

Faculty Senate Agenda

May 6, 2002
3:30 p.m.

Call to Order

Approval of Minutes

April 1, 2002

Reports

- Report from the President: Senator Glasser
- Report from the Executive Committee Chair: Senator Schlomann
- Report from the Faculty Regent: Senator Schlomann
- Report from the COSFL Representative: Senator Falkenberg
- Report from the Provost: Senator Marsden
- Report from the Student Senate: Lucas Hammons
- Report from Standing Committees
- Report from Ad Hoc Committees

Unfinished Business:

- President review motion
- Sick Leave policy

New Business:

- Report from the Provost/ Council on Academic Affairs: Senator Marsden
 1. Suspend the Athletic Training Option of the Physical Education Major
 2. Suspend the Health Care Administration major in the Bachelor of Business Administration degree program

Adjournment

Attachments:

2002-2003 Faculty Senators List
Organizational Meeting Agenda
April 1, 2002 Faculty Senate Minutes
President Review Proposal
Revised Sick Leave Policy
CAA Materials

EKU Faculty Senate Membership 2002-2003

Allison, Joseph ¹	musallis@acs.eku.edu	Music	*(2003)	A&S
Banks, Alan	alan.banks@eku.edu	Anthropology, Sociology & Social Work	2003	A&S
Baxter, Margaret	margaret.baxter@eku.edu	Model	2004	Ed
Black, Stephen	steve.black@eku.edu	Agriculture	2003	B&T
Callahan, Connie	connie.callahan@eku.edu	Counseling & Educational Leadership	2004	Ed
Carter, Dorothy	flscarte@acs.eku.edu	Foreign Languages & Humanities	2003	A&S
Collins, Larry	larry.collins@eku.edu	Loss Prevention and Safety	2004	J&S
Dantic, James I.	james.dantic@eku.edu	Model	2003	Ed
DeBolt, Louisa Summers	louisa.summers@eku.edu	Exercise & Sports Science	2004	HS
Dunston, A. G.	a.dunston@eku.edu	History	2005	A&S
Eisenberg, Rodney	rod.eisenberg@eku.edu	Chemistry	2003	A&S
Everett, Charles	charlie.everett@eku.edu	Leisure Studies	2003	HS
Farrarr, Stewart S.	stewart.farrarr@eku.edu	Earth Sciences	2004	A&S
Fisher, Thomas ²	otsfishe@acs.eku.edu	Occupational Therapy	*(2003)	HS
Fister, Susan	susan.fister@eku.edu	Baccalaureate Nursing	2003	HS
Flanagan, John	john.flanagan@eku.edu	Psychology	2003	A&S
Fenton, Edmund	ed.fenton@eku.edu	Accounting, Finance & Information	2004	B&T
Gadd, Belinda P.	Bpgadd&kih.net	English & Theatre	2003	Part Time Rep
Gillaspie, Lynn ³	lynn.gillaspie@eku.edu	Curriculum & Instruction	*(2003)	Ed
Harley, John	john.harley@eku.edu	Biological Sciences	2004	A&S
Hart, Dominick	dominick.hart@eku.edu	College of Arts & Sciences	2003	Dean's Rep
Hubbard, Charlotte	charlotte.hubbard@eku.edu	Special Education	2004	Ed
Jackson, Dawn	hrsjacks@acs.eku.edu	Health Promotion & Administration	2003	HS
Johnson, Keith	keith.johnson@eku.edu	English & Theatre	2003	A&S
Jones, Alice L.	alice.jones@eku.edu	Geography & Planning	2005	A&S
Jones, David	david.jones@eku.edu	Model	2004	Ed
Kelley, Larry	larry.kelley@eku.edu	Baccalaureate Nursing	2005	HS
Konkel, Steve	steve.konkel@eku.edu	Environmental Health	2003	HS
Koppes, Laura	laura.koppes	Psychology	2005	A&S
Kristofik, Paula	paula.kristofik@eku.edu	English & Theatre	2003	A&S
Marken, Dolores	otsmarke@acs.eku.edu	Occupational Therapy	2003	HS
Matthews, Betsy	betsy.matthews@eku.edu	Correctional & Juvenile Justice Studies	2004	J&S
McGuire, Peggy	peggy.mcguire@eku.edu	Curriculum & Instruction	2003	Ed
Melton, Cedaliah	cedaliah.melton@eku.edu	Associate Degree Nursing	2003	HS
Messerich, Ron	ron.messerich@eku.edu	Philosophy & Religion	2004	A&S
Milde, Robert	robert.milde@eku.edu	English & Theatre	2003	A&S
Miranda, Marta	antmiran@acs.eku.edu	Anthropology, Sociology & Social Work	2003	A&S
Patterson, Lance		Military Science	2005	B&T (not here till summer 2002)
Payne, James	james.payne@eku.edu	Accounting, Finance & Information	2004	B&T
Pierce, Marcia	marcia.pierce@eku.edu	Biological Sciences	2005	A&S
Polmanteer, Kathryn	sedpolma@acs.eku.edu	Special Education	2003	Ed
Rainey, Jane	poljrain@acs.eku.edu	Government	2005	A&S
Reed, Thomas	tom.reed@eku.edu	Police Studies	2003	J&S
Reynolds, Wayne	wayne.reynolds@eku.edu	Technology	2003	B&T
Rini, Ellen G.	ellen.rini@eku.edu	Model	2003	Ed
Rink, Richard	rink@eagle.eku.edu	Computer Science	2003	A&S
Schlomann, Pam	Faculty Regent	Baccalaureate Nursing	2004	Other (finish out M. Thompson's term)
Siegel, Carolyn	cbosiege@acs.eku.edu	Management, Marketing, & Admin. Comm.	2003	B&T
Slater, Mary	mary.slater@eku.edu	Associate Degree Nursing	2003	HS
Smith, Gil	gil.smith@eku.edu	Art	2005	A&S
Sutton, Sara	sara.sutton@eku.edu	Family and Consumer Science	2003	HS
Wade, John	wade.john@eku.edu	Economics	2005	A&S
Werking, Kathy	kathy.werking@eku.edu	Communication	2005	B&T
Wolf, Joyce	muswolf@acs.eku.edu	Music	2003	A&S
Yoder, Garrett	phyyoder@acs.eku.edu	Physics and Astronomy	2004	A&S
Yoder, Margaret	margaret.yoder@eku.edu	Mathematics & Statistics	2003	A&S

