

3-4-2008

# Meeting Minutes

WKU Council of Academic Deans

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**MINUTES  
COUNCIL OF ACADEMIC DEANS  
TUESDAY, MARCH 4, 2008**

Members Present: David Lee, James Flynn, Richard Bowker, Dennis George, Dean Kahler, Mike Binder, Cornell Menking, Doug McElroy, William Tallon, Mike Dale, Dawn Bolton, Craig Cobane, Sherry Reid, Sam Evans, Blaine Ferrell, Don Swoboda, Richard Kirchmeyer, John Bonaguro, Richard Miller, Bob Cobb, Sadiq Shah.

Guests Present: Beth Laves attended a portion of the meeting to give a report. Tony Norman attended a portion of the meeting for Sam Evans.

**I. Information/Clarification Items:**

**A. Administrative Council Update**

Dr. Burch distributed a report regarding Western Kentucky University vehicle accidents. There was a brief discussion regarding the report.

There was discussion regarding employees who took zero hours vacation in FY 2007. Dr. Burch distributed a report with those individuals listed. She asked that deans to speak with their faculty and staff regarding reporting and taking vacation.

Dr. Burch distributed a handout regarding Unrestricted E & G Expenditures.

**B. Digital Measures Update**

Dennis George announced the Digital Measures pilot project has been completed. An email will go to all faculty soon to give information regarding logging into Digital Measures. Faculty will be able to put in their vita and all background information. They will be asked to focus on 2007-2008 data to have it available for faculty activity reports. Dr. George will be giving Digital Measures workshops.

A list of Digital Measures Implementation Committee members was distributed. Dr. George indicated these committee members should be the point of contact for questions or suggestions in your college. Dr. George will be meeting with this committee to get feedback from colleges. Deans were asked to let Dr. George know if they need to change their point of contact in their college.

The priority now is to get data in the system. The next step will be to look at reports and what they will look like. Reports can be customized for each college or department.

**C. Adult Learner Focused Institution (ALFI)**

Dr. George announced we are gearing up for the Adult Learner Focused Institution survey. A handout was distributed describing the survey.

**D. Special Needs – Military Service Related**

Dr. Burch asked deans to be sure provisions are being made for students gone for military service and indicated not all training are weekend assignments.

**E. Engaged Departments Workshop**

Dr. Dennis George announced the Engaged Departments Workshop will be held on April 3, 2008, 9 a.m. – 4 pm at the Carroll Knicely Conference Center. A handout with details of the workshop was distributed. Dr. George will need three faculty and three department heads to serve on a panel. He asked deans to promote the event in each college.

New funds will be available for departments that are engaged departments involved in solving community needs. The project can be a 1, 2 or 3 year project. Awarding of the funds will be done through the Regional Advisory Council.

**F. ACE Bridging the Gap Symposium**

Dr. Burch distributed a handout regarding the ACE Bridging the Gap Symposium.

She also distributed a handout regarding ACE Common Learning Outcomes.

**G. Academic Affairs Budget Paying Expenses for Various Departments – Paperwork**

Dr. Burch asked deans to make sure paperwork regarding travel and other expenses being paid by Academic Affairs should be completed in the departments and then forwarded to Academic Affairs for processing.

## **H. Hours a student can take Summer/Winter - Clarification**

Dr. Burch asked deans to be cautious in signing off for a student to take more than 4 hours in the Summer/Winter terms. She asked they are sure there is a very good reason for the student to take more than 4 hours.

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

### **A. Summer Teaching Stipends**

Beth Laves discussed summer stipends and indicated we are behind in summer stipend increases. She and Dr. Don Swoboda asked the support of the Council of Academic Deans for the summer stipend increase. Beth distributed a draft recommendation to increase full-time faculty stipends by 9% and \$4500 cap beginning with the Summer Term 2008. There was also discussion regarding Emeritus Faculty rates. We cannot increase for summer and not look at rates during the year.

After discussion, the Council of Academic Deans voted to approve the increase in summer stipends. Dr. Burch will wait to see where we are regarding the budget situation before announcing the stipend increase.

### **B. Carry Forward Policy**

Dr. Burch discussed the carry forward policy briefly and indicated she would get a clean copy to deans.

### **C. Budget Reductions**

There was discussion regarding the budget and bills going before the senate. Dr. Burch indicated we do not know where we are regarding budget at this point. She also indicated we will have a short time to prepare salaries and we do not know about tuition yet.

### **D. Closings – What we can control – Policy re: Missing Classes**

Dr. Burch discussed the large volume of calls from parents and students to the Office of Academic Affairs during the inclement weather last week. She emphasized we have always told students to use good judgment regarding their safety. She also indicated it is reasonable that students should not be penalized if they cannot get to class due to inclement weather. She asked deans to make

sure no professor takes action to penalize a student who could not get to class.

Dr. Swoboda indicated the extended campus policy needs to be revisited again.

**E. Other**

Beth Laves announced we are no longer receiving registrations from Kentucky Virtual Campus. We are receiving referrals only. Therefore, we no longer have a need for the VU sections of a course. This will be effectively June 1, 2008.

Dr. Burch announced the Career Pathways meeting is scheduled and discussed which colleges should have a representative. Dr. Dawn Bolton is collecting the names of participants.

Dr. Burch distributed a handout regarding the Dynamic Leadership Institute. She will ask Dr. Tice to join a future CAD meeting to discuss this topic.

Dr. Burch distributed a Report of the Senate Academic Quality Committee on Potential Revisions to the Grading System. Dr. Burch asked deans to share any thoughts they have regarding the report with her.

Dr. Dean Kahler distributed an enrollment status report comparing Spring Semester 2008 to Spring Semester 2007 as of March 3, 2008.

Dr. Richard Miller distributed a handout regarding Scholarship of Student/Civic Engagement.

Respectfully 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