

Faculty Senate Agenda  
May 4, 2009  
3:30 p.m.

**Call to order**

**Approval of Minutes**

April 6, 2009 Minutes

**President's Report: Senator Whitlock**

**Unfinished Business:**

- Course Registration Policy

**New Business:**

- Announcement on Paperless Payroll Initiative
- Report on Cooperative Education - Gladys Johnson
- Report on QEP Progress - Lynette Noblitt
- Report on New Scheduling Software - Mona Isaacs
- Policy on Schedule of Facilities & Outdoor Space
- Rules Committee Motion on New Standing Committee
- Report from Council on Academic Affairs (CAA materials are in a separate packet)

***Catalog Text Proposals***

***Page Numbers***

1. ***Upper-Division-Hours Requirement for Baccalaureate Degree*** **CAA1**  
*Revise the number of upper-division hours required for a Baccalaureate Degree from 43 to 42 hours, based on the recommendation of the Ad-Hoc Committee.*

***Curriculum Proposals***

2. ***New Program - Associate of General Studies*** **CAA3**  
*The Associate in General Studies degree provides students, especially adult learners, the opportunity to pursue a flexible degree program to meet their unique interests, career goals, and academic needs, and serves as a pathway to a four-year degree.*
3. ***New Certificate - Autism Spectrum Disorders Certificate*** **CAA9**  
*Recently-approved certificate is being proposed as a Professional-Level Certificate, which will need CPE approval.*
4. ***Program Suspension - B.B.A. Corporate Communications and Technology*** **CAA13**  
*Suspend program due to decreasing number of majors in the CCT program area and increasing pressure for accountability and efficient use of resources. The program is now an option in the B.B.A. General Business degree.*

***Program Revisions***

5. ***Master of Business Administration*** **CAA 15**  
*Drop ACC 750 from the Master of Business Administration Program*
6. ***B.S. Construction Management*** **CAA 17**  
*Change major requirements by removing FSE 361 and adding FSE 379; Change supporting course requirements by deleting three upper-division hours of selected Business electives and adding three upper- or lower-division hours of the same electives.*
7. ***B.S. Health Education*** **CAA 19**  
*Revise number of hours required to graduate: 120 for Community Health Option, 120 for Wellness Option, 126 for School Health Option; add new course required by accrediting bodies; add requirement of "C" or better in major and support courses; change overall GPA required from 2.0 to 2.25 in Community Health and Wellness Options.*
8. ***Minor in School Health, P-12 (Teaching)*** **CAA 21**  
*Add HEA 320 and EHS 280 to required courses*
9. ***B.S. Physical Education*** **CAA 23**  
*Revise PHE 415 requirement for PE Fitness and Wellness Option to REC 102 or REC 290.*
10. ***M.S. Recreation and Park Administration*** **CAA 25**  
*Revise admissions requirements to reflect new Miller Analogy Test Scores*
11. ***B.A. English*** **CAA 27**  
*Change program requirements - add requirement for three hour Theatre course to the Following emphases in English major: Literature, Creative Writing, and Technical*

*Writing; add Theatre capstone course to the Catalog; Remove six credits of foreign language requirements from the following options in the English major: Literature, Creative Writing, and Technical Writing; Change the current exclusion of Block VIII classes to require only Option 2 of that Block; Remove all non-foreign language Supporting Course requirements for the English Literature emphasis; Create a new block of required diversity courses in the following Emphases in the English major: Literature, Creative Writing, Technical Writing.*

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|--|--------|
| 12. <i>Paralegal Program</i>   | CAA 30 |
| <i>Add language to departmental requirements.</i>  |        |
| 13. <i>B.S. in Psychology</i>  | CAA 32 |
| <i>Add PSY 319 Industrial/Organization Psychology for B.S. Degree</i>                        |        |
| 14. <i>Elementary Education (P-5) Teaching B.S.</i>  | CAA 34 |
| <i>Add ELE 445W and EDF 319W to the Program</i>  |        |
| 15. <i>Middle Grade Education (5-9) Teaching B.S.</i>  | CAA 36 |
| <i>Add EMG 445W and EDF 319W to the Program Core and Professional Education Requirements</i> |        |
| 16. <i>Deaf and Hard of Hearing (P-12) with Elementary Education (P-5) Teaching B.S.</i>     | CAA 38 |
| <i>Add ELE 445W and EDF 319W to the Program Core and Professional Education Requirements</i> |        |
| 17. <i>Deaf and Hard of Hearing (P-12) with Middle Grade Education (5-9) Teaching B.S.</i>   | CAA 40 |
| <i>Add EDF 319W and EMG 445W to the Program Core and Education Requirements</i>              |        |
| 18. <i>Special Education/Teaching B.S. Learning and Behavior Disorders</i>                   | CAA 42 |
| <i>Add ELE 445W, EDF 319W, EMG 445W to the Program Core and Education Requirements</i>       |        |

#### *Information Items*

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|---|--------|
| 19. <i>Draft for Approval of New Doctorate Programs</i>   | CAA 44 |
| 20. <i>Early Intervention Roster Enrollment Report</i>  | CAA 46 |
| 21. <i>Counseling Ed.D. (New Program)</i>   |        |
| <i>Proposal is participating in approval process for new Doctorate programs.</i>  |        |
| 22. <i>Review of Graduation Regalia Approval Process</i>  |        |
| <i>CAA moved to not approve any additional regalia requests for this academic year. A Work Group is reviewing the process, criteria and enforcement of students wearing stoles and sashes as academic regalia. The Work Group is chaired by Dr. Michael Foster.</i> |        |

### **Report Overview & Questions:**

Executive Committee Chair: Senator Ware

Faculty Regent: Senator Frisbie

COSFL Representative: Senator McKenney

Provost: Senator Piercey

Student Government Association: Alex Combs

Standing Committees:

Budget Committee: Senator Johnson, Chair

Rules Committee: Senator McKenney, Chair

Rights and Responsibilities Committee: Senator Noblitt, Chair

Committee on Committees: Senator Staddon, Chair

Elections Committee: Senator Randles, Chair

Welfare Committee: Senator Foote, Chair

Ad Hoc Committee Reports (if any)

Establishing an ECU Community College - Senator Taylor

University Planning Council Reports (if any)

Financial Planning Council - Senator Ware

Strategic Planning Council - Senator Taylor

Other Reports (if any)

Work Group on Upper Division Hours - Senator May

### **Adjournment**

## FACULTY SENATE MINUTES

April 6, 2009

The Faculty Senate of Eastern Kentucky University met on Monday, April 6, 2009, in the South Room of the Keen Johnson Building. Senator Ware called the eighth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

A. Back, B. Bentley\*^, L. Bosley\*, D. Carter\*, M. Case, L. Collins\*, D. Deaton, B. Foley, M. Gerken, T. Hartch\*^, M. Hesse\*, J. Koontz, M. McAdams, M. McDermott, M. Nguyen, A. Nix\*, C. Palmer, C. Park\*, R. Piercey\*, B. Pruitt, R. Sales\*, C. Smith\*, B. Staddon

\*indicates prior notification of absence

^ ALT Mary Whitaker attending for B. Bentley

^ ALT John Bowes attending for T. Hartch

Visitors to the Senate: Tina Davis, Registrar; Deborah Newsom, Financial Affairs; Jerry Pogatshnik, Graduate School; Jaleh Rezaie, Graduate School; Sherry Robinson, Provost Office; and Janna Vice, Academic Affairs;

### **APPROVAL OF MINUTES:**

The March 2, 2009 minutes were approved as written.

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

In his written report to the Senate, Senator Whitlock shared the following:

Senator Whitlock announced that he and the advancement team will be leaving tomorrow for California. While there they will be meeting with major donor prospects and will hold alumni meetings in San Francisco, Los Angeles and San Diego. There are about 500 or more EKU graduates in each of those cities.

Last Thursday, Senator Whitlock met with the new formed Strategic Planning Council, chaired by Dr. Jo Ann Ewalt. The SPC and the FPC plan to conduct their work in a collegial, shared governance mode in order to align responsibility and accountability.

In last August's convocation remarks, Senator Whitlock committed to visiting with each college faculty sometime during the year. He and Provost Piercey have met with four colleges and will meet with the remaining college soon. In addition, he has also participated in the Fireside Chats in the Faculty Club in the Keen Johnson Building and in the professional learning community discussion of Derek Bok's recent book on American colleges and universities.

Official notice has been received from the Governor's budget office that the current year appropriation has been reduced by two percent, as expected. As noted earlier, EKU implemented a four percent reduction in anticipation of additional cuts in 2009-10. In addition, the Financial Planning Council will be recommending further economies to prepare for the coming year. This includes about \$800,000 in savings from administrative positions that have been cut through attrition and further reductions in certain institutional pool accounts. Hopefully this will minimize any future cuts to departments and other units.

It is unknown at this time how the budget stabilization funds from President Obama's stimulus package will affect EKU. One scenario (the best one) would be that there would not be a further reduction to the appropriation base. In this event, the campus community would work together to reallocate the funds previously set aside for additional cuts and would be able to spend the stimulus package funds on one-time allocations to better position the institution. The other scenario would be that there would be another base reduction and the stimulus funds would be used for "backfill." In either event the Strategic Planning Council and the Financial Planning Council would work together to provide recommendations.

There are a variety of opportunities in the stimulus package through which EKU can compete for grant and contract funding. The state is working to coordinate some of those efforts to maximize the benefits that might accrue to Kentucky. EKU is a significant actor in this regard.

An exciting announcement will probably be released later this month regarding an opportunity to receive congressional earmark funds.

Senate Bill 1, in the recently concluded session of the General Assembly, has some significant and exciting implications for higher education. It requires the Kentucky Department of Education, the Council on Postsecondary Education, and the state's higher education institutions to collaborate specifically in the setting of standards in reading, math, and the alignment of curricula. This will be a process that will require significant faculty involvement.

Discussions with Morehead State University, the community/technical colleges, and private institutions in EKU's and Morehead's service regions continue to make progress. The University Center of the Mountains at Hazard, and the Center for Rural Development at Somerset are also partners in this collaborative effort aimed at effective regional stewardship through collaboration.

Next month, Senator Whitlock and his wife plan to visit China. The trip will be financed by a combination of Chinese support and personal funds. While there, Senator Whitlock will make a presentation on "Globalization and the Stewardship of Place" at an international conference. While there he will also renew EKU's partnership agreement with Liaoning University of Technology. He also plans to visit Daegu Haany University, EKU's partner institution in South Korea, before returning.

Senator Whitlock's long-term commitment is to return this institution to the point it was 10 years earlier. At that time faculty was compensated at more than 100 percent of the benchmark and staff was at 100 percent. There is still some work to be done before a recommendation can be presented to the Board of Regents in the way of salary and benefit improvements.

