

5-4-2016

Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans
CAD Minutes
May 4, 2016
1:30 p.m.**

Voting Members Present: Eric Reed, Cheryl Steven, Tony Norman (for Sam Evans), Connie Foster, Jeff Katz, Merrall Price (for Dennis George), Neale Chumbler, and Larry Snyder.

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

I. Approval of April 20, 2016 Minutes

Dean Snyder made a motion, seconded by Dean Foster, to approve the minutes from the April 20, 2016 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. GIS Billing Delay (Richard Miller)

Dr. Miller indicated that there has been a delay in the GIS Billing for new hire background checks. Deans should expect to receive a bill in the near future.

B. J-1 English Proficiency Policy

The J-1 English Proficiency Policy was tabled until May 18th.

III. Discussion Items:

A. CPE Revised Diversity Policy

Provost Lee advised deans that during AY 16-17 WKU will be responsible for (1) evaluating our current diversity policies and practices, (2) setting goals specific to WKU, and (3) scoring ourselves based on the rubric provided by CPE. The report is due August 1, 2018. Per Dr. Miller, this initiative combines the previously separate state-wide diversity policy and established framework allowing each institution more flexibility in developing its own diversity plan. Provost Lee indicated that it would be necessary to establish a committee to oversee this process. Dr. McElroy cautioned the need to work closely with Institutional Research in establishing data driven models.

B. *Faculty Handbook* (Substantive Change) – Continuance Documentation Flow

Provost Lee shared with deans the latest draft of the recommended substantive change to the *Faculty Handbook* regarding continuance documentation,

specifically the recommendation and vote count submitted by the continuance committee to the department head/chair. Dean Evans and Dean Snyder expressed concern about department heads only being allowed five (5) days to review continuance committee recommendation(s) and prepare their own.

C. *Faculty Handbook* (Substantive Change) – Graduate Faculty Status

Dean Reed advised deans there is a recommended substantive change to the *Faculty Handbook* regarding the process for establishing graduate faculty status. The change will allow department heads/program directors to recommend faculty members for graduate faculty status which will then be reviewed/approved by the college dean and Graduate School dean thus removing the Graduate Council from the approval chain.

D. Policy 1.1961/2.2101 *Research Track Faculty*

Provost Lee initiated discussion concerning the Policy 1.1961/2.2101 *Research Track Faculty* concerning the need to either eliminate the policy or revise the policy to better outline the expectations of individuals hired as Research Track Faculty. After much discussion, it was determined to accept the policy with non-substantive changes and review again in the future.

E. Budget

Provost Lee clarified some of the points outlined in the original summary sent to the university by President Ransdell. Provost Lee also indicated that he is currently reviewing academic equipment requests and hopes to have them finalized this week.

Respectfully Submitted,

Amber Scott Belt