

10-8-1997

# Agenda & Meeting Minutes

WKU Council of Academic Deans

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**AGENDA**  
Meeting  
Council of Academic Deans  
October 8, 1997, 9:00 a.m.  
Regents Room

- I. Minutes of the September 30, 1997, Meeting
- II. Information /Clarification Items:
  - A. Retreat for Department Heads/Directors  
October 24--7:30 a.m.-3:30 p.m.  
October 23 5:00 p.m.-9:00 p.m. (Hold as Tentative)
  - B. CAD "90 Second" Updates
  - C. Center for Teaching and Learning Workshop--"Distance Learning Infrastructure," Dr. William H. Graves Presenter, is schedule for November 12, 1997, 8:00 a.m., Downing University Center, Room 305
- III. Discussion Items:
  - A. Community College Proposal--Continued (P. Rice)--9:00 a.m.--Time Specific
  - B. Class Attendance Policy (M. Houston)
  - C. Grant Proposals Volume Since July 1 (P. Myers)
  - D. Status on Fund Balance/Supplementary Funds Allocation (B. Burch)
  - E. Academic Program Review Process: Next Steps
  - F. University 101 Proposal (H. Hughes)
- IV. "Tuesday Morning"
- V. What's New? What's Happening?
- VI. For Future Agendas:
  - A. Volunteerism of Students--A Faculty Value
  - B. Business-Education Partnership Program (Jefferson)
  - C. Virtual University--Team Representing Western at the Conference in Denver (Elmer Gray, Sally Kuhlenschmidt, Robert Dietle, Freida Eggleton and Charles Anderson)
  - D. Emeriti/Retired/Optional Retired Faculty--Recommendations for Recognition/Benefits--(J. Petersen)
  - E. Faculty Research Fellowships--Proposed Options in Faculty Fellowships (Subcommittee--Four College Deans, Chaired by J. Petersen)

**MINUTES**  
**COUNCIL OF ACADEMIC DEANS**  
**OCTOBER 8, 1997, 9:00 a.m.**

**Members Present:** Martin R. Houston, Phil Myers, Michael C. Dale, L. Paul Rice, David D. Lee, Luther B. Hughes, Jr., Michael B. Binder, Carl R. Martray.

Ms. Lisa Murrell, Graduate Assistant in the Office of Graduate Studies, sat in for Dr. Elmer Gray. Dr. John H. Petersen and Dr. Robert Jefferson were absent.

**I. The minutes** of the September 30, 1997, meeting were approved with the following correction:

The composition of the Computer Literacy Committee should include a representative from University Libraries. The representative from that area will be Ms. Elaine E. Moore, Department of Library Public Services.

**II. Information/Clarification Items**

The deans were asked to note items A and C. Item B will be postponed.

**III. Discussion Items**

**A. Community College Proposal--Continued Discussion--**Dr. Paul Rice continued his overview of the "Vision of Opportunity/Community College of Western Kentucky University" from the top of page five and completed his preliminary presentation.

Dr. John Petersen has begun to receive comments/reactions to the proposal and will compile these along with others he will receive for discussion at a future meeting.

**B. Class Attendance Policy--**Dr. Houston indicated that department heads in his area had expressed a concern about the prevalent poor attendance by students in classes in their areas. Realizing the importance of attendance to a successful educational experience, Dr. Houston was interested in the experience other areas were having with this issue. The other deans expressed similar experiences but indicated that testing students in classes that met on alternate Fridays, giving pop quizzes etc. had solved most of the problem. The deans agreed that establishing a policy to force students to attend class would be ineffective.

**C. Grant Proposals Volume Since July 1--**Dr. Myers indicated that the number of grant proposals submitted were down this quarter over last year at this time from 82 to 40 while the total grant dollars are only slightly down (less than \$100,000). The amount of indirect costs requested in proposals is up significantly. Dr. Myers provided the deans with data that indicated that nine faculty over three years and sixteen faculty over five years (FY93-FY97) have received grants totaling at least one million dollars.

**D. Status on Fund Balance/Supplementary Funds Allocation--**Dr. Burch indicated that hopefully, at the next meeting of the Council of Deans that she could distribute the recommended distribution of the Fund Balance/Supplementary Funds.

**E. Academic Program Review Process: Next Steps--**Program review reports are due into the deans offices by October 20, the deans are to have their recommendations to the Vice President by October 27. By Thanksgiving the process to identify programs of distinction for submission to the Council on Post Secondary Education will be completed.

Dr. Burch indicated that in considering and preparing recommendations for programs of distinction that a clear mission statement, primary goals, environmental factors, and a plan for budget reallocations to accomplish stated goals should be included.

The Council for Post Secondary Education will be meeting next on October 19-20. Dr. Burch encouraged the deans to attend if at all possible.

- F. University 101 Proposal**--Dr. Hughes indicated that the university College is working on a proposed course, Univ 101. This would be a 2 hr credit course offered mainly with the fall semester beginning fall 1998 with a few sections offered in the spring beginning with spring 1999. It will be recommended that the course include LME and Computer Literacy. Dr. Hughes asked the deans for their reactions/suggestions. It was the consensus of the deans that it is an appropriate expectation for this type of course to include both the LME and Computer Literacy components. They agreed to take this proposal back to their department heads and to share reactions/suggestions with Dr. Hughes.

Dr. Hughes shared with the deans that it is now possible to electronically access WKU alumni who are teachers, counselors, and administrators in the high schools in Kentucky. The data indicates the teachers/administrators, counselors by county and field of expertise.

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,



Kayelene R. Russell