#### **UNFINISHED BUSINESS:**

Graduate Faculty Criteria. The Graduate Faculty Criteria policy was presented at the March Senate meeting and deferred for a vote to the April meeting. Senator Robles moved approval of

the Graduate Faculty Criteria policy, seconded by Senator Taylor. The majority was in agreement and the motion carried.

### **NEW BUSINESS:**

Report on Cooperative Education. Senator Ware announced that the cooperative education report will be given at the May meeting.

Report on QEP Progress. Senator Noblitt announced that the QEP Progress report will be given at the May meeting.

Report on Campus Copyright Issues. Senator Noblitt reported that the Campus Copyright Issues Work group was formed to address copyright questions on campus. The work group plans to:

1. Gather presently existing EKU sources involving U.S. Copyright Law in a central easily accessible location;
2. Gather information from other sources to post in this central easily accessible location to answer general questions about copyright issues;
3. Gather anonymous requests from faculty, staff, and students to answer questions about copyright law;
4. Develop educational opportunities to assist faculty, staff, and students in understanding copyright law; and
5. Identify means to assist faculty, staff, and students in addressing copyright concerns.

Report on New Scheduling Software. Tina Davis announced that the report on the new scheduling software will be given at the May meeting.

Report on Stimulus Funding Available to Faculty. Dr. Jerry Pogatshnik was in attendance to inform faculty about programs available through the stimulus package (the American Recovery and Reinvestment Act [ARRA]) and how his office can assist those faculty interested in pursuing any of those programs. The list of programs is available through the Sponsored Programs website. The list will continue to be updated through May 1st, so be sure to check often.

Posthumous Degree for Megan Myers. Senator Taylor moved approval to award a posthumous degree for Megan Myers, seconded by Senator Noblitt. Motion carried.

Report from Council on Academic Affairs. - Dr. Janna Vice

#### **Curriculum Proposals**

1. EKU Now! Program, *Catalog* language proposal
2. B.S. in Emergency Medical Care - Remove EMC 212, BIO 378, Safety, and Free Electives; Revise Total Curriculum Requirements from 128 to 120.
3. ASP in Paramedicine – Remove EMC 212
4. B.S. in Homeland Security - Remove Minor Requirement and Increase Number of Free Electives Revise Total Curriculum Requirements from 128 to 120.
5. B.S. in Correctional and Juvenile Justice Studies – Reduce hours of Free Electives from 43 to 35, which will reduce the Total Curriculum Requirements from 128 to 120.
6. African/African-American Studies Minor and Certificate Revision - Add AFA 305, 361, 367, 378, 388, 435, and 372S to the course offerings.
7. Bachelor of Individualized Studies (B.I.S.) – Decrease the number of required electives by 8 credit hours thereby reducing the number of required curriculum hours from 128 to 120.
8. General Studies B.A. - Decrease the number of free electives by 8 credit hours thereby reducing the number of required curriculum hours from 128 to 120.

9. Anthropology Program Revision – Change major requirement and hours required to graduate
10. GIS Certificate – New Program
11. B.B.A. Accounting Program Revision – Eliminate ACC 442 and 527 from the Accounting Program
12. Minor in Advertising Program Revision – Change Minor to drop COM 320 Series and add JOU or PUB 320
13. Minor in Visual Media Program Revision – Change Minor to drop COM 320 Series and add JOU or PUB 320
14. B.A. in Journalism Program Revision – Change Major to drop COM 320 Series and add new courses
15. B.A. in Public Relations Program Revision – Change Major to drop COM 320 Series and add new courses
16. B.B.A. in General Business (All Options) Program Revision – Add a Corporate Communication and Technology option to General Business B.B.A. program.  
-Move CIS400 as a major requirement under the course requirements for the first three options.  
-Replace CIS 435 with 335 in Global Supply-Chain Management Option.  
-Adjust free electives accordingly for the new CCT option.  
-Reduce the General Business Major (all Options) to 120 hours from 128 by streamlining the curriculum and omitting courses without compromising the quality of the programs
17. B.S. in Business Marketing Education/Teaching – Request exclusion For General Education requirement: Block VII (QS) to take CIS 212 or CSC 104
18. B.S. Physical Education Program Revision – Remove PHE 415 requirement under option and add REC 102 or REC 290 under Support Option for Fitness and Wellness Option
19. Minor in Community Health Program Revision – Add HEA 320 to required courses and EHS 280 to Elective Courses under Minor
20. Health Services Administration Major Program Revision – Decrease overall program requirements from 128 to 120 credit hours; delete ECO 370 as support course from option in HCAI; specify course alternatives for satisfying support course requirements
21. Master of Public Health Program Revision – Drop thesis in all options
22. Occupational Science B.S. – Decrease total hours from 128 to 120
23. Occupational Therapy M.S. – Change *Graduate Catalog* description of the admission process for option 2
24. Recreation and Park Administration B.S. Program Revision – Decrease total hours from 128 to 120.

**Information Item**

25. AA Degree in General Studies

Senator Phillips moved approval of **item 1**, seconded by Senator Pressley. Motion carried.

Senator Phillips moved to bundle those items changing from 128 to 120 hours, seconded by Senator Schmelzer. Motion carried.

Senator Reed moved approval of **items 2, 4, 5, 7, 8, 16, 20, 22, and 24**, seconded by Senator Shordike. Motion carried.

Senator Robles moved approval of **item 3**, seconded by Senator Resor. Motion carried.

Senator Resor moved approval of **item 6**, seconded by Senator Reed. Motion carried.

Senator Resor moved approval of **item 9**, seconded by Senator Lowry. Motion carried.

Senator Resor moved approval of **item 10**, seconded by Senator Borowski. Motion carried.

Senator Randles moved approval of **item 11**, seconded by Senator Robles. Motion carried.

Senator Robles moved approval of **item 12**, seconded by Senator Schmelzer. Motion carried.

Senator Taylor moved approval of **item 13**, seconded by Senator Robles. Motion carried.

Senator Kristofik moved approval of **item 14**, seconded by Senator Randles. Motion carried.

Senator Taylor moved approval of **item 15**, seconded by Senator Lowry. Motion carried.

Senator Robles moved approval of **item 17**, seconded by Senator Richardson. Motion carried.

Senator May moved approval of **item 18**, seconded by Senator Robles. Motion carried.

Senator Resor moved approval of **item 19**, seconded by Senator Pressley. Motion carried.

Senator Bhandari moved approval of **item 21**, seconded by Senator Howell. Motion carried.

Senator Shordike moved approval of **item 23**, seconded by Senator Robles. Motion carried.

**Item 25** (AA in General Studies) was presented as an informational item and will be presented as an action item at the May meeting.

## **GENERAL & STANDING COMMITTEE REPORTS**

### **EXECUTIVE COMMITTEE REPORT:** Senator Ware

Senator Ware announced that several faculty have voiced concerns regarding technology issues. She plans to meet with Mona Isaacs in ITDS next week in an effort to work together to effect changes in the best way possible for all. Please share any technology concerns with Senator Ware before next week, and she will convey those to Mona.

Based on feedback pertaining to policy review, the provost's office extended the review period for Policy 4.6.5 (Evaluation of Non-Tenured Faculty) and the new policy, 4.1.12 (Course Registration) until April 10th.

In the interest of facilitating student graduation prior to having all of the writing intensive courses implemented, Senator Ware is pursuing guidelines for extending the deadline beyond December, 2009.

In the future, ECU will be operating under a "paperless pay" system; there will no longer be printed verification of compensation.

At Senator Ware's request, the Rules Committee has been discussing the need for a new Standing Committee on Academics. The structure of this committee would be similar to the Senate Budget Committee, and, like the Budget Committee, would serve in an advisory capacity on issues affecting faculty related to academics. In the meantime, Senator Ware has appointed an Ad Hoc Committee on Academics to address current pressing issues. The committee will work with Senator Taylor as the senate representative to the Strategic Planning Council, and in other advisory capacities as necessary. Examples of issues to be addressed immediately and over the summer include, but are not limited to: 1) advising; 2) upcoming discussions on an Associate of General Studies; 3) 120-hour minimum for degrees; 3) upper division hours requirement; and 4) 16-week scheduling.

Senator Ware informed the senators that the Provost Council approved going to a 16-week semester beginning fall 2010. The Council members referenced the straw poll from the Senate that seemed to indicate that most faculty favored the 16-week semester. The recommendation hasn't been presented to the President yet.

Several senators voiced concerns about the straw poll on the 16-week semester which was taken at the March meeting and urged that a straw poll should never be taken again.

The Executive Committee met on March 23. One item discussed was the final resolution of the KCTCS tenure issue. No further actions are pending at this time, but COSFL will continue to monitor this.

Senator Chapman moved, seconded by Senator Johnson, to extend the meeting beyond 5:30 p.m. Motion carried.

**REPORT FROM FACULTY REGENT:** Senator Frisbie

The Board has not met since the last Senate meeting. However, the Board is moving forward in two areas.

First, progress is being made on the presidential evaluation. E.J. Keeley, Executive Director of Institutional Effectiveness and Research, is serving as ECU's liaison with the Pappas Consulting Group. EJ has been working closely with Dr. Steven Portch (from Pappas) and the appropriate people at ECU to develop survey instruments and make arrangements for completing the information-gathering part of the evaluation. With input from the Senate Executive Committee, a faculty survey instrument has been designed. Similar instruments were also developed for staff and students, with input from staff and student leaders. Pappas is in the process of getting those set up on a host website. The surveys will be open online April 8-17. A dedicated email address will also be available to faculty so that additional comments can be made directly to the consultant after the survey period. An email will be distributed soon explaining the procedure for accessing the survey. Dr. Portch will be on campus for focus group interviews on April 28th.

On another note, it is time for a new faculty representative on the Council on Postsecondary Education. The faculty regents from the state institutions of higher learning constitute the nominating committee, which will submit a list of three candidates from which the governor will

appoint the new CPE member. Senator Frisbie plans to submit one or two names to the committee chairman by Friday, April 10th.

The Board will next convene for a regular quarterly meeting on 24 April 2009.

**REPORT FROM COSFL: - Nancy McKenney**

Paul Callan, COSFL Representative and Faculty Regent of KCTCS, reported that the KCTCS Board would be meeting March 12-13 to vote on a resolution to end tenure for new faculty hires at KCTCS. Faculty have received support from the American Federation of Teachers, The Technical Faculty Alliance, and the Community College Faculty Alliance. The regional universities have also offered support.

House Bill 187 (aimed at stopping the KCTCS board from ending tenure for new faculty) was passed from the House Committee. If this bill fails, another one may be introduced next year.

