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Meeting Minutes

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**Council of Academic Deans
CAD Minutes
July 29, 2015
1:30 p.m.**

Voting Members Present: Ken Crawford (for Cheryl Stevens), Sam Evans, Connie Foster, Craig Cobane, Jeff Katz, Dennis George, Larry Snyder (for David Lee) and Neale Chumbler.

Advisory Members Present: Gordon Emslie, Richard Miller, Larry Snyder, Ladonna Hunton, Tuesdi Helbig, Beth Laves, and Amber Scott.

I. Approval of June 30, 2015 Minutes

Dean Katz made a motion, seconded by Dean Evans, to approve the minutes from the June 30, 2015 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. Quarterly Non-Completion of Sexual Harassment Training Report

Dr. Emslie reminded the deans that, as previously agreed to by CAD, everyone holding a position of Department Head or higher must complete this training.

B. AA Org Chart

Dr. Emslie requested that deans review the AA Org Chart and contact him with any comments they may have.

C. Graduate Recruitment Funds

Dr. Emslie indicated that members of the Office of International Enrollment Management have been authorized to act on behalf of the Graduate School in recruiting and conditionally admitting international graduate students who meet minimum admissions requirements established by the programs. Funds have also been identified to add a position within the Graduate School to help increase the admitted → enrollment yield.

D. 2.0 GPA in Upper Level Courses - Update

Dr. Emslie advised the group that data provided by the Office of the Registrar showed no significant issues with respect to students graduating with less than a 2.0 GPA in their upper-level coursework.

III. Discussion Items:

A. CPE Strategic Agenda

Dr. Emslie requested input from the deans regarding the CPE Strategic Agenda metrics. After much discussion, Dr. Emslie noted ideas expressed by the group. He requested that any other input be forwarded to Amber Scott prior to his travel to CPE on August 11th.

B. Office of Research

Dr. Snyder informed the deans that the Office of Research will have RCAP funds available again this year, and that the RCAP Committee is currently reviewing the guidelines. Dr. Snyder also informed the deans that soon he would be requesting them to submit nominations for service on the RCAP Committee. Dr. Emslie reminded the deans that members serving on the RCAP Committee will be asked to review several RCAP proposals in some detail. Dr. Snyder also indicated that QTAGS (Quick Turn-Around Grant Support) has been identified as a short-term alternative research funding option for faculty. He further informed the deans that they will soon be receiving a “scorecard” from the Office of Sponsored programs (OSP) regarding research grant proposals, approvals, funding, etc.

Dr. Snyder requested that deans ask faculty to notify OSP of any private research funding they anticipate being awarded so that such funds may be accounted for in the same manner as grants. Finally, he remarked that, even though fellowships and grants are distinct entities, the OSP staff may be a valuable resource to assist faculty in developing fellowship proposals.

OSP is developing a Declaration of Intent to Propose (DIP) Sheet to flow through the normal college approval processes so that deans and department heads may be made aware of potential research projects much sooner. Dr. Evans suggested that specific timelines be added to the DIP.

Dr. Emslie requested that deans and department heads review the Faculty Incentive Program (FIP) guidelines and remind faculty of that opportunity.

C. Instructor Reappointment and Promotion

Dr. Emslie reminded the deans that, per Policy 1.2000, instructors who are appointed to a non-tenure track (e.g., instructor) position are automatically renewed annually unless they receive a letter indicating the College’s intent to not renew by March 1 of the first year or by December 15 each year thereafter. Dr. Miller reminded the deans that effective July 1, the rank of “instructor” no longer exists and has been replaced with Instructor I. He indicated that the AA Office is in the process of identifying those instructors that have sufficient time in service to be eligible for promotion to the rank of Instructor II during the upcoming year, per the new provisions in the Faculty Handbook. Dr. Emslie also reminded the deans that each of their respective college/department promotion criteria documents must be updated during the next year to include criteria for promotion of instructors.

D. Graduate Faculty Status

Dr. Emslie asked the deans to confirm that when a tenure-track faculty member is hired into a department with at least one graduate program, the faculty member should be automatically placed in temporary graduate faculty status for two years. This enables them to have graduate faculty privileges immediately. A further motion to grandfather in all such faculty who are starting in Fall 2015 passed unanimously.

E. Faculty Handbook

Dr. Emslie indicated that, given the substantial effort over the past few years in addressing Sections III (*Promotion*) and IV (*Tenure*) of the Faculty Handbook, he would be ask the Faculty Handbook Committee to review Sections V, VI and VII of the Faculty Handbook dealing with *Faculty Complaint*, *Post-Tenure Review* and *Termination of Faculty*, respectively.

F. DELO Distribution

Dr. Laves provided information to the deans regarding the FY 16 DELO Distribution.

G. Miscellaneous

Dr. Chumbler is hosting a retreat with his department heads/chairs to develop a strategic agenda for his college. Dr. Emslie recommended that other deans consider doing the same, if not already done.

Dr. Emslie reminded the deans to encourage department heads/chairs to continue submitting learning outcomes and assessment information to Dr. McElroy for the Response to the SACS/COC Recommendation.

Dr. Emslie indicated that as part of the one-time budget reallocation, departments should not be reallocating funds that had been allocated to specific faculty members. Any instances of this will be corrected.

Dr. Emslie provided the deans with a copy of the response to the recent University Senate Resolution. He also shared the results of an analysis of a benchmark institution's significant increase in faculty compensation, and suggested that the deans share this analysis with department heads, together with consideration of the overall faculty profile of the University.

Respectfully Submitted,

Amber Scott