

12-12-1977

UA35/2/4 Meeting Minutes

WKU Committee of Staff Deans

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MINUTES

COMMITTEE OF STAFF DEANS

December 12, 1977

The Committee of Staff Deans met at 1:15 p.m. on December 12 in the Academic Affairs Conference Room with the following members present: Burt, Oppitz, Greeley, Robinson, Wassom, Brenner, Corts, and Rickman.

The minutes of the November 28 meeting were approved as distributed.

Dr. Corts reminded the Staff Deans that the college complaint committees should be reconstituted this month with the new membership to become effective at the beginning of the 1978 calendar year. Another reminder was to get all audio visual requests to Dr. Hardin by January 2.

Dr. Corts informed the group that Dr. Sandefur reported on the activities of the subcommittee on Uniform Reporting Procedure for Faculty Evaluation at the last Council of Academic Deans meeting. Each college will develop its own evaluation procedure this year. Vice-President Davis has asked that any procedure developed should cover the specific topics outlined in the Faculty Staff Handbook under "Faculty Evaluations" on page 36, and that these evaluation procedures have adequate faculty notice and significant faculty input.

Since the Council of Academic Deans have reverted to their regular meeting time of 10:00 a.m. on Tuesdays for the 1978 spring semester, the Staff Deans agreed to change their regular meetings to the previously established time of 2:00 p.m. on Wednesdays.

The final item for discussion was a follow-up that is being done on the computerized faculty information forms which were sent to all faculty early in the fall semester. The Staff Deans were asked for assistance in getting the remainder of these forms returned. However, Dr. Corts stated that this is to be done on a voluntary basis and there may be some faculty members who choose not to participate.

The meeting adjourned at 2:15 p.m.

Respectfully submitted,

Virginia Rickman

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