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Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA
Meeting of the Council of Academic Deans
Monday, August 13, 1990, 9:00 a.m.

(PRESIDENT THOMAS C. MEREDITH WILL BE JOINING THE DEANS AT 10:00)

I. Announcements

II. Disposition of the Minutes of the July 17, 1990 Meeting

III. Credentials Required for Hiring New Faculty

IV. Final Exam Schedule Proposed Change (Ms. Sharon Dyrsen)

V. Miami University's Degree Audit Reporting System
   (Dr. Kenneth L. Modesitt)

VI. Renaissance Principles

VII. The Staff/Faculty Recruitment Screening Network Service

VIII. WKU-Elizabethtown Community College Cooperative Program

IX. Library Copying Service Fees--(Dean J. Michael Brown)

X. Cultural Events Plan

XI. Administrative Evaluations for Deans

XII. General Education

XIII. At Distance Learning--Television Instruction

XIV. Assessment of Student Outcomes

XV. Writing and Thinking Across the Curriculum

XVI. Institutional Program Review Schedules

XVII. Academic Department Heads -- Evaluation

XVIII. Post-Grant Administration of Sponsored Programs

XIX. Preparation of Faculty Dossier for Promotion and Tenure
   (Associate Vice President)

XX. Comprehensive Plan for Extended Campus

XXI. Salary Conversion for Twelve-Month Administrators
    (Hoffman and Davis)

XXII. Revision of the Faculty Handbook

XXIII. Other Business
   Items for Distribution:--"Documentation of Planning Activities in
   Support of Program Proposals--and "Tentative Statewide Review
   Schedule from the Council on Higher Education
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Dr. Robert V. Haynes called the meeting to order at 9:00 a.m. Members present included Drs. Ward Hellstrom, Carl R. Martray, Elmer Gray, J. Michael Brown, John H. Petersen, and Livingston Alexander. Dr. Martin R. Houston represented Dr. Charles E. Kupchella and Ms. Sharon Dyrsen represented Dr. Ronnie N. Sutton. Special guests present were President Thomas C. Meredith and Dr. Kenneth Modesitt.

Dr. Modesitt presented to the Council a proposal to phase in a computerized degree audit reporting system. His proposal was supported by results of surveys which underscored the problems in advisement across programs. There was extended discussion of the feasibility of adopting a new computer system at this time. Several members of the Council commented that adopting the system might be premature since the new Student Information System had not yet been implemented. Dr. Haynes indicated that a decision will have to be made soon. He suggested that Dr. Alexander contact the state institutions currently using the degree audit system and obtain their perceptions about the merits of adopting this program. Dr. Haynes also suggested that we contact Drs. J. J. Sloan and Curtis Logsdon about the feasibility of adopting this computer system.

Dr. Haynes followed discussion of Dr. Modesitt’s proposal with several announcements:

1. That on the recommendation of Dean Hellstrom, he has asked the President to submit to the Board of Regents a request that the Department of Sociology, Anthropology, and Social Work be divided into two departments. The departments would be: Department of Sociology and the Department of Anthropology and Social Work. The new organization would be effective immediately after Board approval.

2. There will be a Board of Regents retreat and meeting on August 24-25 in Owensboro (Executive Inn). Dr. Haynes invited Council members to attend but made it clear that members were not required to attend.

3. Western received a Title III grant of $171,400 to support the establishment and implementation of a Teaching/Learning Center.

President Thomas C. Meredith joined the meeting at 10:00 a.m. Dr. Meredith indicated that he would discuss a few issues and accept ideas for inclusion in his presentation to the faculty and administrative staff. He asked about the status of the departmental standards for tenure and promotion. Dr. Haynes assured the President that the departments were making favorable progress and that the agreed upon deadlines would be met. Dr. Haynes indicated that the President can expect to receive the standards by December 1, 1990.
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The President indicated that the Western XXI Strategic Planning process was moving along nicely. He noted that exhaustive evaluation of the undergraduate programs were made, but that the graduate programs were not evaluated. He indicated that some procedure will be developed to have these programs evaluated.

On the issue of alcoholism, Dr. Meredith indicated that the institution should develop a policy which supports faculty members (or staff) who are afflicted. However, he indicated that the support should be circumscribed. The individual should take the responsibility to obtain treatment and show improvement, or face job termination.

The President received several ideas for inclusion in his presentation to faculty and administrative staff.

Following the President's discussion, Dr. Haynes reviewed the Council on Higher Education’s program review process. He suggested that a faculty group (one representative from each college) work with Dr. Alexander in conceptualizing a definition of quality and criteria to assess the quality.

Dr. Haynes appealed to members of the Council to make certain that all required credentials have been received before contracts are offered to new faculty. The most problematic of the credentials include official transcripts and letters of recommendation.

Ms. Dyrsen reopened the discussion of the proposed Final Exam Schedule for Spring Semester, 1990. Several suggestions for changes were made by Council members. Several members suggested that we establish a rationale for inclusion of courses as multiple sections on the final exam schedule. The members generally thought that only courses with common exams should qualify for inclusion as multiple section exams. Dr. Haynes asked Ms. Dyrsen to incorporate the ideas of Council members in a revision of the proposal. Ms. Dyrsen agreed to bring back a revised schedule.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

[Signature]

Livingston Alexander

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