Faculty Senate Agenda  
December 1, 2003  
3:30 p.m.  

Call to order  

Approval of Minutes  
November 3, 2003  

Report from the President: Senator Glasser  
Report from the Executive Committee Chair: Senator Johnson  
Report from the Faculty Regent: Senator Schloemann  
Report from the COSFL Representative: Senator Siegel  
Report from the Provost: Senator Cook  
Report from the Student Senate: Kristina O’Brien  
Report from the Standing Committees:  
   Budget Committee: Senator Siegel  
   Rules Committee: Senator M. Yoder  
   Rights and Responsibilities Committee: Senator Dunston  
   Elections Committee: Senator DeBolt  
   Committee on Committees: Senator Wolf  
   Welfare Committee: Senator G. Yoder  

New Business:  
• Sabbatical Leave Policy (Informational item only – part of Provost Report)  
• CAA Report  
  1. Program Revision – MS in Industrial Education (changing program title)  
  2. Recommended Faculty Handbook Change regarding criteria for the selection of faculty members for service in Graduate Education & Research – Information Item Only  
  3. Suspension of Interior Design Minor  

• Faculty Welfare Committee Motion on Salary Equity Appeals  

Adjournment
Faculty Senate Minutes  
November 3, 2003

The Faculty Senate of Eastern Kentucky University met on Monday, November 3, 2003, in the South Room of the Keen Johnson Building. Senator Johnson called the third meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:


*Indicates prior notification to the Senate Secretary.

Visitors to the Senate: James Conneely, Student Affairs; Ken Johnston, Finances; Cassondra Kirby, The Eastern Progress; Erin Michalik, SGA; Kristina O’Brien, SGA; Matt Schumacher, SGA; Aaron Thompson, Enrollment Management; Daniel Thorne, Accounting, Finance, Information Systems; Virginia Underwood, Equal Opportunities; John Wade, College of Arts & Sciences; and Marc Whitt, Public Relations & Marketing.

ANNOUNCEMENTS:
Senator Johnson announced that Sigma Nu provided the cakes for today’s meeting in appreciation of faculty.

APPROVAL OF MINUTES:
The October 6, 2003 minutes were approved as written.

PRESIDENT’S REPORT: Virginia Underwood reported for Senator Glasser.

The President encouraged everyone to vote on election day. President Glasser will be requesting a meeting with the newly appointed governor as soon as the election is over.

CPE continues to focus on accountability from the institutions. The President has also learned that the legislature will be focusing a great deal of time on the accountability issue as well.

The President will be attending a SACS conference with a faculty team in Nashville in early December to begin preparation for the SACS accreditation and site visit.

Black Issues in Higher Education, a national magazine, recently featured the University along with four other leading institutions. The article recognized EKU’s increased enrollment this semester of African-American students as well as EKU’s increased efforts to improve marketing to a more diverse student body.

This past Saturday EKU launched a region-wide television advertisement throughout the Eastern two-thirds of Kentucky to promote the next Spotlight Day on November 8.
The President has been invited to address two professional conferences on the vital role of development. In December she will join CPE President, Tom Layzell, at the Council for Advancement and Support of Education in Kentucky at a conference in Lexington to discuss the importance of postsecondary funding in the Commonwealth. In February, the President will address the CASE District III Southeast US Annual Conference in Atlanta. While there she will also be meeting with EKU alumni.

The President’s recent postsecondary education piece, which was distributed at the last Senate meeting, was published in the Lexington Herald Leader, the Kentucky Post, the Grayson County News Gazette, the Richmond Register and the Eastern Progress. Within the next couple of weeks it will also be published in the Louisville Business First Newspaper and the Education issue of Back Home in Kentucky magazine.

The National Rankings Task Force appointed by the President continues to examine opportunities to increase EKU’s visibility among magazines such as US News and World Report, Money and Barron. Research indicates that an institution’s ranking in such publications leads to increased enrollment, better fundraising, and the attraction and retention of outstanding faculty.

The President’s Centennial Celebration Committee met last week to begin planning for the University’s 100th anniversary in 2006. Faculty with suggestions on symposia, events and programming may contact Marc Whitt, chair of the committee.

The President will be traveling to Chicago on Thursday for an Alumni reception and to participate, along with three EKU Honors students, on a panel entitled “Rudeness and the Electronic Media.”

**EXECUTIVE COMMITTEE CHAIR’S REPORT:** Senator Johnson.

Senator Johnson reported that the Executive Committee met on October 20, 2003.

