

9-26-2012

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, September 26, 2012
1:30 – 4:00 p.m.**

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

Guests Present: Sylvia Gaiko, Beth Laves, Richard Miller, Ladonna Hunton, Mike Dale, Doug McElroy, Tuesdi Helbig, Clay Motley represented Craig Cobane, and Gordon Baylis.

I. Approval of September 12, 2012 Minutes

Dr. Sam Evans made a motion, seconded by Dr. Jeff Katz, to approve the minutes from the September 12, 2012 CAD Meeting. The minutes were approved without objection.

II. Information Items:

A. Verification of Faculty Listings

Dr. Miller indicated a listing of full-time faculty by college and department can be seen on the CAD shared drive. Dr. Miller asked the deans to review the lists with department heads and make any updates necessary and to identify GTA's listed. Dr. Emslie asked that a form be created for GTA's to complete at the time of hiring to indicate they have the appropriate credentials.

The deadline to make corrections is October 12.

B. FUSE Protocol

Dr. Emslie clarified the purpose of the \$1,500 per award from colleges to departments is compensation for the faculty member's time spent with the FUSE project and that while the department head can use the funds as needed, the funds may be spent in hiring others to accommodate workload reassignments.

He also indicated the deans will have veto power regarding the proposals awarded in their colleges prior to the student being notified of the award. Deans are not required to accept the entire list. The award amount does carry forward and is subject to the 3% assessment tax. He also stated the students should register for the class in the semester they are doing the project. If the project spans multiple semesters, the student should choose one semester (ideally the first semester of the project) to register.

C. Other – Enrollment and Staffing

Dr. Emslie distributed the current Enrollment Report and discussed issues affecting the final enrollment for this academic year. The census enrollment is expected to be up about 200 students from last year.

Dr. Emslie indicated deans can help by reminding faculty and staff who want to take a class, to enroll in a bi-term class. Such classes are eligible for the faculty/staff tuition waiver and the enrollment period for the second bi-term is still open.

Mr. Mike Dale distributed Possible Available Phase II funding scenarios. Dr. Emslie asked the deans to begin working on their priorities for Phase II to be forwarded to Academic Affairs by October 12.

III. Discussion Items:

A. Dual Career Hiring Policy (4.2310)

Dr. Emslie discussed proposed changes to the policy and the option to set aside staffing plan dollars to create a pool of funds in Academic Affairs. The funds would be transferred to the department. Dr. Emslie asked deans to share this policy with departments for discussion during the next CAD meeting.

B. On-Line Course Evaluations

Dr. Tuesdi Helbig indicated the on-line course evaluations for bi-term classes are underway. The SGA questions were left off because the software is currently unable to report those separately.

Dr. Helbig asked deans if they agree the SGA questions should also be left off the end of the semester evaluations if the vendor is unable to report them separately. After discussion, Dr. Helbig agreed to draft a memorandum for Dr. Emslie to forward to Cory Dodds, SGA President, indicating that the SGA questions will not be included for the end of the semester on-line evaluations.

C. Continuance Review Process

Dr. Emslie discussed the Continuance Review Process as outlined in the Faculty Handbook and deadlines relating to the process. Dr. Emslie indicated that all positive and negative recommendations should be forwarded to Academic Affairs by September 25th. A change in the deadline to September 17 or 18 was briefly discussed.

After discussion, it was determined that while positive recommendations should include a detailed document to be included in the official faculty file in Academic

Affairs (page 32 of the Faculty Handbook), negative responses should include only a brief memorandum for the file (page 34 of the Faculty Handbook).

There was discussion regarding forming official continuance committees within each college allowing faculty to have a clear voice in the process. Following discussion, Dr. Sam Evans made a motion, seconded by Dr. David Lee, to form a Continuance Committee in each department, with constitution similar to the tenure review committee. The motion passed unanimously, and Dr. Emslie agreed to bring this up to the Faculty Handbook revision committee.

D. Faculty Workload Policy (1.2090, 2.2090)

There was discussion regarding changes to the Faculty Workload Policy. Dr. Emslie will send the revised policy back to University Senate.

E. Other

Dr. Gordon Baylis joined CAD to discuss details of the 40% bonus payments for faculty who support part of their academic-year salary with grants. The deans agreed that 40% of the salary savings be recouped by Academic Affairs, with the remaining 60% staying in the department. The bonus payments will come from the WKURF and will be paid one time on a Form 16. Ladonna Hunton indicated that college level indexes will be created for the 60% savings.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date