

4-20-2016

# Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans  
CAD Minutes  
April 20, 2016  
1:30 p.m.**

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

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

**I. Approval of March 23, 2016 Minutes**

Dean Katz made a motion, seconded by Dean Chumbler, to approve the minutes from the March 23, 2016 CAD Meeting. The motion passed without dissent.

**II. Information Items:**

A. J-1 English Proficiency Policy (tabled until May 4<sup>th</sup>)

B. Helm Library Closed During the Summer for Repairs

Per Dean Foster the 1955 air handlers on the roof of Helm Library are being replaced and the turquoise decorative mosaics are being refurbished requiring the Helm Library to be closed during the summer. Dean Foster indicated that a plan is in place to assist patrons with retrieving specific materials. A note will be sent to the campus community prior to contractors beginning repairs.

C. Quality Matters (Beth Laves)

Dr. Laves informed deans that WKU is a member of “Quality Matters” which allows on-line faculty to receive a nationally recognized digital designation for on-line course quality. She requested that deans encourage their faculty and program coordinators to participate in one of the three upcoming webinars outlining the program.

D. Graduate Faculty Designation

Dean Reed informed deans that changes to the process for designating graduate faculty are currently under review by the University Senate. Once the process changes, Dean Reed will inform CAD. Until that time, everyone is encouraged to continue to submit paperwork based on the current process.

### III. Discussion Items:

#### A. Hybrid WKU Course Definitions (Ms. Tiffany Robinson)

Ms. Robinson shared with deans and guests suggested *hybrid course definitions*. Ms. Robinson clarified the statement “the majority of the course is delivered online” is defined as involving 50% of the actual minutes dedicated for the course. Dr. Laves clarified that a web-enhanced course is not defined as distance learning whereas hybrid courses are. Dr. McElroy shared concerns with using the term “hybrid” since it is often used interchangeably between both web-enhanced and distance learning courses. Provost Lee suggested using the following terms:

Web-Enhanced: The majority of the course is delivered by classroom-based instruction. In addition to in-person classroom based instruction at a specified WKU location, these courses utilize web-enhanced technology for instructional purposes (less than 50% of the total minutes allotted for instruction).

Hybrid: The majority of the course is delivered online (greater than 50% of the total minutes allotted for instruction), but has an in-person instruction component that requires 3 or more meetings. This delivery method decreases the required contact time, yet adheres to the 2,250 contact minutes required by a combination of web-enhanced instructions and in-person classroom based instruction.

After much discussion, Provost Lee requested that Dr. Ken Crawford convene a meeting with Tiffany Robinson, Beth Laves and Doug McElroy to finalize how these new definitions will fit in with the current course definitions.

#### B. Policy 1.2190 Tuition Waiver Program for Part-time Faculty

Policy 1.2190 was unanimously approved and will be sent to the University Senate for review/approval.

#### C. ORCA Policies (Five-Year Review)

Policies 2.0001, 2.0101, 2.1100, 2.2511/3.2511, 2.2611/3.2611, 2.2621/3.2621, 2.2661/3.2661, 2.2671/3.2671, 2.2681/3.2681, 2.2691/3.2691, 2.2711/3.2711, 2.7101 and 2.7202

Provost Lee requested a friendly amendment to Policy 2.2611/3.2611 Section III.4.a. which states “When a transfer is deemed necessary, the PI (or his/her Office Associate)...” should be changed to “When a transfer is deemed necessary, the PI (or his/her designee)...”

Dr. McElroy requested a friendly amendment to Policies 2.7101 and 2.7202 Section I. which states “The policies and procedures herein apply to all parts of WKU including satellite facilities, branch campuses, ...” should be changed to “The policies and procedures herein apply to all parts of WKU including satellite facilities, regional campuses, ...”

Ms. Gilland requested that Policy 2.2681/3.2681 be pulled and tabled pending additional conversation concerning the timeframe surrounding effort certification in Section II.B.2.

With the exception of Policy 2.2681/3.2681, all ORCA policies were unanimously approved as presented plus the addition of two friendly amendments. The policies will be sent to the Administrative Council for further review/approval.

D. Faculty Award Dinner Bios (Connie Foster)

Dean Foster proposed limiting the comments made by deans about faculty award recipients. Dean Katz expressed concerns about the number of events that are hosted in recognition of faculty awards recipients. Provost Lee suggested designating an MC who will announce the recipient and the award category. The recipient will come forward and get a photo made with him-/herself, provost, and dean. Dean Katz also shared concerns about the cost of the Scholarship Dinner. Provost Lee agreed to work with Ms. Tope-Phillips to change the formatting. Provost Lee also agreed to entertain future conversations addressing concerns surrounding the Scholarship Dinner.

E. Work Ready Kentucky Scholarships

Dean George shared information about the Work Ready Kentucky Scholarships that are available for students currently pursuing Associates degrees. Dean Chumbler expressed some concerns about using strategies such as this to encourage pursuing associate degrees as many either have been, or are currently being, considered for phased out. Dr. McElroy argued that these scholarships could be used for “feeder programs” in which students could use the funding to complete the majority of an associate degree that would lead to a baccalaureate degree.

Dean Snyder and Dean Chumbler expressed the need to re-evaluate how WKU can optimize the regional campuses.

F. CAD Retreat Planning: Date and Location Recommendations

Ms. Tope-Phillips requested ideas for location at which the upcoming CAD Retreat could be held. She also requested that deans send her the dates in which they are currently not available.

G. Posthumous Emeriti Designations

Provost Lee informed deans and guests that he has received a request to bestow emerita status upon a faculty member who passed away just over five years ago. After some discussion, deans agreed that emeriti status should not be awarded posthumously because it is a retirement designation indicating a continued relationship between a retiree and an institution.

## H. 2017 Solar Eclipse

Provost Lee received a recommendation from the 2017 Solar Eclipse committee to not have classes on August 21, 2017. Provost Lee will further consider whether or not it is appropriate to modify the academic calendar.

Respectfully Submitted,

Amber Scott Belt