

10-19-2010

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
Academic Affairs Conference Room
Tuesday, October 19, 2010
Minutes**

Members Present: Richard Bowker, John Bonaguro, Blaine Ferrell, Sam Evans, Dennis George, Gordon Emslie (ex officio), Dennis George, Mike Dale, Ladonna Hunton, Doug McElroy, Craig Cobane, Robert Reber, Richard Miller, Mike Binder, David Lee-attended a portion of the meeting.

Guests Present: Dale Dyer, John Osborne, Charlie Jones, Christian Ryan-Downing, Mary Cole for Beth Laves, Larry Snyder for David Lee –attended a portion of the meeting, Rick Sutton, Bruce Kessler - attended a portion of meeting and Teresa Jackson.

I. Approval of September 28, 2010 Minutes

Dr. Richard Miller motioned to approve the minutes of the September 28 CAD meeting. Dr. Blaine Ferrell seconded the motion. The minutes were approved.

II. Information/Clarification Items:

A. Energy Savings

Mr. John Osborne, Mr. Dale Dyer, and Ms. Christian Ryan-Downing discussed energy savings programs that have been successful in the past and improvements that can be made in the future. There was brief discussion regarding the Energy Policy and the purchase of energy efficient equipment.

As of October 1, 2010, WKU has moved to a model with different unit costs, depending on time of day and time of year (e.g., very high cost in summer afternoons). Suggestions to reduce energy usage during these peak-cost periods were discussed, including a modified work week, class begin and end times, space usage, and the campus calendar.

B. Course Fee Request Form

Ms. Hunton presented the Course Fee Request Form, which standardizes the format for course fee requests. The Council of Academic Deans approved the use of this Course Fee Request Form.

III. Discussion/Action Items:

A. Undergraduate Student Perspective on GTAs in the Classroom

Mr. Colton Jessie, SGA President and Ms. Emily Woosley, Academic Affairs Committee Chair in Student Senate, discussed the student perspective on the use of GTAs in the classroom.

Mr. Jessie and Ms. Woosley discussed the advantage of the small class sizes. They also expressed some concern regarding use of GTAs in the classroom. Emily is currently teaching a laboratory section, and she indicated that she does not have the respect from students that she believes a faculty member would receive. Another concern is the ability to understand international GTAs. Ms. Woosley indicated that she in general values the idea of putting more Teaching Assistants in the classroom, but that she does not want to see faculty removed completely. Dr. Emslie suggested a mentorship program could be used, and this suggestion was favorably received by the students. There was discussion regarding the BSCT training graduate students are required to complete before they are qualified to teach. Dr. Richard Miller suggested SITE Evaluations could be used to determine how students rate student instructors.

Dr. Emslie indicated the overarching goal for having GTAs in the classroom is to give faculty more time to engage in scholarship, thereby enhancing their overall effectiveness, both in and out of the classroom. He also emphasized that we must be certain academic quality is not sacrificed in the process.

B. Policy on Policies

Dr. Emslie presented a draft of the Policy on Policies, which was endorsed by Administrative Council on October 18, 2010. Dr. Emslie will share this policy to University Senate leadership once it has been approved by the Council of Academic Deans.

There was discussion regarding revising procedures/policies in the Faculty Handbook to fit the new policy format and be included as a policy. Policies in the Administrative Handbook will also be incorporated into the new policy procedure.

Dr. Emslie indicated the Policy on Policies document is itself a policy and thus can be revised if necessary, according to the provisions therein.

The CAD suggested several revisions to the draft. Dr. Emslie agreed to make these revisions and to bring the document back for a future meeting of the Council of Academic Deans, after it is share with the Senate leadership for advice and comment.

C. Phase II Staffing Plan

Mr. Mike Dale distributed information regarding the Phase II Staffing Plan. Dr. Emslie discussed staffing for each college. There was discussion regarding the use of Enrollment Growth funds to fund positions over the level of available funds. Dr. Emslie indicated that he is optimistic that Enrollment Growth dollars would be available, pending a final enrollment count on October 28.

D. Access to Honors course evaluations (Dr. Cobane)

Dr. Craig Cobane presented a request that each college make their SITE Evaluations available to the Honors College for faculty teaching Honors courses,

in order to assist the Honors College in determining which faculty to recruit for the Honors College. There was discussion regarding the Honors College developing their own evaluation for this purpose. Following discussion, Dr. Cobane withdrew the request.

E. Increasing stipend for faculty who teach overloads

Dr. Emslie discussed a request for a stipend increase for faculty teaching overloads. Dr. Miller indicated the minimum rate is \$1,000 per credit hour. After discussion, it was determined that the existing minimum stipend was appropriate.

F. Promotion-Adjustments-Clinical Ranks

There was discussion regarding the promotional increment to be paid for Clinical Ranks. Dr. Richard Miller will draft a policy to present to the Council of Academic Deans.

G. DELO Distribution/Lapse Salaries

There was discussion regarding projects to be covered by DELO funds. After discussion, it was agreed to fund the Global Pathways Program for \$140,000 and dedicate the balance of \$550,000 as carry forward for next year to fund the one-time faculty commitments made as part of the Phase II Staffing Plan.

H. Eleven-Month Appointments

Dr. Emslie presented a draft policy regarding payment of a twelfth month of salary for faculty holding Administrative Appointments with a base pay of 11/9 of the academic year salary. Dr. Emslie asked Deans to discuss the policy with faculty and bring back recommendations at a future CAD meeting.

I. Other

Dr. Larry Snyder reported an Executive Committee has been formed from the General Education Task Force. This Committee will present a report to Dr. Emslie before Thanksgiving.

Dr. Emslie reminded the deans that revised appointment letters and GTA usage will be discussed at the November 2 CAD meeting.

Dr. Richard Miller will forward information to Deans and Department Heads concerning issues related to the hiring of foreign nationals (H1-B visas and Green Card policies and procedures).

Respectfully submitted,

Teresa Jackson

Approved/Not Approved

A. Gordon Emslie, Provost Date