

6-22-2011

# Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans  
CAD Minutes  
Wednesday, June 22, 2011  
1:00 – 3:00 p.m.**

**Members Present:** Craig Cobane, Dennis George, David Lee, Gordon Emslie, Blaine Ferrell, Connie Foster, Robert Reber, and Richard Miller.

**Guests Present:** Merrall Price, Lauren Bland for John Bonaguro, Sharon Hunter, Doug McElroy, Kinchel Doerner for Richard Bowker, Mike Dale, Ladonna Hunton, Jim Cummings, Beth Laves, Retta Poe for Sam Evans, Jeff Katz, Rick Sutton, and Teresa Jackson.

**I. Approval of June 1, 2011 Minutes**

Dr. David Lee made a motion, seconded by Ms. Connie Foster, to approve the minutes from the June 1, 2011 CAD Meeting. The minutes were approved without objection.

**II. Discussion Items:**

**A. Tuition and Educational Benefits for Full-Time Faculty**

Dr. Miller discussed implications associated with paying tuition expenses for faculty/staff pursuing an advanced degree at another institution that is not covered under the WKU Tuition Waiver Program (HR Policy #60-150). Mr. Cummings gave brief background information regarding paying such expenses for faculty and staff. He indicated that such a benefit must be treated as taxable income to the faculty/staff member, irrespective of the source of the funds, or whether or not they are paid directly to the faculty member or to the institution at which they are taking courses.

There was discussion regarding the correct process for payments. The faculty/staff member is to pay the tuition, retain a receipt and then get reimbursement from WKU under the terms of any formal agreement to provide such a benefit.

Dr. Miller will draft a document outlining the correct process and implications for receiving this benefit.

**B. Expectation Letters for Department Heads**

Dr. Emslie asked the deans to create specific appointment letters for department heads, in which the clear expectations of the base appointment are to be delineated. This will make it clear when overload pay (e.g., for summer teaching) is appropriate. Dr. Miller requested copies of these documents.

**C. Strategic Agenda Targets**

Dr. Doug McElroy discussed strategic agenda targets and indicated regional targets which need to be determined within the next few months. CPE will allow WKU to determine which of two target years (e.g., 2014-15 or 2015-16) to choose. There was brief discussion regarding how to determine the best target year to choose. Per Dr. McElroy, CPE will take final action on the 2015 Performance Targets at its September 22 meeting.

Dr. Emslie indicated that while retention across all cohorts was important, there are two groups that merit special attention: (a) the incoming freshmen (in respect of the freshman-sophomore retention rate) and (b) the cohort corresponding to the baseline group we choose.

**D. Faculty Review of File Policy**

There was brief discussion regarding Policy 1.1062 relating to faculty review of their personnel file. This policy underwent significant revision by the Senate and now states that the employee does have the right to review his or her complete personnel file except for letters of recommendation and other credential materials received prior to employment of the faculty member.

The Council of Academic Deans endorsed the policy to be forwarded to Administrative Council.

**E. Faculty Handbook**

The Faculty Handbook, 18<sup>th</sup> Edition, was approved by University Senate at a June, 2011 meeting. Dr. Kelly Madole attended CAD to discuss additional minor, clarifying revisions that were suggested. The Council of Academic Deans approved all sections as amended, except for the inclusion of Appendix 2 – Student Offense Record. It was agreed to remove this form from the Faculty Handbook and place it on the Academic Affairs home page.

**F. Degree Completion in Maymester**

Dr. Emslie discussed the various end dates for the May session, which for some years extend into June. There was discussion regarding whether or not students graduating in the May term should be granted Spring degrees. The vote to permit this was 4:4. Dr. Emslie indicated he would think through the process before breaking the tie, and inform the Registrar accordingly.

**G. CAD Retreat Draft Agenda**

There was brief discussion regarding the draft agenda for the CAD Retreat on July 20. In particular, Dr. Emslie indicated that Benchmark Institutions will be

determined based on the recommendations submitted by Deans and trial rankings being carried out by Institutional Research.

**H. Other**

Dr. Emslie asked the deans to review the revised Organizational Chart and to let him know if there are additional changes needed.

Dr. Beth Laves distributed a draft DELO Distribution model and recommended that, following the model for distribution of summer funds, a portion of the college funds be distributed directly to departments. The Council of Academic Deans agreed to a 80:20 (dean : department) distribution model.

Respectfully submitted,

Teresa Jackson

Approved

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A. Gordon Emslie, Provost

Date