

# FACULTY SENATE MINUTES

## September 15, 2008

The Faculty Senate of Eastern Kentucky University met on Monday, September 15, 2008, in the South Room of the Keen Johnson Building. Senator Ware called the first meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

C. Blades, M. Hesse\*, R. Sales\*, B. Wesley

\*Indicates prior notification to the Senate Secretary

Visitors to the Senate: Gary Barksdale, Human Resources; Sue Cain, Transition & University Services; Alex, Combs, SGA; Jim Conneely, Student Affairs; Linda Frost, Honors Program; Gary Kuhnhenh, Enrollment Management; Sandra Moore, Diversity; Deborah Newsom, Financial Affairs; Jerry Pogatshnik, Graduate School; Barry Poynter, Financial Affairs; Jaleh Rezaie, Graduate School; Matt Schumacher, Advising & Retention; Benton Shirey, Advising & Retention; John Wade, Arts & Sciences; and Marc Whitt, Public Relations & Marketing

### ANNOUNCEMENTS:

Senator Ware thanked Senator Whitlock for agreeing to provide refreshments for the Senate meetings this year.

Senator Ware thanked Marc Whitt and Benton Shirey for providing the "Power of Maroon" wrist bands for all senators.

Senator Ware expressed her appreciation to President Whitlock's office and to Facilities Services for providing extra extension outlets to aid those using laptops at the meeting.

Parliamentarian Bob Miller provided some reminders for Senators to follow throughout the academic year.

From the Senate's special rules of order:

1. Please stand to be recognized, and once recognized state name and remain standing while speaking.
2. Each senator may speak two times to a motion until it is clear to the chair that everyone has had a chance to speak. The chair may call on senators to speak a third time if a filibuster is not underway. If someone makes an amendment to the main motion, senators may speak two more times to the amendment, but not to the main motion.
3. When speaking, address the chair, do not directly address any other senator or a distinguished visitor. However the senator may request the chair to call on someone to address a certain issue.
4. Items submitted for inclusion on the Senate agenda shall reach the chair or a member of the Executive Committee at the Senate at least two weeks before a scheduled meeting of the Senate. A substantive matter not so submitted but presented on the floor of the Senate shall be placed on the agenda for action at the next Senate meeting. The chair will rule, subject to the senators' approval, on what is and is not substantive.

From Robert's Rules of Order:

1. With rare exceptions, motions that come before the Senate require a second. Discussion does not begin until a motion has been seconded. In making a motion during meetings, if not previously sent to the Executive Committee, please have it written out in advance, if that is appropriate. This makes it possible to then state it and then send it up to the chair, so that it can be restated before the vote.
2. Sometimes one motion may contain several issues. If it should be divided into two or more motions, a senator should say "I move to divide the motion in the following way" and then state what the division should be.
3. Motions are often discussed at length and found to have either unresolved issues on the matter that needs to be taken back to the departments. The appropriate action is to move to postpone the motion to a definite time, usually the next meeting. Don't move to table the motion; that's a parliamentary ploy essentially to kill the motion.

4. If a senator should judge that the chair or another member of the Senate is not following proper procedure or is in violation of a rule, call for a point of order . The Chair will ask what the violation is, and the Chair will rule with or without consulting the Parliamentarian. If the ruling is not considered satisfactory, the Senate must vote on it.

**APPROVAL OF MINUTES:**

The May 5, 2008 regular and organizational minutes were approved as written.

**PRESIDENT'S REPORT: Senator Whitlock**

Senator Whitlock reported that there seems to be a modest increase in enrollment. While enrollment is down slightly in first-time freshmen, the numbers have increased for transfers and graduate students. Additionally, online enrollment has increased significantly. Minority enrollment, specifically African/American enrollment, has increased by 15 to 16 percent. While data is not currently available to support the theory, the fact that freshmen enrollment is down and minority enrollment suggests that retention efforts are starting to show results.

In the convocation address, Senator Whitlock talked about the need to focus as an institution on student success, regional stewardship and QEP. Senator Whitlock thanked Benton Shirey, Director of Academic Advising and Retention, for presenting the "Power of Maroon" slogan which appears to be getting some traction and starting some conversations around the campus.

