

11-12-2014

# Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans  
CAD Minutes  
Wednesday, November 12, 2014  
2:30 p.m.**

**Voting Members Present:** Cheryl Stevens, Sam Evans, Carl Fox, Connie Foster, Jeff Katz, Dennis George, David Lee, and John Bonaguro.

**Advisory Members Present:** Gordon Emslie, Richard Miller, Ladonna Hunton, Mike Dale, Sylvia Gaiko, Craig Cobane, Beth Laves, and Amber Scott.

**Guests Present:** Eric Reed and Indudeep Chhachhi

**I. Approval of October 22, 2014 Minutes**

Dean Foster made a motion, seconded by Dean Bonaguro, to approve the minutes from the October 22, 2014 CAD Meeting. The motion passed without dissent.

**II. Discussion Items**

**A. Faculty Letters of Appointment (Dr. Richard Miller)**

Dr. Miller proposed a truncated, alternative version of the *Faculty Letter of Appointment*, with additional information in an attachment, and indicated that specific language be included at the end of each such attachment as follows:

“WKU adheres to strict compliance with the U.S. Office of Civil Rights’ Title IX regulations. Within your first 30 days of employment, you are expected to participate in on-line training that clarifies institutional and individual responsibilities in this regard. Additionally, you are expected to complete on-line sexual harassment prevention training. Subsequent to initial employment, you will receive electronic notification pertaining to steps for compliance with these two important matters.”

Dean Katz suggested that this information be included in the Blackboard repository for training specific to Deans, Department Heads and other appropriate administrative personnel.

**B. Phase II Staffing Plan**

Much discussion occurred regarding various budgetary options to support both a reasonable Phase II Staffing Plan and a tangible salary increase for faculty. A consensus strategy was developed and Dr. Emslie will keep this in mind when working with the members of the Administrative Council to develop the FY 15-16 Budget.

Respectfully Submitted,

Amber Scott