

2-4-1997

Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA
Meeting
Council of Academic Deans
February 4, 1997, 9:00 a.m.

- I. Minutes of the January 28, 1997, Meeting
- II. Information/Clarification Items:
 - A. Search for Associate Vice President (Enrollment Management)
 - B. Governor's Request for Information on Low Enrollment Courses
 - C. Summer School Budgets/Salaries
 - D. April 10 - noon - 2:00 p.m.: Video Conference on "The New Public University: How Do We Compete in A Changing Environment:--Room 212 Academic Complex
 - E. Faculty Awards
 - F. Scheduling Annual Reviews
 - G. Scholarship Luncheon in Glasgow (Hughes)
 - H. Program Advisory Statements (Addington)
 - I. Interviewing New Faculty/Department Head Candidates
 - J. Interactive Lab Relocation (Addington)
 - K. Economic Impact Study
 - L. Need for reporting on "Happenings" (e.g. Points of Pride and Accomplishment)
- III. Discussion Items
 - A. Freshman Seminar: Follow-up Decisions Regarding Credit (Addington)
 - B. Budget Decisions for 1997-98
Review of Possibilities and Implications
 - C. WEB Site Course Development
 - D. Libraries' Electronic Information Resources and Services (E. Moore)
 - E. Study Groups Appointments:
 - Program Review Criteria
 - Faculty Evaluation System
 - Faculty Salaries for Summer School and Enrollment Management Requirements
 - F. Planning Committee:
 - Administrator Professional Development in Faculty Evaluation (particular attention to appropriate uses of data)
- 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. General Education Expectations (D. Lee)
 - F. Affirmative Action Proposal (10:00 a.m.--February 11)

Minutes
Council of Academic Deans
February 4, 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, Elaine Moore (representing Dr. Binder), Phillip Myers, John Petersen and Paul Rice.

1. **Minutes of the January 28, 1997, meeting were distributed.**
2. **Information/Clarification Items:**

A. Search for Associate Vice President (Enrollment Management)

The internal search process for the Associate Vice President position will begin very soon. A search committee which includes a dean; a department head, a representative from the Academic Senate and additional faculty with each college represented on the committee; a representative from Student Affairs; and an undergraduate and graduate student, with the recommendation coming from SGA. The deans are to e-mail recommendations to the Vice President as soon as possible.

B. Governor's Request for Information on Low Enrollment Courses

Bob Cobb will be meeting with college representatives to review data and help to prepare report for the Governor. The Vice President needed a representative from Education and The Community College. Dr. Sam Evans will represent Education and Dr. Jerry Boles will represent the Community College.

C. Summer School Budgets/Salaries

The Vice President's Office and the Budget Office are working closely together to gather data that will provide a better understanding of the Summer School Budget. The Vice President is hopeful that in the 1997 Summer School, there will be at least a modest increase in the faculty pay scale.

D. April 10 - noon-2:00 p.m.: Video Conference on "The New Public University: How Do We Compete in A Changing Environment:--Room 212 Academic Complex

The Vice President confirmed the April 10 meeting and distributed an article, "Higher Education's New Status as a Mature Industry", by Arthur Levine.

E. Faculty Awards

Faculty award nominations are due to the Vice President's Office February 21..

F. Scheduling Annual Reviews

The Vice President noted the change in the timetable and noted that there is an additional week in completing evaluations. The Vice President will meet with each dean to discuss their mid-year report in relation to their own goals, areas to be strengthened and commitment to new levels. The Vice President will arrange with each dean when their meeting will be scheduled.

G. Scholarship Luncheon in Glasgow (Dr. Hughes)

Van will leave at 11:00 a.m. on February 5 and return by 2:00. Regent Kristen Bale was instrumental in organizing the luncheon and having it sponsored by a local financial institution.

H. Program Advisory Statements (Dr. Addington)

The Program Advisory Statements that were submitted to Frankfort were distributed and discussed. Work on these begins now.

I. Interviewing New Faculty/Department Head Candidates

With the realignment of responsibilities in the Vice President's Office, Dr. Addington and Dr. Petersen will both be assisting in interviewing prospective faculty. The Vice President wants to interview all department head candidates.

J. Interactive Lab Relocation (Dr. Addington)

It was agreed that the interactive lab in Russellville would be relocated to Ft. Knox where it is needed.

K. Economic Impact Study

The President has appointed a committee to do an economic impact study. A preliminary report is due May 31, with the final report due in the fall semester.

L. Need for Reporting on "Happenings" (e.g. Points of Pride and Accomplishment)

The Vice President would like to have continuing information on "Happenings". "Happenings" is also being sent to Mr. Fred Hensley and selected other places.

3. Discussion Items:

A. Freshman Seminar: Follow-up Decisions Regarding Credit (Dr. Addington)

The one hour credit sections will remain in the schedule for the fall semester, along with the experimental two hour sections..

B. Budget Decisions for 1997-98

Notes from the Board of Regents and Finance Committee were distributed and discussed. The Vice President asked the deans to e-mail her their thoughts, suggestions or ideas regarding the items discussed.

C. WEB Site Course Development

Dr. Addington will notify Dr. Anderson of interest from the Colleges of Education, Potter and Ogden in the development of a WEB Site Course. The Business and Community College are equally committed but will need to wait a bit to begin.

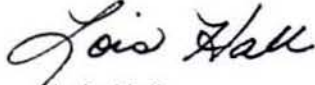
4. What's New? What's Happening?

- There will be a meeting of the state Academic Vice Presidents and Technology representatives on Thursday, February 6 from 10:00 a.m. till 3:30 p.m. at the Institute to discuss Open University. Deans are invited to attend and need to let the Vice President know by today, February 4 if they will attend.
- The Academic Calendar Committee is asking for concerns or issues that need to be addressed. Deans should e-mail the Vice President these concerns or issues.
- Suggested Topics for GRREC Summer Offerings and Workshop Information Forms were distributed.

- It was asked if students would be notified of the "Old General Education Requirements" deadline. Dr. Addington will work with Mrs. Eggleton on notification.
- Information was distributed about the Sasakawa Fellowships, sponsored by the American Association of State Colleges and University with support from the Nippon Foundation to be shared with the faculty.
- Ed Houston in the Ogden College Dean's Office has contact with the Defense Department in getting equipment at not cost before going to surplus. Anyone interested needs to e-mail Dr. Ed Houston regarding items of interest.
- Copies of Capital Planning forms were distributed. Deans are to give Mr. Dale a call if they have questions.
- Bill Parsons will be a guest of the Business College on Thursday to discuss Global International Networking with faculty and students.
- Linda Potter, CFO will be a guest of the Business College faculty and students.

Meeting adjourned.

Respectfully submitted,


Lois Hall