


7-1-1997

# Agenda & Meeting Minutes

WKU Council of Academic Deans

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## Recommended Citation

WKU Council of Academic Deans, "Agenda & Meeting Minutes" (1997). *Council of Academic Deans*. Paper 1211.  
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**AGENDA**  
Meeting  
Council of Academic Deans  
July 1, 1997, 9:00 a.m.  
Bowling Green College of Business Administration  
Grise Hall, Room 443

- I. Minutes of the June 17, 1997, Meeting
- II. Information/Clarification Items:
  - A. Calendar Issues
  - B. CAD/Deans Retreats
  - C. Report from General Education Workshop (Lee-Petersen)
  - D. Update: President Search
  - E. Continuing Education
  - F. Inactive Workshops Accounts
- III. Discussion Items
  - A. African American Student Recruitment (Jerry Wilder, Cheryl Chambless, Finley Woodard--9:00--  
Time Specific)
  - B. Use of Additional Funds for Next Year Priorities
  - C. Academic Calendar 1998-1999
  - D. Faculty Development Funds
  - E. Workforce Development Position Papers (P. Myers)
  - F. Center of Excellence in Quality of Life (P. Myers)
  - G. Update: CCAO Meeting  
New HIED Reform Changes
  - H. New Level (J. Addington)
  - I. Annual Reports (B. Burch)
  - J. SITE--Policy and Procedures
- IV. What's New? What's Happening?
- V. For Future Agendas
  - A. Criteria for Program Evaluations/Prioritization--J. Petersen--July 15)
  - B. Overload/Compensation Policies--Distance Learning (J. Addington)
  - C. Volunteerism of Students--A Faculty Value
  - D. A Proposal for the Establishment of an Honors College at Western Kentucky University  
(S. McFarland)
  - E. Administrative Overload
- VII. Items for Distribution
  - “Some Policy Guidelines for the Next Generation of Postsecondary Education”

**MINUTES**  
**COUNCIL OF ACADEMIC DEANS**  
**JULY 1, 1997**  
**9:00 a.m.**

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

Guests: Mr. Howard Bailey, Dr. Cheryl Chambless, Dr. John Hardin, Dr. Jerry Wilder and Mrs. Finley Woodard

1. **Minutes of the June 17, 1997, Meeting were distributed.**

2. **Information/Clarification:**

A. **Calendar Issues**

Calendar items for the remainder of 1997 was distributed.

B. **CAD/Deans Retreats**

July 11--All Council will attend. The July 23--24 Deans Retreat has been postponed. The Vice President will e-mail possible dates for retreat.

C. **Report from General Education Workshop (Lee-Petersen)**

Postponed to future agenda.

D. **Update: President Search**

The Search Committee will meet again on July 7 to select finalists. After finalists are approved by the Board of Regents, candidates will be scheduled for visits to the campus.

E. **Continuing Education**

Plans are being made to invite a consultant to campus to review our current Continuing Education Program.

F. **Inactive Workshop Accounts**

Mr. Dale will be meeting with individual areas regarding inactive workshop accounts as to why they are there and what needs to be done with the accounts.

3. **Discussions Items:**

A. **African American Student Recruitment (Jerry Wilder, Howard Bailey, Cheryl Chambless, and Finley Woodard)**

A memorandum from Mr. Howard Bailey regarding African American students recruitment was distributed and discussed. After much discussion, the Vice President asked Dr. Luther Hughes to form a Task Force to begin planning a strategy that would take current programs that are already successful and start building on them. Dr. Hughes is to bring a recommendation back to the Council.

B. **Use of Additional Funds for Next Year Priorities**

Recommendations were discussed with the Budget Committee and will be forwarded to the Board of Regents at their next meeting for discussion. The Vice President will bring to the Council for discussion before final recommendation is presented to the Board of Regents at their September meeting.

