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Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA
Council of Academic Deans
October 19, 1970

I. Policy on Grade of "X" (Incomplete) - Mr. Lazarus

II. Adjunct Professor or Instructor

III. The Schedule Bulletin for 1971-72

IV. Discussion with Mr. Largen

V. Faculty Teaching Loads

VI. Discussion of Plan for Faculty Improvement

VII. Discussion of Committee to Review Research Proposals

VIII. Publications by Western Faculty

IX. Library Committee

X. Other Business

1. The Next Deans' Meeting Will Be November 2, 1:30 p.m.
The Council of Academic Deans met in Dr. Cravens' office Monday, October 19, 1970, at 1:30 p.m. All deans except Dr. Hardin, who was represented by Dr. Wassom, and Dr. Page, who was represented by Dr. Brenner and Dr. Clark, were present.

Dr. Cravens opened the meeting by stating that any additional student enrollment in new bi-term classes should be reported to Mr. Largen's office at once. Dr. Cravens also discussed the faculty photo-card file his office was establishing and asked if any of the deans would be interested in having such a file on a college basis.

Vice-President Largen discussed procedures for getting tickets to athletic events. Mr. Largen also commented on university-wide budget reductions.

Mr. Lazarus explained that many problems have developed concerning the use of the grade of "X" (incomplete). He proposed that, "... a period of six weeks after the "X" grade is given would be ample time for a person to complete his work. In cases where health or other extenuating circumstances exist an extension of time could be granted." The deans endorsed this proposal and recommended that it be brought before the Academic Council.

Dr. Sutton distributed a chart of the newly-formed University Academic Probation Committee. The chart included this year's membership on the committee.

Dr. Cravens asked Dr. Davis to read the proposal concerning "Adjunct Professor or Adjunct Instructor." The deans approved the committee's recommendation with certain modifications. The approved proposal is attached.

Dr. Cravens discussed the need for all departments to follow the teaching load guidelines throughout the university. He asked the deans to comment on a letter he was considering sending to all department heads.

A decision was reached to have schedule bulletins for the following semester available before pre-registration advisement. The decision was also made to continue printing the schedule bulletin each semester instead of only once a year.

Dr. Cravens asked Miss Tyler and Dr. Wassom to consider setting up a display area for faculty publications in the Helm Library and, perhaps, the Graduate Center when it is completed.
Miss Tyler told the deans that the Library Committee might need to be restructured because of the growth of the university. Dr. Jenkins nominated Dr. Eugene Evans for membership on the committee representing the College of Commerce. Miss Tyler felt it might be helpful to set up a library committee within each college. Dr. Cravens suggested that Miss Tyler and Dr. Wassom draw up a proposal and present it to the deans at a later meeting.

Two topics on the agenda, Discussion of Plan for Faculty Improvement and Discussion of Committee to Review Research Proposals, were postponed until the next meeting.

The next Council of Academic Deans' meeting was scheduled for Monday, November 2, at 1:30 p.m.

The meeting was adjourned.