¹Thomas Fisher fills the remainder of Ruth Huebner's position which ends 2003

²Joseph Allison fills the remainder of Goodwin's position which ends 2003

³Lynn Gillespie replaces Shirley Long who's on sabbatical for 2002-2003 (Long's term ends 2003)

Still Waiting for Replacements for:

Hill, Ordelle	enghill@acs.eku.edu	English & Theatre	2002	A&S
Stephens, Jessica	jessica.stephens@eku.edu	English & Theatre	2002	A&S
McKenney, Nancy	nancy.mckenney@eku.edu	Library	2002	LIB
Cooper, Carrie	carrie.cooper@eku.edu	Library	2002	LIB
Freed, Richard	richard.freed@eku.edu	English & Theatre	2004	A&S (serving on CPE currently)
Jones, Kirk E.	jones@eagle.eku.edu	Mathematics & Statistics	2003	A&S (resigned)

**Faculty Senate Agenda
Organizational Meeting
May 6 , 2002
10 minutes after previous meeting**

Call to Order

New Business: Elections

Election of 2002-2003 Chair: Senators John Flanagan and Keith Johnson nominees

Executive Committee (Four openings) [replacements for Falkenberg, O'Connor & Schломann & replacement for Flanagan or Johnson, if elected Senate Chair]

Continuing members:

Alan Banks, John Flanagan, Keith Johnson, Michael Marsden

Budget Committee (Three openings) [replacements for A. Jones, O'Connor & Rainey]

Continuing members:

Michael Marsden; Senate Chair, ex-officio; Carolyn Siegel; Richard Rink, current chair

Elections Committee (no openings)

Continuing members:

Charles Everett, current chair; Peggy McGuire; Ellen Rini; Sara Sutton & Joyce Wolf

Rules Committee (Three openings) [replacements for McKenney, Rainey, & Schuster]

Continuing members:

Margaret Yoder, Current Chair and Senator Cedaliah Melton

Committee on Committees (One opening) [replacement for Rahimzadeh]

Continuing members:

Joyce Wolf, current chair; Susan Fister, Keith Johnson (will need to replace if elected as Senate chair); Delores Marken, and Kathryn Polmanteer

Rights and Responsibility (Two openings) [replacement for Dunston & one-year ONLY replacement for Kirk Jones]

Continuing members:

Connie Callahan, current chair; Shirley Long (Lynn Gillaspie will fill in 2002-2003); and Marta Miranda

COSFL: One representative and two alternates

last year's representative was Virginia Falkenberg with John Flanagan and Carolyn Siegel serving as alternates

Strategic Planning and Budget Committee

(One year replacement [3 year term] if John Flanagan is elected chair)

Secretary

Adjournment

Faculty Senate Minutes April 1, 2002

The Faculty Senate of Eastern Kentucky University met on Monday, April 1, 2002 in the South Room of the Keen Johnson Building. Senator Schlomann called the sixth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

J. Allison*, C. Callahan*, J. Dantic, M. Everett, S. Farrar*, T. Fisher, J. Harley, and M. Miranda.

***Indicates prior notification to the Senate Secretary.**

Visitors to the Senate were:

Jill Allgier, Registrar; Gary Cordner, Justice and Safety; Rita Davis, Student Affairs; David D. Gale, Health Sciences; Mona Guckes, ITDS - Banner; Karen Janssen, Special Education; Ken Johnson, Finance; Jim Keith, ITDS; Jennifer Rogers, *The Eastern Progress*; Chip Smith, Athletics; Vern Snyder, University Advancement; Aaron Thompson, Academic Affairs; Elizabeth Wachtel, Academic Affairs; Doug Whitlock, Administrative Affairs; and Mark Wasicsko, College of Education. The following students were also in attendance: Michael Alley, Horricia Barton, Jacinda Bertie, Doris M. Bowman, Taryn Brandenburg, Tabetha Brummett, Miranda Bullock, Nenna Castle, LaKesha Churn, Abigail Conant, Lynn Cooper, Matt Decker, Susan Dye, Martin Dye, Erin Enyart, Bethany Fackler, Kristy Frolo, Megan Gampher, Earnest Gilliland, Jada Gilmore, Shayla Handley, Bre Harris, Allison M. Henley, Toni Holder, Jennifer Hoover, April Irvin, Heather LaRue, Jason Lee, Lindsay Martin, Emily Montgomery, Kim Morton, Nathan Polsgrove, Brittany Ricks, Matt Schular, Crystal Scott, Lisa Scott, Regina Settle, Hayden Shawler, Monica Shotzbarger, Lisa Spicer, Rebecca D. Sparks, James Storm, Trevor Taylor, Vicky Trimble, Jennifer Wallace, Chuck Whatley, Jennifer White, Timyata R. Williams, Jennifer Wolford and Karmen York.

