

5-25-2010

Meeting Minutes

WKU Council of Academic Deans

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Minutes
Council of Academic Deans
May 25, 2010
9:00 a.m.

Members Present: James Flynn, Don Swoboda, Sherry Reid, Sam Evans, Blaine Ferrell, Alecea Davis, Doug McElroy, Dale Brown, Mike Dale, Tuesdi Helbig, David Lee and Mike Binder.

Guests Present: Zubair Mohamed for Dr. William Tallon, Cecile Garmon for Dennis George, Tom Millington, Randy Deere for John Bonaguro, and Clay Motley for Craig Cobane.

I. Information/Clarification:

A. Class Legacy Update

Dr. Burch indicated she was unaware the Class Legacy course is limited to Honors students. There was discussion regarding how the class was created. There was discussion regarding developing the course to allow all students to enroll. Clay Motley, Craig Cobane and Doug McElroy will meet to discuss this issue.

B. Enrollment Report/Data

Dale Brown indicated Fall 2010 enrollment is down by 269 students, however, 103 students attended the ATP on Friday, May 21, and indicated they plan to enroll at WKU for Fall 2010. There was discussion regarding student finances and concerns regarding the drop in enrollment.

Tuesdi Helbig distributed enrollment data compared to this time last year. She will continue to send this information to Deans routinely. The Deans requested the information below. Tuesdi will forward this information to Deans.

- Students here last Spring but not enrolled for Fall in each college
- Freshmen admitted on ATP list
- Freshmen admitted but not on ATP list.

Don Swoboda asked deans to be sure to cancel summer classes with low enrollment at least a week before they begin. Classes cannot be canceled after the drop date.

C. Schedules for Summer

Dr. Burch asked Deans to forward dates they will be out of the office this summer to Teresa Jackson if they have not do so already.

D. Other:

Dr. Burch indicated Dr. Zubair Mohamed will serve as Interim Associate Dean and Chair of the Management Department effective July 1, 2010.

Mr. Mike Dale will contact Deans regarding electric personnel action forms. He also asked Deans to get back with him regarding faculty search information if they have not already done so.

Dr. McElroy reminded Deans the call for Unit Productivity Awards and Unit Awards went out last week. He is also working on continuing outcomes reports.

Dr. Burch reminded Deans to prepare needed cell phone EPAFs for their departments.

Dr. Rick Sutton will be here officially July 1.

II. Discussion/Action Items:

A. DELO Funds

Don Swoboda distributed Proposed DELO Distribution for 2010. There was discussion regarding the amounts for each area. Dr. Swoboda indicated all figures are estimates and that this distribution should occur for many years. Doug McElroy suggested \$50,000 be deducted from Small Grants Initiatives for Outreach and added to Library.

Dr. Burch suggested awarding some faculty and staff positions for one year instead of three years. There was discussion as this would allow another faculty or staff position to be awarded for the next year.

Dr. Swoboda will revise the document.

B. International Agreements Policy and Guidelines (Policy Approved)

James Flynn distributed the *WKU Policy for Developing and Maintaining International Exchange and Cooperative Agreements*. He indicated the International Education Committee (IEC) has reviewed and edited this

document. Per Dr. Flynn, the IEC developed a slim policy with implementation guidelines to be added in the future.

Dr. Blaine Ferrell Motioned to approve the Policy. Dr. James Flynn seconded. The Council of Academic Deans approved the Policy.

James Flynn also distributed the WKU Guidelines for Developing and Maintaining International Exchange and Cooperative Agreements. According to the Guidelines, "WKU is resolved to be intentional and purposeful in the scope, number and quality of such agreements". There was brief discussion regarding revisions to the document. Dr. Flynn asked Deans to contact him regarding other changes to be made in the next couple of days. If Dr. Flynn does not receive any changes in the document from the Council of Academic Deans, the document will be final as revised at this meeting. Dr. Flynn will develop an Exchange Agreement Workshop or Check List.

The meeting was adjourned.

Respectfully submitted,



Teresa Jackson