Western Kentucky University

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1-22-2020

Meeting Minutes

WKU Council of Academic Deans

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Voting Members Present: Greg Arbuckle, Tania Basta, Cheryl Davis, Dennis George (for Corinne Murphy), Chris Shook, Larry Snyder and Susann deVries

Advisory Members Present: Cheryl Stevens, Bruce Schulte, Craig Cobane, Rheanna Plemons, Jennifer Hammonds, Tuesdi Helbig, John Sunnygard, Marko Dumančić, Rob Hale, Michelle Trawick, Molly Kerby, Julie Shadoan, and Amber Scott Belt

Guests Present: Greg Hackbarth

I.   **Approval of November 21, 2019 CAD plus Advisory Members Minutes**

Dean Shook made a motion to approve the minutes from the November 21, 2019 CAD plus Advisory Members Meeting seconded by Dean deVries. Motion passed without dissent.

II.   **Information Items:**

A. Quarterly Information Technology Update

Greg Hackbarth provided deans and advisory members with an information technology update. Mr. Hackbarth reminded attendees of the security breach that occurred due to a key logger being installed in one of the computer labs in Jody Richards Hall. When there is a data breach concerning personal information, the institution (WKU) has seventy-two hours to notify the appropriate authorities.

Identity protection services were purchased for up to one year for the 281 individuals that the data breach may have affected. An investigation by an outside source found that no data was accessed between the installation and discovery of the key logging device. Additional conversations concerning WKU's incidence response plan are ongoing.

WKU's Information Technology team are currently reviewing/working on improving usage of various Banner modules as requested by the Division of Academic Affairs and Enrollment and Student Experience.

All necessary upgrades from Windows 7 to Windows 10 have been completed with the exception of less than a dozen machines which will be completed beginning next week.

Implementation of Slate will be completed by next month. Single sign-on services are being moved to a newer version of Ellucian. This project will be completed next week and will enhance Topnet security and other systems that are part of multi-factor login. WKU did very well on the IT security test. Seven vulnerabilities were identified and are currently being addressed.

The switch from Adobe to Zoom technology is going well and Zoom usage has reached a level comparable to Adobe. Implementation of the new budget software (RAMP model) is underway. Module one will move forward in April and module two in August.

Ellucian Workflow was originally scheduled to be rolled out last fall, but due to unforeseen complications, implementation is still ongoing. Ellucian will continue to assist WKU with developing/implementing the iCAP workflow at no additional costs with a planned go live date of March, 2020. Ellucian Faculty Load and Compensation (FLAC) module anticipated release date is in March. IT anticipates that Outlook e-mail will be moved to the Outlook 360 Cloud. Tests will occur in March with full implementation during the summer.

Mr. Hackbarth reminded deans and advisory members that following last quarter's meeting he did take the advice of deans to slightly increase printing costs in labs as opposed to reducing the amount of printing dollars allocated to students. He did caution, however, that this will be an issue that must be revisited in the future.

B. Legislative Updates

Jennifer Smith was unable to attend the CAD meeting as scheduled.   Provost Stevens shared with deans and advisory members a broad update concerning current legislative initiatives supported by the collective Kentucky public institutions.

C. Strategic Plan Implementation Update

Dr. Bruce Schulte shared with deans and advisory members an update concerning the Strategic Plan Implementation Committee and the committee's work toward the development of the spring report for President Caboni. Dr. Schulte requested that colleges submit strategic plan information to him and offered to provide assistance to any college or unit with respect to strategic plan implementation initiatives. Dr. Schulte will be meeting with the Department Heads and Directors Council on February 7th. He also reminded deans and advisory members that WKU is now a smoke free campus.

III.   Discussion Items:

A. Changes to the Public Service Award

   Associate Provost Trawick requested deans approve forwarding
   recommended updates to the Faculty Public Service Award criteria to the
   Faculty Senate. The request is to allow equal weight of campus service as
   compared to community/public service. After some discussion, the deans
   voted to unanimously send the recommended changes forwarded to Faculty
   Senate for review/approval.

B. Draft Policy 1.1304 Sabbatical Leave

   Associate Provost Trawick requested deans approve the Faculty Senate
   recommended changes to draft Policy 1.1304 *Sabbatical Leave*. Deans voted
   unanimously to reject the recommended changes to draft Policy 1.1304
   Sabbatical Leave as sent from the Faculty Senate. Draft Policy 1.1304
   Sabbatical Leave will be returned to the Faculty Senate for review/approval
   as originally submitted in December, 2019.

C. Fall 2020 and Spring 2021 Final Exam Schedules

   Registrar Hammonds requested deans approve the recommended Fall 2020
   and Spring 2021 Final Exam Schedules. After much discussion, Associate
   Provost Trawick accepted some recommended edits and will bring updated
   schedules back to CAD at a future date.

D. Miscellaneous Updates

   Provost Stevens shared with deans and advisory members that the AY 2020-
   2021 Academic Calendar will revert back to the original proposal sent to the
   President's Cabinet March 11, 2019 with the following exceptions:

   The updated Academic Calendar will be sent to the President's Cabinet for
   final approval on January 27.

   Provost Stevens also shared with deans and advisory members that she
   Associate Provost Trawick and Associate Provost Hale met with former
   Bowling Green Community College faculty to discuss moving that group of
   faculty from the BGCC Promotion and Tenure Guidelines to the current
   tenure and promotion guidelines of their current tenure home at the rank of
   Pedagogical Assistant/Associate Professor with the guarantee that they
   would not be held to research expectations or the expectation of national
   recognition as a faculty member.

   Respectfully Submitted,
   Amber Scott Belt