APPROVAL OF MINUTES:

The March 4, 2002 minutes were approved as written.

ANNOUNCEMENTS:

Senator Schlomann announced that President Glasser is at an out-of-town meeting and has been unavoidably detained. Therefore, there will not be a President's report today.

EXECUTIVE COMMITTEE CHAIR'S REPORT: Senator Schlomann.

Senator Schlomann announced that the Executive Committee met on March 11 at 3:30 p.m. The meeting was relatively brief with the focus on a variety of housekeeping issues such as developing the agenda. In addition, the Committee discussed modifying the Senate rules to include a process to review the President on a regular basis. A motion related to this will be coming later in this meeting.

FACULTY REGENT: Senator Thompson

The Board has met twice by teleconference since the Senate last convened. The following three items were approved by the Board:

1. Helen Thomas, the senior member of the White House Press Core, will be the May commencement speaker;
2. EKU's health insurance package for 2002-2003. (The family plan increased approximately 15 percent.) The Board discussed the need to plan for a needed cushion in the Health Insurance budget in the future.
3. The changes in the Bylaws and structure of the Student Government Association.

Senator Thompson mentioned that COSFL has had several discussions this year about the qualifications of Board members appointed by the Governor and has developed a list of criteria for those individuals interested in serving.

Senator Thompson announced that the Governor has established a training institute to be held during the summer for trustees and regents around the state.

PROVOST REPORT: Senator Marsden

Senator Marsden mentioned that the fall 2002 semester marks the full completion of the pre-college curriculum state-wide and that the institution needs to respond specifically in the areas of the sciences, social sciences and visual and performing arts. Interdisciplinary teams are working to develop remediated coursework in those areas. English and Math were handled in this process earlier.

Senator Marsden reminded the Senate that there is an honorary degree committee which is chaired by Dr. Onda Bennett; anyone wishing to nominate someone for an honorary degree should contact this committee. Our honorary degree recipient and commencement speaker this spring will be Helen Thomas.

On April 11 the Office of the Provost and the Department of Athletics will be co-sponsoring a presentation by Dr. Rogers Redding at 4:00 p.m. in Walnut Hall.

Spring commencement is scheduled for 1:30 p.m. on May 11. The reason for the time change is to accommodate those families and friends who have to travel some distance to attend. College receptions will occur from 10:00 a.m. to 12:00 a.m. Graduation line-up will begin around 12:30 p.m.

STUDENT SENATE: Nick Bertram

Mr. Bertram reported on a number of items.

1. SGA was approved to continue plans to broadcast the student radio station, WXII, live on campus.
2. The shared governance proposal was approved at all levels of the University.
3. SGA approved 75% of the annual organizational funding allocation, using funds from the student technology fee and organizational funding.
4. The reforestation project with the Lexington Fayette Urban County Government is this Saturday. E-mail Mr. Bertram to have your name added to the list of volunteers who will be participating.
5. Distinguished Leadership applications are now available and are ready to be approved for this semester. Those selected will be honored at SGA's annual banquet.

6. The annual student government banquet will be on Tuesday, April 30 at 6:30 p.m. in the Stratton building.
7. Mr. Bertram thanked the Senators for considering the plus/minus issue brought forth by the students.

COMMITTEE REPORTS:

Elections Committee. Senator C. Everett announced that last Tuesday and Wednesday two faculty regent forums were held. Ballots will be available to faculty today; please return them by this Friday.

Ad Hoc Committee on Compensation & Benefits. Senator Johnson announced that the committee continues to meet and work on merit and salary equity issues. Senator Johnson addressed some misunderstandings about the recently approved merit proposal. He indicated that it was the intent of the motion to only deal with how to allocate funds for the across the board merit raises for the upcoming two years. As it has been done in the past, it is up to the deans based upon the recommendations from the chairs to determine if someone is not meeting the minimum standard as to how that should be handled. The motion was NOT meant to alter the process of annual faculty evaluations or post tenure in any way.

UNFINISHED BUSINESS:

Council on Academic Affairs: (Items postponed from March 4, 2002.)

- Senator Collins moved approval of the proposal for a Master of Science in Correctional/Juvenile Justice, seconded by Senator Marsden. This motion was approved by the Senate.
- Senator Marsden moved approval of the proposal for a program revision in the Associate Science degree Technical Agriculture, seconded by Senator Siegel. This motion was approved by the Senate.
- Senator Marsden moved approval of the proposal to create a new B.S. in Military and Applied Leadership, seconded by Senator Dunston. This motion was approved by the Senate.

