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Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
Minutes
October 30, 2019
1:30 p.m.**

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

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

I. Approval of September 25, 2019 CAD plus Advisory Members Minutes

Dean Shook made a motion to approve the minutes from the September 25, 2019 CAD plus Advisory Members Meeting seconded by Dean deVries. Motion passed without dissent.

II. Information Items:

A. Delivery Mode Update Sent to Associate Deans

Dr. Plemons shared with deans and advisory members that all of the Associate Deans have reviewed their programs and made necessary delivery mode updates.

B. Assurance of Learning Committee Update

Associate Provost Trawick provided deans and advisory members a flow chart which demonstrates the structure of the Assurance of Learning Committee and the process for review/approval of their recommendations.

She also provided a recommended flow chart for an assurance of learning review process that may be adopted by each college. Associate Dean Price asked Dr. Dumančić if each college could request a list of faculty members who have registered for the process. Dr. Dumančić agreed to provide the information. He indicated an enthusiastic response thus far with approximately sixty people registered for the training.

Associate Provost Trawick indicated that she has supplied the Assurance of Learning Committee members with the assurance of learning outcomes from the last SACSCOC review.

C. Transformation Guidelines Reminder

Associate Provost Trawick reminded deans and advisory members that the transformation proposals from each academic program are due to the deans by October 31. She recommended setting the deadline of 12:00p.m. CST on November 11 to submit the transformation proposals with recommendations. After some discussion the deans agreed to the recommended deadline.

D. Governor's Scholar Program

Associate Provost Trawick reminded deans of the opportunity to recommend faculty for Governor's Scholar Program opportunities. Dean Shook inquired how many WKU students have or are participating in Governor's Scholar Programs. Dr. Cobane indicated that WKU successfully recruits about 10%.

E. Ivy Tech Transfer Agreement Opportunity

Dr. Laves shared with deans and advisory members an opportunity for WKU to partner with Ivy Tech to develop articulation agreements for transfer students. She emphasized this could be an excellent recruitment opportunity and asked deans to speak with their faculty and consider partnering with Ivy Tech.

III. Discussion Items:

A. Student Complaint Policy

Dr. Plemons shared with deans and advisory members an updated version of the Student Complain Policy contained in both the graduate and undergraduate catalogs. She requested the deans move the policy to the Senate Executive Committee. Associate Dean Price recommended a similar policy be developed for non-academic related grievances/student complaints. Associate Provost Trawick and Dr. Plemons agreed.

Dean Basta recommended replacing the word 'complaint' with 'grievance or concern'. Dr. Laves requested this policy include the federal guidelines for out of state/distance learning student complaint procedures. Dr. Plemons accepted the friendly amendment.

Associate Provost Trawick agreed to send deans and associate deans a reminder that student complaints must be reported and maintained in an electronic file for SACSCOC review. Dean Davis requested an additional non-substantive change. After some discussion, the deans voted unanimously to

forward the draft policy to Senate Executive Committee with the recommended changes.

B. Draft Policy 1.4013 *Substantive Change*

Associate Provost Trawick requested deans approve the recommended changes to Draft Policy 1.4013 and move it forward to the Senate Executive Committee. Dean Davis made a motion seconded by Dean Arbuckle to move Draft Policy 1.4013 to the Senate Executive Committee. Motion passed without dissent.

C. Cross Listing 'G' Level Courses

Dr. Plemons provided deans and advisory members with a list of academic programs currently accepting 'G' level graduate courses. Dean Davis requested clarification concerning the differences between equivalent courses and cross-listed courses. Dr. Plemons explained equivalent courses, per University policy, have the same title, course number, pre-requisites and equivalences. A cross-listed course means that two courses meet at the same time with the same instructor but are not necessarily equivalent courses.

After much discussion, the deans were asked to continue thinking through the challenges associated with cross-listed 'G' level courses.

D. WF Grade Assignments and Reimbursement

Registrar Hammonds shared with deans and advisory members that a grade WF (Withdrawal with Fail) currently allows a failing student who withdraws from a course to receive a tuition refund. She requested deans approve removing the refund schedule for WF grades. After much discussion, this item was tabled definitely pending further review of current policies and practices.

E. Draft Policy 1.5171 *Staff Teaching Assignments*

Dr. Scott Belt requested deans approve moving Draft Policy 1.5171 to the Senate Executive Committee for review. Dean deVries made a motion seconded by Dean Arbuckle to move Draft Policy 1.5171 to the Senate Executive Committee. Motion passed without dissent.

F. Draft Policy 1.5032 *Selection, Appointment, Evaluation and Reassignment of Deans and Associate Deans*

Dr. Scott Belt requested deans approve moving Draft Policy 1.5171 to the Senate Executive Committee for review. Dean Arbuckle made a motion to table discussion of Draft Policy 1.5032 until the December 4 CAD Only meeting seconded by Dean Shook. Motion passed without dissent.

Respectfully Submitted,

Amber Scott Belt