The Executive Committee discussed alternates for senators who are unable to attend meetings. It was the consensus of the Executive Committee that senators may have an alternate attend in their place, but the alternate would not have voting rights. It is the senator’s responsibility to notify the chair and/or secretary if an alternate will be attending a meeting.

The Executive Committee discussed the process previously approved by the Senate to review the President. The Institutional Research Office has agreed to send out an e-mail tomorrow containing a letter explaining the review process. A link will be provided at the bottom of the letter to an electronic questionnaire. The questionnaire will remain active until Friday, November 14. The raw data will be given to the Executive Committee to be compiled and then forwarded on to the President and the Board of Regents for their review. All information received will be kept confidential.
On behalf of several concerned faculty, Senator Johnson met with the Arlington Board and suggested that the Board consider establishing different tiers of membership to make it more affordable for faculty and staff to join. The Board appointed an Ad Hoc Committee to consider the matter further.

Senator Johnson reported that he has discussed the parking situation on campus with the President, Vice President Conneely and the Parking Committee Chair and has been told that a comprehensive plan is currently being developed to address the situation.

**COSFL REPORT:** Senator Siegel

Senator Siegel reported that COSFL met on October 18, 2003 for the mini-conference co-sponsored with the Kentucky Chapter of AAUP. The conference was held at the CPE in Frankfort.

Dr. Jane Buck, President of AAUP and conference keynote speaker addressed the subject of “The Use and Abuse of Contingent Faculty.” Contingent or part-time faculty currently make up the largest portion of faculty. Dr. Buck views their increasing numbers as an indirect attack on tenure. She emphasized that all threats to tenure, whether direct or indirect, undermine academic freedom and shared governance.

The second speaker, Tom Layzell, CPE President, addressed “The Next Stage of Kentucky’s Postsecondary Education Reform.” CPE President. Layzell noted the significance of the changes resulting from HB1 (1997). He stressed the importance of maintaining the focus on the goal of raising the education attainment levels of Kentuckians, despite three major transitions in play (political, financial, and operational).

The conference concluded with a roundtable discussion on “Collegial Governance 2003: Advisory Role of Faculty in the Development of Policies and Procedures.”

Senator Siegel expressed thanks to Tucker Landy of KSU for his excellent meeting minutes. Dr. Buck’s presentation in PDF format and an audio transcript of President Layzell’s remarks are available online at [http://www.louisville.eku.org/aaup](http://www.louisville.eku.org/aaup).

COSFL’s next meeting is scheduled for November 15 with CPE President Tom Layzell at Young Library, UK.

**PROVOST REPORT:** Senator Cook

Senator Cook reported that CPE has requested a budget for EKU of $66 million in base funding. If that funding is approved, EKU would receive approximately $4.5 million new dollars from the Commonwealth. In addition, CPE recommended two building projects for EKU--phase II of the Business and Technology Building and a Manchester Center. CPE also put forth a rudimentary performance funding model.
Senator Cook distributed a handout on the General Education Transfer Policy from the Kentucky Council on Postsecondary Education. Senator Cook has charged the General Education Committee with the following three tasks:

1. Review the current General Education policy and determine the effectiveness or noneffectiveness of the current policy in accordance with SACS requirements;
2. Review the existing general education curriculum and find a configuration among the courses already approved that easily fit into the model CPE has asked us to adopt.
3. Create a policy regarding Associate degrees that will be reasonable for transfer students, and still treat our native students fairly.

**STUDENT GOVERNMENT ASSOCIATION REPORT:** Kristina O’Brien
SGA is participating in a charity drive beginning today and continuing through December 15. Donations of clothing, toys and food will be accepted for the next two weeks. Prizes will be given to the top three organizations who collect the most donations.

Unity week begins on November 22 and runs through December 1. The International Student Association Banquet will be on November 22 at 6:30 p.m. in the Keen Johnson Building. Tickets are $10 and the event is open to the public.

A poster competition revolving around Diversity will be held on Monday, November 24. It is open to all students and awards will be given for the top three posters. All posters will be on display through December 2 in the Powell building. The lighting of the tree outside Keen Johnson will bring Unity Week to a close on December 1. All student organizations will be given ornaments to decorate the tree. In addition, there will be Christmas caroling and hot chocolate served.

Ms. O’Brien expressed the students appreciation to the Ad Hoc Committee on Plus/Minus Grading and to the Faculty Senate for their work on the plus/minus grading issue.