Plus/Minus Grading. At the February Senate meeting Senator Falkenberg moved to approve the following proposal, seconded by Senator Flanagan. Further discussion was postponed until today's meeting.

- Whereas: There continues to be controversy over the issue of plus/minus grading, and
- Whereas: The student government perceives that it had insufficient input into the establishment of the plus/minus grading proposal, and
- Whereas: The full impact of the plus/minus grading system on the University's current recruitment and retention efforts is unknown, and
- Whereas: The full impact of the plus/minus grading system on the University's scholarship programs is unknown, and
- We Move: That, a temporary moratorium beginning Fall 2002 be placed on the continuation of the plus/minus grading scale and the University return to the previous four point grading scale by assigning the grades of A and A- four points, the grades of B+, B, and B- three points, the grades of C+, C, and C- two points, the grades of D+, D, and D- one point and the grade of F zero points,

- And: That, the University continue to collect plus/minus grades with the above grading scale for the purposes of research and expanded information for students concerning class performance,
- And: That, a special ad hoc committee be appointed by the Executive Committee of the Faculty Senate in consultation with the Student Government to study the impact of the plus/minus grading scale and report the results of that study to the Faculty and Student Senates in the Fall of 2003.

Senator Marsden announced that he would abstain from voting on the issue. The motion passed with a vote of 32 for and 19 against.

NEW BUSINESS:

Nominations for Senate Chair. Senator Johnson and Senator Flanagan were nominated for the chair's position. They will each give a short speech at the organizational meeting on May 6.

Periodic Review of the President. Senator Flanagan moved approval of the proposed procedure for the review of the President and the recommended change in the rules, seconded by Senator Johnson. The proposed procedure is listed below.

- Whereas: The President is appointed by the Board of Regents and serves the University at the pleasure of the Board of Regents, and
- Whereas: The primary responsibility for the evaluation of the President lies with the Board of Regents, and
- Whereas: The major thrust of the review of academic administrators is to improve the effectiveness of Eastern Kentucky University's academic administration, and
- Whereas: To accomplish this the review process requires the active support and appraisal from all persons in a position to express valid viewpoints in the performance of individual administrators, and
- Whereas: The full-time faculty of the University can provide a unique perspective on the state of the University and the performance of the president which can lead to valuable insights to improve administrative performance and accountability, and
- Whereas: The Faculty Senate is the delegate assembly of the University faculty through which the faculty normally exercises its responsibilities as a group;
- We Move: That, the Faculty Senate of Eastern Kentucky University, through the Executive Committee of the Faculty Senate, conduct a systematic review of the President during the second and fourth year of service and every four years thereafter by all full-time faculty to be transmitted to the President and to the Board of Regents.

Supporting Materials for Motion for Faculty Review of The President

- I. A new section V to be added to the Faculty Handbook under "Evaluation of Academic Administrators" [Faculty Handbook, page 42] with following sections V and VI appropriately renumbered VI and VII.
- V. Administrative Review of the President by the Faculty
 - A. The President shall be reviewed by the faculty during the second and fourth year of service and every four years thereafter. The Board or the President may request more frequent reviews.

- B. All faculty who are members of the Faculty-at-Large as designated in the "Organization of the Faculty of Eastern Kentucky University" [Faculty Handbook, page 101] shall be given the opportunity to complete the questionnaire as approved by the Executive Committee of the Faculty Senate. The completed questionnaires shall be transmitted to the Executive Committee of the Faculty Senate.
- C. Members of the Executive Committee of the Faculty Senate will be responsible for the tabulation of the responses and the transcription of all comments. A summary will be transmitted to the President and to the Board of Regents. The individual review forms will be confidential and will be destroyed.
- D. The questionnaire used to review the President shall solicit responses in the areas of leadership, management, communication, personal relations, fairness and an overall evaluation. Opportunity should be given to provide open-ended comments as well as more quantitative review. Signature on the actual questionnaire should be optional, however, signature on response envelopes may be necessary to ensure faculty status of respondents. Procedures for the distribution of questionnaires and verification of respondents should be the same as those used for the election of the Faculty Regent.

Senator Schломann indicated that as this is a substantive issue, action should be delayed until the May 6 meeting.

Report from the Council on Academic Affairs. Senator Marsden

- Senator Marsden moved approval for the departmental name change from Art to Art and Design, seconded by Senator O'Connor. This motion was passed by the Senate.
- Senator Marsden moved approval of the proposal to revise the B.A. in Chemistry, seconded by Senator Yoder. This motion was approved by the Senate.
- Senator Marsden, seconded by Senator Thompson, moved approval of the proposal to revise the M.A. in Education, LBD P-12. This motion was approved by the Senate.
- Senator Marsden moved approval of the proposal to revise the M.A. in Teaching: Middle Grade, seconded by Senator Hubbard. This motion was approved by the Senate.
- Senator Marsden moved approval of the proposal to revise the B.A. in English to delete the writing option and add creative writing and technical writing options, seconded by Senator Milde. This motion was approved by the Senate.
- Senator Marsden moved approval of the proposal to revise the title of the B.S. in Assets Protection to Assets Protection and Security, seconded by Senator Reed. This motion was approved by the Senate.
- Senator Marsden moved approval, seconded by Senator Fenton, of the program revision in the B.S. in Fire Safety Engineering Technology to drop the Occupational Safety and Health Engineering Technology minor and add the Safety and Industrial Relations minor. This motion was approved by the Senate.

