

4-8-1997

Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA
Meeting
Council of Academic Deans
April 8, 1997, 9:00 a.m.

- I. Minutes of the March 25, 1997, Meeting
- II. Information/Clarification Items:
 - A. Faculty Participation in Commencement
 - B. Deans' Reflections--Days to Hold--(July 10-11 CAD; July 23-24 Acad Deans)
 - C. Planning Group for Department Heads Meeting--May 2
 - D. Unit Productivity Awards Decisions
- III. Discussion Items
 - A. Proposed Policy: Educational Leave of Absence Non-Faculty Employees, Western Kentucky University (Petersen)
 - B. Status on Budget/Salaries
 - C. Revisiting General Education
 - D. T.V. Extra Service Stipends
 - E. Annual Report Guidelines
- IV. "Happenings"
- V. What's New? What's Happening?
- VI. For Future Agendas
 - A. Task Force on Internationalizing Western Report (Petersen)--April 15
 - B. General Education Expectations (D. Lee)
 - C. Volunteerism of Students--A Faculty Value
 - D. Advertising the Availability and Nature of Western's Departmental Offerings on Western's Cable, or Other Local Regional Broadcast Media
 - E. A Proposal for the Establishment of an Honors College at Western Kentucky University (April 15)
- VII. Items for Distribution

**MINUTES
COUNCIL OF ACADEMIC DEANS
APRIL 8, 1997
9:00 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
Guest: Mrs. Freida Eggleton

1. **Minutes of the March 25, 1997, Meeting were distributed.**

2. **Information/Clarification Items:**

A. Faculty Participation in Commencement

Kaye Russell needs estimated number of faculty planning to participate in spring commencement.

B. Dean's Reflections – Days to Hold – ((July 10-11 CAD; July 23-24 Academic Deans)

Reminder to hold July 10-11, full Council of Academic Deans and July 23-24, Academic Deans.

C. Planning Group for Department Heads Meeting – May 2

The Vice President needs recommendations of representatives from each college for the planning group for the Department Heads Meeting, May 2. Dr. Elmer Gray will represent the Deans.
Suggestions for topics for the meeting should be e-mailed to the Vice President.

D. Unit Productivity Awards Decisions

The Vice President thanked the committee for their quick response on preparing the announcement for the unit productivity awards that was sent out March 27, 1997. The application deadline is April 21 and the award will be spendable through April, 1998. The deans were asked to encourage outstanding units to apply.

E. Instructional Technology Grants

Applications and information about instructional technology grants will be distributed this week. April 25 is the submission deadline. There was some concern of the need of an earlier notification that could be done before the budget process so people would know if they were going to receive a grant or not before requesting monies through the budget process.

There will be a Technology Fair April 15-16 from Noon-4:30 at Garrett Conference Center Ballroom to highlight recipients of instructional technology grants from last year.

3. **Discussion Items:**

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

After much discussion, four changes were made in the "Draft" and all were in agreement for the Vice President to present the "Draft" to the President. Dr. Petersen will have the corrections made in the "Draft".

There was discussion of requiring Western employees to pay an application fee when applying for admission. Dr. Gray moved and Dr. Addington seconded that Western drop the undergraduate and graduate application fee for regular full-time university employees and referred it to Dr. Hughes to explore the consequences with appropriate personnel.

Also, there was discussion for the need to review all benefits for part-time faculty and determine what best benefit package to present.

B. Status on Budget/Salaries

The Vice President updated the Council on the budget process.

Mr. Dale is still gathering benchmark data and the Vice President will be preparing a report based on the benchmark data.

The last draft of the lapse salaries was distributed for review. Mr. Dale will be communicating with each dean to review commitments and lapse salaries in preparation for distribution by next week.

Mr. Dale needs to be notified if any present vacancies are planning to be filled before June 30. Also, Mr. Dale needs to know of any grant savings.

C. Revisiting General Education

Several concerns related to general education were discussed. The Vice President will send information to the Council to review that will help in formalizing solid discussion on the subject of general education.

D. T.V. Extra Service Stipends

The 1996-97 TV and Extra Service Stipend expenditures and Faculty Stipend For Teaching Interactive TV Courses were distributed. There is concern for the direction in which this program is taking and a need to find creative incentives to promote alternative delivery systems to help lower the expense of extra service stipends. Current year costs exceed \$92,000. *The Vice President will review the earlier group of representatives and gather appropriate group to discuss alternatives.*

E. Annual Report Guidelines

The Vice President reminded the Deans of the need for each college and department to prepare a one page (front and back) information piece that captures the major achievements of the college and each department and/or program. These will be included with the annual report submitted by the Vice President.

F. Mr. Ken Lee - Consultant in Washington, D.C.

There was discussion on the contract continuance of Mr. Lee, Western's consultant in Washington, D.C.. Dr. Phillip Myers distributed billing records of Mr. Lee for the 1996 fiscal year and the 1997 fiscal year to date. After some discussion, it was agreed to renew Mr. Lee's contract for two years at the rate of \$71.00 per hour and lower the lapse salary commitment for the 1997-98 academic year to \$20,000 from \$32,000.

Western needs greater presence at the national level and a strategic plan should be discussed to find ways to make a stronger connection with our congressman and their staff. *Dr. Myers will invite Mr. Lee to meet with the Council.*

G. Degree Program Clarification - Mrs. Eggleton

The Office of the Registrar needed clarification on the number of hours to consider from the major column of the degree program for graduation requirements. After much discussion, it agreed that the Office of the Registrar will count all credits listed in the major column toward meeting requirements for graduation.

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

- Dr. Petersen will be developing a brochure of faculty development resources that will be available by the fall semester.

- The Faculty Development Committee agrees it creates an unnecessary level, and it will be dissolved with the money will be reallocated back to the individual colleges for specific use for Faculty Development.
- Kris Wedding, a WKU sophomore, has been awarded the Goldwater Scholarship.
- The Housing Office has designated 15 men and 10 women resident hall assignments for use as extra incentive in helping to recruit new students.
- The Bowling Green High School Faculty Exchange date has been changed to April 16.
- Dr. Myers distributed the third quarter report for Awards and Proposals FY 1997 (July 1, 1996-March 31, 1997) and Awards and Proposals by College and other Units, July 1, 1996-March 31, 1997 with 3 Years Comparisons.
- Information was distributed on National Library Week, April 14-18.
- Dr. John Petersen has resumed full-time his position of Associate Vice President effective April 1, 1997.

Meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lois Hall".

Lois Hall

FOLLOW-UP TO APRIL 8 CAD MEETING

- Kaye to receive number of faculty planning to participate in commencement.
- VP will receive recommendations from deans for representatives for planning group for the Department Head's Meetings May 2. Dr. Gray will represent the Deans.
- **NEXT MEETING AGENDA: Part-Time Payroll Budget**
- Need to review all benefits for part-time faculty
- Mr. Dale to review lapse salaries, salary savings and commitments with deans in preparation for distribution next week.
- **FUTURE AGENDA ITEM: General Education**
- VP will review earlier group of representatives for interactive TV and gather best thinkers to review extra service stipends. (List attached)
- Dr. Myers will arrange for Mr. Ken Lee to meet with CAD
- **FUTURE AGENDA ITEM: Discuss ways to increase WKU initiatives regarding Grants and Contracts.**

Also, I noticed on an earlier follow-up (March 4), that you wanted to add as a **FUTURE AGENDA ITEM: Minimum class size**. Do you still want to add?