

2-11-1997

Agenda & Meeting Minutes

WKU Council of Academic Deans

Follow this and additional works at: https://digitalcommons.wku.edu/coun_acad_dean



Part of the [Higher Education Administration Commons](#)

Recommended Citation

WKU Council of Academic Deans, "Agenda & Meeting Minutes" (1997). *Council of Academic Deans*. Paper 1215.
https://digitalcommons.wku.edu/coun_acad_dean/1215

This Article is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in Council of Academic Deans by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.

AGENDA
Meeting
Council of Academic Deans
February 11, 1997, 9:00 a.m.

- I. Minutes of the February 4, 1997, Meeting
- II. Information/Clarification Items:
 - A. Notification Regarding New Program Proposal Preparation (Addington)
 - B. CUPA Administrative Salary Survey (Handout)
 - C. Strategic Plan - Update on Status
 - D. Personnel Evaluations/Performance Evaluations
 - E. Grant Salary Savings Record--1996-97 (Myers)
 - F. Representing WKU at Your High School Alma Mater
 - G. Transformation Planning Workshop--April 2, 1997
 - Need Faculty Participants by March 10, 1997
 - Invitation will come from Dr. Burch and Deans
- III. Discussion Items
 - A. Faculty Evaluation
 - Administrator Training
 - Evaluation Instrument--Improve the Core and Meeting Commitments to Faculty for Research and Professional Development
 - Portfolios and "Other" Performance Measures
 - B. Budget/Salary Increases for Faculty (Academic Deans Only)
 - C. Dollar Neutral Agreement with Sponsored Programs (Myers)
 - D. Summer School Planning
- 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 18)

**MINUTES
COUNCIL OF ACADEMIC DEANS
FEBRUARY 11, 1997
9:00 a.m.**

Members Present: Michael Binder, Barbara Burch, Michael Dale, Elmer Gray, Martin Houston, Luther Hughes, Robert Jefferson, David Lee, Carl Martray, Phillip Myers, John Petersen and Paul Rice.

1. **Minutes of the February 4, 1997, Meeting were distributed.**

2. **Information/Clarification Items:**

A. Notification Regarding New Program Proposal Preparation

CHE guidelines for new program proposals were distributed. Dr. Addington will be meeting with the appropriate deans and department heads to discuss.

B. CUPA Administrative Salary Survey (Handout)

The CUPA Administrative Salary Survey, 1995-96, was distributed.

C. Strategic Plan - Update on Status

The Strategic Planning Committee is still working on the plan and will be working with the Vice Presidents on it next week. A report will be due by mid-March with several weeks of discussion time with campus faculty and staff.

D. Personnel Evaluations/Performance Evaluations

The Vice President will meet with each dean next week. The Vice President distributed an article, "Annual Agony", from The Wall Street Journal, for their perusal, regarding performance reviews.

E. Grant Salary Savings Record--1996-97

A Grant Salary Savings Record Form was distributed for discussion of possible implementation. After much discussion, it was agreed to continue reporting grant savings as in the past. Mr. Dale will work closely with the deans to achieve accurate records of salary savings; however, primary responsibility is that of each dean and/or department head. Requests for carryovers will need to be specific and justifiable. The requests for carryover should go to the Vice President's Office first.

F. Representing WKU at Your High School Alma Mater

A memorandum addressed to WKU Faculty regarding representing WKU at your high school alma mater was distributed for discussion. This program will help make Western's presence more visible in high schools. All were in agreement to proceed. Dr. Hughes will coordinate the program and information will be due to him in two weeks.

During this discussion, questions were raised to determine the extent to which follow-ups are done asking students their impressions of "how we are doing". There is concern of what image Western is portraying. The Vice President will invite Mr. Hensley to come and address the Council on the results of the recent survey on our image and also to discuss the plans regarding new development officers.

G. Transformation Planning Workshop

-Need Faculty Participants by March 10, 1997
-Invitation will come from Dr. Burch and Deans

The Transformation Planning Workshop date has been changed from April 2 to April 10. A "draft" was distributed for discussion. Suggested changes were made in the document. The Vice President will "draft" a letter to the deans in support of the program and the deans will forward to the faculty.H. Capital Projects

Instructions for capital project requests were distributed. Requests are due in the Vice President's Office no later than 10:00 a.m., Friday, February 14. If request already on list, send a note to reaffirm requests and prioritize the requests.

3. Discussion Items:

A. Faculty Evaluation

-Administrator Training

-Evaluation Instrument—Improve the Core and Meeting Commitments to Faculty for Research and Professional Development

-Portfolios and "Other" Performance Measures

The Vice President discussed possible ways to improve the faculty evaluation instrument and asked for suggestions in what changes need to be made to simplify the process. She noted that she'd like to see a department or program area come up with core items on top of the University core. Also expressed her wishes that faculty have option to include some items exclusively for their own individual professional development for which they may or may not choose to share student feedback.

B. Dollar Neutral Agreement with Sponsored Programs (Myers)

The survey results for Sponsored Programs Information Coordinator position were distributed and discussed. All were in agreement that Sponsored Programs Information Coordinator position is necessary, and funding plan acceptable. Sponsored Programs will be responsible for all costs with partial funding from Academic Affairs with Sponsored Programs reimbursing Academic Affairs with indirect recovery dollars.

C. Summer School Planning

Mr. Dale distributed last summer's enrollment data by colleges to the deans. Mr. Dale will send deans specific enrollment data by department. The Vice President asked the deans to review and study data to determine what is a reasonable target in enrollment for the 1997 Summer School and be prepared to discuss and make decisions at next week's Council meeting.

4. "Happenings"

"Happenings" was distributed. The Vice President is very pleased with what is happening at Western Kentucky University with faculty and students and encouraged Deans to continue submitting this information.

5. What's New? What's Happening?

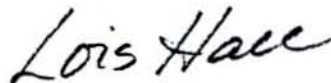
- The Vice President gave insight into what she learned at the AASCU Conference for Academic Vice Presidents regarding technology for learning – good idea to look at top 25 enrollment courses.
- LRN and CTL will be offering their workshop again this year that will give faculty from different disciplines the opportunity to work together on writing grants.
- The Presidential Search will be conducted by an outside search firm. A Board of Regents meeting is scheduled in two weeks to select a search firm.
- Mr. Dale distributed lapse salaries data and asked deans to review for corrections or clarifications. Lapse salaries should be distributed within the next two weeks with a small portion held in reserve until the end of the year and then redistributed at that time.
- Clarification was requested where the additional salary dollars (beyond \$20,000 per College) will come from for the two development officers. Mr. Dale will verify this information with Mr. Hensley.

The Vice President will ask Mr. Hensley to address where the development officers will be housed when he attend the Council of Academic Deans Meeting.

- The BG-WC Bi-Centennial Exhibit at the Kentucky Museum will open March 1 with a preview opening on February 25 with the President's Club.

Meeting adjourned.

Respectfully submitted,



Lois Hall