

Faculty Senate Agenda
November 5, 2007
3:30 p.m.

Call to order

Approval of Minutes

October 1, 2007 Minutes

President's Report Overview & Questions: Senator Whitlock

New Business:

- Policy on Bulletin Boards - David Fifer, SGA - Informational item for discussion
Faculty Handbook Language in the Administrative Policies Section
BULLETIN BOARDS AND COUNTER AND TABLE TOPS
Bulletin boards in all on campus buildings were installed for the purpose of posting University announcements, notices, and other items of an informational or service nature to the University community. The posting of commercial or promotional items, not related to University programs or services is prohibited. This prohibition also applies to counter and tabletops and other potential display areas in university facilities, both interior and exterior.
- Sponsored Programs Policy Regarding Workload - Informational item for discussion
- Report from Council on Academic Affairs
 1. General Education Course Syllabus Policy - **Informational Item**
 2. Procedure for Proposing an "S" or "W" designation to permit courses to carry a writing intensive or service learning designation - **Informational Item**
 3. Proposal for Service Learning course designation - **Informational Item**
 4. Geography & Geology Department Name Change to reflect merger approved by Board of Regents
 5. Correctional & Juvenile Justice Studies (AA) - Program Suspension
 6. Correctional & Juvenile Justice Studies (MS) - Program Revision
Add a college-granted certificate; remove transfer course restrictions; change total curriculum requirements from 31 hours to 30 hours; provide students with the option of taking either COR 820 or COR 840; and add online information
 7. Youth Work Certification Program - Program Revision
Revise the 31 hour certificate into a 24 hour Professional Certificate in Youth Services
 8. Fire & Safety Engineering Technology (AA) - Program Suspension

Report Overview & Questions:

Executive Committee Chair: Senator Eakin

Faculty Regent: Senator Frisbie

COSFL Representative: Senator McKenney

Provost: Senator Piercey

Student Government Association: David Fifer

Standing Committees:

Budget Committee: TBA, Chair

Rules Committee: Senator McKenney, Chair

Rights and Responsibilities Committee: Senator Robles, Chair

Elections Committee: Senator Randles, Chair

Committee on Committees: TBA, Chair

Welfare Committee: Senator Waters, Chair

Adjournment

FACULTY SENATE MINUTES

October 1, 2007

The Faculty Senate of Eastern Kentucky University met on Monday, October 1, 2007, in the South Room of the Keen Johnson Building. Senator Eakin called the second meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

T. Adams*^, B. Bentley, M. Case, D. Clay, B. Houston, K. Johnson*, K. Kean*^, J. Koontz, D. Phillips, R. Richardson, R. Ruddell*, C. Ruppel, B. Wesley

*Indicates prior notification to the Senate Secretary

^ SUB James Adamson attended for T. Adams

^ SUB Elizabeth Young attended for K. Kean

Visitors to the Senate: David Fifer, SGA; Debbie Newsom, Financial Affairs; Jerry Pogatshnik, Graduate Education & Research; Sherry Robinson, Provost Office; Virginia Underwood, Chief of Staff; Janna Vice, Academic Affairs; and John Wade, Arts & Sciences

APPROVAL OF MINUTES:

The September 10, 2007 minutes were approved as written.

PRESIDENT'S REPORT: Senator Whitlock

At the last meeting, Senator Whitlock announced that the CPE had requested a business plan from each of the universities. A draft of EKU's plan was recently shared with the campus community and 25 or 30 individuals provided feedback. Another draft of the plan will be distributed campus-wide within the next few weeks.

The joint committee formed to plan and execute the Business and Technology Center's performing arts center has met once. The committee is comprised of eight individuals from the university and seven from the community, some representing the county, some representing the city of Richmond, and one representing the city of Berea.

A draft of CPE's funding recommendations for the next biennium was received last week for discussion purposes only. Senator Whitlock reviewed the recommendations with the Senate. One area yet to be determined on the draft budget is the statewide priorities listed under the strategic investment category. This is the category that deals with the process of doubling the numbers by 2020. University business plans will be used to determine funds available in this area.

Senator Whitlock also mentioned that the proposed budget for 2008-09 recommends \$100,000,000 in nonrecurring funding to fund the "Bucks for Brain's" matching gifts programs again.

A hearing is scheduled on Wednesday in Frankfort where the institutional representatives will have an opportunity to react to the CPE Finance Committee.

NEW BUSINESS:

Report from Council on Academic Affairs

1. Medical Administrative Certificate - Program Suspension

Senator Piercey moved to suspend the Medical Administrative Certificate, seconded by Senator Flanagan. The majority were in favor and the motion carried.

GENERAL & STANDING COMMITTEE REPORTS

EXECUTIVE COMMITTEE REPORT: Senator Eakin

Senator Eakin reported that Cheryl Harris, University Counsel, came to the last Executive Committee meeting to discuss clarifications needed in the promotion and tenure recommendations in order to avoid possible legal ramifications. At the Executive Committee's request, Senator Eakin, Senator Piercey, Cheryl Harris, Dr. Sherry Robinson and members of the Rights and Responsibilities Committee will work together to make the required changes. Once the updates have been made, hopefully by mid-October, Senator Piercey has agreed to hold an open forum to give faculty an opportunity to provide feedback. The updated recommendations will be presented to the Board of Regents at the January, 2008 meeting.

Charges are available for all standing committees. All committees need to meet as soon as possible to appoint a chair. Let both the Senate chair and the secretary know of the appointments so the committee charges can be distributed.

Senator Eakin reminded everyone that the President will host a dinner for the Senate at the Mulebarn on Wednesday, October 17 at 6 p.m.

FACULTY REGENT REPORT: Senator Frisbie

Senator Frisbie shared the following in his written report to the Senate.

The Council on Postsecondary Education hosted the 2007 Governor's Conference on Postsecondary Education Trusteeship on September 16-17 in Louisville. The theme of the conference was "Doubling the Numbers by 2020: Meeting the Challenges of Postsecondary Reform". The conference concluded with addresses by Steve Beshear and Governor Ernie Fletcher.

The Board will next meet on October 22 to review proposals submitted by executive search firms. The next quarterly meeting of the Board will occur in January 2008.

COSFL REPORT: Senator McKenney

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

COSFL met at the close of the 2007 Governor's Conference on Postsecondary Education Trusteeship. The meeting was held at 2:00 p.m. in the Brown Hotel in Louisville, Kentucky.

The main order of business was the election of officers for 2007/2008. The following candidates were elected by affirmation:

Terry Irons (Morehead University) - Chair
Peggy Pittman-Munke (Murray State University) - Vice Chair
Nancy McKenney (EKU) - Treasurer
Mixon Ware (EKU) - Secretary

Mark Wattier, Representative from the Council on Postsecondary Education, reported that draft business plans had been requested by the CPE from the universities, and those reports have already been submitted by the university presidents. Two meetings will be held in October for universities to discuss these budgets. The draft business plans will serve as the budget model for the next biennium.

Brad Cowgill will continue as Interim Head of the CPE until April.

PROVOST REPORT: Senator Piercey

Senator Piercey stated that the administration and the Senate through its Executive Committee and the University Counsel are currently working on some minor edits in the promotion and tenure policy to bring it into compliance with University policy.

