

Faculty Senate Agenda  
**May 7, 2007**  
**3:30 p.m.**

**Call to order**

**Approval of Minutes**

April 9, 2007 Minutes

**President's Report Overview & Questions: Senator Glasser**

**New Business:**

- Report from Council on Academic Affairs
  1. Exception to University Policy Form (Informational Item)
  2. Late Add Policy
  3. Comparative Humanities (BA) - New Program
  4. Masters in Public Health (MPH) - Program Revision - delete Public Administration Option
- Motion on Unwritten Protocols

**Report Overview & Questions:**

Executive Committee Chair: Senator Eakin

Faculty Regent: Senator Schlomann

COSFL Representative: Senator Ware

Provost: Senator Piercey

Student Government Association: David Fifer

Standing Committees:

Budget Committee: Senator Taylor, Chair

Rules Committee: Senator McKenney, Chair

Rights and Responsibilities Committee: Senator Robles, Chair

Elections Committee: Senator Randles, Chair

Committee on Committees: Senator Dieckmann, Chair

Welfare Committee: Senator Collins, Chair

**Reports from Ad Hoc Committees:**

(none presently)

**For the Good of the Order**

“Alternative Scheduling”

**Adjournment**

## FACULTY SENATE MINUTES

April 9, 2007

The Faculty Senate of Eastern Kentucky University met on Monday, April 9, 2007, in the South Room of the Keen Johnson Building. Senator Eakin called the seventh meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

S. Bailey, M. Case\*, D. Clay, F. Deters, J. Glasser\*, C. Hubbard\*, E. Hunter\*^, K. Johnson, K. Kean\*^, P. Litzelfelner\*, N. McKenney\*, C. Neumann, B. Shadur\*^, S. Shaffer\*, S. Shasby\*^, L. Wray\*^

\*Indicates prior notification to the Senate Secretary

^ ALT Brooke Bentley attended for E. Hunter

^ SUB Elizabeth Young attended for K. Kean

^ SUB Leroy Heck attended for B. Shadur

^ ALT Dana Howell attended for S. Shasby

^ ALT Mary Whitaker attended for L. Wray

Visitors to the Senate: Allen Ault, Justice & Safety; Gary Barksdale, Human Resources, Sue Cain, Transition & University Services; Jim Conneely, Student Affairs; David Fifer, SGA; Jerry Pogatshnik, Graduate Education & Research; Barry Poynter, Financial Affairs; Bruce Pratt, Agriculture; Mike Sheliga, Technology; Wally Skiba, Human Resources; Aaron Thompson, University Programs; Virginia Underwood, Chief of Staff; Janna Vice, Business & Technology; Tom Watkins, Economics; and Marc Whitt, Public Relations & Marketing

### **APPROVAL OF MINUTES:**

The March 5, 2007 minutes were approved as written.

### **PRESIDENT'S REPORT: Senator Glasser**

Senator Glasser shared the following in her written report to the Senate.

Congratulations to Dr. Malcolm Frisbie on being elected Faculty Regent. Additionally, thanks to Dr. Pam Schlomann for her service to EKV as Faculty Regent over the last five years.

The SACS visit is scheduled for April 10-12. Everyone should become familiar with the QEP prior to the SACS visit by reviewing the information available at <http://www.sacs.eku.edu>.

The following updates are available for the University Advancement and Capital Campaign progress:

- Plans are being finalized for visits and events in numerous areas for the remainder of the fiscal year including key events and visits in New York, Washington, D.C., Chicago, several sites in the Western United States and cities across the Commonwealth.
- Alumni Weekend will be held on April 27th and 28th. Please contact the Office of Alumni Affairs at 622-1261 for additional information.
- Homecoming 2007 is scheduled for October 19th and 20th. If departments or student organizations would like to participate in any special Homecoming activities, please contact Jackie Collier at 622-1261.

- A renewed effort to provide current updates to Eastern's alumni and friends via the web has been launched. This new outreach is designed to timely provide news and special interest updates to alumni and friends who have provided us with a valid email address.

All Kentucky public universities and KCTCS have now submitted their tuition and mandatory fees for the 2007-08 academic year to the Council on Postsecondary Education for approval. As was expected, EKU's tuition and fees per semester for full-time resident undergraduate students ranked third among the comprehensive universities in terms of amount charged. In addition the CPE is continuing its work and discussion with various groups on the base funding model which will serve as a basis for the biennial funding requests for the public universities and KCTCS from the CPE in the 2008 legislative session.

OMNI continues work on Phase "B" design development for the new science building. Phase 1 project drawings that will construct utility connections to the site should be advertised for bid on April 27th. Phase 2 site demolition drawings will follow shortly behind the Phase 1 bid. Phase 2 is currently under review by Facilities Services.

Phase "B" design development for the Business & Technology Phase 2 will complete in the next week. Bidding is scheduled for August.

The University is entering the final stage of the process to contract for operation of the EKU Bookstore. Four vendors have submitted their proposals for review. An ad hoc advisory review group, including faculty members David May, Patrick Newell and Salome Nnoromele, has been reviewing and evaluating the written proposals and presentations by the four companies.

Also, the University is entering the final stage of the dining services RFP process. Three vendors submitted their proposals for review. An ad hoc advisory review group, including faculty members Alice Jones, Claire Schmelzer, and Bill Wesley, has been reviewing and evaluating the written proposals and will evaluate the upcoming presentations by the three companies.

The first year of EKU's new wellness program, Healthy You at EKU, has successfully concluded with 22% employee participation. The second year of the program began on March 1. Also, the February Health Fair was a success with over 200 faculty/staff participating.

### **UNFINISHED BUSINESS:**

Report from Council on Academic Affairs

1. Incomplete Grades Proposal

Senator Carter moved to combine the two motions on the Incomplete Grades Proposal, seconded by Senator Redmond. The majority were in favor and the motion carried.

Senator Robles moved to accept the Rights and Responsibilities recommendations on the Incomplete Grade Proposal, seconded by Senator Carter. The majority were in favor and the amendment carried. The Incomplete Grades proposal, as amended, was approved by the Senate.

## NEW BUSINESS:

Extended Campus Taskforce Committee Recommendations - Senator Piercey introduced the University committee's eleven recommendations as an informational item only.

Senate Chair Nominations. Senator Fenton nominated Senator Eakin.

Senate Vice-Chair Nominations. Senator Dieckmann nominated Senator Ware.

### Report from Council on Academic Affairs

1. Acceptance of transfer credits (Informational only)
2. Writing Intensive General Education Course Proposal
3. Suspension of UWR
4. Career & Technical Education program revisions (B.S. ) - new option: Engineering/Technology Education
5. Career & Technical Education program revision (M.S.) - new option: Agriculture Education
6. Physical Education program revision - deletion of option: Sport Management
7. Coaching Endorsement - suspend program
8. Coaching Minor - New program
9. Sport Management - New program
10. Safety, Security & Emergency Management (M.S. - 2 new options - 1) Fire & Emergency Services Option & 2) Occupational Safety Option)
11. Fire & Emergency Services certificate - New program
12. Occupational Safety certificate - New program

Item 1 was introduced as an informational item only.

Senator Collins moved approval of items 2-12, seconded by Senator Robles. The majority were in favor and the motion carried.

Rules Committee Motion. Senator Milde moved, seconded by Senator Winslow to approve the rules committee motion to change the Internal Procedures to include librarians in the Faculty Regent election process (see below). The majority were in favor and the motion carried.

The statement regarding "Eligibility to Vote" under "Criteria and Procedures for Faculty Regent Election" should be changed:

**From:**

Any faculty member with the rank of Assistant professor or higher, as indicated by the listing in the Official Catalog or in the contract letter of employment, is eligible to vote for the Faculty Regent

**To:**

All faculty members of the rank of Assistant Professor or higher, or librarians holding comparable ranks, are eligible to vote for the Faculty Regent.

## GENERAL & STANDING COMMITTEE REPORTS

### **EXECUTIVE COMMITTEE REPORT: Senator Eakin**

Senator Eakin thanked Senator Randles and the Election Committee for the tremendous amount of work they did on the Regent Election process and overseeing the different forums. He congratulated Malcolm Frisbee for having been chosen as the new Faculty Regent and thanked Pam Schlomann for her service as Faculty Regent for the past five years.

Senator Eakin thanked Wally Skiba and Gary Barksdale for attending the last Executive Committee meeting to provide an update on the recent Anthem Security Breach and to answer questions regarding Prescription Medicine problems experienced by faculty. Two handouts were distributed, one listing some of the PPI drugs affected and one describing the new Half TAB Program. Senator Eakin encouraged anyone experiencing prescription drug issues with Artemetrx to contact Wally Skiba in Human Resources for assistance.

The Arlington Board Letter was finalized and distributed electronically to all Arlington Board members.

The 2007-2008 Senate meetings has been scheduled for next year. The dates are available at <http://www.eku.edu/academics/facultysenate/dates/2007-08/>.

The Executive committee was in agreement to take nominations for vacant committee positions at the May organizational meeting.

As a part of the continuing discussion of policy development, Senator Piercey indicated that he is in the process of having a "policy on policies" developed. It would determine how policies are developed, how they're approved, and how they are interpreted. Such a "policy on policies" should help eliminate many of the current academic policy misunderstandings.

In addition, Dr. Piercey stated that he hopes that the Board of Trustees, through the President, will issue a statement of shared governance and a statement on compensation philosophy for the University.

Senator Eakin reported that he and his wife attended an Alumni Association dinner in Frankfort on April 03, 2007, and were very impressed with the student-oriented approach that has been adopted and developed for these meetings. The Development office should be commended for their excellent work.

