

1-16-2013

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, January 16, 2013
1:00 – 3:30 p.m.**

Members Present: Dennis George, Jeff Katz, Connie Foster, Sam Evans, Kelly Madole, David Lee, Cheryl Stevens, and Gordon Emslie.

Guests Present: Ladonna Hunton, Doug McElroy, Beth Laves, Sylvia Gaiko, Tuesdi Helbig, Mike Dale, Brian Meredith, Marie Neal, Danita Kelly represented John Bonaguro, and Clay Motley represented Craig Cobane and Teresa Jackson.

I. Approval of December 7, 2012 Minutes

Dean Foster made a motion, seconded by Dean Evans, to approve the minutes from the December 7, 2012 CAD Meeting. There was brief discussion regarding the draft proposal to create a policy to allow the granting of academic credit for prior learning. Following discussion, the deans agreed that the policy should state credentials and evaluation will be addressed in the accompanying course proposal. The minutes were approved without objection.

II. Information Items:

A. Introduction of Dr. Marie Neal, Navitas Director, & Brief Update

Dr. Emslie introduced Dr. Marie Neal as the new director for Navitas and indicated legislation is pending that will allow construction of the Navitas building to move up one year. There are currently 85 students in the Pathways program. Ms. Neal indicated that the Navitas Vice President for Marketing will be visiting WKU next week.

B. WKU Critical Systems Disaster Recovery Goals

Dr. Emslie briefly discussed the revised recovery time for critical systems on campus. These improved target recovery times have been updated from April 2012.

C. Multi-State Collaborative on Assessment

Dr. Aaron Thompson, Sr. Vice President for Academic Affairs at CPE, will identify representatives from Kentucky to participate in a meeting in Boulder, Colorado on February 10-11, 2013. This meeting, organized by the Massachusetts Department on Higher Education, will focus on exploring additional ways of assessing learning outcomes. Dr. Emslie asked the deans to let him know names of those that would be interested in attending this meeting.

D. Distinguished Professor Nominations

Dr. Richard Miller distributed the Selection Process Timetable for University Distinguished Professorship. Dr. Miller indicated there are three nominations to be reactivated and three new nominations.

Dr. Emslie reminded deans that the policy states that the Provost selects the external reviewers.

E. Part-Time Faculty Tuition Discount Program

Dr. Miller distributed the guidelines for the Tuition Discount Program for Part-Time Faculty. A part-time faculty must complete at least one semester of teaching a minimum of one 3-hour course to be eligible for the Faculty Tuition Discount Program.

Dr. Miller asked deans to consider the amount of benefit a part-time faculty member can receive if they teach a 2-hour course. Following discussion, the deans agreed to award 2/3 of the tuition benefit for faculty teaching a 2-hour course.

Dr. Miller will revise the guidelines and move them forward.

F. Other

Tenure and Promotion Actions

Dr. Emslie indicated he will be forwarding promotion and tenure recommendations to President Ransdell in the next week or so, for presentation to the Board of Regents in April. He reminded the deans to prepare letters to the faculty concerned, to be mailed immediately following BOR action.

Faculty Evaluations

There was brief discussion regarding when faculty/staff evaluations are completed. It was determined that the timeframe varies with college.

Enrollment

Dr. Emslie informed deans that Enrollment Management has determined there are a significant number of students who are unable to enroll for the spring semester because of a relatively small balance due. Enrollment Management is working with these students to get them enrolled.

Dr. Emslie asked the deans to forward to Dr. Meredith any ideas regarding how WKU can be more accommodating to students.

Commonwealth College

Dr. Emslie announced there is a brainstorming meeting regarding the Commonwealth College concept with the presidents and provosts on January 23, 2013 at the CPE office in Frankfort.

III. Follow-Up Items:

A. Course Enrollment Minimums

There was discussion regarding the minimum number of students enrolled in a course for the course to be taught. Following discussion, it was agreed to keep the minimums listed below as general guidelines; however, there may be exceptions. These guidelines include courses on both the main campus and regional campuses.

100-200 level	15 students
300-400 level	10 students
Graduate level	6 students

Dr. Emslie will forward this information to Ms. Freida Eggleton, Registrar.

