

# Faculty Senate Agenda

September 13, 2004  
3:30 p.m.

## Call to order

### Approval of Minutes

May 3, 2004 Minutes

May 3, 2004 Organizational Minutes

Report from the President: Senator Glasser

Report from the Executive Committee Chair: Senator Siegel

Report from the Faculty Regent: Senator Schlomann

Report from the COSFL Representative: Senator Smith

Report from the Provost: Senator Chapman

Report from the Student Government Association: Lance Melching

Report from the Standing Committees:

Budget Committee: (Chair TBA)

Rules Committee: Senator Johnson, Chair

Rights and Responsibilities Committee: (Chair TBA)

Elections Committee: Senator DeBolt, Chair

Committee on Committees: (Chair TBA)

Welfare Committee: Senator Johnson, Chair

### New Business:

- Elect 1 member to the Rights & Responsibilities Committee (Senator D. Pierce resigned from the Senate) (Continuing members are: Nina Coyer, A.G. Dunston, Susan Fister and Paula Kristofik)
  
- Council on Academic Affairs
  1. *Courses taken for dual credit policy proposal*
  2. *Remove mid-term grade requirements for Graduate Level Classes (informational item only)*
  3. *Canadian Studies Minor (New Minor)*
  4. *Forensic Anthropology Minor (New Minor)*
  5. *Social Inequalities Minor (New Minor)*
  6. *Post-Baccalaureate Certificate in Paralegal Science (New Program)*
  7. *Paralegal Studies Minor (New Minor)*
  8. *Emergency Medical Care (AS) (Program Revision)*
  9. *Creative Writing (MFA) (New Program)*

## Adjournment

## **FACULTY SENATE MINUTES**

### **May 3, 2004**

The Faculty Senate of Eastern Kentucky University met on Monday, May 3, 2004, in the South Room of the Keen Johnson Building. Senator Johnson called the ninth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

K. Carmean\*, D. Carter\*, C. Everett\*, S. Fister, J. Harley, D. Jackson, R. James, D. Jones, M. McNew, R. Messerich, R. Miller, F. Newsome, L. Patterson, J. Payne, F. Souther, and M. Yoder.

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

Visitors to the Senate: Allen Ault, Justice & Safety; Sue Cain, Developmental Education; Jim Conneely, Student Affairs; Melissa Dieckmann, Earth Sciences; Dave Eakin, Biology; Ken Johnston, Finances; Lance Melching, SGA; Minh Nguyen, Philosophy & Religion; Theodore Randles, AFIS; Marcel Robles, Management, Marketing & Admin. Com.; Matt Schumacher, SGA; John Shafer, Athletics; Aaron Thompson, Enrollment Management; Elizabeth Wachtel, Academic Affairs; John Wade, Arts & Sciences; Staci Wilson, Model; and Marc Whitt, Public Relations and Marketing.

#### **APPROVAL OF MINUTES**

The April 5, 2004 minutes were approved as written.

#### **REPORT FROM THE PRESIDENT: Senator Glasser**

Senator Glasser expressed her appreciation to the senators for their efforts and hard work to make the Senate an effective body throughout the past year.

Senator Glasser reported that the Board approved the recommended budget guidelines for the coming fiscal year. The recommended budget includes a modest cost of living adjustment of 1.5% for faculty and staff. In addition, \$200,000 has been earmarked for faculty salary equity adjustments for the coming year.

President Glasser expressed her thanks to Senator G. Yoder for his contributions on the Faculty Welfare Committee during the past year..

The proposed start date for the next major systemic campus-wide electrical upgrade is mid-June to the first of July. Notices will be sent out and posted on the web well in advance for those areas that will be adversely affected by power disruptions.

The College of Arts & Sciences recently hosted the second annual Kentucky Science and Engineering Fair on campus which involved 155 middle and high school regional science fair winners from across the Commonwealth.

The College of Business and Technology has exceeded its initial goal of \$10,000 for its first Student Professional Enhancement Scholarship. The scholarship endowment fund has received contributions in excess of \$16,000 which will be matched through the "Bucks for Brains" program bringing the total to over \$32,000.

On April 7 the College of Justice and Safety hosted a distinguished professionals reception to recognize its outstanding faculty, alumni and students.

Two administrative internships which were arranged through the Women and Minority Opportunities Program were recently appointed. Dr. Jessica Bryant will be working with Dr. Aaron Thompson in Enrollment Management and Dr. Sharon Robinson will be working with Dr. Lee Van Orsdel in the Library.

Commencement ceremonies will be held on Saturday. The first will be at 10:00 a.m. with Dr. Story Musgrave, former NASA astronaut, as the guest speaker, and the second ceremony will be at 3:00 p.m. with Kentucky's Lieutenant Governor Stephen Pence as the afternoon speaker.

Senator Glasser expressed her appreciation to Keith Johnson for his service as Senate chair for the past two years.

**ANNOUNCEMENTS:**

In the absence of the Parliamentarian, Senator Glasser presented Senator Johnson with a gavel on behalf of the Senate as a token of appreciation for outstanding leadership for the past two years.

Senator Johnson stated that over the past two years he feels Senator Glasser should be commended for encouraging shared governance and providing faculty with an important voice on the Budget Advisory Council, Strategic Planning Committee and other University committees.

**EXECUTIVE COMMITTEE REPORT: Senator Johnson**

Senator Johnson reported that the Executive Committee met on April 19, 2004. Senator Dunston was in attendance to present the updated shared governance survey. The Executive Committee were in agreement to list the survey as an informational item only on the agenda in order to solicit feedback.

Senator Siegel was in attendance and reported on the success of the second annual budget forum.

Senator Siegel announced that the Senate chair and the AAUP President are automatically members of COSFL so the Senate will only need to elect one representative and two alternates to COSFL at the organization meeting..

Senator Johnson charged the Rights and Responsibilities Committee with the task of developing policy recommendations based on the Promotion and Tenure Ad Hoc Committee report. The proposal should be brought to the Executive Committee in November, and to the Senate in December 2004. The full report and a condensed version is available for download on the Senate website.

Senator Johnson reported that the part-time Senator will be unable to fulfill his two year term and the runner up, Jill Carnahan-Jarvis, has agreed to fulfill the remainder of the term.

**REPORT FROM THE REGENT: Senator Schlomann**

The Board met on April 22, with the majority of the meeting focused on the budget recommendations for the next fiscal year.

**COSFL REPORT: Senator Siegel**

Senator Siegel reported that COSFL met on Saturday, April 17, 2004.

The first part of the meeting was spent discussing how the universities were handling the budget cuts. CPE President Tom Layzell was present for the second half of the meeting.



**REPORT FROM THE PROVOST: Senator Cook**

Senator Cook reported that there were 18 lecture positions created in 9 different departments this past year. Overall, departments seem very satisfied with lecture positions. As this is a two-year experimental project, Senator Cook encouraged the senate to continue the process and to review the criteria more closely next year.

The University is in the process of negotiating a contract for plagiarism software called “Turn It In.” The software should be in operation in time for the summer session and should do a lot towards increasing the integrity of our students in the classroom.

**REPORT FROM STUDENT GOVERNMENT: Lance Melching**

Mr. Melching announced the names of the new officers for 2004: Colmon Elridge, Executive Vice President; Jeff Conner, Life Council’s President; Lindsay Baker, Student Activities Council Vice President; Matt Schumacher, Chief of Staff; Jeff Jackson, Treasurer; and Lindsay Blank, Secretary.

Mr. Melching announced that the Board of Student Body Presidents’ transition meeting will be held at EKU on June 4-6.

