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Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA

Meeting of the Council of Academic Deans
Tuesday, May 8, 1990, 9:00 a.m.

PRESIDENT WILL BE MEETING WITH THE DEANS FOR THE FIRST HOUR

I. Announcements
II. Disposition of the Minutes of the April 17, 1990, Meeting
III. Mailings to Students
IV. Assessment of Student Outcomes
V. Writing and Thinking Across the Curriculum
VI. Institutional Program Review Schedules
VII. Academic Department Heads -- Evaluation
VIII. Post-Grant Administration of Sponsored Programs
IX. Preparation of Faculty Dossier for Promotion and Tenure
X. Budget for 1990-91
XI. Graduate Council's Resolution on Graduate Faculty Workload
XII. Evaluation of Administrators (Department Heads and Above)
XIII. Promotion and Tenure Standards
XIV. Travel Funds Policy
XV. Comprehensive Plan for Extended Campus
XVI. Salary Conversion for Twelve-Month Administrators
XVII. Faculty Evaluations and Departmental Criteria (Especially Teaching)
XVIII. Student Fee for Computing
XIX. Administrative Sabbatical Policy (Dean Ward Hellstrom)
XX. Revision of the Faculty Handbook
XXI. Other Business
   Item for Distribution: "Undergraduate Assessment," Northern Arizona University
Dr. Robert V. Haynes called the meeting to order at 9:05 a.m. Members present included Drs. Charles E. Kupchella, Ward Hellstrom, J. Michael Brown, Ronnie N. Sutton and Elmer Gray. Mr. Riley Handy substituted for Dr. Michael Binder and Dr. Carl R. Martray substituted for Dean J. T. Sandefur.

Minutes of the April 17, 1990, meeting were accepted without comment.

President Thomas C. Meredith was expected to meet with the Council; however, his schedule precluded the meeting.

Several announcements were made. The university calendar for the 1991-92 academic year has been approved. It includes a modified summer school schedule, consisting of two five-week terms but no eight-week term. The deans agreed that a preliminary trial summer schedule will be developed to avoid unforeseen problems. Dr. Sutton will provide leadership for the new schedule development.

Dr. Sutton announced that the SIS program permits tabulation of student requests for courses. Such information will be helpful to departments in meeting student needs.

Dr. Haynes reported that President Meredith will appoint a committee to revise and develop a Faculty Handbook. The new publication will include revised requirements for tenure and promotion. It will also include many of the personnel policies.

There was discussion of Dr. Cook's memorandum directed toward reducing expenditures for mailings, especially to students. Although the Council members were supportive of reducing expenditures, they were concerned that recruiting and retention efforts not be impaired.

Dr. Haynes asked for progress reports on the development of departmental promotion and tenure standards. Considerable discussion followed.

The recently approved budget includes funding for repairing specified campus buildings. Various groups and activities will have to be relocated during the repair period. Tate Page Hall will be first to be repaired.

The President's Retreat is scheduled for Wednesday, May 16, at Smiths Grove. Among the agenda items will be the Economic Development Center and the Community College location.
Dr. Haynes shared a procedure on outcomes assessment that is being used at Northern Arizona University. There was continued discussion of outcomes assessment.

Dr. Haynes commended Dr. Sutton on the recent commencement program. All agreed that the exercise was well conducted.

The meeting was adjourned at 12:05 p.m.

Respectfully submitted

[Signature]

Elmer Gray