

9-7-2010

# Meeting Minutes

WKU Council of Academic Deans

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**Minutes**  
**Council of Academic Deans**  
**Tuesday, September 7, 2010**  
**9:00 a.m.**

**Members Present:** Mike Binder, John Bonaguro, Richard Bowker, Gordon Emslie, Blaine Ferrell, Dennis George, David Lee, Robert Reber, and Don Swboda.

**Guests Present:** Craig Cobane, Ladonna Hunton, Teresa Jackson, Richard Miller, Rick Sutton and Retta Poe attended for Sam Evans.

**I. Approval of August 24, 2010 Minutes**

Dean Swoboda made a motion to approve the minutes for the August 24, 2010 meeting. Dean Bonaguro seconded. The Minutes were approved.

**II. Information/Clarification Items**

**A. News Releases, Press Conferences, Major Announcements-Best Practices**

Mr. Newton and Mr. Skipper discussed goals to enhance the University reputation and ways to get the word out regarding what is happening on campus. They are available to meet with departments as needed and can assist in preparing press releases regarding awards, events in departments, or any information to share with the community.

**B. Part-Time Faculty Pay Increases**

Dr. Emslie announced an email was sent campus-wide on Friday, September 3, 2010, regarding the 10% salary increase for part-time faculty. The responses regarding the announcement have been generally positive.

Mr. Dale informed Deans to continuing using the forms with the previous rates and indicated the salary amounts will be adjusted in Academic Affairs.

Spread sheets were distributed indicating the amounts budget units will receive.

**C. Lapse Salary Dollars for FY 2011**

Dr. Emslie discussed lapse salary dollars and the possible need for some central reallocation distribution. There was discussion regarding salary dollars left on the table and phase II staffing plans. The staffing plan meeting for phase II will be scheduled for early October.

**D. CAD Action Items and the Faculty Handbook**

There was discussion regarding how actions taken by the Council of Academic Deans and items in the Faculty Handbook must work together. Dr. Emslie indicated if the Faculty Handbook were to be placed on-line, changes could be made daily as needed.

Dr. Emslie asked Deans to get input from faculty regarding the way policies and procedures could be amended.

**III. Discussion/Action Items**

**A. Transitional Retirement (formerly Optional Retirement)**

There was discussion regarding the current policy for Transitional Retirement that requires faculty to retire after 5 years in the program. After discussion it was determined to leave the policy as it is currently stated.

**B. Ten- and Eleven-month Appointments?**

There was discussion regarding developing a policy allowing faculty in 10 and 11-month appointments to earn the 12<sup>th</sup> month by additional teaching or through grant support.

Drs. Ferrell and Reber will develop a draft policy allowing such faculty to supplement their income for the 12<sup>th</sup> month.

**C. Progress on GTA Initiative (College requests, classification of positions)**

Dr. Emslie asked Deans to share ideas from their colleges regarding how they are handling GTA's and asked the number their college would be requesting for next year. There was discussion regarding funds needed to cover each student. Dr. Emslie suggested that the Deans could include the number of GTA's requested for next year and the funds needed in their Phase II Staffing Plan.


**D. Remaining FY 2011 DELO Distribution**

There was discussion regarding how to spend FY2011 DELO distribution funds remaining. Deans will submit their recommendations with the Phase II Staffing Plan.

**E. Planning for Phase II Faculty Hires**

There was discussion regarding Phase II Staffing funds remaining. Recommendations are due in Academic Affairs on September 17.

Respectfully submitted,



Teresa Jackson

Minutes approved,



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A. Gordon Emslie