**STANDING COMMITTEE REPORTS:**

Budget Committee. Senator Siegel reported that the committee met on April 22, 2004 with Mr. James Keith, Director of Information Technology and Delivery Systems and Ms. Jean Marlow, ITDS Technology Specialist, in attendance to discuss ITDS’ budget. Since 2001-2002 ITDS’ budget has been cut almost \$500,000 with an additional \$300,000 lost in 2001-2002 from the General Fund. Overall, the ITDS unit is funded at about \$9 million less than the average for EKU’s benchmark institutions.

Despite the budget cuts, ITDS continues to upgrade and expand IT services to students, faculty, and staff on the main EKU campus and at branches. Mr. Keith emphasized the importance of the Action Agenda funds that are helping establish “smart” classrooms and upgrade email servers.

Mr. Keith’s goal is to continue to offer reasonably priced voice-data-video access to students in residence halls. The fee charged to students is calculated to cover costs--not to make a profit. The current fee charged is less than \$150 per student per academic year.

Rights and Responsibilities Committee. Senator Dunston distributed a copy of the committee’s year-end report in addition to the shared governance survey. Senator Dunston requested the senators to review the shared governance survey and provide feedback to the committee by June 1, 2004. The committee will update the survey based on feedback received and will bring an updated version to the Executive Committee in the fall.

Elections Committee. Senator DeBolt reported that all senate appointments have been made.

Senator DeBolt asked the senators to check their e-mail address listed on the senate website. If corrections are needed, please notify the secretary.

Committee on Committees. Senator Wolf reported that Institutional Research recently e-mailed the self-nomination forms. The Committee will be meeting soon to correlate the results and forward those on.

**UNFINISHED BUSINESS:**

Faculty Welfare Committee Motion. Senator G. Yoder presented an updated motion based on a friendly amendment at the April meeting. As there were no objections to the change, the amended motion was approved with a vote of 26 to 17.

**NEW BUSINESS:**

Council on Academic Affairs. Senator Cook presented the following items:

1. General Psychology (MS) - new program
2. Insurance & Risk Management (BS) - Reactivate previously suspended program; change the title to BS in Insurance; & change the CIP
3. PCC Guidelines for Fall 2004 (Informational Item Only)

Senator Cook moved approval of item number one, seconded by Senator Flanagan. The motion was approved by the Senate.

Senator Cook moved approval of item number two, seconded by Senator Smith. The motion was approved by the Senate.

Parking Consultant Update. Dr. Conneely was present to update the senators on the parking consultant plan. A firm has been chosen to do the consulting, pending approval from the Legislative Review Council in Frankfort sometime in June. If the Council approves, the actual study should begin Fall 2004.

Awarding of Posthumous Degrees. Senator Collins moved approval, seconded by Senator Konkel, to award a posthumous degree for Don Hoskins at the December, 2004 graduation ceremony. The motion was approved by the senate.

Senator Cook moved approval, seconded by Senator Sexton, to award a posthumous degree for Travis Simpson at the August or December, 2004 graduation. The motion was approved by the senate.

**ADJOURNMENT:**

Senator Cook moved to adjourn at approximately 5:05 p.m.

**FACULTY SENATE**  
**Organizational Meeting**  
**May 3, 2004**

The Faculty Senate of Eastern Kentucky University met on Monday, May 3, 2004 in the South Room of the Keen Johnson Building. Senator Johnson called the organizational meeting for the 2004-2005 academic year to order at 5:20 p.m.

**ANNOUNCEMENTS:**

Senator Johnson announced that Allen Ault will fulfill the remainder of Larry Sexton's two-year dean's representative appointment. The dean's representative is automatically a member of the Senate's budget committee so Senator Ault will replace Senator Sexton on that committee.

**NEW BUSINESS:**

Faculty Senate Chair Election. At the April meeting, Carolyn Siegel was nominated for the chair's position. The Senate were in agreement and Senator Siegel was appointed chair for the 2004-2005 academic year and assumed control of the meeting.

Elections Committee. Three positions were available on the Elections Committee. Three people were nominated and elected by acclamation: Senator DeBolt, Senator Fenton and Senator Randles.

Executive Committee. There were three openings on the Executive Committee. Three individuals were nominated and elected by acclamation: Senator Hubbard, Senator Johnson, and Senator Shasby.

Faculty Welfare Committee. There were four positions available on the Faculty Welfare Committee. Six individuals were nominated: Senators Collins, Cooper, Hubbard, C. Jackson, Johnson and Schlomann. The four individuals elected were: Senators Collins, C. Jackson, Johnson and Schlomann.

**(NOTE: Senator Schlomann formally resigned from the Faculty Welfare Committee on 5-11-04. Senator Hubbard, with the next highest number of votes, agreed to fill the vacancy.)**

Rules Committee. There were two positions available on the Rules Committee. Five individuals were nominated: Senators Dean, Dieckmann, Hubbard, Johnson and Wilson. Senators Johnson and Dieckmann were elected.

Budget Committee. There were two positions available on the Budget Committee. Six individuals were nominated: Senators Ciocca, Eakin, Fenton, C. Jackson, McKenney and Robles. Senators Fenton and Eakin were elected.

Committee on Committees. There were no vacancies on this committee.

Faculty Rights and Responsibilities Committee. There were no vacancies on this committee.

COSFL Representative. Senator Smith was elected to serve as the COSFL representative with Senators Robles and Ware elected to serve as alternates.

Faculty Senate Secretary. Pauletta King was elected to continue as Secretary for the Faculty Senate.

**ADJOURNED:**

The meeting was adjourned at approximately 6:00 p.m.

**Courses Taken for Dual Credit  
Policy Proposal**

Approved as  
Amended by  
CAA on 05-20-04

Eastern Kentucky University (EKU) offers courses in high schools where qualifying students can earn simultaneously high school credit and college credit. The term “dual credit” refers to when students earn credit towards high school graduation and a college degree. Such “dual credit” courses, when offered in high schools, must be taught by qualified university faculty and in the high school where the student is currently enrolled.

The following requirements apply to the courses, the instructors, the students, and to the differences between “dual credit” courses and courses offered through EKU’s Jump Start Program. EKU’s Jump Start Program permits qualifying students to enroll in one class on an EKU campus each semester during their senior year at no cost, except for related course fees. Such Jump Start enrollments are based on course and space availability on EKU’s main campus or at an extended campus (Corbin, Danville, or Manchester).

**Dual Credit Courses**

Dual credit courses must have:

- the same syllabus as equivalent courses taught at EKU (main campus or an extended campus).
- the same grading requirements as equivalent courses taught at EKU (main campus or an extended campus).
- the same textbook as equivalent courses taught at EKU (main campus or an extended campus).
- the same pre-requisites as equivalent courses taught at EKU (main campus or an extended campus). Students who enroll in dual credit courses will not be permitted to obtain pre-requisite overrides in order to enroll in dual credit courses. Students who enroll in dual credit courses must be fully prepared academically before taking dual credit courses that earn college credit.
- only “dual credit” students enrolled in the course.
- enrollments that meet University minimum standards.

**Dual Credit Instructors**

All instructors who teach dual credit courses must meet SACS standards, ~~and must have the same qualifications as other instructors who teach equivalent courses at EKU (main campus or an extended campus).~~

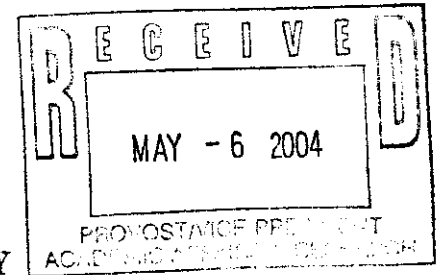
A designated EKU faculty member or administrator from the department in which a dual credit course is regularly taught will have “full supervisory” responsibility for such courses. The designated faculty member or administrator can make in-class visits as desired to ensure that academic standards are being met.

