

10-4-2017

# Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans  
CAD Minutes  
October 4, 2017  
1:00 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, Richard Miller, Craig Cobane, Cheryl Davis, Brian Meredith, Beth Laves, Doug McElroy, Tuesdi Helbig, Tiffany Robinson, Sylvia Gaiko, Ladonna Hunton, and Amber Scott Belt.

**I. Approval of September 20, 2017 Minutes**

Dean Evans made a motion, seconded by Dean Snyder, to approve the minutes from the September 20, 2017 CAD Meeting. The motion passed without dissent.

**II. Information Items:**

A. SCHP Calculation

Dr. Helbig proposed modifying how WKU calculates Student Credit Hour Production (SCHP). She recommended using the industry standard equation being course enrollment x credit hours. Dr. Helbig plans to provide both SCHP and Performance Funding calculations in Visual Analytics.

B. Scheduling Efficiency Analyses

Dr. McElroy provided each dean a *Scheduling Efficiency Analyses* for each respective college that includes data beginning Fall 2011 through Fall 2016. Deans are encouraged to review the data with their department heads/directors/chairs, academic program coordinators and faculty to determine where efficiencies may be improved.

**III. Discussion Items:**

A. Full-time and Part-time Faculty Hiring: An Update

Dr. Miller reminded deans and guests that periodically he reviews current hiring practices for compliance. He reminded deans to be cautious when using language such as “dual career couples are encouraged to apply”, because WKU does not yet have a formal policy/procedure concerning dual career couples. Dr. Miller also encouraged deans to carefully review position announcements prior to approving them for posting.

Dr. Miller reminded deans and advisory members that positions utilizing “visiting” in the title by policy are only renewable for up to three years. He also informed deans and advisory members that all WKU hires must go through Interview Exchange. He indicated that requiring all individuals to apply through Interview Exchange means that deans will no longer have to request a waiver for temporary/short-term hires.

Dr. Miller introduced to deans and advisory members a change proposal for Summer SIA processing. DELO, HR and the Office of the Provost propose to delay the completion of an SIA until three days following the first day of course instruction. This will significantly reduce the need to process corrections. The change will involve DELO holding the SIAs, making needed corrections to the originally submitted SIAs, and then forwarding the correct SIAs for final review/approval and processing. Deans agreed to move forward with the proposed changes. Dr. Miller also indicated that there will be information sessions for budget managers, office associates and others who participate in processing SIAs.

#### B. Crowdfunding

Dr. Stevens indicated concerns regarding how crowdfunding proposals are reviewed and selected. Provost Lee indicated that he would follow-up with Heather McWhorter and Paula Jarboe regarding the future of crowdfunding at WKU.

Respectfully Submitted,

Amber Scott Belt