Graduate Education and Research would like to announce the new GEARS scholars. They are as follows:

Ogechi Anyanwu, History
Tom Butler, English and Theatre
Vincent Castellana, Mathematics and Statistics
Stephanie Hall, Counseling and Educational Psychology
Beverly Miller, Art & Design
Rick Mott, English and Theatre
Richard Osbaldiston, Psychology
Nicholas Santangelo, Biology
Deneia Thomas, Counseling and Educational Psychology

Congratulations to the McNair program which has been renewed for five years. This equates to a total of \$1,125,000 of external funding that will enhance the EKU living and learning community. Congratulations to Rich Richmond and his staff for their great work on this program.

The University has developed a comprehensive set of policies related to the administration of grants and sponsored programs at EKU. The policies are posted on the sponsored programs website and have been adopted on an interim basis to meet requirements associated with the review conducted by the Department of Health and Human Services as part of our Facilities and Administrative Cost negotiations. Please forward questions and comments to Jerry Pogatshnik. The policies will be presented to the Board for approval in January.

Information Technology has developed a new faculty training facility, the Technology Studio for Professional Development to provide hands-on technology training for faculty and staff. The new facility is located in Case Annex Room 256.

Institutional Effectiveness has been busily working on university planning and program review. Senator Piercey recognized Dr. Keeley for his leadership in the process.

Institutional Effectiveness also reported that the University accreditation process and SACS is in its final phase. All final documentation has been submitted and full reaffirmation is anticipated in December.

Senator Piercey mentioned that Institutional Effectiveness, Graduate Studies, and Enrollment Management are cooperating and generating automatic enrollment projections and forecasts to be used in institutional planning. Within the next month or so, it will be possible to generate enrollment forecasts on a regular basis.

At the inquisition of Senator Robles, Senator Piercey held a lengthy discussion with the Senate on the effort reporting forms which faculty have been asked to complete. The overall idea is that one can identify what percentage of a total faculty member's effort is dedicated to instruction, service, research, scholarship, etc. However, a timeline to implement this has not been determined yet.

STUDENT GOVERNMENT ASSOCIATION: David Fifer

Mr. Fifer reported that SGA recently held an open forum to discuss whether or not to bring the racially-themed theater show N*W*C* to campus. Following the forum, the Student Activities Council voted to bring the program to campus sometime in February, 2008. SGA is working with the Offices of Diversity and Multicultural Student Affairs to make sure there is appropriate educational context for this program, and there will be workshops and seminars held to compliment it.

Mr. Fifer reported that 60 clubs and groups were in attendance at the organizational funding meeting to pick up applications. The deadline for returning those applications is tomorrow.

Mr. Fifer stated that one of his responsibilities as student body president is to nominate students for University committee appointments. If student representatives are not attending or not contributing to the University committees, please let him know.

STANDING COMMITTEES:

Rules Committee. Senator McKenney announced that she will serve as chair of the committee. The committee plans to meet on October 18. One of the committee's charges this year will be to work on creating a standing committee for new senator orientation.

Rights & Responsibilities Committee. Senator Robles shared the following in her written report to the Senate.

The Rights and Responsibilities committee has not yet received its charge for this year but is anticipating revisions to the Promotion and Tenure document again and discussions on the Faculty Workload issue.

Paula Kristofik and Marcel Robles will be meeting with Dave Eakin, Sherry Robinson, and Cheryl Harris regarding promotion and tenure revisions.

The Rights & Responsibilities Committee will be working with the Faculty Welfare committee on the Faculty Workload issue, considering the 2020 goals, distance education needs, and the balance of teaching, scholarship, and service. Mixon Ware (Vice Chair of Senate and member of Faculty Welfare) will be our liaison to the Faculty Welfare Committee.

Elections Committee. Senator Randles reported that he will serve as Committee chair this year.

Welfare Committee. Senator Waters announced that anyone experiencing problems with Express Scripts should contact Mr. Wally Skiba in Human Resources.

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

The Committee met on September 24, 2007 and elected Senator Waters as chair.

The Committee plans to continue work on the analysis of the faculty and administrative hiring trends.

Shared governance is another issue which will be under discussion. Senator Ware proposed that the committee work with Rights and Responsibilities to address faculty workload issues.

Ad Hoc Committee on New Senator Orientation. Senator Robles announced that the new senator orientation was held on September 24. A binder with Senate information is available from Senator Robles for those who were unable to attend.

FOR THE GOOD OF THE ORDER:

The topic of discussion was "Discussion Topics for the 2007-2008 academic year."

Senator May thought next month's topic should be the faculty workload issue. Another future discussion should be about mentoring.

Senator Reed suggested addressing ideas for reducing drudgery and discussing ways to become more efficient. Senator Eakin felt that problems associated with the technological changes in our culture should also be discussed at the same time.

Senator Carter suggested the topic of available access to university records. As an advisor, she doesn't have direct access to any of her first major students records, such as CARES reports. Also, her area is currently working on their program review and yet they don't have direct access to TRACDAT.

Senator Gerken said that several faculty have suggested the need for a discussion on a 15-week semester versus a 16-week semester.

Senator Rainey suggested a discussion for things that do not fall under the academic structure of the university that are academic-related problems. One example is the temperature level in classrooms. Another is the placement of snack bars in classroom buildings.

Senator Hesse moved to place a time limit on the FTGOTO discussion and to dedicate the last five or ten minutes of discussion for possible solutions, seconded by Senator Sanchez. Senator Carter suggested a friendly amendment to use the first five or ten minutes of the next meeting for possible solutions rather than the current meeting in order to allow for feedback from colleagues. The motion failed for lack of support.

ADJOURNMENT:

Senator Piercey moved to adjourn at approximately 5:20 p.m.



Eastern Kentucky University
Policy Library

Salary Compensation on Externally-Sponsored Projects

Policy 3.4.8

Volume #3 Academic Affairs
Chapter 4, University Research
Section 8 Salary Compensation on
Externally Sponsored Projects
Approval Authority: Board of Regents
Responsible Executives: Associate Vice
President for Research, University
Controller
Responsible Offices: Sponsored
Programs/Sponsored Programs
Accounting
Issued: October 1, 2007
Revised:

Policy Overview

This policy sets forth conditions for faculty and staff who receive compensation, in whole or in part, through a grant or sponsored agreement, or who have committed personnel costs as part of cost sharing obligation on a grant or sponsored agreement. The policy establishes guidelines for effort in terms of the assigned time for faculty and staff.

Policy Statement

Definition of Institutional Base Salary

Some Board- Institutional- or President-approved programs related to the development of strategic initiative of the university are excluded from the institutional base salary. Other programmatic and developmental activities that are intended to further the institutional mission, goals, and objectives may also be excluded from the institutional base salary, yet compensated from other 'unrestricted' funding sources.

Faculty Effort

As the primary responsibility of faculty is instruction, effort can be defined in terms of course-load equivalencies. According to the policies established by the Faculty Senate, a full time load for a lecturer with no other responsibilities for service and scholarship is five courses. Using this as a basis, a one-course assignment constitutes approximately 20% effort for a faculty member. Faculty on four-course teaching loads are normally assigned 80% of their time to instruction, with 20% of their time for scholarship and service.

Faculty members who wish to receive reduced teaching loads for work on sponsored projects shall budget a portion of their salary to the grant or sponsored program. As a general rule, faculty member should budget 20% of their 9-month salary, along with corresponding fringe benefits, for a one-course reduction in their course load throughout the academic year funded by a sponsored project. At the time of the award, the Position Action Form (PAF) of the faculty member(s) must be revised to reflect the portion of the salary charged to the grant.