Instructors who teach dual credit courses must obtain from the EKU faculty web a complete roster no later than the beginning of the second week of class. Any student not officially registered (name listed on the EKU roster) by the beginning of the second week

of class will not continue in the course. Also, instructors must provide each student in the course a syllabus containing information regarding ECU's deadlines for withdrawing from a class and a website where other University course enrollment policies can be found.

### **Dual Credit Students**

Students who enroll in dual credit courses must meet the same ECU admissions standards as other high school students who enroll as first-year students. Students who are admitted into dual credit courses will be classified as "High School Special." The normal ECU admission application fee will be charged. In addition, students who are enrolled in dual credit classes will be charged ECU's standard tuition for such courses. Students who enroll in dual credit courses must be admitted and registered by the first week of class and must follow all ECU policies regarding deadlines for withdrawal and other pertinent University course enrollment policies.



**EASTERN KENTUCKY UNIVERSITY**

*Serving Kentuckians Since 1906*

245 Wallace  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3102  
(859) 622-1865

Department of Special Education

Memorandum

Approved by  
CAA on  
05-20-04

To: Dr. Lyle Cook  
Chair of Council on Academic Affairs

From: Dr. Karen N Janssen *Karen Janssen*  
Chair of Graduate Council

Date: Wednesday, May 5, 2004

Re: Remove Mid-Term Grade Requirement for Graduate Level Classes

PROPOSED CHANGE: Policies and Procedures Manual, Page 47, Paragraph 2

FROM: Faculty will provide mid-term grades via the Banner system for all students in full semester courses by the end of the seventh week, or one week before the withdrawal deadline. In the case of non-standard courses, faculty will enter mid-term grades by the mid-point of the course and before the course drop date.

TO: Faculty will provide mid-term grades via the Banner system for all students in undergraduate credit, full semester courses by the end of the seventh week, or one week before the withdrawal deadline. In the case of non-standard courses, faculty will enter mid-term grades by the mid-point of the course and before the course drop date. Mid-term grades are not required for 700 and 800 level classes.

RATIONALE:

The purpose of the requirement for faculty to submit mid-term grades by the end of the seventh week of a sixteen-week semester is to inform students, if they are not doing well, a week before the last day to withdraw from the class. When graduate students drop a class, it is rarely due to a failing grade. Typically in 700 and 800 level classes, research projects, papers, and exams are due after the date for submitting mid-term grades. The faculty member has insufficient information at seven weeks to submit a mid-term grade.



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

**Part I**

|  |  |  |
|--|--|--|
| (Check one)<br><input type="checkbox"/> New Course (Parts II, IV)<br><input type="checkbox"/> Course Revision (Parts II, IV)<br><input type="checkbox"/> Course Dropped (Part II)<br><input checked="" type="checkbox"/> New Program (Part III)<br><input type="checkbox"/> Program Revision (Part III)<br><input type="checkbox"/> Program Suspended (Part III) | Department Name: <u>ANSW</u><br>College: <u>AAS</u><br>*Course Prefix & Number: _____<br>*Course Title (30 characters): _____<br>*Program Title: <u>Canadian Studies</u><br>(Major __, Option __; Minor <u>X</u> ; or Certificate __)<br>*Provide only the information relevant to the proposal. |  |
| Proposal Approved by:  |  |  |
|  | <u>Date</u>  |  |
| Departmental Committee   | <u>3/25/04</u>   | Graduate Council* <span style="float: right;"><u>NA</u></span>   |
| College Curriculum Committee   | <u>04/12/04</u>  | Council on Academic Affairs  |
| General Education Committee*   | <u>NA</u>  | Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <span style="float: right;"><u>05-20-04</u></span> |
| Teacher Education Committee*   | <u>NA</u>  | Faculty Senate**   |
|  |  | Board of Regents**   |
|  |  | Council on Postsecondary Edu.*** <span style="float: right;"><u>NA</u></span>  |
| *If Applicable (Type NA if not applicable.)<br>**Approval needed for new, revised, or suspended programs<br>***Approval/Posting needed for new degree program or certificate program   |  |  |

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

|   |  |
|---|--|
| <b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)<br>To create a new minor in Canadian Studies.  |  |
| <b>A. 2. Effective date:</b> (Example: Fall 2001)<br>Fall 2004  |  |
| <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)  |  |
| <b>B. The justification for this action:</b><br>EKU is part of Kentucky Canadian Studies Consortium, which currently offers nine courses via the Internet. A handful of our students currently take these courses, which focus on Kentucky's leading foreign trading partner.   |  |
| <b>C. The projected cost (or savings) of this proposal is as follows:</b><br><b>Personnel Impact:</b><br>None. Dr. Savage currently administers this program on campus. The bulk of the faculty teach at various schools within the Kentucky Canadian Studies Consortium. EKU faculty teaching courses dealing primarily with Canada may have their courses included in this minor.<br><b>Operating Expenses Impact:</b><br>None.<br><b>Equipment/Physical Facility Needs:</b><br>Current computer access to the Internet is adequate.<br><b>Library Resources:</b><br>Adequate, especially with the creation of our library's electronic reserve system. |  |

**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

New or Revised\* Program

(\*Use ~~strikeout~~ for deletions and underlines for additions.)

A student may minor in Canadian Studies by taking a minimum of 18 hours as follows: ANT 332 and 15 hours selected from: ANT 333, ANT 499 or POL 499, and Canadian topics in the following courses: HIS 300 (e.g., History of Canada), POL 405 (e.g., Government and Politics of Britain and Canada; Politics of the North American Auto Industry; Comparative Civil Liberties: United States, Canada, and Germany; Political Economy and Environment of Canada; North American Politics: United States and Canada), POL 410 (e.g., Canadian Politics), SWK 455 (e.g., Family Violence in the United States and Canada).

## Memorandum of Agreement Kentucky Canadian Studies Consortium

The Canadian Studies Online Program (CSOP) was created by the Kentucky Canadian Studies Roundtable (KCSR) to promote an understanding of our North American neighbors: who they are, what we share in common with them, and what makes us different from them in our increasingly interconnected and interdependent world.

On the basis of the terms in this memorandum, Eastern Kentucky University, Georgetown College, University of Kentucky, the University of Louisville, Morehead State University, and Western Kentucky University agree to join together, as the Kentucky Canadian Studies Consortium (KCSC). As the KCSC, their faculty will be permitted to develop and offer online courses which together compose the Canadian Studies Online Program, beginning with a three-year pilot study phase in the 2001-2002 academic year and extending through the end of the 2003-2004 academic year.

**KCSC Institutions.** Each participating institution will

1. designate a faculty member to coordinate the CVOP on its campus. The faculty member, known as the KCSC Campus Coordinator, will be a KCSR Board member,
2. designate an administration representative to work with the local faculty member and the institution's KCSC Campus Coordinator,
3. provide their faculty with online course development, training and support,
4. negotiate with its KCSC faculty their course load, class size, and stipend reimbursement,
5. use Blackboard course platform to offer its CSOP courses,
6. offer all CSOP courses asynchronously,
7. offer CSOP courses on the basis of its academic schedule,
8. list each CSOP course as a separate distance learning course with its course section number,
9. list CSOP courses in their class schedule and other distance learning publicity materials,
10. work cooperatively with other KCSC institutions to promote the CSOP,
11. be responsible for the registration and collection of tuition and fees of students in CSOP courses at the home institution's rate,
12. adhere to its own copyright and intellectual property rights policies, and
13. be responsible for giving their students the opportunity to evaluate their campus distance learning support services, and
14. determine whether the CSOP courses will constitute an academic program (major, minor, or certificate) or be offered as elective courses.

