

10-20-2009

Meeting Minutes

WKU Council of Academic Deans

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Minutes
Council of Academic Deans
October 20, 2009
9:00 a.m.

Members Present: Dean Kahler, Robert Owen, Sherry Reid, Sylvia Gaiko, Blaine Ferrell, Ladonna Hunton, Alecea Davis, Mike Dale, Sadiq Shah, Doug McElroy, William Tallon, David Lee, Bob Cobb, Richard Miller, John Bonaguro, Mike Binder, and James Flynn.

Guests Present: Clay Motley for Craig Cobane, Retta Poe for Sam Evans, Cecile Garmon for Dennis George, Sarah Kessler for Richard Bowker, Mary Cole for Don Swoboda, and Jerry Barnaby.

I. Information/Clarification:

A. Administrative Council Update

There was discussion regarding additional possible cuts and the budget situation and carry forwards.

There was brief discussion regarding the hotel to be built adjacent to the Walgreens on the By-Pass. It is hoped restrictions on the lot are being removed to allow conferences to be held at that site. Revenue will flow through DELO and back to the Academic Affairs programs. Dr. John Bonaguro will keep an eye out regarding student engagement and the Restaurant Management Program.

There was discussion regarding procards and having appropriate record keepers assigned to each card. Ladonna Hunton suggested she and Mr. Dale schedule meetings with representatives from each college to keep records current and be certain records are up to date in the event of an audit. Deans agreed for Ladonna to contact representatives from each college to discuss procard records.

Dr. Burch distributed a draft of the Governor's Higher Education Workgroup. There was discussion regarding the draft.

Shawn Braden, Marketing Director, will be leaving WKU. She is going back to North Carolina.

The carry forward plan is due at the end of the month. Per Dr. Burch, Tom Hiles reminded Administrative Council we have professorship

accounts with balances. He is concerned about build up of funds in these accounts. Dr. Burch will forward this information to Deans.

B. Enrollment Update

Dr. Kahler reported enrollment numbers are up and he will be sending a comparison by college and program to Deans soon.

C. Digital Measures

There was discussion regarding Digital Measures screens and categories available. Dr. Doug McElroy asked Deans to look over Digital Measures and let him know what needs to be added. Dr. McElroy will be adding a Professional Development Category for Digital Measures.

D. H1-B Visa Report

Dr. Richard Miller reminded the Deans he had recently sent a list of faculty and staff on the H1-B Visa and asked Deans to review the list for faculty and staff with Visas about to expire. Dr. Miller asked Deans if they have a foreign national on the list to be certain they have applied for a Green Card. The maximum amount of time a faculty member can be on the H1-B Visa is 6 years. He also reminded Deans the positions held by these employees must have been advertised in print media in a national media source.

Dr. Burch suggested that Academic Affairs run advertisements for all WKU positions available for a particular month to be certain all positions currently open are advertised in print media. Dr. Richard Miller will see that the positions are advertised.

E. Graduate Assistant EPAF's

Dr. Miller requested assistance from Department Heads to be certain EPAF's for Graduate Assistants are completed before they begin working. Several Graduate Assistants have requested a check advance because the EPAF has not been completed before they start working.

F. Other

There was discussion regarding Professional Development Accounts. Ladonna Hunton will bring account balance information to the October 27 CAD meeting.

Dr. James Flynn distributed the O.S. Earth Global Simulation Game brochure.

II. Discussion/Action Items:

A. Staffing Plans

Ann Mead will have the final numbers regarding staffing plans by the end of the month per Dr. Burch.

B. Study Abroad Risk Management Policy Manual

Mr. Jerry Barnaby and Dr. James Flynn presented the revised Study Abroad Risk Management Policy Manual and discussed the key revisions in the document. Dr. Dean Kahler made a motion to approve the Study Abroad Risk Management Policy Manual. Dr. David Lee seconded.

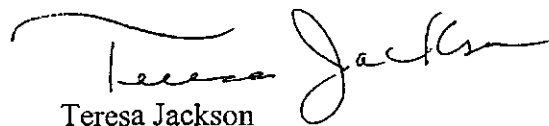
C. Faculty Compensation

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

D. Research Scientist Ranks

Dr. Richard Miller distributed a revised draft for the Research Scientist Ranks. There was discussion regarding the draft. Dr. David Lee motioned to approve with changes. Dr. Blaine Ferrell seconded.

Respectfully submitted,


Teresa Jackson