**COMMITTEE REPORTS:**

Rules Committee. Senator M. Yoder stated that, as reported earlier, alternates are allowed to attend meetings in place of senators, but they are not allowed voting privileges. Also, if a senator is unable to attend several meetings in a given semester, a replacement should be elected from the individual’s department.
The Rules Committee is currently reviewing the faculty regent election process. A motion on the faculty regent procedure should be coming to the Senate in the near future.

The committee was also charged with determining if the Regent election process should be handled online. The committee is transferring this charge to the Elections committee.

Rights & Responsibilities Committee. Senator Dunston reported that the committee is still reviewing the Ombudsman issue. The committee members are currently looking at indicators of shared governance at EKU and are examining an AAUP instrument regarding that issue.

Faculty Welfare Committee. Senator G. Yoder reported that the committee met on October 29 to discuss the survey results and the committee’s recommendations on the faculty development funds process. A handout was distributed listing the three recommendations for disbursing the funds.

1 Faculty development funds should primarily be used to support participation in professional conferences, seminars, workshops or other venues of scholarly or creative activity.

2 Faculty development funds should also be used to support a variety of other activities that are designed to enhance an individual faculty member’s knowledge or skill that is critical to the performance of the individual in their job, particularly in regard to teaching.

3 The University should seek to provide further sources of research support, apart from the provost’s funds, and then aggressively advertise criteria for earning that support.

UNFINISHED BUSINESS:

Sabbatical Leave Motion. At the October 6 Senate meeting, Senator Cook moved, seconded by Senator Sexton, to approve the Sabbatical Leave Motion. Senator Johnson ruled the motion as substantive and deferred further discussion to today’s meeting. The majority of the Senate were in agreement to approve the sabbatical leave policy.

Senator P. Black moved, seconded by Senator Reed, to recommend adding the following statement from the old policy to the new policy under “Purpose and Principles”, last sentence in the second paragraph, “without the expressed consent of the Dean of the faculty member’s college prior to submitting the request”. The recommendation failed for lack of support.
Senator Cooper moved, seconded by Senator Cook, to recommend creating a number 5 statement under “Funding and Salary Payment” to read as follows: “5. Librarians will submit Sabbatical requests to the Library Dean. The library faculty will comprise their own academic unit and follow the same procedures outlined in this document for the colleges.” The recommendation was approved by the majority of the Senate.

After lengthy discussion on 2A under “Faculty Rights During a Sabbatical,” Senator Johnson suggested that Human Resources might review and re-write 2A for clarification.

Senator Reed moved, seconded by Senator A. Jones, to recommend changing the word “publish” to “submit for publication” in the last sentence on number one under “Faculty Obligations After a Sabbatical”. The recommendation was approved by the majority of the Senate.

**Plus/Minus Grades Final Report.** At October’s meeting, Senator Flanagan moved, seconded by Senator Dunston, to accept the report and the recommendations made by the committee. Senator Johnson ruled the motion substantive and deferred further discussion to today’s meeting. The majority of the Senate were in agreement to approve the recommendations made by the committee to discontinue plus/minus grading.

**ADJOURNMENT:**

Senator Cook moved to adjourn at approximately 4:50 p.m.
Purpose and Principles

Eastern Kentucky University maintains and promotes a program of sabbaticals for faculty as a part of its overall efforts to maintain high quality academic programs and an energized faculty. A sabbatical can be a rejuvenating experience for a faculty member, permitting time to investigate avenues for improving academic quality in the pursuit of excellence. All eligible faculty members are strongly encouraged to apply for sabbaticals.

Sabbaticals are designed for professional improvement of current faculty members by providing, for a specified period, time away from the usual contractual obligations. This time enables faculty members to pursue scholarly activities that will strengthen teaching, scholarship, service and/or any combination therein at the department, college, library, or university levels. Sabbatical requests are to be closely related to each faculty member’s teaching area but are not granted for the completion of an advanced degree or for any other activities related to that.

Since a sabbatical is a privilege and not a right, sabbaticals are not granted automatically after the required semesters of service. A sabbatical may be granted to a faculty member who has demonstrated an above-average ability in teaching, scholarship, and service and who has completed an application which meets the sabbatical requirements.

Funding and Salary Payment

University sabbatical pool funds are derived from the University budget and other funds which may be allocated by the University. The distribution of available funds is given to the colleges based on the proportion of full-time, tenure-track faculty. Additionally, individual colleges may fund sabbaticals for faculty members through college development funds, indirect cost allocations, private sources designated for the college, or other approved sources. Faculty members are encouraged to seek outside sources of funding to help supplement their sabbatical request.

