

7-17-2013

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, July 17, 2013
1:00p.m. – 4:00 p.m.**

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

Guests Present: Sylvia Gaiko, Richard Miller, Tuesdi Helbig, Mike Dale, Beth Laves, Ladonna Hunton, Joelle Carter, Michelle Trawick (attending for Dr. Katz), Frieda Eggleton and Jessica Steenbergen

I. Approval of June, 12, 2013 Minutes

Dr. Evans made a motion, seconded by Dr. Foster, to approve the minutes from the June 12, 2013, CAD meeting. The minutes were approved with one correction. In section III C – the first sentence should state– “Dr. Emslie recommended all colleges use an e-signature form similar to that which was discussed at an earlier CAD meeting and send.....”

II. Information Items

A. Introduction of Dr. Russell Curley

Dr. Joelle Carter introduced Dr. Russell Curley, the new AARC Director. Dr. Curley would like to meet with each Dean before the fall semester begins.

III. Discussion Items

A. Special Priority Registration

Ms. Eggleton gave an overview of those student groups currently receiving priority registration and a draft “request for priority registration” form was circulated. Dean Foster suggested a word limit, maybe adding “in the space below” to the form’s instructions. This was accepted.

Dr. Lee made a motion, seconded by Dr. Evans, to introduce this form, as amended. The motion passed with no opposition. The form and a cover letter will be sent to groups currently receiving priority registration by Dr. Emslie. Applications will be due in September, with a decision by CAD in October.

B. Cooperative Support of Research and Creative Activity by Tenure-Track Faculty MOA

Dr. Emslie talked about the two changes that were made

- Section B.2 – limiting the amount of buyout per semester to 60% for nine-month faculty, with reduced levels for faculty with twelve-month appointments;
- Incentive amounts have changed to reward buyout from grants/contracts with fully recovered F&A.

After a suggestion from Dr. Bonaguro, the term “a fraction of” in front of “research effort” was deleted. There were no objections to adopting this agreement as amended. Dr. Emslie will sign and move it forward to Vice President Baylis.

C. Global Studies Designation

Dr. Cobane distributed the courses that currently pertain to this designation. Dr. Emslie suggested that the IEC be charged to come up with lists of “Track A” and “Track B” courses, and that earning the designation should require an appropriate split of such courses. He also suggested that recipients of the designation be recognized, perhaps at commencement.

D. Instructor Ranks and Promotion

Dr. Miller started by explaining the handout. After discussion, he and Dr. Bonaguro and Dr. Miller agreed to revise the document, perhaps with multiple versions of certain sections, and bring it back for further discussion.

E. Contents of Promotion and Tenure Folders

Dr. Miller said he and Dr. Larry Snyder have met once to discuss the format of promotion and tenure folders, in particular whether electronic submission should be a requirement/option. After discussion, it was agreed to void the division-wide provisions and to encourage colleges and departments to develop their own guidelines, as part of the ongoing effort regarding revision of college/department T&P documents.

F. Assessment of Certificate Programs

Dr. Emslie reviewed the various certificate programs offered and explained that SACSCOC guidelines require that these be assessed, although it appears that a certificate consisting of courses that also appear in an assessed degree program may also be covered by that assessment. Dr. Emslie asked everyone to please let Dr. McElroy know by next CAD the status of the various certificates offered.

G. Semester Credit Hours and Workload Effort (PT Faculty)

Dr. Emslie discussed the provision of the PPACA act, which requires that employers provide health care to anyone who works more than 30 hours a week (in practice, it is likely that WKU will use a 6-month snapshot, with a threshold of 780 hours over that

period). Dr. Emslie suggested that the workload associated with a 1 SCH class be calculated similar to the student workload, i.e., on the basis of two hours outside of class for each contact hour. Each 1 SCH class would thus involve 3 x 55 minutes = 165 minutes of workload per week, or 2310 minutes = 38 hours 30 minutes per semester. If courses are taught during winter and summer terms, these must also be included in the calculation.

Dr. Emslie asked the deans to document exceptions to this rule (e.g., studio classes, independent learning) and submit them to Dr. Gaiko.

H. Enrollment and Tuition Revenue

Dr. Emslie previewed a presentation for the BOR, highlighting changes in enrollment headcount and associated tuition revenue. Despite some enrollment challenges, the changing demographic (resident vs. non-resident) of the student population is acting as a buffer for tuition revenue. In addition, the college readiness of the incoming class appears to be markedly improved, with better prospects for retention.

I. Policies

a. Advising, Declaration, and Change Major (Policy 1.3130)

It was agreed to send this draft policy to advisors for comments.

b. Selection, Appointment, Evaluation and Reassignment of Deans (Policy 1.5031)

Dr. Bonaguro made a motion, seconded by Dr. Lee, to endorse this policy as amended. Dr. Emslie will forward to the Senate for review and comment.

c. WKU Short-term, Faculty-Led Study Abroad Compensation for Summer and Winter Sessions (Policy 1.2200)

Dr. Laves explained this was simply to codify an evolving practice. Dr. Emslie agreed to forward to the Senate.

Respectfully submitted,

Jessica Steenbergen

A. Gordon Emslie, Provost

Date