

3-6-2007

Meeting Minutes

WKU Council of Academic Deans

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**MINUTES
COUNCIL OF ACADEMIC DEANS
TUESDAY, MARCH 6, 2007
ACADEMIC AFFAIRS CONFERENCE ROOM**

Members Present: Richard Miller, William Tallon, Blaine Ferrell, David Lee, Sadiq Shah, Dawn Bolton, Ladonna Hunton, Bob Cobb, Mike Binder, Sherry Reid, Richard Bowker, John Bonaguro, Richard Kirchmeyer, Sam Evans, and Doug McElroy.

Guests Present: Mary Cole, Doug Kimbler, Jim Cummings, Ann Mead, Beth Laves for Don Swoboda, Julia Roberts, Tim Gott, Robert Reber attended a portion of the meeting for William Tallon, and Sylvia Gaiko attended a portion of the meeting for John Bonaguro.

**I. Minutes of January 23, 2007
Minutes of February 13, 2007**

There were no changes to the minutes.

II. Information/Clarification Items:

A. 2007-08 Professional Development Plans

Dr. Burch will discuss this topic at a future meeting of the Council of Academic Deans.

B. Textbook Ordering

Dr. Lee indicated he has met with the committee and the meeting was productive. The committee will be meeting again soon and Dr. Lee will report back to deans.

C. Calendars for April and August 2007

Calendars for April and August 2007 were distributed for information.

D. Second Quarter Reports

Dr. Sadiq Shah distributed the Sponsored Programs Annual Report 2006 and thanked deans for encouraging faculty to submit grant proposals. Dr. Shah also distributed a handout indicating FY07 Number of awards by College. There was discussion regarding the number of departments receiving grants and funds available.

E. Part-Time Faculty Database

Dr. Richard Miller indicated the Part-Time Faculty Database is now available for deans to review. He distributed a handout with regarding access to the database. He indicated each new part-time faculty member will be added to the database. He also told deans to inform Zee if there are part-time faculty on the list that will not be hired again and Zee will take them off the list.

F. Yield Data

Dr. Miller distributed a handout regarding Fall 2006 Admissions Yield by College, Department and Major. There was brief discussion regarding this information. Dr. Burch indicated she will discuss yield data again with deans.

G. Enrollment Growth Business Plans

There was discussion regarding targets set by deans for the Enrollment Growth Business Plans. Dr. Burch asked deans to be review targets and be sure they can meet the goals they have set. Dr. Burch indicated President Ransdell wants us to be realistic with our targets and this is the last opportunity to change goals as we are ready to send the information to President Ransdell.

Bob Cobb distributed a draft copy of the Enrollment Growth Business Plan Initiative. He indicated deans would be required to sustain existing baseline numbers and asked deans to think about how to apply sustaining enrollments to this plan.

Bob Cobb distributed a Business Plan Checklist. Dr. Burch stated this is a planning tool to guide thinking regarding goals. Dr. Burch discussed the budget and asked deans to give her realistic figures.

Bob Cobb distributed the Provost Enrollment Growth Distribution Worksheet (Draft Copy). There was discussion regarding use of the worksheet and determining dollars available for distribution. Beth Laves asked Dr. Burch to look into how Winter Term will show on the worksheet.

Bob Cobb also distributed the Business Plan First-Year Timeline (Draft Copy) and Working Assumptions (Draft Copy). There was brief discussion regarding these handouts. Bob Cobb asked deans to submit their first Business Plan to Dr. Burch by April 20, 2007. Ladonna Hunton indicated we need to work with Financial Assistance before we start spending funds.

There was discussion regarding weighting and Dr. Burch indicated everyone needs to agree on weighting.

Dr. Burch indicated we need to look at the model regarding the Community College.

Dr. Burch asked deans if they are comfortable with the model and want to continue as planned. The deans indicated they are comfortable and want to proceed.

H. University College

Dr. Burch indicated a task group is working on a proposal to go the Board of Regents to create University College as a unit. Dr. Burch will be sending a description to the Council of Academic Deans soon for feedback.

I. Summer School

Beth Laves asked deans to announce to department heads and faculty to talk up summer school to students. Beth indicated students will respond to emails they receive from their department head. Beth asked if department heads could send emails regarding summer school to increase interest. Beth stated she is available to help department heads to send the message to students.

J. Searches

Regarding electronic searches, Dr. Burch indicated search committee chairs should request to have applications for positions sent to the committee as soon as they are received in Human Resources. The committee could begin reviewing applications immediately.

K. Winter Term Report

Beth Laves distributed the Winter Term 2007 University Report. Enrollment for Winter Term was 1954. She indicated 500 faculty and students attended the networking lunch. Beth indicated also that Winter Term was 300 larger than May Term and new classes were offered.

III. Discussion/Action Items:

A. Travel, New Contractor Status Form, Tax Compliance, Fiscal Year-End

Jim Cummings reported the Direct Deposit process for travel reimbursements seemed to be working well and getting reimbursements to WKU employees much faster. He asked deans to comment on the process. The deans agreed the process is effective and they are happy with Direct Deposit.

Jim Cummings also discussed the travel voucher and asked deans for any comments or questions. Dr. John Bonaguro indicated the mileage rate is too low considering gas prices. Ann Mead indicated resources are not available to raise the mileage rate. It was recommended that amounts for gas not reimbursed could be written off on personal tax returns.

The Contractor Status form is now on the web. Jim Cummings asked deans if the form being available on line helped the process. The deans indicated the form on line was helpful.

Jim Cummings discussed Tax Compliance and indicated there is a search in process for 2 positions.

There was a brief discussion regarding Graduate Assistantships, Tuition Waivers and how to attract graduate students.

Jim Cummings thanked deans for meeting the year-end deadlines last year and asked deans to work hard to meet the deadlines again this year.

Ann Mead indicated a "move crew" is being created to assist in answering move requests more efficiently. The same crew moves items to surplus or other buildings and delivers supplies, etc. Because of the volume of requests, more help is needed.

B. The Academy of Mathematics and Science in Kentucky

Dr. Julia Roberts and Dr. Tim Gott reported on progress regarding The Academy of Mathematics and Science in Kentucky. They indicated renovation of Schneider Hall was progressing on schedule.

Recruiting sessions are being held across the state along with radio announcements and advertisements in the paper. Dr. Roberts indicated they are also meeting with Rotary groups and professional meetings. Currently they have received 108 applications with the deadline being March 15, 2007.

Dr. Roberts indicated decisions regarding the details of awarding diplomas are still to be resolved.

Dr. Roberts distributed brochures for The Academy of Mathematics and Science in Kentucky.

C. Salary Adjustment Process

There was a brief discussion regarding the salary adjustment procedure. More information will be given to deans at a later meeting.

D. Other

Dr. Miller distributed a handout regarding Executive Summary of Charges to the Principles of Accreditation. Dr. Burch indicated this topic will be discussed at the next meeting for the Council of Academic Deans.

Dr. Burch announced Plus/Minus Grading was discussed during the last University Senate Executive Committee on March 5, 2007. The discussion was to determine if plus/minus grading had passed. It was determined the University Senate will vote at the next meeting. Dr. Burch encouraged deans to attend the meeting

Dr. Burch distributed a handout regarding Competencies for Educating Globally Competent Citizens (7 Revolutions Seminar). She indicated WKU will send 1 person to be on the core team. Dr. Burch asked deans to let Dr. McElroy know if they have someone to be considered to attend.

The meeting was adjourned.

Respectively submitted,

A handwritten signature in black ink that reads "Teresa Jackson". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Teresa Jackson