*During this discussion the \$30,000 of new money for part-time faculty was discussed. Mr. Dale will get information out the Deans.*

C. **Academic Calendar 1998-1999**

A memorandum from Sharon Dyrsen was distributed and discussed. There was discussion of possibly changing finals to begin the Friday before so this would give instructors more time for grading finals and reporting grades to the Registrar. There was also discussion on the 1999 Spring Term. *The Vice President will discuss concerns with Sharon Dyrsen and send revisions to the Council for review. The Commencement Committee will make their report at the next Council of Academic Deans meeting.*

**D. Faculty Development Funds**

*A committee of Dr. David Lee, Chair, Dr. Robert Jefferson, Dr. Carl Martray and Dr. Michael Binder, was created to build a framework on how to allocated the \$18,000 budgeted for faculty development. The Committee is to bring a recommendation to the Council as soon as possible.*

**E. Update: CCAO Meeting  
New HIED Reform Changes**

The Vice President updated Council on CCAO Meeting in Louisville and discussed the new higher education reform changes.

**F. New Level (Dr. Addington)**

The New Level Goals—Progress Report “draft was distributed. Dr. Addington asked the Deans to review. *The deadline for the report is Friday, July 11.*

Dr. Addington asked to meet the each of the deans to discuss their two page departmental reports. *Dr. Addington and Mr. Dale will work together to gather all information needed for these reports.*

**G. SITE – Policy and Procedures**

The Student Input Teaching Evaluation (SITE) policy and procedures development by Mr. Bob Cobb and Dr. Sally Kuhlenschmidt were discussed. *After some discussion, the Vice President will give Mr. Cobb and Dr. Kuhlenschmidt recommendations and get a final copy to the Council*

**H. Clarification of Awarding of Scholarships**

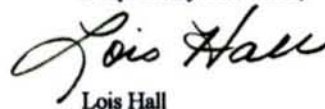
There was discussion of awarding more than one scholarship per student with one scholarship being based on merit. *Dr. Luther Hughes, Chair, Dr. Elmer Gray, and Dr. John Hardin will discuss excluding merit awards as a duplicate award and give a recommendation to the Vice President quickly. The Vice President will write the student in question and let them know that their request is being considered.*

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

- Department Heads' Retreat on July 17, 1:00–4:00. Dr. Addington will verify information has been sent to all department heads.
- Recommendations for reappointments of one-year temporaries are needed as soon as possible. Affirmative Action Form-1 needs to be completed on each one.
- Only applicants' files need to go to Affirmative Action Office after search is completed. File for recommended replacement should go with recommendation for hiring to the Vice President's Office.
- Reminder that requests for upgrades in positions should be sent to the Vice President's Office first.
- There will be no Council of Academic Deans meeting on July 8 or July 21.
- All are encouraged to attend the Board of Regents Meeting on July 25, 1997.

Meeting Adjourned.

Respectfully Submitted,

  
Lois Hall

### FOLLOW-UP TO JULY 1, 1997 CAD MEETING

- Vice President will e-mail possible dean's retreat dates.
- Mr. Dale will be meeting with individual areas regarding their inactive workshop accounts.
- Dr. Hughes to form Task Force for African American Student Recruitment and bring recommendation to CAD Council.
- The Vice President will bring final recommendation for use of additional funds for next year priorities to the Council before presenting to the Board of Regents at their September meeting.
- Mr. Dale to get information to Deans regarding the \$30,000 of new money for part-time faculty. (Possible increase for long term service)
- The Vice President to discuss concerns of University Calendar with Sharon Dyrsen and get revisions to Council for review.
- The Commencement Committee will make their report at next Council meeting.
- Committee to make report on recommendations for allocations of \$18,000 budgeted for faculty development. Dr. David Lee, Chair.
- Deadline for The New Level Goals-Progress Report July 11.
- The Vice President to discuss revisions of the Student Input Teaching Evaluation (SITE) with Bob Cobb and Sally Kuhlenschmidt and get final copy to the Council.
- Dr. Hughes, Chair to make recommendation on excluding merit scholarship awards as one scholarship that students can receive. The Vice President is to write to the student in question.
- Department Heads' Retreat—July 17, 1:00 –4:00 p.m.