

5-5-1998

Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA
Meeting
Council of Academic Deans
May 5, 1998, 9:00 a.m.
Conference Room, Second Floor--WAB

- I. Minutes of the April 28, 1998, Meeting
- II. Information/Clarification Items:
 - A. Retreat Dates and Agendas--Deans--Department Heads
 - B. Service Learning Committee: Nominations
 - C. Report from Administrative Council
 - D. Year End Meeting with Faculty
 - E. Summer Schedule--And Alternative School Calendar
 - F. Ethnic Relations Report
 - G. SGA Resolutions
 - H. Unit Productivity Awards
 - I. Endowment of Women--Article in Lexington Herald
- III. Discussion Items:
 - A. Draft Position Statement from the Council of Academic Deans Concerning a "Welcoming Environment" for All Students (J. Petersen)
 - B. Draft of Strategic Plan--for Review
 - C. HB 532 (Retirement): Budget Implications
 - D. Status: POD's
 - E. Budget Changes: Planning for No Fund Balance
- IV. "Happenings"
- V. For Future Agendas:
 - A. Annual Institutional Report/Quality of Educational Outcomes
 - B. Off-Campus Offerings (B. Cobb)
 - C. Out of State Portion of Tuition Waiver (L. Hughes)
 - D. Revised Proposal for: Faculty Scholarship Council and Faculty Scholarship Opportunities (E. Gray)
 - E. Virtual University--Team Representing Western at the Conference in Denver (Elmer Gray, Sally Kuhlenschmidt, Robert Dietle, Freida Eggleton and Charles Anderson)
 - F. Emeriti/Retired Faculty--Recommendations for Recognition/Benefits--(J. Petersen)
 - G. Early Retirement Options--(J. Petersen)
 - H. Transfer Framework (K. Wallace)
 - I. Web Courses--Leroy Metz
 - J. Improving Coordination and Need for Reasonable Response Times to Fulfill University Administration Requests for Data and Reports (R. Jefferson)
 - K. Proposed Eligibility Guidelines--Faculty Awards in Teaching, Research/Creativity and Public Service
- VI. Items for Distribution:
 - A. Complying with Federal Law--A Reference Manual for College Decision Makers
 - B. Letter from Ken Walker Regarding Proposed Programs of Distinction
 - C. WKU Proposed 1998-99 Holiday Schedule/Vacation Days (Addition)
 - D. Web Site Redesign
 - E. How Scholarships Work
 - F. Ethnic Relations Interim Report
 - G. Draft--Western Kentucky University Strategic Plan 1998-2003
 - H. Crisis Management Plan/Update
 - I. Student Government Association Resolutions
 - J. First-time, Full-time, Degree-Seeking Freshman by ACT Composite Score: Fall 1993-Fall 1997
 - K. Graduation Rates of First-time, Full-time, Degree-Seeking Freshmen

**MINUTES
COUNCIL OF ACADEMIC DEANS**

May 5, 1998

Members Present: Paul Rice, Elmer Gray, Michael C. Dale, John H. Petersen, Robert W. Jefferson, David D. Lee, Michael B. Binder, Martin r. Houston, Luther B. Hughes.

Sam Evans represented Carl R. Martray.

I. Minutes of the April 28, 1998, were distributed. There were no corrections.

II. Information Clarification Items

A. Retreat Dates and Agendas--Dr. Burch indicated that it has been difficult to come up with dates for the needed retreats with the different groups (President's meeting with the Deans, Deans, and then the Departments Heads). Hopefully by next meeting times will be established and the deans can discuss possible agenda items.

B. Service Learning Committee: Nominations--Dr. Burch asked the deans to forward their recommendations of individuals to serve on this committee to Kaye Russell within the next two days.

C. Report from the Administrative Council

a. Alcohol Policy--the President wants to establish a policy that would determine specific locations, and occasions where serving alcohol on campus would be permitted. The event would have to be approved by the appropriate vice president (exclusively social events would be excluded). No bottles or cans would be allowed. The alcohol would have to be served in glasses or cups.

b. Tail Gate Parties--will be permitted anywhere on campus to allow for flexibility.

c. A proposed adjustment in the **holiday schedule** was discussed and the options were presented to the deans for their feedback. Dr. Burch will give their reactions to the President before his meeting with his Staff Advisory Council.

d. Western Kentucky University's Board of Advisors will meet Thursday, May 7. Among the items that will be presented to them are:

- An orientation to the University
- History
- Framework for the Budget
- The draft of the Strategic Plan

e. The Western Kentucky University "Mace" which was designed and created by: Dr. Terry Leeper, Dr. Frank Pittman, Mr. John Warren Oaks and Ms. Freida Eggleton will be dedicated prior to the concert Tuesday night, May 19, 1998.

f. Fred Hensley, Executive Assistant to the President, will be responsible for creating and maintaining the **"Web" page for the University**.

- g. **With the passage of HB 532** benefits will have to be paid on individuals who continue to work after retirement. This includes individuals who are on optional retirement as well as those who are fully retired and working part time. Dr. Burch appointed a committee composed of John H. Petersen, Michael C. Dale and Robert W. Jefferson to determine the cost and options.
- D. **Year-End Meeting with Faculty**--Dr. Burch indicated that in view of the time in the semester and the busy schedules of everyone concerned, it is not possible to have a year-end meeting with the faculty. As an alternate method of communicating with them, the draft of the Strategic Planning Document will be placed on a web-site. Also, two or three mini-sessions will be scheduled and an invitation will be issued to faculty to come at their convenience.
- E. **Summer Schedule-And Alternative School Calendar**--a committee has been appointed to create a proposed calendar that will coincide with schools in the area.
- F. **Ethnic Relations Report** will be placed on the agenda for the next CAD. Dr. Burch asked the deans to be prepared to give their reactions.
- G. **SEA Resolutions** were distributed. They will be discussed at the next CAD meeting.
- H. **Unit Productivity Awards**--the deadline for receipt of the proposals in the Office of the Provost and Vice President for Academic Affairs is Tuesday, May 19, 1998.
- I. **Endowment of Women--Article in the Lexington Herald**--Dr. Burch distributed as information.

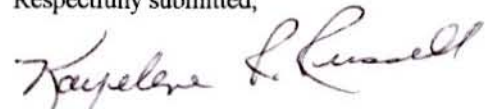
III. Discussion Items

- A. **Draft Position Statement from the Council of Academic Deans Concerning a "Welcoming Environment: for All students"**--the deans endorse the position statement.
- B. **Draft of The Strategic Plan** was distributed to the deans. This draft will be presented to the Board of Regents and the July 1998 meeting.
- C. **Status: POD's**--the proposals for Programs of Distinction will be presented to the Board of Regents and the May 15, 1998, meeting. The proposals will be on the agenda of the May 18, 1998, meeting of the Council on Post Secondary Education.
- E. **Budget Changes: Planning for No Fund Balance**--Dr. Burch informed the deans that a change in the budget process will be implemented to eliminate a "fund balance."

Among other items distributed for information, Dr. Burch distributed the Crisis management Plan/Update and the Roster for the Western Kentucky University Board of Advisors; Mr. Dale distributed the lapsed salary information with explanation.

Meeting Adjourned.

Respectfully submitted,


Kayelene R. Russell