The three types of sabbaticals for which eligible faculty members on full-time appointments may apply are as follows: (1) one year at half salary, (2) one semester at full salary, or (3) one-half time for two semesters at full salary. The salary will be based upon the amount that would have been received for the academic year had the sabbatical not been taken. In the application, the faculty member must designate the type of sabbatical requested as well as the effective semester or year.

Since preference is given to one-year sabbatical requests at half salary, these candidates are encouraged to seek scholarships, fellowships, or other honorary stipends to supplement their sabbatical salaries.
Eligibility and Application Process

To be eligible to apply for a sabbatical, faculty members must meet the following requirements:

1. Complete twelve (12) semesters of full-time service to the University before the first sabbatical or between subsequent sabbaticals.

2. Submit an appropriate request document with supporting information in accordance with the faculty member’s college criteria.

3. Submit requests to the department chair no later than September 15 of the year preceding the academic year of the sabbatical. (Requests may be submitted two years in advance for approval. If the request is denied, a new application may be filed the following year.)

4. Obtain all required approvals at the department and college levels and receive written approval from the Provost/Vice President of Academic Affairs.

5. Librarians will submit Sabbatical requests to the Library Dean. The library faculty will comprise their own academic unit and follow the same procedures outlined in this document for the colleges.

College Procedures

Each college will assure that the University-approved procedures have been followed and that the sabbatical recommendations concur with the goals and needs of the college. The following procedures apply to the colleges:

A. Each college will develop specific guidelines regarding the criteria, quality, and weight assigned to specific categories of scholarly activities and service which are the basis for a sabbatical. These guidelines will be clear and concise and will address the process, procedures, and expected results. These guidelines will be published for all faculty members; and each college will establish an education and assistance program to help faculty members in the development of high quality sabbatical requests within one (1) year from the publication of this policy.

Preferred purposes for sabbaticals include, but are not rank-ordered or limited to, the following:

1. A carefully designed scholarly/creative project related to the discipline.

2. Scholarly writing or other comparable form of creative activity with a goal of publication or presentation.

3. A clearly defined program of independent study related to instructional responsibilities.

4. A clearly defined program of a major course revision and/or new course development.
B. Each college will develop policies, procedures, and guidelines approved by a majority of the faculty of the college for the review of sabbatical applications. These policies and procedures will include the following elements:

1. Timetables for receiving the sabbatical request.

2. Parameters for the development of the reasonable request document and supporting materials.

3. Evaluation criteria that will take into account the benefits of the sabbatical for the faculty member, the department, the college, and, ultimately, the students.

4. A departmental review committee for screening and making recommendations to the chair. (A faculty member who will be considered for a sabbatical will not be eligible to serve on this committee. The same rule applies to anyone with a significant conflict of interest, e.g., the candidate is a member of one’s immediate family.)

5. A college review committee for making recommendations to the dean.

C. The dean of the college will forward the selected sabbatical requests to the Provost/Vice President of Academic Affairs by November 1.

D. The Provost/Vice President of Academic Affairs will evaluate and forward the selected sabbatical requests to the President by December 15. The President will notify selected faculty members following action by the Board of Regents.

Faculty Rights During a Sabbatical

Successful candidates will retain the following rights during their time spent on a sabbatical:

1. The faculty member may share in the salary increases awarded by the University.

2. Retirement contributions depend on the faculty member's retirement plan. KTRS is a Defined Benefit Plan, and the Non-KTRS programs are Defined Contribution Plans.

   a. If the candidate is a KTRS participant, retirement contributions are not withheld and the University does not make retirement contributions during the sabbatical period. However, as stated in the KTRS guidelines, participants may purchase service credit within the "interest-free period" and the University will continue to pay the difference between the purchase price (8.375%) and the amount that would have otherwise been deducted from the candidate’s pay (6.16%). This difference of 2.215% along with the employer match is billed to the University at the end of each fiscal year. By purchasing the service credit, the sabbatical year or semester counts toward retirement service.
b. Retirement withholdings for non-KTRS, Optional Retirement Program (ORP) participants of 6.16% will continue. University will continue total contributions of 13.84%, which includes a contribution to the employee ORP account and an amount paid to KTRS to cover an unfunded liability. The University contribution to the employee’s account in the ORP is subject to change on an annual basis. The amount to be funded to KTRS for the unfunded liability is set each year by the Board of Trustees of KTRS.

