

2-13-2013

Meeting Minutes

WKU Council of Academic Deans

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Recommended Citation

WKU Council of Academic Deans, "Meeting Minutes" (2013). *Council of Academic Deans*. Paper 1064.
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**Council of Academic Deans
CAD Minutes
Wednesday, February 13, 2013
1:00 – 3:30 p.m.**

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

Guests Present: Sylvia Gaiko, Danita Kelly for John Bonaguro, Brian Meredith, Richard Miller, Ladonna Hunton, Doug McElroy, Tuesdi Helbig, Mike Dale, Zubair Mohamed for Jeff Katz, Larry Snyder for David Lee, Beth Laves, and Teresa Jackson

I. Approval of January 30, 2013 Minutes

Dean Foster made a motion, seconded by Dr. Evans, to approve the minutes from the January 30, 2013 CAD Meeting. The minutes were approved without objection.

II. Information Items:

A. Assistantships

Dr. Madole briefly discussed assistantship funds and reminded the deans that a student does not have to be admitted to be offered an assistantship. However, the offer letter should state the offer is conditional based on admittance.

Dr. Madole asked the deans to discuss content on program websites with department heads to be certain that policies included on the websites are consistent with approved policies and the catalog.

B. Changes to SACSCOC Substantive Change Policy

Drs. Miller and Gaiko announced that SACS has made revisions to the Substantive Change Policy. The revisions include eliminating the need for prior notification/approval on some types of substantive change. Dr. Gaiko will revise the WKU policy accordingly, for forwarding to Administrative Council.

C. Travel Forms

Dr. Emslie informed the deans that some 15% of travel vouchers are returned to the preparer to correct errors. Please contact Teresa Jackson if you have questions regarding travel vouchers.

D. Mobile Web Content

Dr. Emslie informed the deans of the new mobile WKU website. He also indicated that if changes are made to main website content, similar changes must be made to the mobile app, since the main website does not automatically convert to the mobile site.

E. Other

Sabbatical Letters:

Dr. Emslie indicated there has been some confusion in the past regarding who writes letters to candidates informing them that their application for Sabbatical Leave has been approved by the Board. Following discussion, the deans agreed that such letters should come from the respective deans, with a copy sent to Academic Affairs for the faculty file.

There was additional discussion regarding letters for those *not* recommended for Promotion and/or Tenure. Following discussion, it was agreed that negative recommendations by the President will be sent to the candidates by President Ransdell. As previously agreed, the deans will prepare the positive letters for tenure and promotion, to be sent following BOR approval.

Administrative Evaluations:

Dr. Emslie briefly discussed the Human Resources reverse evaluation process indicating the results are sent to the supervisor of the person being evaluated.

Dr. Tuesdi Helbig discussed the administrative evaluations prepared by Institutional Research and indicated these results are sent both to the person being evaluated and to that person's supervisor. There was discussion to determine if the person being evaluated should continue to receive the results. Following discussion, it was agreed to leave the process as currently administered.

III. Discussion Items:

A. Policies:

a. Evaluations and Orientation of Student Teaching Assistants (1.3070)

Dr. Emslie indicated that this policy has been endorsed by SGA. Following a brief discussion, the deans agreed the policy is ready to be forwarded to SEC.

b. Dual Career Policy (4.2310)

Dr. Emslie discussed changes made to this policy by Mr. Tony Glisson, Director of Human Resources, and Dr. Madole. Dr. Emslie reminded the deans that the policy requires a pool of funds to be established within Academic Affairs to accommodate faculty partner hires, to cover the cost of the appointment, until the position is made part of the college staffing plan. This should occur no later than the award of tenure.

Dr. Emslie asked the deans to discuss the policy with department heads and forward updates to his attention. Dr. Emslie will share updates with Mr. Glisson and bring the policy back to CAD.

B. Six-Year Capital Plan

Ms. Hunton distributed a revised six-year capital plan. There was discussion regarding items included on the plan. Dr. Emslie asked the deans to review the plan and add anything that could possibly happen during the next 6 years. Ms. Hunton asked for revisions to the plan by Tuesday, February 19.

C. Other

Evaluation of Faculty Credentials (1.1110)

Dr. Gaiko distributed a revised version of the Evaluation of Faculty Credentials policy. Dr. Emslie asked the deans to review this rather detailed policy with department heads. He also reminded the deans to be working on the list of faculty responsible for establishing credentials for each course prefix.

Dr. George made a motion, seconded by Dr. Evans, that faculty teaching developmental courses need only have a baccalaureate degree in the discipline or a related discipline. The motion passed unanimously.

Dr. Emslie asked Dr. Madole to draft a policy regarding evaluation of Graduate Assistant Credentials.

Ms. Nation distributed and discussed example web forms titled "Equivalent Professional Qualifications" and "18 Hours in Graduate Coursework." These forms should be used to justify faculty assignments that are not supported by an appropriate degree in a related discipline.

Emeritus Pay Rate:

Dr. Miller asked for input from the deans regarding pay for Emeritus faculty. Following discussion, it was determined that Emeritus faculty pay is equal to the regular faculty pay rate for summer courses, however, the form needs to be

updated. Ms. Nation agreed to revise the form, and any erroneous past payments will be corrected.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date