

6-1-1977

## UA35/2/4 Meeting Minutes

WKU Committee of Staff Deans

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MINUTES

COMMITTEE OF STAFF DEANS

June 1, 1977

The Committee of Staff Deans met at 2:00 p.m. in the Academic Affairs Conference Room on June 1, 1977. The following members were present: Burt, Clark, Pankratz, Gray, Wassom, Oakes, Cortis, and Rickman. Dr. Charles Eison was a guest at the meeting.

The minutes of the April 27 meeting were approved as distributed.

Dr. Cortis introduced Dr. Eison who commented on the Program Status Report and answered a number of questions raised by the Deans. Dr. Eison stated that the deadline for information to be included in the report to be sent to his office would be extended from June 1 to July 1. He assured the Deans that they would receive a copy of the report when it is completed.

Dr. Cortis requested that dates for scheduled events to be placed on the 1977 Administrative Calendar be sent to his office right away along with any ideas for improvement of the calendar.

Items from recent Council of Academic Deans meetings distributed and/or discussed were:

1. The Faculty Senate recommendation concerning administrative selection and retention - Dr. Cortis informed the group that Dr. Davis has asked for written responses from the Council of Academic Deans so that a unified statement from the Deans may be presented to President Downing. He invited the Staff Deans to submit reactions very soon if they desire.
2. The Summer Intensive English Program - Dr. Cortis asked the Deans to keep this special institute in mind and to refer any student who would benefit.
3. Policy and Procedural Guidelines for Individual Faculty Review on His/Her Personnel File - Because more faculty members are showing an interest in reviewing their personnel files, the Council of Academic Deans agreed to form a committee to draft policy and procedural guidelines.
4. Pass-Fail Grading for Non-Degree Graduate Students - Dr. Gray led a rather lengthy discussion on this subject. A committee has been formed to review the proposal drafted by the Graduate College Dean.

Dr. Cortis informed the group that the next meeting of the Council of Academic Deans will be held during summer school registration; therefore, the next Staff Deans meeting will probably be sometime after mid-June.

The meeting adjourned at 2:50 p.m.

Respectfully submitted,

*Virginia Rickman*

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