

8-6-2014

Meeting Minutes

WKU Council on Academic Deans

Follow this and additional works at: http://digitalcommons.wku.edu/coun_acad_dean



Part of the [Higher Education Administration Commons](#)

Recommended Citation

WKU Council on Academic Deans, "Meeting Minutes" (2014). *Council of Academic Deans*. Paper 1094.
http://digitalcommons.wku.edu/coun_acad_dean/1094

This Article is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in Council of Academic Deans by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.

**Council of Academic Deans
CAD Minutes
Wednesday, August 6, 2014
1:30 p.m.**

Members Present: Connie Foster, Sam Evans, Cheryl Stevens, Carl Fox, Jeff Katz, David Lee, Craig Cobane, John Bonaguro, Richard Miller and Gordon Emslie.

Guests Present: Beth Laves, Doug McElroy, Merrall Price represented Dennis George, Tuesdi Helbig, Mike Dale, Ladonna Hunton, and Teresa Jackson.

I. Approval of January 30, 2013 Minutes

Dr. Evans made a motion, seconded by Dr. Katz, to approve the minutes from the June 18, 2014 CAD Meeting. The minutes were approved without objection.

II. Information Items:

A. Forensics Director

Dr. Gordon Emslie indicated the official start date for the new Director of Forensics, Mr. Ganer Newman IV, is Monday, August 11, 2014.

B. SACSCOC/Faculty Roster Update

The SACSCOC Leadership Team is diligently working through the compliance report. On Friday, August 8th, the Associate Deans group will meet to review the Faculty Roster. The Compliance Report is due in early September. Given the need to coordinate efforts over this next month or so, Dr. Emslie asked CAD members planning to take vacation time between August 7 and September 10 to seek formal approval for such.

C. Space Committee

Dr. Emslie indicated the Space Committee has met twice and is currently dealing with several space requests. They are also revising the space request form based on the nature of the requests that have been presented to the Committee. A space audit is also currently underway.

D. Other

Nominations for the 2015 UK Libraries Medallion for Intellectual Achievement are due September 3, 2014. Deans Stevens, Lee and Foster will discuss potential nominees from WKU.

Dr. Emslie briefly discussed the topics for the Deans, Department Heads and Directors Workday and the New Faculty Orientation scheduled for Tuesday, August 12, and Friday, August 15, respectively.

Dr. Emslie stressed that, since New Faculty Orientation is considered “work,” new faculty will have three working days following the New Faculty Orientation to complete their I-9 forms to be in compliance with federal employment regulations. This coincides with the HR Orientation on August 19. Accordingly, new faculty may not attend any formal meetings on August 14th or earlier unless they have completed the I-9 form.

There was discussion regarding tenure and promotion documents and guidelines. Dr. Emslie asked deans to forward final versions of the college tenure and promotion documents to him for approval by the end of August. He will discuss with Deborah Wilkins which guidelines to use for the upcoming cycle and report back to CAD.

Dr. Emslie shared a letter from the Foundation for Individual Rights in Education (FIRE) with CAD.

III. Discussion Items:

A. Priority Registration

a. Student Disability Services

There was discussion regarding the priority registration request received from Mr. Matt Davis, Coordinator of Student Disability Services, requesting additional students registered with Student Disability Services to be included in priority registration. Following discussion, the deans voted unanimously to deny the request.

b. Spirit Masters

There was brief discussion regarding an informal request for Spirit Masters to be granted priority registration. No action was taken.

B. Faculty Earning Doctoral Degrees

Dr. Stevens reported that she, Dr. George and Mr. Dale met to discuss practices related to compensating faculty for tuition and fees incurred in earning doctoral degrees. Following discussion, it was determined to restrict the policy to faculty and staff in the Division of Academic Affairs. Other changes were also suggested.

Dr. Stevens will revise the document as discussed and bring it back to CAD. The overarching goal is to ensure all colleges follow the same guidelines.

C. FY 16 Distribution of GA Funds

Dr. Carl Fox presented a draft document outlining the proposed distribution of GA Funds for FY 16 (AY 2015-16). Following discussion, Dr. Emslie asked deans to meet with Dr. Fox individually regarding college priorities.

D. Fall 2014 Enrollment/Staffing Plans

Dr. Tuesdi Helbig, Director of Institutional Research, presented Fall 2014 enrollment numbers and revenue projections. Dr. Emslie briefly discussed implications for the Staffing Plan, and indicated that a robust Phase II was very likely.

Respectfully submitted,

Teresa Jackson