

8-31-2011

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, August 31, 2011
1:30 – 4:30 p.m.**

Members Present: Dennis George, Blaine Ferrell, John Bonaguro, Jeffrey Katz, Connie Foster, Craig Cobane, Sam Evans, Gordon Emslie, Kinchel Doerner, and David Lee.

Guests Present: Brian Meredith, Sharon Hunter, Tuesdi Helbig, Doug McElroy, Jim Berger, Sylvia Gaiko, Beth Laves, Mike Dale, Rick Sutton, Richard Miller, Jessica Steenbergen for a portion of the meeting and Teresa Jackson. Guests from Facilities Management for a portion of the meeting included John Osborne, Dale Dyer, Christian Ryan-Downing and Charlie Jones.

I. Approval of May 11, 2011 Minutes

Dr. Blaine Ferrell made a motion, seconded by Dr. David Lee, to approve the minutes from the August 17, 2011 CAD Meeting. The minutes were approved without objection.

II. Discussion Items:

A. Summer 2012 Schedule

John Osborne, Dale Dyer and Charlie Jones briefly compared the savings in energy costs for Summer 2011 compared to Summer 2010. Proposed summer schedules for 2012 were discussed. There was also discussion regarding purchasing individual cooling units for faculty to check out from Facilities Management when working evenings and weekends.

B. DELO Summer Distribution

Beth Laves distributed information regarding the summer distribution. Information regarding detailed amounts distributed to each department will be forwarded to each dean. She noted a slight decline in summer enrollment for 2011 and indicated that the drop for nonpayment was high.

C. New Program Review Materials

Dr. Sylvia Gaiko presented draft new CPE program request forms, which will go to CPE on September 21 for approval. Dr. Emslie asked deans to consider if any new programs in their colleges can be a part of the pilot program using these forms, and he encouraged the deans to share this information with faculty working on new programs.

D. Fall 2011 Enrollment

Dr. Emslie indicated enrollment is down slightly, mostly due to negative trends in returning freshmen and sophomores. He asked the deans to study and evaluate trends in each college.

E. Staffing Plan: “Mortgaging” Faculty Positions and Phase II Landscape

Dr. Emslie indicated he has discussed “mortgaging” faculty positions against future vacancies with Ann Mead. Based on past trends in the number of vacancies that arise annually, it appears that “mortgaging” of some 20 positions would be a very acceptable risk, allowing searches for faculty positions to begin in advance of the vacancy used to fund it. Mortgaged faculty positions will be reserved for tenure-track positions only. If the anticipated vacancy does not appear in the unit of the position being searched, then the new position would be first funded through another vacancy in the college, failing which with one-time money until a vacancy in the college arises. Dr. Emslie will begin discussing mortgaging faculty positions with deans immediately following Phase II staffing discussions.

F. Action Plan Goals and Objectives

Action Plan Goals and Objectives were revised. Dr. Emslie asked deans to take the revisions back to departments for further input. Deans will meet again on September 14th to discuss input from departments and Dr. Emslie will take the revisions to Administrative Council on September 19th.

G. Policies

Dr. Emslie indicated the deans will meet again on September 7, to discuss various draft policies.

H. Other

Dr. Ferrell distributed information regarding Posters at the Capital. Dr. Baylis will sponsor a workshop for students selected. Dr. Ferrell asked deans to encourage students to participate. WKU will be given twelve spots.

Dr. Emslie reminded the deans to inform him of any non-continuance recommendations as far in advance as possible.

Dr. Emslie indicated carry forward funds will be distributed soon and to watch for information regarding Classroom Improvement/Instructional Equipment funds. The amount available should be similar to last year.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date