Use of Funds

State-appropriated salary funds that normally would have been allocated to a faculty member receiving grant support under the conditions listed above (i.e. "Salary Savings") shall remain in the department for use within the fiscal year of the funded project. These funds are to be used for part-time faculty or payment of overloads to cover the course(s) of faculty members supported on grants. These funds may also be used within the salary line for other appropriate expenses, such as hiring graduate assistants or part-time faculty to cover additional courses. Salary savings are not subject to carry-over from one fiscal year to the next.

Policy 3.4.8

Faculty Effort as Cost Sharing

A portion of a faculty member's effort may be used to meet obligations of cost sharing required under some sponsored agreements. A faculty member, [upon approval by the department chair](#), may choose to apply up to 20% of their time as cost sharing to the grant without a reduction in course load. Any faculty ~~member~~ [approved or choosing](#) to use their effort to meet cost-sharing obligations [in this manner](#) should minimize other service and scholarly activities to remain in compliance with the 100% effort rule for externally sponsored projects.

Overload Compensation for Faculty Supported Under Sponsored Programs

Faculty supported on sponsored agreements may receive overload compensation consistent with University policy. Faculty may not receive overload compensation for more than one course in any academic term. [Except in unusual cases, overload payments may not be made using grant funds.](#)

According to the guidelines established in OMB Circular A-21 J.10, serving as a paid consultant on other sponsored programs within the University is normally not permitted:

"Intra-university consulting is assumed to be undertaken as a university obligation requiring no compensation in addition to full-time base salary. This principle also applies to faculty members who function as consultants or otherwise contribute to a sponsored agreement conducted by another faculty member of the institution."

On rare occasions, faculty members may be permitted to receive compensation in excess of an individual's base salary through appropriate consulting activities on sponsored programs (intra-university consulting). Such arrangements normally shall not exceed five days on any sponsored project and must meet **all** of the following conditions:

1. The consulting arrangement 1) has been clearly identified in the proposal as compensation over and above the institutional base salary and 2) has been specifically provided for in the sponsored agreement or has been approved in writing by the grants and contracts officer of the sponsoring agency.
2. The consultation is across departmental lines or involves a separate or remote location.
3. The work performed by the consultant is in addition to his/her regular department load and can be clearly documented as such.
4. The consulting arrangement has the approval of the faculty member's dean.

In the event that the above four regulations are met, the following university policies must be followed for all intra-university consulting paid on externally sponsored projects:

1. The hourly rate paid to an intra-university consultant cannot exceed the individual's regular hourly rate.
2. Employees who are paid 100% from externally-sponsored programs are not eligible for consulting or overload during the same time period.
3. Project Directors/Principal Investigators cannot receive consulting pay on their own projects. Project Directors may use grant funds to provide release time from teaching courses for themselves or other faculty on the project. At the discretion of the Department Chair and Dean, faculty may teach up to one bought-out course per semester and be compensated overload pay from the department. Overload teaching requests are managed in the Deans' offices, and grant accounts cannot be charged for overload teaching payments.
4. All such work and compensation must be separately identified and documented in the financial management system of the University.

All intra-university consulting arrangements are subject to the University's Consulting Policy.

Considerations for Professional Staff

Professional staff members are expected to devote their energy and effort primarily toward fulfilling all assigned duties and responsibilities for the University.

Purpose

This policy establishes guidelines for faculty and staff that are supported, in full or in part, on any externally sponsored program through Eastern Kentucky University. The University is obligated to comply with all federal policies related to the fiscal management of grants under guidelines established by the Office of Management and Budget circulars A-21 and A-110.

Entities Affected by the Policy

- Departments, colleges, or units involved with externally-sponsored projects
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Who Should Read the Policy

- Deans
 - Chairs
 - Project Directors
 - Other individuals involved with externally-sponsored projects
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Policy Background

Federal guidelines on salary compensation for any personnel funded solely or partially from grants or contracts are based on the concept of effort. Effort is defined within the context of university policies and may not exceed 100% for any individual receiving funds from sponsored projects. It is important to note that working additional hours, either as part of an external grant or contract or from duties assigned by the University, does not normally entitle an individual to additional compensation. All faculty and staff supported through external projects shall certify their effort on at least a semi-annual basis. The certified effort should correspond to the agreed upon commitment set forth in the sponsored agreement.

Definitions

Effort	The proportion of time dedicated to any activity and expressed as a percentage of total time. The effort reports are intended to record the total effort an individual expends as an employee of the University and must total 100%.
Institutional Base Salary	An individual's base salary paid by the University. Some Board-Institutional- or President-approved programs related to the development of strategic initiative of the university are excluded from the institutional base salary. Other programmatic and developmental activities that are intended to further the institutional mission, goals, and objectives may also be excluded from the institutional base salary, yet compensated from other 'unrestricted' funding sources.
University	Eastern Kentucky University

Responsibilities

Policy 3.4.8

Project Directors	<ul style="list-style-type: none">▪ Verify salaries for all project personnel▪ Secure salary quotes from Human Resources for new positions▪ Collaboration with Sponsored Programs to adjust noncompliant salary requests
Department Chair and College Dean	<ul style="list-style-type: none">▪ Review salaries for accuracy and compliance with University policy▪ Review and approval of release time and/or summer salary if requested
Sponsored Programs	<ul style="list-style-type: none">▪ Review salaries for accuracy and compliance with University policy▪ Review of Requests for Approval of Incidental Work on Sponsored Projects and Requests for Approval of Overload Compensation▪ Secure sponsor approval for reduction in key personnel effort
Sponsored Programs Accounting	<ul style="list-style-type: none">▪ Review Position Action Forms (PAFs) and ensure necessary adjustments upon initial award and following effort certifications▪ Verify advance approval for incidental, overload, and summer salaries
Office of the Provost	<ul style="list-style-type: none">▪ Reviews all requests for faculty overload assignments

Procedures

Salary Requests at Proposal Stage	<ul style="list-style-type: none">▪ Project directors shall adhere to this policy in the development of project budgets and shall collaborate with Sponsored Programs to adjust any noncompliant salary requests prior to the submission of proposals.▪ Project directors shall verify salaries of individuals included in project budgets with Human Resources and shall work with Human Resources to secure salary quotes for positions that will be newly established as a result of an awarded sponsored project.▪ The department chair, college dean, and other appropriate administrative officials shall ensure that salary requested through a sponsored project is in compliance with this policy.▪ By signing the Internal Review and Approval Form, the department chair, college dean, and other appropriate administrative officials provide authorization for any release time and/or summer salary requested through the proposed sponsored project.▪ Prior to the submission of proposals, Sponsored Programs shall verify the accuracy of salary calculations and work with project directors to make any adjustments necessary.▪ Prior to the submission of proposals, Sponsored Programs shall review all consulting arrangements to ensure that all conditions of this policy are satisfied. In the event that noncompliant consulting arrangements are included in a proposal budget, Sponsored Programs shall work with the project director to make adjustments as necessary.
Salary Approvals Following Award	<ul style="list-style-type: none">• If an award is made that results in a substantial (25%) reduction of effort of key personnel on an existing sponsored project, Sponsored Programs shall ensure that appropriate sponsor approval is secured for the effort reduction.• Sponsored Programs shall review Requests for Approval of Incidental Work on Sponsored Projects and Requests for Approval of Overload Compensation forms for compliance with this policy and shall provide approval or disapproval in a timely manner.