In the regional stewardship vein, next week on the 24th Wayne Andrews from Morehead State, Gary Cox from the Association of Independent Colleges and Universities in Kentucky, all of the Presidents of community colleges and private institutions in Morehead's and Eastern's combined service regions, and the regional stewardship advisory committees will be on campus to meet and discuss ways to partner and leverage.

At one of the Senate meetings last year in response to a motion that Senator May made, a fairly broad-based committee was formed to review the institutional policies in grants and contracts. The committee has submitted a report and a set of draft policies to Senator Whitlock for his consideration. Senator Whitlock requested the senators to review policy 4.4.10 on Facilities and Administrative (F&A) Cost Recovery and Distribution and to consider for action at the October meeting. Since it didn't seem fair to ask everybody to wait while this was being deliberated, an allocation of those funds will be made tomorrow based on the formula in this policy. However, if there are changes made to the formula, adjustments will be made subsequent to that.

Senator Whitlock announced in the convocation that he planned to broaden the Administrative Council to include the Chair of the Faculty Senate, the Chair of the Staff Council, and the Executive Vice President of the SGA. That plan has been carried out.

The process to move the health care plans to a calendar year basis has gone fairly smoothly. Unfortunately it means that two open enrollment periods have to be held within a six month period. So an open enrollment for health insurance and other benefits will be held in the first week of October. At the Benefits Committee's suggestion, ECU will provide on a group basis through Liberty Mutual the opportunity for faculty and staff members to participate in paying automobile and home insurance on a payroll deduction basis.

For those participating in the section 125 Flexible Spending Account for medical and other qualifying expenses, the Benny card will now be provided free of charge.

Regarding the health insurance plans, in January the premiums for the high PPO plan will remain the same. In addition, the premiums for the other two plans will decrease by 10 percent. The optional dental plans, however, will increase approximately 6.5 percent.

Per the Senate's suggestion last year, the maximum lifetime benefit for health insurance will increase from \$1 million to \$5 million which places ECU more in line with sister institutions.

Flu shots will be provided free of charge to full time faculty and staff beginning October 13th at the Health Center.

Dr. Conneely, Senator Piercey and Senator Whitlock have met to discuss the possibility of restructuring support services aimed at student retention. The individuals in those areas will be asked to share ideas for the re-structure. This is a unique opportunity and no one should feel threatened by this process. At that same time, a national search will be conducted for an Associate Vice President for Enrollment Management.

The new Manchester Center is scheduled to open sometime after the first of the year. Senator Whitlock encouraged everyone to tour the facilities.

Funds are not available to completely fund the Business and Technology Phase II, so it was decided that the additional instructional space and the Performing Arts Center will be funded. The conferencing facilities will be on hold until additional funding becomes available.

Funding for the new Science building is approximately \$15 million short on the bids for the building as designed. The current plan is hopefully get all the departments save one covered under Phase I and then add the last department into Phase II. Even at that it is going to require about \$5.3 million more than allotted for in state funds provided for the project. Given the fact that the unallocated fund balance is going to grow more this year than was originally anticipated, and that there is some one time funds available which could be used to backfill those dollars, completion of Phase I can be achieved, then efforts to get Phase II funded will need to be re-doubled.

The Council on Postsecondary Education has a search underway for a new President of that body. That process should be completed before the end of the year. Institutions seem to have a more substantial role in the process than at any other time. Gary Ransdell, the President at Western Kentucky University, is a member of the search committee. Richard Crofts is currently serving as the Interim President.

Senator Whitlock reported that the Board of Regents will be conducting the presidential evaluation during the spring semester, and that he indicated to the Board that the faculty should have a substantive role in that process.

The Commencement Committee has recommended suspending summer graduation. Senator Whitlock encouraged the senators to discuss this issue at the October Senate meeting in order to provide an opportunity for faculty feedback.

Senator Whitlock reported that he will be in Japan when the Senate meets in October. While there Senator Whitlock will attend an alumni meeting with approximately 25 former EKV graduates from Tokyo and the surrounding area on Saturday, October 11th. Senator Whitlock expressed his appreciation to former graduate Michiko Kwak for organizing that group.