**KCSC Campus Coordinators.** Each KCSC Campus Coordinator will

1. work with each other and with KCSC faculty and institutions in planning and implementing the CSOP,
2. work with the appropriate campus offices and personnel to assign course numbers to the courses offered through the CSOP and
3. make students aware that the beginning and ending course dates are defined by the academic calendar of the institution of the faculty member teaching the course, and
4. make reasonable efforts to promote the CSOP courses through various campus venues.

**KCSC Faculty.** Each KCSC faculty member will

1. submit their course syllabi and vita to all KCSC Campus Coordinators before the course is offered to comply with each institution's policies,
2. teach all students enrolled in their course regardless of their home institution enrollment during the pilot phase, and

- 3. work with all KCSC Campus Coordinators to submit course grades of students not enrolled at the KCSC faculty member's campus.

**KCSC Board**

- 1. The KCSC Board will be composed of the KCSC campus coordinators who will be Kentucky Canadian Studies Roundtable Board members.
- 2. The KCSC Board chair will convene meetings of campus coordinators, including a meeting of campus coordinators, faculty, and administrators at least once a year to evaluate the Canadian Studies Online Program (CSOP).
- 3. The KCSC Board and chair will establish policy on matters such as CSOP faculty, courses, and program promotion.
- 4. The KCSC Board will review course evaluation instruments and implement one during the pilot phase.

**KCSC Memorandum of Agreement Review and Amendments**

This Memorandum of Agreement will be reviewed at the end of the pilot program. This Memorandum may be amended by concurrence of all the institutions at any time and at the end of the pilot phase.

Kenneth L. Nelson  
 Eastern Kentucky University, Distance Learning Coordinator      Date 5-27-01

Michael S. Manser  
 Eastern Kentucky University, Academic Officer      Date 5/21/01

\_\_\_\_\_  
 Georgetown College, Distance Learning Coordinator      Date \_\_\_\_\_

\_\_\_\_\_  
 Georgetown College, Academic Officer      Date \_\_\_\_\_

\_\_\_\_\_  
 University of Kentucky, Distance Learning Coordinator      Date \_\_\_\_\_

\_\_\_\_\_  
 University of Kentucky, Academic Officer      Date \_\_\_\_\_

\_\_\_\_\_  
University of Louisville, Distance Learning Coordinator      Date \_\_\_\_\_

\_\_\_\_\_  
University of Louisville, Academic Officer      Date \_\_\_\_\_

\_\_\_\_\_  
Morehead State University, Distance Learning Coordinator      Date \_\_\_\_\_

\_\_\_\_\_  
Morehead State University, Academic Officer      Date \_\_\_\_\_

\_\_\_\_\_  
Western Kentucky University, Distance Learning Coordinator      Date \_\_\_\_\_

\_\_\_\_\_  
Western Kentucky University, Academic Officer      Date \_\_\_\_\_

Appropriate signatures will be obtained from other participating institutions and will be kept on file.

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

**Part I**

| (Check one)<br><input type="checkbox"/> New Course (Parts II, IV)<br><input type="checkbox"/> Course Revision (Parts II, IV)<br><input type="checkbox"/> Course Dropped (Part II)<br><input checked="" type="checkbox"/> New Program (Part III)<br><input type="checkbox"/> Program Revision (Part III)<br><input type="checkbox"/> Program Suspended (Part III)   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td>ANSW</td> </tr> <tr> <td>College</td> <td>AAS</td> </tr> <tr> <td>*Course Prefix &amp; Number</td> <td></td> </tr> <tr> <td>*Course Title (30 characters)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>Forensic Anthropology</td> </tr> <tr> <td></td> <td>(Major __, Option __; Minor <u>X</u>; or Certificate __)</td> </tr> <tr> <td colspan="2">*Provide only the information relevant to the proposal.</td> </tr> </table> | Department Name                  | ANSW            | College | AAS         | *Course Prefix & Number |         | *Course Title (30 characters) |    | *Program Title               | Forensic Anthropology |                             | (Major __, Option __; Minor <u>X</u> ; or Certificate __) | *Provide only the information relevant to the proposal. |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
|--|--|----------------------------------|-----------------|---------|-------------|-------------------------|---------|-------------------------------|----|------------------------------|-----------------------|-----------------------------|---|---|----|----------------------------------|-----------------|------------------------------|----|------------------|--|--|--|--------------------|--|--|--|----------------------------------|----|
| Department Name  | ANSW   |                                  |                 |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
| College  | AAS  |                                  |                 |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
| *Course Prefix & Number  |  |                                  |                 |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
| *Course Title (30 characters)  |  |                                  |                 |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
| *Program Title   | Forensic Anthropology  |                                  |                 |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
|  | (Major __, Option __; Minor <u>X</u> ; or Certificate __)  |                                  |                 |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
| *Provide only the information relevant to the proposal.  |  |                                  |                 |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Proposal Approved by:</th> <th style="width: 30%; text-align: center;"><u>Date</u></th> <th style="width: 30%;"></th> <th style="width: 10%; text-align: center;"><u>Date</u></th> </tr> </thead> <tbody> <tr> <td>Departmental Committee</td> <td style="text-align: center;">3/25/04</td> <td>Graduate Council*</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">04/12/04</td> <td>Council on Academic Affairs</td> <td></td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> <td>Approved <u>X</u> Disapproved __</td> <td style="text-align: center;"><u>05-20-04</u></td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">NA</td> <td>Faculty Senate**</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Board of Regents**</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td style="text-align: center;">NA</td> </tr> </tbody> </table> |  | Proposal Approved by:            | <u>Date</u>     |         | <u>Date</u> | Departmental Committee  | 3/25/04 | Graduate Council*             | NA | College Curriculum Committee | 04/12/04              | Council on Academic Affairs |   | General Education Committee*                            | NA | Approved <u>X</u> Disapproved __ | <u>05-20-04</u> | Teacher Education Committee* | NA | Faculty Senate** |  |  |  | Board of Regents** |  |  |  | Council on Postsecondary Edu.*** | NA |
| Proposal Approved by:  | <u>Date</u>  |                                  | <u>Date</u>     |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
| Departmental Committee   | 3/25/04  | Graduate Council*                | NA              |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
| College Curriculum Committee   | 04/12/04   | Council on Academic Affairs      |                 |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
| General Education Committee*   | NA   | Approved <u>X</u> Disapproved __ | <u>05-20-04</u> |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
| Teacher Education Committee*   | NA   | Faculty Senate**                 |                 |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
|  |  | Board of Regents**               |                 |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
|  |  | Council on Postsecondary Edu.*** | NA              |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |
| <p>*If Applicable (Type NA if not applicable.)<br/>         **Approval needed for new, revised, or suspended programs<br/>         ***Approval/Posting needed for new degree program or certificate program</p>  |  |                                  |                 |         |             |                         |         |                               |    |                              |                       |                             |   |   |    |                                  |                 |                              |    |                  |  |  |  |                    |  |  |  |                                  |    |

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

|  |   |
|--|---|
| <p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>To create a new minor program in forensic anthropology.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)</p> <p>Fall 2004</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p> | <p><b>B. The justification for this action:</b></p> <p>The anthropology program's strategic planning work has shown student interest in the creation of this program. Some forensic science majors have also expressed interest in this minor.</p> <p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b></p> <p>All courses are currently taught. No new personnel are needed to implement this program.</p> <p><b>Operating Expenses Impact:</b></p> <p>No new resources needed to implement this program.</p> <p><b>Equipment/Physical Facility Needs:</b></p> <p>No new resources needed to implement this program.</p> <p><b>Library Resources:</b></p> <p>Current library resources are adequate.</p> |
|--|---|