COSFL President Peggy Pittman-Munke indicated that COSFL has sent individual letters to all KCTCS Board members. She encouraged the state universities to try to get resolutions by e-mail from their faculty senates. She noted that "this could be a cancer that might spread throughout higher education. This could hurt the quality of students."

Mark Wattier, Faculty Representative to the CPE, suggested that senate executive committees send resolutions if there isn't time for senates to meet.

Tucker Landy reported that the clause regarding penalties for faculty was removed from the Legislature's textbook bill. Another phrase regarding ethics (of publishers, etc.) was inserted instead.

Mark Wattier reported that his term as Faculty representative to the CPE will end in June. COSFL will need to send at least 3 names to the Governor so that a new faculty representative can be selected.

Mark Wattier emphasized the need to cater to adults returning to school due to job loss. Also, the new G.I Bill should lead to a wave of veterans coming to school. It will be important to look at giving credit for experiential learning.

In response to a question from Paul Callan about changing "double the numbers" to include KCTCS numbers, Mark Wattier stated that House Bill 1 is the leverage with the Legislature. It was amended once to break KCTCS away from the University of Kentucky. There is considerable hesitancy to amend it further. He suggested the idea of using the "pipeline" (i.e. how many 9th graders go on to college in Kentucky) for statistics.

The COSFL President and members felt that a small group was needed to draft recommendations for the Governor's Higher Education Work Group. Peggy Pittman-Munke will chair this subcommittee. Suggested issues to address include: financial matters, remedial (or developmental) education, transfer, and technology. Another possible issue to examine (now or in the future) is the loss of minority doctoral candidates from Kentucky.

A meeting date of Friday, April 10, 2009 was suggested. Paul Callan offered to see if the group might meet in Versailles.

Elections Committee. Senator Randles shared a list of committee vacancies that will need to be filled at the May organizational meeting.

Senator Resor asked for nominations for Senate Chair and Vice Chair for the next academic year.

Senator Ware was nominated to serve as Senate Chair for the 2009-2010 academic year. Senator Phillips moved to close nominations, seconded by Senator Ciocca. Motion carried.

Senator Taylor was nominated to serve as Senate Vice-Chair for the 2009-2010 academic year. Senator Robles moved to close nominations, seconded by Senator Schmelzer. Motion carried.

Elections for all vacant positions will be held at the organizational meeting in May immediately following the regularly scheduled Senate meeting. New senators are encouraged to attend the regularly scheduled meeting in May as guests, and then take their official seats at the organizational meeting.

Senator Robles requested that all committee reports that were not originally included in the Senate packet be distributed electronically.

Budget Committee. Senator Johnson reported that the Budget Committee met March 6, 2009 and expressed its concerns that the Strategic Planning Council had not met while the Financial Planning Council continued to build the budget for the 2009-2010 fiscal year.

The committee will press for reallocation of some administrative positions back into faculty lines with a concurrent reduction of compensation levels. The committee will also continue to focus on generating new faculty lines and reducing the number of upper level administration positions.

In this time of cutting budgets, the Senate Budget Committee is looking at any possibility of funds that could help with these cuts. One place to review is travel money used by administrators versus travel money allocated to faculty. It seems that few faculty are allocated enough travel funds to travel to even a single conference while at least some administrators receive travel funding to attend two conferences per year.

CPE has approved the following tuition parameters: KCTCS 3%; Regional Comprehensives 4% ; and Research Universities 5%.

Rules Committee. Senator McKenney

In her written report to the Senate, Senator McKenney shared the following information.

The Rules Committee met March 3, 17, 24, and 31 to discuss and draft a motion to create a new Senate standing committee to deal with academic concerns.

In the course of deliberations the question of whether this committee should deal with the issues of academic freedom and shared governance was raised. One idea proposed was that a separate committee should be established to deal solely with academic freedom. Another idea suggested was that academic freedom and shared governance would logically come under the purview of the Rights and Responsibilities Committee. With this latter idea in mind, Senator Lynette Noblitt, Chair of Rights and Responsibilities Committee, was invited to attend a couple of meetings to share her insights.

Committee on Committees. Senator Butler reported that the self-nomination survey for university committee vacancies has been distributed.

Senator Butler stated that the committee plans to solicit nominations for the General Education Committee earlier next year, since that committee begins work sooner than most committees.

Welfare Committee. Senator Foote reported that the committee met in conjunction with the Benefits Committee on March 24th to discuss information about Express Scripts.

Ad Hoc Committee Report on EKV Community College. Senator Taylor reported that the sub-committee met recently. Senators Taylor and Shordike have continued to stay in contact with the Associate Provost, Dr. Janna Vice, on this issue.

Strategic Planning Council. Senator Taylor reported that the Council met and reviewed the charge.

University Financial Planning Council. Senator Ware reported that the Financial Planning Council has been discussing tuition.

Work Group on Upper Division Electives. Senator May reported that the committee has met twice and their recommendation of 42 upper division hours has been presented to the Council on Academic Affairs. Liz Throop, chair of the work group, was asked to check with the Associate Deans to see how this recommendation might impact students.

**ADJOURNMENT**

Senator Foote moved to adjourn at approximately 5:45 p.m.



## University Policy Impact Statement

Date Feb 9, 2009 Check One:  Revision of Existing Policy  New Policy

Policy Number \_\_\_\_\_ (If known) Policy Name Course Registration Policy

Originator(s) University Athletics Committee, Student-Athlete Advisory Committee, Office of Services for Individuals with Disabilities

### Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

The purpose of this policy is to facilitate progress toward degree completion for certain populations of students who's academic success might be hampered by scheduling conflicts. Please see attached documentation for additional justification.

### Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents

Cite relevant official statements from EKU or external sources.

This policy will assist the University in achieving the follow components of the 2006-10 strategic plan:  
 Goal 1, Strategic Direction 1.2 - Increase the freshman to sophomore retention rate to 75% by 2010; and  
 Goal 1, Strategic Direction 1.2 - Increase the six year graduation rate to 40% by 2010.

### Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

Banner will need to be reprogrammed by the Registrar's Office to accommodate the new registration order. Prior to each course registration period, the EKU employee who is the head of each group of students registering before the general student body will give the Office of the Registrar the list of students who meet the inclusion criteria. The Registrar's Office will then implement the course registration sequence and timeline.

### List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary.

Stakeholder	Action Taken	Date
SGA Student Rights Committee	Recommended support to Student Senate	Oct 2, 2007
Student Senate	Recommended support	Oct 30, 2007
Faculty Senate (FS)	Did not recommend support of policy as drafted	Nov 10, 2008
Faculty Senate (FS)	Supported FS ad hoc committee suggested changes	Nov 10, 2008
Council on Academic Affairs	Did not recommend support of policy as drafted	Nov 20, 2008
Council on Academic Affairs	Supported Faculty Senate's suggested changes	Nov 20, 2008

Stakeholder review and action  
(continued)

Stakeholder	Action Taken	Date
<u>Provost Council</u>	<u>Recommended support of policy w/FS changes</u>	<u>December 3, 2008</u>
<u>36-Day Public Comment</u>	<u>17 comments, general support</u>	<u>April 10, 2009</u>
<u>President</u>	_____	_____
<u>Board of Regents</u>	_____	_____



### Policy 4.1.12

Volume 4, Academic Affairs

Chapter 1, Academic Practices

Section 12, Course Registration

Approval Authority: Board of Regents

Responsible Executive: Registrar

Responsible Office(s): Office of the Registrar, Office of Services for Individuals with Disabilities, Department of Intercollegiate Athletics, Department of Music, Honors Program

Effective: October 1, 2009

Issued:

Last Revised: NA

Next Review Date: Spring 2014

## Course Registration

### Policy Statement

The University recognizes the importance of facilitating the timely progress toward degree completion for certain students whose progress toward graduation might be hampered by unavoidable scheduling conflicts. Without a policy allowing early registration for certain populations, some students have been unable to maintain a reasonable pace toward degree attainment. EKU also has an obligation to comply with external regulations and rules. The University acknowledges the need to make a reasonable accommodation for certain populations of students who, for example, have traditionally encountered difficulty establishing academic schedules that also accommodate their special needs.

### Entities Affected by the Policy

- Students
- Academic Advisors (Faculty and EKU Staff)
- Office of the Registrar
- Office of Services for Individuals with Disabilities (OSID)
- Department of Intercollegiate Athletics
- Departments

### Policy Background

The University developed this policy because it recognized that allowing certain students to register before the general student population would

- Increase the likelihood of retention for those students;
- Increase the likelihood of satisfying course sequencing requirements for these students in a timely manner;
- Reduce the need for students to overload courses in certain semesters;
- Reduce the occurrence of registering for excessive free electives just to maintain full-time student status;
- Begin advising for these students earlier;
- Reduce the University's (scholarships) and students' (tuition fees) expenditures on summer courses and taking courses during a fifth or subsequent year of enrollment;
- Allow the University staff members who serve these students to more prudently utilize their time and resources;
- Increase the likelihood of these students meeting financial aid requirements that may otherwise be adversely affected by course withdrawals, incompletes, and failing grades;
- Be a retention and recruitment tool at no cost to the University.

Specific rationale for allowing each of the student populations allowed to register before the general student body is found in Appendix A.

## Policy Procedures

### **Prior to Registration Period**

Prior to the registration period in a semester, the Office of the Registrar will create a current, accurate list of students who are eligible for registering before the general student.

The Office of the Registrar will take the necessary steps to create and publish the registration sequence according to the defined timeline.