Senator Whitlock announced that Stephen Konkel, who was on a Fulbright last year to Ireland, has been invited back to the University of Dublin for one additional year.

In addition, Bankole Thompson, who has been serving as a special judge in a court based in Sierra Leone, has been asked to continue to serve for another six months in that capacity.

This past Saturday, the Eastern Kentucky University National Alumni Association voted to change its name to the Eastern Kentucky University International Alumni Association.

#### **NEW BUSINESS:**

Executive Committee Replacement (1 vacancy). Senator Bentley nominated Senator Wray. Senator Taylor moved to close nominations and accept by acclamation. Motion carried.

Committee on Committees Replacement (1 vacancy). Senator Taylor nominated Senator Staddon. Senator Taylor moved to closed nominations and accept by acclamation, seconded by Senator Randles. Motion carried.

Volunteers for University Committees. The following members volunteered to serve on University Committees: Senator Litzelfelner, University Residency Appeals Committee; Senator Schmelzer, University Withdrawals Committee; Senator Flanagan, Arlington Board; and Senator Noblitt, General Education Committee.

Report from Council on Academic Affairs. - Janna Vice

1. Subsequent degrees policy clarification - Informational Item
2. Master of Arts in Education – Elementary Education - Program Revision - separate degree codes for all four options
3. MAED in Secondary Education – Program Revision - 4) Rename the option in Mathematics: Mathematics, Statistics and Computer Science to Mathematics Education to the Mathematics Education option & 6) Drop the option in Mathematics: Computer Science
4. Master of Arts in Teaching – Program Revision - Add Theatre as a certification option in the Master of Arts in Teaching Program
5. Applied Computing M.S. - Program Revision
6. Geosciences M.S. - Program Suspension
7. Entrepreneurship Minor for Non-Business Majors – New Program
8. Admissions policies

Item #1 was presented for informational purposes only.

Senator Resor moved approval of Item #2, seconded by Senator Taylor. Motion carried.

Senator Resor moved approval of Item #3, seconded by Senator Taylor. Motion carried.

Senator Robles moved approval of Item #4, seconded by Senator Resor. Motion carried.

Senator Styer moved approval of Item #5, seconded by Senator Taylor. Motion carried.

Senator Robles moved approval of Item #6, seconded by Senator Kristofik. Motion carried.

Senator Case moved approval of Item #7, seconded by Senator Robles. Motion carried.

Dr. Vice indicated that Item #8 (Admission Policies) went before the Board prior to coming before the Senate because of the time frame for beginning the 2009-2010 recruiting season. The Board approved the Admission Policies contingent on the Senate's approval. Senator Frisbie moved approval of Item #8, seconded by Senator Taylor. Motion carried.

Senator Taylor moved to establish an ad hoc committee in liaison with the Associate Provost's office to investigate the possibility of establishing a community college of Eastern Kentucky University, seconded by Senator Phillips. Motion carried. Volunteers to serve on the committee include: Senators Halcomb, Taylor and Shoredike. Senator Whitlock suggested that Dr. Kenneth Clawson and Dr. Jack Luy would be valuable resources for the committee.

## **GENERAL & STANDING COMMITTEE REPORTS**

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

Following is a brief summary of the written report submitted by Senator Ware.

On August 13th the Faculty-at-Large approved the creation of the New Senator Orientation Standing Committee.

Senator Ware has formed an ad hoc committee to work with Dr. Sherry Robinson to review the proposed Faculty Qualifications Policy prior to submission to the Senate. The members of the committee include: Senators Collins, Kristofik, and Taylor.

Senator Ware reported that there are several items still on-going from the Student Government. An updated dead week policy draft will be reviewed at the September 22nd Executive Committee. The Bulletin Board and Posting Guidelines policies will be brought back to the Executive Committee after the Counsel has finished reviewing them.

Dr. Janna Vice has decided to appoint a task force comprised of interested faculty to review the syllabus policy before taking it back to CAA, as the Senate requested. The following senators volunteered to serve on the task force: Senators Carter, Chapman and Rainey.

