

9-23-2015

# Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans  
CAD Minutes  
September 23, 2015  
1:30 p.m.**

**Voting Members Present:** Cheryl Stevens, Sam Evans, Connie Foster, Craig Cobane, Jeff Katz, Dennis George, Carl Fox, Larry Snyder and Neale Chumbler.

**Advisory Members Present:** David Lee, Richard Miller, Cheryl Davis, Mike Dale, Ladonna Hunton, Sylvia Gaiko, Doug McElroy, Tiffany Robinson, Beth Laves, and Amber Scott Belt.

**Guests Present:** Brian Meredith, Cindy Burnette and Sharon Hunter

**I. Approval of August 26, 2015 Minutes**

Dean Evans made a motion, seconded by Dean Foster, to approve the minutes from the August 26, 2015 CAD Meeting. The motion passed without dissent.

**II. Information Items:**

**A. FY 15 Employees Who Did Not Take/Report Vacation Leave**

Provost Lee requested deans review the reports they were given for their respective areas and encourage individuals to use vacation as part of the University Wellness initiative and ensure that everyone within there are is both aware that they have vacation and know how to report it correctly where applicable.

**B. Part-Time Faculty Awards (Policy 1.1185)**

Provost Lee reminded deans that beginning AY 15 16 one part-time faculty will be honored as a University Faculty Award recipient.

**III. Discussion Items:**

**A. Phase II Staffing Plan Funds (David Lee and Ladonna Hunton)**

Dean Stevens requested clarification as to whether or not Phase II Staffing Plan Funds would be available. Provost Lee indicated that he has not yet had the opportunity to review each college's staffing plan as they were due to his office today, but hopes to do so in the near future. Provost Lee also asked the deans to consider reviewing potential compression issues within their college.

Dean Stevens concurred that identifying the most critical positions and potentially using the remaining funds for salary compression or other pressing issues would be a good idea. Ladonna Hunton indicated that modifications to already submitted Phase II Staffing Plans may be sent to her.

## **B. Distribution of F&A Funds – Top Slice (Cheryl Stevens)**

In accordance with Section IV.B.5. of Policy 2.8201, 40% of the F&A distribution is allocated to the Office of Research. Historically, the President of the WKURF has then been able to request F&A funds from the Office of Research to support the operating expenses of the Research Foundation. Dean Stevens recommended an alternative model wherein an initial 5% would be taken from the top of the total F&A distribution to be provided to the WKURF as a “Top Slice.” As a result of this change, the Office of Research will then be able to keep more of their F&A allocation to support their own strategic research initiatives. After much discussion, it was agreed that the scale would be sliding and re-evaluated after one year. The motion passed without dissent.

## **C. Minority Faculty Hiring (Richard Miller)**

Dr. Miller tasked deans to challenge department heads to evaluate the diversity of their respective departments prior to beginning faculty searches. Dean Stevens indicated that Dr. Miller agreed to set-up workshops that will educate/assist faculty hiring committees with improving minority faculty recruiting.

After much discussion, it was agreed that gender and race information would be opened up at the level of dean review/approval(s). If the dean identifies a qualified minority candidate(s) not selected for an interview, he or she will request the Faculty Hiring Committee invite the candidate for an interview in addition to the top candidates already identified. Dr. Miller agreed to identify funds within his budget to assist with minority faculty recruiting costs.

## **D. Miscellaneous**

Dr. McElroy reminded deans that no program/student learning assessments needed to be input into Digital Measures for AY 14/15. Action Plans for AY 14/15 need to be closed and new Action Plans for AY 15/16 need to be submitted by the end of October, 2015.

Respectfully Submitted,

Amber Scott Belt