

9-29-1998

Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA

Meeting
Council of Academic Deans
September 29, 1998, 9:00 a.m.
Conference Room, Second Floor--WAB

- I. Minutes of the September 15, 1998, College Deans' Meeting
- II. Information/Clarification Items:
 - A. Updates from CPE/Governor Conference for BOR/KCTCS Meeting on Workforce Development/CVU-CCAO Meeting
 - B. Reminder on Staffing Plans
 - C. Sexual Harassment Plan/Academic Affairs
 - D. Education and Technology Issues (Heaps)--10:00 a.m.--Time Specific
 - E. "Running Start" Memorandum of Agreement (Rice)
 - F. Vision of Facility Development Requirements (Rice)
- III. Discussion Items:
 - A. "Carry-Over" Guidelines (Dale)
 - B. Mailing Student grades (Hughes)
 - C. Grade Changes (Hughes)
 - D. Contingency Plans (Binder)
- IV. "Happenings"
- V. For Future Agendas:
 - A. Virtual University--Team Representing Western at the Conference in Denver (Elmer Gray, Sally Kuhlenschmidt, Robert Dietle, Freida Eggleton and Charles Anderson)
 - B. Emeriti/Retired Faculty--Recommendations for Recognition/Benefits--(J. Petersen)
 - C. Early Retirement Options--(J. Petersen)
 - D. Faculty Stipends: Committee for Policy Guidelines (E. Gray)
 - E. Courses/Programs Developed for Internet--Approval Process??
 - F. Transfer Framework (K. Wallace), M. Dale, B. Jefferson, M. Houston)
 - G. Improving Coordination and Need for Reasonable Response Times to Fulfill University Administration Requests for Data and Reports (R. Jefferson)
 - H. Proposed Eligibility Guidelines--Faculty Awards in Teaching, Research/Creativity and Public Service
 - I. Payment Authorization: Reimbursement for Moving Expenses (Dale)
 - J. Overtime Compensation Policy
 - K. Graduate Assistantship Funds (Dale/Gray)
 - L. Priorities for Sponsored Research (P. Myers)
 - M. Cash Match on Grant Awards (P. Myers)

MINUTES

Meeting of Council of Academic Deans
September 29, 1998

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

- I. **Minutes of the September 15, 1998, College Dean's Meeting** were distributed. There were no corrections.
- II.
 - A. **Updates from CPE/Governor Conferences for BOR/KCTCS Meeting on Workforce Development/CVU-CCAO Meeting**--Time did not allow for covering this entire topic. Dr. Petersen indicated that the deadline for program proposals to be considered for offering through the Commonwealth Virtual University is October 1. The CCAO will be meeting October 13 to review pilot proposals.
 - B. **Reminder of Staffing Plans**--Staffing plans from the areas in Academic Affairs are due in no later than the middle of October.
 - C. **Sexual/harassment Plan/Academic Affairs**--Dr. Burch asked for feedback on the Sexual Harassment teleconference made available for training of employees in the area of Academic Affairs. The responses received seemed to indicate that the overall opinion was that the teleconference was inappropriate to the audience. Dr. Burch indicated that the teleconference represents only a beginning and that additional efforts will be made to make the training more appropriate.
 - D. **Education and Technology Issues**--Mr. Allen Heaps, Coordinator of Instructional Technology shared with the deans some of the Universities that are currently offering academic programs and courses via Web Site. He has just gotten back from the University of Central Florida where he visited their facilities. Of the universities offering on-line courses/programs, none are better or more equipped to do so than Western. Western has the basic structure in place and the expertise to assist faculty in developing technology into the way their courses are presented. Mr. Heaps indicated that the basic issue is offering faculty incentives for introducing technology into the classroom.
 - E. **Running Start**--Paul Rice shared with the deans for information a memorandum of agreement for 'Running Start,' a program made by and between the Bowling Green Community College of Western Kentucky university for cooperation with area high schools. The program is focused to provide awareness, incentive and access to career-oriented associate degree programs for deserving high school students in South-Central Kentucky.
 - F. **Vision of Facility Development Requirements**--Dr. Rice shared with the deans an overview of current facilities, enrollments, occupancy rates, and enrollment and program projections for the Community College.
- III. **Discussion Items:**
 - A. **"Carry-Over" Guidelines**--Mike Dale distributed the draft of Academic Affairs Budget Considerations discussing philosophy, priorities, recommendations and calendar of deadlines. The Council of Academic Deans made suggested changes that will be incorporated into the draft document. Dr. Burch will address item "4" under "Budget Recommendations" with the President.

"A predetermined portion of increased revenues based upon student enrollment growth trends and increases in tuition and fees should be designated toward Strategic Plan initiatives within Academic Affairs."

The deans agreed to implement the proposed draft procedures.

B. Mailing Student Grades—Freida Eggleton joined the deans to discuss the new procedure for making student grades accessible. Grades will no longer be mailed automatically effective with the Spring 1999 Semester. Grades will be available on-line through the Internet. Grades will still be mailed upon request. Ms. Eggleton indicated that an approximate savings of \$10,000 per year could be realized with the new grade notification system. An announcement will be placed in the Spring 1999 schedule bulletin and there will be an announcement on-line as a means of notification of this change in procedure. The Deans supported the implementation of the new procedure.

C. Grade Changes—The Faculty Handbook states:

"A grade of X (incomplete) will automatically become an F unless removed within 12 weeks of the beginning of the next full semester regardless of whether the student re-enrolls."

"Once a grade is reported it may be changed only by the teacher concerned with the approval of the department head and only in case of error in reporting."

The Registrar suggested that the Deans encourage their faculty to become familiar with the policy for the basis under which grades may be changed. She also wanted confirmation of the "role" of the Registrar. Is the Registrar to monitor all grade changes and the reasons for those changes or is the Registrar's role to record the grade forwarded to that office from the appropriate department head/dean?

The deans agreed that the role of the Registrar is to record the grade forwarded. The role of the faculty/department head/dean is to monitor the reason for the change to ensure that it complies with established university policy.

D. Contingency Plans—Dr. Michael B. Binder distributed and discussed with the Deans a contingency plan for supporting acquisitions of new library materials should the University Libraries receive no increase in book and serial funding the next fiscal year.

Other Business:

Mike Dale distributed and discussed with the Deans the 1997-98 Faculty Staffing and Salary Benchmark Comparisons. Based on the 1997-98 CUPA National Faculty Salary Survey by Discipline and Rank in Public Four-year Colleges and Universities, Western is more competitive at the assistant professor and instructor ranks than at the professor and associate professor ranks. Western is more competitive in the faculty salaries in the College of Business Administration and Potter College of Arts, Humanities and Social Sciences than in the College of Education and Behavioral Sciences and Ogden College of Science, Technology and Health.

The meeting adjourned.

Respectfully submitted,


Kayelene R. Russell