#### **FACULTY REGENT REPORT: Senator Schlomann**

Senator Schlomann announced that the Board will meet on April 23. She thanked everyone for their support during her tenure as Faculty Regent during the past five years.

#### **COSFL REPORT: Senator Ware**

Senator Ware announced that COSFL will meet on Saturday, April 21.

#### **PROVOST REPORT: Senator Piercey**

Senator Piercey provided the following updates in his written report to the Senate.

Merit fund allocations have been distributed to the college Deans. The Deans will submit their proposed distributions to the Provost by April 15th. Distributions will be submitted to Human Resources to validate position status and employment.

As the CPE Developmental Education Task Force and their six core recommendations for colleges and universities are finalized, institutional funding will be tied to the success of developmental students in college entry-level courses and to the retention of these students. The recommendation is that the success and retention rates of these students be at the same level as

those students who entered prepared for college-level coursework. Additional advising, mentoring, tutoring, summer programs, and academic skills programs have been proposed to better support these students.

In partnership with the Student Athletic Office, the Registrar's Office helped establish a revised student athlete coding schema more representative of NCAA standards. Additionally, they are exploring the implementation of a new NCAA CARES report and are assisting with the creation of a Banner interface with the NCAA CAii software.

The Financial Aid Office announced that approximately 500 scholarship offers have been made to first time freshmen for the fall semester.

The Graduate School is pleased to announce the appointment of Dr. Jaleh Rezaie as Associate Dean of the Graduate School. Dr. Rezaie will begin her appointment on May 15.

The Graduate Council is reviewing the roles, responsibilities and qualifications for graduate faculty membership. The next meeting of the Graduate Council is scheduled for Friday, April 6 at 2 pm in LIB 201. Faculty with ideas and suggestions are encouraged to contact the Dean of the Graduate School and/or members of the Graduate Council.

The Graduate School has established a working group of faculty, graduate advisors and departmental administrators to look at ways to streamline the process for graduation. The first meeting of the workgroup was held on March 28. The Graduate School welcomes comments and suggestions for improving the graduation process. Please forward all comments to Tina Puckett in the Graduate School.

On April 12-14, fifty-one seniors in the Honors Program will be making a 30 minute oral presentation of their senior thesis projects. A complete presentation schedule is available on-line on the ECU Home Page by clicking "Events", or by calling Debra Ball at 622-2924.

Institutional Research has created a CIRP Freshman Profile report that will soon be distributed to the campus community. This report provides a portrait of entering freshmen regarding their background, attitudes, and college expectations.

Dr. Salome Nnoromele was appointed as permanent Director of African/African-American Studies

**STUDENT GOVERNMENT ASSOCIATION:** David Fifer

Mr. Fifer announced that the student government debates will be held at 7 p.m. in Walnut Hall, Keen Johnson on Tuesday evening. The elections for SGA offices will be held on April 17.

Rules Committee. Senator McKenney reported the following in her written report to the Senate.

The Committee met on March 7 and March 28, 2007. Phillip Logsdon, from ITDS, was the committee's guest for the March 7th meeting. He provided information and answered questions

concerning the creation of an online tracking system for Senate motions. Logsdon and committee member Rob Milde agreed to collaborate in setting up a prototype which could provide a link to the text of a motion and then indicate its progress through various levels of approval. The prototype will be essentially an electronic table with columns for the various entities that rule on a motion.

The committee is also reviewing the Senate's Internal Procedures to ensure that they are current and in compliance with the Faculty Handbook.

Election Committee. Senator Randles announced that Malcolm Frisbie won the online Faculty Regent election.

Senator Randles reported that the election for the part-time faculty representative was delayed a week.

Senator Koontz announced that he would be sending letters out to all departments within the next week asking for replacements for those senators whose terms are expiring.

Committee on Committees. Senator Dieckmann reported that the committee received 32 self-nominations for University committee vacancies. The committee will be meeting on Thursday to decide if the self-nomination process needs to be extended. In the meantime, if anyone is interested in serving who has not already completed the online form, please email Senator Dieckmann.

Welfare Committee. Senator Collins reported that the Committee will be meeting on Wednesday with the Finance area to discuss the issue of direct deposits.

### **FOR THE GOOD OF THE ORDER:**

The topic of discussion was "Faculty and Administration Camaraderie: A Shared Responsibility."

Senator Carter said that one of the things she keeps hearing is that new administrators do not seem to care about institutional memory. Instead they make changes based on what they did at their previous place of employment.

Senator Eakin commented that there have been at least three examples over the past year where new administrators have put forth a proposal assuming and understanding that they had gone about it the right way, or where some kind of misunderstanding came up about what it was. Every one of those administrators has actually come to the faculty and apologized and provided opportunities for discussion. This willingness to reason with one another is a good demonstration of shared governance.

Senator Reed voiced that there has been a tremendous cultural change, where there wasn't much shared governance for a long time. Now we are in a "process" of trying to understand how shared governance works. One of the keys is determining when things should come before the Faculty Senate. If it impacts teaching, service, and scholarship, then it should come before the Senate. If it's something like the "doctrine of no surprises", then it should come to the Senate as an informational item.

Senator Carter shared her thoughts that if it's a major issue, it should come before the Senate. If it's a minor issue, faculty should at least be given written notification two or three days in advance, so that they have an opportunity to react if necessary.

Senator Schlomann suggested that if there's a problem with shared governance it may have less to do with the administration and more to do with faculty. It's disconcerting that only 32 people self-

nominated for University committee appointments. Today the entire Council on Academic Affairs report was approved without discussing one item. There were some very important things in that report that should have been discussed in detail. At the last meeting, under the CAA report, a new EdD program was approved without discussion. Faculty need to take ownership of shared governance and ask if they are doing what needs to be done. If not, then that issue needs to be addressed first.

Senator Piercey agreed with all comments heard today. He shared that the Council on Academic Affairs has been discussing ways to insure that the Senate sees issues before CAA acts on them. He reminded the senators that the most significant responsibility a Faculty Senate normally has is the quality of the curriculum. So, he encouraged the senators to share those issues with their colleagues so that their faculty are not only well-informed but that they have an opportunity to provide feedback.

Senator May stated his displeasure that a progress report has not been received from the administration regarding any of the motions approved by the Senate within the last year.

Senator Piercey mentioned that the Senate-approved CAA motion that was submitted to his office is being discussed. However, is the real issue that there aren't enough faculty on the Council on Academic Affairs, or is it that faculty are not being informed about issues early enough in the process to provide feedback?

Senator Schlomann asked about the status of the promotion and tenure recommended changes that were submitted earlier this year. Senator Piercey indicated that he would check on that and report back.

Dr. Pogatshnik encouraged the senators to think of ways to link the Graduate Council and Faculty Senate to talk about research and graduate issues that are becoming more and more important at this institution.

Senator Eakin said that one way to alleviate miscommunication is to make sure information is shared through the proper chain of command.

Senator Chapman mentioned that there used to be a Graduate Council Bulletin published. It might be a good idea to resurrect that publication considering the number of changes occurring in the Graduate School.

Senator Robles shared that it is vitally important to keep an open mind and communicate with each other--both faculty and administrators. If clarification is needed, go to the source and ask. That is how to achieve shared governance.

Senator Schuester stated that there has been so many administrative personnel changes in the last few years that it's difficult to develop camaraderie. Senator Chapman echoed those sentiments and further stated that in order to have camaraderie, faculty must be able to academically disagree with administrators without fear of repercussion.

Senator Ware expressed concerns that corporate encroachment is making inroads in higher education nationally in general. Increasingly, the focus seems to be more on accountability and testing rather than on teaching and learning.

Senator Eakin asked those that had comments, to please email those to him, and he will collect them for future discussions. Please put in the subject line the topic of the FTGOTO from today.

#### **ADJOURNMENT:**

Senator Piercey moved to adjourn at approximately 5:00 p.m.

Dear University Community:

With the Virginia Tech tragedy still fresh on our minds, I shared with our Board of Regents on Monday, April 23, measures we have taken and will take to enhance the safety of the entire Eastern Kentucky University community.

I want to take this opportunity to do the same with you, expanding on the information I shared via campus-wide e-mail shortly after the events in Blacksburg.

The University has been completing its review and revisions to its Emergency Operations Plan, now known as the Campus Emergency Response Plan, which is intended to provide general guidelines in the event of a crisis situation.

Among the key components of this plan are a campus emergency response team comprised of key university personnel and a response command center to coordinate efforts to manage a campus emergency.

In addition, emergency plans for our extended campuses have been developed or revised recently. These efforts were conducted in cooperation with local, state and federal emergency operations personnel, as well as the University's Risk Management Committee.

The ECU Police Department is a full-service, 24-7 law enforcement agency with 26 sworn and armed officers. Each officer receives 720 hours of law enforcement academy training and a minimum of 40 hours of annual in-service training.

Our ECU Police also maintains a community policing philosophy that includes ongoing bicycle, cruiser and foot patrols across campus 24-7.

Also, ECU Police can call upon the Kentucky State Police, Richmond Police, the local sheriff's office and the Lexington-Fayette County Police Department to assist if needed.

In addition, we enhance campus safety by maintaining landscaping, lighting, shuttle bus services and emergency phones at various locations.

The university has many resources to contribute to campus safety, or to respond to and manage a crisis. In addition to ECU Police, these include many policies, procedures and protocols designed to enhance safety and respond to emergency situations; physical security features such as the card access entry system for our residence halls; and a very valuable resource in the University's Counseling Center.