ADJOURNMENT:

Senator Marsden moved to adjourn at approximately 5:30 p.m.

REVIEW OF ACADEMIC ADMINISTRATORS
FACULTY REVIEW OF THE PRESIDENT

- Whereas: The President is appointed by the Board of Regents and serves the University at the pleasure of the Board of Regents, and
- Whereas: The primary responsibility for the evaluation of the President lies with the Board of Regents, and
- Whereas: The major thrust of the review of academic administrators is to improve the effectiveness of Eastern Kentucky University's academic administration, and
- Whereas: To accomplish this the review process requires the active support and appraisal from all persons in a position to express valid viewpoints in the performance of individual administrators, and
- Whereas: The full-time faculty of the University can provide a unique perspective on the state of the University and the performance of the president which can lead to valuable insights to improve administrative performance and accountability, and
- Whereas: The Faculty Senate is the delegate assembly of the University faculty through which the faculty normally exercises its responsibilities as a group;
- We Move: That, the Faculty Senate of Eastern Kentucky University, through the Executive Committee of the Faculty Senate, conduct a systematic review of the President during the second and fourth year of service and every four years thereafter by all full-time faculty to be transmitted to the President and to the Board of Regents.

Supporting Materials for Motion for Faculty Review of The President

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- A. The President shall be reviewed by the faculty during the second and fourth year of service and every four years thereafter. The Board or the President may request more frequent reviews.
- B. All faculty who are members of the Faculty-at-Large as designated in the “Organization of the Faculty of Eastern Kentucky University” [*Faculty Handbook*, page 101] shall be given the opportunity to complete the questionnaire as approved by the Executive Committee of the Faculty Senate. The completed questionnaires shall be transmitted to the Executive Committee of the Faculty Senate.
- C. Members of the Executive Committee of the Faculty Senate will be responsible for the tabulation of the responses and the transcription of all comments. A summary will be transmitted to the President and to the Board of Regents. The individual review forms will be confidential and will be destroyed.
- D. The questionnaire used to review the President shall solicit responses in the areas of leadership, management, communication, personal relations, fairness and an overall evaluation. Opportunity should be given to provide open-ended comments as well as more quantitative review. Signature on the actual questionnaire should be optional, however, signature on response envelopes may be necessary to ensure faculty status of respondents. Procedures for the distribution of questionnaires and verification of respondents should be the same as those used for the election of the Faculty Regent.

I. Questionnaire

A sample questionnaire based on the review instrument used at Northern Kentucky University is attached.

FACULTY SENATE REVIEW OF ACADEMIC ADMINISTRATORS

Administrator: Name - President

Part I: Instructions

During the second and fourth year of service and every four years thereafter, the Faculty Senate reviews the performance of the President of Eastern Kentucky University. This form is to be used for reviewing the performance of President XXXXXX. Please take the few minutes required to complete this questionnaire; a high return rate will greatly improve the reliability and usefulness of the information received. Complete the form and **return it in the return envelope provided. Please return it prior to xxxxxx to xxxxxxxxxx.** Don't forget to sign under your address label for verification.

Keep in mind that the purpose of this review is to acquire insights which will lead to improved administrative performance and accountability. Strengths, as well as weakness, should be identified. There is room at the end of each item for written comments.

Members of the Executive Committee of the Faculty Senate will be responsible for tabulation of the responses and transcription of comments. A summary will be transmitted to President XXXXXX and to the Board of Regents. The individual review forms will be confidential and will be destroyed.

Part II: Respondent Information

Please check the appropriate response. Responses will be reported.

College:

Arts & Sciences Business & Technology Education
 Health Sciences Justice & Safety

Rank:

Instructor Assistant Professor Associate Professor Full Professor

Frequency of Contact With President Over the Past Year:

Rarely Monthly Frequently Weekly
(0-3 Times) (4-12 Times) (13-24 Times) (25 Times or More)

Part III: Respondent Ratings

Please check the appropriate response to each of the six dimensions. General definitions of each dimension are provided below.

(Check one rating for each dimension)

Leadership:	Maintains morale; exhibits integrity; generates and supports new ideas; offers vision; builds trust; builds and maintains external support; responds to faculty concerns; chooses competent subordinates; is visible and accessible; is credible.
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AREA	Very Positive	Positive	Neutral	Negative	Very Negative	Unable to Evaluate
Leadership						

Comments:

Management: Has plans for accomplishing long and short term goals; includes others in planning and alternatives; delegates authority; finds means to implement programs; coordinates groups to accomplish tasks; evaluates performance; obtains/distributes resources to further personnel development.

AREA	Very Positive	Positive	Neutral	Negative	Very Negative	Unable to Evaluate
Management						

Comments:

Communication: Clearly articulates goals/programs of ECU and/or college; is willing to disseminate pertinent information; uses appropriate channels to convey information on a timely basis; is willing to engage in open dialogue with faculty; provides channels/encourages flow of information from faculty attitudes and problems.

