

1-8-2013

## Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans  
CAD Minutes  
Wednesday, January 8, 2014  
2:00 p.m.**

**Members Present:** John Bonaguro, Connie Foster, Richard Miller, Gordon Emslie, David Lee, Dennis George, Cheryl Stevens, and Sam Evans.

**Guests Present:** Beth Laves, Michelle Trawick represented Jeff Katz, Ladonna Hunton, Mike Dale, Doug McElroy, Brian Meredith, Sharon Hunter, Sylvia Gaiko and Teresa Jackson.

**I. Approval of December 11, 2013 Minutes**

Dr. Bonaguro made a motion, seconded by Dean Foster, to approve the minutes from the December 11, 2013 CAD Meeting. The minutes were approved without objection.

**II. Information Items:**

**A. WKU Admission – Dean’s Letter**

There was discussion regarding letters to prospective students, drafted by Dr. Lee (Dean’s letter) and Dr. Stevens (Department Head letter). Sharon Hunter will provide a template for each letter and each Dean and Department Head will add information specific to that area. Admissions will work with each Dean and Department Head to determine if they want to personally sign the letter or have them signed digitally. Dr. Emslie would also like letters from Research, Library and International areas for prospective students.

**III. Discussion Items:**

**A. Promotion Committee Membership**

There was discussion regarding the composition of membership on promotion committees to the rank of Professor. There was also discussion regarding eligibility of faculty with administrative appointments to serve.

This topic will be discussed further during the Deans, Department Heads, and Directors Workday on January 9, 2014 and then forwarded to the Faculty Handbook Committee.

**B. Class Engagement Audit Reports**

Dr. McElroy discussed the report of courses that do not meet the standard number of contact minutes per credit hour offered. He asked the deans to review each course listed and indicate why a course does not meet the standard class minute

requirement. Dr. McElroy will prepare a slide to be discussed during the Deans, Department Heads and Directors Workday scheduled for January 9, 2014.

**C. Course Substitution Request Policy (6.1030)**

Dr. Emslie discussed the Students with Disabilities Course Substitution Request Policy, drafted by the General Counsel. He agreed to summarize the concerns of the deans to General Counsel.

**D. Other**

Dr. Miller briefly discussed appointment letters for instructors and indicated that instructors do not fall within the process for continuance. There was discussion regarding the process for renewing appointments for instructors and appropriate language to use in appointment/renewal letters.

Respectfully submitted,

Teresa Jackson

Approved

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A. Gordon Emslie, Provost

Date