

1-13-2016

# Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans  
CAD Minutes  
January 13, 2016  
1:30 p.m.**

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

**Advisory Members Present:** David Lee, Richard Miller, Craig Cobane, Ladonna Hunton, Cheryl Davis, Beth Laves, Doug McElroy, Tuesdi Helbig, and Amber Scott Belt.

**Guests Present:** Candice Tope-Phillips and Jessica Gilland

**I. Approval of December 2, 2015 Minutes**

Dean Katz made a motion, seconded by Dean Foster to approve the minutes from the December 2, 2015 CAD Meeting. The motion passed without dissent.

**II. Information Items:**

A. Minority Faculty Hiring Plan Update

Dr. Miller reminded deans about an e-mail he sent in September sharing the revised Minority Faculty Plan which included funds for the hiring of two post-doctoral fellows in addition to professional development funds for minority faculty. Dr. Miller requested that recommendations for post-doctoral fellows be submitted to him by mid-February.

B. Staffing Plan

Provost Lee informed deans that he is continuing to hold all funds indicated as part of the Phase II Staffing Plan pending Governor Bevin's budget message.

C. Interview Exchange

Several deans indicated that the hiring process continues to have some issues. One primary complaint is a lack of understanding with respect to when deans need to respond to new notes/comments added to Interview Exchange.

**III. Discussion Items:**

A. Part-Time Faculty University Awards

Ms. Tope-Phillips indicated that there had been some confusion surrounding the submission of nominations for part-time faculty. After some discussion, it was determined that this year the call for nominations would take place within each

college and the name(s) of those to be recognized at the college level will be sent to the Office of the Provost and Academic Affairs by March 15<sup>th</sup> to allow for one individual to be recognized at the University level. Beginning next year, the call for nominations sent from the Office of the Provost and Academic Affairs will include part-time faculty.

#### **B. Part-Time Faculty Tuition Waiver eSignature Form**

Dr. Miller introduced a new eSignature form to replace the paper form used by part-time faculty to request a tuition waiver.

#### **C. WKU Course Definitions**

Dr. Laves shared suggested revisions to the current course definitions to better identify how a specific course will be delivered (i.e. face to face, web/on-line and hybrid). Dr. Laves also requested that course delivery options which are no longer available (i.e., tele-courses) be removed from the list of options on Topnet. After much discussion, it was agreed that questions, concerns and comments be prepared and sent to Dr. Laves prior to the February 10<sup>th</sup> CAD meeting.

#### **D. Alumni Association Memberships for New Graduates**

During the March 28, 2012 CAD meeting, deans unanimously agreed that each college would pay a reduced fee of \$10 per graduate for an initial one-year alumni membership. It was also agreed that this program would be re-evaluated in three years. Dean Katz, Dean Stevens, Dean George and Dr. Cobane expressed various issues experienced by their respective colleges with regards to the stewardship of this program. Dean Katz, however, expressed his continued support for the program.

After much discussion, it was determined that Provost Lee would contact Mr. Archambault and inform him of the decision by the Council to cease participation in the program. Provost Lee will also inform Mr. Archambault that the Council would be receptive to a new proposal at a future date. Any future proposal, however, must include both an analysis detailing the benefits realized as a result of participation in the program over the past three years and how the program may be enhanced going forward.

#### **E. Senate Resolution: Public Access to Salary Information**

After some discussion it was determined that the majority of deans were in favor of backing the Senate Resolution to remove the current password requirement necessary for accessing salary information of WKU employees.

Respectfully Submitted,

Amber Scott Belt