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- Sponsored Programs Accounting shall ensure that Position Action Forms (PAFs) of employees with effort committed to awarded projects are adjusted appropriately, both at the award stage and following effort certifications.
 - Sponsored Programs Accounting shall verify that consulting and summer pay have been approved in advance and shall process approved pay requests in a timely manner.
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Violations of the Policy

Failure to abide by the provisions set forth in this policy may result in additional charges to departmental, division, college, or administrative unit accounts to cover any grant expenditure deemed to be unallowable under any of the criteria listed above, or for personnel expenditures that exceed those established in the award. In extreme cases, the project director, principle investigator, or financial manager may face appropriate disciplinary actions.

Interpreting Authority

- Provost and Vice President for Academic Affairs

Relevant Links/References

- OMB Circular A-21: <http://www.whitehouse.gov/omb/circulars/a021/a021.html>
- OMB Circular A-110: <http://www.whitehouse.gov/OMB/circulars/a110/a110.html>
- EKU Policy: Effort Reporting on Externally Sponsored Projects

Policy Adoption Review and Approval

Reviewed and Approved by:

Deborah Newsom
Associate Vice President for Financial Affairs

Date

Rodney Piercey
Provost and Vice President for Academic Affairs and Research

Date

President
Eastern Kentucky University

Date

Hunter Bates
Board of Regents
Eastern Kentucky University

Date



EASTERN KENTUCKY UNIVERSITY

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Office of Academic Affairs and Research
Office of the Dean
University Programs

201 Keen Johnson
521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-2222 Fax (859) 622-5018

TO: Council on Academic Affairs

FROM: Onda Bennett
Interim Dean, University Programs

DATE: October 4, 2007

RE: Agenda Items for 10/18/07 Council on Academic Affairs

The following items are being submitted to the Council on Academic Affairs for consideration at the October 18th meeting from the Division of University Programs:

Approval for Revision

Revision to General Education Syllabus Policy: revised the procedure to allow course syllabi to be collected directly from the departments.

Action Item

Proposal for service-learning course designation

Approval of Procedure

Procedure for Proposing an "S" or "W" Designation: procedure to permit courses to carry a writing intensive or service learning designation.



General Education Course Syllabus Policy

Background

When the University General Education Committee designed the new general education program, the Committee strongly favored two changes to the syllabus of an approved general education course to ensure program coherence. The General Education Program Guidelines required each of these changes as conditions for course approval.

First, faculty members are required to include on the syllabus the general education goals addressed by the course. This requirement is intended to keep both faculty members and students focused on addressing general education goals in a systematic and coherent manner. This is very important, since student mastery of these goals will be systematically and regularly assessed as a requirement for continuing certification for general education.

Second, faculty members are required to write a core of student learning objectives that are common to all sections of an approved course. Individual faculty members, however, may add objectives to the core objectives. During the design phase of the course approval process, the Committee wanted faculty members to examine what knowledge and skills students were expected to acquire in a specific course in light of the general education goals addressed by the course. This requirement is intended to improve program coherence and address some of the challenges of assessing student mastery of general education goals in multi-section courses.

As part of the program assessment of general education, the General Education Coordinator and the General Education Assessment Coordinator regularly review the course syllabus for each section of an approved general education course. Courses are approved to address general education goals and to ensure some consistency in student learning objectives across sections of each course. Thus, program coherence is undermined and assessment data are compromised when individual faculty members choose to pursue different goals and different student learning objectives than were stated on the original approved syllabus.

Recommendation

The General Education Committee has no faculty members to instruct approved general education courses. The Committee therefore delegates instructional responsibilities to faculty members in the University's five colleges under the conditions outlined in the General Education Program Guidelines. If one or more sections of an approved course do not comply with these conditions after approval, then the Committee has several options, which are outlined below, for resolving these problems. Given the use of general education courses as supporting courses in specific programs, these options are not optimal in that they may impose costs on both offenders and innocent bystanders. For this reason, the best solution is to enlist the Deans' support for and

assistance in achieving and maintaining an effective and coherent general education program.

The Deans need to require compliance with the syllabus policy in all approved general education courses and require department chairs to collect and monitor electronic copies of the course syllabi from all sections of approved general education courses each semester. Department chairs should normally have electronic copies of course syllabi by the end of the third week of a semester. To simplify this process, the General Education website provides access to documents describing the goals and approved student learning objectives for each approved course in Blocks I – VII and option two of Block VIII (www.gened.eku.edu/faculty/syllabus). Faculty members may simply copy the relevant goals and approved student learning objectives from these documents for inclusion in the course syllabus.

~~The Deans will collect syllabi for general education courses from the Department Chairs. The General Education Coordinator will then ask Deans for copies of those syllabi shortly after the third week and begin reviewing the syllabi. The Chair of the General Education Committee will inform Department Chairs of those syllabi needed for review at the beginning of each semester. The Chair will collect syllabi for general education courses from instructors. The General Education Coordinator will then ask Chairs for copies of those syllabi shortly after the third week and begin reviewing the syllabi.~~ At the end of the review process, the General Education Coordinator will forward a summary of issues to the Dean. If a department is not complying with course syllabus requirements, then the General Education Committee will not consider further course proposals from that department until compliance occurs. This applies not only to new courses, but also to requests to include approved courses in a new theme. Repeated non-compliance will strongly suggest that the course is really designed to address goals other than approved general education goals and will ultimately force the Committee to deny re-certification of the course at the end of the four-year cycle.

This proposal is intended to help the University achieve some coherence in general education. A coherent program is beneficial to our students and will make assessing the goals general education feasible. Assessing student mastery of program goals is particularly challenging, since many intervening factors may explain student performance. By keeping both faculty members and students focused on a common set of goals and learning objectives, we can improve the assessment process.



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Office of Academic Affairs and Research
Office of the Dean
University Programs

201 Keen Johnson
521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-2222 Fax (859) 622-5018

Procedure for Proposing an “S” or “W” Designation

1. Faculty prepare a course for the designation “S” or “W” in collaboration with the Service Learning or TCAC committee. Approval of the designation “S” or “W” is given by the committee, contingent on the approval of the home department.
2. Prepare the curriculum form, indicating the specific change and the justification.
3. The form/request begins at the home department level, and then goes to the home college.
4. The colleges forward the curriculum form to CAA, Gen Ed, and Teacher Ed, as applicable.
5. After approved by CAA, proposals will follow the standard routing and approval as applicable.



Service Learning Course Designation Application Instructions

In response to the strategic plan's key performance indicator (KPI) to "develop and implement methods to document number of university-sponsored Service-Learning courses," the Service-Learning Committee has created a process that will designate courses as service-learning through Banner. This process will serve two purposes.

- EKU's current strategic plan requires that the number of students enrolled in service-learning courses be increased. There is currently no systematic method of collecting that data. This process will enable the University to report data that will identify the number of service-learning courses being offered as well as the number of students enrolled in service-learning courses.
- This process will allow students to identify and register (or not register) for courses that have a service learning component. The Service-Learning Committee believes that the process identified will provide clear guidelines and standards for instructors wishing to offer service-learning courses.

