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## Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans  
Minutes  
December 16, 2020  
1:30 p.m.**

**Voting Members Present:** Greg Arbuckle, Tania Basta, Ranjit Koodali, Chris Shook, Larry Snyder and Susann deVries

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

**Guests Present:** Robin Pyles, Leslie North and Maire Blankenship

**I. Approval of November 18, 2020 Minutes**

Motion to approve the minutes from the November 18, 2020 meeting passed without dissent.

**II. Information Items:**

**A. Research Compliance**

Associate Provost Koodali was joined by Robin Pyles, Compliance Coordinator as well as Dr. Leslie North and Dr. Maire Blankenship, Co-Chairs, Research Compliance Board to discuss research compliance specifically as it relates to research involving human subjects. Ms. Pyles reminded deans and guest that all research involving human subjects must be approved by the Institutional Review Board (IRB) in accordance with the agreement between Western Kentucky University (WKU) and the U.S. Department of Health and Human Services. Ms. Pyles emphasized this is especially essential as it relates to members of vulnerable populations.

Biosafety and animal research also fall under federal assurance guidelines and procedures. Dean Murphy inquired if deans are made aware of all non-compliance issues? Ms. Pyles responded that everyone in an individual researcher's line of supervision is notified along with the researcher in question.

**B. Graduate Tuition Fellowships**

Associate Provost Koodali shared with deans and advisory members that due to lower graduate enrollments (particularly international students), there are \$150,000 in graduate assistantship funds that will be reimbursed to each college based on their proportional contributions.

### C. DEI End of Semester Update

Assistant Provost Kerby provided deans and advisory members with updates concerning various DEI initiatives. Assistant Provost Kerby shared that the Council on Postsecondary Education, in collaboration with Kentucky public universities, is in the process of developing a framework for a cultural competence micro-credential. Kentucky will be the first state in the union to do this.

### D. Assessment/Chalk & Wire Update

Assistant Provost Kerby also provided deans and advisory members with an update on program assessment and Chalk & Wire. She shared that the group is currently undergoing its fourth training in using the software. Assistant Provost Kerby feels that WKU will be in a good position to apply for program assessment recognition/designation at the national level.

### E. Student Success Summit

Provost Stevens reminded deans and advisory members of the upcoming Student Success Summit on January 14. She encouraged everyone to participate as appropriate as this is a joint initiative between the divisions of Academic Affairs and Enrollment and Student Experience.

### F. Living Learning Program

Director Dumančić provided deans and advisory members with an update regarding Living Learning Communities. He indicated that over the next three months there will be a huge push to market this initiative and recruit students.

### G. Strategic Plan Updates

Assistant Vice President Schulte provided deans and advisory members with an update regarding WKU's Strategic Plan reporting. Dr. Schulte is working to collect data and requested that deans and advisory members send him a brief summary of any new/innovative initiatives being undertaken as part of the strategic plan.

### H. GLIA Update

Associate Provost Sunnygard provided deans and advisory members with an update concerning international affairs. He is encouraged with the news of COVID-19 vaccinations and a renewed sense of welcoming international students back to the United States.

### **III. Discussion Items:**

#### **A. Required COVID-19 Vaccine for Students and Employees**

Dean Basta inquired if students and WKU employees would be required to take the COVID-19 vaccine? Provost Stevens responded that currently there are no plans to require vaccination. Director Helbig shared information concerning a Kentucky Legislative initiative that will restrict post-secondary institutions from requiring the COVID-19 vaccination with the exception of health services students.

#### **B. Fall 2021 Course Schedule and Course Modalities**

Dean Basta inquired if the Fall 2021 course schedule should be submitted as historically primarily face to face as opposed to the hybrid/on-line model being used during FY 2020-2021. Provost Stevens encouraged everyone to submit course schedules/modalities consistent with historical modality trends rather than those primarily used to address the COVID-19 social distancing requirements.

#### **C. Academic Standing Update**

Associate Vice President Jensen and Associate Provost Koodali provided deans with a summary of students' academic standings following the Fall 2020 semester.

#### **D. Dean's Discussion**

Following the above information/discussion items, the CAD plus advisory members meeting concluded and deans remained for a closed discussion.

Respectfully Submitted,

Amber Scott Belt