

4-10-2013

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, April 10, 2013
1:00 – 2:30 p.m.**

Members Present: Sam Evans, Gordon Emslie, Jeff Katz, Craig Cobane, John Bonaguro, David Lee, and Cheryl Stevens.

Guests Present: Tuesdi Helbig, Ladonna Hunton, Jessica Steenbergen, Sylvia Gaiko, Beth Laves, Bryan Carson for Connie Foster, Merrall Price for Dennis George, Kelly Madole for Carl Fox, Richard Miller, Mike Dale and Teresa Jackson.

I. Approval of March 27, 2013 Minutes

Dr. Evans made a motion, seconded by Dr. Lee, to approve the minutes from the March 27, 2013 CAD Meeting. The minutes were approved without objection.

II. Information Items:

A. QEP Theme

Dr. McElroy briefly discussed the two QEP draft documents. Dr. Lee pointed out that, based on CAD review of the “Information Mastery” and “Meaningful Discourse” QEP Concept Papers, as well as feedback received from academic departments and colleges, that each proposal had individual merit and that they were complementary to one another. He therefore made a motion, seconded by Dr. Evans, that:

“the Council of Academic Deans recommends the SACS Leadership Team adopt a QEP theme that incorporates aspects of both proposals, and which addresses the broad objectives of enhancing students’ ability to acquire, evaluate and synthesize relevant information, and apply that information to produce relevant texts for meaningful discourse.”

The motion passed unanimously.

It was agreed that the SACS leadership team should forward the resulting QEP document to SGA, University Senate and Staff Council.

B. International Year of Country

Dr. Craig Cobane discussed the WKU International Year of Country program facilitated by the Office of International Programs. Departments and colleges are encouraged to develop their own programs to boost involvement and to submit proposals to the Office of International Programs for IYO matching funds.

Ms. Ladonna Hunton asked Dr. Cobane to add the discretionary spending policy link to the information and applications materials regarding the WKU International Year of Country.

III. Discussion Items:

A. Market Equity Adjustments

Dr. Emslie briefly discussed possible scenarios regarding faculty market equity adjustments. Spreadsheets for each college were distributed.

B. Optimizing Sizes of Class Sections

Dr. Emslie discussed the attrition in enrollment in certain courses during the first two weeks of the semester, and the desirability of overbooking certain class sections accordingly in order to save sections. Drs. McElroy and Helbig distributed a sample report of suggested sections and enrollment per section showing examples from each college. Dr. Helbig will forward a report to each dean for their college.

C. International Agreement Policy 0.1011

Dr. Craig Cobane discussed changes made to the International Agreement Policy. There was discussion regarding the need for international MOAs to come through Academic Affairs when it involves a financial commitment, admissions or credentials. Dr. Cobane introduced Ms. Addie Cheney and indicated she is working with him to formalize the international area.

Dr. Cobane indicated it is critical for faculty to make the Office of International aware if they are working with another university in order to combine efforts and asked that departments get in touch with OIP at the beginning of creating an exchange.

There was discussion regarding what should be added to the policy and the deans were asked to discuss the policy with department heads, and will be considered at a future CAD meeting.

Ms. Cheney agreed to forward the link to deans for their review of details, definitions and sample agreements.

D. Non-Standard Class Minutes

Dr. Doug McElroy indicated there is a new report on the CAD shared drive showing courses without sufficient minutes.

There was discussion regarding changes made to the Time Requirements for Hours of Credit (1.4033) policy and if hours during final examination week should be counted toward class time.

Following discussion, the deans agreed to revise the policy to state faculty must hold formal classes during finals week. Dr. McElroy will revise the policy accordingly.

There was further discussion regarding the Class Periods and In-Class Time Requirements document. Following discussion, Dr. Miller asked that Drs. McElroy and Gaiko discuss the document with Ms. Freida Eggleton and bring the document back to CAD.

E. Workload Equivalent for Independent Learning Courses

Dr. Miller distributed the Policy on Faculty Workload Calculation for Independent Learning Courses, which Dr. Emslie had recommended be updated. He asked the deans to review the policy for discussion during the next CAD meeting.

F. Other

Dr. Emslie asked the deans to suggest which students from the list of FUSE students should present at the Board of Regents meeting scheduled for Friday, April 26, 2013.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date