

2-3-2009

Meeting Minutes

WKU Council of Academic Deans

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Minutes
Council of Academic Deans
Tuesday, February 3, 2009
9:00 a.m.

Members Present: Mike Binder, Blaine Ferrell, Jane Olmsted, Richard Bowker, Dean Kahler, Don Swoboda, Sherry Reid, Sam Evans, Richard Miller, Mike Dale, Alecea Davis, Sadiq Shah, William Tallon, Doug McElroy, David Lee, Craig Cobane, Bob Cobb and Ladonna Hunton.

Guests Present: Sharon Hunter, Sylvia Gaiko for John Bonaguro, Josh Hawkins, Jennifer Wilson, Freida Eggleton and Beth Murphy.

I. Information/Clarification Items:

A. Celebration of the Arts

Josh Hawkins, Director, Collegiate Development in Institutional Advancement and Jennifer Wilson, Libraries Coordinator, discussed the US Bank Celebration of the Arts to be open in the Kentucky Library and Museum March 1 – April 4, 2009. The brochure for the exhibit and a contribution form was distributed. Josh Hawkins asked deans to consider sponsoring the exhibit.

B. Degree Audit

Freida Eggleton discussed the degree audit process. She indicated students are advised until they reach 90 hours and apply for graduation. There was discussion regarding who should be meeting with students with 90 hours through graduation for the final degree advising process. Freida indicated ICAP does not check on every graduation requirement and that a set of trained eyes is needed to ensure students have the classes needed to complete the degree. The Council of Academic Deans agreed the degree audit process should be completed in each dean's office. Each dean will determine how to accomplish this within his/her college. Freida Eggleton asked deans to send her a contact name for each college.

C. Placement Policies

Sharon Hunter, Coordinator of College Readiness, distributed handouts and discussed required reading courses to get students college ready. Students are placed in these courses based on their ACT scores. She indicated some students will be urged to attend a special program this summer to prepare them to begin their college career in the fall. Sharon indicated these courses will need to be approved by the Curriculum Committee.

Sharon Hunter will revise the flow chart based on the discussion and bring it back to the Council of Academic Deans for a future meeting. Drs. Pam Petty, Peter Hamburger and Sherry Powers will also be invited to attend that meeting.

D. Meeting w/School Superintendents & Summer Programs for Underprepared Students

Sharon Hunter distributed data regarding developmental needs by high school. She indicated a meeting is scheduled this afternoon (February 3, 2009) at 2:30 p.m. for Dr. Burch and representatives from WKU to meet with school superintendents (Dale Brown and Joe Tinius) and their staff. The discussion will address issues of students coming to WKU in the fall and will also focus to decrease the number of underprepared students that will come to WKU in the future.

E. County and City School Meeting

See the information above regarding the meeting with school superintendents.

F. Textbooks

There was a brief discussion regarding the cost of textbooks and the adoption of new textbooks. Dr. Burch asked deans to remind faculty to avoid having students to purchase textbooks they will not be using in class.

G. 4th Biennial WKU Student Health Assessment Survey

There was a brief discussion regarding the health assessment survey. Dr. Burch indicated we will not be administering the survey this spring.

H. Budget Update

There was discussion regarding the reward template allocations. Mr. Dale has reworked the numbers as requested by department heads at the workday held on January 21, 2009. The numbers now include all majors in the distribution model. The deans indicated they do want to count multiple majors. Mr. Dale will send revisions to deans. Mr. Dale indicated unit productivity award accounts will be created for each dean's office.

Dr. Dean Kahler asked about the reward template regarding support divisions. Dr. Burch indicated she is working on it.

Mr. Dale indicated carryforward will be distributed to deans, however, we will hold the potential cut amount until later.

I. BOR Meeting Update

Dr. Burch indicated there was good reception by the Board of Regents regarding programs being offered. There are several new programs that were not on the agenda but will go forward for the April BOR agenda. Freida Eggleton will work with deans to get the programs in the catalog.

Much of the discussion revolved around athletics.

J. Clarification Regarding P & T Eligibility

There was a brief discussion regarding when a faculty member is eligible for promotion. Dr. Burch indicated there is a difference of opinion when a faculty member is eligible. Dr. Burch will bring this topic back to the Council of Academic Deans and this will be clarified for the new Faculty Handbook.

K. Other

Beth Murphy discussed holding a coat drive for international students . Several international students are without a winter coat. The CAD agreed this is a good idea. Beth will send a campus-wide email. There was discussion regarding cash donations. Ladonna Hunton will look into an account through the WKU Foundation for cash donations and get with Beth regarding collecting cash.

Dr. Dean Kahler distributed an enrollment report for Spring 2009 as of February 2, 2009. As of February 3, 2009, undergraduate enrollment is up 491 students from this time last year and graduate students are up by 225 students from this time last year.

II. Discussion/Action Items:

A. Interdisciplinary/Extended Campus Tenure-Track Draft

Dr. McElroy provided a summary of discussion regarding the Interdisciplinary/Extended Campus tenure-track draft. Dr. Burch indicated next steps would fall to University College. Drs. Jane Olmsted and Craig Cobane indicated they are working on next steps.

B. Document Regarding Faculty Rank

Dr. Doug McElroy discussed changes made in the faculty rank document during the workday on January 21st. There was a brief discussion regarding additional changes to the levels of instruction. This topic will be discussed at a future meeting of the Council of Academic Deans.

C. Inclement Weather Policy for Extended Campus

There was no discussion regarding this topic.

D. Other

Dr. Burch indicated she would like to take a look at tuition waivers at a future meeting.

Dr. Sadiq Shah distributed comments on the proposals and awards trends charts and gave brief comments. Dr. Burch will bring the topic back to the Council of Academic Deans.

Dr. Mike Binder distributed information regarding The Big Read.

Dr. Don Swoboda asked how the President's office is changing. Dr. Burch indicated President Ransdell will be attending CAD on February 17th. She encouraged deans to send questions they would like to ask President Ransdell to her attention and she will forward them to him prior to the meeting.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Teresa Jackson". The signature is written in black ink and is positioned to the right of the typed name.

Teresa Jackson