

8-29-2012

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, August 29, 2012
1:30 – 3:45 p.m.**

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

Guests Present: Tuesdi Helbig, Sylvia Gaiko, Beth Laves, Richard Miller, Ladonna Hunton, Mike Dale, Doug McElroy, Tuesdi Helbig, Larry Snyder represented David Lee for a portion of the meeting, Brian Meredith, Joelle Carter and Teresa Jackson.

I. Approval of August 15, 2011 Minutes

Ms. Connie Foster made a motion, seconded by Dr. Jeff Katz, to approve the minutes from the August 15, 2012 CAD Meeting. The minutes were approved without objection.

II. Information Items:

A. Faculty Representatives for Senate Committees

Dr. Miller advised that the University Student Complaint Committee will need to be convened soon to address a pressing issue. The Committee is comprised of a faculty representative from each college and a student from each college.

Dr. Miller asked the deans to forward names of college representatives to him by September 14, 2012.

B. CPE – November 15 – 16, 2012

WKU will host the CPE meeting on November 15-16, 2012. Agenda details are being finalized. Dr. Emslie asked the deans to forward to his attention any items for discussion with the Kentucky provosts' group while they are on campus. He also asked the deans to think about things to showcase for that group.

C. Other

- Dr. Meredith introduced Dr. Joelle Carter, Assistant Vice President for Retention and Student Services.
- The Honorary Degree Policy has been forwarded to University Senate.
- President Ransdell is pleased with the Commonwealth College statement prepared by CAD, and it is being considered as a model for a WKU statement.

- The Board of Advisors will meet on Friday, September 21, at the Gatton Academy. The Museum Opening is scheduled for 1:00 p.m. with the President's Circle Gala beginning at 6:00 p.m.
- Dr. Emslie has met with about half of the deans regarding the college Tenure & Promotion guideline modifications.
- Dates to remember include: September 24-29, 2012 – International Reach Week and March 18-23, 2013 – REACH Week and Student Research Conference. Dr. Emslie asked the deans to think about showcasing faculty in their colleges during REACH Week.
- An announcement regarding FUSE awards will be made soon. Drs. Emslie and Baylis will host workshop lunches for students who are interested in applying.
- The UK Libraries Award for Intellectual Achievement nomination has been forwarded to President Ransdell.
- Dr. Madole briefly discussed stipend payments for graduate students and indicated that graduate students must be paid fair market wages to ensure that tax-exempt tuition scholarships are not being used to replace taxable stipends. Mr. Jim Cummings had indicated to Dr. Madole that graduate students must be paid a minimum of \$1000 per month. Following discussion, Dr. Emslie asked the deans to forward the minimum full (20-hour-a-week) graduate stipend paid in their colleges to Dr. Madole. She and Dr. Emslie will discuss these stipend amounts with Mr. Cummings and, if necessary, ask him to reconsider the minimum stipend amount that must be paid.
- Dr. Helbig announced that in order to address confusion related to data requests, Institutional Research and Information Technology have combined their data request system. Requests will be assigned to the appropriate area.

III. Discussion Items:

A. Mid-Term Evaluations

Dr. Emslie indicated that online mid-term site evaluations will be developed for use beginning with the Spring 2013 semester. He will share this information with the SEC.

B. Academic Year Research Buyout

There was discussion regarding teaching loads and buyout from external grants. The WKURF will provide incentives of 40% of the buyout amount for academic year activities supported by external grants that do not impact teaching loads. The deans agreed to discuss this plan with their Department Heads, and Dr. Baylis will have more details forthcoming.

C. Staffing Plan

-Enrollment

Dr. Emslie distributed and discussed the enrollment report for August 29, 2012 compared to the same time last year. He also discussed plans for Phase I and Phase II Staffing Plans in light of the enrollment numbers. It was generally agreed that fully funding Phase I at the 75% level was a priority, and it was also agreed to defer formal approval of the Phase I requests, pending a more complete picture of the enrollment numbers.

-Minority Faculty Hiring Plan

There was brief discussion regarding the Minority Faculty Hiring Plan and faculty hired under this plan. Recurring funds to support two half-time salaries have been added to the budget of the Chief Diversity Officer; these funds will be used to partially fund two positions in the FY 14 Staffing Plan, with the pertinent colleges retaining the salary savings that result. The deans were reminded that the central support for faculty hired in this manner reduces to 25% after the third year of employment, and to 0% after the sixth year (or when tenure is awarded, whichever is first), and that this will play a role in future college staffing plans.

D. Policy on Payment to Human Research Participants

There was discussion regarding the draft policy on Payment to Human Research Participants. The draft policy addresses guidelines for payment. Following discussion, Dr. Emslie asked the deans to discuss the topic with department heads and to forward comments to Dr. Baylis.

E. Carryforward Distributions

Ms. Hunton distributed and discussed carryforward information. Units with carry-forwards in excess of the 7% of budget limit had their carry-forward amount reduced by an amount sufficient to cover the planned one-time budget shortfall for FY 13. She indicated that, as usual, the first one-third of carryforward is being distributed now with the remainder to follow once the FY 13 budget picture becomes clearer throughout the year.

F. Other

Dr. Meredith and Enrollment Staff have developed a new scholarship package, which significantly opens up scholarship opportunities to students with high school GPAs above 3.3 and ACT scores above 26. Dr. Emslie indicated that the same number of “top-tier” scholarships will be awarded; however, the new package will allow more students to compete for the scholarships. In addition, two new automatic scholarship categories have been added for students with GPAs between 3.3 and 3.8. The revised scholarship application will be available soon.

There was discussion regarding the number of on-line courses allowed in order for a student to receive a scholarship. Dr. Bonaguro made a motion, seconded by Dr. George, to allow more than one on-line course for scholarship students. Following discussion, it was discovered that apparently no formal ruling exists regarding the number of on-line courses a scholarship student can take, and Dr. Bonaguro withdrew his motion. Cindy Burnette, Director of Student Financial Assistance, will be asked to provide a report regarding the number of students taking more than one on-line course and receiving a scholarship. With this data, the CAD will revisit this issue.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date