

3-23-2011

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
Minutes
Wednesday, March 23, 2011
1:30 – 3:00 p.m.**

Members Present: Mike Binder, Dennis George, Craig Cobane, David Lee, Gordon Emslie, Blaine Ferrell, Sam Evans attended a portion of the meeting, John Bonaguro, Richard Bowker, and Robert Reber.

Guests Present: Doug McElroy, Mike Dale, Ladonna Hunton, Katie Burchfield, Jim Cummings, Sharon Hunter, Beth Laves, Sylvia Gaiko and Teresa Jackson. Cindy Burnette attended a portion of the meeting. Retta Poe attended a portion of the meeting for Sam Evans. Dale Brown attended a portion of the meeting.

I. Approval of March 9, 2011 Minutes

Dr. Richard Bowker made motion, seconded by Dr. Blaine Ferrell, to approve the minutes from the March 9th CAD meeting. The minutes were approved without objection.

II. Information Items:

A. Success of WKU Baccalaureate Graduates in Doctoral Programs

Dr. Emslie distributed material highlighting the success of WKU baccalaureate graduates and WKU masters' graduates in earning doctorate degrees. WKU is ranked 28th of all Carnegie master's level institutions in terms of baccalaureate graduates who earned doctorates from 2000-09 and 22nd for master's graduates who earned doctorates over the same period.

B. Using State Funds to pay for Employee Award Ceremonies

Mr. Jim Cummings joined the Council of Academic Deans to clarify the use of state funds for various events on campus. He indicated that only the President or a member of the Administrative Council may host an awards event for employees with state funds. However, any unit can use state funds to host a predominantly student awards event, even if employees are also present. Mr. Cummings also stated the Provost may also host an event for Regional Campuses and pay for the event using Regional Campus funds.

There was discussion regarding the use of state funds for departmental meetings. Mr. Cummings indicated the meetings must be approved in advance by a member of Administrative Council (typically the Provost for academic department events).

C. Title IV Regulatory Changes

1. Ms. Cindy Burnette discussed the Title IV Regulatory Update for 2011.
2. Dr. Laves distributed the WCET State Regulating Distance Education at a Glance document, which will require WKU (and all other institutions offering DL courses) to obtain authorization from each state in which a student taking any of our DL courses resides. She discussed approval requirements from state to state and the status of WKU's process in achieving the necessary authorizations. It is possible that we would need to examine whether or not it is feasible to offer all programs in all states.

III. Follow-Up Items:

A. Faculty Workload Distribution Policy (1.1900, 2.1900)

There was discussion regarding the draft Faculty Workload Distribution Policy. It was suggested that the proposed split of incentive funds for AY buyout between the department and the VP for Research could be an issue.

Dr. Emslie asked Deans to send suggested revisions by email. He will revise the draft policy accordingly before further CAD discussion and/or forwarding to University Senate.

IV. Discussion/Action Items:

A. Diversity Plan Draft

Dr. Miller discussed the draft diversity plan. Dr. Miller indicated the draft document is not ready to distribute to CAD at this point but he hopes to forward it to the Council of Academic Deans by Friday.

Dr. Miller asked the Deans look specifically at goals established for the next 5-6 years and let him know if they have concerns regarding goals. This document will be brought back to CAD at its next meeting.

B. Departmental Centennials

Dr. Emslie discussed centennial events and use of WKU logos. He indicated that the Office of the VP for Public Affairs should be contacted prior to purchasing items for such events.

C. Processing SIA's (Rich Miller)

Dr. Miller discussed the processing of SIA's and the late receipt date of some SIA's to Academic Affairs. He reminded the Deans of the importance of submitting SIA's in a timely manner.

V. Other

Dr. Emslie announced projected enrollment numbers for Fall 2011 are up. He is working with VP Ann Mead to determine a distribution formula for future enrollment growth dollars.

There was discussion regarding when CAD will meet next (due to travel plans for Dr. Emslie). CAD will meet next on Tuesday, April 12, 11:00 a.m. – 1:00 p.m.

There was discussion regarding reducing electrical usage for summer months and options to cut electrical usage.

The campus forum with Dr. Emslie and Dr. Baylis is scheduled for Friday, March 25, at 3:00 p.m. Handouts will be distributed following the presentation.

BOR Committee meetings are scheduled for Thursday, March 30.

The University Awards Dinner is scheduled for Thursday, April 26th. A new feature of this event will be the Athletic Director introducing some WKU student-athletes.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date