New or existing courses that meet the EKU service-learning course criteria and are approved by the University Service-Learning Committee can be recognized as service learning courses with the designation of "S" after the course number. A single section of a course or the entire course can be eligible for this designation. For example, the Department of Government may have POL 101 (Introduction to American Government) and POL 101S (Introduction to American Government, Service-Learning). In order for a course to be designated as a service-learning course, the department chair must submit a completed Service-Learning Course Application form along with a sample syllabus to the chair of the University Service-Learning Committee.

In order to be eligible for approval a course must meet all of the criteria:

- Incorporate an experiential educational activity that is connected to academic content and is clearly described in the syllabus;
- Involve a service activity that meets an identified community need that students participate in, with a clear description of how the community need is or will be determined;
- Include reflective assignments that facilitates the connection between practice and theory and fosters critical thinking;
- Require students to participate in 5 hours of community service per credit hour (e.g. 15 hours for a 3 hour course) over the semester.

The application will be reviewed within 30 days from the date of submittal. Once a course is approved it may be designated as a service-learning course the following semester. If the department wishes for the "S" to appear after the course number, the normal procedure for a curriculum change must be followed. The Curriculum Change Form must be approved by the department, college, council on academic affairs, and any other relevant committee.

Service Learning Course Application

Department submitting application _____

Date of Submittal _____

Name of faculty teaching this course _____

Email _____ Phone _____

Course name and number _____

Number of credit hours _____

Check the appropriate box: New Course Existing Course

Will other sections of the course be offered without service-learning? Yes No

How many sections of the course will be offered? _____

What community organization/agency will the students be working with? How did you determine their need?

How many hours of service per semester will students be required to complete?

What reflective assignment(s) will students be required to complete?

Have you incorporated an experiential educational activity that is connected to academic content as described in the syllabus?

Yes No

Additional comments to complement the syllabus: _____

Service-Learning Committee Approval: Approved Denied

Signatures: _____

Kate Williams &/or Sara Zeigler, ECU Service-Learning Committee Co-Chairs

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

Part I

<input type="checkbox"/> (Check one)	Department Name	<u>Geography & Geology</u>
<input type="checkbox"/> New Course (Parts II, IV)	College	_____
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	_____
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	_____
<input type="checkbox"/> New Program (Part III)	*Program Title	_____
<input type="checkbox"/> Program Revision (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee		Date NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Graduate Council* NA
College Curriculum Committee	9/17/07	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	NA	Faculty Senate** 10/18/2007
Teacher Education Committee*	NA	Board of Regents** 3/27/07
		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.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 Change department name to reflect merger approved by Board of Regents on March 27, 2006

A. 2. Effective date: (Example: Fall 2001)
 Fall 2007

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

B. The justification for this action:

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

Personnel Impact:

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

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

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Correctional & Juvenile Justice Studies																													
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety																													
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number																														
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>																														
<input type="checkbox"/> Program Revision (Part III)	*Program Title	Correctional & Juvenile Justice Studies AA																													
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.																														
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Proposal Approved by:</td> <td style="width: 20%; text-align: center;"><u>Date</u></td> <td style="width: 30%;"></td> <td style="width: 20%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">8-17-2007</td> <td>Graduate Council*</td> <td style="text-align: center;">NA</td> </tr> <tr> <td colspan="4" style="text-align: center;"> <i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i> </td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">9/26/2007</td> <td>Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/></td> <td style="text-align: center;">10/18/2007</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> <td>Faculty Senate**</td> <td></td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">NA</td> <td>Board of Regents**</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td></td> </tr> </table>				Proposal Approved by:	<u>Date</u>		<u>Date</u>	Departmental Committee	8-17-2007	Graduate Council*	NA	<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>				College Curriculum Committee	9/26/2007	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	10/18/2007	General Education Committee*	NA	Faculty Senate**		Teacher Education Committee*	NA	Board of Regents**				Council on Postsecondary Edu.***	
Proposal Approved by:	<u>Date</u>		<u>Date</u>																												
Departmental Committee	8-17-2007	Graduate Council*	NA																												
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>																															
College Curriculum Committee	9/26/2007	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	10/18/2007																												
General Education Committee*	NA	Faculty Senate**																													
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<p>*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.</p>																															

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To Suspend AA program in Correctional & Juvenile Justice Studies</p> <p>A. 2. Effective date: (Example: Fall 2001) Spring 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) Students will be able to enroll in the program through the conclusion of Fall 07 but not thereafter. Courses needed to complete the degree will be offered regularly (as part of the BS program) so that currently enrolled students may finish.</p>	<p>B. The justification for this action: The program has been low productivity despite efforts to increase enrollments (e.g., offering the program online). The numbers of majors and graduates have continued to decline.</p> <hr/> <p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: No impact is projected.</p> <p>Operating Expenses Impact: No impact is projected.</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>
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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 the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ 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 the current program requirements using ~~striketrough~~ 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.

The Department of Correctional and Juvenile Justice Studies offers ~~an associate and a~~ baccalaureate degree as well as professional certificates in Correctional Intervention Strategies and in Youth Services. Graduates of the department are expected to: 1) understand historical, legal, theoretical, research, and conceptual/operational foundations of the field; 2) possess competencies relevant to adult corrections and juvenile justice including communication, problem solving and decision making, and interpersonal relations; 3) be qualified for careers in adult correctional, juvenile justice, and related human services agencies; and 4) be prepared for further education. Students are encouraged to take advantage of opportunities to enrich learning and enhance their employment potential through involvement in faculty research projects and service learning experiences in a variety of professional agencies.

[Material on Baccalaureate Degree Remains Unchanged]

Associate Degree

Correctional and Juvenile Justice Studies (A.A.)

~~Major Requirements.....18 hours~~

~~COR 100, 201, 350, and the courses within either the Adult Corrections option or the Juvenile Justice option. (Students may choose to complete both these options, but such students will complete a minimum of 27 hours of major coursework.) Students must enroll in COR 100 the first semester this course is offered following declaration of a major in Correctional and Juvenile Justice Studies.~~

~~Adult Corrections Option: COR 301, 315, and 330.~~

~~Juvenile Justice Option: COR 311, 316, and 321~~

~~General Education Requirements.....48 hours~~

~~Standard General Education program. Refer to Section Four of this Catalog for details on the General Education and University requirements.~~

~~University Requirement.....1 hour~~

~~JSO 100~~

~~Total Curriculum Requirements.....67 hours~~

The major requirements for the B.S. ~~and A.A.~~ degrees, as well as coursework required for professional certificates (see below), may be completed online. In addition to satisfying Eastern Kentucky University's (EKU's) requirements for full freshman admission or provisional admission, admission to an online cohort requires either that students reside at least 60 miles from campus, or if they reside closer, demonstrate a rationale that is satisfactory to the department for pursuing requirements online. Admission to pursue **a Bachelor of Science (BS)** major requirements online further requires a composite ACT score of 20 or greater. Students with composite ACT scores of 18 or 19 may be admitted on a probationary basis but are required to furnish a writing sample. Though students transferring from another accredited institution are not required to submit test scores, such students must meet EKU's requirements for admission as a transfer student. In addition, transfer students must have an overall 2.5 or greater grade point average (GPA) on a 4.0 scale on all work from accredited institutions. Transfer students with overall GPAs less than 2.5 but at least 2.0 may be admitted on a probationary basis but are required to furnish a writing sample. ~~The requirement that students must earn a minimum of 15 of the last 18 hours through EKU is waived for students pursuing these A.A. major requirements online. Likewise, The requirement that B.S. students must earn a minimum of 30 of the last 36 hours through EKU is waived for students pursuing these B.S. major requirements online.~~ However, for the AA degree, a minimum of 16 semester hours must be earned through EKU, and for the BS degree, a minimum of 32 hours must be earned through EKU. Visit www.corrections.eku.edu and contact the Undergraduate Online Program Coordinator for additional details.

