

4-27-2010

# Meeting Minutes

WKU Council of Academic Deans

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**Minutes**  
**Council of Academic Deans**  
**April 27, 2010**  
**9:00 a.m.**

**Members Present:** James Flynn, Richard Bowker, Don Swoboda, John Bonaguro, Sylvia Gaiko, Sherry Reid, William Tallon, Blaine Ferrell, Richard Miller, Mike Dale, Ladonna Hunton, Tuesdi Helbig, Doug McElroy, Dale Brown, Craig Cobane, Gene Tice, Dennis George, Mike Binder, David Lee, Alecea Davis.

**Guests Present:** Retta Poe for Sam Evans and Ryan Massa-McKinley.

**I. Information/Clarification:**

**A. Administrative Council Update**

The Advisory Board and Gala are scheduled for Friday, May 7, 2010.

Dr. Burch indicated a \$1.2 million cut is known as of now and it is possible it will be twice that amount. The tuition increase is set at 5%. Budget adjustments will be discussed after July 1.

**B. Enrollment Report**

Mr. Brown gave a brief enrollment report indicating he will have a breakdown for colleges in the near future.

**C. Curriculum Reform**

Dr. Andrew McMichael met with CAD to give an update regarding curriculum reform. The committee has been meeting weekly to identify a range of problems with the current system. A national query will be sent soon to determine how other universities deal with curriculum approvals. It has been determined that many have on-line systems. The committee is moving forward immediately to see how the system would work on-line.

**D. Introduction – Misty Claude**

Mr. Tony Glisson introduced Ms. Misty Claude, Manager of Employee Wellness. Ms. Claude is working to motivate campus to move toward better health. Mr. Glisson asked deans to assist in getting faculty involved in the wellness program. The Health Fair will be held this fall. The wellness website is currently being renovated.

## **E. Report from CPE/CCAO Meetings**

Dr. Richard Miller and Dr. Sylvia Gaiko attended the CPE and CCAO meetings in Frankfort on Friday, April 23, 2010. The Water Quality associate degree passed. Dr. Miller indicated there was brief discussion regarding tuition, College Readiness and SBI.

## **F. Other**

Dr. Burch introduced Mr. Dale Brown as the Interim Vice President for Enrollment Management. Mr. Brown will serve as the first point of contact as Ombudsman, however, there will be an additional back-up system to assist him.

Dr. Sylvia Gaiko has been named Assistant Vice President for Program Development, effective May 15, 2010.

Dr. Doug McElroy attended the Strategic Plan Committee meeting in Frankfort. There will be four focus areas and subgroups created regarding College Readiness; Student Success; Research and Economic Development; and Efficiency and Innovation. WKU will have a representative on each subgroup.

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

### **A. Sustainability Tracking, Assessment and Rating System (STARS) Description**

Nancy Givens, Ken Kuehn and Christian Ryan-Downing reported on progress regarding WKU Sustainability. Christian Ryan-Downing discussed the Sustainability Tracking Assessment and Rating System (STARS) asked deans to assist in getting information from faculty regarding curriculum. There was discussion regarding the WKU Sustainability Course Census Form. Dr. Burch asked if there is a system in place to collect this data without asking faculty. There was discussion regarding the validity of the data once collected. Dr. McElroy suggested faculty be certified rather than courses

## **B. Personnel Related Matter**

Dr. Miller discussed the Provost Scholar Draft. This will be a career award that could be awarded yearly by the President. The Council of Academic Deans will make an award recommendation to the President. There was discussion regarding the title. It was agreed to call the award the *Barbara Burch Civic Engagement Scholar*. The award will be presented at a major ceremony. Suggestions include Commencement or the Opening Convocation. Dr. Barbara Burch will be the first recipient of the Award. The Council of Academic Deans approved the Barbara Burch Civic Engagement Scholar.

## **C. Academic Quality and Academic Productivity Allocations**

Mr. Mike Dale and Ms. Ladonna Hunton distributed information regarding Academic Productivity Allocations and presented how allocations for each department were determined. Dr. John Bonaguro asked if it is possible to give the award to the Dean's office instead of it going to the operating budget. Dr. Burch is in favor of requesting an awards index for each deans office.

## **D. SDS Exception Policy**

There was discussion regarding the revised draft for exceptions based upon student disabilities. Following discussion, Dr. John Bonaguro made a motion to approve the SDS Exception Policy. Dr. David Lee seconded. The Council of Academic Deans approved.

## **E. SITE Examination Criteria**

Dr. Richard Miller indicated there is some confusion regarding questions on the SITE instrument. Dr. Tuesdi Helbig has an email from Mr. Bob Cobb that he had discussed with Dr. Burch for her approval. Dr. Helbig will forward that information to Dr. Miller.

## **F. General Education**

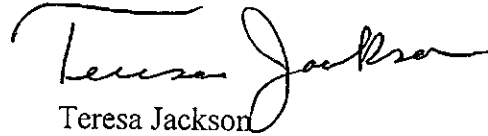
Dr. David Lee distributed a report regarding student perspective on general education. He indicated data show students are comfortable with General Education.

## **G. DELO Distributions**

Dr. Donald Swoboda discussed with success of DELO and DELO distributions to be made in July 2010. He anticipates the distribution this year will be \$2.1 Million. Dr. Burch encouraged deans to spend the funds.

Dr. Swoboda suggested deans contact Mike Dale or Ladonna Hunton if they are saving funds for a large purchase. There was discussion regarding how the funds will be used. Dr. Swoboda asked to deans to respond by email to suggestions and provide any additional ideas.

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