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

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

|   |
|---|
| <ol style="list-style-type: none"><li>1. For a new course, provide the catalog text.</li><li>2. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</li><li>3. For a dropped course, provide the current catalog text.</li></ol> |
| Current Catalog Text  |
| New or Revised* Catalog Text<br>(*Use <del>strikeout</del> for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)   |
|   |

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

|  |
|--|
| <ol style="list-style-type: none"><li>1. For a new program, provide the catalog description as being proposed.</li><li>2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.</li><li>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.</li></ol> |
| Current Program Requirements as Shown in Catalog   |
| New or Revised* Program<br>(*Use <del>strikeout</del> for deletions and <u>underlines</u> for additions.)  |
| <u>A student may minor in forensic anthropology by taking a minimum of 18 hours as follows: ANT 120 or 210 or 211, ANT 201, 350, 380, FOR 465, and at least four hours from ANT 385, FOR 301, and the following ANT courses when they have a forensic topic: 365 and 590.</u>  |

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

**Part I**

|  |   |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
|--|---|---|--|-------------|------------------------|---------|------------------------------|----------|---|-----------------|------------------------------|----|--------------------|----|----------------------------------|----|
| (Check one)<br><input type="checkbox"/> New Course (Parts II, IV)<br><input type="checkbox"/> Course Revision (Parts II, IV)<br><input type="checkbox"/> Course Dropped (Part II)<br><input checked="" type="checkbox"/> New Program (Part III)<br><input type="checkbox"/> Program Revision (Part III)<br><input type="checkbox"/> Program Suspended (Part III) | Department Name: <u>ANSW</u><br>College: <u>AAS</u><br>*Course Prefix & Number: _____<br>*Course Title (30 characters): _____<br>*Program Title: <u>Social Inequalities</u><br>(Major __, Option __; Minor <u>X</u> ; or Certificate __)<br>*Provide only the information relevant to the proposal. |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
| Proposal Approved by:  |   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">3/25/04</td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">04/12/04</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">NA</td> </tr> </table>  |  | <u>Date</u> | Departmental Committee | 3/25/04 | College Curriculum Committee | 04/12/04 | General Education Committee*  | NA              | Teacher Education Committee* | NA |                    |    |                                  |    |
|  | <u>Date</u>   |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
| Departmental Committee   | 3/25/04   |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
| College Curriculum Committee   | 04/12/04  |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
| General Education Committee*   | NA  |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
| Teacher Education Committee*   | NA  |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
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|  | <u>Date</u>   |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
| Graduate Council*  | NA  |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
| Council on Academic Affairs  | NA  |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
| Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>  | <u>05-20-04</u>   |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
| Faculty Senate**   | NA  |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
| Board of Regents**   | NA  |   |  |             |                        |         |                              |          |   |                 |                              |    |                    |    |                                  |    |
| 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:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 Add the Social Inequalities Minor to the existing curriculum for the Sociology Program

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2004

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 NA

**B. The justification for this action:**

A minor in Social Inequalities is designed for students who are interested in a focused study in social inequalities, specifically those related to race, class, gender and sexuality. This study will emphasize the importance of understanding the persistence and the dynamics of relationships of inequality across a variety of social institutions, such as the political-economic system, religion, the family, the mass media, and the educational system. While the core study will revolve around four central classes in sociology, the remaining credit hours allow students to pursue inquiry within a variety of programs throughout the university, furthering the integration of students, professors, and programs with one another.

This minor offers a significant contribution to our mission of quality undergraduate education. It deals with issues that are relevant to students' everyday experiences, as racism, sexism, and conflicts related to class and changing sexual norms continue to persist today in ways similar to and different from the past. As a result, a minor in social inequalities promises to be an attractive course of research for students in fields others than sociology, including anthropology, political-science and government, social work, psychology, criminal justice, pre-law, history, women's studies and African-American studies.

Sociology as a discipline has a long tradition of research on issues of social inequalities. A focused study will make available to students a greater level of knowledge associated with specialization in this sub-discipline. Further, for those students interested in pursuing sociology as a profession, a minor in social inequalities will better position those students in the pursuit of entry into graduate school. As such, this minor contributes to the overall mission of the field, the department, and the university.

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

**Personnel Impact:**

No new faculty will be needed to implement the social inequalities minor

**Operating Expenses Impact:**

No new expenses are expected for implementation of the social inequalities minor.

**Equipment/Physical Facility Needs:**

No new equipment or physical facility needs.

**Library Resources:**

No new library resources required

**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

New or Revised\* Program

(\*Use ~~strikeout~~ for deletions and underlines for additions.)

A student may minor in social inequalities by completing a minimum of 18 hours as follows: SOC 399, SOC 400, SOC 463, SOC 480, and six credit hours of electives from CRJ 325, CRJ 345, HIS 305, HIS 385, HIS 386, POL 345, POL 373, POL 446, POL 451, SOC 330, SOC 345, SOC 365, SOC 375, SOC 415, SOC 460, or WMS 400. It is suggested that non-majors complete Soc 131 prior to enrolling in upper-division sociology courses. Other electives may be approved for the minor as they are offered. Note that some of the required and elective courses have prerequisites. Average GPA of courses applied to the minor must be 2.00 or better.

Current Program Requirements as Shown in Catalogue

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

**Part I**

|   |   |   |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
|---|---|---|-------------|---------|-----------------|-------------------------|----------|-------------------------------|----|------------------------------|---|-----------------------------|---|---|----|---|----------|------------------------------|----|------------------|--|--|--|--------------------|--|--|--|----------------------------------|--|
| (Check one)<br><input type="checkbox"/> New Course (Parts II, IV)<br><input type="checkbox"/> Course Revision (Parts II, IV)<br><input type="checkbox"/> Course Dropped (Part II)<br><input checked="" type="checkbox"/> New Program (Part III)<br><input type="checkbox"/> Program Revision (Part III)<br><input 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%;">Government</td> </tr> <tr> <td>College</td> <td>Arts &amp; Sciences</td> </tr> <tr> <td>*Course Prefix &amp; Number</td> <td></td> </tr> <tr> <td>*Course Title (30 characters)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>Post-Baccalaureate Certificate in Paralegal Science</td> </tr> <tr> <td></td> <td>(Major __, Option __; Minor __; or Certificate _x_)</td> </tr> <tr> <td colspan="2">*Provide only the information relevant to the proposal.</td> </tr> </table> | Department Name   | Government  | College | Arts & Sciences | *Course Prefix & Number |          | *Course Title (30 characters) |    | *Program Title               | Post-Baccalaureate Certificate in Paralegal Science |                             | (Major __, Option __; Minor __; or Certificate _x_) | *Provide only the information relevant to the proposal. |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
| Department Name   | Government  |   |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
| College   | Arts & Sciences   |   |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
| *Course Prefix & Number   |   |   |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
| *Course Title (30 characters)   |   |   |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
| *Program Title  | Post-Baccalaureate Certificate in Paralegal Science   |   |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
|   | (Major __, Option __; Minor __; or Certificate _x_)   |   |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
| *Provide only the information relevant to the proposal.   |   |   |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
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| Proposal Approved by:   | <u>Date</u>   |   | <u>Date</u> |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
| Departmental Committee  | 03/23/04  | Graduate Council*   | NA          |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
| College Curriculum Committee  | 04/12/04  | Council on Academic Affairs   |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
| General Education Committee*  | NA  | Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> | 05-20-04    |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
| Teacher Education Committee*  | NA  | Faculty Senate**  |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
|   |   | Board of Regents**  |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
|   |   | Council on Postsecondary Edu.***  |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |
| <p>*If Applicable (Type NA if not applicable.)<br/>         **Approval needed for new, revised, or suspended programs<br/>         ***Approval/Posting needed for new degree program or certificate program</p>   |   |   |             |         |                 |                         |          |                               |    |                              |   |                             |   |   |    |   |          |                              |    |                  |  |  |  |                    |  |  |  |                                  |  |