In addition to its regular counseling services during the day, our Counseling Center designates time each day to address any urgent situations with students, parents, faculty and staff.

The Center provides consultation to the University community regarding student mental health issues and ongoing crisis intervention services, routinely provides workshops for faculty, staff and other students on detecting troubled students, and works closely with campus police in referral to hospital settings for emergency evaluations of high-risk students.

The center's professional staff includes the director and six psychologists, and the staff is supplemented through formal agreements with the University of Kentucky's Chandler Medical Center to provide a senior-level psychologist to serve one or two days a week and with a local psychologist to serve a day or two a week as well.

In addition, the Chandler Medical Center provides a fully licensed third-year resident in psychiatry one day a week and a licensed psychiatrist to supervise the

psychiatric resident. Services to students include effective psychopharmacological interventions and appropriately selected and conducted psychotherapy.

One of the questions presented by the Virginia Tech tragedy is that of how to communicate more effectively a campus emergency alert. Currently, notifications can be provided through the ECU home page, e-mail bulletins, electronic newsletters, telephone hotlines, a campus-wide t-v information channel, WEKU-FM, and other local and regional media outlets.

Also, all campus police vehicles are equipped with loudspeaker public address systems and officers are equipped with hand-held public address systems. Each University building has an assigned building coordinator and a communications system in place, through e-mail and phone, to quickly provide emergency information.

Also, while we are in the process of securing a nationally respected crisis and emergency preparedness communications consultant to provide us with a critical review and recommendations for improving our communications plan, we plan to take several pro-active steps as soon as possible.

These include: collaboration with the Madison County Emergency Operations Center to enable the University to issue an emergency alert via siren and PA system on campus, text messaging, cable t-v emergency messaging, an asterisk system to use for voice messaging all campus phones, a procedure for voice messaging off-campus phones through a third-party vendor, and reverse 911 for use as notification to the emergency response team and a limited contact list of administrators.

We are continuing to explore additional ways to alert those en route to any of our campuses of an emergency so that they may take appropriate action.

Additionally, we will be making as soon as possible numerous enhancements to our physical security, such as an enhanced emergency call box system and an improved camera system.

As all these proposals are developed, issues involving access and notification of the visually and hearing impaired will be addressed.

In addition to these safety measures, guidelines are in place for faculty and staff in dealing with disruptive student behavior in academic settings.

I might point out that in the event a student presents a clear and present danger to the university community, upon the recommendation of appropriate University personnel, the president may impose any necessary measures to protect the student, the University community, University property, and/or the ongoing activities of the University.

Many other pro-active measures are in place, including counseling and educational programs in our residence halls and elsewhere. Supervisory training by the employee assistance program is available for recognizing the warning signs of violent behaviors and actions to take to avoid or minimize such situations.

Housing professional and paraprofessional staff receives extensive training on safety and security initiatives, including crisis response and management. Human Resources and EEO staff will receive training as soon as possible from public safety on actions to take if confronted with potentially violent individuals, and Human Resources will assist public safety and the counseling center in coordinating and scheduling training for all employees.

Human Resources will also schedule the employee assistance program to provide supervisory training related to these issues.

Also, the Kentucky Community Crisis Response Board, through its connection with our Counseling Center, is available to provide professional development and staff training for any ECU department on issues related to crisis and disaster response.

In addition, we enhance campus safety by maintaining landscaping, lighting, shuttle bus services, walking patrols and emergency phones at various locations.

In the wake of last week's events at Virginia Tech, administrators from all segments of campus have been meeting to review our safety-related policies and procedures, and this review will be ongoing. The safety of our students, faculty and staff has always been a paramount concern, but I do believe we can all learn from the Virginia Tech tragedy.

Certainly, we will continue to explore any and all ways we can enhance campus safety.

### **Board Actions**

At its Monday meeting, Regents took action on several items of interest to the University community. The Board:

- Suspended the University Writing Requirement (UWR) for all students who enrolled at ECU in Summer 2006 or thereafter, citing four new initiatives emphasizing writing and assessment that are imbedded in the curriculum.
- Gave the go-ahead for a doctorate degree program in Educational Leadership and Policy Studies. The program is designed to focus on educational leadership in rural areas, and is to be developed, administered and delivered solely by ECU. The University will now move forward to seek approval of the program from the Council on Postsecondary Education.
- Extended the time limit for completing master's degree programs from seven to 10 years for programs greater than 40 hours.
- Approved a policy change to allow graduate students who encounter academic difficulties at some point in their graduate studies to pursue graduate degrees in other programs while remaining in good academic standing. The new policy mirrors that of our current policy for undergraduates.
- Approved a revision of University policy regarding "incomplete" grades. The new policy requires a signed agreement between the faculty member and student that clearly defines all conditions and deadlines the student must meet to not receive an "I" grade.
- Modified the University vacation policy to include an additional accrual of vacation at the 10<sup>th</sup>-year service mark. Under the new, revised policy, employees with 1-4 years of service will continue to accrue 10 vacation days per year. Employees with 5-9 years of service will accrue 15 days per year; those with 10-14 years of service will now accrue 20 days a year, and employees with 15-plus years will now accrue 22 days per year.
- Adopted a University bereavement leave policy to provide employees with up to three days paid time off to attend to matters relating to the death of an immediate relative, including a mother or father, a sibling or half-

brother or sister or stepbrother or sister, a spouse, a child or step-child, grandparent or grandchild, in-laws of the same kind, or other persons with whom the employee had an “in loco parentis” relationship (day-to-day responsibilities for the care or financial support of a child or persons who had such responsibility for the employee when the employee was a child).

- Approved a modification to the University’s Long-Term Disability Plan. Coverage under the current Plan is redundant with the coverage provided under the state retirement plan for ECU employees vested in that plan. Since the University has been paying for a benefit employees vested in the state retirement plan will not be able to use, the Board approved modifying the Plan to provide coverage for those employees with less than 5 years of service (not vested in the state retirement plan) and those employees who participate in one of the Optional Retirement Plan.
- Approved honorary degrees for former President Jimmy Carter, Nick Clooney, Lt. Gen. Robert Yerks, Craig Williams and William S. Daugherty and authorized the President’s Office to determine a commencement where degrees can be accepted.
- Approved naming the tennis courts adjacent to Martin Hall for former ECU Tennis Coach J. Thomas Higgins.
- Authorized the sale of up to \$15 million in ECU General Receipts Bonds for the purpose of renovating Clay Hall and refinancing outstanding Housing System Bonds Series J, K, M, N and O at an appropriate time to be determined later.
- Approved Deloitte & Touche to perform the University’s external audit. The firm has performed the audit the past three fiscal years.
- Approved a resolution commending Dr. Pam Schlomann for her five years of service as Faculty Regent. Dr. Malcolm Frisbie was sworn in as Faculty Regent on Monday.
- Approved Faculty Emeritus status for Dr. Alan Beeler, Joyce Begley, Diana Brashear, Dr. Terry Busson, Dr. Terry Culross, Dr. Gayle Denham, Dr. Steven Falkenberg, Dr. Virginia Falkenberg, Dr. Dominick Hart, Dr. Gary Janicke, Betsy Kurzinger, and Carolyn Yang.

### **Project Update**

In his Project Update to the Board, James Street, executive director of capital planning and facilities management, said meetings with faculty to finalize lab layouts and equipment needs are continuing. Phase 1 project drawings that will construct utility connections to the site should be advertised for bid on April 27, and Phase 2 site demolition drawings will follow shortly behind the Phase 1 bid. The project continues on schedule to allow bidding on the primary construction package in February, 2008.

Clay Hall renovations will begin July 1. Hazardous material abatement will begin on Monday, May 14, to include the removal of floor tile, pipe insulation, light ballasts and some paint. All renovations should be complete and the building re-occupied in August, 2008.

Bidding for Phase 2 of the Business and Technology Center is scheduled for August, 2007, Street said.

The Intramural Field Renovation Project will be phased so field work can begin as soon as possible with the intention of completing the work so play can begin by Fall 2008, according to Street. A separate phase will address the architectural component of the project: a building with concessions, classroom, operations, storage, etc.

The Manchester Postsecondary Education Center will be bid on April 26, with completion anticipated in late 2008.

### **Other News**

- The Capital Campaign has passed the \$18 million mark toward its goal of \$25 million. Annual Fund efforts, including the Phonathon, direct mail and reunion class giving, continue to go well, also.
- New freshman applications for Fall 2007 are running slightly ahead of last year's pace. A more significant increase is seen in transfer applications, which continues to be a special focus for the University.
- Alumni Weekend is April 27-29. At the Alumni Awards Banquet Saturday night, ECU will induct nine into its Hall of Distinguished Alumni: Brig. Gen. Norman Arflack, Dr. Skip Daugherty, Dennis Doggett, Debbie Dyer, George Floyd, Timothy James, Dr. James Murphy, Bill White and Robert Zweigart. Also, former accounting professor, Regent and Foundation Board member Dr. Daisy French will receive the Presidential Award of Merit; Brian Corcoran will receive the Young Alumni Award; and Dr. David May in Correctional and Juvenile Justice and Kathleen Halcomb in Associate Degree Nursing will receive the National Alumni Association's Award for Teaching Excellence.
- Spring Commencement exercises will be held Saturday, May 12. The morning speaker will be Thomas Logsdon, an ECU graduate who served 30 years as a senior aerospace engineer with Rockwell International and who has delivered more than a thousand lectures on six continents. The 10 a.m. ceremony will recognize degree candidates from the Colleges of Arts & Sciences and Business & Technology. The afternoon speaker will be another ECU graduate, Craig Morrison, president and chief executive officer of Borden Chemical. The 3 p.m. ceremony will honor graduates from the Colleges of Education, Health Sciences and Justice & Safety.