### **Registration Period**

Eastern Kentucky University students register for classes in the following order:

- Group 1: Graduates and Seniors with 102 or More Hours Completed/In Progress
- Group 2: Group 1, Selected Students with Specific Disabilities, Honors Program Students, Student-Athletes, and Spirit Group Members
- Group 3: Group 2, Seniors with Less Than 102 Hours Completed/In Progress and Post Baccalaureates
- Group 4: Group 3 and Juniors
- Group 5: Group 4 and Sophomores
- Group 6: Group 5 and Freshmen
- Group 7: Group 6 and All Remaining Students

The timeline for registration is:

1. Group 1 registers one University business day (24 hours) before Group 2
2. Group 2 registers one University business day (24 hours) before Group 3
3. The remaining groups (3-7) register 2-3 University business days

## Definitions

Honors Program Students	Members of the Eastern Kentucky University Honors Program who are in good standing
Selected Students with Specific Disabilities	Students who are registered with the Office of Services for Individuals with Disabilities and whose specific disability would create scheduling difficulties. See Appendix A for additional information.
Spirit Groups	Eastern Kentucky University cheerleading team, dance team, marching band, and pep band
Student-Athletes	Students who participate in intercollegiate sports governed by the NCAA and sponsored by the Intercollegiate Athletics Department

## Responsibilities

Department of Athletics	<ul style="list-style-type: none"><li>• Inform affected students of Policy 4.1.12</li><li>• Respond to requests from the Office of the Registrar in a timely manner.</li></ul>
-------------------------	--

- |   |  |
|---|--|
| Department of Music                                     | <ul style="list-style-type: none"><li>• Inform affected students of Policy 4.1.12</li><li>• Respond to requests from the Office of the Registrar in a timely manner.</li></ul>                           |
| Honors Program  | <ul style="list-style-type: none"><li>• Inform affected students of Policy 4.1.12</li><li>• Respond to requests from the Office of the Registrar in a timely manner.</li></ul>                           |
| Office of the Registrar                                 | <ul style="list-style-type: none"><li>• Collaborate with Responsible Offices to create accurate lists each semester of eligible</li><li>• Ensure compliance with the policy and its procedures</li></ul> |
| Office of Services for<br>Individuals with Disabilities | <ul style="list-style-type: none"><li>• Inform affected students of Policy 4.1.12</li><li>• Respond to requests from the Office of the Registrar in a timely manner.</li></ul>                           |

## Violations of the Policy

NA

## Interpreting Authority

Provost and Vice President for Academic Affairs

## Policy Adoption Review and Approval

### Policy Issued

Date

October 30, 2007  
December 3, 2008

Entity

Student Senate  
Provost Council  
Faculty Senate  
President  
**Board of Regents**

Action

Recommended Support  
Recommended Support

## Appendix A

### *Seniors with 102 or More Hours Completed/In Progress*

Each term seniors registering for the final semester before graduation are placed in competition for needed courses with all students who have earned, or will be earning at the end of the current term, senior status. This may create a hardship on graduating seniors as students with less of an immediate need may secure the crucial and highly competitive seats in desired classes. Having the ability to register before other students with senior status could help facilitate graduation for this population without unnecessarily taking additional semesters. The minimum number of hours to qualify as a “graduating senior,” i.e. 102 hr., was determined based upon the logic that a student registering for 18 hours, and graduating in a degree program that requires only 120 hours, could be entering their final term before graduation.

### *Selected Students with Specific Disabilities*

Students with certain disability-related needs may not achieve their academic goals within a reasonable period of time because of difficulties related to scheduling classes. Examples of appropriate disability-related situations justifying early registration status include, but are not limited to:

1. Mobility impairments that adversely impact a student’s ability to get from class to class in a timely fashion;
2. The need to frequently arrange for on and off-campus service providers (personal care assistants, etc.);
3. The inability to attend classes during certain parts of the day due to documented medical needs (chemotherapy, renal dialysis, etc.); and
4. The need for services requiring significant planning on the Office of Services for Individuals with Disabilities’ part to arrange (sign language interpreting, Braille, etc.).

Determining eligibility is not unlike using professional judgment based on documentation in assessing for reasonable accommodation. Decisions for early registration will be considered on a case-by-case basis by either the Director or the Disabilities Analyst and take the following into account:

- What is the severity of the diagnosis and its direct impact on accessing an appropriate course schedule?
- What functional limitations are present as they relate to establishing a course schedule?
- What measures has the student taken on their own account to work out a reasonable course schedule?
- What are the fixed variables that the student has to deal with that are imposed by the impairment or disorder that are in direct conflict with a course schedule?
- What type of class schedule would provide access while best supporting the student’s abilities, allowing the least amount of adverse impact, and equalizing the opportunity for success?
- Is early registration necessary to provide the accommodated schedule based on the courses needed for this particular semester?

This registration policy aligns the University’s commitment of accessibility, equity and accommodation to an operating regulation for students with disabilities; already matched by many sister institutions.

### *Honors Program Students*

- Honors students must complete a clearly defined roster of courses to fulfill their honors requirements, courses that are offered in very few sections at a necessarily limited range of times. It is much more difficult to arrange a schedule when a student must first register for one of 3 sections of a 6 credit-hour, 5-day a week HON 102 Rhetoric course than it is to arrange a schedule that provides the student with their pick of one of 68 sections of a 2- or 3-day-a-week ENG 101 or even one of 38 sections of ENG 102. As a result in part of scheduling difficulties like these, many of the honors students cannot complete their honors requirements and their major requirements in four or even five years—and it is important to keep in mind that honors students are also often more likely to pursue double majors. The ability to register before the general student body would enable these students to progress in their degrees in a more timely fashion while also encouraging rather than discouraging them from completing an honors curriculum.
- A growing number of courses designated as honors are in fact cross-listed with other departments therefore offering even fewer seats to honors students in the courses they must take to complete their honors curriculum. Allowing honors students to register before the general student body would ensure that honors students could indeed get the classes they need to remain in good standing with the ECU Honors Program.

- Honors students often take on greater leadership roles across the university and have additional research and service obligations. In fact, honors students tend to be more widely involved across campus than their peers in the general student body. These activities add to the difficulty they often have scheduling their courses in a reasonable way.
- Allowing honors students to register before the general student body has become a common benefit that honors administrators use to recruit new students. As a benefit with essentially no cost to the university, this registration system provides something to honors students that they understand to be invaluable to the successful completion of their degrees.
- Allowing honors students to register before the general student body has in fact become so typical a policy for honors programs at universities across the country that the National Collegiate Honors Council has added priority registration to its list of “Basic Characteristics of a Fully Developed Honors Program,” benchmarks for honors programs nationwide. To omit honors students from EKU’s policy is to put EKU’s nationally recognized program behind our nationally equivalent institutions as well as to put the program at a tremendous competitive disadvantage in the region. (According to this list, available at [www.nchchonors.org/basicchonorsprogramcharacteristics.aspx](http://www.nchchonors.org/basicchonorsprogramcharacteristics.aspx), “A fully developed program will provide priority enrollment for honors students who are active in the program in recognition of their unique class scheduling needs.”) Robert Spurrier, Director of the Honors College at Oklahoma State University argues that, “the unique scheduling needs of honors students are recognized even at institutions with large numbers of honors courses because even under the best of circumstances honors students must juggle their honors courses around requirements in their academic majors. Honors students frequently pursue double (or triple) majors, multiple minors, study abroad options, and internships—all of which make it imperative that they be able to implement sometimes extremely complex plans of study in order to graduate on time. The newest Characteristic quite properly recognizes these unique scheduling needs” [“The Newest ‘Basic Characteristic’ of a Fully Developed Honors Program” in *Honors in Practice* (2008) 4: 191.]

*Student-Athletes*

The difficulty in scheduling classes is important to EKU student-athletes because of their need to satisfy stringent National Collegiate Athletic Association (NCAA) progress toward degree and Academic Progress Rate (APR) requirements which the general EKU student body does not have to satisfy. Also, student-athletes are engaged in ongoing, regularly scheduled practices each afternoon that they do not have discretion in scheduling. Furthermore, the bulk of the competitions they participate in are scheduled by the Ohio Valley Conference, not the EKU Athletics Department, and therefore the scheduling of those competitions is out of the control of the student-athletes and the Athletics Department. Allowing EKU student-athletes to register before the general student body will also:

- Reduce the probability of a varsity athletics team being assessed NCAA penalties for insufficient academic performance (see below for more detail);
- Help student-athletes comply with NCAA progress toward degree rules; and
- Eliminate, or at the very least significantly reduce, the number of instances where practice/game and class schedules overlap which will be beneficial to all involved – faculty, student-athletes and coaches.

It is also important to note the penalties associated with the NCAA APR. The APR is a semester-by-semester determination of scholarship student-athlete academic eligibility and retention at each NCAA Division I institution with the ultimate goal being graduation within five years of initial full-time enrollment. (By comparison, the federal graduation rate methodology uses a six-year deadline.) If teams do not meet the minimum standards for the APR they may be subject to contemporaneous or historical penalties.

Contemporaneous Penalty	Financial aid restriction(s)
Historical Penalties	Occasion one – Public warning Occasion two – Public warning, financial aid and playing/practice restrictions Occasion three – Public warning, financial aid restrictions, playing/practice restrictions and postseason competition restrictions Occasion four – Public warning, financial aid restrictions, playing/practice restrictions, postseason competition restrictions and NCAA membership status restrictions

## Policy 4.1.12

Volume 4, Academic Affairs  
Chapter 1, Academic Practices  
Section 12, Course Registration

### *Spirit Group Members*

Like student-athletes, spirit group members are involved in service groups that do not have discretion in scheduling frequently and regularly occurring University-sanctioned service activities which significantly benefit the University and who also encounter problems graduating in four years because of course scheduling difficulties related to their service activities. More specifically, members of these groups are involved in practices and games for which the schedule of those activities is out of their control. Allowing spirit group students to register before the general student body would support the students and encourage membership in those groups by allowing students to plan for the extra time required to be members while still fulfilling academic requirements.



**Policy ###**

Volume #, Volume Title

Chapter #, Chapter Title

Section #, Scheduling of University Facilities and Outdoor Space

Approval Authority: Board of Regents ???

Responsible Executive: ?? (Provost Office?)

Responsible Office(s): Office of the Registrar and Office of Conferencing and Events

Effective:

Expires:

Last Revised:

Next Review Date:

## Scheduling of University Facilities and Outdoor Space

### Policy Statement

All facilities operated by Eastern Kentucky University are administered by policies established by the Board of Regents or its designees, and they are managed within these policies by colleges, departments and programs to which they are assigned. This policy establishes a framework for the convenient and efficient use of campus facilities and outdoor space by internal and external groups, through a university-wide centralized coordination of scheduling via the Office of the Registrar and the Office of Conferencing & Events. The authority to supersede the usage of any facility on campus is vested in the Office of the President.

### Purpose

While Eastern Kentucky University is a public institution, its primary purpose is to provide an environment for education and scholarship for its students, faculty and staff. The use of campus facilities and outdoor space must be facility appropriate and, as a general rule, will be assigned based on the procedures contained within this policy.

In order to enhance regional stewardship, Eastern Kentucky University will attempt to maximize the use of its facilities and services. Consequently, in order to be a good steward of these facilities and services, fees may be charged to generate revenue or recover reasonable and necessary costs of facilities operation.

### Entities Affected by the Policy

- All Eastern Kentucky University faculty, staff, and students are affected by this policy, as well as external constituents to the University.

### Who Should Read this Policy

- All Eastern Kentucky University faculty, staff, and students should read this policy, as well as external constituents to the University who may wish to utilize campus facilities and outdoor space.

**Policy Background**

No previous policy addressed the issue of a centralized coordination of scheduling at the University. An ad hoc committee was formed by the Office of the President to review the scheduling issue and this policy was developed and approved.