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

|  |  |
|--|--|
| <p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>To approve a 30-31 semester hour post-baccalaureate certificate in paralegal science.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)</p> <p>Fall 2004</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p> |  |
| <p><b>B. The justification for this action:</b></p> <p>To meet the demand from post-baccalaureate students seeking a paralegal career.</p>   |  |
| <p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b></p> <p>No new personnel needed</p> <p><b>Operating Expenses Impact:</b></p> <p>None</p> <p><b>Equipment/Physical Facility Needs:</b></p> <p>In place</p> <p><b>Library Resources:</b></p> <p>In place</p>   |  |

**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

New or Revised\* Program

(\*Use ~~strikeout~~ for deletions and underlines for additions.)

Certificate in Paralegal Science (Post-Baccalaureate):

Requirements.....30-31\* hours

LAS 210, 220, 300, 320, 350, 410, plus 12 hours of LAS courses chosen from LAS 325, 330, 340, 360, 370, 380, 385, 399\*.

\*LAS 399 is a 4 semester hour course.

\*\*Students with 75 hours or more may begin taking courses toward the post-baccalaureate certificate. At least 18 hours toward the certificate must be taken subsequent to receiving a bachelor's degree.

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

**Part I**

|   |   |   |
|---|---|---|
| <input type="checkbox"/> (Check one)<br>New Course (Parts II, IV) | Department Name<br>College                              | Government<br>Arts & Sciences                             |
| <input type="checkbox"/> Course Revision (Parts II, IV)           | *Course Prefix & Number                                 |   |
| <input type="checkbox"/> Course Dropped (Part II)                 | *Course Title (30 characters)                           |   |
| <input checked="" type="checkbox"/> New Program (Part III)        | *Program Title  | Minor in Paralegal Studies                                |
| <input type="checkbox"/> Program Revision (Part III)              |   | (Major __, Option __; Minor <u>x</u> ; or Certificate __) |
| <input type="checkbox"/> Program Suspended (Part III)             | *Provide only the information relevant to the proposal. |   |

| Proposal Approved by:        | Date        | Date  |
|------------------------------|-------------|---|
| Departmental Committee       | 03/23/04    | Graduate Council* NA  |
| College Curriculum Committee | 04/12/04 ** | Council on Academic Affairs   |
| General Education Committee* | NA          | Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> |
| Teacher Education Committee* | NA          | 05-20-04  |
|                              |             | 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:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To approve a new paralegal studies minor.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2004

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

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**B. The justification for this action:**  
 To provide students who are interested in legal studies the option of taking a law-specific minor.

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

**Personnel Impact:**  
 No new personnel needed

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**  
 In place

**Library Resources:**  
 In place

**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

New or Revised\* Program

(\*Use ~~strikeout~~ for deletions and underlines for additions.)

Minor In Paralegal Studies

A student may minor in paralegal studies by completing a total of 18 hours as follows: LAS 210, 220, 300, 320, 350, and 410.

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

**Part I**

|  |                               |   |                          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
|--|-------------------------------|---|--------------------------|--|-------------|--|-------------|------------------------|--------|-------------------|-----|------------------------------|--------|-----------------------------|--------------------------|------------------------------|-----|--|-----------------|------------------------------|-----|------------------|--|--|--|--------------------|--|--|--|----------------------------------|-----------|
| (Check one)<br><input type="checkbox"/> New Course (Parts II, IV)<br><input type="checkbox"/> Course Revision (Parts II, IV)<br><input type="checkbox"/> Course Dropped (Part II)<br><input type="checkbox"/> New Program (Part III)<br><input checked="" type="checkbox"/> Program Revision (Part III)<br><input type="checkbox"/> Program Suspended (Part III)   | Department Name               | Loss Prevention and Safety  |                          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
|  | College                       | College of Justice and Safety   |                          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
|  | *Course Prefix & Number       |   |                          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
|  | *Course Title (30 characters) |   |                          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
|  | *Program Title                | Emergency Medical Care Associate of Science (A.S.)                                      |                          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
|  |                               | (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___) |                          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
|  |                               | *Provide only the information relevant to the proposal.                                 |                          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
| Proposal Approved by: <table border="0" style="width:100%"> <tr> <td></td> <td align="center"><u>Date</u></td> <td></td> <td align="center"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td align="center">2/3/04</td> <td>Graduate Council*</td> <td align="center">N/A</td> </tr> <tr> <td>College Curriculum Committee</td> <td align="center">2/5/04</td> <td>Council on Academic Affairs</td> <td align="center"><i>Corrected Version</i></td> </tr> <tr> <td>General Education Committee*</td> <td align="center">N/A</td> <td>Approved <input checked="" type="checkbox"/> Disapproved ___</td> <td align="center"><i>05-20-04</i></td> </tr> <tr> <td>Teacher Education Committee*</td> <td align="center">N/A</td> <td>Faculty Senate**</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Board of Regents**</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td align="center"><i>NA</i></td> </tr> </table> |                               |   |                          |  | <u>Date</u> |  | <u>Date</u> | Departmental Committee | 2/3/04 | Graduate Council* | N/A | College Curriculum Committee | 2/5/04 | Council on Academic Affairs | <i>Corrected Version</i> | General Education Committee* | N/A | Approved <input checked="" type="checkbox"/> Disapproved ___ | <i>05-20-04</i> | Teacher Education Committee* | N/A | Faculty Senate** |  |  |  | Board of Regents** |  |  |  | Council on Postsecondary Edu.*** | <i>NA</i> |
|  | <u>Date</u>                   |   | <u>Date</u>              |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
| Departmental Committee   | 2/3/04                        | Graduate Council*   | N/A                      |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
| College Curriculum Committee   | 2/5/04                        | Council on Academic Affairs   | <i>Corrected Version</i> |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
| General Education Committee*   | N/A                           | Approved <input checked="" type="checkbox"/> Disapproved ___                            | <i>05-20-04</i>          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
| Teacher Education Committee*   | N/A                           | Faculty Senate**  |                          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
|  |                               | Board of Regents**  |                          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
|  |                               | Council on Postsecondary Edu.***  | <i>NA</i>                |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |
| *If Applicable (Type NA if not applicable.)<br>**Approval needed for new, revised, or suspended programs<br>***Approval/Posting needed for new degree program or certificate program   |                               |   |                          |  |             |  |             |                        |        |                   |     |                              |        |                             |                          |                              |     |  |                 |                              |     |                  |  |  |  |                    |  |  |  |                                  |           |

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

|  |
|--|
| <p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)<br/>         Change name of degree to Associate of Science in Paramedicine (A.S.P.)</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)<br/>         Fall 2004</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)<br/>         N/A</p> |
| <p><b>B. The justification for this action:</b><br/>         Emergency Medical Care/Paramedicine is an accredited program with state mandates as to subject material/hours required for a degree. To comply with the Council on Post Secondary Education recent general education guidelines for a seamless transfer of coursework, a change in degree title is necessary.</p>   |
| <p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b><br/>         None</p> <p><b>Operating Expenses Impact:</b><br/>         None</p> <p><b>Equipment/Physical Facility Needs:</b><br/>         None</p> <p><b>Library Resources:</b><br/>         None</p>  |

**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

**Emergency Medical Care (A.S.)**

**Major Requirements** ..... **40 hours**

EMC 104, 110, 115, 200, 205, 212, 215, 225, 310, 315, 320, 335, 340, 342, 352, 360, and 362.

