

2-8-2017

# Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans  
CAD Minutes  
February 8, 2017  
1:30 p.m.**

**Voting Members Present:** Cheryl Stevens, Sam Evans, Connie Foster, Jeff Katz, Scott Lyons, Dennis George, Neale Chumbler, and Larry Snyder.

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

**I. Approval of January 25, 2017 Minutes**

Dean Foster made a motion, seconded by Dean Evans, to approve the minutes from the January 25, 2017 CAD Meeting. The motion passed without dissent.

**II. Information Items:**

- A. Dr. Belt distributed copies of the recommended FY 17-18 holidays and reduced summer hour schedules as drafted by the Department of Human Resources. This recommendation shall be considered by the Administrative Council on Monday, February 13<sup>th</sup>. Deans unanimously supported the recommendation.
- B. Provost Lee shared with deans and guests Fall 2017 classes will begin on Monday, August 21<sup>st</sup> at 4:00p.m. to accommodate various solar eclipse events on and near campus. All offices will remain open as scheduled.
- C. Provost Lee reminded deans to submit to him any revisions/recommendations they have for the 6 Year Capital Plan by Friday, February 10<sup>th</sup>.

**III. Discussion Items:**

- A. 1.1200 Draft Policy *Dual Career Spouse/Partner Assistance*

Dr. Hunton shared with deans and guests information she had gathered while researching what similar institutions were doing with respect to dual career spouse/partner assistance. After much discussion, Drs. Belt and Hunton agreed to finalize the draft and bring it back to CAD for further discussion.

- B. Teaching Overload Enrollment Concern

Dr. Miller shared with deans and guests the current process associated with evaluating teaching overload. He expressed concerns that faculty were getting

overload pay for courses with extremely low enrollment. He recommended deans consider using some type of prorating method for determining overload pay.

After much discussion, Dr. Miller agreed to work up some drafts and present them to deans at a future date.

#### C. Policy on Faculty Travel Reimbursements During Sabbaticals

Dean Snyder shared with deans and guests two recent instances involving faculty on sabbatical initially being denied the use of professional development funds to pay for travel, conferences, etc. Dean Snyder was told this is an Academic Affairs policy/guideline and requested additional clarification.

After much discussion it was agreed that Dr. Hunton would follow up with the Travel Office and Chief Financial Officer. Dr. Hunton also suggested that Jim Cummings, CFO be invited to attend the next CAD meeting to discuss additional concerns.

Respectfully Submitted,

Amber Scott Belt