

1-12-1999

Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA

Meeting

Council of Academic Deans

Tuesday, January 12 1998, 9:00 a.m.

Conference Room, Second Floor--WAB

- I. Minutes of the December 15, 1998, Meeting
- II. Information/Clarification Items:
 - A. Vacant Faculty Positions and Faculty Optional Retirement Positions (Dale)
 - B. Procedures for Making Changes in Organizational Structure
 - C. Budget Development for 1999-2000
 - D. Report from Administrative Council
 - E. Evaluations
- III. 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. Faculty Stipends: Committee for Policy Guidelines (E. Gray)
 - D. Courses/Programs Developed for Internet--Approval Process
 - E. Priorities for Sponsored Research (P. Myers)

MINUTES

Meeting of Council of Academic Deans January 12, 1999

Members Present: Paul Rice, David Lee, John Petersen, Luther Hughes, Charles Anderson, Mike Dale, Robert Jefferson, Sam Evans, Phillip Myers, Elmer Gray, Michael Binder
Guest: Ms. Sarah Price

I. *Minutes of December 15, 1998, Meeting were distributed.* There were no corrections.

II *Information Clarification Items:*

A. *Vacant Faculty Position and Faculty Optional Retirement Positions (Dale)*

A "draft proposal" for vacant faculty positions and faculty optional retirement positions was distributed for discussion. It was discussed to separate optional retirement from vacant faculty positions. Mr. Dale will edit and return to the Council for review.

There was discussion on moving staff planning with the Provost to sometime during the summer instead of fall. Mr. Dale will review the calendar and determine the best time for staff planning discussions and bring a recommendation to the Council.

B. *Procedures for Making Changes in Organizational Structure*

A copy of the WKU organizational structure and a listing of individual employees by division was distributed. Changes made in this structure should be approved within the division and then forwarded to Ms. Deborah Wilkins in the President's Office to formally communicate approved changes and their effective date to Human Resources and Institutional Research. This will ensure the integrity of the division and departmental data.

C. *Budget Development for 1999-2000*

The 1999-2000 Operating Budget Requests was distributed for discussion. Faculty promotion increases was discussed. Dr. Burch and Mr. Dale will review faculty promotion dollar amounts and when that amount was last changed.

Dr. Binder will report at a future Council meeting the status of University Libraries presently and future plans in relation to state cost structure.

There was discussion of out-of-state tuition and concerns. Dr. Hughes, Dr. Gray and Mr. Dale will review out-of-state revenues and report back to the Council.

The Budget Council will meet on Friday, January 15 to continue discussions of the budget development for 1999-2000.

D. Report from Administrative Council

Repairs and safety issues on campus were discussed. Many repairs are currently being funded through divisions and there should be funding elsewhere for these repairs. The Council should report repair costs to Mike Dale.

The Parking Committee is still working on a variety of parking issues. Bob Cobb will give a report to the Council at a future meeting.

E. Evaluations

Goals for the 1998-99 for Academic Affairs was distributed. The Council is to give a brief summary of accomplishments for their individual divisions for the last calendar year and what goals need top attention in the next year for Academic Affairs. The Provost will draft a proposal for the Council.

Announcements

- A. Sarah Price announced that if individual divisions need training on BDS, they should contact the Budget Office for scheduling and they will be glad to come to their individual offices for training.
- B. Sabbatical letters will be sent out on Thursday.
- C. Committees that were established at the Department Heads Workday are as follows:

Optional Retirement: John Wassom, John O'Connor, James Porter, Robert Pulsinelli, John Hardin, Robert Jefferson, *Mike Dale, staff representative

Part-Time Faculty Salaries: Joseph Millichap, Dan Myers, Dawn Bolton, Steve Schnacke, *John Petersen, staff representative

Consultant Services for Faculty/Staff: Art Shindhelm, Robert Reber, John Parker, *John Petersen, staff representative.

*Responsible for calling first meeting

The meeting was adjourned.

Respectfully submitted,


Lois Hall