

5-8-2007

# Meeting Minutes

WKU Council of Academic Deans

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## Recommended Citation

WKU Council of Academic Deans, "Meeting Minutes" (2007). *Council of Academic Deans*. Paper 935.  
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**Council of Academic Deans**  
**Tuesday, May 8, 2007**  
**AA Conference Room WAB 239**  
**Minutes**

**Present:** Mike Binder, John Bonaguro, Richard Kirchmeyer, Sherry Reid, Don Swoboda, Sam Evans, Keith Andrew (for Blaine Ferrell), Richard Miller, Bob Cobb, Richard Bowker, Bill Tallon, David Lee, Mike Dale, Doug McElroy, Ladonna Hunton and Dawn Bolton

**Minutes of April 24, 2007**

There were no changes to these minutes.

**I. Information/Clarification Items:**

**A. Administrative Council Update**

Dr. Barbara Burch discussed briefly the overwhelming surplus in Service Supply Building. She encouraged everyone to use their best judgment when getting rid of items. If getting rid of old office furniture and other items take off ICN and then dispose of items and notify inventory control. Everyone must still contact inventory control to pick-up old computers.

Dr. Burch mentioned briefly that the centennial banners that were hanging up on the light post are now being sold. If anyone would like to purchase one she told the Council to contact Bob Edwards office.

Dr. Burch informed the Council that Java City in the Library would become Starbucks this summer. She also mentioned the possibility of an Einstein's Bagels being put in at MMTH. If anyone on the Council didn't like the thought of putting in a bagel shop, she encouraged them to send a note to the President and Pam.

**B. TopSCHOLAR Update**

Dr. Mike Binder navigated through the TopSCHOLAR website for the Council and discussed the handouts provided. He mentioned that WKU was the first university in the state to have a database of this type and that currently the database had about 40 entries and after the honors theses were added the database would have over 100.

**II. Discussion/Action Items:**

**A. Cage Fighting and Violent Sports**

Dr. John Bonaguro and Dr. David Lee provided the Council with the revised draft of the memo. Dr. Bill Tallon made the motion to accept

the memo as revised and Dr. Richard Miller seconded the motion. The motion passed unanimously.

**B. Space Issues/Centralized Scheduling**

Dr. Sam Evans brought some lingering concerns to the Council regarding the use of the scheduling system. Dr. Dawn Bolton clarified some of the scheduling procedures that will take place during implementation. She emphasized that it was important for the departments and colleges to have their classes scheduled in banner on time to assure the proper scheduling. Dr. Burch attempted to clarify and provide overview of implementation of the system. She also asked Dr. Bolton to prepare an update and circulate it to all the departments.

**C. Enrollment**

Dr. Burch provided the Council with the enrollment numbers update as of Monday, May 7<sup>th</sup>. She mentioned that the most disturbing number of them all was that of the beginning freshman. The good news is that graduate enrollment is up. She provided a brief scholarship count update as well as informing the Council that Housing was seeing a significant drop in numbers too. After brief updates, Dr. Burch opened the floor for discussion and questions. Topics during open discussion included: CIT program, reporting possibilities, ATP issues, Admissions strategies, and marketing issues.

**D. Business Plans**

Dr. Burch reminded the Council to pick a time/appointment on the list passed around to meet one-on-one about their college business plans. She emphasized the importance of the college business plans and the role they will play in the overall university business plan that the President is putting together. Time is of the essence.

**E. Other**

Dr. Doug McElroy announced that they Critical Thinking Workshop information will go out very soon. He also briefly discussed the timeline for QEP Outcomes Assessment resubmission. He said he hopes to have everyone straightened out by August because second outcome is due by October 15<sup>th</sup>.

Dr. Miller commented on his disappointment in the depth of the search pools. He also encouraged the Council to be more thorough on Form 4s. He asked that they provide more clear explanations.

Dr. Kirchmeyer announced in what areas/departments that computer replacements would be taking place.

Dr. Richard Bowker thanked the Council for their help with the new thesis process. He commented that the process was much better. He also informed the Council that online submission for thesis should be ready by next fall.

The meeting was adjourned.

Respectively submitted,

A handwritten signature in black ink, appearing to read 'ADJ', written in a cursive style.

Alecea Davis Jones