

9-21-2016

Meeting Minutes

WKU Council on Academic Deans

Follow this and additional works at: http://digitalcommons.wku.edu/coun_acad_dean



Part of the [Higher Education Administration Commons](#)

Recommended Citation

WKU Council on Academic Deans, "Meeting Minutes" (2016). *Council of Academic Deans*. Paper 1114.
http://digitalcommons.wku.edu/coun_acad_dean/1114

This Article is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in Council of Academic Deans by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.

**Council of Academic Deans
Minutes
September 21, 2016
1:30 p.m.**

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

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

Guests Present: Sharon Hunter, Corie Martin, Stacey Biggs, and Chris Jensen

I. Approval of September 7, 2016 Minutes

Dean Reed made a motion, seconded by Dean Katz, to approve the minutes from the September 7, 2016 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. Majors and Minors Website

Corie Martin and Stacey Biggs shared with deans and guests the new Majors and Minors website <https://www.wku.edu/majors/>. The next goal is to compile information similar to that contained on the Clemson University website at <http://www.clemson.edu/degrees/index.html>. Corie's team will be following-up with the marketing contact in each of the colleges requesting this information using a Qualtrics survey. Corie's team will also assist in converting this information into "marketing speak" and work with deans for final approval.

B. FSLA Final Rule and Timesheets

Dr. Belt reminded deans of the need for those individuals moving from exempt status to non-exempt status to begin completing timesheets effective the month of December. Overtime will not be paid to these individuals until December 1st.

III. Discussion Items:

A. DELO Distribution Points Calculation Options

Provost Lee informed deans and guests that the DELO distribution points calculation options discussion has been tabled until the October 19th meeting.

B. Policy 1.3032 Student Recruitment Materials

Noting a couple of spelling errors, the Council recommended forwarding Policy 1.3032 *Student Recruitment Materials* to the University Senate for further review/approval.

C. The Council recommended forwarding Policy 1.1013 Consensual Relations Between Faculty and Students” to the University Senate for further review/approval with a couple of friendly amendments as follows:

“In the event that a consensual relationship does exist or develops between a faculty member and a student whom the faculty member evaluates, advises, or supervises, the faculty member must immediately disclose the consensual relationship to his or her immediate superior (normally the department head/chair or college dean), and make arrangements to immediately end advising, supervising, evaluating, or grading responsibilities for the consensual partner.

Failure to act in accordance with this procedure will result in personnel or disciplinary action.”

And bolding the words, “...whom the faculty member evaluates, advises, or supervises...” throughout the policy.

D. Graduate Assistants Holding Concurrent Jobs

Dean Reed asked deans and guests to provide their philosophical ideas concerning whether or not graduate assistants should be able to seek additional employment on campus. Deans Stevens, Foster, and Katz as well as Dr. Miller expressed the need to have some flexibility with respect to assistantships that are not considered full-time, by allowing students to seek additional employment on campus.

After much discussion, it was agreed that if graduate assistantships do not pay a livable wage, the University cannot forbid students to seek additional employment. All agreed that if a graduate assistantship is less than twenty hours, students should be allowed to seek supplemental employment opportunities on campus.

E. Faculty Salary Overpayment Statement

Dr. Miller provided deans and guests with a revised faculty salary overpayment statement for the *Faculty Handbook*. After a brief discussion, the Council recommended forwarding the draft “Faculty Salary Overpayment Statement” to the University Senate for inclusion in the *Faculty Handbook*.

F. Clarification of Instructor Promotion Eligibility

Discussion surrounded the interpretation of Section III.B.3. Instructor Ranks in the *Faculty Handbook*. After much discussion, it was determined that “a minimum of six years...” applied only to years of service and not the extent of

time in which the individual has held a terminal degree. Provost Lee agreed to follow-up with deans concerning what has been done in the past with respect to whether an instructor can apply for promotion during a specific year of service or at the end of a particular year of service. Once this has been determined, a request will be sent to the University Senate to clarify the language in the *Faculty Handbook*.

G. University Drop/Add Policy

Dean Stevens requested clarification as to why faculty are asked to drop students from a course in which they have missed the first two classes, while being asked to “late add” students up through the first few weeks of the semester. Provost Lee clarified that this is a retention/recruiting initiative that allows unused seats to be filled by students needing the courses. Associate

Dean Price shared that this overlap has caused some issues with “late add” students being accidentally dropped for non-attendance, and requested looking for a way to better identify these students. Sharon Hunter also reminded deans that faculty have to approve that a student be added late and have the right to deny doing so if the course is not appropriate for late additions.

H. Visiting Scholars Attending Classes

Dean Stevens brought up a faculty concern that some Visiting Scholars are requesting to sit in classes without going through formal registration to audit the course. After much discussion, it was determined that the International Student Office would be asked to clarify the sentence...”you may audit classes...” in the Visiting Scholar template letter. The recommended language is as follows:

“During the appointment, you may audit classes *and* have access to the library and other relevant faculty resources of the *University in accordance with current University policy...*”

Additionally, the deans agreed to speak with heads/chairs and faculty in their respective college to clarify that unless an individual is formally registered to either take for credit or audit a course, the faculty member is under no obligation to allow anyone to join the class at any time.

Respectfully Submitted,

Amber Scott Belt