

6-15-2016

# Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans  
CAD Minutes  
June 15, 2016  
1:00 p.m.**

**Voting Members Present:** Eric Reed, Cheryl Stevens, Margie DeSander (for Sam Evans), Brian Coutts (for Connie Foster), Jeff Katz, Dennis George, Neale Chumbler, and Larry Snyder.

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

**Guests Present:** Jace Lux, Tony Glisson, Mindy Hutchinson, and Kari Aikins

**I. Approval of June 1, 2016 Minutes**

Dean Snyder made a motion, seconded by Dean Katz, to approve the minutes from the June 1, 2016 CAD Meeting. The motion passed without dissent.

**II. Information Items:**

A. Admissions Yielding Activities

Dr. Lux shared with deans and guests *2015-2016 Admissions Yield Activity* information. In addition to standard recruiting communications, the Office of Admissions are currently holding webinars involving one admissions staff member and two, currently enrolled students; Twitter chats; sending out postcards (e.g., ugly Christmas sweater theme postcard, etc.); small informational receptions; a random note writing campaign; mailed out a “Hilltopper Family” red towel to each family of an admitted student with a letter from President Ransdell explaining the history of the *Red Towel*; picnics in the park; opportunities to dine in the homes of WKU alumni; multi-cultural event for locally admitted students; and high school informational sessions for locally admitted students.

Dr. Lux emphasized the need for the Office of Admissions to partner with colleges to better improve recruiting and retention efforts. Dean Katz suggested also finding out who their favorite teacher was and sending a note to the teacher thanking them for preparing/sending the student to WKU. Dr. Lux also indicated a need for deans to identify someone in each of their colleges to be monitoring social media posts as 4 out of 5 students indicated social media influenced their college choice decision.

Dr. Meredith advised deans that approximately 20 students will be coming to WKU from St. Catherine’s who will be closing their doors in December of this year. Dr. Meredith indicated that most of these students want to take courses on-

line. Dr. Lux indicated that application fees and the transfer orientation requirement will be waived.

B. New Fair Labor Standards Act Regulations

Mr. Glisson and Ms. Aikins presented the new 2016 Fair Labor Standards Act Overtime Regulation Final Rule. Ms. Aikins indicated that many of the employees who met the 2004 *Salary Test* which was \$23,660 will have to meet the \$47,476 threshold. This will affect approximately 400 staff members who will now be eligible for overtime compensation. The *Duties Test* has not changed. As long as academic advisors make more than the lowest paid faculty member, they may be classified as exempt. Athletic coaches are considered exempt just like instructors, but athletic trainers must be classified as non-exempt. Employees on 9, 10, and 11 month assignments may have their salary pro-rated to meet the *Salary Test*.

Mr. Glisson emphasized the importance of leaders to manage and document non-exempt time worked and over-time earned. Ms. Aikins indicated that a new compensation and classification webpage on the Department of Human Resources website. The official regulation does not go into effect until December 1, 2016, but WKU plans to have the 400 affected individuals transitioned from exempt to non-exempt.

C. J-1 English Proficiency Policy

The J-1 English Proficiency Policy was tabled until June 29<sup>th</sup>.

D. FLY Discussion Follow-up Memo

**III. Discussion Items:**

A. Pedagogical Faculty Promotion and Tenure

Provost Lee shared the recommended substantial changes to the *Faculty Handbook* recommended by the Faculty Handbook Committee and endorsed by the University Senate. The purpose of these changes is to bring the *Faculty Handbook* up to date with respect to WKU Policy 1.1990 *Pedagogical Track Faculty*. The recommendation was passed without dissent.

Respectfully Submitted,

Amber Scott Belt