**Supporting Course Requirements**..... **3 hours**

EMC 240.

**General Education Requirements**..... **22 hours**

JSO 100, BIO 171\*, 301\*, three hours general education humanities\*, three hours general education social science\*, three hours of free electives\*, and six hours of English composition\*.

**Total Curriculum Requirements** ..... **65 hours**

New or Revised\* Program

(\*Use ~~strikeout~~ for deletions and underlines for additions.)

**Emergency Medical Care (A.S.)**

**Paramedicine (A.S.P.)**

**Major Requirements** ..... **40 hours**

EMC 104, 110, 115, 200, 205, 212, 215, 225, 310, 315, 320, 335, 340, 342, 352, 360, and 362.

**Supporting Course Requirements**..... **3 hours**

EMC 240.

**General Education Requirements**..... **22 hours**

JSO 100, BIO 171\*, 301\*, three hours general education humanities\*, three hours general education social science\*, three hours of free electives\*, and six hours of English composition\*.

**Total Curriculum Requirements** ..... **65 hours**

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

**Part I**

|  |   |  |
|--|---|--|
| (Check one)<br><input type="checkbox"/> New Course (Parts II, IV)<br><input type="checkbox"/> Course Revision (Parts II, IV)<br><input type="checkbox"/> Course Dropped (Part II)<br><input checked="" type="checkbox"/> New Program (Part III)<br><input type="checkbox"/> Program Revision (Part III)<br><input type="checkbox"/> Program Suspended (Part III) | Department Name<br>English and Theatre<br>College<br>Arts and Sciences<br>*Course Prefix & Number<br>_____<br>*Course Title (30 characters)<br>_____<br>*Program Title<br>Creative Writing (MFA)<br>(Major __, Option __; Minor __; or Certificate __)<br>*Provide only the information relevant to the proposal. |  |
| Proposal Approved by:  |   |  |
|  | <u>Date</u><br>09/12/03   |  |
| Departmental Committee   | _____   | Graduate Council* <span style="float: right;"><u>Date</u><br/>01-14-04</span>                              |
| College Curriculum Committee   | 12/08/03  | Council on Academic Affairs <span style="float: right;">As Amended</span>                                  |
| General Education Committee*   | NA  | Approved <input checked="" type="checkbox"/> Disapproved _____ <span style="float: right;">01-15-04</span> |
| Teacher Education Committee*   | NA  | Faculty Senate** _____   |
|  |   | Board of Regents** _____   |
|  |   | Council on Postsecondary Edu.*** _____   |
| *If Applicable (Type NA if not applicable.)<br>**Approval needed for new, revised, or suspended programs<br>***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:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To establish a low-residency Master of Fine Arts in Creative Writing program.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2004

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:**

The Department of English and Theatre believes a low-residency Master of Fine Arts in Creative Writing program is warranted for several reasons.

- Despite the recent growth of such programs, a paucity still exists. Only one school in the state offers an MFA in Creative Writing, and that school is private. However, Spalding University declines over two-thirds of its applicants, which creates a significant candidate pool. Morehead and Murray have M.A.'s with emphases in creative writing, while the University of Kentucky does not have a creative writing degree beyond the B.A.
- With no state school offering such a program, we would obviously not be duplicating programs already in existence. Murray is currently preparing a similar low-residency program, and we have already signed a memorandum of agreement to cooperate with them in order to share certain resources, keep the costs down, and minimize competition between the two programs. The schools are geographically far enough apart so as not to draw from the same pool of interested applicants.
- This area of the country needs a program. The only contiguous state with a program is North Carolina (Warren Wilson College), and most of the programs in existence (thirteen as of this writing) are either in Vermont or California, certainly far enough away.
- The Department of English and Theatre already has the facilities and faculty in place to initiate such a program. Currently, our faculty consists of six notable creative writing instructors in varying genres: Charlie Sweet (fiction, poetry), Hal Blythe (fiction, poetry), Harry Brown (poetry), Dorothy Sutton (poetry), Christine Delea (poetry, fiction, creative non-fiction), Young Smith (fiction, drama, poetry), and Robert Witt (drama, fiction, and

journal editing). Also, we already have several faculty in closely related fields: Barbara Hussey (autobiography, creative nonfiction), Marshal Myers (creative nonfiction, technical writing, fiction, and poetry), Andy Harnack (technical writing), and Jennings Mace (technical writing). In addition to being instructors in these genres, the core creative-writing teachers have not only publications in poetry, short fiction, and drama, but also scholarly articles about creative writing (including its pedagogy).

- The EKU Department of English and Theatre has always been the vanguard of creative writing. In the 1970's, for instance, we were one of the first area schools to introduce creative-writing theses at the M.A. level, and for over forty years the department has facilitated a nationally recognized summer creative writing conference. Furthermore, we were one of the first departments in the country to introduce a masters-level course in creative-writing pedagogy aimed at elementary through college-level teachers.
- As a state school, we should be able to undercut the cost of an MFA at our major competitor, Spalding University.
- We have a history of producing creative-writing students who have gone on to publish in both the popular and literary fields. Silas House wrote *Clay's Quilt* and the recently rave-reviewed *A Parchment of Leaves*. Christina Ramsdell recently went to press with a popular novel *Sarah Glory*. Mike Taylor has written for *Sports Illustrated*, and other students can be found in mystery magazines. Steve Cope is a published poet with several chapbooks, and Crystal Wilkinson has come full circle by publishing two acclaimed works of fiction and joining our faculty.
- The Department of English and Theatre already publishes several prestigious journals at various levels for our students that both provide them with an outlet and an insight into the publishing world (e.g. *Aurora* for undergraduates; *The Chaffin Journal*, *Storytelling*, and *The Journal of Popular Film* for others). In addition, we have five editors of journals on our faculty.
- We believe that in time, by charging a high tuition (but lower than Spalding) and by paying lower stipends to instructors/mentors, the MFA program could be, as is the case in several institutions, a real moneymaker for EKU.
- Just as our summer creative writing conference has been able to attract major names such as Gwen Rubio, Bracelen Flood, Hollis Summers, Gordon Weaver, and Ed McClanahan, so we believe we will have no trouble finding nationally known mentors for our MFA students.
- Such a program could help EKU toward their diversity goals as stated in the *Eastern Kentucky University Strategic Plan 2003-2006* (see Goal 1). Faculty mentors could be drawn from a radically diverse group of writers.

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

The MFA program is expected to generate enough income to be self-supporting.

**Please see attached sheet for a breakdown of anticipated income and expenses.**

**Personnel Impact:**

Though we will be able to initiate the program using existing faculty, as the program grows we will need to hire additional faculty.

**Operating Expenses Impact:**

See attachment

**Equipment/Physical Facility Needs:**

See attachment

**Library Resources:**

NA

**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

New or Revised\* Program

(\*Use ~~strikeout~~ for deletions and underlines for additions.)

DEPARTMENT OF  
**ENGLISH**

Charlie Sweet, Interim Chair  
<http://www.english.eku.edu>  
(859) 622-5861

The Department of English offers a 48-hour program of study leading to the Master of Fine Arts in Creative Writing (MFA-CW) degree.

**English**  
**MASTER OF FINE ARTS IN CREATIVE WRITING**

This graduate program in English is designed to train students in various areas of the creative writing discipline and provide them with both depth and breadth appropriate to the advanced level. As this degree is considered terminal in the field of creative writing, students are trained to be able to teach at the college level as well as to develop their own writing talent.