3. The candidate who is a member of a University insurance coverage plan or a family plan will continue to receive coverage at the same rates while on a sabbatical.

4. The sabbatical period counts toward requirements for promotion.

Faculty Obligations After a Sabbatical

The successful applicants will accept the following obligations regarding the sabbatical:

1. A faculty member who is approved for a sabbatical is expected to carry out the plan set forth in the application and forward a comprehensive open-file report to the dean of the college identifying the accomplishments within ninety (90) days from the completion of the sabbatical and to publish, submit for publication, if appropriate, the findings of the sabbatical within six (6) months.

2. A recipient of a sabbatical will return to EKU for a minimum of one (1) academic year following the sabbatical. (Unless otherwise agreed in advance by the faculty member and chair or dean, the sabbatical recipient will return to his or her former position within the University.) In the event that the faculty member does not return to EKU for the specified period, the recipient will reimburse EKU in full for the salary and fringe benefits received during the sabbatical.

Exceptions to the University Policy

The President, in concurrence with the Provost/Vice President of Academic Affairs, has the option of making exceptions to the above-stated policy when deemed in the best interest of the University.
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b. Retirement withholdings for non-KTRS candidates and contributions by the University on their behalf will continue at the rates in effect before during the sabbatical.

3. The candidate who is a member of a University insurance coverage plan or a family plan will continue to receive coverage at the same rates while on a sabbatical.

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Sabbatical Policy
11-14-03
Curriculum Change Form  
(Present only one proposed curriculum change per form)  
(Complete only the section(s) applicable.)

<table>
<thead>
<tr>
<th>Part I</th>
<th>Department Name</th>
<th>Department of Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Check one)</td>
<td>College Business and Technology</td>
<td></td>
</tr>
<tr>
<td>New Course (Parts I, II, IV)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
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<tr>
<td>New Program (Part III)</td>
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</tr>
<tr>
<td>Program Revision (Part III)</td>
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<tr>
<td>Program Suspended (Part III)</td>
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</tr>
</tbody>
</table>

*Provide only the information relevant to the proposal.*

<table>
<thead>
<tr>
<th>Proposal Approved by:</th>
<th>Date</th>
<th>Departmental Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Council*</td>
<td>9/26/03</td>
<td>10/17/03</td>
</tr>
<tr>
<td>College Curriculum Committee</td>
<td>10/17/03</td>
<td>Council on Academic Affairs</td>
</tr>
<tr>
<td>General Education Committee*</td>
<td>N/A</td>
<td>Approved</td>
</tr>
<tr>
<td>Teacher Education Committee*</td>
<td>Pending</td>
<td>Disapproved</td>
</tr>
</tbody>
</table>

*If Applicable (Type NA if not applicable.)

**Approval needed for new, revised, or suspended programs

***Approval/Posting needed for new degree program or certificate program

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

**Specific action requested**: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Update the curriculum by reducing prefixes changing TTE (Technology Teacher Education) to CTE (Career & Technical Education) and changing program title

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

Fall, 2004

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

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

New prefixes and program title more closely reflect current terminology.

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

**Personnel Impact:**

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

TECH 59
Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Current Program Requirements as Shown in Catalog

<table>
<thead>
<tr>
<th>Curriculum for Master of Science in Industrial Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses..................................................................</td>
</tr>
<tr>
<td>TEC 830, EDF 869, CTE 865, CTE 888</td>
</tr>
<tr>
<td>Technology Education Option (GA8)</td>
</tr>
<tr>
<td>*Technical Teaching..................................................</td>
</tr>
<tr>
<td>TTE 864, TEC 867, CTE 863, TEC 831</td>
</tr>
<tr>
<td>Supporting Work.......................................................</td>
</tr>
<tr>
<td>Selected from EAD 827, ESE 872, EMS 880, EDF 855, EAD 828</td>
</tr>
<tr>
<td>Total..........................................................................</td>
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<tr>
<td>Technical Education Administrative Option (GA9)</td>
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<tr>
<td>Administrative Core..................................................</td>
</tr>
<tr>
<td>CTE 861, CTE 863</td>
</tr>
<tr>
<td>Supporting Work.......................................................</td>
</tr>
<tr>
<td>TTE 864, EAD 801, EAD 827, EAD 828</td>
</tr>
<tr>
<td>Total..........................................................................</td>
</tr>
<tr>
<td>Occupational Training and Development Option (GA0)</td>
</tr>
<tr>
<td>Industrial Education..................................................</td>
</tr>
<tr>
<td>TTE 800*, TTE 801*, TTE 802 (6hrs)</td>
</tr>
<tr>
<td>Supporting Work.......................................................</td>
</tr>
<tr>
<td>Six semester hours of graduate electives (approved by advisor)</td>
</tr>
<tr>
<td>Total..........................................................................</td>
</tr>
</tbody>
</table>