**Definitions**

<b>University Facilities:</b>	Overall, facilities (both indoor and outdoor space) on the main campus as well as extended campuses, are owned and/or operated by Eastern Kentucky University. However, selected facilities on campus as well as the extended campuses may be leased to other constituents for specific educational and general activities.
<b>Academic Facilities:</b>	University classrooms, auditoriums, studios and laboratories, which have the capacity and amenities for holding academic courses within EKU.
<b>Internal Constituents:</b>	University approved academic departments or colleges, student organizations, and administrative offices or units within EKU.
<b>External Constituents:</b>	Non-university individuals, groups or organizations that are not affiliated with the University who use campus facilities and/or outdoor space for purposes within the mission of the University.
<b>External Constituents in Partnership with EKU:</b>	Non-university individuals, groups or organizations that are partnering with a university approved academic department or college, student organization or administrative office or unit to use campus facilities and/or outdoor space for purposes within the mission of the University.
<b>University</b>	Eastern Kentucky University
<b>Organizer:</b>	Individual, group or organization (may be internal or external) responsible for organizing, coordinating and communicating all conference and/or event logistics with the Office of Conferencing & Events. Organizer may be EKU faculty, staff, student or

	an external constituent.
<b>Sponsor:</b>	Individual, group or organization (may be internal or external) who is ultimately responsible for the conference and/or event, including financial and legal obligations for using campus facilities and/or outdoor space. At times, the Organizer and Sponsor are the same individual, group or organization.
<b>Scheduling Approver:</b>	<p>EKU faculty or staff member who is responsible for maintaining and approving the scheduling calendar for certain facilities on campus. This University employee works directly with the Office of the Registrar and the Office of Conferencing &amp; Events in booking campus facilities and/or outdoor space. The Scheduling Approvers in the individual academic departments or colleges are expected to accommodate all reasonable requests and must share that information with the Office of the Registrar or the Office of Conferencing &amp; Events for input into the centralized scheduling system.</p> <p>Note: The Office of the Registrar acts as the Scheduling Approver over academic classrooms on the main campus and the Office of Conferencing &amp; Events acts as the Scheduling Approver of Brock Auditorium, Keen Johnson Ballroom and Walnut Hall, O'Donnell Auditorium, Perkins Conference Center and the Ravine.</p>

**Responsibilities**

<b>University's right to change or cancel</b>	<p>Eastern Kentucky University will attempt to honor reservations for campus facilities and/or outdoor space, but reserves the right to change reservation assignments or to cancel any previously scheduled reservation if such change or cancellation is made to meet the needs of the University because of emergencies.</p> <p>If the designated place of an event is found inaccessible, the university has the right to provide a reasonable modification to the space to meet the need or if it is not prudent or feasible by cost or time limitations to meet the access need, EKU may offer an alternate location.</p> <p>The University is not responsible for any costs or damages suffered by a sponsoring group as a result of such change or cancellation.</p>
<b>Event Organizer and Sponsor responsibilities</b>	<p>The event Organizer must conduct an event in a manner that complies with all policies regarding the use of campus facilities and/or outdoor space.</p> <p>The event Sponsor assumes total responsibility including, but not limited to, financial and legal obligations for an event using campus facilities and/or outdoor space.</p> <p>Constituents and organizations (be they internal or external) sponsoring an event are responsible for any loss or damage incurred by the University resulting from their occupancy of campus facilities and/or outdoor space.</p> <p>Proof of appropriate liability insurance is required thirty (30) days in advance of the scheduled event date for all External Constituents and External Constituents Partnering with the University. A copy of this liability certificate (an Acord</p>

Policy #.#.#

Volume #, XXXXXXXXXX  
Chapter #, XXXXXXXX XXXX  
Section #, XXXXX XXXX

	<p>Certificate of Liability Insurance is preferred) is kept on file in the Office of Conferencing &amp; Events.</p>
<b>Scheduling Approvers notification</b>	<p>Scheduling Approvers must notify the Office of the Registrar and the Office of Conferencing &amp; Events if they will be out of the office for an extended period of time. A temporary replacement must be identified. The replacement should have the authority to handle approvals for campus facilities and/or outdoor space.</p>
<b>Internal Constituents/Student Organizations/Academic Courses</b>	<p>Internal Constituents are not permitted to negotiate the use of campus facilities and/or outdoor space with external organizations except in coordination with the Office of Conferencing &amp; Events.</p> <p>All Internal Constituents (with the exception of academic courses and student organizations) must be scheduled and coordinated through the Office of Conferencing &amp; Events.</p> <p>All University-approved student organizations must be scheduled and coordinated through the Office of Student Life.</p> <p>All academic courses must be scheduled and coordinated through the Office of the Registrar.</p>
<b>External Constituents</b>	<p>External Constituents will pay all expenses related to the event, including, but not limited to, facility fees, administrative fees, indirect fees, security, food services, and audio/visual equipment.</p> <p>All External Constituents must be scheduled and coordinated through the Office of Conferencing &amp; Events.</p>
<b>External Constituents in Partnership with EKU</b>	<p>All External Constituents in Partnership with EKU must be scheduled and coordinated through the Office of Conferencing &amp; Events.</p> <p>All External Constituents in Partnership with EKU that are partnering with a university approved student organization must be scheduled and coordinated through the Office of Student Life.</p>
<b>Office of Conferencing &amp; Events</b>	<p>The Office of Conferencing &amp; Events schedules the use of academic and priority-use/multi-purpose facilities for conferences, meetings, and events when class is not in session and on weekends after all academic courses have been scheduled for the existing and/or immediate proceeding term to accommodate course pre-registration activity.</p> <p>The Office of Conferencing &amp; Events will work directly with the Scheduling Approver of each facility to coordinate the bookings appropriately.</p>
<b>Office of the Registrar</b>	<p>The Office of the Registrar schedules all academic facilities on the Richmond campus Monday through Friday, 7:00 a.m. to 7:00 p.m. and all credit bearing courses convening on the weekend or after 7:00 p.m.</p>

**Procedures**

**University priority scheduling/University historical events**

The following priority is used for scheduling facility appropriate uses for these spaces:

1. University academic classes
2. University academic activities and events
3. University related activities and events
4. Events sponsored or co-sponsored by the University in Partnership with an External Constituent
5. Events sponsored by a non-University constituent

Certain historical university events may take precedence over the above priority of scheduling. Some of these Historical Events include:

- Commencement
- Convocation
- Homecoming (activities and events organized by the University)
- Intercollegiate Athletic events
- Kentucky Special Olympics
- Kentucky Touchstone Energy All 'A' Classic Basketball Tournament
- Kentucky Touchstone Energy All 'A' Classic Scholarship Competition
- Madrigal Feaste
- Orientation and New Student Days
- Spotlight Days

**Scheduling Academic Facilities**

Academic facilities must be scheduled and coordinated through the Office of the Registrar in coordination with the academic departments or colleges. The Office of the Registrar schedules all academic facilities on the Richmond campus Monday through Friday, 7:00 a.m. to 7:00 p.m. and all credit bearing courses convening on the weekend or after 7:00 p.m.

The Office of Conferencing & Events schedules the use of academic and priority-use/multi-use facilities for conferences, meetings, and events when class is not in session and on weekends after all academic courses have been scheduled for the existing and/or immediate proceeding term to accommodate course pre-registration activity.

The Office of Conferencing & Events will work directly with the Scheduling Approver of each facility to coordinate the bookings appropriately.

An academic facility may be used only for activities and events which are consistent with its basic design and purpose. Academic courses and academic related activities have first priority for scheduling purposes in academic facilities. Requests for reservations during times when an academic facility is not scheduled for courses, academic activities or University sponsored events will be entertained and scheduled on a first-come, first served basis by the Office of the Registrar or the Office of Conferencing & Events depending on the timing of the event and calendar date.

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Each college and or department will continue to have their traditional classroom scheduling priorities honored for classroom space. Classes with no rooms specifically requested will be scheduled into academic space that best matches it needs as determined by the space utilization algorithm embedded in our scheduling software. The algorithm will assign classes to academic space based on needed and/or desired room features, estimated enrollments, maximum capacities and faculty preference as solicited from the faculty and entered into the system by the Office of the Registrar during each schedule building cycle.

#### Course Schedule Creation

As part of the schedule building process, the Office of the Registrar will continue to copy (roll) course sections on a term by term basis (fall to fall; spring to spring). The course data will be stripped of course meeting times/days, instructor and classroom assignments and then made available to the academic departments or colleges for revision as an Excel spreadsheet. The academic departments or colleges provide their course scheduling information back to the Office of the Registrar within the established deadline and in the manner instructed. Revisions and edits are entered into the Banner System by the Office of the Registrar and will include class assignment preferences whenever possible. After the initial upload of the course schedule is initiated, classroom preferences can only be honored on a space available basis. Once all course offerings are entered into Banner as submitted by the academic departments or colleges, a draft schedule is distributed for proofing and then changes/edits are manually entered by the Registration staff.

#### Revisions/Additions to Course Schedule

Once the schedule of classes is posted to Banner and made available to the departments, all requested changes are submitted to the Registration Center e-mail account at [schedule.reg@eku.edu](mailto:schedule.reg@eku.edu). Edits can be submitted by either entering the requested revisions/additions in the body of the e-mail or by attaching a Course Revision form. Once received, the Office of the Registrar enters the revision and notifies the department that the change has been processed.

#### Priority-use & Multi-purpose Facilities

The scheduling of teaching laboratories, auditoriums, and other priority-use and multi-purpose facilities may be pre-authorized by the Scheduling Approvers in the individual departments or colleges responsible for those facilities. The Scheduling Approvers in the individual academic departments or colleges are expected to accommodate all reasonable requests and must share that information with the Office of the Registrar or the Office of Conferencing & Events for input into the centralized scheduling system. In the event an academic department or college is working directly with the Office of Conferencing & Events because of external constituents in partnership with EKU, then the Office of Conferencing & Events will inform the Office of the Registrar of the booking for input into the centralized scheduling system. The only exception lies in the scheduling of the Powell Student Center, Powell Tech Commons and the Fitness & Wellness Center in which the Office of Student Life, Campus Recreation and Information Technology maintain scheduling authority of the facilities. Student activities, events and functions have preference of space in the Powell Student Center.

