

3-25-1997

Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA
Meeting
Council of Academic Deans
March 25, 1997, 10:00 a.m.

- I. Minutes of the March 4, 1997, Meeting
- II. Information/Clarification Items:
 - A. Faculty Participation in Commencement
 - B. Update: Budget/Salary Decisions
 - C. Deans' Reflections--Days to Hold
 - D. Planning Group for Department Heads Meeting--May 2
 - E. "Scholarships Awarded" (Hughes)
 - F. NSF Informal Educational Proposals (ISE)--Myers
 - G. Report from CHE Meeting
 - H. Appointment/Charge of Faculty Evaluation Committee
 - I. Dollars for Budget Reduction
 - J. Status Regarding Presential Search
 - K. Request for South East Missouri Alumnus
- III. Discussion Items
 - A. Proposed Policy: Educational Leave of Absence Non-Faculty Employees, Western Kentucky University (Petersen)
 - B. Task Force on Internationalizing Western Report (Petersen)
 - C. Criteria/Process for Unit Productivity Awards
 - D. Annual Report Expectations
- IV. "Happenings"
- V. What's New? What's Happening?
- VI. For Future Agendas
 - A. General Education Expectations (D. Lee)
 - B. Volunteerism of Students--A Faculty Value
 - C. Achieving Greater Diversity
 - D. Advertising the Availability and Nature of Western's Departmental Offerings on Western's Cable, or Other Local Regional Broadcast Media
 - E. Annual Report Guidelines
 - F. A Proposal for the Establishment of an Honors College at Western Kentucky University
 - G. Electronic Information Resources and Services (Elaine Moore)
- VII. Items for Distribution

**MINUTES
COUNCIL OF ACADEMIC DEANS
MARCH 25, 1997
10:00 a.m.**

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

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

2. **Information/Clarification Items:**

A. Report from CHE Meeting

"An Analysis of Student Time and Credits to Degree" was distributed. Western's statistics look good in state-wide comparisons.

Western was funded 100% of performance funding requests. It was noted that Western's new criteria was of high quality and among the most rigorous within the state. The Vice President will send to the Deans report on performance funding.

Programs will be reviewed at most meetings by CHE now instead of just twice yearly.

The Vice President will distribute the Benchmark Salary Comparison that was distributed at the CHE Meeting.

B. NFS Information Educational Proposals (ISE) - Dr. Myers

Great opportunity for faculty to create a collaborative program with elementary and secondary schools. Preliminary proposal due August 1 with full proposal with budget due in November. The Council of Academic Deans will explore possibilities.

C. Update: Budget/Salary Decisions

The Vice President will be meeting with each dean individually to review budget/salary decisions.

D. Deans' Reflections – Days to Hold

Full Council of Deans – July 10-11
Academic Deans – July 23-24

E. Planning Group for Department Heads Meeting – May 2

Deans are to e-mail the Vice President recommendations of department heads to serve on planning group for the Department Heads meeting on May 2.

F. "Scholarships Awarded" - Dr. Hughes

Lists of scholarship offerings were distributed. Dr. Hughes discussed the need for a better system to help address the issue of when a student is borderline for a possible scholarship.

Dr. Hughes will send a copy of the scholarship application which lists the type of scholarships, amount of scholarships and requirements to maintain the scholarships.

G. Appointment/Charge of Faculty Evaluation Committee

A copy of the memorandum and charge addressed to the faculty evaluation advisory committee from the Vice President was distributed.

H. Dollars for Budget Reduction

The plan for \$250,000 in budget cuts within Academic Affairs for the 1997-98 academic year was distributed. The Vice President needs each college/area contingency plan of where the permanent budgets cuts would come from by Monday, March 31, 1997. Fringe benefits are not to be included in these figures.

I. **Status Regarding Presidential Search**

The Vice President will submit a response from the Council of criteria regarding search for our next President. She will need all comments by the end of the day on Thursday, March 27.

J. **Request for South East Missouri Alumnus**

The President has requested names of alumnus from South East Missouri that could represent Western Kentucky University at the Presidential Inauguration. Dr. John Reasoner from Chemistry was identified as a graduate of South East Missouri.

K. **Distribution of Fund Balance/Lapse Salaries**

Remainder of New Level 1995-96 Fund Balance Allocation was distributed. Fund balance allocations and the bulk of lapse salary monies should be distributed after next week. The monies will be transferred to the 3000 pool in each dean's budget.

L. **Deadlines**

Budget cuts	end of day Friday
Salary base changes 97-98	Wednesday
Capitol Projects	Tuesday
Grant Salary Savings	Friday

3. **Discussion Items:**

A. **Proposed Policy: Educational Leave of Absence Non-Faculty Employees, Western Kentucky University - Dr. Petersen**

A "DRAFT" of the Educational leave of Absence Non-Faculty Employees, Western Kentucky University was distributed for discussion - will be acted upon at next meeting.

B. **Task Force on Internationalizing Western Report - Dr. Petersen**

The final report of the Task Force on Internationalizing Western was distributed. This report should be distributed to Department Heads and their faculty to receive feedback. It will be brought back to the Council in late April or first of May for review of feedback from departments and implementation.

C. **Criteria/Process for Unit Productivity Awards**

A memorandum from the Vice President was distributed to the Council on the criteria/process for university productivity awards. After some discussion the Vice President asked Drs. Binder, Hughes and Jefferson to prepare a statement that will address the criteria for unit productivity awards. The announcement will be sent to the deans by the end of the week.

D. **Annual Report Expectations**

Dr. Addington will create a report card format that will report what has been done in New Levels to the Board of Regents. The format will be concise; informative; impactful, and will also capture goals. The Vice President wants the Board to become more knowledgeable of individual departments and wants to present a one page (front and back) information piece highlighting each college and department. The Vice President needs these by the end of the semester. Department of Physics and Astronomy information sheet was distributed as a sample. The Vice President will send to the deans the Department of Psychology as another sample, and Department of Educational Leadership.

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

- The Vice President asked that each dean let her know where they can be reached Thursday through Sunday if budget questions arise.
- The Council of Academic Deans meeting for Tuesday, April 1 has been canceled.

5. Items for Distribution:

- "Learning Productivity", by D. Bruce Johnstone
- Graduate Studies distributed a report on Doctorate Recipients from United States Universities in 1995.
- "Happenings"
- "DRAFT" Summer School, Western Kentucky University-February 18, 1997
- Faculty Development Opportunities at Western Kentucky University
- TEN WAYS To Improve Productivity

Meeting adjourned.

Respectfully submitted,

Lois Hall

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