AREA	Very Positive	Positive	Neutral	Negative	Very Negative	Unable to Evaluate
Communication						

Comments:

Personal Relations: Shows respect for students, faculty, staff and other administrators; seems genuinely concerned with the needs of others; shows consideration for other's time and effort; profits from well-founded criticism; facilitates other development; provides encouragement and recognition as well as constructive criticism; avoids intimidation.

AREA	Very Positive	Positive	Neutral	Negative	Very Negative	Unable to Evaluate
Personal Relations						

Comments:

Fairness: Adheres to procedures in the faculty handbook; avoids preferential treatment of individuals, departments or colleges; honors commitments and agreements; informs those affected of decisions promptly; candidly explains the reasoning behind decisions; is compassionate; provides an opportunity for appeal

AREA	Very Positive	Positive	Neutral	Negative	Very Negative	Unable to Evaluate
Fairness						

Comments:

Overall Evaluation: Your overall rating based upon the five criteria above and other criteria you feel are important in job success.

AREA	Very Positive	Positive	Neutral	Negative	Very Negative	Unable to Evaluate
Overall Rating						

Comments:

Signature (Optional)

Eastern Kentucky University

Revisions to Sick Leave Policy

Faculty/Staff

Current Policy (*Faculty/Staff Handbook 1998-2000*, page 59-60)

Sick-Leave Recordkeeping

It is the responsibility of individual members of the faculty/staff to inform the immediate supervisor whenever they cannot meet their responsibilities due to illness or other reasons covered by the sick leave policy and to initiate the appropriate form(s) which are available from the supervisor. Supervisors may require a health professional's certification of illness.

Proposed Policy

Sick-Leave Utilization

It is the responsibility of individual members of the faculty/staff to inform their immediate supervisor whenever they cannot meet their responsibilities due to illness or other reasons covered by the sick leave policy and to initiate the appropriate form(s) which are available from the supervisor. At their discretion, supervisors, with the concurrence of Human Resources, may require a certificate from the employee's doctor to verify absences due to medical conditions. Where deemed appropriate by the university, the employee will be required to submit to an additional examination and/or review of medical records by a physician provided by the university. The employee will have the option to select (within five working days) from three physicians selected by the university to verify the medical condition. This examination/review will be at university expense. Failure of the employee to submit to the examination or permit review of the prior medical records at the first available opportunity will result in the immediate suspension of sick leave until the matter is resolved. Such sick leave will be retroactively restored if the second physician's statement supports the opinion of the first. If the opinion of the second physician is that sick leave was not appropriate then sick leave will be terminated.

If the two physicians' statements conflict and the employee provides written notice of a desire to appeal the request for sick leave further, then an examination/review will be conducted by a third physician selected by the employee and university (in consultation with the first and second physician). The opinion of this physician will prevail and this examination/review will also be at university expense. If the third physician upholds the opinion of the second physician then sick leave will continue to be terminated. If the third physician agrees with the first then sick leave will be granted to the extent recommended by the third physician.

Eastern Kentucky University

Revisions to Sick Leave Policy

Classified Employees

Current Policy (*Handbook for Classified Employees*, revised 1996, page 17)

Sick leave is provided for the benefit of employees to use for the situations listed above and is not to be used for personal time. Abuse of sick leave may lead to disciplinary action. The supervisor may require a doctor's certificate to verify absences in the case of suspected abuse.

Proposed Policy

Sick leave is provided for the benefit of employees to use for the situations listed above and is not intended to be substituted for personal time off. Abuse of sick leave may lead to disciplinary action.

At their discretion, supervisors, with the concurrence of Human Resources, may require a certificate from the employee's doctor to verify absences due to medical conditions. Where deemed appropriate by the university, the employee will be required to submit to an additional examination and/or review of medical records by a physician provided by the university. The employee will have the option to select (within five working days) from three physicians selected by the university to verify the medical condition. This examination/review will be at university expense. Failure of the employee to submit to the examination or permit review of prior medical records at the first available opportunity will result in the immediate suspension of sick leave until the matter is resolved. Such sick leave will be retroactively restored if the second physician's statement supports the opinion of the first. If the opinion of the second physician is that sick leave was not appropriate then sick leave will be terminated.

If the two physician's statements conflict and the employee provides written notice of a desire to appeal the request for sick leave further, then an examination/review will be conducted by a third physician jointly selected by the employee and university (in consultation with the first and second physicians).

The opinion of this physician will prevail and this examination/review will also be at university expense. If the third physician upholds the opinion of the second physician then the sick leave will continue to be terminated. If the third physician agrees with the first then sick leave will be granted to the extent recommended by the third physician.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name Exercise and Sport Science	
<input type="checkbox"/> Course Revision (Parts II, IV)	College Health Sciences	
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	
<input checked="" type="checkbox"/> Program Revision (Part III)	*Program Title Athletic Training Option of PE Major	
<input checked="" type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal. (Major ____, Option <u>X</u> ; Minor ____, or Certificate __)	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	<u>11/19/01</u>	Graduate Council*	<u>NA</u>
College Curriculum Committee	<u>4/3/02</u>	Council on Academic Affairs	
General Education Committee*		Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<u>04-18-02</u>
Teacher Education Committee*		Faculty Senate**	
		Board of Regents**	
		Council on Postsecondary Edu.***	<u>NA</u>

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:	Suspend the Athletic Training Option of the Physical Education Major.
A. 2. Effective date:	Fall 2002
A. 3. Effective date of suspended programs for currently enrolled students:	Fall 2004

B. The justification for this action: The Athletic Training Major will be in place for Fall 2002. Students currently applying to the Athletic Training Option of the Physical Education Major will complete their program in May 2004.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
3. For a dropped course, provide the current catalog text.