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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input 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.	Correctional & Juvenile Justice Studies Justice & Safety Master of Science (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)
Proposal Approved by:		
	<u>Date</u>	
Departmental Committee	9-5-07	Graduate Council*
	<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	10-1-2007
College Curriculum Committee	9-17-07	Council on Academic Affairs
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved
Teacher Education Committee*	NA	Faculty Senate**
		10/18/2007
		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
 ****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.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To (a) add a college-granted certificate, (b) remove transfer course restrictions, (c) change the total curriculum requirements from 31 hours to 30 hours (delete COR 801), (d) provide students with the option of taking either COR 820 or COR 840 (new course), and (e) add online information.</p> <p>A. 2. Effective date: (Example: Fall 2001) Spring 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>(a) The college granted certificate in Correctional/Juvenile Justice Leadership will allow students the opportunity to complete graduate courses without committing to a full degree program. However, all courses in the certificate program will apply to the Correctional/Juvenile Justice Graduate Studies Program if a student decides to seek the full degree and satisfies the admission requirements.</p> <p>(b) The current requirements are such that students may not take courses equivalent to COR 808, 810, and 818 at other institutions or in other EKU programs (upon approval). The faculty do not believe this restriction is needed given recent changes to the comprehensive exams.</p> <p>(c) The faculty do not believe the one-hour COR 801 orientation is necessary. The elimination of 801 from the curriculum will change the curriculum requirements for this program from 31 hours to 30 hours.</p> <p>(d) The option of taking either COR 820 (Juvenile Justice) or COR 840 (Adult Corrections) will provide students with an opportunity to better customize their studies to their specific interest in either juvenile justice issues or adult corrections issues.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: A faculty member will need to be assigned to offer COR 840 on a regular basis.</p>

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ 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 the current program requirements using ~~striketrough~~ 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.

MASTER OF SCIENCE
Correctional/Juvenile Justice Studies

The Department of Correctional and Juvenile Justice Studies offers the Master of Science degree in Correctional/Juvenile Justice Studies. Graduates of the program are expected to demonstrate advanced-level critical and analytical thinking; to apply principles from multiple academic disciplines to problems in corrections and juvenile justice in an effort to formulate creative solutions; to respect, evaluate, and synthesize information from diverse sources; and to communicate effectively with both client and professional audiences. Further, graduates are required to show competency in the following areas: (1) the historical, theoretical, and legal foundations of the field; (2) the methods of gathering and analyzing information for research purposes; (3) knowledge of the major bases of literature; and (4) the ability to assume positions of responsibility and leadership in correctional and juvenile justice agencies.

Special Program Requirements

Admission: Applicants must (a) meet the requirements of the Graduate School, (b) hold a baccalaureate degree from an accredited institution, (c) have achieved an undergraduate grade point average (GPA) of 3.0 overall or in the last 60 hours of the baccalaureate program, (d) have a combined Graduate Record Examination (GRE) score of at least 1250 under the GRE scoring system in use until October 1, 2002 or a combined verbal and quantitative score of at least 800 and an analytical writing score of at least 3.0 under the scoring system in use after October 1, 2002; and, (e) have three persons qualified to assess the applicant's potential for graduate work submit letters of recommendation directly to the Graduate Coordinator in the Department of Correctional and Juvenile Justice Studies (Stratton 105). Applicants who do not meet these GPA or GRE requirements, but who otherwise demonstrate promise for successful graduate study, may be granted probationary admission, but such applicants must comply with all requirements of the Graduate School regarding probationary admission.

Prerequisites: Students lacking undergraduate coursework or practical field experience will be required to take the following undergraduate coursework either prior to or simultaneously with enrollment in the corresponding graduate course(s): COR 311 required for COR 820 and COR 201 required for COR 830, 835, 840, 850, and 856.

Thesis: A six-hour thesis is optional in this program. If the thesis option is chosen, the topic must be approved by the student's thesis committee, and a proposal defense and an oral defense is required.

Comprehensive Examination: Students who do not choose the thesis option must pass a comprehensive examination, with both written and oral components assessed by a comprehensive exam committee. Such students must also complete six additional hours of elective courses.

Program: A minimum of 30 ~~34~~ semester hours of graduate credit is required. A maximum of nine hours of approved, outside credit may be transferred to this degree program, ~~but credit may not be transferred for COR 808, 810, and 818.~~ All outside credit must be approved by the Department Graduate Committee.

CORRECTIONAL/JUVENILE JUSTICE STUDIES M.S. PROGRAM*

Core Courses..... 24 ~~25~~ hours
COR-804**, 808, 810, 818, 820 or 840, 830, 835, 850, and 856
Thesis or Additional COR / Approved Electives.....**6** hours
Total Curriculum Requirements.....30 ~~34~~ hours

*No more than 6 hours total may be applied to a degree from COR 806, 839, and 897 (singularly or combined).

**Students must enroll in this course during the first semester it is offered after they register for graduate classes in this program.

Online Coursework

The Master of Science in Correctional/Juvenile Justice Studies may be completed online. In addition to satisfying all other admission requirements (see above), admission to the online program requires that students reside at least 60 miles from campus, or if they reside closer, demonstrate a rationale that is satisfactory to the department for pursuing requirements online. Contact the Correctional/Juvenile Justice Graduate Studies Program Coordinator for additional details.

Certificates

Graduate Certificate

Persons with a baccalaureate degree from an accredited institution may earn a 12 hour non-degree graduate certificate in Correctional/Juvenile Justice Leadership granted by the Department of Correctional and Juvenile Justice Studies and the College of Justice and Safety. The certificate may be completed online. While the GRE is not required to pursue the certificate, students who earn an overall GPA of less than 3.0 in certificate courses will not be accepted into the MS program. Students who complete certificate courses with a GPA above 3.0 may apply to the MS degree program and apply credit from the certificate toward the degree. The certificate will consist of four courses and offer either a juvenile justice or adult corrections option.

Correctional/Juvenile Justice Leadership Certificate

Adult Corrections Option – COR 835, COR 840, COR 850, COR 856.....12 hours

Juvenile Justice Option – COR 820, COR 835, COR 850, COR 856.....12 hours

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

Part I

(Check one)	Department Name	Correctional and Juvenile Justice Studies
<input type="checkbox"/> New Course (Parts II, IV)	College	Justice and Safety
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	Youth Work Certification Program
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate <u>X</u>)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:		<u>Date</u>	<u>Date</u>
Departmental Committee	09/05/07	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	9/26/2007	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	10/18/2007
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	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

****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: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To revise the existing 31 hour Youth Work Certification Program into a 24 hour Professional Certificate in Youth Services

A. 2. Effective date: (Example: Fall 2001)
 Spring 2008

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

B. The justification for this action:

Throughout the past year, there have been many persons interested in the department's undergraduate online degree program that do not have sufficient college credits to qualify for admission. The revised certificate will provide these persons with the opportunity to participate in online coursework, enhance their knowledge regarding effective juvenile justice practice, and take a first critical step toward degree completion. Although the certificate option will also be available via traditional delivery methods, the revision of this certificate is an important strategy for promoting growth in the online program.

