

3-4-1997

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 1214.
https://digitalcommons.wku.edu/coun_acad_dean/1214

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
March 4, 1997, 9:00 a.m.

- I. Minutes of the February 18, 1997, Meeting
- II. Information/Clarification Items:
 - A. Supreme Court Session on Campus (Hughes)
 - B. Program Review Criteria
 - C. Nominations for Faculty Awards
- III. Discussion Items
 - A. Retention Instrument Form (Hughes)
 - B. Role of the Collegiate Directors of Development and University Image (Hensley)--March 4--10:30 a.m. Time Certain
 - C. Status on Budget/Implementation of Operating Plan/Faculty Salary Procedures
 - D. Low Enrollment Course Review
 - E. Additional Funding--Faculty Development/President's Special Grant Fund
- IV. "Happenings"
- V. What's New? What's Happening?
- VI. For Future Agendas
 - A. Electronic Information Resources and Services (Elaine Moore)--March 11--9:15 a.m.--Time Certain
 - B. A Proposal for the Establishment of an Honors College at Western Kentucky University--March 11
 - C. General Education Expectations (D. Lee)
 - D. Volunteerism of Students--A Faculty Value
 - E. Achieving Greater Diversity
 - F. Advertising the Availability and Nature of Western's Departmental Offerings on Western's Cable, or Other Local Regional Broadcast Media
 - G. Annual Report Guidelines
- VII. Items for Distribution
 - A. Distribution of Lapse Salary and Benefit Funds
 - B. Class Size Analysis--Fall 1996
 - C. WKU Students in Transition Feedback Form

**MINUTES
COUNCIL OF ACADEMIC DEANS
MARCH 4, 1997
9:00 a.m.**

Members Present: Jacqueline Addington, Michael Binder, Barbara Burch, Michael Dale, Elmer Gray, Martin Houston, Luther Hughes, Robert Jefferson, Carl Martray, Phillip Myers, John Petersen, Paul Rice and Richard Troutman (representing Dr. Lee) – Guest: Mr. Fred Hensley

1. **Minutes of the February 18, 1997, Meeting were distributed.**

2. **Information/Clarification Items:**

A. Supreme Court Session on Campus

The Supreme Court Session will be held on campus in May and 800 high school students have been invited to attend.

B. Nominations for Faculty Awards

The Vice President expressed her appreciation for everyone making the nominations for faculty awards a more meaningful process.

C. Department Heads Retreat

The Vice President will be e-mailing to the deans, department heads and directors possible dates for the department head retreat. Items to be discussed are: 1) administrative training for using faculty evaluation data; 2) address alternative delivery systems and 3) discuss priority goals for 1997-98 to make sure all have the same understanding of the goals.

3. **Discussion Items:**

A. Retention Instrument Form

The Retention Questionnaire was distributed for review and comments. After some discussion, it was suggested to add another question "whether or not left school for a job". Dr. Hughes needs other suggestions or remarks as soon as possible.

A listing, by department, was distributed of the number of freshmen who enrolled in the 1996 fall and did not return in spring 1997.

B. Role of the Collegiate Directors of Development and University Image

Mr. Hensley updated the Council on the major gift campaign planning schedule. There are plans to do the feasibility study next spring or as soon as the new President is named and making a public announcement late fall or early spring.

Mr. Hensley has been visiting with department heads to share information and to learn of activities that are happening within each department. There seems to be some anxiety among the faculty members about possible unannounced expectations in regard to development. Mr. Hensley asked the deans to help reinforce the faculty role in development which could help alleviate some of the faculty concerns.

John Paul Blair and Rick DuBose have been hired as the two collegiate development officers. After much discussion regarding the assignment of the two officers, it was agreed that each officer would be assigned to two academic colleges and may also work with other departments as appropriate, outside the academic colleges. The deans will share in the evaluation process which will create joint expectations of the development officers. Dr. Burch expressed a hope that Mr. Hensley would meet with each dean prior to assignments of the development officers to determine the best match with the deans and their faculty.

The college deans have committed \$80,000 - \$100,000 (with benefits) to development and support the officers identifying with a particular college and will provide office space within each college. This will create a presence within the colleges which will give the faculty an opportunity to establish a strong rapport and good communications with their development officer.

Institutional Advancement will have overall coordination responsibility for the development officers. Expenditures will be tracked and as transfers are needed from colleges, Mr. Hensley and Dr. Burch will verify the need for transfer.

A workshop will be available to help administrators further understand their role in development. The Vice President, Deans, Department Heads, Directors and some faculty members that have particular skills will be invited to attend. **The Vice President for Academic Affairs will work with Mr. Hensley to identify the best date for the workshop.**

Mr. Hensley reported on the recent survey and findings about Western's image. The overall response was very good. The report is considered an internal document, but anyone is welcome to check it out for review and to make copies of particular areas of interest.

C. Status on Budget/Implementation of Operating Plan/Faculty Salary Procedures

The Budget Committee will meet Friday. The Committee has a strong desire to give maximum consideration to salary increases for faculty/staff. The Vice President asked the deans to begin looking inside their individual college budgets for needed reallocations. Mr. Dale distributed internal comparison data, state comparison data and the 1995-96 lapse salaries and benefits funds for Academic Affairs for deans' review.

The time line for reporting has been moved back another week.

D. Low Enrollment Course Review

The response to Governor Patton was discussed. The Vice President noted she wasn't previously aware of the minimum class sizes of 15 for lower division; 10 for upper division; and 6 for graduate level. As soon as Ann Mead provides the Vice President with a further breakdown, it will be added to the agenda for review.

E. Additional funding – Faculty Development/President's Special Grant Fund

There was discussion of the need for additional funds for Faculty Development and the President's Special Grant Funds. The Vice President will ask the President for funding assistance and asked the deans if they would be willing to support remaining funding with lapse salaries. All agreed to share with the President in supporting all present proposals, if approved, with funds from lapse salaries. No more new applications will be accepted for Faculty Development or the President's Special Grant Fund for this year.

The need was discussed to create a publication that would assist faculty in identifying all the many development resources and application schedules. The Vice President would like to see this accomplished prior to the beginning of the fall semester.

3. What's New? What's Happening?

- Dr. Donald Clifton from the Gallup Organization will be addressing the Personnel Conference for Personnel Directors for Public Service on March 25 at 8:30. **If anyone is interested in attending, they need to e-mail the Vice President so the Dean's Meeting could be rescheduled for later that morning.**
- Richard Hannah will be on campus Thursday at 2:30 in Grise Hall to address international interest of ITV, Internet and E-Mail.
- Need to create a system to promote professional development opportunities.
- Reminder to encourage faculty to become involved in Transformation Planning. All day training session April 10 with deadline for registration March 10.
- Reminder about volunteering to go to high schools commencements. This is a great linkage to Transformation Planning. **Dr. Hughes will do a follow-up to department heads and directors.**

- Application and Guidelines for Instructional Technology Grants were distributed with memorandum from the Vice President asking for any comments about the guidelines to be e-mailed to her by Wednesday morning.
- "Happenings" were distributed.
- The Proposal for the Establishment of an Honors College at Western Kentucky University was distributed. The Vice President asked the Council to review and be prepared to discuss at the March 25 Council of Academic Deans Meeting.

Meeting adjourned.

Respectfully submitted,

Lois Hall

Lois Hall