

6-1-2016

Meeting Minutes

WKU Council on Academic Deans

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

Voting Members Present: Eric Reed, Cheryl Stevens, Sam Evans, Connie Foster, Jeff Katz, Dennis George, Neale Chumbler, and Andrew McMichael (for Larry Snyder).

Advisory Members Present: David Lee, Richard Miller, Cheryl Davis, Ladonna Hunton, Beth Laves, Sylvia Gaiko, Doug McElroy, Sharon Hunter (for Brian Meredith), Tiffany Robinson, and Amber Scott Belt.

Guests Present: Cecile Garmon, Jerry Daday, and Chris Jensen

I. Approval of May 4, 2016 Minutes

Dean Foster made a motion, seconded by Dean Katz, to approve the minutes from the May 4, 2016 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. J-1 English Proficiency Policy

The J-1 English Proficiency Policy was tabled until June 15th.

B. Professional Development Funding for Minority Faculty

Dr. Miller reminded deans that he has professional development funds available for minority tenure-track faculty.

III. Discussion Items:

A. Faculty Leadership Year (FLY) Program Update

Drs. Garmon and Daday shared Faculty Leadership Year (FLY) program data with deans and guests. Dr. Daday indicated program attendance has been problematic. Dr. Daday also indicated that a primary concern voiced by FLY participants is the lack of connectivity between the program and their respective college(s).

Dean Stevens indicated that Ogden College has had mixed results from participation and suggested that some personalities may be more appropriate for the program than others. Dean Foster indicated that those individuals who have participated from the University Libraries sincerely appreciated the candor of the guest speakers. Dean Foster also suggested that it may be appropriate to hold the FLY Program every other year rather than annually. Dr. McElroy suggested it

may be more appropriate for the college to assign projects to participants rather than allowing the participants to select themselves. Dean Stevens agreed.

Dean Chumbler suggested a need for a similar or hybrid course specifically designed for new department heads/chairs. After much discussion it was determined that (1) deans support continuing the program; (2) colleges will do a better job of recognizing FLY Program participants; and (3) FLY Program organizers and deans will more actively recruit individuals who are currently in new leadership roles such as committee chairs.

B. Policy 3.2681/2.2681 Time and Effort Reporting/Effort Certification

After much discussion, Policy 3.2681/2.2681 Time and Effort Reporting/Effort Certification was accepted with the following friendly amendment, “Per *regulation promulgated by the Office of Management and Budget (OMB)...*”

Dean Evans also recommended that Policy 1.2092 Faculty Workload and Compensation be reviewed with respect to “WKUs definition of Institutional Base Salary”.

C. Policy 1.2030 Part-time Employees as PI’s on Grants and Contracts

After much discussion it was determined that Policy 1.2030 will be eliminated.

D. Faculty Handbook Substantive Change – Continuance Documentation Flow

Provost Lee shared the final version approved by the University Senate regarding changes to the continuance documentation flow and timeline as outlined in the *Faculty Handbook*. After much discussion, Provost Lee indicated that he would render his decision concerning the recommendation in the near future.

E. Fall Enrollment Needs

Mr. Jensen and Ms. Hunter presented a snapshot of recruitment/enrollment information to deans and guests. Mr. Jensen indicated that approximately 1,300 students who are eligible to register have not. Mr. Jensen also expressed some concern about the lack of seats available in 100 level Colonnade (general education) courses with several hundred students planning to register during upcoming recruitment events.

Ms. Hunter emphasized the significance of the Astra reports sent to associate deans each Tuesday morning that outline current enrollments for high demand courses. Dr. McElroy agreed and provided additional information regarding how the Astra report may be utilized.

After much discussion, Mr. Jensen suggested (1) modifying pre-registration processes; (2) looking at offering popular general education courses (i.e. English, Communication, etc) at non-peak times, and (3) allowing registration to go

beyond seat capacity. Dr. McElroy also suggested limiting registration in science courses requiring labs to those students whose major requires the course.

F. Miscellaneous

Provost Lee indicated that the School of Journalism and Broadcasting offered Academic Affairs 2,000 thirty second radio spots. Deans expressed the following concerns, (1) will SJ&B oversee the production? (2) when will the spots be aired (i.e. during drive time or later in the evening when the majority of people are not listening), and (3) does it have to be 2,000 thirty second spots or can it be a combination such as 1,000 one minute spots? Provost Lee will discuss the opportunity further with SJ&B and return to CAD with additional information at a future date.

Respectfully Submitted,

Amber Scott Belt