#### Extended Campuses

Academic courses at the extended campuses are scheduled by the Office of the Registrar then each extended campus director may assign the courses to a specific room. The extended campus director must share this assignment with the Office of the Registrar for input into the centralized scheduling system. All priority-use and multi-purpose facilities may be scheduled by the

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	<p>extended campus director who must share this booking with the Office of Conferencing &amp; Events for input into the centralized scheduling system.</p>
<p><b>Priority-use Facilities/Multi-use Facilities</b></p>	<p>Facilities are designed for a specific purpose; however, exceptions can be made by the appropriate Scheduling Approver for that particular space coordinated through the Office of the Registrar or the Office of Conferencing &amp; Events. The Office of Conferencing &amp; Events schedules the usage of priority-use and multi-use facilities on the main campus (excluding Powell Student Center, Powell Tech Commons and the Fitness &amp; Wellness Center) when approved by the Scheduling Approver, while adhering to the scheduling authority listed on pages four (4) and five (5) of this policy.</p>
<p><b>University Holidays</b></p>	<p>Events will not be scheduled on official University holidays.</p>

## Violations of the Policy

Violations of this policy may prohibit usage of campus facilities and outdoor space.

## Interpreting Authority

To Be Determined.

## Statutory or Regulatory References

KRS 164.410

## Relevant Links

- Free Speech Policy (in development)
- Schedule of Fees (in development)
- Bulletin Board and Posting Places Regulation (in development)
- Tobacco Free Policy
- Fiscal Responsibility Policy
- Alcohol Policy

- Catering Policy
- Holiday Schedule
- University Police RSO Event Security Worksheet (in development)

## Policy Adoption Review and Approval

October 27, 2008 Recommended for further vetting by the Facilities Usage Ad Hoc Committee  
30-Day Comment Period ended February 22, 2009

03/04/09 Draft

To: The Faculty Senate  
From: The Committee on Rules  
Date: April 24, 2009

The Committee on Rules requests that the Faculty Senate adopt the following motion at its meeting on May 4, 2009:

**MOTION:**

The Faculty Senate recommends to the Faculty-at-large the addition of a new "Committee on Academic Quality" to the Committees of the Faculty Senate. (See The Faculty Handbook: Part VII Organization of the Faculty of Eastern Kentucky University; Section VII The Faculty Senate, E. Committees of the Senate.)

The committee's structure and duties will be as follows:

Committee on Academic Quality

- a. The Committee on Academic Quality shall consist of the Vice Chair of the Faculty Senate and five members elected by the Senate from its elected membership. Elected members shall serve for the duration of their current term.
- b. The Committee on Academic Quality shall elect annually a chair from among its membership.
- c. The Committee on Academic Quality shall provide a channel of communication among the Faculty Senate, the faculty-at-large, and the Administration on academic matters and the formulation of academic policy.
- d. The Committee shall be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on academic matters. The Committee shall meet with the President and/or Provost at least once each semester to share information about academic affairs and policies.
- e. The Committee shall serve as a channel of communication with the Student Government Association on matters concerning student academic responsibility and students' role within the academic community.
- f. The Committee shall make recommendations to the Senate on matters including, but not limited to, the teaching and learning environment (e.g. may survey faculty regarding their academic concerns), the responsibility of students in the learning process, advising, academic calendar issues, and student records and assessment.
- g. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.

**JUSTIFICATION OF THE MOTION:**

According to the AAUP's Statement on Government of Colleges and Universities [see [www.aaup.org](http://www.aaup.org)]:

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

The establishment of a standing senate Committee on Academic Quality would ensure that faculty input is given at the earliest stages of any discussion of academic matters that affect faculty, students, and the learning environment. This would prevent situations from arising in which administrative decisions that have an impact on teaching and learning are made without adequate faculty input.

## Faculty Senate Welfare Committee Resolution

In light of the current economic situation, The Faculty Senate Welfare Committee recently voted on the following resolution.

On April 20, 2009, the Faculty Senate Welfare Committee voted unanimously to support President Whitlock's statement to "maintain and hopefully improve our benefits package" as long as no raise is made in the charges to benefits for faculty and staff. The Committee will support this stand in the University Benefits Committee meetings as they are held when figuring benefits for calendar year 2010.

To: EKU Faculty Senate  
From: Mixon Ware, Chair  
Date: May 4, 2009  
Re: Executive Committee Chair's Report

The Executive Committee met on April 20, 2009. Information for consideration at the May 4, 2009 Faculty Senate meeting is as follows:

**Presidential Evaluation:** The evaluation for President Whitlock has been completed and, upon receipt of the compiled data, the Executive Committee will submit its summary report to the Board at its next scheduled meeting. Thank you for your support in the evaluation process, and in the future we will know that "Mixon Ware" is perceived as spam and junk mail. Please check your junk mail file accordingly from time to time!

**Policy update for Senate review:** The Schedule of Facilities & Outdoor Space Policy and Course Registration Policy will be presented for Senate review at the May meeting. The 30-day commenting period on the non-tenure evaluation policy was extended and five additional comments were received. The policy has made it through all the cycles and is now ready to forward to the President. The following non-academic policies are up on the policies website for a 30-day review period: 1) Bulletin Board and Postings Places Policy and 2) Registered Student Organization Banking Policy. The Policy on Policies' drafting team is in the review process. This policy will probably come before the Senate sometime next fall for review. Two non-academic issues being considered for possible policy adoption are: 1) Inclement Weather Pay Policy; and 2) Policy to Regulate Children in the Work Place. Two non-academic policies in the early review stages are: 1) Alcohol Policy and 2) Identity Theft Policy.

The Rules Committee will be bringing a Motion to Create an Academic Quality Standing Committee to the floor of the Senate on May 4. In the interim, an Ad Hoc Committee on Academics has been formed for the 2009-2010 year to work closely with the Strategic Planning Council. To date, members are: Marco Ciocco, Mary Ann Kolloff, Claire Schmelzer, and Anne Shordike. I am seeking additional members with an interest in serving on the committee.

**Senate Term Limits:** A number of senators and other faculty have expressed concern over the senate term limits rule. I am proposing that the Rules Committee take this under advisement for consideration by the Senate next year.

By way of update on the KCTCS tenure issue, a number of the KCTCS campuses have approved a no-confidence vote of their Board and president. It should be noted that the EKU Board of Regents passed a resolution in support of tenure at EKU at its meeting in April.

The CAA approved the 42 hour upper division requirement as recommended. Exceptions will still be approved on a case-by-case basis.

Respectfully submitted,  
Mixon Ware, Ph.D.

To: Faculty Senate  
From: Malcolm P. Frisbie  
Date: 4 May 2009  
Re: Regent's Report

#### 24 April 2009, Regular Quarterly Meeting of the Board

The Board had a productive day at its quarterly meeting 10 days ago. Some of the more pleasurable actions of the Board were approving the promotion and tenure recommendations submitted by the President, approving Joe Molinaro (Department of Art and Design) as EKU's newest Foundation Professor, and approving the naming of two EKU facilities. The athletic training facility in the Moberly Building will be named in honor of Dr. Bobby Barton, long-time trainer. The new academic building in Manchester will be named in honor of Sen. Robert Stivers, who has been instrumental in making construction of that facility possible, in furthering education in Manchester, and in service to the region.

The Board approved 46 curriculum related items, including the EKU Now! Program (combines Dual Credit and Jump Start programs), a modification to the stopping out policy, a new policy governing recording of double majors, and moved the effective date for the 120 h graduation to Summer 2009 (from Fall 2009).

The Board heard a report by James Street on the University's master plan, which was recently completed with the help of the Perkins and Will planning firm. The master plan will guide development of, and changes to, campus over the next 30-40 years. From my perspective, one of the most intriguing features of the plan is its creation of a central pedestrian pathway which will run north-south through campus, including crossing over the Bypass on a pedestrian overpass.

Much of the Board's business was financially related. VP Newsom presented a financial update for the university. We are at about the same position in terms of both revenue and expenditures as we were at this time last year. Last year we closed the fiscal year with a small positive budget balance, so we are in a good position again this year. The EKU Foundation also provided a reassuring report. While the value of the Foundation's investments decreased by about 30% last year, that loss is smaller than the losses realized by many foundations. Investment value began to recover in March and has continued recovering in April. The Foundation's assets total about \$36 M. Even more impressive, the number of donors to the Foundation increased last year by about 16%. The Chairman of the Foundation Board was effusive in his praise of the work that President Whitlock and VP Joey Foster have been doing on the development front.

The Board approved three rate recommendations which are central to the budget which is being developed for 2009-2010. Tuition will increase next year an average of 4%, which is the maximum tuition increase that was authorized for EKU by the CPE. The approach to graduate tuition will be different next year. First, we will charge by the credit exclusively. Second, we will no longer offer "targeted tuition" rates for some out-of-state graduate students. Third, the non-resident tuition rate (per credit hour) will decrease. So, the cost for enrolling in EKU graduate programs will go down for many non-resident students who are not on an assistantship. We are hoping that this will make EKU a more workable option for more out-of-state students. Residence hall rates will remain unchanged next year. Residence halls are auxiliaries, and pay for themselves. They have accumulated a healthy fund balance over the last several years. Keeping the rates unchanged will still generate a small fund balance this year. The fund balance will be used to continue residence hall improvements, however, this year, those plans will be scaled back a bit in an effort to help offset the rising tuition cost to students. Meal plans will go up approximately 5%. This increase was negotiated with Aramark, our meal plan provider. Last year's meal plan rates were extremely reasonable, in part due to our fortunate timing of negotiations (i.e., just before food prices rose sharply). This year, the rate increase is again favorable, and is less than the average rise in food costs for southern states. So, while the total package will cost students more in 2009-2010, the University has been able to hold the cost escalation down quite well in a difficult economy.

Executive VP Moberly and Joann Ewalt briefed us on the activities of their respective councils (Financial Planning for Mr. Moberly, Strategic Planning for Dr. Ewalt). While we are in the first run through of this

new planning and budgeting structure, and while formation of the SPC lagged behind formation of the FPC, these two groups are both up and running now. Both council chairs reported an effective working relationship between the two groups. We will need to continue to fine tune the budgeting and planning processes, but the signs are encouraging that we have in place a basic structure that will allow for more frequent and consistent flow of information and input as we build the university budget.

The Board approved budget guidelines under which the FPC, with input from the SPC, will build the 2009-2010 university budget recommendations. Some of the key aspects of the budget guidelines include planning for an additional 3% reduction in state appropriations (we absorbed a 2% mid-year reduction in appropriations this year, and absorbed an additional 2% budget reduction when we put in place measures to deal with a possible 4% reduction. That second 2% is now available to us for use next year); reducing investment income estimates by 50% (to \$500,000) to reflect the depressed financial market; holding salaries at 2008-09 levels; maintaining employment benefits at current levels; allocating additional money (\$2.4 M ) to cover utility cost increases, energy management debt service, facilities service contracts, and property insurance increases; and increasing financial aid by \$1.7 M. Within these parameters, the FPC (with input "bubbling up" from academic and other units) and the financial side of the administration are working on fleshing out a detailed budget, which will be presented to the Board at its June meeting.

