

9-25-2014

Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, September 25, 2014
2:00 p.m.**

Members Present: Cheryl Stevens, Sam Evans, Carl Fox, Gordon Emslie, and David Lee.

Guests Present: Danita Kelley (Bonaguro), Brian Coutts (Foster), Michelle Trawick (Katz), Sylvia Gaiko, Beth Laves, Richard Miller, Ladonna Hunton, Mike Dale, Brian Meredith, Doug McElroy, Tuesdi Helbig, Craig Cobane, Gary Ransdell, Kathryn Costello, Tiffany Robinson, Sharon Hunter and Jessica Steenbergen.

I. Approval of September 10, 2014 Minutes

Dr. George made a motion, seconded by Dr. Lee, to approve minutes from the September 10, 2014 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. President Ransdell

Brian Meredith confirmed that he has received the names of those designated to serve as International Liaison for each college.

So far the Navitas student numbers are on track and will be able to pay off the debt on the new Honors/International building. The money left over will be dedicated to strategic initiatives, as outlined in the Action Plan.

The Douglas Family (Dollar General) would like for WKU to help preserve some land in Scottsville, KY for a park, research land, demonstration site, etc. WKU would need to take the lead in managing the land and taking care of all the details. There are opportunities for faculty/students to get involved.

Dr. Ransdell and Ms. Costello talked briefly about starting our next capital campaign. Their message to the Deans was to “take ownership of your segment,” to be clear about what you want to do (create a menu/list of things that donors might be interested in giving to) and to make sure we are being good stewards.

B. Textbooks Available On-Line (Dr. Beth Laves)

Dr. Laves reported back to the group on textbooks available on-line. She found out that Biology has been doing this as a project. A faculty member approached Jerry Daday (CFD) asking about learning with on-line textbooks. They started the project with 100-level classes and found out that 65% of students are familiar with on-line textbooks. Dr. Coutts said that the Library does rent e-books and the use has doubled in the last year.

C. CRM Update (Ms. Sharon Hunter)

Ms. Hunter showed the group the new CRM program and how it's going to work for students. CRM go-live date will be the first week of October.

Dr. Emslie asked if we were tracking clicks so we could communicate where the interest is. Dr. Meredith indicated it has forced us to think introspectively about our communication plans with prospective students.

D. Administration Evaluations (Dr. Tuesdi Helbig)

Bottom-up evaluations will be run through SITE-based software this year. Start Nov 21, 2014 - Dec 5, 2014. Results will be available Dec 10, 2014.

III. Discussion Items:

A. Field Trip Draft Policy and Approval Form (Dr. Bonaguro, Dr. Meredith, Ms. Tiffany Robinson)

This was a continued conversation from a prior meeting regarding issues with this policy and the accompanying electronic form. Ms. Robinson was asked to create a protocol, involving both emergency contact information and liability release forms, and to follow up with the CAD.

B. Faculty Earning Doctoral Degrees (Dr. Stevens)

There was discussion regarding the revised policy. It was agreed that section II A will be removed altogether, since the tuition waiver for courses taken at KY public institutions already exists. Everyone agreed that the deans should have final approval on all faculty/staff that want to be awarded financial assistance towards the pursuit of a doctoral degree.

C. Platinum Analytics Discussion

Dr. McElroy passed out some handouts and explained the data. We are making progress in creating fewer sections when possible.

Respectfully submitted,

Jessica Steenbergen