

2-23-2011

# Meeting Minutes

WKU Council of Academic Deans

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## Recommended Citation

WKU Council of Academic Deans, "Meeting Minutes" (2011). *Council of Academic Deans*. Paper 1040.  
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**Council of Academic Deans**  
**Wednesday, February 23, 2011**  
**1:30 – 3:00 p.m.**  
**Minutes**

**Members Present:** Robert Reber, John Bonaguro, Gordon Emslie, David Lee, Richard Bowker, Dennis George, Craig Cobane, and Mike Binder.

**Guests Present:** Sylvia Gaiko, Andrew Ernest for Blaine Ferrell, Retta Poe for Sam Evans, Teresa Jackson, Doug McElroy, Beth Laves, Mike Dale, Richard Miller. Dale Brown attended a portion of the meeting.

**I. Approval of January 26, 2011 Minutes**

Dr. Bowker made a motion, seconded by Dr. George, to approve minutes for the January 26, 2011 meeting. The minutes were approved unanimously.

**II. Follow-Up Items**

**A. Policy 1.5030 –Selection, Appointment, Evaluation and Reassignment of Deans**

Dr. Emslie indicated that appointment as dean should be indefinite as to duration. After discussion, it was also agreed that the Provost should serve as Committee Chair for the fifth year comprehensive review.

The CAD endorsed the proposal with the revisions discussed. Dr. Emslie will make the revisions and forward the policy to University Senate.

**B. Budget Cut Review**

There was discussion regarding the draft document distributed which describes the impact of the proposed budget cuts and the positions affected. A statement will be added indicating departments will work to ensure students will be able to complete degrees if course selection is limited.

Dr. Emslie asked Deans to forward any additional suggestions to Mr. Dale as soon as possible. The document will be discussed at the next meeting of Administrative Council.

### **III. Discussion Items**

#### **A. Making up Snow Days**

There was brief discussion regarding snow days/hours missed and how to make up for classes affected by those days. It was determined each faculty member should work with the students concerned. Deans will share this information with Department Heads.

#### **B. Policy 1.1240 – Adjunct Faculty**

Dr. Emslie indicated that this new draft policy simply delineates the process that is currently being followed.

It was suggested that the term of appointment for adjunct faculty should be 5 years, renewable. After a suggestion from Dr. Emslie, it was also agreed that the renewal date for all adjunct appointments be standardized to July 1.

There was a brief discussion regarding WKU staff serving as adjunct faculty. Dr. Emslie indicated qualified WKU staff can indeed be assigned as adjunct faculty. A statement indicating a qualified person from WKU can have adjunct faculty status will be added to the draft policy.

A sample template appointment letter will be attached to the policy.

The policy as amended was endorsed by the Council of Academic Deans. Dr. Emslie will forward the policy to University Senate.

#### **C. Policy 1.1300 – Sabbatical Leave**

It was agreed that the draft policy will state applications for sabbatical leave must be submitted in accordance with procedures established within the Office of Academic Affairs by October 1 of the academic year preceding the date the leave will begin.

There was brief discussion regarding the composition of the review committee. Dr. McElroy recommended wording changes to read “Composition of the College Sabbatical Review Committee will include one representative elected from among the tenured faculty members of each department/division in the College.”

There was a discussion regarding retirement contributions when faculty are on sabbatical. Dr. Emslie will talk with Mr. Glisson regarding the KTRS guidelines/policies and insert appropriate references in the draft policy.

Dr. Emslie will revise the sabbatical policy and send it through Senate before returning it to CAD.

**D. Policy 1.4060 - Course Syllabi**

Dr. Emslie indicated this policy came from University Senate last week. Students have requested a policy urging faculty to post course syllabi online before the start of the semester.

After discussion, the deans agreed to change wording throughout the document to indicate that online postings should be on the official university course registration website (currently TopNet) and will be made available to students in class or online within one week of the start of the semester/term of the session in question. The deans also agreed to add that the syllabus could be updated after the semester begins if circumstances deem it necessary.

Dr. Emslie will make the revisions and bring the policy to Senate then back to CAD.

**E. Textbook Adoption Policy**

Dr. Emslie indicated this policy has not been voted on by University Senate. The concern by the WKU Store is that a majority of faculty do not contact them regarding textbook choice for class use which makes it difficult for the WKU Store to know if they should buy specific textbooks back from students.

Dr. Emslie suggested again that Department Heads be charged with filling in information for their units in situations where the faculty member says nothing. He also presented recommendation from Dr. Kelly Madole to include a roll-over box that can be checked indicating the faculty member to indicate they will continue using the current textbook until they indicate otherwise.

Dr. Emslie will make appropriate revisions and bring the draft policy to Senate then back to CAD.

**F. Proposal to permit 25% Early Staffing**

Dr. Emslie suggested that deans be permitted them to use up to 25% of their estimated FY 2012 staffing plan funds to move forward on priority hires before the formal staffing plan discussions begin. The Deans agreed to this proposal.

**G. Changes to procedures for selection of University Awards**

Dr. Miller discussed a new procedure for the selection of University Awards. There will now be 4 subcommittees, one for each award – Teaching, Research & Creative Activity, Public Service, and Advising.

There was discussion regarding the composition of the Committees. Committees will be constituted as shown below:

**Teaching Award**

3 previous winners  
1 undergraduate Student  
1 graduate student  
1 University Distinguished Professor  
Dr. Richard Miller (ex officio)

**Research & Creative Activity Award**

3 previous winners  
2 University Distinguished Professors  
Member, Graduate Council  
Dr. Richard Bowker (ex officio)

**Public Service Award**

3 previous winners  
Member, Alive Center Advisory Council  
1 University Distinguished Professor  
SGA President  
Dr. Doug McElroy (ex officio)

**Advising Award**

3 previous winners  
Holder, Master of Advising Certificate  
Representative, Academic Advising and Retention Center  
Vice President, Student Government Association  
Mr. Dale Brown (ex officio)

The Office of the Provost and Vice President for Academic Affairs will continue to host a dinner for all Faculty Award winners and a Reception in the Faculty House.

It was suggested that award winners also be recognized during commencement ceremonies.

**H. Cellular Allowances**

Dr. Emslie reminded Deans that Cellular Allowances currently paid will automatically end on May 31, 2011 and it is time to process the renewals to begin June 1, 2011.

Dr. Miller asked Deans to take a close look at those approved for a Cellular Allowance. This should be reserved for individuals who play a critical role.

**I. Future of the Textbook – Institutional Representative**

Dr. Sylvia Gaiko discussed the conference regarding the future of the textbook scheduled for March 3, 2011, in Frankfort, KY. Dr. Emslie asked Deans to pass the information along within their Colleges.

**J. FY 12 Graduate Tuition Scale & DELO**

Drs. Richard Bowker and Beth Laves discussed the move to a per credit hour rate for graduate students effective FY12. They also distributed information comparing Distance Learning rate credit hours and the non-distance learning rate credit hours among graduate students. It should be noted that for students taking 9 hours, in most cases the revised tuition-plus-fee would still be less than according to the current tuition scale. After discussion, the deans agreed that graduate students will pay the Distance Learning rate for all on-line courses.

**K. Other:**

Dr. Emslie asked the deans to let him know when all evaluations have been completed in their units.

Dr. Emslie briefly discussed the retreat to be scheduled for the Council of Academic Deans this coming summer. A major topic for the retreat will be retention. Dr. Emslie asked Deans to forward any additional agenda items for the retreat and he indicated he would get back with them regarding the retreat date.

Respectfully submitted,

Teresa Jackson

Approved

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A. Gordon Emslie, Provost

Date