

2-6-2001

# Agenda & Meeting Minutes

WKU Council of Academic Deans

Follow this and additional works at: [https://digitalcommons.wku.edu/coun\\_acad\\_dean](https://digitalcommons.wku.edu/coun_acad_dean)



Part of the [Higher Education Administration Commons](#)

---

## Recommended Citation

WKU Council of Academic Deans, "Agenda & Meeting Minutes" (2001). *Council of Academic Deans*. Paper 1240.  
[https://digitalcommons.wku.edu/coun\\_acad\\_dean/1240](https://digitalcommons.wku.edu/coun_acad_dean/1240)

This Article is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in Council of Academic Deans by an authorized administrator of TopSCHOLAR®. For more information, please contact [topscholar@wku.edu](mailto:topscholar@wku.edu).

# AGENDA

*Meeting  
Council of Academic Deans  
Tuesday, February 6, 2001 at 9:00 a.m.  
Wetherby Administration Building, Room 202*

- I. Minutes of January 9, 2001 Meeting
  
- II. Information/Clarification Items:
  - A. Report from Administrative Council
  - B. Report from CPE Meeting
  - C. Faculty Awards
  - D. Workday for Deans
  - E. Emeriti/Retired Faculty-Recommendations for Recognition/Benefits
  - F. Summer School Recommendations
  - G. New General Education Implementation
  - H. February 28 - Professional Development Program for Faculty
  - I. Catalog Progress (Hughes)
  
- III. Discussion/Action Items:
  - A. Serial Funding Crisis at WKU (Binder)
  - B. Multi-Year Contract for Faculty (Petersen)
  - C. Action Agenda - Programs/Funding
  - D. What to do about Glasgow ? (Conley)
  - E. Faculty Salary Adjustments Guidelines
  - F. Budget Update/Implications/Future Priorities
  - G. Year-End Closing Concern
  - H. Change in SITE Forms
  
- IV. Handouts
  - UK/WKU Doctorate Programs Coop
  - Training Development Center
  
- V. Future Agenda Items
  - A. Dr. Larry Byrd - SPAN Program
  - B. Review of Hiring Practices (Deans only)
  - C. Post Tenure Review Policy Implementation Procedures (Deans only)
  - D. Dr. Gene Tice to Discuss Student Affairs
  - E. Indirect Fund(s) Options Criteria Guidelines

**MINUTES**  
**COUNCIL OF ACADEMIC DEANS MEETING**  
**FEBRUARY 6, 2001**

**Members Present:** Dan Myers (representing Robert Jefferson), Martin Houston, Michael Binder, Karen Adams, David Lee, Michael Dale, Richard Kirchmeyer, James Flynn, Robert Cobb, Frank Conley, Elmer Gray, Luther Hughes, and John Petersen

**I. Minutes of January 9, 2001, Meeting.** There were no corrections.

**II. Information/Clarification Items:**

**A. Report from Administrative Council**

- The Budget Council recommendation has been received. More accountability will be placed on individual areas.
- Student disabilities were discussed. The Provost asked Deans to share in department head and faculty meetings the need to be more sensitive to students and their disabilities. The Provost asked Dr. Petersen to follow-up with Ms. Melky for guidelines on student disabilities. The Provost will ask Dr. Gene Tice and Mike from the ADA Office to attend a future Council Meeting.

**B. Report from CPE Meeting**

The Provost discussed the agenda from the CPE Meeting in Frankfort on February 4 and 5. Benchmarks were discussed and Western will receive a final listing. The Provost thanked Mr. Dale and Institutional Research for their hard work in preparing for the benchmark meeting.

The CPE met jointly with the Kentucky Board of Education and main topics of discussion were on performance indicators, teacher preparation and P-16 Councils. They discussed the need of more presence of university professors in schools.

The WKU-UK/UofL Joint Bachelor's Degree in Civil, Electrical and Mechanical Engineering was approved for Fall 2001 implementation.

KYVU reports a new WEB site "All My Faculty", a cumulative list of virtual faculty.

**C. Faculty Awards**

Faculty Award packets were distributed. The Provost encouraged dean's office involvement in assisting faculty in preparing their materials for faculty awards.

