

11-2-2010

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
Academic Affairs Conference Room
Tuesday, November 2, 2010
9:10 a.m.**

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

Guests Present: Beth Laves, Ladonna Hunton, Dale Brown, Sylvia Gaiko, Mike Dale, Doug McElroy, Tuesdi Helbig and Teresa Jackson.

I. Approval of October 19, 2010 Minutes

Minutes for the October 19, 2010 meeting were approved.

II. Information/Clarification Items:

A. Classroom Improvement/Instructional Equipment Allocations

Mike Dale distributed information regarding Classroom Improvement/Instructional Equipment Allocations funds awarded.

Doug McElroy discussed Digital Measures items to be completed before classroom improvement funds are released. All units within the college should have 2010-11 Action Plans on file and academic departments should have completed 2009-10 Outcomes Assessment Plans for each undergraduate and graduate major program on file in Digital Measures. Dr. Emslie requested Digital Measures items be completed before the Spring 2011 semester begins.

B. Workload

Dr. Tuesdi Helbig discussed reporting of faculty workload and suggested changes in the process for specific areas. Dr. Emslie asked Deans to discuss the recommendations with their Department Heads and report back to the Council of Academic Deans.

C. Study Skills Seminar

Dr. Emslie briefly discussed a Study Skills Seminar offered by Dr. Bertus Ferreira of Murray State University and indicated Deans should contact Dr. Ferreira if they are interested in the seminar.

D. Second Baccalaureate Honors

Dr. Emslie presented a request from Ms. Freida Eggleton regarding previous interpretations of “cumulative hours” when determining graduation honors for students pursuing second degrees. There was discussion regarding the number of hours a student is required to take at WKU for the second degree in order to receive honors.

Dr. Emslie suggested Deans discuss the issue with Ms. Eggleton and come back in two weeks with a motion.

E. SITE Evaluations

Dr. Doug McElroy indicated he has been approached by the Chair of the Academic Quality Committee for Senate regarding SITE Evaluations. The Committee has begun looking again at the questions and process for SITE Evaluations. Following a brief discussion, it was agreed that the topic be held until we hear back from the Committee.

III. Discussion/Action Items:

A. Classes and Weather Warnings

Dr. Emslie suggested that a policy be developed regarding class cancellation during hazardous weather conditions. Because there may not be an opportunity for the Provost to cancel class during a tornado or other hazardous weather, a policy would give direction to faculty, administrators and students until the situation passed.

Following discussion, deans agreed a policy should be written excusing students from class for the duration of the warning and then return to class once the all-clear has been given.

Dr. Emslie will draft a policy to bring back to the Council of Academic Deans.

B. Phase II Funding Update

Phase II funding information was distributed. Dr. Emslie indicated enrollment is up 191 students and that he has been working with Ann Mead regarding use of enrollment growth funds. Dr. Emslie informed Deans they can process Form 1's and begin searches for all positions identified in the Phase II staffing plan. He also suggested that asked Deans take the time to express their appreciation to Ann Mead for her efforts in implementing the plan.

Mr. Mike Dale will get a list of new positions from Human Resources and forward the information to Deans.

C. Eleven-Month Appointments

There was brief discussion regarding eleven-month appointments. A few positions do not lend themselves well to such a restructuring inasmuch as they involve 100% effort in the summer months. The deans will continue to discuss this with their units and report back to the Council of Academic Deans at a future meeting.

D. Course Syllabus Requirements

Dr. Emslie distributed a resolution from SGA to support online access to course information. SGA is concerned about the availability of syllabi and requests syllabi be available prior to class registration. Dr. Emslie will present the information to Senate and come back to the Council of Academic Deans with the results.

Dr. Emslie asked deans to share this information with units.

E. Faculty Expertise Booklet

There was brief discussion regarding the creation of a Faculty Expertise Booklet or website for faculty to list their area of expertise for those needing speakers, etc.

Dr. McElroy will look into the information being included in Digital Measures.

F. Tuition Scale

There was brief discussion regarding the tuition scale, fees currently charged to students and students shopping classes.

Dr. Tuesdi Helbig will look at various tuition models and present them at the next CAD.

G. Faculty Appointment Letters

Dr. Richard Miller discussed the new template for faculty appointment letters and indicated letters should come to him for review before sending them to the candidate. Dr. Emslie indicated that letters should be clear regarding expectations. Each letter must include a statement the position is subject to approval by the Board of Regents and should also include a statement that hiring is subject to satisfactory completion of a criminal background check. Letters for Department Heads should include a statement regarding the four-year review cycle.

Dr. Miller will forward the final versions to Deans with statements highlighted that must be included in each letter.

It was agreed Dr. Emslie will inform Mr. Tony Glisson the Deans are ready to begin the new process. HR will no longer generate a letter to come from President Ransdell.

The new process is as follows:

- The dean verbally negotiates an acceptable offer with the candidate
- The dean sends the chosen candidate a written offer letter confirming the terms of the offer, with a signature line for the candidate to acknowledge acceptance
- When acceptance is received, an EPAF is prepared and sent to HR -
- This results in the new employee being entered into the system, but does NOT trigger a letter from the President.

H. GTA Use

Dr. Emslie discussed requests that had been received, which total far more than the likely funds available, thereby making it difficult to assess the impact of the plans. The deans were urged to submit new plans which are more consistent with the likely amount of funds available.

I. University Senate Recommendations to the Provost

Recommendation 2010-10-03 - Dr. Emslie presented a recommendation from University Senate requesting the tenure clock be stopped for family matters such as the birth or adoption of a child.

After a suggestion from Dr. Richard Miller, it was agreed to invite Dr. Kelly Madole and Dr. Eric Reed to a future CAD meeting to discuss the wording of this resolution.

Recommendation 2010-10-04 – Dr. Emslie presented a recommendation from University Senate requesting if a faculty member is uncomfortable discussing a grievance issue with his Department Head, he/she may take the issue up with his/her Dean. Following discussion, the deans voted to recommend rejection of this recommendation.

J. Faculty Award Guidelines

Dr. Richard Miller distributed the Faculty Award Documentation Guidelines Draft. Applications will now be submitted electronically. Dr. Robert Reber indicated that he wished to bring for later discussion the issue of how often the Faculty Award in the College can be won.

There was brief discussion regarding changing the dates nominations and materials are due. It was suggested to send the announcement to the Fall semester. The timeline will be discussed at the next CAD meeting.

K. Other

Dr. Richard Miller reported 66 individuals stopped by the WKU table during SREB in Tampa. Dr. Miller informed those individuals someone from WKU would contact them. Dr. Miller will forward contact information to departments and encouraged Deans to invite these individuals to campus to see if there is a match.

Dr. Ferrell asked Deans if they are OK with posters to be included in Posters-at-the-Capital event at the Capitol building. He indicated all colleges are represented. Deans agreed.

In connection with the upcoming promotion and tenure review processes, Dr. Emslie indicated Deans should send the entire packet for tenure to Academic Affairs, however, he would like Deans to prepare a summary for his review.

Respectfully submitted,

Teresa Jackson

Approved/Not Approved

A. Gordon Emslie, Provost

Date