Current Catalog Text

New or Revised* Catalog Text

(*Use ~~strikeout~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Current Program Requirements as Shown in Catalog

ATHLETIC TRAINING OPTION

Admission Procedures and Standards

Admission to the athletic training program at Eastern Kentucky University is competitive and should not be confused with admission to the University, College, or Department. The program requirements that must be met prior to official application are as follows:

1. Must have earned a minimum of 32 semester hours (100 level or higher) of college credit before application.
2. Must have a minimum cumulative GPA of 2.5 on a 4.0 scale.
3. Attend a minimum of 10 contact hours of Direct Observation non-credit classes which include written and oral/practical examinations.
4. Complete a minimum of 100 hours of documented observation during the directed observation experience.
5. Must complete BIO 171, PHE 312, and HEA 202 (and/or have current CPR and First Aid certification) with a minimum grade of "C".
6. Must have complete and updated records on file with their academic advisor.
7. Must submit written documentation that all admissions standards have been completed and successfully complete an official interview with the Athletic Training Committee.

Retention Standards

Students who have been admitted to the Athletic Training program must meet all the following retention standards in order to remain in the program.

1. Maintain a minimum overall cumulative GPA of 2.5 on a 4.0 scale.
2. Complete all core and option course work with a grade of "C" or better.
3. Maintain current CPR and First Aid certification.
4. Receive passing clinical evaluations from the Program Director and Clinical Instructors.

For more detailed information on admission to the athletic training program, students should contact the Athletic Training Program Director.

NOTE: Any student failing to meet any of the above requirements will be removed from the program until the requirements are met. A conference will be held with the Program Director to discuss the deficiencies

Baccalaureate Degree

Physical Education (B.S.)

CIP Code: 13.1314

Major Requirements 41-46 hours

Core 25 hours

PHE 125, 224, 305, 212, 315, 320, 325, 326, 575;
PHE 241 or 242; current CPR certification at time of graduation;
and each student must complete one of the following options:

Options 16-21 hours

Athletic Training21 hours

PHE 398, 401, 402, 403, 404, and 423.

General (Non-teaching) 18 hours

PHE 327, 365, 400, 415, 467, and four additional hours from the following skill courses:
PHE 220, 242, 250, 300, 306, 307, 340, 435, 450.

P-12 Teaching 20 hours

PHE 300, 310, 323, 365, 415, 467, 562.

Physical Fitness and Wellness Management 16 hours

PHE 307, 433, 435, 472*, and 562.

Sport Management 17 hours

PHE 327, 400, 470*, two hours coaching elective, and three additional hours from the following skill courses: PHE 220, 242, 250, 300, 306, 307, 340, 365, 435, 450.

Supporting Course Requirements 9-24 hours

All Options 9 hours

BIO 171 and 301; CIS 212 or CSC 104.

Athletic Training10 hours

Three hours from PSY 200, 305, or 314; HEA 202; NFA 201; and two hours coaching elective.

General (Non-Teaching) 2 hours

HEA 202.

Physical Fitness and Wellness Management 15 hours

NFA 201; current first aid certification at time of graduation. Select six hours from HEA 315,598, HEA 380 or PSY 410. Select six hours from MGT 301, MKT 301, PUB 530.

Sport Management 11 hours

HEA 202, REC 102, 406 and three hours from GBU 204, ACC 201, or PUB 530.

Professional Education Requirements

(P-12 Teaching Option) 31 hours

EDF 103, 203, EPY 319, ESE 466, EME 465, ELE 541, ESE 490, and EMS 499.

General Education Requirements 42 hours

Standard General Education program, excluding course categories 03, 13, and 15. Refer to Section Four of this *Catalog* for details on the General Education and University Requirements.

University Requirements 4 hours

HSO 100 and three hours of restricted electives.

Free Electives 0-28 hours

Total Curriculum Requirements 128-131 hours

- Students are required to document a minimum of two hundred (200) hours of appropriately related experiences prior to enrolling in PHE 470/471/472.

ATHLETIC TRAINING OPTION

Admission Procedures and Standards

~~Admission to the athletic training program at Eastern Kentucky University is competitive and should not be confused with admission to the University, College, or Department. The program requirements that must be met prior to official application are as follows:~~

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- ~~2. Must have a minimum cumulative GPA of 2.5 on a 4.0 scale.~~
- ~~3. Attend a minimum of 10 contact hours of Direct Observation non-credit classes which include written and oral/practical examinations.~~
- ~~4. Complete a minimum of 100 hours of documented observation during the directed observation experience.~~
- ~~5. Must complete BIO 171, PHE 312, and HEA 202 (and/or have current CPR and First Aid certification) with a minimum grade of "C".~~
- ~~6. Must have complete and updated records on file with their academic advisor.~~
- ~~7. 7. Must submit written documentation that all admissions standards have been completed and successfully complete an official interview with the Athletic Training Committee.~~

