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Meeting Minutes

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Council of Academic Deans
Minutes
August 28, 2019
1:30 p.m.

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

Advisory Members Present: Cheryl Stevens, Michelle Trawick, Beth Laves, John Sunnygard, Craig Cobane, Rheanna Plemons, Jennifer Hammonds, Ladonna Hunton, Julie Shadoan, Bruce Schulte, Marko Dumančić, and Amber Scott Belt

Guests Present: Mindy Johnson

I. Approval of July 10, 2019 AAC Minutes

Dean Murphy made a motion to approve the minutes from the July 10, 2019 CAD Meeting seconded by Dean Arbuckle. Motioned passed without dissent.

II. Information Items:

A. AA IT Programming Review Committee Update

Dr. Plemons reminded deans and advisory members the AA IT Programming Review Committee has worked with IT to develop a proposal form that will be used to better prioritize Academic Affairs information technology programming needs.

B. Student Satisfaction Inventory

Associate Provost Trawick requested deans share with their faculty the *Student Satisfaction Inventory* information provided. Faculty are asked to remind students to complete the survey.

III. Discussion Items:

A. University Assurance of Learning Committee

Associate Provost Trawick notified deans and advisory members that she has been reviewing the SACSCOC fifth year review requirements. She believes that the *assurance of student learning* documentation is the area in which WKU is most likely underprepared.

She is recommending that we establish a committee to begin immediately with the following tasks:

1. review the SACSCOC Fifth-Year report and expectations;

2. Identify an appropriate mechanism/template for submission and storage of data;
3. Identify programs that have continued program level learning outcome assessment since the last university-wide process;
4. Develop university wide professional development program for AOL;
5. Develop a schedule/timeline for assessment results;
6. Assist with the preparation of the response to SACSCOC Fifth-Year Report - Standard 8.2a, which specifically addresses the expected outcomes, rate of achievement of these outcomes, and evidence of seeking improvement based on result analysis; and
7. Assist with the preparation of the Fifth-Year Follow Up Report from WKU's 2015 SACSCOC renewal process.

After some discussion, deans agreed to establish the committee.

B. Policy 1.4131 *Course Section Delivery Mode Definitions*

Dr. Laves requested Policy 1.4131 be revised to include the definition for Connect course sections. These revisions involve Section II.C. and Section III. After some discussion, Dean Murphy made a motion seconded by Dean Arbuckle to move revised Policy 1.4131 to the Faculty Senate for review/approval. The motion passed without dissent.

Mr. Sunnycard added his concerns that information on-line indicates that some courses are offered both face-to-face or online, but some international students have come to WKU only to discover that some of the aforementioned courses are only being offered on-line. He further stated that international students cannot enroll in an entirely on-line program. Associate Provost Davis shared similar concerns. After much discussion, deans agreed to review the information posted for their programs to ensure accuracy.

C. Policy 1.4142 *Honorary Degrees*

Dr. Scott Belt requested Policy 1.4142 be revised to clarify the process of contacting the nominee(s), selecting an appropriate venue for recognition/degree conferral, and to appropriately align the process with the quarterly Board of Regents meeting schedule. These revisions involve Sections II. 6., Section III.4., Section III.7. and the Appendix. Dean Murphy made a motion seconded by Dean DeVries to move Policy 1.4142 to the Faculty Senate for review/approval. The motion passed without dissent.

D. Policy 1.1241 *Extension of Probationary Period*

Dr. Scott Belt requested Policy 1.1241 be revised to reflect personnel changes within the Office of the Provost. This revision involves Section III.2. Dean Murphy made a motion seconded by Dean Arbuckle to move Policy 1.1242 to the Faculty Senate for review/approval. The motion passed without dissent.

Respectfully Submitted,

Amber Scott Belt