B. Eligibility of Full-Time Employees to Teach Courses

Full-time staff who are suitably credentialed and who obtain permission from their supervisor are allowed to teach one 3-hour course per semester and receive supplementary pay. Dr. Miller indicated that although there is no written policy to this effect, one will be drafted. Dr. Miller has been asked to consider allowing a staff member to teach one 3-hour face-to-face course during the day and one additional 3-hour web course. Following discussion regarding the possible conflict with regular duties of their position, and the parallels with the level of external consulting allowed for faculty, Dr. Katz made a motion, seconded by Dean Foster, that a staff member should, except in highly exceptional circumstances, be limited to teaching only one 3-hour section, irrespective of the delivery mode. The motion passed unanimously.

C. BRMB Request

Dr. Lee presented a request by Jeff Bright, Director of the Big Red Marching Band, that band students be given the opportunity to have priority registration. There was discussion regarding students currently receiving priority registration including seniors, athletes, and honors students. The deans agreed that band students should also be included in priority registration.

Following discussion, Dr. Emslie asked Dr. Meredith to work with the Enrollment Management directors to review the registration process, with the goal of creating a tiered priority registration system, including various groups at appropriate stages.

D. Academic Program Review Committee Structure

Dr. Emslie reminded the deans the Academic Program Review process is about to begin. There was discussion regarding the composition of the committees.

Dr. Emslie would like to move to a model where the committee meets with the responsible department head and dean to discuss their review of the programs in that college. After discussion, it was determined the committee will be composed of:

- Associate Vice President for Academic Enrichment and Effectiveness, Chair, ex officio
- 1 Tenured Faculty Member from each College (at least 4 of these should have graduate faculty status)
- 3 Department Heads
- 2 Associate/Assistant Deans

Dr. McElroy will review the schedule of programs being reviewed to determine the appropriate department heads and associate/assistant deans to serve on the committee.

Dr. Emslie asked Dr. Gaiko to draft a policy regarding the process for a program review and the committee selection process.

E. Employee Separation Checklist

Dr. Emslie discussed the WKU Employee Separation Checklist. He indicated the form needs to be more comprehensive, particularly regarding matters related to research compliance and transfer of electronic records, and that we need to take steps to insure compliance.

He asked deans to review the current form with their departments and suggest items to be added.

F. Draft Policies

a. Student Production Policy (1.31.50)

Dr. Richard Miller discussed the minor revisions to this policy that he and Dr. Katz had made. There was discussion regarding whom to contact regarding an activity that is being held outside. It was agreed the building

coordinators for the buildings in the vicinity of the area concerned should be made aware of the activity, and words were added to the draft policy to this effect.

Dr. Emslie will forward this policy to the University Senate.

b. Evaluation of Teaching Assistants (1.3070)

Dr. Emslie briefly discussed this policy and asked deans to get feedback from departments. This policy will be discussed at a future CAD meeting.

c. Financial Conflict of Interest in Extramural Contracts & Grants (2.7500)

Dr. Gordon Baylis drafted this policy and input from the Council of Academic Deans had been requested by the Provost. It was agreed to move this policy forward.

d. Faculty Credentials Policy (1.1110)

Dr. Emslie asked the deans to get feedback from departments and indicated this policy needs to be in place very soon in order that we are compliant with SACS Principles for Fall 2013 classes.

e. Time Requirements for Hours of Credit (1.4032)

Dr. Emslie indicated this policy is an amendment to an existing policy. Following discussion, there were no additional revisions. This policy has been reviewed by the Senate Executive Committee and will go to University Senate on January 24th.

G. Other

Graduate Faculty Status Approval Process

Dr. Miller asked the deans to review the status of those faculty teaching graduate courses this spring to ensure they have graduate faculty status. Faculty who do not have graduate faculty status should complete the Application for Graduate Faculty Membership and obtain provisional approval for graduate faculty status from the Graduate Dean until regular graduate faculty status is recommended by the Graduate Council.

Carnegie Elective Classification

Dr. Doug McElroy indicated WKU will be reapplying for the Carnegie Elective Classification in Community Engagement in 2015. There was discussion regarding how we might identify service learning courses as this will be an

important part of the reapplication process. Following discussion, it was agreed Dr. McElroy will work with Leah Ashwill, Director for the Alive Center, to come up with a plan to bring back to CAD.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date