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Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
November 28, 2018
1:30 p.m.**

Voting Members Present: Cathy Carey, Larry Snyder, Cheryl Stevens, Corinne Murphy, Susann deVries, and Dennis George

Advisory Members Present: Terry Ballman, Cheryl Davis, Merrall Price, Beth Laves, Doug McElroy, Addie Cheney (for John Sunnygard), Michael Smith, Rheanna Plemons, Ladonna Hunton, and Amber Scott Belt

Guests Present: Deborah Wilkins, Andrea Anderson, Tony Glisson, Daniel Super and Greg Hackbarth

I. Approval of October 3, 2018 Minutes

A motion was made to approve the minutes from the October 3, 2018 CAD Meeting. Motioned passed without dissent.

II. Discussion Items:

A. Faculty Letters

Provost Ballman indicated that Policy 1.2000 requires that faculty who will not be continued for budgetary reasons must be notified by December 15th. Ms. Wilkins suggested this may be accomplished by sending a letter to each non-tenured faculty member similar to the process used currently in the K-12 public school system. Provost Ballman said that this notification seems appropriate, given declining enrollments and the fact that class schedules for AY 2019-2020 are not yet built.

B. Merit Increase Notifications

The Department of Human Resources will be sending e-mails to all employees by or before December 12th which outlines their current salary, merit increase, and cost of living increase effective January 1, 2019.

C. Extended Faculty Leave Benefit

Mr. Glisson shared with deans, advisory members and guests a draft recommendation for providing faculty with extended leave benefits. Deans agreed to send any recommended changes to Dr. Belt by or before December 5th. Dr. Belt will forward the recommendations to Mr. Glisson for inclusion in the final draft to be presented to the President's Cabinet on December 10th. The final approved policy will be communicated to the campus by or before December 14th.

D. Faculty Retirement

Mr. Glisson shared with deans, advisory members and guests information concerning the option to incentivize employees to retire when eligible to do so. He advised deans and administrators to carefully consider the multiple cost/benefit analyses before electing this option.

E. Budgeting of TRP Lines

Dr. Hunton asked deans if they would prefer to budget faculty participating in the transitional retirement program or not. The deans agreed to budget the TRP lines. Dr. Hunton agreed to revisit this conversation again next year.

F. Moving to Blackboard SaaS

Dr. Laves and Mr. Hackbarth provided deans, advisory members and guests the pros and cons of moving to Blackboard SaaS (Software as a Service). After some discussion, the deans voted to support this move. Mr. Hackbarth and his team plan to have the migration to Blackboard SaaS completed by July 4, 2019.

G. Low Enrolled WKU Classes

Provost Ballman and Dr. McElroy shared with deans, advisory members and guests a spreadsheet containing information for lower-enrolled courses. The parameters used to identify lower-enrolled courses was ≥ 15 enrolled students in undergraduate courses and ≥ 10 students enrolled in graduate courses. Provost Ballman said that although a certain number of low enrolled sections is justifiable (e.g. graduating seniors, approved disciplinary norms), such a high number of small classes is not fiscally sustainable. She expects improvement with respect to the development of the Fall 2019 class schedule.

H. Registration Hold

Beth requested deans approve her request to place a registration hold on dual credit students. The motion was approved without dissent.

III. Information Items:

A. Proposed Attendance Policy

Dr. Plemons shared with deans and advisory members recommended changes to the attendance policy that will be sent to the Undergraduate Curriculum Committee to begin the review/approval process.

B. CourseLeaf Migration for Undergraduate Curriculum

Dr. Plemons shared with deans and advisory members the plan to migrate the curriculum review process from paper to electronic using the CourseLeaf

software. She also requested permission to conduct a mass clean-up of pre-requisite course listings without going through the curriculum review process. The request was approved without dissent.

IV. Closing Comments/Requests

Respectfully Submitted,

Amber Scott Belt