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

Personnel Impact: Part-time faculty will need to be hired to offer select elective courses, but these costs can be covered with revenue generated from the program.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ 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 the current program requirements using ~~strike through~~ 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 ~~strike through~~ for deletions and underlines for additions.)

~~YOUTH WORK~~ CERTIFICATION PROGRAM ~~PROFESSIONAL CERTIFICATE IN YOUTH SERVICES (24 hours)~~

~~Designed for both traditional students as well as in-service workers, this program offers the student certification in Youth Work Practice. The program gives the student an opportunity to earn undergraduate credits in a blended academic and practice curriculum that will provide the fundamental skills and knowledge to enter the youth work profession. The 31 hour program consists of the following courses. This certificate includes 15 hours of required courses and 9 hours of electives and is available in both traditional and online formats. Courses include content that reflects the theoretical and contemporary issues facing juvenile justice professionals. The program will enhance student knowledge regarding effective juvenile justice interventions, provide students with practical knowledge that can be used in their daily work, and for students interested in continuing their education and provide a first step toward degree completion.~~

Required Courses:

~~JSO 100: Academic Orientation (1)
COR 100: Orientation to Correctional and Juvenile Justice Studies Major (3)
COR 310: Foundations of Correctional and Juvenile Justice Practice (3)
COR 311: The Juvenile Justice System (3)
COR 316: Legal and Ethical Issues in Juvenile Justice (3)
COR 320: Youth Work Practice* (3)
COR 321: Juvenile Corrections (3)
COR 350: Offender Rehabilitation Strategies (3)
COR 375: Applied Skills Practicum (3)
COR 106: Workshop (3) or one elective course selected in consultation with advisor.~~

~~For additional information, application procedures and requirements, contact Chair of the Department of Correctional and Juvenile Justice Studies.~~

Nine hours of electives selected from:

~~COR 201: Introduction to Corrections and Juvenile Justice (3)
COR 310: Foundations of Correctional and Juvenile Justice Practice (3)
COR 320: Professional Development Seminar for Corrections and Juvenile Justice*
COR 340: Correctional and Juvenile Justice Administration (3)
COR 423: Topical Seminar: _____**~~

~~*Will Can be taken for up to 12 hours under different topics including mental health needs of youth in the juvenile justice system, intervening with drug-involved youth, gang identification and intervention, and diversity in corrections and juvenile justice.~~

~~**Can be taken for up to 6 hours under different topics including working effectively with girls in the juvenile justice system, and intervening with juvenile sex offenders.~~

Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
		Spring 2008	AS _____ JS <input checked="" type="checkbox"/> BT _____ EM _____ ED _____ PC _____ HS _____	CORS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

Co-Requisites and Prerequisites **See definitions on following page**

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks (e.g. – IVB(3) X).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

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

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security & Emergency Management	
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice and Safety	
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number		
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>		
<input type="checkbox"/> Program Revision (Part III)	*Program Title	Fire and Safety Engineering Technology (AA)	
<input type="checkbox"/> Program Suspended (Part III)	(Major __, Option __; Minor __; or Certificate __)		
<input checked="" type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	8-27-2007	Graduate Council*	NA
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	9/26/2007	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	10/18/2007
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	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
****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: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
To Suspend the AA program in Fire and Safety Engineering Technology

A. 2. Effective date: (Example: Fall 2001)
Spring 2008

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

B. The justification for this action:
Request to suspend the Associate program in Fire and Safety Engineering Technology due to recommendations from the FSE faculty. This is in response to our continued low enrollment for the Associate's program.

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

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

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

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

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ 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 the current program requirements using ~~striethrough~~ 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 ~~striethrough~~ for deletions and underlines for additions.)

~~Fire and Safety Engineering Technology (A.A.)~~

Major Requirements21 hours

~~FSE 101, 120, 201, 221, 223, 225, and 3 hours of FSE electives with advisor approval.~~

General Education48 hours

~~Standard General Education program. Refer to Section Four of this *Catalog* for Complete General Education and University requirements.~~

University Requirement1 hour

JSO 100

Total Curriculum Requirements70 hours

To: Faculty Senate
From: Malcolm P. Frisbie
Date: 5 November 2007
Re: Regent's Report

22 October 2007, Special Meeting of the Board

The Board of Regents met on 22 October 2007 for a special meeting. The Board's Finance and Planning Committee met before the Board convened as a whole.

Informational Items

- The Board received a draft audit report from Deloitte & Touche, the accounting firm charged with auditing the University's financial operations. The report will be finalized in the near future and will be formally presented to the Board at its next meeting (January 2008).
- The university will receive a clear and unqualified audit report, indicating that the auditors have found the university's accounting and reporting practices to be fair and accurate.
- The fiscal report for 2006-2007 indicates that the university is on solid financial ground: total net assets are \$200+ million; total unrestricted assets are \$42 million; and the university's unrestricted cash assets are approximately \$4.5 million.

Action Items

The special meeting of the Board was called to review applications submitted by presidential search firms in response to the university's request for proposals that was released on 27 August. In addition, the original plan called for the Board to interview the firms selected for further consideration based upon review of those applications.

In advance of the meeting, informal discussion among Board members indicated that there was sufficient interest within the university community in extending the term of appointment for President Whitlock to warrant postponing interviews with search firms. Thus, the reason for the meeting shifted from selecting a search firm to reviewing, and possibly modifying, the planned course of action regarding the presidency over the next several years.

Discussion in executive session weighed the merits of proceeding with a national search for a president at this time verses committing to a longer period under the leadership of President Whitlock. Consensus emerged that the university would be best served by asking President Whitlock to serve for a period of three years for the following reasons:

- Dr. Whitlock brings to the position tremendous administrative experience, having served as executive assistant to ECU presidents for 22 years and in several other upper administrative roles
- Dr. Whitlock knows Eastern's history, culture, challenges, and opportunities as well as any candidate that might be identified
- The university has experienced significant turnover in upper leadership positions recently, and a period of stability in the top leadership position for the next several years would allow it to "catch its breath"
- A number of challenges that need to be addressed in the near future (e.g., completing the capital campaign and implementing ECU's business plan) might be more effectively met by a president who knows Eastern, its service region, and other leaders in the state, and who is already at work on these issues
- Dr. Whitlock, in comments to the Board, demonstrated command of issues facing the university and articulated a compelling vision for moving the university forward
- Board members received comments from many people, both on campus and off, expressing enthusiasm for the initial appointment of Dr. Whitlock
- Board members received comments from numerous individuals indicating that, although his presidency was only in its second month, Dr. Whitlock was having a significant and needed impact on the university

The Board voted unanimously (with two members absent) to name Dr. Whitlock ECU's 11th president (thus removing the "interim" designation) for a period of three years (ending 31 July 2010). The Board's

intent is to open a national search to determine Dr. Whitlock's successor during the 2009-10 academic year.

The Board will next convene in January 2008 for a regular quarterly meeting.