## **News & Accomplishments**

### **January-April 2007**

- Dr. Steven Konkel, professor in the Department of Environmental Health Science, is ECU's latest Fulbright Scholar. Dr. Konkel will teach and research at the Dublin Institute of Technology for nine months, beginning this summer. He is the second faculty member in three years from the Department of Environmental Health Science to be named a Fulbright Scholar, joining department chair Dr. Darryl Barnett.
- Dr. Aaron Thompson has co-authored a new book, "Thriving in College and Beyond: Research-Based Strategies for Academic Success and Personal Development." This is the first book of its kind to focus on academic strategies and critical and creative thinking throughout the first year of college.
- Rich Boyle, Associate Dean of Continuing Education and Outreach, has been selected to participate in Leadership Kentucky.
- Harry Brown, ECU Foundation Professor Emeritus, has received a Kentucky Arts Council Professional Assistance Award, which recognizes the outstanding work of Kentucky writers, composers and choreographers. Brown has taught creative writing and American literature since 1970 at ECU.
- Dr. Robin Haarr, Associate Professor of Criminal Justice and Police Studies, was recently honored by the American Society of Criminology with the CoraMae Richey Mann "Inconvenient Woman of the Year" Award. The award recognizes scholars and activists who have promoted the ideals of gender equality and women's rights throughout society, particularly as it relates to gender and crime issues.
- Seventeen ECU students joined students from colleges and universities throughout Kentucky at the second annual Black Student Leadership Caucus, held at Eastern March 24.
- A paper proposal from Dr. Gay Sweely, Assistant Professor in the Department of Art and Design, was accepted by the International Conference of the Society of Architectural Historians of Australia and New Zealand. Dr. Sweely formerly taught in the two countries.
- ECU's College of Education has established a Diversity Education Council, and a Spring Retreat was held earlier this month. The Council will study the issues and challenges associated with increasing diversity in the College and will direct efforts to coordinate, initiate and design programs to increase the participation and involvement of ethnic, gender and underrepresented populations within the College.

- EKU has developed a new math and science summer program for rising high school juniors and seniors that will allow students to explore and expand their interests in those subjects. The week-long EKU Mathematics and Science Academy in June is designed for students who have earned at least a “B” average in high school math and science courses and have a composite score of 25 or higher on their ACT.
- EKU’s Pi Omega Pi chapter, an honor society for business education students, received second place in the National Top Ten Competition recently in New York City. Eastern beat out such schools as Mississippi State University, Kansas State University and Indiana State University. This is the fifth consecutive year that EKU has placed among the top ten chapters nationally.
- A groundbreaking ceremony was held earlier this month for the Colonel Foot Path, a collaboration between the Student Government Association and Richmond City Hall. The path between downtown and campus will enhance the safety of our students and make it more convenient for students to patronize downtown businesses.
- Facilities Services has received a grant to renovate the three Model Laboratory School playgrounds and replace wooden mulch chips with crumb rubber chips.
- Community Education & Outreach hosted the Bluegrass Workforce Summit, “From Cutting Edge to the Bottom Line,” on March 29. The conference highlighted innovative programs and initiatives that have the potential to positively affect a firm’s bottom line. Guest speakers included President Glasser; Deb Moessner, President and General Manager of Anthem Blue Cross and Blue Shield of Kentucky; Charnley Conway, Vice President of Human Resources, UPS Airlines; State. Rep. Harry Moberly; and State Sen. Ed Worley.
- “Red Clay on My Boots: Encounters with the Khe-Sanh,” Dr. Robert Topmiller’s personal account of serving as a medic in the Vietnam conflict, has been published by Kirk House Publishers.
- At the regional conference of the history honors society, Phi Alpha Theta, EKU students won two of the three prizes for best research papers. Daniel Weddington won the top prize for his re-examination of the 1930s Harlan County mine strikes, and Whitley Fooks took third for her account of Cincinnati vaudeville in the early 20<sup>th</sup> century.
- Dr. David Zurick, Professor of Geography, was invited to speak at the Himalayan Film Festival in Amsterdam in February. Dr. Zurick is one of the world’s foremost scholars on the Himalaya.
- Dr. Peter Kraska, Professor of Criminal Justice and Police Studies, was named Outstanding Alumnus for 2007 by Sam Houston State University.

- Lexington Police Chief Anthony Beatty, an ECU graduate, received the College of Justice & Safety's Distinguished Professional Award for 2007.
- A project supported by the College of Justice & Safety's International Justice and Safety Institute reopened human rights dialogue with law enforcement agencies in Uzbekistan.
- Staff members from ECU's Small Business Development Center and Community & Workforce Education now occupy an Outreach Office in a city-owned building in downtown Richmond. The office was established as part of an effort to establish a stronger working relationship with the City to boost economic development.
- The Department of Athletics has recognized 63 Presidential Scholars and six OVC Medal of Honor recipients, the latter awarded to student-athletes who earned a 4.0 GPA during the past year.
- Men's golf earned a perfect 1,000 in the Academic Progress Rate (APR) report for the third consecutive year. Several sports are expected to be among the leaders, both in Kentucky and the OVC, when the rankings are announced later this month.
- Freshman Adam Leonard earned OVC Co-Freshman of the Year honors in men's basketball.

Extended Campuses Taskforce Committee Report  
Bullet Points

- Appoint a University level standing committee on extended campuses for coordination and communication.
- Appoint an Associate Academic Dean of Extended Campuses to coordinate curricular concerns and work under the directions of the Dean of CEO
- Ask the faculty senate to amend the faculty handbook to support teaching on the extended campuses as part of the regular workload.
- Create revenue sharing for departments that participate in delivering courses to extended campuses and centers to fund faculty incentives.
- Empower deans and department chairs to use a variety of incentives to motivate faculty to provide instruction at the extended campuses.
- Establish clear protocols and lines of communication and reporting for academic coordination between the extended campus administration, extended campus faculty, academic deans, general education, the transfer center, and home departments.
- Create articulation agreements with community colleges; create new facilities and 2+2 degree programs.
- Create flexible scheduling of classes and terms to meet the needs of non-traditional students.
- Invest in distance education infrastructure to expand capacity and upgrade ITV.
- Provide new faculty lines for business, criminal justice, education, nursing, and social work to provide undergraduate and graduate degrees at a distance.
- Deliver full degree programs and general education courses, graduate and undergraduate, at extended campuses.



**REQUEST FOR EXCEPTION TO ACADEMIC POLICY FORM**

Name: _____	Date: _____
Address: _____ _____	Phone: _____
Major: _____	Student ID: _____
Total Hours Completed: _____	Catalog Yr: _____
Advisor: _____	Current Hours Enrolled: _____
	Cum GPA: _____

The University Catalog sets forth academic requirements at Eastern Kentucky University. All students are expected to meet the academic requirements in the pursuit of their degrees. However, from time to time, extraordinary circumstances justify minor departures from university policy. Below are some general categories to guide use of this form; note that the examples below are not exclusive.

- **Exceptions requiring approval only through college dean level:** Departmental program specific requirements such as major/minor/concentration course substitutions or waivers. Requests to enroll in overload hours. Junior or lower taking 500 level class.
- **Exception requiring approval through Provost (or designee) level:** University wide academic/graduation requirements, policies, or associated deadlines. Exceptions/substitutions of Gen. Ed. requirements. Requests to enroll in more hours than allowed per student's academic standing.

Please be advised that there are some University policies for which exceptions are never granted (i.e. number of hours needed to graduate, and minimum GPA requirements for graduation or Latin Honors) and that unapproved deviations from academic policies could result in a delay or failure to meet graduation requirements.

**Requested Exception:** *(please note in detail what you are requesting)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Justification:** *(What are the extenuating circumstances? – attach additional sheets if necessary)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The information above is, to the best of my knowledge, accurate and complete. I understand that the ECU Student Conduct Code applies to this petition.

\_\_\_\_\_  
*Student Signature*

Please obtain signatures in the order given below. Your advisor or the college advising staff can guide you as to which additional signatures are needed for this particular petition. Requests to enroll in overload hours (UG = 19-21 hrs; GR = 13–15 hrs.) may begin with an advisor or the department chair of your major.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Advisor:** *(faculty or college)*  Recommend  Not Recommend \_\_\_\_\_

**OR**

**Department Chair:**  Recommend  Not Recommend \_\_\_\_\_

**Dean:**  Approve  Disapprove \_\_\_\_\_

**Provost/or designee:** *(if applicable)*  Approve  Disapprove \_\_\_\_\_

<b>Registrar's Office:</b> Processed by: _____	Date: _____
--	-------------

**Original to Registrar. Copies from Registrar to: 1. College Office 2. Department Chair, 3. Advisor, 4. Student**

## LATE ENROLLMENT POLICY PROPOSAL

(Recommended by CAA April 19, 2007)

