

2-16-1999

Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA

Meeting
Council of Academic Deans
Tuesday, February 16, 1999, 10:00 a.m.
Conference Room, Second Floor--WAB

- I. Minutes of the February 9, 1999, Meeting
- II. Information/Clarification Items:
 - A. Sponsored Programs Administration of Customer Survey (Myers)
 - B. On-Line Admissions Application (Hughes)
 - C. Technology Mania E-Mail from Margaret Curtis Howe
 - D. Retreat for Deans/CAD
 - E. Honorary Doctoral Degree Nominations
- III. Discussion Items:
 - A. Leadership Studies Program
 - B. Faculty Compensation for Distance Instruction (Gray)
 - C. Budget Update - Faculty Salaries (Dale)
 - D. Funding - College Development Officer Position(s)
 - E. Ethnic Relations Task Force Action Plan
 - F. Staff Planning Schedule
- IV. 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. Courses/Programs Developed for Internet--Approval Process
 - D. Priorities for Sponsored Research (P. Myers)
 - E. Dr. Binder to report on the status of University Libraries presently and future plans in relation to state cost structure
 - F. Dr. Gray and Dr. Hughes report on out-of-state tuition revenues
 - G. Bob Cobb to report from the Parking Committee
 - H. Leadership Studies Program (C.J. Woods, Howard Bailey, Jerry Wilder, Gene Crume)

MINUTES

Meeting of council of Academic Deans February 16, 1999

Members Present: Paul Rice, Mike Dale, Mike Binder, Charles Anderson, Dan Myers, Lisa Murrell, Sam Evans, Linda Brown-Ferguson, Luther Hughes, John Petersen, John Hardin, Elmer Gray, and Martin Houston

I. Minutes of the February 9, 1999, Meeting. There were no corrections.

II Information/Clarification Items:

A. Sponsored Programs Administration of Customer Survey (Myers)

The Sponsored Programs Administration Survey was distributed for discussion. The Council should e-mail Phil Myers of any concerns by end of the day on Wednesday. If Dr. Myers receives no concerns, Sponsored Programs will send out the survey.

B. On-Line Admissions Application (Hughes)

The undergraduate admissions application is now on-line and they are receiving applications.

C. Technology Mania E-Mail from Margaret Curtis Howe

The e-mail from Dr. Margaret Curtis Howe was distributed which expressed her delight in the interactions she is having with students via e-mail. Dr. Curtis-Howe expressed a possible need for the faculty handbook to be revised to accommodate the current technology uses. Dr. Petersen will be reviewing such revisions in the near future.

D. Retreat for Deans/CAD

The Council will spend 1 ½ days in March to concentrate on two or three specific items of concern. Lois will e-mail possible dates.

E. Honorary Doctoral Degree Nominations

Nominations for the Honorary Doctoral Degree are being accepted. The deadline is February 26 to receive nominations. Names should be submitted to the President's Office or to the Provost.

III. Discussion Items:

A. Leadership Studies Program

There was follow-up discussion to the last Council meeting regarding a possible Leadership Studies Program. After discussion, it was the consensus of the Council to start discussions on the development of a possible minor or certificate in Leadership Studies.

B. Faculty Compensation for Distance Instruction (Gray)

Dr. Gray continued his report from the Committee on Faculty Compensation for Distance Learning Instruction. The Council is to discuss this report with their department heads to get feedback to the Committee.

C. Budget Update - Faculty Salaries (Dale)

Mike Dale distributed faculty salary reports to the Council. Similar staff reports will be distributed next week.. The 1999-2000 Budget Timetable was distributed with corrected dates for Academic Affairs.

D. Funding - College Development Officer Position(s)

The Council discussed funding options for the college development officer position(s). Concerns were expressed regarding the search process and salaries of the college development position(s). It was discussed the need for a more defined job description for the officers and their roles with individual colleges.

E. Ethnic Relations Task Force Action Plan

The Provost appointed persons to follow-up on action plans from the Ethnic Relations Task Force.

F. Staffing Plan Schedule

The revised Vacant Faculty Position and Faculty Optional Retirement Position Proposal was distributed. Staffing Plans will be approved for searches by the beginning of the fall semester with conditional approval from the Provost after the completion of the college staffing plan reviews.

When a faculty member on optional retirement goes to full retirement, the funds remaining in the optional retirement position line automatically reverts to the Provost for reallocation.

Announcements:

The Provost reminded Deans to invite the Faculty Governance Committee to meet with department heads as soon as possible.

Our local area code will change to 270 effective April 1. Offices should be aware of this as they make plans for reprinting of materials that have their phone number on it.

The meeting was adjourned.

Respectfully submitted,



Lois Hall