

11-29-1978

UA35/2/4 Meeting Minutes

WKU Committee of Staff Deans

Follow this and additional works at: http://digitalcommons.wku.edu/dlsc_ua_records



Part of the [Higher Education Administration Commons](#)

Recommended Citation

WKU Committee of Staff Deans, "UA35/2/4 Meeting Minutes" (1978). *WKU Archives Records*. Paper 5290.
http://digitalcommons.wku.edu/dlsc_ua_records/5290

This Article is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in WKU Archives Records by an authorized administrator of TopSCHOLAR®. For more information, please contact topscholar@wku.edu.

MINUTES

Committee of Staff Deans
November 29, 1978

The Committee of Staff Deans met at 1:15 p.m. on November 29 in the Academic Affairs Conference Room. The following members were present: Brenner, Wassom, Burt, Clark, Kell, Oppitz, Robinson and Rickman.

The minutes of the November 8 meeting were approved as distributed.

Dr. Robinson reported that the baccalaureate program inventory printouts from the Council on Higher Education have been distributed to the academic deans, and that separate forms for the different options will be provided by the Council. These forms are due in the Office of Academic Affairs by December 6 since they must be returned to Frankfort by December 8.

Dr. Robinson asked the staff deans for suggestions on ways to assist women who are interested in administrative positions in improving their skills. Topics mentioned for possible seminars were: conducting meetings, evaluation, inter-office communication, and understanding budgetary procedures. Dr. Kell stated that he and others in the Department of Communication and Theatre would organize and conduct a seminar on the topic, "Communication."

There was a brief discussion of information in regard to ACE fellowships which the staff deans had received earlier in the week.

The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Virginia Rickman
Virginia Rickman

kr