- A. Students have the opportunity to drop/add courses during the first full week of full-semester classes.
- B. After this drop/add period, students may request late enrollment into a course only up to the end of the 2<sup>nd</sup> week of full-semester classes.
1. Deadlines for partial-semester courses will be prorated accordingly.
  2. The specific calendar deadline dates for each semester will be determined by the Office of the Registrar and students must initiate their request for late enrollment with the instructor of the course, or department office offering the course, no later than the late-enrollment deadline.
- C. Denial of late enrollment by the academic department may not be appealed. Students denied enrollment are not allowed to continue attending class.
- D. Students with active university holds designed to prevent registration will not be allowed late enrollment into classes and may not process a request until these holds are resolved.
1. Students are expected to resolve registration holds during the period of normal open enrollment or before the end of the 2<sup>nd</sup> week of full-semester classes.
  2. Not being able to resolve a university hold by the late-enrollment deadline is not a justification for an extension of the deadline.
- E. As special registration rules already apply to **independent study, co-op, practicum, thesis, etc.**, such courses will be exempt from the late-enrollment deadlines.
1. These students will be expected to enroll and resolve any registration issue before the end of the extended open-enrollment period established for these types of classes.
  2. The group of classes referred to by the Registrar's Office as "**cohort**" classes and scheduled in the cohort part-of-term will have one week after their open enrollment period to request late enrollment. All other criteria for late enrollment apply to this group.
- F. The process to request late enrollment is as follows:
1. The student will initiate the request by completing the student's section of the **Late Enrollment Request Form** and submitting the form to instructor, chair, or department office staff **BEFORE** the late-enrollment deadline.
  2. The department or college office will be responsible for verifying that the student is admitted into the university and does not have university holds preventing registration. If the student is not admitted to the university or has a hold, he/she may not proceed with the request.
  3. If the student is approved to register for the class, the college will transmit the signed form to the Registrar's Office—similar to processing grade-change forms. (**Note: The form is not returned to the student for transport from office to office.**)
  4. If students are found to have holds preventing registration, they will be informed by the college that they must resolve holds before the late-enrollment deadline.
  5. Department chair and college signatures will signify that:
    - a) department/college has verified the student meets course requirements (pre- or co-requisites),
    - b) the course is currently at enrollment capacity, and
    - c) the chair/dean has considered both issues before affirming the late enrollment.
- G. Any student with an extraordinary situation beyond his/her control who wishes to request late enrollment after the late-enrollment deadline must request an exception to university policy. This request should be processed using the **Request for Exception to Academic Policy Form** from the college office. The exception form must have the "justification" section completed and must be accompanied by the **Late Enrollment Request Form** with the appropriate documentation verifying the extraordinary situation. The approval process for granting an exception to university policy is the same as for granting late-enrollment.



## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

**TO:** THE COUNCIL ON ACADEMIC AFFAIRS

**VIA:** E.J. KEELEY, INTERIM ASSISTANT VICE PRESIDENT FOR ENROLLMENT MANAGEMENT & EXECUTIVE DIRECTOR FOR INSTITUTIONAL EFFECTIVENESS & RESEARCH

**FROM:** HEIDI TERRY, UNIVERSITY REGISTRAR & M.TINA DAVIS, ASSOCIATE REGISTRAR

**SUBJECT:** PROPOSED NEW LATE ENROLLMENT POLICY, REQUESTED: EFFECTIVE SUMMER 2007

**DATE:** 01/11/07

### **RATIONALE**

The current practice for late enrollment into a course, ("Late Add"), originated as a way to accommodate exceptional situations where a student had been prevented from registering during the normal time for such activities. With the change from arena style (stand-in-a-long-line) class registration, with its registration checks and balances, to 24/7 online serve-yourself registration, it is evident that the current registration practices no longer serve the university community well.

Data collected over the last three years indicates that between **400-700 students are requesting late enrollment into classes each fall or spring semester**, and that **38-58% of these late add requests require overrides** before they can be processed. It appears that many students use the Late Add Form as a strategy to exceed established enrollment capacities or to thwart required pre/co-requisites, and still others are using the process as a means to circumvent registration holds. Unfortunately faculty, when confronted by a student with a Late Add Form, seldom have at that time any opportunity to research the above registration restrictions. And then we also have each semester encountered students who attend class all term but wait for a strong indicator of their final grade before requesting late registration.

**Five hundred and fifty eight students submitted Late Add Forms during Fall 2006.** That represents 3.5% of the entire student body. Of these **322 or 58% required some sort of registration override.** And of these overrides 34% were needed because the student did not meet the pre-requisite for the class and 27% were needed because the class was closed. In addition, **16% of students with registration problems had university holds placed with the intention of preventing registration** (such as Judicial Services and Student Accounting Services). The balance of requests with registration problems, (40%), were various in nature and ranged from students not yet being admitted to the university, to insufficient or erroneous information on the form itself.

The current late add process has become an easy, de facto, method of circumventing university and departmental policy; thereby undermining the authority of the university as a whole, and more specifically the faculty's right to set pre-requisites and course capacities. These practices are not fair to the students who respect course restrictions and do not encourage equitable access to classes (and therefore timely progress to degree). Thoughtful and judicial course scheduling should be encouraged by adjusting the current registration policy.

The university's registration policy should actively discourage an attitude that it is easy and acceptable to enter a course days or weeks late, and that prerequisite and capacity rules are advisory only and easily bypassed. In continuing to support the current practice the university appears to be tacitly approving the circumvention of proper protocol, and failing to hold students accountable to the rules and regulations established in the best interest of the community as a whole.



Additionally, an important and often neglected consideration is one of liability. Having consulted with the office of the university's legal counsel it was confirmed that the practice of allowing students who are not registered in a class, to nonetheless attend and participate in that class, **may put the instructor and the university at risk as this scenario opens the institution and the faculty to liability** for any untoward incident that occurs in the classroom related to that unregistered student.

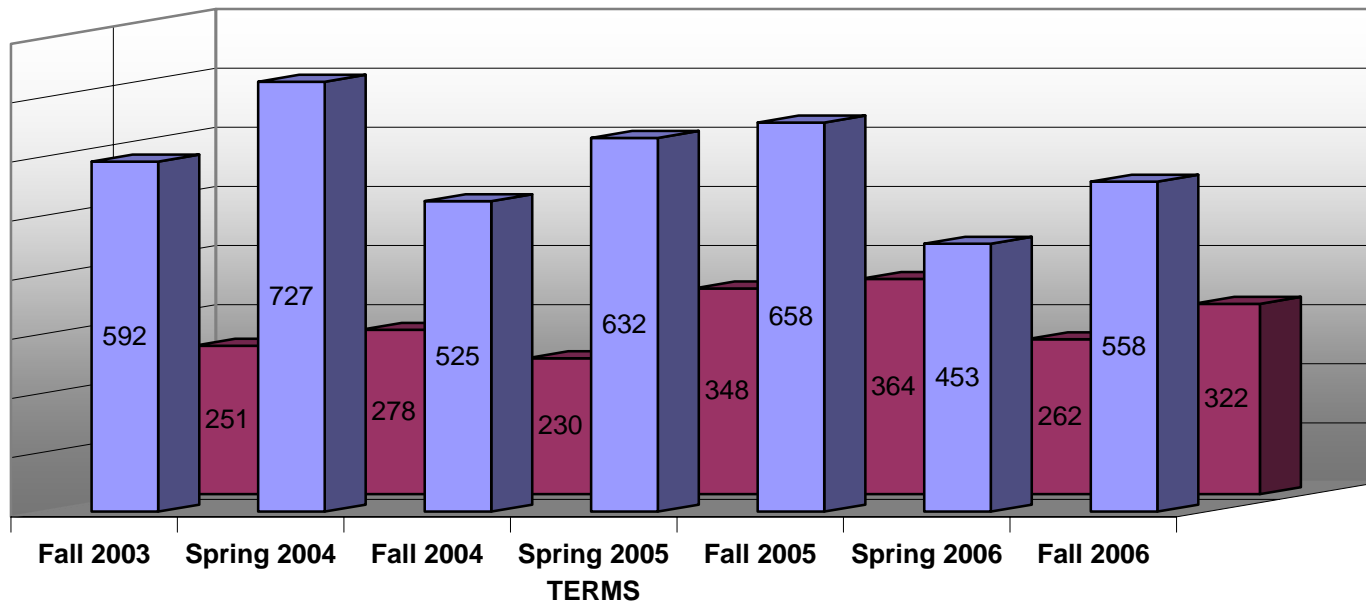
### **Supporting Data**

Supporting data is presented by term per college, and in university aggregate format, in the table below and following attached graphs.

<b>Term</b>	<b>University Total Late Add Request</b>	<b><u>A&amp;S</u></b>	<b><u>B&amp;T</u></b>	<b><u>ED</u></b>	<b><u>HS</u></b>	<b><u>J&amp;S</u></b>
<b>200410 Fall 2003</b>	<b>593</b>	<b>250</b>	<b>69</b>	<b>132</b>	<b>88</b>	<b>40</b>
<b>200420 Spring 2004</b>	<b>727</b>	<b>277</b>	<b>165</b>	<b>104</b>	<b>98</b>	<b>76</b>
<b>200510 Fall 2004</b>	<b>525</b>	<b>216</b>	<b>74</b>	<b>101</b>	<b>99</b>	<b>24</b>
<b>200520 Spring 2005</b>	<b>632</b>	<b>266</b>	<b>61</b>	<b>152</b>	<b>96</b>	<b>41</b>
<b>200610 Fall 2005</b>	<b>658</b>	<b>352</b>	<b>72</b>	<b>69</b>	<b>80</b>	<b>77</b>
<b>200620 Spring 2006</b>	<b>453</b>	<b>222</b>	<b>69</b>	<b>67</b>	<b>58</b>	<b>34</b>
<b>200710 Fall 2006</b>	<b>558</b>	<b>269</b>	<b>91</b>	<b>57</b>	<b>67</b>	<b>51</b>

