

2-10-1998

# Agenda & Meeting Minutes

WKU Council of Academic Deans

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**AGENDA**  
Meeting  
Council of Academic Deans  
February 10, 1998, 9:00 a.m.  
Conference Room, Second Floor--WAB

- I. Minutes of the January 20, 1998, Meeting
- II. Information /Clarification Items:
  - A. HBA Client Surveys (T. Helbig)
  - B. Benchmark Institutions
  - C. Summer Enrollment Goals (B. Cobb)
  - D. Off-Campus Offerings (B. Cobb)
  - E. Unit Productivity Awards for 1997-98
  - F. Budget Planning for 1998-99
  - G. Spring Retreat--Topics/Dates/Attendance
  - H. New WEB Site: Opportunities and Information for K-12 Students (M. Binder)
  - I. Request for New Positions
  - J. Mid-Year Report of Proposals and Awards (P. Myers)
- III. Discussion Items:
  - A. Individualized Degree Plans (M.E. Pitts)--9:00 a.m. Time Specific
  - B. Out of State Portion of Tuition Waiver (L. Hughes)
  - C. Proposal for: Faculty Scholarship Council and Faculty Scholarship Opportunities (E. Gray)
  - D. Freshman Seminar: Faculty Assignments
  - E. Meeting with College Deans Only
- IV. "Happenings"
- V. For Future Agendas:
  - A. Faculty Salary--Benchmarking: Priorities/Processes
  - B. Virtual University--Team Representing Western at the Conference in Denver (Elmer Gray, Sally Kuhlenschmidt, Robert Dietle, Freida Eggleton and Charles Anderson)
  - C. Emeriti/Retired Faculty--Recommendations for Recognition/Benefits--(J. Petersen)
  - D. Optional Retired Faculty--(J. Petersen)
  - E. Transfer Framework (K. Wallace)
  - F. Web Courses--Leroy Metze
  - G. More Effective Way of Disseminating Grant/Contract Information (P. Myers)
  - H. Improving Coordination and Need for Reasonable Response Times to Fulfill University Administration Requests for Data and Reports (M. Jefferson)
  - I. Service Learning Proposal (Dr. Jerry Wilder and Susan Zimmerman)--February 17, 9:00 a.m.--Time Specific
- VI. Items for Distribution
  - Article-- "Multi-University Opens in Texas"

**MINUTES**  
**COUNCIL OF ACADEMIC DEANS**  
**FEBRUARY 10, 1998, 9:00 a.m.**

**Members Present:** Paul Rice, Elmer Gray, Charles Anderson, Luther Hughes, Bob Cobb, Michael Binder, Phil Myers, Robert Jefferson, John Petersen, Martin Houston, and Mike Dale.

**I. The Minutes** of the January 20, 1998, meeting were distributed to the deans. There were no corrections.

**II. Information/Clarification Items:**

**A. HBA Client Surveys**--Tuesdi Helbig indicated that with the passage of SB 109 universities have been required to conduct surveys evaluating their research and public service activities. She distributed a list of the areas on which surveys have been conducted over the past four years and requested that the deans assist the Office of Institutional Research in determining which of these areas should continued to be evaluated and what other areas they felt should be added to the list. The deans were to get their responses back to the Office of the Vice President by Friday, February 13.

**B. Benchmark Institutions**--Dr. Burch distributed a list of universities prepared by the Office of the President as those that might be considered as Western Kentucky University Benchmarks. The deans were ask to indicate five of the universities that, in their opinion, fit this category. The results were collected and forwarded to the Office of the President.

**C. Summer Enrollment Goals**--Bob Cobb shared previous summer enrollment information with the deans. Dr. Burch asked the deans if additional information could be provided that would assist them in predicting summer enrollment. Dr. Lee indicated that information on student credit hour production over time would be helpful. Mr. Cobb indicated that he would get that information to the deans. Dr. Burch indicated that she would be meeting with the deans individually to get a sense of what they are anticipating for summer.

**D. Off-Campus Offering**--This item will be placed on the agenda at a future meeting.

**E. Unit Productivity Awards for 1997-98**--This item was held for discussion by the academic deans later in the agenda.

**F. Budget Planning for 1998-99**--Dr. Burch distributed the guidelines for the development of the 1998-99 Operating Budget and guidelines for salaries. She indicated that the Finance Committee of the Board of Regents will be meeting February 20 and that the Budget Council will be meeting next week.

**G. Spring Retreat--Topics/Dates/Attendance**--held for discussion later in the agenda by the academic deans.

**H. New WEB Site: Opportunities and Information for K-12 Students**--Dr. Binder presented information on a new WEB site that has been created and made available for access by K-12 students. It will be placed on Western's On Line Home Page. Dr. Binder indicated that Peggy Wright will be contacting the deans for verification of information concerning their respective areas for inclusion on the WEB site. He suggested that they might want to designate an individual in their respective areas to assist with updating information .

**I. Request for New Positions**--this item held over for discussion later in the agenda by the academic deans.

**J. Mid-Year Report of Proposals and Awards**--Dr. Myers discussed briefly the report of mid-year activity on grants and grant proposals. He indicated that even though there is an increase in award dollars, the number of new proposals are down. Dr. Burch requested that the deans discuss this with their department heads.

### III. Discussion Items:

**A. Individualized Degree Plans**--Dr. Mary Ellen Pitts met with the deans to discuss her proposal for an individualized degree program. Dr. Pitts has been able to draw on her past experiences in developing an Independent College to draft this preliminary proposal. The proposed program was well received by the Council of Academic Deans. Dr. Pitts will join the deans again at a later meeting to continue discussion.

**B. Out of State Portion of Tuition Waiver**--Dr. Hughes discussed this item briefly with the deans. The item will need further consideration and study.

**C. Proposal for: Faculty Scholarships Council and Faculty Scholarship Opportunities**--Dean Elmer Gray presented the proposal to the CAD and then requested input from the deans. The CAD made several suggestions that Dr. Gray indicated would be incorporated into the proposal. The proposal will be brought back to the Council of Academic Deans for further consideration. The deans were requested to E-mail any further suggestions that might have to Dr. Gray within the next few days.

**D. Freshman Seminar: Faculty Assignments**--the deans were requested to encourage their department heads to identify faculty to teach the sections required by the program. Information has been previously supplied to the deans on the numbers required.

### Items for Information:

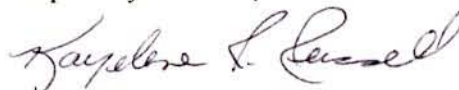
Dr. Burch distributed the "Visions Statement" that President Ransdell had shared with the Board of Regents. The statement will be revised by the Strategic Planning Committee.

Dr. Burch indicated that the Administrative Council is considering a proposed change in the policy on the presence of alcohol on campus. The sale of alcohol will still be prohibited. The serving of non-hard alcohol beverages (e.g. wine) will be allowed at special events. No alcohol will be allowed in student dorms or public places.

Corrective measures relative to the existence of Radon in some campus areas are currently underway. Deans will be receiving a report concerning readings of levels of radon in their respective areas.

The full Council was adjourned at 11:15 a.m.

Respectfully Submitted,



Kayelene R. Russell