**Admission**—Applicants must meet the general requirements of the Graduate School. They must have an undergraduate Bachelor's degree. They must have achieved satisfactory scores on the Graduate Record Examination of at least 1200 combined with at least a 400 on the verbal section. They should also have completed at least an undergraduate minor in English and/or be prepared to do additional hours to remove any deficiency in their undergraduate preparations. Ordinarily a 3.0 standing must have been achieved in upper-division English courses. In addition, all applicants must submit a portfolio of work in their desired concentration (e.g., poetry) to the Department's Creative Writing Committee and have the work approved.

**Candidacy**—Refer to the General Academic Information Section of this Catalog for complete degree completion requirements.

**Program Planning**—Graduate students in the MFA-CW program may: prepare for careers of teaching on the college and pre-college levels; engage in creative writing at a PhD level; or pursue other pre-professional or personal goals.

Students must complete 48 hours in the program plus a comprehensive presentation. Each semester of work is 12 hours and consists of two parts: a two-week residency at Eastern Kentucky University and a 14-week writing session under the direction of a mentor. The comprehensive presentation necessitates returning for part of a fifth residency in order to teach a lesson, direct a workshop, and provide a reading of one's works.

Mentoring sessions during the residency will allow mentors and students to select each other. Once a mentor-student relationship has been established, the pair will draw up a fourteen-week course of study that allows the student to develop his/her writing skills. Each fourteen-week period will consist of four units of exchange of the student's work and the mentor's comments.

|   |          |
|---|----------|
| Courses.....                                | 48 hours |
| <del>ENW 800</del> <del>ENG 900</del> ..... | 12 hours |
| <del>ENW 801</del> <del>ENG 901</del> ..... | 12 hours |
| <del>ENW 802</del> <del>ENG 902</del> ..... | 12 hours |
| <del>ENW 803</del> <del>ENG 903</del> ..... | 12 hours |

**Comprehensive Presentations**—All students are required to make a comprehensive presentation after successfully completing the four-course sequence. Comprehensive presentations may be made in any residency following the completion of the four-course sequence.

## STAFFING

1. In the beginning the M.F.A. program will be run by committee. As we enroll students, the income will enter the program, and we will be able to choose and pay an M.F.A. Coordinator. Our first coordinator will come from the Creative Writing Committee (CWC). After that, we will conduct a national search.
2. An M.F.A. Coordinator ought to have some experience in a leadership role, be it committee or administrative position. Specific qualifications will be determined by the CWC at the proper time.
3. In the beginning mentors will be selected by the CWC, then the M.F.A. Coordinator. They will be drawn from our faculty, Murray (who will be running a similar program), and qualified writer-teachers on a national basis. Through networking and information in AWP's Writer's Chronicle and Poet & Writer, we should be able to solicit sufficient applicants.
4. Assessment of mentors will be conducted through three instruments. First, at the end of each residency and semester, all enrolled students will be required to fill out an evaluation form developed by the Coordinator and Steering Committee. Second, the Coordinator and Steering Committee will develop and employ a separate instrument that they will fill out at the end of each semester for each mentor. Mentors will be rated on accessibility, punctuality, thoroughness, effectiveness of instruction, etc. Third, each mentor will complete a self-assessment each year. This reflection will follow a format created by the Coordinator and the Steering Committee.

The MFA program is expected to generate enough income to be self-supporting.

**Income:** The tuition will be \$350/credit hour. The graduation requirement will be four twelve-hour semesters for a total of 48 credit hours. Each student would pay \$4,200 per semester or \$8,400 per year. We anticipate a minimum enrollment of ten students in the first year the program is offered with a steady increase in enrollment thereafter. In addition to tuition, each student will also pay the cost of two residencies during the year, or \$1,200. Therefore, the program will have an income of **\$96,000** during the first year.

**Estimated Expenses:\***

| Item   | Paid to  | Annual Cost     |
|--|--|-----------------|
| Program Administrator  | One member of current faculty paid for half-time release   | \$25,600        |
| Mentors  | Existing faculty or outside writers, paid \$1,500 per student per semester or hourly rate  | \$30,000        |
| Seminar Instructors  | Existing faculty, paid \$100 each to lead one seminar meeting in area of expertise. Five seminars will be offered during each residency. | \$1,000         |
| Keynote Speaker(s)   | Guest writer/speakers. Each residency will have a budget of \$1,500 for a single keynote speaker—or possibly two.                        | \$3,000         |
| Operating Expenses   | Graduate assistant plus advertising and office expenses  | \$11,000        |
| Food, Lodging, Transportation, and Event Cost during Residency | Cost to be paid entirely by students in addition to program tuition.   | \$12,000        |
| EKU 12.5%  | Paid on everything except food, lodging, etc., during residency, which will be off campus.   | \$8,835         |
| Total expenses   |  | <b>\$91,435</b> |

\*Faculty will be paid at an hourly rate determined by Human Resources.

DEPARTMENT OF  
**ENGLISH**

Charlie Sweet, Interim Chair  
<http://www.english.eku.edu>  
(859) 622-5861

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The Department of English offers a 48-hour program of study leading to the Master of Fine Arts in Creative Writing (MFA-CW) degree.

**English**

**MASTER OF FINE ARTS IN CREATIVE WRITING**

This graduate program in English is designed to train students in various areas of the creative writing discipline and provide them with both depth and breadth appropriate to the advanced level. As this degree is considered terminal in the field of creative writing, students are trained to be able to teach at the college level as well as to develop their own writing talent.

**Admission**—Applicants must meet the general requirements of the Graduate School. They must have an undergraduate Bachelor's degree. They must have achieved satisfactory scores on the Graduate Record Examination of at least 1200 combined with at least a 400 on the verbal section. They should also have completed at least an undergraduate minor in English and/or be prepared to do additional hours to remove any deficiency in their undergraduate preparations. Ordinarily a 3.0 standing must have been achieved in upper-division English courses. In addition, all applicants must submit a portfolio of work in their desired concentration (e.g., poetry) to the Department's Creative Writing Committee and have the work approved.

**Candidacy**—Refer to the General Academic Information Section of this Catalog for complete degree completion requirements.

**Program Planning**—Graduate students in the MFA-CW program may: prepare for careers of teaching on the college and pre-college levels; engage in creative writing at a PhD level; or pursue other pre-professional or personal goals.

Students must complete 48 hours in the program plus a comprehensive presentation. Each semester of work is 12 hours and consists of two parts: a two-week residency at Eastern Kentucky University and a 14-week writing session under the direction of a mentor. The comprehensive presentation necessitates returning for part of a fifth residency in order to teach a lesson, direct a workshop, and provide a reading of one's works.

Mentoring sessions during the residency will allow mentors and students to select each other. Once a mentor-student relationship has been established, the pair will draw up a fourteen-week course of study that allows the student to develop his/her writing skills. Each fourteen-week period will consist of four units of exchange of the student's work and the mentor's comments.

|   |          |
|---|----------|
| Courses.....                                | 48 hours |
| <del>ENW 800</del> <del>ENG 900</del> ..... | 12 hours |
| <del>ENW 801</del> <del>ENG 901</del> ..... | 12 hours |
| <del>ENW 802</del> <del>ENG 902</del> ..... | 12 hours |
| <del>ENW 803</del> <del>ENG 903</del> ..... | 12 hours |

**Comprehensive Presentations**—All students are required to make a comprehensive presentation after successfully completing the four-course sequence. Comprehensive presentations may be made in any residency following the completion of the four-course sequence.