

10-21-2015

Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans
CAD Minutes
October 21, 2015
1:30 p.m.**

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

Advisory Members Present: David Lee, Richard Miller, Craig Cobane, Brian Meredith, Ladonna Hunton, Sylvia Gaiko, Cheryl Davis, Doug McElroy, Tuesdi Helbig, and Amber Scott Belt.

Guest(s) Present: Sharon Hunter

I. Approval of October 7, 2015 Minutes

Dean Evans made a motion, seconded by Dean Katz to approve the minutes from the October 21, 2015 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. 3rd Quarter Sexual Harassment Training Non-Compliance Report (Distributed)

Provost Lee reminded the deans that every individual at the level of director or above is required to complete the Sexual Harassment Training. Provost Lee also advised everyone it is good practice for every employee to participate in this training,

B. Performance Metrics Pertaining to Student Success (Tuesdi Helbig)

Dr. Helbig indicated that WKU will not know if there is funding tied to any of the proposed performance metrics until the spring. However, the academic year 15-16 will be a review year for awarding any funding tied to those metrics. She advised that the Office of Institutional Research is working to provide a spreadsheet for each dean outlining pertinent information respective to each college to assist in reaching the goals that will be set in the performance metrics.

III. Discussion Items:

A. Enrollment Trends (Tuesdi Helbig)

Dr. Helbig presented data highlighting WKU enrollment trends for the period beginning in 2007 through projected Fall 2015.

B. Title IX Statement on Course Syllabi (Richard Miller)

Dr. Miller indicated that he has received a request to require inclusion of a Title IX Statement on all course syllabi. He presented the following draft to the Council for consideration:

“Sexual misconduct (sexual harassment, sexual assault, and sexual/dating/domestic violence) and sex discrimination are violations of University policies. Anyone experiencing sexual misconduct and/or sex discrimination has the right to obtain confidential support from the EEO (270) 745-5121, Counseling Center (270) 745-3159, and Judicial Affairs (270) 745-5429.

Reporting your experience or incident to any other University employee (including, but no limited to, professors and instructors) is an official, non-confidential report to the University. To file an official report, please contact the Office of the Assistant General Counsel (270) 745-5398 and/or the WKU Police Department (270) 745-2548. For more information regarding your rights as a victim of sexual misconduct, see the Mandatory Reporting Guidelines:

<http://www.wku.edu/eoo/documents/titleix/titleixmandatoryreportingguidelines.pdf>”.

Dean Katz recommended considering other methods in which this message could be presented to students electronically (i.e. at the time of course registration). After much discussion it was determined that other avenues should be pursued to better inform students other than the use of course syllabi.

C. Digital Measures (Sam Evans)

Dean Evans indicated that several faculty and administrators have expressed considerable distain for Digital Measures due to the software not being user-friendly and thus creating a high propensity for error. Dr. McElroy reminded deans that the current contract is set to expire in April, 2017. Dean Katz recommended beginning the Request for Proposal process and preview other available software such as Sedona <https://sedonaweb.com/i/about.cfm> or Weave (<http://www.weaveonline.com/about-us/>). Dean Stevens advocated for the requirement that any new software must be able to receive the data currently stored in Digital Measures. After much discussion it was determined that Provost Lee and Dr. McElroy would put together a committee to consider alternatives to Digital Measures.

D. Academic Affairs 5-Year Policy Review (Substantive Changes)

1. Policy 1.1012 Consensual Relations Between Faculty and Students

Deans approved the edits as presented. The motion passed without dissent to move the revised policy to the University Senate for review/approval.

2. Policy 1.1131 Graduate Assistant Instructor Credentials, Supervision, and Evaluation

The request to accept the recommended revisions of this policy was tabled pending further review.

3. Policy 1.2122 Summer Sessions and Winter Term Compensation and Distribution

Deans approved the edits as presented. The motion passed without dissent to move the revised policy to the University Senate for review/approval.

4. Policy 1.4012 Substantive Change

Deans approved the edits as presented with minor non-substantive edits. The motion passed without dissent to move the revised policy to the University Senate for review/approval.

5. Policy 1.4021 Academic Program Review

Deans approved the edits as presented. The motion passed without dissent to move the revised policy to the University Senate for review/approval.

Respectfully Submitted,

Amber Scott Belt