

5-7-2014

Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, May 7, 2014
1:30 p.m.**

Members Present: Dennis George, Craig Cobane, Jeff Katz, Connie Foster, John Bonaguro, Cheryl Stevens, David Lee, Richard Miller, and Gordon Emslie.

Guests Present: Tuesdi Helbig, Tony Norman, Doug McElroy, Jessica Gilland, Ladonna Hunton, Mike Dale, Sylvia Gaiko, Brian Meredith, John Bowers, and Teresa Jackson.

I. Approval of April 23, 2014 Minutes

Dean Foster made a motion, seconded by Dr. Lee, to approve the minutes from the April 23, 2014 CAD Meeting. The minutes were approved without objection.

II. Information Items:

A. Adobe VIP Licensing

Mr. John Bowers, Director of Academic Technology, joined CAD to discuss upcoming software licensing changes. He indicated that this will affect the way colleges budget for certain software packages in the future. In particular, Adobe new releases will require payment on an annual basis and the software will stop working if the subscription expires. Mr. Bowers indicated Office Suite can now be used to create pdf files.

Academic Technology will coordinate purchases in order to prepare a single purchase order per year. The order will be placed on July 1.

Mr. Bowers will forward an estimated cost for the device license for labs and multiple users. He asked that departments let him know by mid-June if they want to be included in the purchase order.

B. Bit Torrent

Mr. Bowers also discussed an increase in copyright infringement notices received. The majority of offenders are students. Information Technology will begin blocking Bit Torrent traffic on the wireless network soon. Faculty on the wired network will continue to be able to access Bit Torrent.

C. SACSCOC Faculty Credentials

Based on feedback from an unofficial external review, Dr. Emslie indicated departments need to carefully review their faculty rosters to ensure they have addressed any questions that could be raised by an external reviewer. Dr. Emslie

asked departments to complete this process by May 12, 2014 and report to the Provost by May 16 that their faculty roster review is completed.

Dr. Emslie also asked the deans to remind departments to revise any degree type memos that are necessary.

D. Retreats/Workshops with Food/Beverages

Ms. Jessica Gilland, Manager of Academic Resources in Academic Affairs, discussed Draft Guidelines for Retreats & Workshops that Involve Food and/or Beverages. She indicated these guidelines are for the division of Academic Affairs only.

In order to use state funds, the Provost must approve requests per the Discretionary Spending Policy. Requests should be approved in the deans' offices first and then forwarded to Ms. Gilland for the Provost's approval. Ms. Gilland asked that requests be consolidated if possible and that they be sent at least a week in advance of the event.

If food is requested, the meeting should last at least 4 hours long.

There was discussion regarding WKU Foundation funds. Ms. Gilland will discuss with Mr. Jim Cummings, Chief Financial Officer, and Ms. Paula Jarboe, Chief Financial Officer for the WKU Foundation, to determine if these guidelines apply also to WKU Foundation funds.

Ms. Gilland will revise the guidelines as discussed and bring them back to CAD.

E. 2008 Cohort Tracking

Dr. McElroy briefly discussed the 2008 Cohort and indicated this is the year the 2008 Cohort reaches their graduation rate benchmark. He indicated names of those students can be found on the shared drive for Academic Affairs and that the goal is to graduate 43% of that group graduated by the end of the Summer term.

III. Discussion Items:

A. Payment Agreements for Faculty/Staff Enrolled in Doctoral Programs

Dr. Miller discussed professional development awards of faculty and that some departments have decided to pay tuition or fees for doctoral programs. He indicated that such arrangements need to be reviewed in Academic Affairs before they are signed by the faculty member in order to protect both the faculty member and WKU, and that he has asked Ms. Deborah Wilkins, General Council, to draft wording appropriate for these agreements.

Dr. Miller also briefly discussed the different arrangements that are pertinent when WKU pays tuition and fees for those getting doctoral degrees from WKU.

B. Other

Dr. Emslie briefly discussed commencement ceremonies and he gave an update regarding the Senate Executive Committee meeting. He also indicated the Faculty Handbook revisions will be made by July 1 and the new edition will be available at that time.

Dr. Richard Miller indicated Tenure and Promotion documents must be revised for next year. He reminded deans that Tenure and Promotion items must be approved by the Board of Regents at the June committee meeting for the full Board of Regents in July.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date