

11-18-2008

Meeting Minutes

WKU Council of Academic Deans

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Minutes
Council of Academic Deans
Tuesday, November 18, 2008
9:00 a.m.

Members Present: David Lee, Dean Kahler, Blaine Ferrell, Richard Bowker, Sherry Reid, William Tallon, Sam Evans, Richard Miller, Ladonna Hunton, Mike Dale, Sadiq Shah, Doug McElroy, Robert Cobb, Craig Cobane, Dennis George, Cornell Menking, and Jane Olmsted.

Guests Present: Connie Foster represented Mike Binder, Sylvia Gaiko represented John Bonaguro, and Mary Cole represented Don Swoboda. Jessica Steenbergen, Tamela Smith, Justin Rexing and Edwin Craft also attended.

I. Information/Clarification Items:

A. Administrative Council Update

There was brief discussion regarding the budget and possible cuts to come.

B. Classroom Technology

Jessica Steenbergen, Tamela Smith, Justin Rexing and Edwin Craft presented a proposal regarding: Restructuring Classroom Technology Support in the IT Division. The proposal is intended to save funds on labor for classroom support. Edwin Craft indicated the demand for technology in the classroom has increased. The proposal would allow technology problems in the classroom to be solved in less time and reduce the costs associated with technology in the classroom. There was discussion regarding two new positions to support technology in the classroom. The Council of Academic Deans agreed to support the proposal and agreed to move forward to fill the two new positions.

C. Collection of Fees and Other Money – A Reminder

Dr. Burch asked deans to remind department heads and faculty they cannot collect money from students and hold it for any reason. If an account is needed for a particular project, faculty should talk with Ladonna Hunton.

D. Reporting on Efficiencies

Dr. Burch indicated the university currently does monthly reports on efficiencies. She asked that brag points and efficiency reports be sent to Dr. McElroy. Dr. Ferrell suggested that both could be reported in Doers and Deeds. Dr. Burch asked that deans work with Alecea to get these items in Doers and Deeds.

E. Reporting on Brag Points

See Reporting on Efficiencies above.

II. Discussion/Action Items:

A. P & T Policy and Internationalization

This topic will be discussed at a future meeting of the Council of Academic Deans.

B. Energy Savings Closing Schedule/Plan

Dr. Burch discussed the energy savings plan for closing the University a week early before Christmas. She indicated this is a one time opportunity to see the impact on utilities and to save on energy costs. Doug McElroy and Freida Eggleton are working closely to make sure any office that needs special accommodations will be covered and open when necessary. Dr. Burch indicated she is concerned for the international students that stay on campus during the Holiday. There was discussion regarding student holds. Dr. McElroy will work with Beth Laves and Information Technology regarding holds. Dr. Burch indicated it is key for faculty to talk with students regarding holds, etc. prior to closing. Dr. Burch stated if jobs require individuals to be here (Police, Information Technology) the office will need to be covered. Supervisors can work with staff on an individual basis if they are required to work. Information Technology will be up and running.

There was also discussion regarding the closing for July. Dr. Burch indicated this is not extra vacation. It is an experiment made possible by the way the calendar falls and will help us learn ways we can conserve energy. This summer we will make ways to consolidate buildings in use. The summer hours will be 7:30 a.m. – 4:00 p.m. Accommodations will also need to be made regarding the summer schedule. Dr. Burch indicated we will not compromise what we need to offer quality instruction.

Dr. Burch asked Freida Eggleton to think through what we might not have thought about. She asked Dr. McElroy to be the point person to work with Freida to accommodate needs.

Dr. Burch announced Christian Downing will be the point person for Academic Affairs to work with Facilities Management on some energy conservation measures and possible student involvement.

Buildings will be safe for people to come into while closed during the Christmas break, however, they will not be comfortable temperature wise.

John Osborne will contact building coordinators to get buildings ready for the closing.

C. Budget Scenarios

There was brief discussion regarding the budget and possible cuts.

D. Developmental Education – Implementation of New Requirements

Dr. Burch indicated she had received the Developmental Education Report from Dean Reid and that we will be working through the report.

Dr. Burch distributed an email from Dr. Mike Seelig of CPE regarding the Developmental Education Regulations. There was a brief discussion regarding the regulations.

Dr. Ferrell asked if we are going to the source to fix this. Dr. Burch indicated working with the high schools is the ultimate best answer and that we are working with them.

There was discussion regarding whether faculty should be required to take attendance because we are accountable for student success. Some are concerned we will be treating students as if they are still in high school. There was discussion regarding student attendance and success.

E. Faculty Ranks

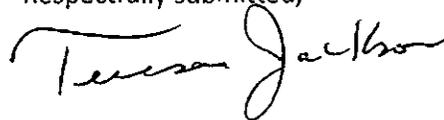
There was discussion regarding the faculty ranks document distributed at the CAD meeting held on November 11, 2008. Revisions to be made were discussed. Dr. Burch indicated Mr. Glisson would need to approve the titles to make sure they will fit in Human Resources system.

Dr. Burch indicated the deans must address clinical ranks separately. She reminded deans there are no new funds for promoting or differentiating. The funds must come from money that already exist.

Dr. Burch asked deans to take another look at the draft and send comments to Dr. McElroy.

The meeting was adjourned.

Respectfully submitted,



Teresa Jackson