Senator Ware announced that in an effort to create an open, on-going dialogue with the Senators, she has set up a Blackboard site for Senators use only to discuss issues and concerns.

Senator Ware has formed an ad hoc committee to review the proposed early registration policy. The committee members are: Dr. Steffen Wilson, Dr. Dave Eakin, Dr. Linda Frost, and Dr. Karin Sehmman. A draft of the policy was presented last spring to the Executive Committee, and an updated policy was recently viewed by the Provost Council. The updated policy will be posted on the Senate Blackboard board site. Senators should download, share with their colleagues and provide written comments to the committee by October 17th. The committee will present a written report to the Senate at the November meeting. Recommendations will be forwarded to the Provost's Office by December 1st.

**REPORT FROM FACULTY REGENT:** Senator Frisbie

The Board of Regents have met twice since the last Senate meeting. Once on June 2nd and again on September 6th. Senator Frisbie was not in attendance at the September 6th meeting, but he provided a brief update of both meetings in his written summary to the Senate.

During the June meeting, the Board handled the bulk of the budget work for the upcoming year, including approving the \$213 million dollar operating budget for the University, setting the guidelines for salaries and benefits (1.5% + \$500 raises), increasing the faculty/staff scholarship benefit to 12 hours per semester, and setting tuition for undergraduates, graduates, and at Model Lab School (e.g., 7% increase for resident undergraduates, 8% increase for resident graduates, 9.5% at Model). The 2008-09 budget reflects a decrease of \$5 million in state appropriations. The Board had approved tuition increases in the April meeting, subject to approval by the CPE. Even though EKU's proposed tuition increases were less, in dollar amount, than those recommended by the CPE prior to the 2008 legislative session, CPE did not approve the proposed increases (of approximately 8%) in April. Thus, the Board needed to pass revised tuition rates in June.

The Board was pleased to learn that EKU will close its capital campaign 9 months early at the end of September, having reached its goal of \$25 million.

The Board approved all 7 items from the Council of Academic Affairs. These included 3 new programs (professional certificate in Correction Intervention Studies; accelerated "3+2" BBA/MBA ; new major in Globalization & International Affairs) and 3 program revisions (Women and Gender Studies, MAED in Secondary Education, Computer Science).

The Board approved a contract extension of one year for President Whitlock. His contract now continues to July 2011.

At the September 6th meeting, Vice President Newsom reported that University revenues for the past fiscal year finished 1% above predicted revenue and expenses totaled only 91% of projected expenditures. This generated a surplus of \$3.6 million for the year, which helps the University replenish its unrestricted fund balance.

Associate Vice President Street reported on progress on capital projects that are underway. The Manchester campus building is 80% complete and looks as though it will be completed ahead of schedule (in January 2009). Clay Hall renovations were completed in time for fall move-in, and the intramural field renovations are slated for completion late this fall. Both the new science building and the second phase of the Business and Technology center have run into budget problems. Both projects are being revised in preparation for being sent out to bid later this fall.

Congratulations to Joey Foster, newly appointed Vice President for Advancement.

In action items, the Board:

- o Approved two amendments to the Faculty Handbook that came through the Senate (to place the Vice President for Financial Affairs on the Senate's Budget Committee and to add the New Senator Orientation Committee to the Senate's list of standing committees)
- o Approved the merger of the Kentucky Center for History and Politics with the Institute of Government to form the Kentucky Institute of Public Governance and Civic Engagement, under the leadership of Joe Gershtenson
- o Approved changes to the language and provisions of the First-Time Freshman Admissions policy, contingent upon approval by the Senate. These revisions are necessary to bring the University into compliance with new CPE requirements.
- o Authorized the signing of several financing documents necessary to complete the Siemens Energy Savings Performance Contract.

The Board will next convene in January 2009 for a regular quarterly meeting.

**REPORT FROM COSFL:** Senator McKenney

COSFL's first meeting will be on September 29th in conjunction with the 2008 Governor's Conference on Postsecondary Education Trusteeship. COSFL will meet in the morning and those attending the meeting will be able to attend some of the sessions on issues in higher education. Any interested faculty may attend the Trusteeship Conference. For more information on the Trusteeship Conference, visit [www.CPE.ky.gov](http://www.CPE.ky.gov).

