

11-4-2015

Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans
CAD Minutes
November 4, 2015
1:30 p.m.**

Voting Members Present: Ken Crawford (for Cheryl Stevens), Sam Evans, Connie Foster, Jeff Katz, Dennis George, Robert Dietle (for Larry Snyder) and Neale Chumbler.

Advisory Members Present: David Lee, Richard Miller, Dana Bradley (for Craig Cobane), Ladonna Hunton, Sylvia Gaiko, Cheryl Davis, Beth Laves, Doug McElroy, and Amber Scott Belt.

I. Approval of October 21, 2015 Minutes

Dean Foster 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. Biennial Budget Narrative

Dr. McElroy requested assistance from deans and guests in preparing the narrative that is to accompany the Biennial Budget Request which is submitted to CPE. He requested feedback be submitted to him by noon on Friday, November 6th.

III. Discussion Items:

A. CPE Performance Funding Metrics

Provost Lee shared a summary of the Performance Funding Metrics. He also shared the reports in which Institutional Research created to assist colleges, department and units in achieving these metrics. Provost Lee reminded deans, however, that although we desire to meet and/or exceed our goals as an institution, student advising has and shall continue to be conducted in a manner that best serves the needs of the student. Dr. McElroy advised deans that progression rates (i.e. from freshman to sophomore) are calculated on a Fall term to Fall term basis. Graduation rates are calculated on a Summer term to Spring term basis. Dr. Gaiko recommended adding GPA to the report.

B. Using TopSCHOLAR to Capture Undergraduate Research

Dr. McElroy indicated that as part of the statewide Strategic Agenda WKU chose undergraduate research as our *High Impact Practice Metric*. This measurement will be based on the percentage of graduates each year who have participated in undergraduate research and creative activity opportunities beyond those offered within the classroom. Provost Lee recommended using WKU's TopScholar to capture participation in these types of activities for later reporting. He indicated doing so would allow the University to house a robust accumulation of student

scholarship while allowing students to have a permanent record of their individual research and creative activities. Dean Foster indicated that funding source information could also be captured as metadata.

C. FY 15 Actual Carry Forward (Ladonna Hunton)

Dr. Hunton provided for deans a spreadsheet containing information regarding carryforward for each of their respective areas. She indicated that this information would be sent electronically to deans and budget managers. Dr. Hunton also shared with deans and guests a summary of carry forward comparisons for the past three years.

D. Minority Faculty Hiring Plan

Dr. Miller reminded deans that 5 – 6 years ago an incentive plan was rolled out to incentivize departments to hire minority faculty in tenure eligible positions. He cautioned that the plan for FY 16-17 will be revised drastically due to the current budget climate. He indicated that information would be shared with deans, department heads and chairs in the new future.

E. Electronic Academic Affairs Important Dates Calendar (Amber Scott Belt)

F. Miscellaneous

Dr. Laves requested that deans remind department heads, chairs and faculty media cite is replacing Tegrity and all videos and media needs to be sent to Distance Learning.

Dean Evans indicated that after meeting with Kentucky School Superintendents there is a desire for a partnership with WKU and area school districts to create recruiting materials that would encourage students to obtain degrees in primary and secondary teaching.

Dr. Miller cautioned that positions using temporary funding dollars should be certain that is clearly stated in the job announcement. He indicated that the announcement should indicate the position is full-time temporary and continued employment is contingent upon available and/or recurring funding.

Respectfully Submitted,

Amber Scott Belt