Retention Standards

~~Students who have been admitted to the Athletic Training program must meet all the following retention standards in order to remain in the program.~~

- ~~1. Maintain a minimum overall cumulative GPA of 2.5 on a 4.0 scale.~~
- ~~2. Complete all core and option course work with a grade of "C" or better.~~
- ~~3. Maintain current CPR and First Aid certification.~~
- ~~4. Receive passing clinical evaluations from the Program Director and Clinical Instructors.~~

~~For more detailed information on admission to the athletic training program, students should contact the Athletic Training Program Director.~~

~~NOTE: Any student failing to meet any of the above requirements will be removed from the program until the requirements are met. A conference will be held with the Program Director to discuss the deficiencies~~

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Core 25 hours

PHE 125, 224, 305, 212, 315, 320, 325, 326, 575;
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and each student must complete one of the following options:

Options 16-21 hours

Athletic Training 21 hours

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General (Non-teaching) 18 hours

PHE 327, 365, 400, 415, 467, and four additional hours from the following skill courses:
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Sport Management 17 hours

PHE 327, 400, 470*, two hours coaching elective, and three additional hours from the following skill courses: PHE 220, 242, 250, 300, 306, 307, 340, 365, 435, 450.

Supporting Course Requirements 9-24 hours

All Options 9 hours

BIO 171 and 301; CIS 212 or CSC 104.

Athletic Training 10 hours

Three hours from PSY 200, 305, or 314; HEA 202; NFA 201; and two hours coaching elective.

General (Non-Teaching) 2 hours

HEA 202.

Physical Fitness and Wellness Management 15 hours

NFA 201; current first aid certification at time of graduation. Select six hours from HEA 315, 598, HEA 380 or PSY 410. Select six hours from MGT 301, MKT 301, PUB 530.

Sport Management 11 hours

HEA 202, REC 102, 406 and three hours from GBU 204, ACC 201, or PUB 530.

Professional Education Requirements

(P-12 Teaching Option) 31 hours

EDF 103, 203, EPY 319, ESE 466, EME 465, ELE 541, ESE 490, and EMS 499.

General Education Requirements 42 hours

Standard General Education program, excluding course categories 03, 13, and 15. Refer to Section Four of this *Catalog* for details on the General Education and University Requirements.

University Requirements 4 hours

HSO 100 and three hours of restricted electives.

Free Electives 0-28 hours

Total Curriculum Requirements 128-131 hours

- Students are required to document a minimum of two hundred (200) hours of appropriately related experiences prior to enrolling in PHE 470/471/472.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input checked="" type="checkbox"/> Program Suspended (Part III)	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Department Name</td> <td style="width:50%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>College</td> <td style="border-bottom: 1px solid black;">Business and Technology</td> </tr> <tr> <td>*Course Prefix & Number</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>*Course Title (30 characters)</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>*Program Title</td> <td style="border-bottom: 1px solid black;">Health Care Administration (BBA)</td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid black;">(Major __, Option __; Minor __; or Certificate __)</td> </tr> <tr> <td colspan="2">*Provide only the information relevant to the proposal.</td> </tr> </table>	Department Name		College	Business and Technology	*Course Prefix & Number		*Course Title (30 characters)		*Program Title	Health Care Administration (BBA)		(Major __, Option __; Minor __; or Certificate __)	*Provide only the information relevant to the proposal.	
Department Name															
College	Business and Technology														
*Course Prefix & Number															
*Course Title (30 characters)															
*Program Title	Health Care Administration (BBA)														
	(Major __, Option __; Minor __; or Certificate __)														
*Provide only the information relevant to the proposal.															

Proposal Approved by:	<u> </u> Date	<u> </u> Date
Departmental Committee		
College Curriculum Committee		
General Education Committee*		04-18-02
Teacher Education Committee*		

Graduate Council*	
Council on Academic Affairs	
Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	
Faculty Senate**	
Board of Regents**	
Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested:	To suspend the Health Care Administration major in the Bachelor of Business Administration degree program
A. 2. Effective date:	
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	Spring 2006
B. The justification for this action:	Following an agreement with the College of Health Sciences, the College of Business and Technology will no longer offer a BBA degree in Health Care Administration.
C. The projected cost (or savings) of this proposal is as follows:	
Personnel Impact:	N/A
Operating Expenses Impact:	N/A
Equipment/Physical Facility Needs:	N/A
Library Resources:	N/A

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Current Program Requirements as Shown in Catalog
(Last shown in the 1999-2001 Undergraduate Catalog)

Health Care Administration (B.B.A.)
Accounting Program
CIP Code: 51.0701

Major Requirements	18 hours
ACC 300, ACS 280, ECO 570, HCE 370, 375, and MGT 320.	
Business Core	45 hours
Supporting Course Requirements	15 hours
AHN 570, HEA 416, 455, MAT 107 or 211 and SOC 131.	
General Education	45 hours
Standard General Education program, excluding general education course categories 09 and 21. Refer to Part Three of this <i>Catalog</i> for details on General Education and University requirements.	
University Requirements	4 hours
CBO 100 and three hours of restricted electives.	
Cooperative Student	4 hours
Cooperative Study	4 hours
Total Curriculum Requirements	131 hours

New or Revised* Program
(*Use ~~strikeout~~ for deletions and underlines for additions.)