

9-20-2017

Meeting Minutes

WKU Council of Academic Deans

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Council of Academic Deans
CAD Minutes
September 20, 2017
12:30 p.m.

Voting Members Present: Ken Crawford (for Cheryl Stevens), Pitt Derryberry (for Sam Evans), Susann deVries, Jeff Katz, Scott Lyons, Larry Snyder, Merrall Price (for Dennis George), and Danita Kelley (for Neale Chumbler)

Advisory Members Present: David Lee, Richard Miller, Chris Keller (for Craig Cobane), Cheryl Davis, Chris Jensen (for Brian Meredith), Beth Laves, Doug McElroy, Tuesdi Helbig, Tiffany Robinson, Sylvia Gaiko, Ladonna Hunton, and Amber Scott Belt.

I. Approval of September 6, 2017 Minutes

Dean Katz made a motion, seconded by Dean deVries, to approve the minutes from the September 6, 2017 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. Changes to Transitional Retirement Benefits Package

Provost Lee shared with deans and advisory members that going forward Human Resources is requesting to make changes to benefits for TRP participants. First, long term disability will no longer be offered, but participants will have the option to continue carrying life insurance outside of the group plan. Second, TRP participants will no longer be able to participate in the Flexible Spending (FSA) program.

B. NC-SARA Enrollment Reports

Dr. Laves informed deans and advisory members that the NC-SARA enrollment data have been uploaded to the CAD shared drive for review.

II. Discussion Items:

A. Course CIP for Performance Based Funding

The CPE performance based funding model utilizes individual course CIP codes. The overview of Federal CIP descriptions provided on the CAD shared drive also includes the CPE cluster identifier. Dr. Gaiko provided deans with CIP data for each of their respective colleges and provided a general overview of the content included. Dr. Helbig further explained the need to review and update the *CPE Cluster Alignment with Federal CIP Descriptions* and provided an excel spreadsheet by college of every course. Provost Lee asked if CIP codes assigned to specific disciplines could be modified to allow them to be assigned to other

disciplines. Dr. Gaiko indicated that modifications have been made but not necessarily in a strategic manner. Thoughts for the review: pedagogy courses in the discipline should be in the 13 (Education) two-digit CIP code. While university experience courses should be in the basic skills area (# 32 CIP). Thesis and maintaining matriculation should be in the program CIP code area. If questions, feel free to contact Tuesdi and/or Sylvia as they are very familiar with the CIP codes.

Dr. McElroy encouraged deans to use a consistent approach when reviewing and assigning CIP Codes. He reminded deans and advisory members that these codes are used as part of the performance funding initiative to weight the costs associated with delivering these courses.

Dr. Helbig notified deans and advisory members that the CIP Codes must be updated in time to be included with the Census data. Changes should be returned to Dr. Helbig by October 2nd. She also shared a CPE CIP Crosswalk available on Visual Analytics, and indicated the link will send via email with instructions for the review. Please provide a current CIP code for the 02 and 08 codes on the spreadsheet. Dr. Gaiko reminded deans and advisory members that 'Learning Outcomes' must be reviewed in cases of course equivalencies before determining whether or not the CIP codes would be the same for both courses.

Dr. Helbig will send an e-mail to deans with follow-up and submission information.

B. Equivalent Course Changes or Uncoupling

Associate Dean Price indicated there is a concern that we do not have a formal process for requesting course uncoupling. She shared with deans and advisory members a draft form that Dean George is proposing to ensure AARC has an opportunity to evaluate uncoupling requests and how they may impact current articulation agreements with other institutions. Provost Lee requested that deans review these requests. The group agreed to add a signature line for deans and a representative of the Office of the Provost. Dr. McElroy requested that additional guidance be included in the "Rationale for the change" section of the draft form.

C. 2018-2019 and 2019-2020 Academic Calendars

Provost Lee made a motion to approve the proposed 2018-2019 and 2019-2020 Academic Calendars. Registrar Robinson noted two minor edits. Deans accepted the proposed edits and the motion passed without dissent.

Respectfully Submitted,

Amber Scott Belt