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Meeting Minutes

WKU Council of Academic Deans

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Council of Academic Deans
Minutes
October 21, 2020
1:30 p.m.

Voting Members Present: Greg Arbuckle, Tania Basta, Ranjit Koodali, 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 Sunnysgard, Marko Dumančić, Rob Hale, Molly Kerby, Julie Shadoan, Chris Jensen, and Amber Scott Belt

Guests Present: Matt Bacon, South Central Workforce Development

I. Information Items:

A. South Central Workforce Development

Matt Bacon with the South Central Workforce Development Board shared with deans and advisory members that the SCWD Board is an employer-led advisory board committed to improving retention of graduating students for the regional workforce. The SCWD Board works in collaboration with industry liaisons, WKU alumni, WKU faculty & staff and community constituencies. Mr. Bacon would like to work with colleges to provide co-op education opportunities, job-shadowing, and internship experiences, as well as placement of graduates in an effort to encourage graduates to stay in Kentucky.

Mr. Bacon is requesting data (allowable per FERPA) that includes the following:

- What jobs are available?
- What jobs are needed?
- Which graduates are getting employment?
- Which need assistance?

Mr. Bacon would also like to work with colleges to standardize the method and type of data collected. Currently, the data is being collected from the following:

- Jobs Data
 - Burning Glass
 - JobsEQ
- Student Data
 - Banner Student Information System

- Employment Outcome Data (this is the area that needs the most work, but it will not cost WKU any additional funds)
 - First Destination Survey
 - NACE (\$), HED (\$), Handshake, custom

Assistant VP Jensen shared with deans and advisory members that WKU has a current 'First Destination Survey'. He recommended perhaps reviewing the survey in an effort to standardize questions. He will forward a copy to each of the deans. Dean Shook also recommended finding some way to incentivize students to complete the survey.

B. Update from the Capital Allocations Committee

Dean Snyder shared that the Capital Allocations Committee met yesterday and are currently working on creating committee bylaws. Deans have been asked to review their space allocations to ensure the information is accurate as it could have significant budgetary implications.

II. Discussion Items:

A. Faculty Handbook revision IV.B.3. Tenure & Promotion Committee Size

Associate Provost Hale requested deans approve the proposed changes to Faculty Handbook Section IV.B.3. He proposed updating the language to read, "While continuance committees are comprised only of departmental colleagues, tenure committees must have at least five members. For departments with fewer than five eligible tenured faculty, the dean will follow procedures described in III.E.2.a to constitute a committee of five tenured faculty from other departments." Motion to move the recommended changes forward to the Faculty Senate passed without dissent.

B. Full Year Scheduling

Provost Stevens asked deans if they feel now is a good time to move forward with full year scheduling. After some discussion, it was agreed that departments/colleges would begin the full year scheduling process

C. Search Processes/Protocols

Dean Basta and Associate Provost Hale asked deans and advisory members if the search protocols should be modified given the global pandemic (e.g. Zoom versus in-person). After some discussion, it was determined that searches should be conducted consistently within a specific search. If bringing candidates to campus, the hiring official and/or search chair must contact David Oliver to ensure all campus visits adhere to the 'Healthy on the Hill' guidelines. Associate Provost Sunnigard also recommended outlining traveling metrics.

Associate Provost Hale along with Assistant Provost Kerby asked the deans to approve a request to move the review of the candidate pool for diversity earlier in the process, specifically prior to the Zoom calls. Motion for Associate Provost Hale to move the recommended changes forward to Human Resources, EEO and Legal Counsel passed without dissent.

Associate Provost Hale and Assistant Provost Kerby also suggested additional training for search committees in the areas of expanding the applicant pool, unconscious bias (using other terminology), etc. Associate Provost Koodali recommended <https://facultydiversity.umbc.edu/stride/background/> as a source. Associate Provost Hale will update everyone on these and other initiatives in the near future.

D. Mental Health and Burnout Among Faculty

Dean Basta asked deans and advisory members to consider ways in which we could work in mental health breaks from January – May, 2021 in response to the modified schedule in place to help mitigate the spread of COVID-19. Associate Provost Koodali offered to share some opportunities currently being used by a group of graduate deans to help de-stress and connect. Dr. Dumancic shared that CITL and the Counseling Center are working on ways to help faculty and staff manage burnout. Associate Provost Hale also recommended the utilization of the Employee Assistance Program, and that faculty may mitigate some stress by controlling the coursework flow.

E. Post-Thanksgiving Break Office Staffing

Dean Snyder asked what the expectation will be for office coverage upon return from Thanksgiving Break. Provost Stevens indicated that offices should have some presence in the offices as approximately 40-50% of students are tentatively planning to return to campus and services will need to be available.

Respectfully Submitted,
Amber Scott Belt