On a somewhat different note, the Board passed a resolution affirming the importance of the tenure system to Eastern. This resolution grew out of some conversations that the President and I had about the importance of tenure. I was concerned that, because tenure has been discussed at some other institutions recently, there might be some unease on our campus about whether the tenure system is seen as a valuable component of the academy. The obvious facet of the tenure system is its mission to protect academic freedom (including freedom of speech and freedom of choice in scholarly pursuits). The president perceptively pointed out the additional importance of tenure to the functioning of a meaningful system of shared governance. The resolution that was passed will be distributed to all faculty – I believe we are waiting on an officially signed copy. No doubt, you will discern in the smooth phrasing, the President's hand in drafting the resolution. While the Board's action is symbolic, I hope you will agree that in this case, the symbolism is significant.

The presidential evaluation is progressing smoothly. Dr. Steven Portch was on campus all day on April 28<sup>th</sup>, meeting with focus groups comprised of faculty, staff, students, and community leaders. Dr. Portch also will conduct some telephone interviews of state leaders and others. The faculty survey instrument closed on April 29<sup>th</sup> after having been reopened for a second week. Data from the survey will be reported to the Senate Executive Committee during the week of 4 May. Dr. Portch will discuss his preliminary findings and recommendations with the Board in a telephone conference during the Board's June meeting.

The Board will next convene for a regular quarterly meeting on 8 June 2009, in conjunction with the dedication ceremony for ECU's new Robert Stiver's Building, on the Manchester Regional Campus.

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@ecu.edu

# Eastern Kentucky University

## Board of Regents

### Resolution Affirming the Importance of the System of Tenure at Eastern Kentucky University

- WHEREAS,** the Eastern Kentucky University Board of Regents recognizes the essential role and value of the faculty in the life of the University, and
- WHEREAS,** the institution of tenure protects the faculty's right to and expectation of academic freedom, including freedom of expression and freedom of inquiry, and
- WHEREAS,** these freedoms form the foundation of teaching, learning, and service in the University, contributing to student success, regional stewardship, and providing an exemplar of the critical and creative thinking with which we seek to imbue our students, and
- WHEREAS,** an expectation of continued service facilitates faculty participation within the enterprise of shared governance that is requisite for the welfare of the University, and
- WHEREAS,** tenure encourages investment by faculty members in long-term elements of university life such as building a sustainable research program, creating a continuing mentoring program, and developing courses and teaching techniques over multiple semesters; be it therefore
- RESOLVED,** that the Board of Regents officially record its recognition of and confirm its unqualified support for the system of tenure at Eastern Kentucky University, and be it further
- RESOLVED,** that the secretary of the Board provide for the distribution of this resolution to the faculty of the University and to cause this resolution to be spread upon the Official Minutes of the Board of Regents.

Done this 24<sup>th</sup> Day of April, Two Thousand Nine, by the Board of Regents of Eastern Kentucky University

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G. Hunter Bates, Esq.  
Chairman, Board of Regents

**TO:** Faculty Senate  
**FROM:** Rodney B. Piercey  
**DATE:** May 4, 2009

## **OFFICE OF ACADEMIC AFFAIRS**

### **ACADEMIC AFFAIRS**

- Budget Reduction
  - Academic Affairs' share
    - \$750,000
  - How will we proceed
    - Academic Affairs will proceed in the same manner as with the previous reductions. Academic Affairs will first reduce designated funds, and then will collaborate with colleges to allocate remaining needed funds strategically among the direct reports.
  - Our request for one-time money for faculty
    - One-time monies are being requested for part-time faculty salaries.
- Dr. Rodney Piercey is serving on the search committee for a CPE Chief Academic Officer. Applications and vitae are currently being accepted by the Council on Postsecondary Education.
- **Senate Bill 1** (An ACT Relating to Education Assessment and Declaring an Emergency) was signed into law by Governor Brashear on March 25, 2009.

SB 1 calls for the revision of academic content standards by December 15, 2010, to insure that standards are vertically aligned from elementary school up to postsecondary education. The revision process will engage practicing teachers from elementary and secondary education in discussions and negotiations with content faculty and staff from postsecondary education institutions, as well as the inclusion of business and industry professionals. The revised academic standards are to be aligned with postsecondary education course and assessment standards for the gateway areas of reading and mathematics.

Each postsecondary education institution will plan and implement a process to develop core academic content standards for reading and mathematics for introductory courses within thirty (30) days. The process will insure that secondary educators are engaged with postsecondary education faculty and other content specialists in order for standards at each educational level to be vertically aligned. All core academic standards for mathematics and reading in introductory courses will be completed by December 15, 2009.

- In December 2007, Dr. Whitlock joined Academic Affairs and Student Affairs and charged these areas to think creatively about student success as a goal. As a part of the

overall consideration, Enrollment Management has been restructured. Attached is a document outlining the new structure.

- Dr. Rodney Piercey is serving as chair of the Economic Stimulus Homeland Security Sub-Committee. The Sub-Committee is identifying state-wide opportunities for collaborative research on Homeland Security appropriations for stimulus funding.

## **POLICY & GOVERNANCE**

The following policies were submitted to, and approved by, the Board of Regents at their April 24, 2009 meeting:

- Stopping Out policy revision
- Writing-Intensive Courses policy revision
- Baccalaureate Degree Requirements policy revision (addendum to materials presented at January 26, 2009 Board meeting)
- Dual Credit (policy repealed—replaced with ECU Now! program)

The following revised policy will be submitted to the President for his action:

- 4.6.5 (Evaluation of Tenure-Track Faculty)

A drafting team has been working on revision of Policy 4.6.4 (Promotion and Tenure). A draft should be ready for vetting this fall. The drafting team will also be reviewing other faculty evaluation or appointment policies.

## **INSTITUTIONAL EFFECTIVENESS AND RESEARCH**

### **PLANNING**

- The Strategic Planning Council met for the first time this academic year on Friday, April 3 and again on Wednesday, April 29. The current University Strategic Plan will be extended an additional year to allow time to create the new plan. The Strategic Planning Council is linked to the Financial Planning Council so that budget information can inform the plan. The final progress report for the 2007-08 planning cycle is being prepared with the goal of sharing it with the Board and President at the June Board meeting.
- The University Assessment Committee (UAC) has completed the review of university-level Key Performance Indicators for last year, which will help inform the annual University Strategic Plan progress report.

## EFFECTIVENESS

- At the request of President Whitlock, Institutional Effectiveness has been coordinating the *Great Colleges to Work For* Survey process. *The Great Colleges to Work For Program* recognizes small groups of colleges for specific best practices and policies, such as tenure clarity, collaborative governance, work/life balance and compensation, and benefits. The process consisted of two online surveys: the ModernThink Institution Questionnaire© (IQ) completed by one or more management representatives at each institution, and the ModernThink Higher Education Insight Survey© (Climate/Engagement assessment) completed by a random sample of full-time - faculty members, administrators, and professional support staff at each institution. IE has submitted the random sample of ECU e-mail addresses to the Program, which will be sending e-mails in April.

Eastern's responses to the survey are being tabulated, and we should learn the results in June or July. Eastern will be provided with an analysis of the survey results so we will know where we scored best and where we should target improvements.

- The Board of Regents designated Dr. E. J. Keeley as the campus coordinator for the Presidential Performance Evaluation process. Dr. Keeley coordinated with Dr. Stephen Portch, of the Pappas Consulting Group, and with the Board by providing on-site administrative support, including the scheduling and other logistics for focus groups. As a part of this process, Dr. Portch reviewed performance data for the past two years, including academic offerings, organizational structure, enrollment, and the institutional strategic plan. Dr. Portch was on campus April 28, 2009, to conduct focus groups with faculty, staff, students, alumni and community members.

The process continues with results of the online survey and extensive focus groups being prepared by Dr. Portch.

- To help departments assess advising effectiveness, the Office of Institutional Research conducted a survey of students regarding their advising experiences. Twenty departments or areas chose to participate, and their undergraduate majors, plus all undeclared students, were invited to complete the survey. To date, nearly 1,000 students have responded. The survey closed April 30.

## ASSESSMENT

- In March, Stacey Street provided assessment consultations with the Art and Design and Clinical Laboratory Science departments. Ms. Street is now working with Student Affairs on student learning objectives and with the College of Education on the revamping of their TracDat entries.

## **QEP**

- IE administered 16 CAT's (Critical Thinking Assessment Test) to senior level courses from February through April.
- Data from the fall 2008 semester First-Year Course (GSD 101) was compiled for the student learning objectives (SLO). SLOs for each University Department and program are being reviewed to note objectives that look at critical/creative thinking and/or communication for student learning. Each Department with no critical/creative thinking and/or communication objective will be contacted.

## **INSTITUTIONAL RESEARCH**

- IR has focused on survey research – creating and administering internal surveys and fulfilling external survey requests (VSA, Chronicle, Wintergreen Orchard, Petersons, College Board). The EKU Advising Survey and the College of Education Advising Survey were administered through the end of April. We have also collaborated with the Registrar's Office, Paralegal Programs, Faculty Senate Committee on Committees, College of Arts & Sciences, College of Education, Criminal Justice Programs, Arlington Association, and Athletics on survey projects. Externally, we have fulfilled Spring IPEDS and U.S. News, two of our largest external survey requirements.

## Overview of the Status of Enrollment Management/ Enrollment Services

In December 2007, Dr. Whitlock joined Academic Affairs and Student Affairs and charged these areas to think creatively about student success as a goal.

In December 2008, when Dr. Jim Conneely and Dr. Rodney Piercey met with all of the Enrollment Management staff, they announced an Enrollment Management Survey, which would be administered by the office of Institutional Research and would give full-time EM staff the opportunity to provide opinions regarding their department/unit and its function within EM and EKV. Dr. Piercey and Dr. Conneely also promised the EM staff that, while individual roles might change, every staff member would continue to be needed.

Dr. Claire Good and Dr. Janna Vice were responsible for interviewing each Enrollment Management director. From those meetings, Dr. Vice and Dr. Good prepared and submitted an Executive Summary to Dr. Piercey and Dr. Conneely. The report indicated two major outcomes: First, it was evident from interviews that Enrollment Management staff are highly competent in their jobs and are dedicated to Eastern's students. Second, to capitalize on the expertise of Enrollment Management staff and achieve Eastern's goal of maximizing student success, Academic Affairs and Student Affairs needed coordination of the services that Enrollment Management provides.

In the last decade, Eastern has experienced unusual turnover among upper-level administrators, including leadership of the Enrollment Management function. Assessment of the area of Enrollment Management confirmed the widespread effect of this turnover on morale within the unit. Stable leadership is urgent. Due to three failed searches to fill the position, the University decided to use a consultant to conduct a national search.

