

1-4-2000

Agenda & Meeting Minutes

WKU Council of Academic Deans

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AGENDA

***Meeting
Council of Academic Deans
Tuesday, January 4, 2000 9:00 a.m.
Wetherby Administration Building, Room 202***

- I. Minutes of December 14, 1999, Meeting
- II. Information/Clarification Items:
 - A. Report from Administrative Council
 - B. Faculty Decision on Governance
 - C. Community College High School Outreach Programs Report (Conley)
 - D. The Center for Gifted Studies Newsletter and Super Saturday Seminars
 - E. Graduate Assistant Funds (Gray - Dale)
 - F. Sponsored Research Priorities (Myers)
 - G. Subcontract/Personal Service Contract (Myers)
- III. Discussion/Action Items:
 - A. Improving Graduation Figures - E-mail from Robert Adams
 - B. Summer Offerings
 - C. Deans Retreat January 31-February 1, 2000
 - D. Low Productivity Programs
- IV. Announcements/Items Distributed:
 - A. Letter from Friends of Lost River, Inc.
- V. Future Agenda Items
 - a. Emeriti/Retired Faculty—Recommendations for Recognition/Benefits (Petersen)
 - b. Summer School Recommendations

MINUTES
Council of Academic Deans Meeting
Tuesday, January 4, 2000

Members Present: John Petersen, Robert Cobb, Elmer Gray, Phillip Myers, Frank Conley, Richard Kirchmeyer, Michael Binder, Michael Dale, Martin Houston, Robert Jefferson, Luther Hughes, James Flynn, Sam Evans (representing Karen Adams)

I. Minutes of December 14, 1999, Meeting.

Correction: Dr. Karen Adams was omitted from the members present at the December 14, 1999, meeting.

II. Information/Clarification Items:

A. Report from Administrative Council

- ◆ Discussions continue on health insurance and possible adjustments in Co-payments.
- ◆ A feasibility study on Diddle Arena will go out in January with responses due in February.
- ◆ New Police Chief will be on board as of January 30, 2000.
- ◆ Gene Crume and Jill Blythe are leaving Alumni Relations.
- ◆ Nathan Farmer has resigned from Aramark.
- ◆ Fred Hensley will be in Frankfort during the Legislation Session. Information will be forwarded on a regular basis and will be forwarded for a quick response if needed.
- ◆ Commencement concerns/suggestions were discussed:
 - Award Graduate Degrees first
 - Recessional of stage guests/faculty
 - Changes in reception following commencement
 - Low attendance of faculty (recommend that faculty be required to attend at least one commencement per year be included in appointment/annual re-appointment contract letters.)

B. Faculty Decision on Governance

Faculty will vote on the proposed University Senate on January 25, 2000. It is critical for faculty participation. Voting will be held at individual departments for easier access for faculty members. If the proposed University Senate is approved by the faculty, it will be presented to the Board of Regents at their January meeting.

Deans are to have discussion with their department heads to insure that proposed policies are being discussed with their faculty. (The Provost will send an email as follow-up).

C. Community College High School Outreach Programs Report (Conley)

The Bowling Green Community College High School Outreach Programs for 1998-99 Report, and Memorandum Of Understanding For "Running Start" and Memorandum of Agreement For "College On-Site" were distributed for discussion. There was further discussion on the need for one office on campus to coordinate such programs and the need to be consistent in politicizes and procedures. The Provost will have further discussions and let the Council know the details.

Dr. Elmer Gray will supply a summary on the past SPAN Program.

D. *The Center for Gifted Studies Newsletter and Super Saturday Seminars*

The Provost verified that the Council is receiving the Center for Gifted Studies Newsletter and information on the Super Saturday Seminars.

E. *Graduate Assistant Funds (Gray - Dale)*

Information was distributed to each college dean showing how graduate assistant funds have been spent for the 1999 fall. \$399,000 have been spent during the 1999 fall. There has been some confusion on the consolidated funds at the college level. Mr. Dale will be contacting individual deans to get those funds corrected. Graduate Assistant accounts have been developed to budget the graduate assistant funds for next year.

Dr. Gray asked that as the budget is reviewed, to work with departments and reallocate to departments that need additional funds. During March a new report will be prepared to determine where additional funds will be needed.

Application deadline information for graduate assistantships was distributed. Deans were asked to remind department heads of the need to adhere to these deadlines.

During the interim of spring and summer stipends for graduate assistants need to be consistent with the fall/spring semester stipend which should average approximately \$200 per week.

F. *Sponsored Research Priorities (Myers)*

A "Draft" of the Sponsored Research Priorities was distributed for discussion. After some discussion on possible changes in the "Draft", the Council need to determine one or two priorities that are driving their individual colleges and email them to Dr. Myers. Dr. Myers will compile a revised priority list and review with Dr. Flynn and will be placed on the Council Agenda on January 18.

G. *Subcontract/Personal Service Contract (Myers)*

The memorandum dated November 11, 1999, from Dr. Myers on when to subcontract and when to use personal service contracts was distributed for discussion. The Council need to get comments to Dr. Myers this week so procedures and forms can be finalized.

III. *Discussion/Action Items:*

A. *Improving Graduation Figures - E-mail from Robert Adams*

A copy of an e-mail from Robert Adams talking about the need to get people graduated who have left Western with 110-115 hours and no degree was distributed for discussion. There will be discussions with Freida Eggleton, Registrar to develop a way to review students who could receive degrees in a relatively short period of time. The 1993-94 academic year should take priority.

B. *Summer Offerings*

The Provost discussed summer offerings and wanted to make sure there were no misunderstandings that if there are classes that can be filled, there are possible funds available for additional class offerings. Deans should encourage department heads to use full time faculty for on-campus offerings and part-time for off-campus offerings.

C. Deans Retreat January 31-February 1, 2000

The Provost discussed agenda items for the dean's retreat January 31-February 1. College deans are to hold the morning of January 31 for possible meeting times also. The Provost asked if anyone was interested in helping develop the agenda for the retreat to let her know.

D. Low Productivity Programs

Dr. Flynn is still receiving reports from programs of low productivity and discussed with the deans programs that are still missing. Deans are to get these missing programs to Dr. Flynn this week.

E. Additions to Administrative Evaluations

The Provost discussed the recommendation to consider the systemic implementation of the following additional university core item to the administrative evaluations:

"My (administrative person) deals fairly with me without regard to race, age, sex, religion, national origin, disability or sexual orientation."

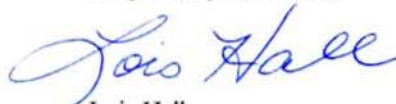
It was the agreement of the Council to add the above statement to the administrative evaluations. Mr. Cobb discussed with the Council other changes that should be made that would be appropriate for individual colleges. A suggestion was made that assistant and associate deans be put on individual sheets. Mr. Cobb will send a copy of the evaluation form for the deans to review and let Mr. Cobb know of changes that need to be made.

IV. Announcements/Items Distributed:

- ◆ Letter from Friends of Lost River, Inc. was distributed as informational item. (There was discussion of holding a Council of Academic Deans meeting at Lost River Cave in March and have a presentation from the staff)
- ◆ Saturday, March 25, 2000, has been reserved for Orientation, Advisement and Registration for University Scholars. A luncheon will be held for the scholars deans, department heads and a faculty representative from each department. More details will be sent to deans, department heads and faculty.
- ◆ Mr. Michael Dale has been promoted to Assistant Vice President for Academic Affairs, effective January 1, 2000.

The meeting was adjourned.

Respectfully submitted,


Lois Hall