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Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
October 3, 2018
2:00 p.m.**

Voting Members Present: Cathy Carey, Larry Snyder, Cheryl Stevens, Corinne Murphy, Susann deVries, and Danita Kelley (for Dennis George)

Advisory Members Present: Terry Ballman, Cheryl Davis, Merrall Price, Beth Laves, Doug McElroy, John Sunnygard, Michael Smith, Ladonna Hunton, and Amber Scott Belt

Guests Present: Greg Hackbarth

I. Approval of September 4, 2018 Minutes

Dean deVries made a motion seconded by Dean Snyder to approve the minutes from the September 4, 2018 CAD Meeting. Motioned passed without dissent.

II. Information Items:

A. Quarterly Information Technology Update

Mr. Hackbarth suggested to deans and advisory members that Information Technology wishes to add a color tag to incoming e-mails that originate from an external source. This is a common method used by many industries/organizations to reduce phishing e-mails. Another strategy would be to require multi-factor (two-factor) authentication. IT is leaning toward the multi-factor authentication strategy for lowering phishing e-mails within Topper Mail.

B. Diploma Processing Practice Change

Dr. McElroy provided deans and advisory members with a proposal from the Office of the Registrar to outsource printing and mailing of diplomas.

C. University Senate Resolution: Merit Pay

Provost Ballman shared with deans and advisory members a resolution she received from the University Senate outlining their recommendation(s) for future merit pay initiatives.

III. Discussion Items:

A. Salary and Merit Pay Increases

Dr. Hunton shared with deans and advisory members that she does not yet have the final numbers from central. She is hoping to have them tomorrow. In the interim, Dr. Hunton shared with deans and advisory members updated guidelines

for the merit pay structure, allocation and timeline. Dean Murphy made a motion seconded by Dean Stevens to approve the Academic Affairs merit review guidelines. Motion passed without dissent.

B. Standard Class Periods: Current and Proposed

Dr. McElroy shared with deans and advisory members that the standard class periods initiative is working well. The number of exception requests have been low. He proposed changing Tuesday/Thursday evening classes to begin at 4:00p.m. which is the same start time as Monday/Wednesday/Friday (rather than the current start time of 3:30p.m.). This would allow those classes to end at 6:45p.m. He also recommended the Monday/Wednesday (no Friday) sixth period classes be changed to begin at 1:50p.m. and end at 3:10p.m., and the seventh period classes to begin at 3:25p.m. and end at 4:45p.m. After some discussion, Dr. McElroy agreed to move the recommendations through the required approval process.

IV. Closing Comments/Requests

Dean deVries is planning to share information about the new WKU Commons with each college's leadership team in the near future. She bragged on the faculty and staff currently serving on the development team. She hopes that construction will begin next fall.

Associate Dean Kelley shared with deans and advisory members that the search for a new Registrar has moved to the final interview stage of the process.

Associate Provost Sunnygard shared that all individuals associated with global education and international affairs will be moving to HCIC allowing their team to more strategically serve and support our students and international scholars.

Respectfully Submitted,

Amber Scott Belt