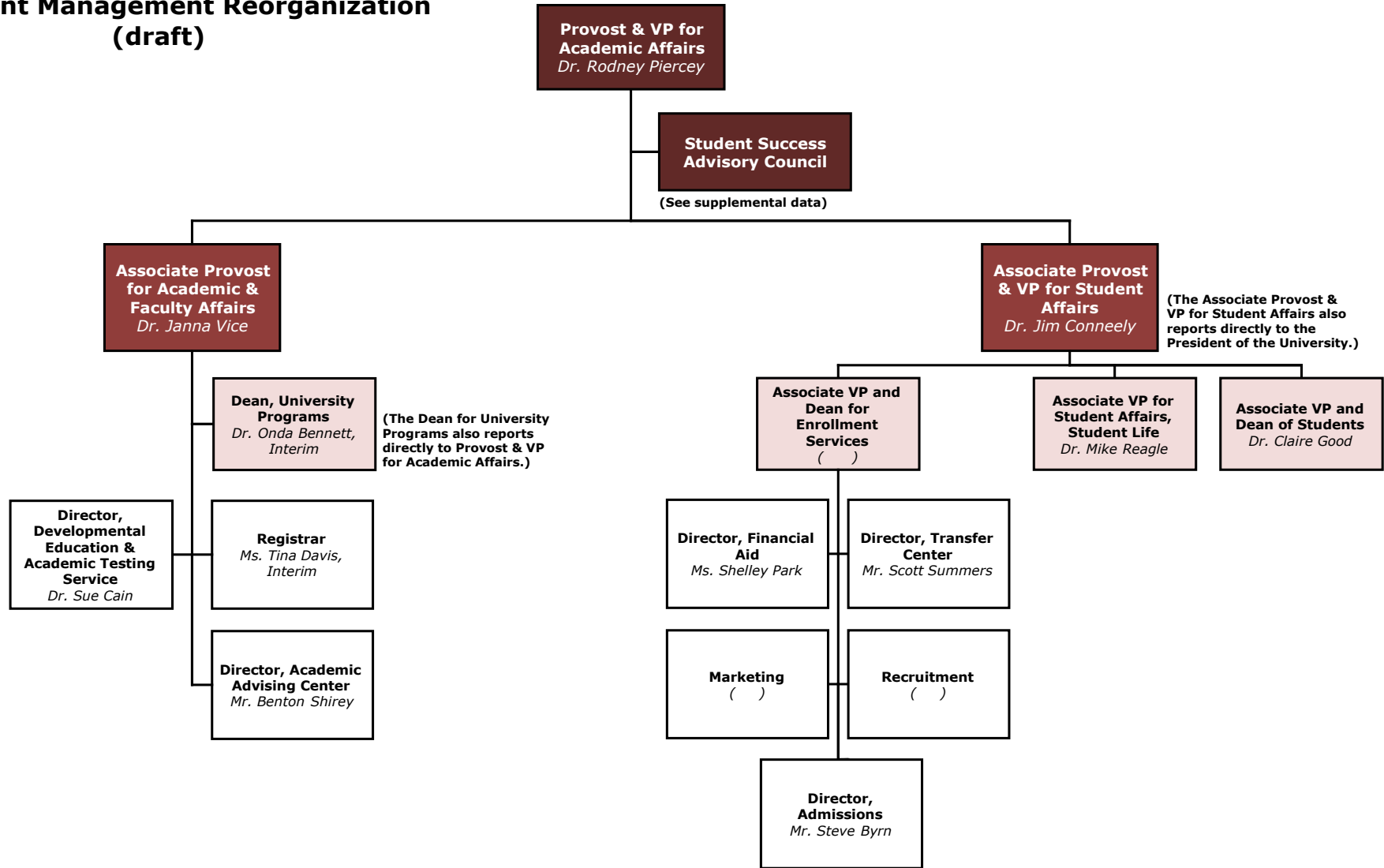
The University sent a Request for Proposals (RFP) and got responses from seven firms. Eastern Kentucky University interviewed two firms with extensive experience in Enrollment Management searches. After both interviews, William Spelman Executive Search was selected to conduct the search.

The Executive Summary and additional data were provided to William Spelman Executive Search. The firm came to campus to conduct interviews and assess the current state of Enrollment Management. After interviewing leadership in Enrollment Management and additional key personnel on campus, William Spelman Executive Search recommended that EKV distinguish between a) processes of marketing, recruiting, admitting, and transferring students into the University and b) University academic support services. The firm recommended that a modified role be established for Enrollment Services that focuses on attracting, recruiting, admitting, and serving the many diverse populations of EKV students.

In response to the recommendations made by William Spelman Executive Search, and to the needs and goals of the University, Academic Affairs and Student Affairs have looked at ways to restructure Enrollment Management to maximize its effectiveness. A Student Success Advisory Council has been formed to insure that Academic Affairs and Student Affairs (and Enrollment Services) work in concert to promote student success. The attached reorganization of Academic Affairs in relation to Enrollment Services reflects the new structure of all the areas formerly referred to as Enrollment Management. These initial changes are effective immediately but will continue to be refined.

A screening committee has been identified to work with William Spelman Executive Search to screen candidates for the leadership role in Enrollment Services. An announcement for the position has been constructed and distributed. EKV hopes to have someone in place by July 1, 2009.

# Enrollment Management Reorganization (draft)



**This restructuring of Enrollment Management reflects a shared responsibility for student success, including a partnership between the areas of Academic & Student Affairs. As a result of the restructuring, no administrative positions have been lost or added to the University**

April 15, 2009

**Student Success Advisory Council**  
*(Draft)*

**Executive Committee:**

- **Provost**
- **Associate Provost and Vice President for Student Affairs**
- **Associate Provost for Academic & Faculty Affairs**
- **Associate Vice President for Student Affairs and Dean of Students**

**Members:**

- **Associate Vice President and Dean for Enrollment**
- **Associate Vice President for Student Affairs, Student Life**
- **Director of First Year Programs**
- **Director of the Academic Advising Center**
- **Director of Developmental Education and Academic Testing**
- **Representative from Office of Community Service and Student Engagement**
- **Representative from Center for Quality Enhancement**
- **Representative from Office of Institutional Effectiveness and Research**
- **Two undergraduate students**

# BUDGET COMMITTEE REPORT: May 4, 2009

The Budget Committee has met on several occasions since our last Senate meeting trying to gain information concerning administrative expenditures and expansion, as well as other issues that have been brought to our attention during the course of this academic year. We have poured over budget Xcel sheets, COSFL reports, Power Point presentations from COSFL and the VP of Financial Affairs, just to name a few. We were invited to present our concerns to the Strategic Planning Council at their meeting on Wednesday, April 29. Keith Johnson presented a report on behalf of the Budget Committee which was accepted with appreciation that we were able to express some of the concerns of the faculty.

The report was crafted by the Senate Budget Committee over several meetings. Rather than trying to express to you the issues we raised to the SPC, I am including the main points which I gave to the council summarizing what was said in the report.

Senate Budget Committee concerns and recommendations to SPC:

- I. There are increasing demands on faculty in the context of diminished resources and compensation.
  - In these times of increased demand for scholarship we recommend a raise in the faculty development funds to \$1800.00 per academic year for each tenured/tenure track faculty member.

The total percentage of monies allocated to academics for travel and professional development has dropped 2% from 2008 to 2009 while it has gone up 2% for administrative positions. Professional development funds have changed 5%.
  - Faculty salaries have dropped in the last several years to even lower levels compared to our benchmarks and CUPA standards.
  - We recommend continuation of the \$5.00 a head advising monies for advisors.
  - We are concerned about the \$150,000.00 renewable funds to catch up salaries for faculty. How is it used now? Will it be used for staff and administrators as well? Where has it gone and how has it been used in the past and how is it going to be used in future budgets.
  - How do faculty become aware of equity adjustments?
  
- II. There seems to be a lack of transparency/accessible reporting from all budget units, particularly administration.
  - We, indeed all faculty, need to be able to get data.
  - There is significant disparity between the growth in faculty and students; and the growth in administration.

Administration has grown 58.7% from 2001 to 2008; from 139 to 208  
Faculty has grown only 2.8% from 2001 to 2008; from 642 to 658  
Students have grown 6.2% from 2001 to 2007; from 14,913 to 15,839  
Chronicle Article: Colleges have added managers and support personnel at a steady, vigorous clip...nearly doubled from 1987 to 2007. This shift means that the core academic operations, teaching and research, are now a smaller piece of the pie. "This is simply not a good trend, however justifiable the individual decisions may be," says Patrick M. Callan, president of the National Center for Public Policy and Higher Education. It is "simply not a trend that's supportable."(Chronicle of Higher Education, from the issue dated April 24, 2009; "Support-Staff Jobs Double in 20 Years, Outpacing Enrollment")

- We feel explicit and public accountability is needed for everybody, academics as well as administrators. Every penny is accounted for by every department chair and dean, while it is very difficult to get specific information on administrative departments.
- We would like to see specific outcomes set and reported on from administrative departments.
- Accountability for administrative offices; specifically, the number of people and what do they do? In particular administrative areas that have grown considerably and have become very top heavy as compared to only a few years ago.
- Teaching positions are being used by the administration without replacing their faculty lines.
- Administrators who step back to faculty need to have salaries revised to faculty salaries based on existing faculty salaries of that department/program.

### III. The Bigger Picture

- How can we allocate resources appropriately to address all of our missions?
- Are we adequately funding our undergraduate and master's programs with enough funding left over to adequately fund doctoral programs? Mission??
- There is considerable confusion regarding teaching, scholarship and service which could also be driving confusion regarding budget/resource allocation.
- The faculty would like to have a better understanding of exactly what is the mission of ECU as we have already added one doctoral degree and have several others in the pipeline. Are we striving to be a research institution or is our mission to be a teaching institution or both? Can we truly afford to be both??

**As Chair of this committee, I would like to express my appreciation to all the members of this committee for all the hard work they have put forth to make this year a productive one and one that has raised many questions that need to be answered. I would also like to thank the participation of the Chair of the Senate, Mixon Ware and the Vice Chair, John Taylor for their input and contributions to this committee during the course of this year.**

**Respectfully submitted by Keith Johnson, Chair**

Faculty Senate Budget Committee

Marco Ciocca

Keith Johnson

Beth Ann Pruitt

Ann Shordike

Linda Wray

Bill Phillips, Dean College of Education

Debbie Newsom, VP Financial Affairs and Treasurer

## Upper Division Hour Work Group

Our upper-level hours committee met with the CAA at its April meeting and recommended that the university establish the minimum number of upper-level hours as 42. The CAA approved the motion but also stated that the administration would need to continue granting waivers in some cases, particularly for transfer students.

David May