduled for the opening of the 2006 Fall semester.

August 15th - New Faculty Orientation with Human Resources

August 16th - New Faculty Orientation with Academic Affairs

August 17th - President's campus wide meeting

August 18th - Faculty Convocation and Engaging the Spirit conference

August 21st - College Planning meetings

August 21st - New Faculty Picnic

August 22nd - Departmental meetings

August 24th - President's Meeting with Deans, Department Heads and Directors

F. Workday for Department Heads/Directors

The Deans, Directors and Department Heads Workday is scheduled for August 14, 2006. Dr. Burch asked deans to give her topics they need to discuss at the workday.

G. Graduate School Matters

Dr. Richard Bowker reported the application for Graduate Studies is on-line. The process will be completed when the Banner upgrade is completed.

The Graduate Student Orientation is scheduled for August 22nd in the MMTH Auditorium.

Dr. Bowker is scheduling meeting with deans to assist in recruiting and special programs.

Tuition waivers for Graduate Assistants are high priority. The 3-year plan is to reach a policy of no tuition for Graduate Assistants.

H. Owensboro Program Planning

Dr. Burch asked deans to give her a list of targets of opportunity for +2 programming in each college. The goal is to pull in more transfer students.

I. Other

Mr. Bob Cobb distributed the WKUSES summary to deans as they were leaving the meeting for each college.

Mr. Bob Cobb stated a mistake had been made in the scorecards. Students participating in Honors had not included in students continuing in the program. The score cards will change.

Dr. Luther Hughes asked deans their thoughts regarding the requirements to make Transfer Students eligible for Honors Designation. Currently one half of the credit hours must be earned at WKU to be recognized as an Honors Designation. Dr. Burch will take the matter to the University Senate.

There was discussion regarding where WKU falls in Kentucky High School SAT Scores.

Dr. Richard Miller will be in touch with some of the deans regarding searches and the size of the pools.

Mr. Mike Dale reminded deans to submit their staffing plan needs in advance of their scheduled meetings with Dr. Burch. If a position needs to be advertised early, the dean to notify Dr. Burch. The position can be advertised early, however, candidates cannot be invited to campus until the Staffing Plan meeting.

Classroom Renovations and Teaching Research Requests are due September 15, 2006.

Salary books are in. If you need one, please contact Mr. Dale and he will get one to you.

Dr. Burch indicated the Staff Satisfaction Survey was positive responses overall.

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