

4-19-2017

Meeting Minutes

WKU Council on Academic Deans

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Council of Academic Deans
CAD Minutes
April 19, 2017
1:30 p.m.

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

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

Guest Present: Jace Lux

I. Approval of April 5, 2017 Minutes

Dean Snyder made a motion, seconded by Dean Foster, to approve the minutes from the April 5, 2017 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. Changes to Fall Open House Recruitment Events

Dr. Lux shared with deans and advisory members changes surrounding the Fall Open House Recruitment Events. After soliciting feedback from participants it has been determined that formalizing these events will better serve participants. Changes include providing increased access to specific areas whom participants identified as critical at the beginning of their college selection process. These offices include: Admissions, Student Financial Assistance, Housing and Residence Life, Restaurant and Catering, Honors College, and representatives from each academic college. Dr. Lux emphasized that college representatives should have in-depth knowledge of the majors and minors offered within their college.

B. Emeritus Nominations due to Academic Affairs June 1st

Provost Lee reminded deans to submit names of individuals who are either fully retiring or completing transitional retirement for emeritus consideration by June 1st. Should those individuals elect to teach in the Fall they will need to have been approved by BOR in July in order to earn the part-time teaching salary allocated for emeritus faculty versus other part-time faculty.

C. Carry Forward

Dr. Hunton shared with deans and advisory members that Academic Affairs will be able to allocate to colleges their third portion of carry forward funds less funds to cover the budget shortfall. She provided each dean with an individualized statement to assist in determining how best to allocate at his or her discretion.

Provost Lee reminded deans based on the new carry forward policy future calculations would be different.

III. Discussion Items:

A. Draft Policy 1.5171 *Full-time Staff Teaching Assignments*

Provost Lee proposed draft Policy 1.5171 *Full-time Staff Teaching Assignments*. Changes to this policy will now require WKU staff to hold an exempt position and not be eligible for overtime compensation in order to teach part-time. Provost Lee proposed a friendly amendment to add the word 'be' to section II.A.1. and moving it forward to University Senate for additional review. The motion passed without dissent.

B. Weather Policy and Campus Closures

Provost Lee proposed the question to deans and guests whether or not the policy involving campus closures should be modified to include language indicating that if main campus closes due to inclement weather so should regional campuses. After some discussion Dr. McElroy suggested running data on the affected IVS classes in preparation for the regional chancellor's meeting on Friday.

C. Center for Asian Studies

Discussion tabled until May 3rd CAD meeting.

D. African Research Studies Institute

Discussion tabled until May 3rd CAD meeting.

E. Draft Policy 0.1030 *Faculty and Staff Travel to Countries Under U.S. State Department Travel Warnings*

Dr. Cobane proposed approving draft Policy 0.1030 *Faculty and Staff Travel to Countries Under U.S. State Department Travel Warnings* and moving it forward to Administrative Council for final review/approval. Dr. McElroy made a motion to include a friendly amendment to Section II.A.1.a. removing, "such travel is covered separately under policy 0.105V *Individual Student and Group Travel to Countries under U.S. State Department Travel Warnings*." After much discussion both motions passed without dissent.

F. Draft Policy 1.3200 *Student Eligibility to Study Abroad*

Dr. Cobane proposed approving draft Policy 1.3200 *Student Eligibility to Study Abroad* and moving it forward to University Senate for continued review/approval. After much discussion it was determined that language must be

included to address transfer credit to The Graduate School. Dean Snyder and Dr. Gaiko expressed concern with language in Section III.A.1. indicating that transcripts must be sent to SAGL for transfer credit determination and then forwarded to Academic Advising and Retention Center who is ultimately responsible for articulating undergraduate transfer credit. Concerns were also expressed regarding language in Section II.B.1 since applying through SAGL for transfer is not consistent with current practices. Additionally, it was recommended that the appeal process outlined in Section III.B.2. should flow outside the original office.

Ms. Chelf also expressed a need for language in Section II.B.3. which indicates that 'good academic standing' for graduate level students is a GPA of 3.0 and conditionally admitted graduate students may not participate. Dr. McElroy recommended removing GPA and replacing it with "student must be in good academic standing at the time of application to study abroad". Dr. Gaiko suggested defining what 'one semester' means. Provost Lee recommended removing the notary requirement on the forms in the appendices. Dr. Belt recommended removing reference to Policy 0.050V as it is not yet an approved policy. Dr. Cobane will return to his team for additional review and edits.

G. Draft Policy 1.3210 *Non-Credit-Bearing Group Travel Approval Process*

Dr. Cobane proposed approving draft Policy 1.3210 *Non-Credit-Bearing Group Travel Approval Process* and moving it forward to University Senate for continued review/approval. Dr. McElroy proposed three amendments. First, that the policy be made a university-wide policy rather than an Academic Affairs policy. Second, that the language, "Faculty or staff proposing travel to a country under a U.S. State Department Travel Warning should also review policy 0.103V, Individual Student and Group Travel to Countries under U.S. State Department Travel Warnings" as the policy is not yet approved. Third, that language be included to specify groups such as athletics and other student organizations not under Academic Affairs purview.

H. Proposed Changes to the Annual Review Process for Faculty

Discussion tabled until May 3rd CAD meeting.

Respectfully Submitted,

Amber Scott Belt