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# Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans  
Tuesday, April 10, 2007  
AA Conference Room WAB 239  
Minutes**

**Present:** Richard Miller, Andrew Ernest, Richard Bowker, John Bonaguro, Richard Kirchmeyer, Sherry Reid, Beth Laves, Sam Evans, Tuesdi Helbig, Mike Dale, Ladonna Hunton, Dawn Bolton, Sadiq Shah, David Lee, Mike Binder, and Dennis George

**Guest:** Raymond Poff, Evelyn Oregon, and Dean Kahler

**Minutes of March March 13, 2007**

There were no changes to these minutes.

**I. Information/Clarification Items:**

**A. Administrative Council Update**

**Lowell Guthrie** – Mr. Guthrie has been given the chance to nominate a student (undergraduate or graduate) for a semester long internship in Washington DC. The internship is not a paid one, but the student will be provided a place to live.

**September 8<sup>th</sup> – Focus on WKU and Parent's Weekend** – Dr. Burch asked Dr. Miller to check with the EM staff about this and how the change of game time might affect some events – game time has been changed to 4:00 p.m.

**November 10<sup>th</sup> – Homecoming**

**Washington Internships** – Dr. Burch announced that the President agreed that students will not have to pay for their tuition for this internship program.

**B. Revised Academic Affairs Calendar**

Dr. Bolton asked the Council to share the Academic Affairs events calendars with their department heads.

**C. Calendar 2007-08**

Dr. Burch announced that the President stated that Christmas break is set – no extra days off will be granted.

## **II. Discussion/Action Items:**

### **A. American Humanics (Dr. Raymond Poff & Evelyn Oregon)**

Dr. Raymond Poff updated the Council on the American Humanics (AH) program at WKU. The AH program has been in full swing for two full years (since Fall 2005) at WKU. There are currently 35 students in the program. Dr. Poff guided the Council through the AH program's website and addressed the program's minor, certification, national organizational, and activities current students and alumni. Ms. Evelyn Oregon addressed the student side of the AH program and the benefits of the program. Dr. Poff also addressed the \$5 million Kellogg Foundation donation toward student internships. Dr. Poff talked about the request for proposals he and his student's sent out to the community for project requests. They received 11 proposals and chose the Lost River Cave project. This project will be a 300 hour project that the students in the AH program will participate in together. Next fall they will send out the same request.

### **B. Academic Transition Program (ATP) (Dr. Dean Kahler)**

Dr. Dean Kahler provided the Council with a set of handouts that included an admissions report for degree seeking students, a report on the Fall Academic Transition Program participation and a set of strategies for increasing applications and participation in the new Academic Transition Program. Dr. Kahler addressed all the figures and reports provided. He also provided suggestions for how the colleges and departments could help in the process of recruiting students. Dr. Kahler distributed reports to each of the academic deans on major-specific applicants and enrollments in regards to the new ATP program.

### **C. Digital Research Depository (TopSCHOLAR Update)**

Dr. Richard Bowker is serving on the committee that is looking into this new system and he gave a report of the committees general findings thus far. Overall the committee is impressed with the systems capabilities, but a discussion is needed over how to express to the campus community on how to best use the system. The committee has a lot of interest. The committee is struggling with what is appropriate or not appropriate for the system to be used for, but up beat about all its possibilities.

Dr. Mike Binder made a few announcements about where they were with implementing the system. He announced that on Thursday there would be an all day training for the management committee with a person from the system's company. People on the committee are bringing documents or items for deposit into the new system even before the launch. He announced the launch would be May 1<sup>st</sup>. A brochure is under

development. News release and brochures will be ready by May 1<sup>st</sup>.

#### **D. Challenging the Spirit Strategic Plan (Dr. Dennis George)**

Dr. George announced that the priorities and indicators will be discussed and addressed during the CAD summer retreat, but for today it is urgent to address the gaps in the institutional plan.

Dr. George said that he wanted to start with 3c in case the Council didn't get through the rest of the priorities. 3c is the most important to address because it needs the most work. 3c states – “Maintain a high-quality faculty”. Dr. George asked how can we measure this. What are measurable items? The council suggested: scholarly activities (need to separate publications, presentations, creative works/productions, then international/national, peer-reviewed), doctoral level degree prepared faculty, salary, support for professional development—dollars put into this, student performance is a measure of high quality faculty, real world performance assessments of students (high quality faculty = good real world performance), mechanisms for faculty to be successful within tenure and promotion—really assist faculty to be successful in the process, number of trainings we provide for faculty, % of people who are hired on tenure track and have tenure in six years (leave or denied tenure stand against us), number of engagements with local entrepreneurial agencies, impact faculty has on K-12 teachers and secondary institutions

Other suggestions:

--Dr. Burch suggested looking at it from the view of ways to enhance or support maintaining high-quality faculty (ex. dollars made available for start-up cost for faculty labs; dollars made available for faculty hire relocation cost); have more money indicators/dollars tied to indicators (for now leave alone those indicators that you can't tie a price to) (ex. competitive start-up plan)

--set target so that there is an average amount, so if faculty go up, dollars go up

\*\*plans have to be tied to dollars in budget—President's request;  
President plans to publish cost

Since the Council was unable to get through the remaining priorities Dr. George asked the Council to take a look at the rest of the draft and get back with him if you have any ideas on things to add.

