

4-6-1999

# Agenda & Meeting Minutes

WKU Council of Academic Deans

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## Recommended Citation

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# AGENDA

Meeting  
Council of Academic Deans  
Tuesday, April 6, 1999, 9:00 a.m.  
2<sup>ND</sup> Floor Conference Room --WAB

- I. Minutes of March 23, 1999, Meeting
- II. Information/Clarification Items:
  - A. Correspondence Studies: Increase in Student Fees and Faculty Reimbursement (Gray)
  - B. Process for Paying Accreditation Fees (Dale)
  - C. Summer School Stipends (Dale)
  - D. CVU: Pilot Projects (Burch), Tuition Fees, and Collegis Courses
  - E. Faculty Searches Underway
  - F. Meeting with Commissioner Cody - April 21
- III. Discussion Items:
  - A. Planning Report Format (Jim Flynn 9:00 a.m. Time Certain)
  - B. Department Heads Meeting - April 30
  - C. CAD Retreat - June 2 and 3
  - D. Implementing Post-Tenure Review
- 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. 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. Leadership Studies Program (C.J. Woods, Howard Bailey, Jerry Wilder, Gene Crume)

## **MINUTES**

Meeting of Council of Academic Deans  
April 6, 1999

**Members Present:** Charles Anderson, John Petersen, Luther Hughes, Michael Dale, Robert Jefferson, Sam Evans, Linda Brown-Ferguson for Martin Houston, David Lee, John Hardin, Marvin Leavy for Michael Binder, Elmer Gray, Robert Cobb Phil Myers.

### **I. Information/Clarification Items:**

#### **A. Correspondence Studies: Increase in Student Fees and Faculty Reimbursement**

The Provost has approved the increase in student fees and recommended faculty remuneration increases for teaching correspondence courses (effective July 1, 1999.) Dr. Burch said Correspondence Fees should be considered along with Distance Learning fees. She asked the CAD to send feedback to Dr. Luther Hughes, who is on the Tuition Committee with Ann Mead.

#### **B. Process for Paying Accreditation Fees**

Mike Dale reminded the CAD that each department has, or should have money in their budget line to pay annual accreditation association fees. Mr. Dale said accreditation team visits and travel will be handled by the Academic Affairs.

#### **C. Summer School Stipends**

Mike Dale said 1999 Summer School faculty stipends for full-time faculty members teaching a three-hour course during the 1999 Summer School will be based on 8 percent of their nine-months salary up to a maximum payment of \$3,000. The Provost appointed the following committee to discuss faculty incentives and enrollment increases for summer school: Sam Evans, Elmer Gray, Mike Dale, Luther Hughes and Robert Jefferson.

#### **D. CVU: Pilot Projects, Tuition Fees, and Collegis Courses**

The Provost discussed the distributed CVU Pilot Project's document and asked the CAD to provide e-mail feedback to her to identify the 50 University Courses we want to invest in next year. She said conversations should be continued on other CVU projects be considered i.e. certificate, degree, or continuing education, etc.

**E. Faculty Searches Underway**

Dr. Petersen reported that faculty searches look encouraging in both gender and race/ethnic diversity.

**F. Meeting with Commissioner Cody - April 21**

The Provost reviewed Commissioner Cody's itinerary and said it had been mailed to him for his visit on April 21.

**III. Discussion Items:**

**A. Planning Report Format**

Dr. Flynn presented the draft form for the Strategic Planning Year-End Evaluations. The form was given approval, and the deadline for filing the report is June 7, 1999.

**B. Department Heads Meeting - April 30, 1999**

The Provost asked that e-mail be sent to her for possible topics for the meeting. Possible topics: Post tenure review implementation, team goals; distributive learning; general education/strategic plan.

**C. CAD Retreat**

The Provost announced that the CAD Retreat will be June 1st and 2nd. She said Associate Deans should attend. She asked that suggestions be e-mailed to her with topics that need to be discussed and that academic plans be brought by each Dean to the retreat. Location for the retreat will be announced..

**D. Implementing Post-Tenure Review**

Dr. Petersen said that, since the Deans have approved the post-tenure review schedule for 1999-2000, these schedules will be made available to department heads next week.

**IV. Other Items Discussed**

**A. Lapse Salary Distribution**

Mike Dale presented a draft on lapse salary distribution and said he is working on revising the draft to include optional retirement which will change the percentages



**B. Campus Outreach**

Dr. Jefferson opened discussion on high school and community college recruitment. This topic will continue to be reviewed.

**C. Unit Productivity Awards**

This topic was discussed and the Provost said the discussion would be continued and it would also be on the CAD Retreat agenda.

**V. Announcements**

Charles Anderson announced that Office 97 will be ordered for full-time faculty, optional retirement faculty, extended campus directors and faculty, department heads and deans. Smart Classroom Units will be also be ordered by June 30 for each college and the extended campus centers.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lou Stahl".

Lou Stahl