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Meeting Minutes

WKU Academic Affairs Council

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**Academic Affairs Council
Minutes
January 23, 2019
1:30 p.m.**

Voting Members Present: Cathy Carey, Larry Snyder, Cate Webb (for 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 Sunnycard), Michael Smith, Rheanna Plemons, Ladonna Hunton, Marko Dumancic, Kirk Atkinson and Amber Scott Belt

Guests Present: Greg Hackbarth and Mike Reagle

I. Approval of November 28, 2018 CAD Minutes

A motion was made to approve the minutes from the November 28, 2018 CAD Meeting. Motioned passed without dissent.

II. Information Items:

A. Master Plan

Mike Reagle shared with members and guests that his office is currently undertaking preparations for Master Plan this fall. He indicated that going forward the college open houses will be required events. Mr. Reagle confirmed that part of the Master Plan assessment is tracking the impact of participation on persistence and retention. He also stated 90% of incoming students attend Master Plan. Dean Carey requested better communication regarding what is being asked of the colleges. He agreed that either he or Blair Jensen would be happy to attend a future AAC meeting in the summer to continue conversations and be available for questions.

Mr. Reagle also shared that living and learning community development is also another important component of student persistence. HRL is very interested in partnering with colleges and programs to create additional living and learning communities. The goal is to establish as many of these communities as needed during the summer so that when the new Freshman Village is complete the communities will be off and running. He indicated that additional information will be forthcoming. Associate Dean Webb shared that Ogden has several living and learning communities geared mostly toward meta-majors within their college.

B. Quarterly Information Technology Update

Mr. Hackbarth shared with members that WKU continues to experience issues with phishing e-mails. He reminded the group that the annual e-mail regarding

ways to avoid phishing scams will now include a link to a Blackboard training module to provide additional training on how to avoid phishing scams. He also shared that a new Federal Education Records Protection Act (FERPA) training module has been developed to provide individuals with expectations concerning FERPA requirements.

Blackboard SaaS conversations have begun. IT has been told that the migration to the cloud will require approximately three days. Currently the target dates for migration are June 29 – July 1. Mr. Hackbarth does not believe that Blackboard will necessarily be unavailable, but any changes/updates made during the migration may fail to be uploaded to the cloud.

Ellucian workflow setup is in progress. IT plans to begin conversations with the broader campus community concerning workflow setup opportunities later this summer.

Duo and multi-factor authentication will first go live with webmail and then Topnet. A campaign will be launched encouraging people to self-enroll in Duo authentication. Ms. Cheney inquired how multi-factor authentication will impact faculty traveling abroad. Mr. Hackbarth assured members that IT has a plan in place to address that concern.

Dr. Price shared that she has received concerns from faculty regarding an increase in SPAM e-mails. Mr. Hackbarth indicated IT is aware of the issue and are monitoring the situation. He also shared that IT captures approximately 8 million SPAM e-mails per month.

He reminded members that it is against policy for WKU employees to conduct WKU business using non-university equipment.

C. FY 18 Carry Forward

Dr. Hunton shared that carry forward spending requests will appear on the March Board of Regents meeting for final review/approval. It is her understanding that the FY 18 and FY 19 carry forward will be governed under the current carry forward policy. There are discussions surrounding a new carry forward policy that better aligns with the new RAMP budget model.

III. Discussion Items:

A. Policy 2.0101 Extramural Contracts and Grants

Dean Davis requested members approve recommended updates to Policy 2.0101 *Extramural Contracts and Grants*. Revisions were requested to reflect the change of moving from WKURF to WKU as the fiscal agent on all external grants and contracts. Dr. Smith requested a friendly amendment to Section III.A.3 to include changing the word 'relationship' to 'relationships'. Dean deVries made a motion

to move the policy to the President's Cabinet for final review/approval. Motion passed without dissent.

B. Policy 1.4202/9.4032 Textbook Adoption Policy

On behalf of Ann Floresca, Director, WKU Store, Dr. Belt requested members approve recommended updates to Policy 1.4201/9.4031 *Textbook Adoption Policy*. Revisions were requested to more clearly define responsibilities regarding textbook adoption procedures. The WKU Store hopes to provide greater direction for faculty and to be more in-line with national standards for book ordering which includes procuring the lowest cost options/materials for students and having those materials available so students are prepared on the first day of classes.

Dean deVries made a motion to table the policy discussion definitely. Motion passed without dissent.

IV. Closing Comments/Requests

Provost Ballman reminded members that input concerning the Six Year Capital Plan is due tomorrow.

Dr. Dumancic updated members concerning the ACUE on-line course for faculty members who teach high enrollment courses. The purpose of this course is to establish professional learning communities and provide faculty with pedagogical approaches to improve student success. The inaugural cohort has been established and includes thirty faculty members from a wide array of disciplines.

The faculty will be dedicating approximately 3-5 hours per week. Feedback will be provided by ACUE. At the conclusion of this program, the participants will be nationally certified through ACE, receive a letter of support for tenure and promotion files and a \$2,000 stipend. The Burch Institute also plans to assess the outcomes to determine the program's viability going forward.

Dr. Plemons shared with members that the second bi-term start date has been changed to March 23rd for the Spring 2020 calendar.

Dean Carey inquired about the attendance policy revision that will be coming through the undergraduate curriculum committee. Dr. Plemons responded that the policy has been in the undergraduate catalog for some time. She clarified there does appear to be a lack of understanding with respect to attendance taking requirements. Provost Ballman reminded members that attending class is a key predictor as to whether or not a student will persist.

Respectfully Submitted,

Amber Scott Belt