#### **E. Summer Term Update**

Ms. Beth Laves gave the Council a summer term enrollment update. She

also encouraged the Council to ask their department heads to continue sending emails to their students; in particular about summer term. Ms. Laves encouraged the Council to ask their department heads because they have researched and found that students will read an email from their department head before they will read an email from any other faculty member or staff person on campus.

#### **F. Credit Hours Attempted toward Bachelor's Degree**

Discussion on this topic took place during the lengthy discussion over the Developmental Education Task Force recommendations.

#### **G. Developmental Education Task Force**

Dr. Barbara Burch distributed a handout that included recommendations from the Developmental Education Task Force. These recommendations will address the areas of reading, writing and math. She addressed the first recommendation of updating the college admissions regulations and how much it would affect WKU. She also addressed the staffing needs, the budgetary implications, the admissions issues and several other issues related to this recommendation. A lengthy discussion was had over the first recommendation and then more discussion followed over the remaining recommendations.

#### **H. Dubai Exploration**

Dr. Burch spoke with Bill Bewley and discussed options of a partnership with WKU. Topics/areas of study included nursing, journalism, education and others. Dr. Burch informed the Council that Mr. Bewley would be in Bowling Green for the Board of Advisors meeting on Friday, April 20 and for anyone who was interested in meeting with him to discuss possible collaboration opportunities to send her a note.

#### **I. Other information items:**

##### **Dr. Dennis George – Digital Measures System**

This system has the ability to be individualized by faculty, but can handle a wide range of documents. This system would provide a central location for all faculty information instead of every college having their own system. April 17, 2007 at 10:30 am is a presentation by the company for every to see and hear about the system overall. Eventually the system can be incorporated into promotion and tenure, but for right now it is important to take it slow because we want an opportunity for everybody to participate and feel a part of the decision to move this new system.

## **Dr. Burch—Faculty/Staff Performance Evaluations/Reviews Cycle**

Dr. Burch posed the questions and laid out the information. She said if they want to evaluate from January to December there is a roughly short time span to complete by the end of January. Dr. Richard Miller said that he had talked with the leadership of the Department Head's council and they have looked into this topic – Dr. Burch asked Dr. Miller to send the summary to CAD.

## **SGA & Workday**

Dr. Burch announced that a couple of SGA members would be attending the workday on April 26<sup>th</sup> to talk about the syllabi report and grade. The report is by department. Dr. Burch told the Council to be looking for the report in the Herald.

## **Agenda for Workday – April 26<sup>th</sup>**

Dr. Burch announced that there were not a lot of topics, but do have a few to thoroughly discuss. She said that the workday would be dedicated to looking into Academic Quality benchmarking, the business plan, graduation indicators, developmental pieces, and others. She said she was trying to capture everything in a very simple form with more to come to them in the summer. The summer agenda will be a little more explicit and devoted to things that are driving our agenda right now. The Council will deal with the problems facing them right now.

## **Educational Leadership Doctoral Program**

Dr. Burch talked about the progress of the educational leadership doctorate program and it moving forward. She said approval will come in September and start in January 2008. A SACS visit will come soon after starting the program. She believes they will also use the visit as an opportunity to look at the QEP outcomes. Good news is everyone has made an effort to tackle them. The bad news is knowing which of the three QEP outcomes and it's kind of hard to figure out how they will measure the activities and outcomes. She believes that we didn't do a very good job of explaining the outcomes. She told the Council that we can't go into the second year if we can't measure the first year so now is the time to help each other. It's still really tough to get a sense of understanding what people are missing or where they're confused so the intent is not to moan about missing the mark, but where can we go from here.

## **Salary**

Dr. Burch said she appreciated everyone's good work and that the President has committed that next year he will set aside a salary pool for administrative positions.

### **Carry Forward**

Dr. Burch announced to the Council that we will be able to keep carry forward, but everyone needs to look at a few things. First, look at those things that fall into carry forward and it can't be helped it that they fall into this category. She suggested finding a way to label them differently. Second, she said everyone just needs to spend more and not save as much. She realizes that everyone has fallen into the habit of saving and then spending last minute, but if she believes that if someone is saving for something that could really be purchased then they should go ahead and not hesitate.

### **Cage Fighting**

Dr. John Bonaguro was appalled at the cage fighting event being held on our campus. He made a motion that the Council should make a statement disapproving our campus hosting this event and events like this one that promote violence. He believed that it was not a good idea for these type of events to be connected to the institution. Dr. Bill Tallon seconded the motion. A vote was taken and the Council voted to make a statement disapproving this event and other like it. Dr. Burch charged Dr. Lee and Dr. Bonaguro with writing the statement from the Council.

### **KY Writer's Conference-April 20<sup>th</sup> & Bookfest April 20-21<sup>st</sup>**

Dr. Binder announced these two events and the Bookfest, April 20-21<sup>st</sup> will be held at the Sloan Convention Center.

### **Forensics**

Dr. Burch announced that the Forensics Team won the national championship again.

The meeting was adjourned.

Respectively submitted,



Alecea Davis Jones