

3-22-2017

Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans
CAD Minutes
March 22, 2017
1:30 p.m.**

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

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

Guests Present: Anna Williams, Sharon Hunter and Chris Jensen

I. Approval of March 8, 2017 Minutes

Dean Stevens made a motion, seconded by Dean Foster, to approve the minutes from the March 8, 2017 CAD Meeting. The motion passed without dissent.

II. Information Item:

Dr. Cobane expressed his gratitude to deans and guests for their efforts and the efforts of their teams in growing the Honors course offerings. Dean Katz indicated that Chris Keller has been a pleasure to work with.

III. Discussion Items:

A. Advising at WKU

Provost Lee expressed his desire for continuity with respect to advising initiatives across campus as part of the University's effort to retain students. Mr. Jensen and Ms. Hunter shared with deans and guests a summary outlining current challenges and desired outcomes for advising at WKU.

Dean Evans expressed concerns that advising should include more than just checking off boxes and believes that current advisors may need additional professional development opportunities. At the request of Mr. Jensen each dean shared the current advising model for each of their respective colleges. Much discussion encompassed deans and guests expressing various advising concerns primarily surrounding at risk students.

Provost Lee re-emphasized the need for students to successfully complete 15 credit hours per semester in order to graduate in four years. Dr. McElroy indicated a need for more annualized advising rather than by semester advising to assist students in staying on the "15 to finish" track.

Mr. Jensen further expressed concerns that the Counseling Advising Network (CAN) is no longer a sufficient method for getting information out to the 600+

individuals on campus who are designated as an “advisor” in some form or other. Dr. Gaiko reminded deans and guests that Policy 1.5051 *Academic Program Coordinator* Section II.A.2. states, “an Academic Program Coordinator is a member of the academically-qualified program faculty with primary responsibility for coordinating curriculum oversight, **advising**, and program review” and Section II.C.1.iv. states, “[Specific responsibilities] Development and initiation of advising programs for students in the program”.

Dr. McElroy reminded deans and guests that the former Retention Task Force was empowered to review a wide range of issues and make recommendations. Dean Katz requested that Mr. Jensen send each college specific areas where advising could be improved. Dean Chumbler emphasized a need to address some concerns collectively. Provost Lee recommended assembling a representative from each college who will report to Chris Jensen and play a dual role insuring that critical advising communications are occurring not only within colleges but also across colleges.

B. Letters of Appointment, Generic Wording

Vice Provost Miller shared four examples with deans of language that has been included in a faculty appointment letter regarding the tenure and promotion timeline. He shared concerns that there may be inconsistencies. After much discussion it was agreed that tenure and promotion letters will remain at the discretion of the deans. On a separate note, Vice Provost Miller reiterated that colleges wishing to hire foreign nationals must allow three – six months for visa processing. He also reminded deans that the prevailing wage is calculated over twelve months rather than nine.

C. Part-time Faculty Hires

Vice Provost Miller shared with deans and guests the website listing job postings for part-time faculty pools via Interview Exchange. He indicated that effective July 1st each part-time faculty member will be required to complete a profile to be added to a Human Resources database. Provost Lee also indicated that going forward we may not be able to continue to hire non-exempt staff to teach part-time. He told deans that there would be more to come on that in the future.

D. T&P Documents Archive

Vice Provost Miller expressed a request on behalf of the Faculty Handbook committee to archive former tenure and promotion guidelines. He asked deans whether or not they currently archive such documents. He further indicated that it is the opinion of the Faculty Handbook Committee that if tenure and promotion guidelines change all affected faculty members should have the option to either elect to remain under the prior tenure and promotion guidelines or be evaluated under the new tenure and promotion guidelines. Associate Dean McMichael

stated that he believed the decision should remain as a one on one negotiation between the faculty member and appropriate college administrator. After some discussion Provost Lee suggested tabling the issue until he receives a recommendation from the Senate.

E. Students Recording Faculty

Associate Dean McMichael indicated some concerns with respect to students recording faculty lectures, etc. without prior permission. He indicated that he believes the University Senate plans to pick up the issue.

Respectfully Submitted,

Amber Scott Belt