

7-11-2012

# Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans  
CAD Minutes  
Wednesday, July 11, 2012  
1:30 – 4:20 p.m.**

**Members Present:** Cheryl Stevens, Connie Foster, Jeff Katz, Sam Evans, Dennis George, Craig Cobane, Kelly Madole, Gordon Emslie, and John Bonaguro.

**Guests Present:** Jessica Gilland, Tuesdi Helbig, Sylvia Gaiko, Doug McElroy, Mike Dale, Richard Miller, Larry Snyder represented David Lee, Jim Berger, Clay Motley represented Craig Cobane for a portion of the meeting, Beth Laves, and Teresa Jackson.

**I. Approval of June 19, 2012 Minutes**

Ms. Connie Foster made a motion, seconded by Dr. Jeff Katz, to approve the minutes from the June 19, 2012 CAD Meeting. The minutes were approved without objection.

**II. Information Items:**

**A. Organizational Chart and Catalog Information**

Dr. Richard Miller informed the deans that Dr. Sylvia Gaiko will be contacting them regarding faculty titles and credential updates for the undergraduate catalog. He also reminded them to be sure departmental web sites are updated.

The organization chart for Academic Affairs will be web friendly, with active links embedded, in the near future.

**B. Staffing Plan**

Mr. Mike Dale has provided Phase I listings of budgeted staffing vacancies to the deans. Approvals for vacancy requests in Phase I will be forwarded to the deans prior to August 31, 2012. Any requests for early approval, based on urgent factors (e.g., advertising deadlines) should be brought to Dr. Emslie's attention.

Dr. Emslie reminded the deans to be sure that critical needs are included in Phase I, since the dollars available for Phase II will be quite limited. Phase II will begin late September or October 2012.

**C. Development Lunch**

Ms. Kathryn Costello, Vice President for Development and Alumni Relations, would like to schedule a luncheon meeting with Deans to discuss general development issues, including the campaign just completed. The deans agreed to schedule this for the first CAD meeting in August, beginning at 11:30 a.m.

#### **D. Other**

The BOR Retreat is scheduled for Thursday, July 26. It will begin at 10:00 a.m. with an optional tour of the Center for Research and Development. The luncheon and program with Dr. Belle Whelan will begin promptly at 11:00 a.m. Deans, Associate/Assistant Deans and Department Heads are invited to attend.

Dr. Emslie will then present the proposed academic calendar revisions. The deans discussed how this presentation and discussion should be structured in order for those present to give thoughtful input to improve the proposal. Dr. Emslie asked the deans to forward their thoughts to him regarding the presentation and he will discuss their suggestions with President Ransdell.

### **III. Discussion Items**

#### **A. Honorary Degree Policy 1.4140**

Dr. Emslie presented the draft Honorary Degree Policy. There was discussion regarding the role of the Provost – forward nominations to committee, serve as chair of the committee, or be the person to whom the committee makes recommendations. There was also discussion regarding moving the nomination date to March 30.

Drs. Miller and Bonaguro will revise the policy and bring it back to CAD.

#### **B. Graduate Assistant Stipend Allocation**

Dr. Kelly Madole briefly discussed the graduate assistant funds allocation procedure currently in process at WKU. She asked the deans to consider if this model is serving departments well and to provide input to her. The timeline for allocation of FY 14 GA finds was also discussed, and it was generally agreed that moving the allocation date up to mid-Fall of the preceding year would allow for more effective recruitment.

Dr. Madole also reminded the deans that if a student is applying for a graduate internship, they must first be accepted to graduate study.

#### **C. First and Second Baccalaureate vs. Double Major**

Currently, WKU students are not allowed to earn two bachelor's degrees concurrently. The deans discussed the benefits of changing that ruling. Following discussion, Dr. Bonaguro made a motion, seconded by Dr. George, that this be changed to allow students at WKU to earn two or more degrees concurrently. Dr. Emslie agreed to draft the pertinent catalog change for review by CAD prior to forwarding to the UCC Chair.

**D. Cohort Tracker**

Dr. Doug McElroy indicated we are coming up on the end of the six year term and we still have 132 students in the Fall 2006 cohort who are enrolled but have not yet graduated. He indicated the easiest way to meet our CPE goal is to graduate these students within six years. There was discussion regarding contacting these students to assist them in completing degrees. Dr. McElroy asked the deans to apply the lessons learned this to the Fall 2007 cohort, with a view to increasing the graduation yield by August 2013.

Dr. McElroy will review using the cohort tracker with department heads during the workday scheduled for August 8, 2012.

**E. Strategic Plan**

Dr. Doug McElroy distributed feedback received regarding the strategic plan.

**F. Other**

Dr. McElroy distributed the tentative academic program review schedule for 2012/13-2017/18. Dr. Emslie will discuss the information required by CPE during the upcoming CCAO Retreat. The Office of the Provost will circulate a program review template for the deans to review.

Respectfully submitted,

Teresa Jackson

Approved

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A. Gordon Emslie, Provost

Date