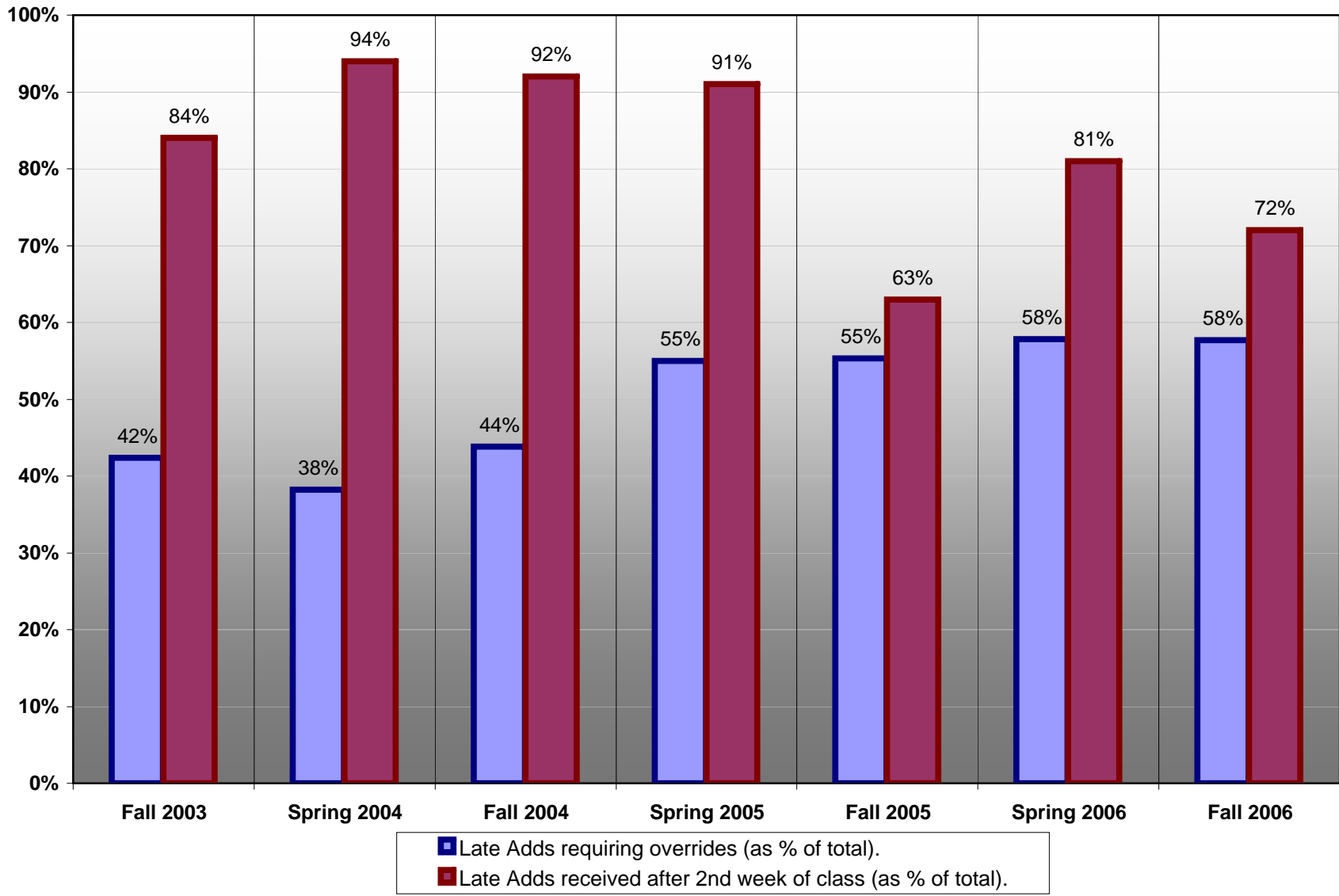


### 2003-06 Fall and Spring Terms: Students Enrolling via Late Add Forms



■ Total students registered late. ■ Students requiring overrides.

**Fall/ Spring terms: 2003-06**  
**Percentage of Late Enrolling Students Requiring Overrides . Percentage of Late Adds Received After 2nd Week of Class .**



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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input checked="" type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Foreign Languages & Humanities <hr/> College Arts & Sciences <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Comparative Humanities (B.A.) (Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input type="checkbox"/> <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	Date 1.17.07	Graduate Council* Date NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs <b>04-19-07</b>
College Curriculum Committee	Date 3/19/07	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
Council on Postsecondary Edu.***		
*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 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**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.) Creation of new Bachelors of Arts in Comparative Humanities.	
<b>A. 2. Effective date:</b> (Example: Fall 2001) Spring 2008	
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Kentucky high schools are now required to offer courses in Humanities. This major will train future teachers and others in this area. Interdisciplinary, comparative, synthetic, and integrative thinking is increasing valued in our global society. Students of this major will specialize in this kind of critical thought. This major will appeal to students seeking the equivalent of a traditional Liberal Arts degree as well as to students whose interests range across several disciplines. It will offer its students a more focused, compelling, and marketable alternative to the current General Studies and Individualized Studies major options. This major will also combine well with other majors (in education, business, or math, for example) to prepare its students for many careers where breadth of knowledge and synthetic thinking are an important supplement to fundamental skills.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> We are currently hiring a Visiting Assistant Professor in Humanities and are on-track to hire a Tenure Track assistant professor next year. The major can however be sustained by current faculty. <b>Operating Expenses Impact:</b> Current expenses are adequate for the new major. <b>Equipment/Physical Facility Needs:</b> Current equipment is adequate for the new major. <b>Library Resources:</b> Current resources are adequate for the new major.	

**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 the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
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.

New or Revised\* Program Text  
 (\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**Comparative Humanities (B.A.)**  
**CIP Code: 24.0103**

<b>Major Requirements</b> .....	<b>36 hours</b>
<b>Area I: Humanities Core</b> .....	<b>12 hours</b>
HUM 302; HUM 360 (or alternate upper division course in non-Western traditions); six hours from HUM 320, 330, 340, 350.	
<b>Area II: Focus</b> .....	<b>12 hours</b>
Twelve hours in upper division courses focused in a single discipline, historical period, or area of study. Examples include philosophy, the modern era, and Latin American studies. The focus and the courses which comprise it must be approved by the Humanities advisor. Eligible courses include courses in African-American Studies, Anthropology, Appalachian Studies, Art History, Broadcasting, Communications, Design History, English and Theater, Foreign Culture and Civilization, French, German, Spanish, or Japanese literature and culture, History, Humanities, Music History, Philosophy and Religion, and Women's Studies. Additional upper division courses may be approved for credit pending review of the syllabus by the Humanities advisor.	
<b>Area III: Electives and Thesis</b> .....	<b>12 hours</b>
Six hours in upper division electives chosen from the above list of eligible courses; HUM 490; HUM 499.	
<b>General Education Requirements</b> .....	<b>48 hours</b>
Standard General Education Program. See Section Four of this <i>Catalog</i> for details on the General Education and University Requirements.	
<b>University Requirement</b> .....	<b>1 hour</b>
ASO 100	
<b>Free Electives</b> .....	<b>43 hours</b>
<b>Total Curriculum Requirements</b> .....	<b>128 hours</b>

# Curriculum Change Form

## Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input checked="" type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Health Promotion & Administration (HPAD) College of Health Sciences (CHS)  MPH: Public Administration Option (Major ____, Option <u>X</u> ; Minor ____; or Certificate ____)
--	---	--

Proposal Approved by: Departmental Committee  Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date March 22, 2007	Graduate Council* Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____	Date 4/6/07 <b>04-19-07</b>
College Curriculum Committee General Education Committee* Teacher Education Committee*	3/28/07 NA NA	Faculty Senate** Board of Regents** Council on Postsecondary Edu.***	

\*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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

**A. 1. Specific action requested:** Suspend the MPH: Public Administration Option

**A. 2. Effective date:** FALL 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** FALL 2010

**B. The justification for this action:** The MPH program is seeking accreditation from the Council on Education for Public Health (CEPH) and, based on our self-study process and recent CEPH consultation visit, it has been determined that public administration is not a viable option due to low faculty FTEs. Keeping the option would lessen our chances for CEPH approval.

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

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

New or Revised* Program Text	
Program – A minimum of 45 hours of graduate credit is required.	
<b>MPH Core Courses</b> .....	<b>21 hours</b>
EHS 850, HEA 810, HEA 816, HEA 830, HEA 855, EHS 800 or HEA 840 or POL 800, POL 847 or EHS 825	
<b>Public Administration</b>	
Required Courses .....	<b>12 hours</b>
HEA 820, HEA 895, POL 801 and POL 875	
Electives .....	<b>3-6 hours</b>
POL 876, POL 877, and POL 879	
<b>Practicum</b> .....	<b>6 hours</b>
POL 874	
<b>Research/Thesis</b> .....	<b>3-6 hours</b>
POL 891 or POL 899	
<b>Total Hours</b> .....	<b>45 hours</b>

UPDATED AS OF 3/26/07 jkr

## Current Faculty Handbook Language- Part II

### **ACADEMIC COLLEGES AND DEPARTMENTS**

#### *College of Arts and Sciences*

Departments: Anthropology, Sociology, and Social Work; Art and Design; Biological Sciences; Chemistry; Computer Science; Earth Sciences; Economics; English and Theatre; Foreign Languages and Humanities; Geography; Government; History; Mathematics and Statistics; Music; Philosophy and Religion; Physics and Astronomy; and Psychology.

## Revised Language:

### **ACADEMIC COLLEGES AND DEPARTMENTS**

Academic units may supplement the academic policies of the faculty handbook with additional policies provided that such policies are: (1) not in violation of the faculty handbook; (2) approved by the faculty of that unit according to the established procedures of that unit; and (3) written and made available to those faculty and staff expected to abide by said policies.

