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Meeting Minutes

WKU Academic Affairs Council

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Academic Affairs Council
Minutes
May 1, 2019
1:30 p.m.

Voting Members Present: Cathy Carey, Allison Langdon (for Larry Snyder), Greg Arbuckle, Susann deVries, and Danita Kelley (for Dennis George)

Advisory Members Present: Cheryl Stevens, Cheryl Davis, Merrall Price, Beth Laves, Michael Smith, Rheanna Plemons, Ladonna Hunton, Kirk Atkinson, Marko Dumančić and Amber Scott Belt

Guests Present: Greg Hackbarth

I. Approval of March 6, 2019 AAC Minutes

Dean deVries made a motion to approve the minutes from the March 6, 2019 AAC Meeting seconded by Dean Carey. Motioned passed without dissent.

II. Information Items:

A. Quarterly Information Technology Update

Mr. Hackbarth provided the following updates:

- Beginning tomorrow, individuals who are currently using a computer with Windows 7 will start receiving daily reminders to schedule an appointment to upgrade to Windows 10.
- The Blackboard upgrade will begin Saturday, June 29th and is scheduled to conclude on Monday, July 1st.
- There are plans to have Ellucian Workflow implemented by September.
- The Zoom integration is nearly complete.
- Residence halls will be receiving electronic access control. All students will be receiving a new I.D. card with a chip inserted.
- Banner labor re-distribution and employee dashboard will be launched this summer.
- Gigabyte access will be upgraded across campus.
- A charter will soon be circulated to convene an academic technology needs review committee.

B. Colonnade Connections International Experience

Provost Stevens presented deans and advisory members with a proposal from the University Senate to approve a new category of Colonnade that will allow international experiences to count for credit as part of a student's general education requirements. Dr. Smith inquired about the GLCN extension. Dr. Plemons clarified that GLCN will be included in each of these new course titles as a designation under this new category. Proposal will move forward to the President's Cabinet for final review/approval.

C. Audit and Withdrawal Policy Proposal

Provost Stevens presented deans and advisory members with a proposal from the University Senate to approve updating the audit and withdrawal policy that will allow students to withdrawal from a course up to the 70% point of the completion of the semester. Dean Arbuckle and Dr. Price expressed full support of this change, but also shared there could be potential issues with respect to financial aid, housing and international student visas if withdrawing causes a student to fall below full-time. Provost Stevens indicated that offering five week courses during the final third of the semester will help to mitigate potential negative implications. Proposal will move forward to the President's Cabinet for final review/approval.

D. Policy 0.0003 Policy on Policies

Provost Stevens presented deans and advisory members with a proposal from the University Senate to approve adding additional language to Policy 0.0003 that will require a written follow-up to Senate once a policy change recommendation has been reviewed by the President's Cabinet. Proposal will move forward to the President's Cabinet for final review/approval.

E. Policy 1.1014 Consensual Relations Between Faculty and Students

Provost Stevens presented deans and advisory members with a proposal from the University Senate to approve updates to Policy 1.1013. Proposal will move forward to the President's Cabinet for final review/approval.

F. CIP Code Review

Dr. Hunton asked deans if they have any questions concerning the CIP Code review process. Dr. Laves indicated that we should be consistent across the board and posed the question, should the codes align with the terminal degree held by the instructor of record or the course being taught? Deans agreed the CIP Codes should be based on the course being taught and not the terminal degree held by the instructor of record.

G. 2020-2021 Academic Calendar Update

Provost Stevens presented deans and advisory members with a revised 2020-2021 Academic Calendar. Assistant Dean Langdon expressed a concern that breaking up the Winter Term with a break does not seem pedagogically sound. Dr. Langdon requested to review data that supports the supposition that starting the Winter Term a week later negatively impacts student retention. Dr. Laves responded that other Kentucky public higher education institutions are also holding their Winter Term across December and January. Dr. Davis shared a concern that five week sessions may create an overload issue among graduate students.

H. Summer DELO

Dr. Laves shared with deans and advisory members a weekly snapshot of summer enrollment. Dr. Laves indicated that enrollment is down by 14% overall. Dr. Laves included a summary of reasons why she believes we are seeing this decline and suggestions for how we may improve enrollment. Dr. Hunton suggested we consider using the summer DELO model for fall and spring as is appropriate within the new RAMP Model.

I. Commencement

Dr. Plemons shared with deans and advisory members that there will be a dress rehearsal held on Thursday, May 9th at 10a.m. for any deans or administrators who have a speaking part and wish to attend. Anyone who is not able to attend the rehearsal may contact Rheanna for a separate meeting. There will be two podiums set up this year. Deans are asked to go to the podium at audience right (stage left) for the conferring of degrees. There will be three booms sounded off following the official conferring of degrees by the Board Chair.

Faculty will line up at 5:15 in front of Hilltopper Hall and students will line up in front of the Kentucky Museum. There are 2600 students eligible to participate in Commencement this year. Over 1800 have already picked up their cap and gowns. Ceremonies on Saturday will flow the same as last year. Ceremonies must be concluded in 75 minutes. Diploma covers may be picked up in the Registrar's Office beginning tomorrow. Any that are not picked up will be delivered to Diddle for Saturday.

Dr. Plemons also shared that in the future he would like 'Scholar of the College' policy to be reviewed so that only one individual can earn that designation bi-annually.

III. Discussion Items:

A. Structure of CAD and AAC Meetings

Provost Stevens asked deans and advisory members if they preferred the current structure of CAD and AAC or if they would prefer another structure. Going forward we will return to using CAD and CAD plus Advisory Members for the meeting structure.

Respectfully Submitted,

Amber Scott Belt