

6-30-2015

Meeting Minutes

WKU Council on Academic Deans

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Recommended Citation

WKU Council on Academic Deans, "Meeting Minutes" (2015). *Council of Academic Deans*. Paper 1086.
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**Council of Academic Deans
CAD Minutes
June 30, 2015
1:30 p.m.**

Voting Members Present: Cheryl Stevens, Janet Applin (for Sam Evans), Connie Foster, Jeff Katz, Dennis George, Neale Chumbler, David Lee, and Carl Fox.

Advisory Members Present: Gordon Emslie, Richard Miller, Sylvia Gaiko, Mike Dale, Ladonna Hunton, Doug McElroy, Beth Laves, and Amber Scott.

I. Approval of May 20, 2015 Minutes

Dean Foster made a motion, seconded by Dean Lee, to approve the minutes from the May 20, 2015 CAD Meeting as amended. The motion passed without dissent.

II. Information Items:

A. 2015 Summer Distribution

Dr. Laves shared the 2015 departmental Summer Revenue Distribution amounts. Dr. Emslie explained the efficiency measure and encouraged deans to explore offering summer courses with high efficiencies (and hence greater rewards). Dr. Laves will share pertinent calculation information, etc. in an effort to assist department heads with scheduling summer courses.

B. 1.4180 Course-Related Field Trips

Dr. Emslie reminded the deans that Policy 1.4180 (Course-Related Field Trips) has finally been approved and posted to the central policy repository. Faculty should be reminded to use the Course-Related Field Trip e-Signature Form.

C. Promotion and Tenure Fall 2015 Appointment Letters

Dr. Emslie reminded the deans that tenure-eligible faculty who were hired in 2010 will be pursuing promotion and/or tenure this year. Some of these faculty may have received an appointment letter outlining expectations, and each pertinent promotion/tenure committees should be provided a copy of the pertinent section(s) of such appointment letter.

III. Discussion Items:

A. Graduate Faculty Status

Dr. Emslie expressed some concern about the credentials/qualifications listed in some recent applications for graduate faculty status. He noted that Policy 1.1111, as recently revised, cites only approval of the Graduate Council and Graduate

Dean for membership in one of the four membership categories, and suggested that this may need further specificity regarding credentials held, level of ongoing scholarship, etc.

Dean Fox indicated that he believed minimum qualifications for appointment as a Member of the Graduate Faculty should be a terminal degree and 18 hours of coursework in the field of instruction. Dr. Gaiko suggested utilizing the criteria outlined in the Faculty Handbook, Section II.B, in connection with the level of scholarship appropriate for graduate faculty requesting a reduced teaching load. Dean George recommended that Graduate Assistants in a doctoral program at WKU be allowed to teach entry level masters courses provided they meet all other requirements as outlined in Policy 1.1111. Pending review of this matter by the Graduate Council, Dr. Emslie encouraged the deans to carefully review and consider the qualifications of all graduate faculty applicants in making recommendations.

B. Journal Use Costs

Dean Foster suggested that deans review both the cost of journals relative to their area and the number of times they have been accessed, for the purpose of determining whether or not they should continue to pay the subscription costs. She also indicated that the libraries are looking into improved inter-library loan options.

C. Registrar Matters

Dr. Emslie brought several matters from the Office of the Registrar to the Council for its consideration.

1. Listing Equivalent Courses on iCAP

It was pointed out that not all courses with equivalents appear in iCAP with their equivalent courses listed alongside. After much discussion, the Council agreed that Dr. Emslie should direct the Registrar's Office to list all equivalent courses under the "Select From" option on all iCAP reports (and similar other places). Dean Stevens noted that this action would also assist academic advisors.

2. General Education/Colonnade Courses

There appears to be some confusion about whether equivalent courses have to be both approved for Colonnade status (either as a joint action, or as separate actions). Dr. Emslie suggested that the Office of the Registrar send a request to the Colonnade Implementation Committee, requesting that if a certain course has been approved as a Colonnade Course, then all courses equivalent to it will automatically also be added to the Colonnade Program.

3. Courses from Other Departments Required for the Major

Dr. Emslie asked that department heads be encouraged to review the courses from other departments that are required for each major/minor, to ensure that these courses represent the best match to the intended learning outcomes. Dr. Applin agreed that this could also reduce course duplication. Dr. McElroy suggested that the Academic Program Review period would be an appropriate timeframe for such a review. Dr. Emslie recommended that questions be added to prompt such a review during the APR process.

4. GPA in Upper Level Courses

Dr. Emslie noted that while graduation requirements indicate a minimum overall GPA of 2.0, and a 2.0 or higher GPA in the major/minor and in all WKU courses, there is currently no requirement for a minimum GPA in upper-level courses. Dr. Emslie will request an audit from the Office of the Registrar to discern the degree to which this may/may not be a problem and, if appropriate, will bring the matter before CAD at a future date.

5. Catalog Verbiage for Departments Encompassing Multiple Disciplines

After some discussion, the deans agreed to allow the Office of the Registrar to use the word “and” when there are two distinct disciplines within a department (e.g., “Department of Theatre and Dance”) and an ampersand (“&”) if the disciplines are similar (e.g., School of Journalism & Broadcasting, Potter College of Arts & Letters). Dr. Gaiko will work with departments and colleges to ensure consistency in all published materials/websites, etc.

D. Policy 1.1280 Affiliated Appointments

Dr. McElroy indicated that Section 2.4 of this policy had been changed to “considerations” as opposed to “emoluments, privileges,” etc. The deans agreed to send this Policy to Senate for review and comment.

E. Learning Outcomes Assessment 2015

Dr. McElroy indicated that the Assessment Work Day appeared to be a success. He proposed that we use the next cycle to develop a more structured three to four year “close the loop” assessment in preparation of the SACS/COC fifth year review in 2020. Dr. McElroy also cautioned, however, that such a process should best be aligned with the APR process, which may present problems for those programs coming up for review within the next 1-2 years. Dr. Emslie suggested that such programs use a combination of both the old outcomes assessment and the new process for program/outcomes improvement until they have completed their next APR review.

After much discussion, it was agreed that programs would be asked to review current learning outcomes, delete all ineffective learning outcomes and to start the assessment process with more robust outcomes. Dr. Emslie requested reports on this activity be submitted following the August department meetings.

F. Awarding Scholarships

Dr. Emslie pointed out that there are IRS Guidelines surrounding which offices can/should award scholarships. He asked the deans to send information about anything they award as a “scholarship” to Amber Scott.

G. Graduate and Undergraduate Research Metrics

Dr. Emslie indicated that CPE is requesting research metrics from all comprehensive institutions for inclusion in the Statewide 2016-2020 Agenda, and he shared the metrics that have been suggested so far. Because of the rapidly-moving timeline, the deans were encouraged to review the current proposed metrics and submit comments/suggestions to Dr. Emslie by or before mid-July.

Respectfully Submitted,

Amber Scott