

12-14-2010

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
Academic Affairs Conference Room
Tuesday, December 14, 2010, 9:30 a.m.**

Present: John Bonaguro, Robert Reber, Richard Bowker, Mike Binder, Sam Evans, Blaine Ferrell, Gordon Emslie, Dennis George, and Craig Cobane.

Guests Present: Larry Snyder represented David Lee, Sylvia Gaiko, Richard Miller, Teresa Jackson, Mike Dale, Dale Brown, Tuesdi Helbig, Doug McElroy, Ronda Talley, and Beth Laves.

I. Approval of December 2, 2010, Minutes

Dr. Richard Bowker moved to approve the minutes. Dr. Larry Snyder seconded. The minutes were approved.

II. Information/Clarification Items:

A. Department Head – Teaching Overload for Payment

Dr. Miller indicated he had received a Form 16 to pay a department head for teaching overload. After discussion, Dr. Emslie indicated that overload compensation is appropriate only if the extra teaching is expressly outside the expectations of the appointment.

B. P-T Faculty Travel Reimbursement

Dr. Miller asked the deans to revisit the issue of allowing mileage reimbursement to part-time faculty for travel to regional campuses, if this is the only teaching assignment they have. After discussion, Dr. Miller indicated he will discuss the issue with Mr. Tony Glisson and Mr. Jim Cummings. There was some discussion about the possibility of raising the (taxable) stipend to cover travel expenses.

C. Other:

Dr. Gordon Emslie introduced Dr. Ronda Tally, CEC Director.

Dr. Emslie indicated Administrative Evaluations will be discussed at a future CAD meeting. Dr. Sam Evans is revising the questions to bring back to CAD.

III. Follow-Up Items:

A. Textbook Adoption Policy (Draft Policy Number 1.4030)

Dr. Emslie reviewed the Textbook Adoption Policy. Dr. Blaine Ferrell made a motion to approve the policy. Dr. Sam Evans suggested the term "WKU Bookstore" be changed to "WKU Store" and that the references to II.1 should be changed to II.3.

There was discussion regarding multiple sections with different instructors teaching. It was determined if multiple sections of the course use different texts, then the bookstore will use the text for a specific instructor he/she used when he/she last taught the course.

Dr. Emslie will edit this policy and share with the University Senate/SGA.

B. Extension of Probationary Period (Draft Policy Number 1.1240)

Dr. Emslie discussed revisions suggested by the University Senate leadership, which allows for one "automatic upon request" extension for certain types of qualifying event, with a second occurrence of such an event would be subject to review and approval. The CAD agreed, and suggested that approval be by the dean based on a recommendation by the department head. Dr. Emslie will communicate this to University Senate.

C. Annual Compensation for Faculty holding Administrative Appointments (Draft Policy Number 1.1980)

Dr. Emslie discussed changes to the policy resulting from input from the Senate. Mr. Dale is preparing a list of those faculty that will fall into this category. The amended policy was endorsed.

D. GTA Allocations

Mr. Dale will be forwarding notification to deans regarding GTA allocations for each college. Dr. Emslie asked Deans to forward their revised plan to Dr. Bowker.

Dr. Bowker asked Deans to be recruiting for these positions now and reminded them the funds available last year are still available this year.

GTA positions will begin Fall 2011. Dr. Emslie indicated that GTA's can be used in any way that will have a direct effect on faculty teaching load.

E. Other

Dr. Emslie indicated a campus forum, at which he and Dr. Baylis will review the Listening Tour and provide a set of initiatives, is scheduled for Feb 4, 2011.

IV. Discussion/Action Items:

A. Update -Budgeting & Expensing Faculty Workload

Mr. Dale gave a brief update regarding the possibility of developing separate research budgets in each department. This would formalize faculty expectations, allow for correct reporting of research expenditures, and provide a pool for cost-sharing.

B. Handling Student Complaint Procedures

Dr. Miller indicated one area of the SACS review will require that WKU document how student complaints are resolved. He asked the deans to forward a report documents how complaints were resolved and the outcomes by mid- to late-January. The student name and ID number should be taken off the report to be submitted.

C. PIE Guidelines for Proposals (Dr. Doug McElroy)

Dr. Doug McElroy discussed PIE Guidelines and reminded Deans that PIE funds are still available. He also reminded Deans each unit must submit Action Plans for 2010-11 and that each academic program must have completed Outcomes Assessment plans for all majors in 2009-10.

Dr. McElroy distributed a report indicating the status of the 2010-11 Action Plans and 2009-10 Outcomes Assessment Plans submitted for each college.

D. Review of Administrative Calendar Dates

There was brief discussion regarding dates on the web-based Administrative Calendar. It was agreed to divide these dates into those that are mandatory (policy-based) and those that are merely informative.

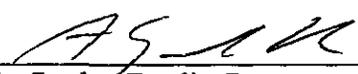
E. Other

Dr. Emslie distributed a draft revision to the University Distinguished Professor Selection & Appointment policy, with an amended timeline and changes in the appointment period (but not the period for which the stipend is available). Given that the original policy referred only to one-time actions (in 2006). it was agreed to use the timeline listed in the revised draft policy beginning this year. The decision on revised eligibility will be discussed at the next CAD meeting.

Respectfully submitted,

Teresa Jackson

Approved


A. Gordon Emslie, Provost

4/3/11
Date