#### *College of Arts and Sciences*

Departments: Anthropology, Sociology, and Social Work; Art and Design; Biological Sciences; Chemistry; Computer Science; Earth Sciences; Economics; English and Theatre; Foreign Languages and Humanities; Geography; Government; History; Mathematics and Statistics; Music; Philosophy and Religion; Physics and Astronomy; and Psychology.

#### Justification:

Given that tradition and university memory often are based on the perceptions of the faculty member sharing that memory, opinions regarding unwritten departmental rules often vary among faculty members that were present when the unwritten rules were adopted. The proposed amendment to the faculty handbook gives academic departments the ability to develop additional policies that abide by the faculty handbook but can be used to make unique requirements for that department. This amendment requires that any of those changes be written and available for any faculty or staff that are expected to abide by those amendments, which may not presently be the case in all departments.

**May Report  
Faculty Chair  
David Eakin**

I would like to start by thanking all of you for your commitment of energy and time serving as Senators this year. Some of you are leaving us as your term runs out and I know all your colleagues appreciate your efforts and work on their behalf. I think special thanks are due Dr. Pam Schlomann for her five years representing the entire faculty as our Faculty Regent. We will look forward to working with Dr. Malcolm Frisbie in the future. In addition I would like to thank each of you who served on a committee for your special leadership role – especially if you served as a Chairperson.

My personal thanks to each of you who has helped me solve problems and given me advice this year – with special thanks to Dr. Robert Miller who has served us admirably as Parliamentarian, to Dr. David May for his willingness to serve in the Vice Chair position, and to Pauletta King who has served as our secretary again this year. I can't imagine Senate without a paid secretary, and I can't imagine that secretary being anyone other than Pauletta. David was an invaluable sounding board for me and others on many issues.

When we started this year, I thought I saw where we were going and had it all mapped out. However, various situations and issues arose that changed the course of our efforts dramatically. For a while I despaired at the seeming impasse in communication. I was reminded of a plaque sent to me by a lawyer friend when I first moved back to Kentucky. It read,

*"I know you believe you understand what you think I said, but I'm not sure you realize that what you heard is not what I meant."*

But all is well that ends well – and the controversy and confusions have been systematically put to rest. Formal pathways of reporting from and to Senate are being worked out with the help of the Provost, faculty and administration. It appears that shared governance and consensus decision-making are alive and well at EKU. All motions and recommendations are accounted for, and how they are being or have been addressed will be coming back in reports to us. It has been a good year – albeit an unpredictable one.

I wish each of you the best for your summer adventures, and look forward to moving ahead with you again in the fall!

**TO:** Faculty Senate  
**FROM:** Rodney B. Piercey  
**DATE:** May 7, 2007  
**RE:** May Faculty Senate Report

The following updates are submitted to the Faculty Senate for May on behalf of Academic Affairs:

Current Issues:

- 1) Proposal to change CAA membership and charge
- 2) Proposal for an amendment to the University Promotion & Tenure Policy, which would include a modification to the Faculty Handbook to include the amended policy
- 3) Recommendations for one time merit awards were transmitted to Human Resources and will be included in the May 15<sup>th</sup> payroll.

### **Enrollment Management**

#### Summer and Fall Enrollment:

Current year-over-year comparative enrollment data for summer and fall reflect strong increases over 2006. Summer 2007 enrollment is about 4% higher than at the same time last year, with a particularly marked increase (almost 9%) at the graduate level. Fall enrollments are difficult to compare year-over-year due to an earlier new freshman orientation schedule this year, but even with that timing issue factored out, Fall 2007 enrollment is still well above last year at this time, particularly at the graduate level (up 32%). Undergrad enrollment is up more than 500, and is markedly improved thus far among new transfers and readmitted students, each up about 36-38%. If current trends continue, Fall 2007 enrollments will likely be near 16,000.

#### Admissions:

During the month of April, the Office of Admissions made 110 High School visits; participated in 16 College Fairs, including the Nashville NACAC National College Fair; mailed 37,016 pieces of direct mail to Prospective, Applied and Admitted students; hosted over 1,200 participants in campus visits; hosted 8 special recruitment group visits; made 29 Community College visits to KCTCS institutions and out of state feeder schools; and made 2,375 phone calls to prospective students for Fall 2007.

EKU hosted three special recruitment events including transfer recruitment fairs at Somerset and Bluegrass Community Colleges and for the Louisville regional territory.

The Transfer Recruitment staff also participated in the Spring KCTCS Transfer Student College Fair circuit. These events focused on KCTCS transfer students and were hosted by the 17 KCTCS Community and Technical Colleges of the state.

### Academic Advising & Retention:

Conducted Faculty Advisor Training for April + Summer Orientation programs (April 2nd); Conducted three new faculty advisor trainings (April 2,3,4); Participated and facilitated academic advising for four April orientations (April 13th, 19th, 20th, 21st).

### Transition & University Services:

Sue Cain presented to the Provost and the Academic Affairs' direct reports on the Council on Postsecondary Education proposed changes in the College Admissions Administrative Regulation KAR:2:020 that would impact the number of students at EKV and other state public institutions. The proposed changes include raising the standards for college readiness which greatly impacts the number of students entering with developmental needs. Also the CPE Developmental Education Taskforce recommendations were discussed along with their impact on institutional funding. We will need to address reducing the number of students entering EKV under-prepared for college level work by working with area high schools and adult education centers in our region so that there is an understanding of the skill level needed to enter college level classes. We will also work to improve the success rates of under-prepared students admitted to the University by developing summer programs and workshops throughout the academic year that address the needs of students in transition.

During the month we have administered the Residual ACT three times to 54 students so that students could meet EKV program and freshmen admissions standards. The Miller Analogy Test was administered three times for 51 students applying for graduate school. For the three new freshmen orientation sessions in April, 169 students took 282 university, placement tests to ensure appropriate placement and/or meet readiness standards for college level courses. The Office of Academic Testing administered 206 national ACT exams on April 14 and one extended time national exam in April.

We are looking forward to the implementation on the online mathematics placement test for students entering with developmental needs for June and July orientations.

### Registrar:

#### Summer & Fall 2007 Registration:

Provided standard support services to students and academic departments as they relate to pre-registration and course scheduling activity.

#### Commencement Preparation:

Continued with commencement ceremony preparation activities, including the revision of the program to allow students receiving Masters' Degrees to march as a group.

Participated in the welcome sessions for New Student Orientations, giving the audience a brief overview of the services provided by the Registrar's Office as well as some general information regarding FERPA.

Sandy Cain, Assistant Registrar for Registration and Scheduling, provided a registration presentation to all four April Orientation sessions.

Heidi Terry continues to work on the creation of a new on-line registration tutorial.

**Committee & Miscellaneous Assignments:**

Heidi Terry collaborated with the Faculty Senate's Rights and Responsibilities Committee to recommend some revisions to the recently proposed Awarding "I" (Incomplete) Grades policy.

Heidi Terry and Tina Davis collaborated with the Associate Deans to come up with a revised proposal for the late add policy.

**Financial Aid:**

714 Summer financial aid award letters have been sent to students requesting aid for the summer term.

1,087 financial aid award letters have been sent to new freshmen and transfers students for the 2007-2008 academic year. Financial aid award notices for currently enrolled students will be sent around May 24.

Lender List for 2007-2008 has been determined as the following for Stafford Loans: Chase, Edamerica, Fifth Third, National City, PNC, Student Loan Funding, Student Loan Xpress, Sallie Mae Education Trust, Student Loan People, and U.S. Bank

Recently there have been many stories in the news about financial aid officers at various institutions that have engaged in unethical practices with lenders. ECU requires any interested lender to complete an RFP, and we do publish a listing of lenders (we have dropped the word "Preferred"). ECU has never entered into any agreement for revenue sharing with any student loan lender.

Loan exit counseling letters were mailed to 1,980 May 2007 graduates. A follow up packet of exit loan counseling information will be mailed to graduate who do not complete the online process.

**Institutional Effectiveness and Institutional Research**

**Institutional Effectiveness:**

Participated in the SACS on-site visit and engaged in meetings and interviews with visiting team members regarding Institutional Effectiveness at ECU. The Institutional Effectiveness function was noted specifically in the SACS on-site exit interview by visiting team members as being very strong at ECU.

Collaborated with the College of Education on SACS Substantive Change application due to SACS May 1<sup>st</sup>

Presented to Board of Regents on ECU Strategic Plan progress for 2003-06 – "closing the loop"

Provided facilitation for four focus groups of students to discuss the first-year experience at ECU – A summary report will be submitted to the Office of First Year Programs

Provided a workshop presentation to KACECE membership during Spring Meeting

The Strategic Planning Committee recently concluded final assessment of the 2003-2006 strategic planning cycle at ECU. A final progress report was submitted to the Offices of the President and Provost and is accessible at the Office of Institutional Effectiveness website. This report includes a summary of institutional progress based on the key performance indicators included in the plan. The Strategic Planning Committee continues to meet and will direct future efforts to the collection of data and assessment of KPIs as outlined in the 2006-2010 Strategic Plan. The committee will be calling on university leadership to begin data collection early in the Fall 07 semester.

The Academic Program Review Committee has met and reviewed 30 academic programs during the 2006-07 academic year. Summary reports are currently being prepared and will be forwarded to the Office of the Provost for further review before the end of the Spring 2007 semester. The program review process will conclude with a meeting to include the Provost, Department Chair, and individual program coordinators to discuss findings of the Program Review Committee. Meetings will be scheduled between May 15 and June 30.

