

5-6-2008

# Meeting Minutes

WKU Council of Academic Deans

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**MINUTES**  
**COUNCIL OF ACADEMIC DEANS**  
**TUESDAY, MAY 6, 2008**  
**9:00 A.M.**

**Members Present:** David Lee, Cornell Menking, Dennis George, Craig Cobane, William Tallon, Mike Dale, Doug McElroy, Alecea Davis, Ladonna Hunton, Dean Kahler, James Flynn, Blaine Ferrell, Sam Evans, Sherry Reid, Richard Miller, Don Swoboda, Richard Bowker, and Mike Binder.

**Guests Present:** Sylvia Gaiko for John Bonguro, Tuesdi Helbig for Bob Cobb, Jane Olmsted, Jamie Miller, James McCaslin, and Zee Evelsizer.

**I. Information/Clarification Items:**

**A. Web-Based SIA Form**

James McCaslin gave a presentation of the new web-based SIA form to explain the proposed hiring process for part-time faculty. This electronic version of the form will allow the process to go much faster. This form will be out soon on an experimental basis. Zee Evelsizer and Jamie Miller also attended to answer any questions. Zee indicated training sessions will be scheduled.

**B. Follow-Up – Majors on Diplomas**

Freida Eggleton met with deans again regarding printing majors on diplomas. Freida indicated she met with Student Government Association on April 2 to discuss student preferences regarding majors being printed on diplomas. The proposal was then presented to the Student Academic Affairs Committee. According to Freida, the students voted not to print majors on diplomas.

Freida indicated we must be consistent with all students when printing diplomas. It is not possible to print the major on some and not on others.

Dr. Burch asked the Council of Academic Deans to vote to leave the diplomas as they are or asked if they wished to begin printing majors on the diplomas. The Council of Academic Deans voted to leave the diplomas as they are and not to print majors on the diplomas.

Dr. Burch asked Freida to let the students know we will not be printing majors on the diplomas.

### **C. Administrative Council Update**

Dr. Burch indicated Emergency Response Teams will be formed including 2 people from each building. The teams will be formed with the intent someone is prepared to provide leadership in case of an emergency.

The Board of Advisors meeting is scheduled for Friday, May 16, 2008, at the Center for Research and Development. The meeting will include a tour of the facility and lunch. Dr. Burch indicated it was not necessary for all the deans to be present for this meeting. She will let them know which deans need to attend.

Dr. Burch reminded deans of the Budget Forum scheduled by President Ransdell to be held on Wednesday, May 7, at 3:00 pm. Dr. Burch indicated there will be some changes to the organizational chart sent out by President Ransdell.

### **D. ORP to TRP**

Dr. Burch reminded the deans the Optional Retirement Program is now called Transitional Retirement Program. Effective April 1, 2008, for the next 30 years, legislation will provide an 8.74% fixed rate for the Transitional Retirement Program.

### **E. Budget Update**

Dr. Burch distributed the Budget Report she submitted to President Ransdell. She indicated it is possible there will be more budget cuts. We will know more following the tuition hearings.

### **F. Other**

Freida Eggleton distributed information regarding the Commencement Ceremonies scheduled for May 9 and May 10, 2008.

Dr. Burch indicated the Faculty Handbook was discussed during the University Senate Executive Committee meeting held on Monday, May 5, 2008. The Faculty Handbook will take longer to finalize than expected. Dr. Burch asked deans to give Dr. Miller any comments or suggested revisions regarding the Faculty Handbook.

Dr. Burch distributed to each dean the budget cuts/reallocation by college and major areas. Dr. Burch indicated the deans should let her know if they have concerns.

Dr. Burch announced Dr. Richard Bowker has accepted the position of Dean of Graduate Studies and Research.

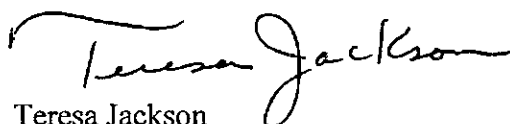
Dr. Kahler distributed an enrollment report for Summer 2008 and Fall 2008 as of May 5, 2008. He indicated we are up 489 students compared to the same time last year for Fall 2008.

Dr. Kahler also distributed the WKU Undergraduate Program Enrollment Summary by College.

There was a brief discussion regarding tenured positions and hiring at the instructor or assistant professor level. This topic will be discussed again in the near future.

There was discussion regarding the 2008 summer teaching rate. The rate is a maximum of up to \$4,500 and applies to summer of 2008 only. Dr. Burch indicated it is critical to get people to teach in the summer and we can't afford to pay this rate in fall, winter or spring. Dr. Burch also indicated we do not pay department heads to teach in the summer unless there is a compelling reason to do so.

Respectfully submitted,

A handwritten signature in black ink that reads "Teresa Jackson". The signature is written in a cursive style with a large, sweeping initial "T".

Teresa Jackson