

1-28-1997

Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA
Meeting
Council of Academic Deans
January 28, 1997, 9:00 a.m.

- I. Minutes of the January 21, 1997, Meeting
- II. Information/Clarification Items:
 - A. Deadline to File a Degree Program Using the "Old General Education Requirements"
 - B. Performance Funding Indicators Being Sent Forward
 - C. Annual Goals Status Reports
 - D. Capital Plans: Forms and Time Lines
 - E. Mission Statements--Time Line for Completion (J. Addington)
 - F. Registration Fee Payment Policy
 - H. Spring Enrollment
 - I. Faculty to Attend February 5 Scholarship Luncheon in Glasgow (L. Hughes)
- III. Discussion Items
 - A. Technology Performance Indicator (C. Anderson)--9:30 a.m.--Time Certain
 - B. Affirmative Action Plan (Huda Melky, Deborah Wilkins, and Dan Myers)--10:15 a.m.--Time Certain
 - C. Staff Evaluation Instrument (T. Glisson)--10:30 a.m.--Time Certain
 - D. General Education Expectations (D. Lee)
- IV. "Happenings"
- V. What's New? What's Happening?
- VI. For Future Agendas
 - A. Volunteerism of Students--A Faculty Value
 - B. Achieving Greater Diversity
 - C. Advertising the Availability and Nature of Western's Departmental Offerings on Western's Cable, or Other Local Regional Broadcast Media
 - D. Annual Report Guidelines
 - E. Program Review Criteria (February 4, 1997)
 - F. Status on Senior Exams (February 4, 1997)
- VII. Items for Distribution
 - A. Findings And Conclusions--on Analysis of "notes on Postsecondary and Higher Education in Kentucky" Prepared for the Kentucky on Higher Education by the Institute for Higher Education Policy, Washington, D.C., Ronald a. Phipps (PJ), Jan. 1997
 - B. Kentucky Regional Universities--Average Faculty Salaries 1993/94 Through 1996/97
 - C. Letter from Joyce A. Scott from the American Association of State Colleges and Universities--1996 AASCU/Sallie Mae Retention Survey/--Institutional Report
 - D. 1997 Spring Enrollment Report
 - E. Goals and Priorities for 1996-97

**Minutes
Council of Academic Deans
January 28, 1997
9:00 a.m.**

Members Present: Jacqueline Addington, Michael Binder, Barbara Burch, Michael Dale, Sam Evans (representing Dr. Martray), Elmer Gray, Martin Houston, Luther Hughes, David Lee, Dan Myers (representing Dr. Jefferson), Phillip Myers, John Petersen and Paul Rice – Guests: Tony Glisson and Charles Anderson

1. **Minutes of the January 21, 1997, meeting were distributed.**

2. **Information/Clarification Items:**

A. Deadline to File a Degree Program Using the "Old General Education Requirements"

A memorandum from Freida Eggleton, Registrar, regarding the deadline of June 30, 1997, to file a degree program using the "old general education requirements" was distributed for discussion and recommendations. After some discussion it was recommended to eliminate item #2 from the statement.

B. Performance Funding Indicators Being Sent Forward

Performance funding indicators will be submitted on Friday, January 31.

C. Annual Goals Status Report

Need to start report on implementation of priorities and goals. Annual reports will be due by the end of April.

The Vice President will do a mid-year report for the President. Each Dean will be expected to do a mid-year report for the the Vice President and this should be provided prior to the time of Annual Review.

D. Capital Plans: Forms and Time Lines

The deadline for any capital projects over \$100,000 are due to the Vice President by February 15.

The Vice President discussed the backlog of projects on campus. Marriott has expanded resources to get projects done more quickly. Marriott will assess a 3% charge for these backlog projects to hire project managers and this will come from fund balance monies. Mr. Dale will notify the Council of what projects are being addressed presently. The Vice President needs to know if there are critical projects that need to be addressed with urgency (especially if safety issues are involved) which are not presently on the list

E. Mission Statements--Time Line for Completion (J. Addington)

All College mission statements should be consistent with the strategic planning mission statement. Timeline – uncertain – Probably by end of February ("but guess")

F. Registration Fee Payment Policy

The Council was in agreement to pilot for the 1997 fall semester the removal of the \$100 pre-registration fee.

G. Spring Enrollment

1997 Spring Term enrollment summary was distributed.

H. Faculty to Attend February 5 Scholarship Luncheon in Glasgow (L. Hughes)

Dr. Hughes asked the Deans to recommend 2 faculty members from each college to represent their

college at the Scholarship Luncheon in Glasgow on February 5. Recommendations are due by Monday.

Discussion Items:

A. Technology Performance Indicator (C. Anderson)

Dr. Anderson distributed the Survey of Use of Technology in Student Learning Summary Report for discussion. A draft of the Technology Performance Indicator report is available for review and Dr. Anderson asked for any suggestions or ideas.

B. Staff Evaluation Instrument (T. Glisson)

Mr. Glisson distributed copies of the new Annual Performance Appraisal Forms. There will be information sessions on February 5, 6 and 7 to give direction on the new process. A Supervisor's Guide will be distributed to assist supervisors in the evaluation process. Mr. Glisson will inquire about getting the appraisal forms on diskette.

The Vice President instructed the Council to use the new instrument if at all possible. In cases when present year's goals are linked to a regularly used form, it may be necessary to follow through with that form this year.

C. Freshmen Seminar Training

The Vice President thanked Dr. Addington for a job well done in preparation for the Freshmen Seminar Training Sessions. Video copies of John Garner's presentation are available if anyone wishes to receive a copy. There was discussion of the number of hours scheduled for the freshmen seminar. After much discussion, it was decided it would be a two hour course with the faculty receiving three hours credit.

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

- WKU has the opportunity to bid to host the Governor Scholars Program. Dr. Hughes asked for input to the possibilities of hosting and any problems or concerns the Council might have. All agreed to go for it if it's feasible in terms resources and requirements.
- The Vice President distributed copies of "Exploring The Frontier of the Future".
- Dr. Binder distributed several pieces of information related to University Libraries. More discussion later.
- Copies of the Findings and Conclusions—on Analysis of "notes on Postsecondary and Higher Education in Kentucky" Prepared for the Kentucky on Higher Education by the Institute for Higher Education Policy, Washington, D.C., Ronald A. Phipps (PJ), January 1997 were distributed and dis.
- "HAPPENINGS" was distributed.
- The 1996 AASCU/Sallie Mae Retention Survey—Institution Report was distributed.
- The Kentucky Regional Universities Average Faculty Salaries 1993/94 Through 1996/97 was distributed.

Meeting adjourned.

Respectfully submitted,


Lois Hall