

9-28-2010

# Meeting Minutes

WKU Council of Academic Deans

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**Minutes**  
**Council of Academic Deans**  
**Academic Affairs Conference Room**  
**Tuesday, September 28, 2010**  
**9:10 a.m.**

Members Present: Mike Binder, Richard Bowker, Craig Cobane, Gordon Emslie (ex officio), Sam Evans, Blaine Ferrell, Dennis George, David Lee, Robert Reber, Don Swoboda, and Lauren Bland (for John Bonaguro).

Guests Present: Dale Brown, Mike Dale, Sylvia Gaiko, Tuesdi Helbig, Ladonna Hunton, Teresa Jackson, Doug McElroy, Richard Miller, Jessica Steenbergen, Rick Sutton, and Beth Laves.

**I. Approval of September 21, 2010 Minutes**

The minutes were approved.

**II. Information/Clarification Items:**

**A. Tate Page Hall Timeline**

Jessica Steenbergen distributed the timeline for various departmental moves into and out of Tate Page Hall, following the relocation of the College of Education & Behavioral Sciences into the new building January – February 2011. This included:

- units moving into Tate Page Hall March – May 2011
- additional units moving into Tate Page Hall when renovation of Grise Hall begins approximately 2015
- after Grise Hall is renovated, the units left in Tate Page Hall will move back into Grise Hall.

Dr. Evans noted that IT facilities should be adequate, and he invited Deans to look at the space in Tate Page Hall in order to plan for their various moves. Dr. Emslie noted that furniture will stay, and that the items to be moved would therefore be books, files, etc. He asked Deans to inform Jessica Steenbergen when they will be conducting their moves into Tate Page Hall in Spring 2011.

Dr. Emslie indicated that timing on the new building for Honors College/Navitas/etc. will depend on the revenue flow from Navitas.

**B. Other**

Dr. Emslie asked Deans to discuss with their staff if they would be interested in attending an IT Training session regarding Adobe Writer. Individuals should contact Teresa Jackson if they are interested in forming a class.

Dr. Tuesdi Helbig reminded Deans to encourage faculty to participate in the 6<sup>th</sup> Week Assessment.

Dr. Richard Miller announced a meeting will be called with Department Heads regarding H1B Visas.

**III. Discussion/Action Items:**

**A. Fall Break**

Dr. Emslie proposed the university be closed on Friday, October 8, for Fall Break. He suggested Thursday, October 7, be used for meetings within departments. Deans agreed it would be good for staff morale. Dr. Emslie will propose to Administrative Council that the University be closed on Friday, October 8, during Fall Break.

**B. Summer School Distribution**

There was discussion regarding distribution of summer school funds. Dr. Laves presented the Summer 2010 Distribution Model Proposal. After discussion, it was determined the funds would be distributed as detailed in this proposal. The first distribution will be next week.

**C. Other**

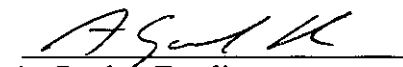
The Phase II Staffing Plan meeting is scheduled for Wednesday, October 6, 10:00 a.m. – 2:00 p.m. Each Dean will have 2-3 minutes to outline their requests. Deans agreed that Dr. Emslie and Mr. Dale would represent the various non-college units in Academic Affairs. These areas include Student Publications, Enrollment Management, Institutional Research and International Programs.

Respectfully submitted,



Teresa Jackson

Approved:

  
A. Gordon Emslie