**D. *Workday for Deans***

The deans will have a workday on Tuesday, February 13. Agenda items were discussed.

**E. *Emeriti/Retired Faculty – Recommendation for Recognition/Benefits***

The Policy Recommendations from the Faculty Welfare Committee were distributed regarding emeritus/a status and Macebearer. Further discussions will be held at the workday on February 13.

**F. *Summer School Recommendations***

Summer School faculty salaries were discussed. At present time there will be no salary increases for Summer School. After Summer School has been completed and revenues are determined, additional funds will be returned to the departments and departments will determine how these funds will be distributed.

**G. *New General Education Implementation***

The General Education requirements have been implemented and a search committee will be formed to invite applicants to apply for the Coordinator of General Education who will assist with the implementation.

**H. *February 28 – Professional Development Program for Faculty***

Dr. McKeachie will be visiting campus on February 28 through the Center for Teaching and Learning and the Provost encouraged department heads and faculty to attend.

**I. *Catalog Progress (Hughes)***

Congratulations to all departments' heads that catalog revisions were received by Academic Services on time.

**III. *Discussion/Action Items:***

**A. *Serial Funding Crisis at WKU (Binder)***

Dr. Binder distributed a report and discussed with the Council concerns for funding to offset the rising costs of serials.

**B. *Multi-Year Contract for Faculty (Petersen)***

Dr. Petersen discussed the need for guidelines for multi-year contracts for faculty and asked for feedback from the Council. The Provost asked Dr. Petersen to prepare a "draft" for the dean's workday on Tuesday.



**C. *Action Agenda – Programs/Funding***

Will be discussed at Tuesday, February 13 workday. The Provost reminded the Council of the February 8 deadline for Action Agenda Trust Fund Proposals.

**D. *What to do about Glasgow? (Conley)***

Dr. Conley discussed the need for an assessment/placement plan for Glasgow and the implementation of a plan. Dr. Hughes stated that the Enrollment Management staff is aware of these concerns and they will be addressing these issues also.

**E. *Faculty Salary Adjustments Guidelines***

Mr. Dale distributed information from last year for salary guidelines for faculty salary adjustments; CUPA Benchmark Comparisons for 1999-2000 and a sample worksheet. This will be added to the February 13 workday for further discussion.

**F. *Budget Update/Implications/Future Priorities***

The Provost discussed with the Council concerns of budget limitations for the remainder of this year and next year. Mr. Dale distributed a working “draft” of lapse salaries. The Provost discussed with the Council earlier distribution of lapse salaries, which would require serious review of the lapse salaries “draft”. The Council is to review and return to Mr. Dale by February 13 with any revisions or corrections.

**G. *Year-End Closing Concern***

Few responses have been received regarding the year-end closing schedule. Mr. Dale sent a reminder to deans that deadline of Wednesday, February 7 for any responses to the year-end closing schedule.

Dr. Kirchmeyer discussed implementation of Banner.

**H. *Change in SITE Forms***

No comments have been received and it was the agreement of the Council for changes.

**I. *Allowance for Evening Meals***

Dr. Gray distributed copies of the Allowance for Evening Meals “Draft” for discussion. After much discussion, the Council agreed that the policy remain as stated.

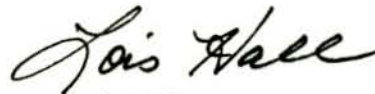
***Items Distributed:***

- Appalachian P-16 Regional Summit Registration Materials – The Provost encouraged participation. Let her know as soon as possible if anyone is interested.

- Kentucky High School Students and Their Postsecondary Educational Aspirations report by University of Kentucky
- Trends in Postsecondary Education
- Memorandum from James Applegate discussion cooperative program that were withdrawn or added to the Council's Registry of Degree Programs
- Teacher Education Agenda
- Notes: Meeting of Chief Academic Officers with Deans of Arts, Science, Humanities and Education – January 23, 2001
- Economic, Revenue, and Budget Update

The Meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lois Hall". The signature is written in black ink and is positioned above the printed name.

Lois Hall