**REPORT FROM THE PROVOST:** Senator Piercey

In the Office of Academic Affairs, the following items represent draft policies currently in the review process:

- o Policy 4.1.12 (First-time Freshmen Admissions) was submitted to the Board of Regents in September and was approved contingent on Faculty Senate approval.
- o Draft Policy 4.1.2 (Course Syllabi) is still under review by the Faculty Senate.
- o Draft Policy 4.6.1 (Determination of Qualifications for Faculty Teaching Credit-Bearing Courses) has been reviewed by the Provost Council. The policy has been submitted to the Executive Committee of Faculty Senate and a work group was established to address the Policy Definitions. When complete, the policy will be submitted to the Faculty Senate for review.
- o Draft Policy 4.3.4 (Joint Curricular, Collaborative, and Consortial Agreements) has not been worked on since the last report to the Faculty Senate.
- o Draft Policy 1.1.1 (Policy on Policies) continues to be discussed and revised.

All new or revised policies are considered drafts until they are approved by the Board of Regents.

A small work group consisting of a representative from Faculty Senate who previously worked on the promotion and tenure policy and of an administrator who works with implementation on the policy will begin evaluating potential amendments to Policy 4.6.4 (Promotion and Tenure).

A new University policy website that will house all University policies is under construction.

Double majors were a topic of discussion at the last CAA meeting. While ECU continues to pursue the question of how to appropriately transcript and award diplomas to students who declare two majors leading to two different degrees, President Whitlock and Provost Piercey are committed to allowing students to declare double majors.

On September 19, the Provost will host a meeting of the Chief Academic Officers from all of Kentucky's regional four-year public universities. The topic of double majors is the first item on the agenda. The goal of the discussion will be (a) to identify how the institutions are currently transcribing the double majors and (b) gain a consensus on the appropriate way(s) to reflect the academic credentials of students in this situation.

In response to the concern expressed by the Faculty Senate and the Chairs Association about the "drudgery" of administrative processes, the Provost charged a work group, chaired by E. J. Keeley, to reform Academic Program Review. As a result, a recommendation was made to the Provost and President to eliminate Program Review and replace it with a Department Review & Showcase.

This new process, called "Department Review and Showcase (DRS)", will replace Academic Program Review. The DRS will be conducted by a department at the discretion of the Provost and deans, and may be prompted by conditions such as a new program, special and/or noteworthy achievements, enrollment/degree production concerns, accreditation issues, or other concerns regarding quality of the student experience. The DRS process will be piloted in 2008-2009 on a voluntary basis, beginning with the Department of Agriculture.

The work group also recommended annual Institutional Effectiveness progress-reporting process be strengthened for academic departments by requiring development and implementation of an objective and measure(s) for each of the following: (1) teaching effectiveness and (2) advising effectiveness.

**REPORT FROM STUDENT GOVERNMENT ASSOCIATION:** Alex Combs

Mr. Combs reported that a forum on off-campus banking will be held at 8 p.m. on October 1st in either the Grise Room or the Ferrell Room in the Combs Building.

There will be an informational organizational funding meeting on September 16th at 8 p.m. to distribute RSO packets.

Mr. Combs indicated that he would like to see Faculty Senate and Student Government continue to work closely together.

Budget Committee. Senator Johnson reported that he was elected to serve as chair of the committee.

Rules Committee. Senator McKenney reported that the committee met via email and she was asked to continue to serve as chair of the committee.

Welfare Committee. The Faculty Welfare Committee did meet September 5th to discuss benefits. We will be meeting again soon. One of the topics of course will be faculty governance.

Ad Hoc Committee on New Senator Orientation. Senator Robles reported that the meeting for New Senators was held on Monday, September 8th in the Faculty Lounge in Keen Johnson. Those not in attendance may pick up binders from Senator Robles.

**FOR THE GOOD OF THE ORDER**

The topic of discussion was "What can we do with our advising system to improve student retention." Due to time constraints, the discussion was postponed.

**ADJOURNMENT**

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