

11-12-1996

Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA
Meeting
Council of Academic Deans
November 12, 1996, 10:00 a.m.

- I. Minutes of the October 29, 1996, Meeting
- II. Information/Clarification Items:
 - A. Department Heads Retreat - Review of Plans (Dr. Hughes)
 - B. Report from the Council on Higher Education Meeting and Post Secondary Committee Meeting
 - C. New Program Proposals for February Submission
 - D. Board of Regents Retreat
 - E. Budget Planning and Performance Goals
- III. Discussion
 - A. Signature Authority on Fund Transfers (Ann Mead--10:00 a.m.)
 - B. Draft Operational Plan 1997-98--Update
 - C. Academic Highlights
- IV. What's New? What's Happening?
- V. Other Items
- VI. In Process Work
- VII. For Future Agendas
 - A. Class Scheduling (Requested By Jefferson)
 - B. Unit Productivity: Defining and Rewarding
 - C. Volunteerism of Students--A Faculty Value
 - D. Rewards, Recognition and Celebration Opportunities
 - E. Achieving Greater Diversity
 - F. Focus on Global Education/International Education
 - G. Advertising the Availability and Nature of Western's Departmental Offerings on Western's Cable, or Other Local and Regional Broadcast Media
 - H. Stipends for Graduate Students (Dr. Elmer Gray)
 - I. Departmental Computer Labs (Invite Dr. Charles M. Anderson)
 - J. Part Time Faculty Compensation, November 26(Mr. Dale)
 - K. Policies on Benefits for Part-time Faculty, November 26 (Dr. Addington)
- VIII. Items Distributed for Information/Discussion
 - A. Briefing--1996 Accountability Report
 - B. WKU Vision Statement, Long Term Priority Goals, and Annual Goals
 - C. Memorandum from Dr. Gary S. Cox, Executive Director, Kentucky Council on Higher Education, Regarding Transmittal of Draft Time and Credits to Degree Study
 - D. Recommendation #3 on the Council on Higher Education November 11, 1996 Meeting Agenda-- Redesign and Expand the High School Transcript
 - E. Articles: "Should Distance Learning be Rationed"
"Colleges Should Change Course"

**Minutes
Council of Academic Deans
November 12, 1996**

Members Present: Michael Binder, Barbara Burch, Michael Dale, Elmer Gray, Martin Houston, Luther Hughes, Robert Jefferson, David Lee, Carl Martray, and Paul Rice - **Guest:** Ms. Ann Mead

1. Minutes were distributed for the October 29, 1996, Meeting.

2. Information/Clarification Items:

A. Department Heads Retreat - Review of Plans (Dr. Hughes)

Department Heads Retreat will begin at 7:45 a.m. with breakfast, with main agenda beginning at 8:15 a.m. and ending at 4:00 p.m.

Five topics for the retreat:	1.	Recruitment
	2.	Retention
	3.	University College
	4.	Unit Productivity
	5.	Open Discussion

B. Report from the Council on Higher Education Meeting and Post Secondary Committee Meeting

- Information was distributed regarding the recommendation of the redesign and expansion of the high school transcript.
- The "Draft" of An Analysis of Student Time and Credits to Degree was distributed. The Vice President would like to have comments from the Council on the "Draft".
- The baccalaureate transfer framework is in progress.
- The "Draft" of the 1996 Accountability Report, prepared by Ann Mead, was distributed.
- Information was distributed about the Malcom Baldrige Award for Education.
- The Commonwealth University will be reviewed in December. There were questions about the fee schedule and how fees will be exchanged. Western Kentucky University will be working on a proposal for distance learning and fee schedule. There will be an interactive TV meeting scheduled in the near future to begin working on the proposal.

C. New Program Proposals for February Submission

President Meredith wants to use waiver carte blanche. Must be ready for February submission or it will be another two years before Western will have an opportunity to submit request for new programs. Dr. Addington will be contacting each Dean for requests of new programs.

D. Board of Regent Retreat

The Vice President had positive comments about the Retreat. The Board of Regents' reiteration of Western's Vision Statement, Long-Term Priority Goals, and Annual Priority Goals were distributed. The statement and goals were approved by the Board of Regents.

Dr. Hughes will distribute the statement and goals at the Department Heads Retreat.

E. Budget Planning and Performance Goals

The Vice President will E-Mail.

3. Discussions:

A. Signature Authority on Fund Transfers -Guest: Ann Mead

A revised Request for Transfer of Budgeted Expenditure Funds Form was distributed. A transfer number will automatically be printed on form. The preparer would need to circle whether a permanent or temporary transfer. The permanent transfer would be captured to help in preparation of the budget for the following fiscal year.

After discussion on signature authority, the Vice President asked Mr. Dale to develop criteria and discuss with Ms. Mead and bring back to the Council at a future meeting for additional discussion.

Ms. Mead indicated that Mr. Cobb is trying to streamline the faculty workload reporting system. Mr. Cobb needs responses from everyone regarding proceeding with this plan. He is going on the assumption of no response as an okay.

Mr. Cobb is concerned that faculty have not been notified of the format change in how students' comments from the faculty appraisal are being reported. Deans and Department Heads will have a diskette hand delivered to them and faculty members will receive hard copies. Ms. Mead asked that the Deans notify all faculty of this change.

Dr. Burch plans to invite Ms. Mead back to a future meeting to discuss cost comparisons for Summer School. Education needs to be implemented for understanding that summer school is a very important part of Western's mission. There needs to be a cultural change so faculty will become aware of cost. There is a need to stay aware of the profit margin. Ms. Mead stated that revenue estimates for 1997-98 would be available November 25.

After much discussion, the Deans will prepare the first draft defining summer school funding and linking to the annual budget. Mr. Dale will consult with Ms. Mead in putting together past information to help develop a plan for the 1997-98 academic year. Ms. Mead will attend the November 26 Council meeting.

B. Draft Operational Plan 1997-97--Update

The 1997-98 was reviewed by the Board of Regents

C. Academic Highlights

The Board of Regents has asked for a systematic way of communicating academic highlights to the community. The Deans are to provide the Vice President significant academic highlights from faculty, staff and students for the period of the end of last spring to present. These highlights need to be quick, creative, fun to read information.

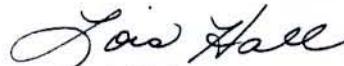
4. What's New? What's Happening?

- **Dr. Hughes reported Louisville Open House a success. There was discussion of different advertisement strategies and Dr. Hughes invited input. The Vice President inquired if WKU's E-Mail address is on all ads. Dr. Hughes will verify.**
- **An announcement was distributed announcing that Dr. Karen Pickerill would be on campus on November 14.**
- **An article from Point/Counterpoint with James R. Mingle & Larry Gold, "Should Distance Learning be Rationed?", was distributed.**
- **An article by Jeffrey Wallin, "Colleges Should Change Course", was distributed.**
- **Mr. Dale invited any input into the preparation for the budget transfer criteria.**
- **Clarification was asked for in the definition of Instructor in relation to the IPEDS report. After discussion, it was decided Instructors will be classified as "O", Other Tenure Status.**

Clarification on if faculty member is ready to retire and are classified as an "O", are they eligible for optional retirement. With much discussion, the Vice President asked Mr. Dale to review general practice and E-Mail the Deans.

Meeting adjourned.

Respectfully submitted,


Lois Hall