The NSSE Survey has garnered 1,017 responses and counting. Thank you to the faculty for a great final push that got us over 1,000!

The University Assessment Committee analyzed the data for the Strategic Plan key performance indicators; worked on assessment prompts for the QEP and General Education; reviewed and awarded eight assessment grants; completed survey of University-wide assessments; and began developing a proposal for a comprehensive university assessment strategy and instrument bank.

#### Institutional Research:

During April, the Office of Institutional Research completed the IPEDS Graduation Rates and Financial Aid survey, as well as the US News and World Report Main Survey and Financial Aid survey. The IPEDS Finance and US News Finance surveys were also submitted (completed by L. Herzog). In addition to creating and/or launching four surveys for various groups on campus, we also provided survey consultation to two other university groups. OIR staff completed 10 ad hoc data requests, including requests regarding enrollment forecasting and five-year data trends. We also completed an ad hoc request from CPE regarding completed hours for students with 100+ attempted hours. The OIR staff is attending the annual CPE Comprehensive Database meeting this month. This meeting brings together IR offices around the state to discuss current and future state data reporting needs, issues and projects.

### **University Programs**

The Department of Women's Studies is offering two sections of WMS 201 for the first time ever in both summer and fall 2007. Previously, one section was offered each semester. All four sections are at capacity and we are now giving overrides. In the past, WMS 400 typically had 4 or fewer students enrolled. This fall the course is almost at capacity. The Women's Studies program is truly growing.

To: Faculty Senate  
From: Malcolm P. Frisbie  
Date: 4 May 2007  
Re: Regent's Report

The Board of Regents met on 23 April 2007 for its regular quarterly meeting. In preparation for that meeting, Board committees met either earlier that day or on 20 April. Reports were received from several parties including the President, Chair of the Foundation, the Executive Director of Capital Planning and Facilities Management, and the Vice President for Financial Affairs. The President distributed to the University community on 24 April a summary of Board actions, which will not be repeated here. Several items may be of particular interest to the Faculty Senate, and those are noted below.

Action items included:

1. Council on Academic Affairs: curriculum and program items previously approved by the Senate, including
  - a. Suspension of the UWR for students entering Summer 2006 and after
  - b. Approval of doctoral program in Educational Leadership and Policy Studies. The University will now seek approval of this program from the Council on Postsecondary Education.
  - c. Extension of the time limit for completing a master's degree program of more than 40 hours to 10 years (from 7 years)
  - d. Approval of a new policy to allow graduate students to declare academic bankruptcy for prior graduate work at Eastern and pursue graduate degrees in other programs
  - e. Approval of the revision to the University's policy on "incomplete" (I) grades
  - f. Approval of a variety of program suspensions, revisions, and additions, as presented from the Council on Academic Affairs
2. Human Resource Issues
  - a. Approval of modification of vacation leave policy, which adds a new step in the accrual schedule for employees (Employees now will step up in accrual at 5, 10 and 15 years, and will reach an increased maximum accrual per year (22 days, up from 20)
  - b. Approval of a University bereavement policy granting up to three days of paid bereavement leave
3. Honors
  - a. Approval of naming of the tennis courts near Martin Hall in honor of J. Thomas Higgins, former ECU Tennis Coach
  - b. Approval of honorary degrees for President Jimmy Carter, Nick Clooney, Lt. Gen. Robert Yerks, Craig Williams, and William S. Daugherty
4. Recognition: A resolution recognizing and honoring Dr. Pam Schломann for her 5 years of service as Faculty Regent

All action items were unanimously approved.

The Board will next meet on 11 June. Among other items, the Board will review the detailed operating budget that is being developed for 2007-2008.

Please feel free to contact me for further information about any of these items or to discuss topics of concern to you.

Respectfully submitted,

Malcolm P. Frisbie  
622-1507  
Malcolm.frisbie@eku.edu

## Standing Committee Report of the Elections Committee

The Elections Committee of the Faculty Senate is in the process of electing a Part-time Faculty representative for the Faculty Senate. Several candidates have been nominated by their Department Chairs. An online election began on Tuesday, April 24<sup>th</sup> and was scheduled to end on Tuesday, May 1, 2007. Because of a limited response (only 21 part-time faculty had voted), the ballot was resent to the part-time faculty members and the election extended to Friday, May 4, 2007. The winner will be contacted on May 4<sup>th</sup> and announced to the Faculty Senate on May 7<sup>th</sup> at our Faculty Senate meeting.

The Elections Committee has contacted Department Chairs regarding the conduct of departmental elections to replace the Faculty Senators whose terms are expiring. This process has been completed and the new members are being invited to attend the May meeting.

At the April meeting, David Eakin was nominated to serve as Chair of the Faculty Senate and Mixon Ware was nominated to serve as the Co-chair. Although these candidates are running unopposed, the Faculty Senate must ratify their selection at the May meeting through a secret ballot.

Committee vacancies, which are listed below, must be filled at the May meeting.

Budget Committee (3 vacancies)

Committee on Committees (2 vacancies)

Elections Committee (4 vacancies)

Executive Committee (2 vacancies)

Rights & Responsibilities Committee (1 vacancy)

Rules Committee (1 vacancy)

Welfare Committee (3 vacancies)

COSFL (1 rep & 2 alternates needed)

**We urge each Senator to consider serving on one or two committees.**

***Which of these positions is the best opportunity for you to serve your University and its Faculty?***

## **FACULTY WELFARE COMMITTEE REPORT**

I am writing on behalf of the Faculty Senate Welfare Committee in support of the University's plan to implement direct deposit for payroll.

Vice President Newsom met with the Senate Welfare Committee Wednesday and explained the advantages to both the university and the employees of this action. The primary reasons for implementing direct deposit are ease and convenience to the employee, and increased safety, security and efficiency in the payroll process. A campus power outage during a December payroll period a few years ago forced delays in receiving paychecks only for those employees not utilizing direct deposit. From a disaster management perspective getting everyone on direct deposit will facilitate managing these kinds of tasks from an alternate location if necessary in the event of an emergency. A large majority of the faculty and staff are already participating in direct deposit and in the future the University will transition toward moving student refunds and vendor payments to this style of electronic transfer also. In addition the plan is to also move travel and similar reimbursements for all faculty and staff to direct deposit in the very near future. This process has been thoroughly investigated and mechanisms to accommodate individuals who cannot establish a checking account are in place. For example, the use of a pay card that would operate like a debit card could be issued to individuals who cannot obtain a checking account. The employee's pay would be credited to the card which could be used to access cash from ATM's or at National City Bank locations, and/or pay for items at the point of sale. Another benefit to direct deposit is that the money is actually deposited to the employee's account the night before the pay date. Eventually the plan is for electronic notification to replace the current payroll notification delivered by campus mail to everyone on pay days. Employees will be able to access a secure site and print their individual payroll notification statement if they desire a hard copy. It is worth noting that ECU is one of the last state higher education institutions to require direct deposit.

Vice President Newsom met with Staff Council representatives this past Tuesday to inform them on the direct deposit initiative. The Welfare Committee is pleased with the administration's effort to educate the campus community and get their feedback prior to implementation to enable this transition as smooth as possible. This is consistent with the senate discussion on a "doctrine of no surprises". Financial Affairs also offered to attend the full Senate meeting if requested to answer any questions faculty may have. The Welfare Committee encourages all senators to discuss the direct deposit initiative with their faculty and e-mail any concerns or questions to the Welfare Committee members.

Larry R. Collins, Chair  
Loss Prevention and Safety  
250 Stratton Building  
(859) 622-1009

# Faculty Senate Organizational Meeting Agenda

May 7, 2007

Approximately 10 minutes after First Meeting Convenes

## Call to order

## New Business:

- Senate Chair Election  
Senator Eakin was nominated at April's meeting
- Senate Vice-Chair Election  
Senator Ware was nominated at April's meeting

## COMMITTEE ELECTIONS:

### Elections Committee (4 vacancies)

Continuing members: Jason Koontz

Replace: Louisa DeBolt; Edmund Fenton; David May; Ted Randles

### Budget Committee (3 vacancies)

Continuing members: TBA (Dean Rep.); Rodney Piercey (Provost); Beth Anne Pruitt; Christiane Taylor; TBA (Senate Chair)

Replace: Marco Ciocca; Edmund Fenton; David May

### Rights & Responsibilities (1 vacancy)

Continuing members: Paula Kristofik; Lynnette Noblitt; Tom Reed; Marcel Robles

Replace: Chris Neumann

### Rules Committee (1 vacancy)

Continuing members: Kristen Kean; Nancy McKenney; Robert Milde; Jane Rainey

Replace: Melissa Dieckmann

### Welfare Committee (3 vacancies)

Continuing members: Gary Barksdale (ex officio); Mixon Ware; Elaine Waters

Replace: Marco Ciocca; Larry Collins; Charlotte Hubbard

### Executive Committee (2 vacancies)

Continuing members: Rodney Piercey (Provost); TBA (Senate Chair); TBA (Senate Vice-Chair); Keith Johnson; Paula Kristofik; Nancy McKenney; Sharon Shasby; Malcolm Frisbie (ex officio)

Replace: Larry Collins, Charlotte Hubbard

### Committee on Committees (2 vacancies)

Continuing members: Becky Gaffney; Michelle Gerken

Replace: Melissa Dieckmann; Ella Hunter

### COSFL (1 Rep & 2 Alts)

Current Rep: Mixon Ware

Current Alternates: David May & Marcel Robles

## Adjournment