

1-10-2018

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
January 10, 2018
1:30 p.m.**

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

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

Guests Present: Deborah Wilkins, Andrea Anderson and Chris Jensen

I. Approval of November 29, 2017 Minutes

Provost Lee made a motion, seconded by Dean deVries, to approve the minutes from the November 29, 2017 CAD Meeting with two edits. The motion passed without dissent.

II. Information Items:

A. Intro to Higher Education Recruitment Consortium (HERC)

Dr. Miller indicated that HERC is compiled of over 700 institutions nationwide. Their mission centers around the recruitment, retention and promotion of faculty with particular emphasis in diversity and dual career couples.

B. Campus Library Advisory Council

Dean deVries is conducting an in-depth study concerning the cost of providing library materials versus accreditation needs, usage, etc.

III. Discussion Items:

A. General Discussion

General Counsel Deborah Wilkins reminded deans and guests that if an incident of sexual misconduct or harassment occurs the policy requires the incident be immediately reported to either Assistant General Counsel Andrea Anderson or EEO Director, Joshua Hayes. Ms. Wilkins requested that deans also remind department heads/chairs and other administrators to be thoughtful and careful in their conduct and interactions both on and off campus. Ms. Wilkins also indicated that she and Ms. Anderson are happy to visit any of the colleges or departments and briefly cover university policies and procedures.

B. Policy 1.1013 *Consensual Relations between Faculty and Students*

Dean Stevens suggested editing Policy 1.1013 to better align the intent with Policy 0.2040 *Discrimination and Harassment* and Policy 0.2070 *Title IX - Sexual Misconduct/Assault*. After much discussion and suggested edits, Provost Lee will submit a draft policy for consideration at the January 24th meeting.

C. Diversity Hiring

Dean Stevens indicated that Academic Affairs is not doing a good job in partnering with Human Resources during the course of faculty recruitment and hiring. Dean Stevens recommended tabling this discussion until the January 24th CAD meeting.

D. Freshman Cohorts

Dean Stevens indicated that she and Mr. Jensen are considering expanding OCSE freshman cohorts due to the success and positive student feedback from last semester. Dean Stevens suggested deans work together to develop a university-wide, cohesive and sustainable freshman cohort program that could be facilitated by Student Affairs on behalf of the colleges.

Both Dean Katz and Dean Chumbler acknowledged that GFCB and CHHS will be launching living and learning communities that utilize block scheduling for first generation students. Dean Snyder indicated that PCAL also has its own freshman seminar, but he strongly supports Dean Stevens' suggestion for university-wide coordination. Dr. McElroy suggested that additional structure would certainly simplify the process. Dean Stevens added that if we elect to use block scheduling we must be cognizant of the standards that best predict persistence. Mr. Jensen added that Housing and Residence Life is hoping for seventeen living and learning communities.

Dean Katz expressed some concerns regarding the combining of TOP orientation for both honors students and incoming freshman on Friday, April 13th. After much discussion, Provost Lee indicated that he would convene a smaller group of individuals to further discuss both issues.

E. Faculty Annual Appraisals and Continuance Reviews

Dean Snyder posed the question whether or not first year faculty members need both an annual appraisal and a continuance review. Provost Lee suggested requesting a brief self-appraisal memo from each new faculty member to assist with completing the annual appraisal.

Dean deVries suggested using a three to five-year post tenure review. After some discussion, Provost Lee agreed to assemble a small committee to review the current post-tenure review and annual appraisal processes.

Respectfully Submitted,

Amber Scott Belt