

8-11-1998

Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA

Meeting
Council of Academic Deans
August 11, 1998, 9:00 a.m.
Conference Room, Second Floor--WAB

- I. Minutes of the July 28, 1998, Meeting
- II. Information/Clarification Items:
 - A. Update: Administrative council Retreat(Burch)
 - B. Agenda for Wednesday at South Campus: CAD Retreat(Burch)
 - C. Sequencing/Planning for off-campus site offerings (Burch)
 - D. Board of Regents -Schedule/Attendance Option
 - E. Faculty Convocation with Dr. Glassick (Burch)
 - F. Program Advisory Statements for CPE (due 8/15)(Petersen)
 - G. Fund Balance for 1998 (Dale)
 - H. Meeting for New Faculty (Jackson)
- III. Discussion Items:
 - A. Graduate Assistantship Funds (Dale, Gray)
 - B. Priorities for Sponsored Research (P. Myers)
 - C. Proposed Policy - Tuition Waiver Program for Dependents
 - D. Courses/Programs Developed for Internet--Approval Process?
- IV. "Happenings"
- V. For Future Agendas:
 - A. Revised Proposal for: Faculty Scholarship Council and Faculty Scholarship Opportunities (E. Gray)
 - 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. Early Retirement Options--(J. Petersen)
 - E. Transfer Framework (K. Wallace), M. Dale, B. Jefferson, M. Huston)
 - F. Improving Coordination and Need for Reasonable Response Times to Fulfill University Administration Requests for Data and Reports (R. Jefferson)
 - G. Proposed Eligibility Guidelines--Faculty Awards in Teaching, Research/Creativity and Public Service

MINUTES

Meeting of Council of Academic Deans
August 11, 1998

Members Present: Paul Rice, Elmer Gray, Michael C. Dale, John H. Petersen, Robert Jefferson, David D. Lee, Michael B. Binder, Martin R. Houston, Luther B. Hughes, Robert Cobb, Sam Evans, Charles M. Anderson and Phil Myers.

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

II. Information/Clarification Items:

A. Update: Administrative Council Retreat--Dr. Burch reviewed President Ransdell's plans for the convocation that will be held for all faculty and staff in Diddle Arena on Tuesday, August 18 from 7:30 a.m. until 9:00 a.m.

Of particular note:the salary savings resulting from the resignation of Dr. James Ramsey will be designated for the recurring funding of faculty computers.

B. Agenda for Wednesday at South Campus--Dr. Burch distributed a preliminary agenda for the Council of Academic Deans Retreat on Wednesday, August 12 beginning at 8:15 a.m.

C. Sequencing/Planning for off-campus site offerings--This item will be held over until the next meeting of the CAD.

D. Board of Regents-Meeting/Attendance Options-The deans are welcome to attend as many meetings of the Board of regents as possible. The Preesident's intentions ar to hold BOR meetings both off-campus and on-campus. There will be a Board of Regents Meeting in Louisville on October 30, 1998. This will coincide with the football game--Western vs. University of Louisville on October 31, 1998.

E. Faculty Convocation with Dr. Glassick--Dr. Burch discussed the specifics of the convocation with Dr. Charles Glassick (coauthor of Scholarship Assessed), guest speaker at the convocation. The convocation will be on Tuesday, August 18, 1998. Dr. Burch asked the deans to e-mail to her the names of the individuals in their respective areas who will be attending. She suggested , that along with the deans, that each department head and one of their faculty members attend.

- F. **Program Advisory Statements for CPE**--Dr. Petersen commented on the Programs submitted to the Council on Post Secondary Education. He told the deans about a letter that had been received from Gordon Davis discussing the de-centralization of program approval. This item will appear on the agenda for a future meeting. There are three criteria that must be met before a proposal should be submitted to the first academic committee:

1. Has a needs case been built?
2. Does this program provide for collaboration?
3. Does this program lend itself to distance learning?

The deans should discuss any proposed new programs with the Provost to be sure it meets the above stated criteria before sending to the Academic Council.

- G. **Fund Balance for 1998**--Mike Dale distributed a handout showing fund balance requests in priority order by college and major areas within Academic Affairs. Dr. Burch shared that the anticipated fund balance this year would be about \$1.1 to \$1.2 million for the University. Future fund balances will generally remain within the divisions of the University. Academic Affairs will need to develop its own policy for distribution of departmental fund balances that will provide incentives to departments to be good stewards of their budgets while meeting the ongoing and interdisciplinary needs and other funded needs of the colleges and throughout the division.
- H. **Meeting for New Faculty**--Teresa Jackson gave an update to the deans on the New Faculty Orientation which will be held on Friday, August 21, 1998 at the South Campus at 12:00 noon. Dr. Burch indicated that all the deans should attend the luncheon where they will be introduced.

III. Discussion Items:

The following items listed on the agenda for discussion were held over until the next meeting of the Council of Academic Deans:

- A. Graduate Assistantship Funds
- B. Priorities for Sponsored Research (P. Myers)
- C. Proposed Policy - tuition Waiver Program for Dependents
- D. Courses/Programs Developed for Internet--Approval Process?

The deans discussed the following items not on the agenda:

- A. **Distance Learning**--A discussion ensued involving the importance of meeting the needs of people off-campus. Questions need to be addressed such as are we offering what students need and how are we staffing to meet these needs? It was reported that in Owensboro there was a loss of enrollment which could be due to lots of advertisement from other schools. Other schools are becoming increasingly competitive and aggressive in this area.

There is considerable access to courses at Western through alternate delivery systems. Dr. Hughes indicated that he would work with the people in his area to fit people into interactive distances learning courses when traditionally offered courses are closed. Dr. Hughes and Dr. Anderson will explore the problem associated with expanding spaces in campus based DLE courses.

- B. Lack of Class Openings**--Dr. Hughes talked about the problem of not having enough class spaces still open, for freshmen. Some parents left the last OAR upset because their sons and daughters could not get a good class schedule. Dr. David Lee indicated that he has worked on this problem by offering classes half one term and half the next term in the English Department. He also offers Saturday classes.

Meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kimberly D. Spencer".

Kimberly D. Spencer