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

TO: Faculty Senate
FROM: Rodney B. Piercey
DATE: November 5, 2007
RE: November Faculty Senate Report

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

Current Issues:

- 1) We continue to expect the revised Promotion and Tenure policy to be presented to the Board of Regents for its approval at the January meeting. An open forum was held in October for faculty to review and comment on three changes recommended by the Office of the Provost and the University Counsel. The policy will also be vetted by the Provost Council prior to the January Board meeting.

Additionally, the University is working on a Policy on Policies, which is being vetted through a number of institutional channels. This policy will clarify important distinctions between policies, regulations, and guidelines; standardize the format for university policies; and delineate the process by which university policies are vetted and approved.

Enrollment Management:

Currently 15,755 students are enrolled compared to 15,695 students at this time last fall, not including University of Louisville ITP students. Final enrollment is expected to be a net increase of approximately 0.5% for Fall 2007. Current enrollment is up 0.2% for undergraduate students and up 2.2% for graduate students. Current new freshman enrollment is up 1% and new transfer students up 11%.

Honors Program:

The EKU Honors Program will take a group of 90 students and faculty to the National Collegiate Honors Conference in Denver on November 1-4. All of the students will be making presentations at this national conference and EKU will once again be the largest represented student/faculty group in the nation.

Institutional Effectiveness:

Enrollment Forecast:

We currently expect an increase for Fall 2008 of approximately 3% for new freshmen, 10% for new transfers, and 7% for new graduate students over Fall 2007. At this point in the cycle we would expect an overall enrollment increase of approximately 3% for Fall 2008, or about 16,325 as a midpoint (Fall 2007 final enrollment is expected to be approximately 15,850). On a plus-or-minus 1 percent band, this equates to between approximately 16,150 and 16,500. Much more information that will enable increasingly precise forecasts will become available throughout the rest of the academic year, including fall-to-spring retention rates, application/admission trend data, housing

application and orientation registration/attendance trends, financial aid and scholarship offers, new and continuing student registration patterns vis-à-vis last year, etc.

University Strategic Planning and Academic Program Review:

IE staff, Strategic Planning Committee (SPC) members, and other university leaders continue data collection efforts to measure progress for the 2006-2010 strategic plan. Specific activities include the receipt and assessment of reporting templates submitted by individual campus units. Members of the SPC have begun initial assessment for the development of an annual institutional progress report to be submitted to the President.

University planning groups should have received progress reports from their individual reporting units. In addition, university planning groups should be finalizing their own institutional effectiveness progress reports for submission by Friday, October 26, 2007. IE has been working very hard with many departments across campus to help them prepare their progress reports and enter their assessment results and use of results for improvement into TracDat.

The 2007-2008 Academic Program Review schedule and supporting materials were distributed to approximately 30 programs scheduled for this academic year. For the first time, the Graduate School and Graduate Council will play a role in program review for graduate programs. Also, IE has provided information and support for the Office of Graduate Education and Research to develop a strategic plan inclusive of campus input, and has provided information, facilitation and planning support for the First Year Course Steering Committee.

State Compliance and University Accreditations:

The Commission on Colleges of the Southern Association of Colleges and Schools is organizing an Online Resource Room at its 112th Annual Meeting in New Orleans, LA, December 8-11, to assist institutions that are beginning the reaffirmation process. Since ECU was commended by SACS for its QEP and its IE processes, ECU has been asked to be featured in the SACS Resource Room. ECU is sending a CD with excerpts from our Compliance Certification and Quality Enhancement Plan for participants to peruse at the conference. This is truly a great honor, as ECU is the only Level IV institution, public or private, to be included.

Dr. E. J. Keeley is co-chair for Standard 2 on Assessment for the NCATE accreditation, and IE and the NCATE team are working in preparation for this accreditation. IE has also provided a great deal of assessment support and guidance in preparation for the ABET visiting team review of the Computer Science program scheduled for October 28-30th. Lastly, IE has worked with the Provost's office to submit to the CPE the FY 2006 CPE Action Agenda Trust Fund Report.

Institutional Research:

IR has been in consultation with the Graduate Education and Research Strategic Planning Committee regarding surveying current graduate students and faculty. We are also updating our 06-07 CSRDE (retention data exchange) report which will soon be available

on the web. IR is assisting the NOVA program with data collection for their grant renewal. IR and IE also participated in a Fireside Chat at TLC related to planning, budgeting, and data reporting issues. The IPEDS Fall reporting including Institutional Characteristics, Completions, and 12-month Enrollment has been successfully completed and submitted.

Sponsored Programs:

The Division of Sponsored Programs is seeking input on its proposed policies and procedures. Policies can be found on the Sponsored Programs website at <http://www.sponsoredprograms.eku.edu/pol>. The policies are a meeting agenda item for discussion. The annual report for Sponsored Programs activities is available at www.sponsoredprograms.eku.edu/reports.php.

The Division of Sponsored Programs and Sponsored Programs Accounting have been relocated to Jones 414. Combination of the two offices will provide a “one-stop” shop and provide better services for faculty and staff. We have also established a Sponsored Programs listserv to provide improved communication. Please contact the Division of Sponsored Programs at 2-3636 for more information.

The Rights & Responsibilities Committee Report

November 5, 2007

Charge 1: The Rights and Responsibilities Committee met with the Provost at 10:30 am on October 25 to discuss the Faculty Workload issue.

Discussion included the following items:

- People are the most important assets of the institution.
- Overhead (i.e., paperwork, etc.) should be included in the teaching, research, service category—depending upon what the item is concerning.
- Some people would like to see a fourth category for “reporting” or “clerical work.”
- Several other categories were mentioned:
 - learning new technology
 - time efficiency beyond our control
 - being locked out of computer every half hour of idle time
 - Banner problems
 - not having online access to needed information (specifically student data) for reporting

The committee suggests that all faculty members complete the form in its given format. Then, if a faculty member chooses to add a fourth category or further explanation, he or she should do so on a second page and attach it to the standard form. A standardized format is necessary for reporting to certain entities (e.g., sponsored programs) and also to compare workload management issues within the institution. Ultimately, it is hoped that the data from the forms can help identify details/bottlenecks where resources are needed.

The meeting ended with the recommendation that we (all EKU faculty) strategize how to use the workload forms to our advantage, by providing extra information that needs to be communicated to other levels of the University. .

Charge 2: A forum was held on October 25 at 3:00 pm in the Faculty Club for discussion on the Promotion and Tenure document. EKU General Counsel has revised the language as needed for clarity. All university faculty were invited; about 25 attended. The document has already been approved by Senate so it is ready to be forwarded to the President.

Committee Members:

Dorothy Carter
Paula Kristofik
Lynnette Noblitt
Tom Reed
Marcel Robles, Chair
Mixon Ware, Liaison to Welfare Committee

Report of Faculty Senate Welfare Committee

The committee has met twice since the last Senate meeting and has submitted another set of questions to the Office of Equal Opportunity/Affirmative Action concerning the hiring trends within the university. We plan to analyze the new data at the next meeting on November 12th.

The committee is working on a report concerning shared governance to be submitted to the Senate in December. We will request input from Faculty Senate about a university wide discussion of shared governance with all faculty in the spring semester.

A website link to a document of the American Federation of is provided below. We would like to ask the Senators to read the section concerning the crisis of shared governance on university campuses.

http://www.aft.org/pubs-reports/higher_ed/shared_governance.pdf