

8-2-2017

Meeting Minutes

WKU Council of Academic Deans

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Council of Academic Deans
CAD Minutes
August 2, 2017
1:30 p.m.

Voting Members Present: Cheryl Stevens, Sam Evans, Susann deVries, Jeff Katz, Scott Lyons, Larry Snyder, Dennis George, and Neale Chumbler

Advisory Members Present: David Lee, Craig Cobane, Cheryl Davis, Brian Meredith, Doug McElroy, Tuesdi Helbig, Sylvia Gaiko, Tiffany Robinson, Ladonna Hunton, and Amber Scott Belt.

I. Approval of June 14, 2017 Minutes

Dean Evans made a motion, seconded by Dean Stevens, to approve the minutes from the June 14, 2017 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. August 21st Solar Eclipse

Provost Lee indicated that he planned to send out a campus-wide e-mail reminding everyone of the events surrounding the August 21st Solar Eclipse and the plan to delay starting classes until 4:00p.m. He also reminded deans and guests that offices will be open during regular scheduled hours. It is up to unit heads to determine the best way for each area to manage allowing interested employees an opportunity to view the eclipse.

B. Augusts 10th Deans, Department Heads & Directors Work Day

Provost Lee asked deans and advisory members to review the draft DDD Work Day agenda and requested feedback from the group.

II. Discussion Items:

A. Policy 1.4130 Course Section Definitions and Relationship to Distance Learning

Dr. Laves requested deans approve the new draft Policy 1.4130 *Course Section Definitions and Relationship to Distance Learning*. Motion to send the draft policy with one friendly amendment to the University Senate for additional review passed without dissent.

B. Policy 1.4033 Engagement Requirements for Hour of Credit

Dr. McElroy requested deans approve the following revision to Policy 1.4033,

“Minutes of classroom instruction associated with each course section will be regularly audited. Course sections with alternative delivery modes (e.g. required out-of-class learning experiences, use of WKU supported learning technologies, etc.) will be provided a notation in Topnet describing the nature of planned replaced contact time.”

Dean Katz requested the following friendly amendment to the proposed draft,

“...will be regularly audited by the Office of the Provost. Course sections...”

Motion to send the draft policy with friendly amendment to the University Senate for additional review passed without dissent.

C. Research Misconduct Policy

Dr. Davis advised deans and advisory members that while we do currently have written guidelines in place for responding to Research Misconduct and Non-compliance, the guidelines have not been captured in an official policy. Dr. Davis discussed the differences between *research misconduct* versus *non-compliance* and asked deans and advisory members to review the proposed draft policy.

Dr. Davis accepted friendly amendments and will send a final draft to Dr. Scott Belt. Motion to send the draft policy with friendly amendments to the Administrative Council for final review/approval passed without dissent.

D. Policy 2.7202 Research on Human Subjects

Dr. Davis requested deans approve various revisions to Policy 2.7202. The revisions better explained the scope of the Institutional Review Board; clarified procedural items; clarified who will be notified of any decision to suspend or terminate research; and procedures for responding to allegations of noncompliance.

Dr. Davis accepted friendly amendments and will send a final draft to Dr. Scott Belt. Motion to send the draft policy with friendly amendments to the Administrative Council for final review/approval passed without dissent.

Respectfully Submitted,

Amber Scott Belt