

3-23-2016

# Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans  
CAD Minutes  
March 23, 2016  
1:30 p.m.**

**Voting Members Present:** Eric Reed, Ken Crawford (for Cheryl Stevens), Janet Applin (for Sam Evans), Connie Foster, Jeff Katz, Dennis George, and Larry Snyder.

**Advisory Members Present:** David Lee, Richard Miller, Craig Cobane, Jessica Gilland (for Ladonna Hunton), Cheryl Davis, Beth Laves, Doug McElroy, Brian Meredith, and Amber Scott Belt.

**Guests Present:** Raza Tiwana and Stephanie Sieggreen

**I. Approval of March 16, 2016 Minutes**

Dean Foster made a motion, seconded by Dean Katz, to approve the minutes from the March 16, 2016 CAD Meeting. The motion passed without dissent.

**II. Information Items:**

**A. Faculty Handbook Continuance Process – Faculty Handbook Substantive Change Recommendation**

Provost Lee indicated that the Faculty Handbook Substantive Change Recommendation regarding the Continuance Process did not pass the University Senate and was sent back to the Faculty Handbook Committee for further deliberation.

**III. Discussion Items:**

**A. Policy 1.2190 Tuition Waiver Program for Part-time Faculty**

Dr. Miller reminded deans that the Part-time Faculty Tuition Waiver Form has been moved from a paper format to an e-Signature format to improve efficiency within the process. In keeping with other WKU Tuition Waiver Policies, the guidelines for the Part-time Faculty Tuition Waiver Program as posted on the Academic Affairs website have now been placed into policy format.

Drs. Laves, George, and McElroy expressed some concerns regarding the need for clarifying the time in which this waiver may be used and whether or not the benefit is accumulative. After some discussion, the item was tabled for the April 6<sup>th</sup> CAD Meeting pending further revision.

**B. J-1 English Proficiency Policy (Raza Tiwana and Stephanie Sieggreen)**

Ms. Stephanie Sieggreen advised deans that the Department of State oversees regulations involving J-1 international exchange visitors while the Department of Homeland Security oversees regulations involving F-1 international visitors. The Department of State has recently mandated that all hosting institutions must certify that J-1 international visitors meet specific English proficiency requirements.

On behalf of the Office of International Enrollment Management, Mr. Raza Tiwana presented recommended guidelines to the deans for review/approval. Dr. Cobane recommended that a menu be made available for colleges to select the specific criteria in which they will use to verify that J-1 international visitors meet the required English proficiency.

After much discussion, Dr. Cobane agreed to provide additional recommendations and meet with Dr. Gaiko, Ms. Sieggreen, and Ms. Scott Belt to move forward in the approval process.

**C. Policy 1.2091/2.2091 Faculty Workload and Compensation**

Dr. Davis indicated that “Base Salary” has been defined in Section II.A.1. as recommended in the previous meeting. The motion to send the revised policy to the University Senate for consideration passed without dissent.

Respectfully Submitted,

Amber Scott Belt