*Those students with a background in education should complete six semester hours of TEC 867, Research in Technology, rather than TTE 800 and 801.
Curriculum for Master of Science in Career and Technical Industrial Education

Core Courses.........................................................................................................................12 hours
   TEC 830, EDF EPY 869, CTE 865, CTE 888

Technology Education Option (GA8)
   *Technical Teaching........................................................................................................12 hours
   T&E 864, TEC 831, 867, CTE 863, 864, TEG-346
   Supporting Work..............................................................................................................6 hours
   Selected from EAD 827, ESE 872, EMS 880, EDF 855, EAD 828
   Total..................................................................................................................................30 hours

Technical Education Administrative Option (GA9)
   Administrative Core..........................................................................................................6 hours
   CTE 861, CTE 863
   Supporting Work..............................................................................................................12 hours
   CTE T&E 894, EAD 801, EAD 827, EAD 828
   Total..................................................................................................................................30 hours

Occupational Training and Development Option (GA0)
   Industrial Education.........................................................................................................12 hours
   CTE T&E 800*, T&E CTE 801*, T&E CTE 802 (6hrs)
   Supporting Work..............................................................................................................6 hours
   Six semester hours of graduate electives (approved by advisor)
   Total..................................................................................................................................30 hours

*Those students with a background in education should complete six semester hours of TEC 867,
Research in Technology, rather than CTE T&E 800 and 801.
CRITERIA FOR THE SELECTION OF FACULTY MEMBERS FOR SERVICE IN THE GRADUATE SCHOOL

PRESENT STATEMENT:

C. Graduate Instruction status is normally reserved for faculty who are not tenure-track faculty but who have a teaching expertise which is needed by the department, and may allow individuals to serve on a limited number of graduate committees subject to the approval of the Graduate Council.

PROPOSED STATEMENT:

C. Graduate Instruction status is normally reserved for faculty who are not tenure-track faculty but who have a teaching expertise that which is needed by the department, and Graduate Instruction status may allow individuals to serve on a limited number of graduate committees subject to the approval of the Graduate Council. Persons applying for Graduate Instruction status should meet degree requirements for appointment to the university faculty at the rank of at least assistant professor as specified by the Faculty Handbook. Individuals only meeting the requirements for appointment to the university faculty at the rank of instructor will not normally be granted Graduate Instruction status.
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)
New Course (Parts II, IV)
Course Revision (Parts II, IV)
Course Dropped (Part II)
New Program (Part III)
Program Revision (Part III)
Program Suspended (Part III)

*Provide only the information relevant to the proposal.

Proposal Approved by:

Departmental Committee October 3, 2003
College Curriculum Committee 10/27/2003
General Education Committee* NA
Teacher Education Committee* NA

Graduate Council*
Council on Academic Affairs
Approved X Disapproved
Faculty Senate**
Board of Regents**
Council on Postsecondary Edu.***

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Delete Minor in Interior Design from program

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

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

B. The justification for this action:
This program does not generate enough enrollment.

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

Personnel Impact:
None

Operating Expenses Impact:
None.

Equipment/Physical Facility Needs:
None.

Library Resources:
None.

CAS 9
Part II. Recording Data for New, Revised, or Dropped Course
(For a new required course, complete a separate request for the appropriate program revisions.)

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<tbody>
<tr>
<td>1.</td>
<td>For a new course, provide the catalog text.</td>
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<tr>
<td>2.</td>
<td>For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.</td>
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<tr>
<td>3.</td>
<td>For a dropped course, provide the current catalog text.</td>
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Current Catalog Text

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<tbody>
<tr>
<td></td>
<td>New or Revised* Catalog Text</td>
</tr>
<tr>
<td>(*Use strikeout for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</td>
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Part III. Recording Data for New, Revised, or Suspended Program

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<tbody>
<tr>
<td>1.</td>
<td>For a new program, provide the catalog description as being proposed.</td>
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<tr>
<td>2.</td>
<td>For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.</td>
</tr>
<tr>
<td>3.</td>
<td>For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program’s suspension.</td>
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Current Program Requirements as Shown in Catalog

**Minor in Interior Design**

A student may minor in Interior Design by completing a minimum of 24 hours as follows: CON 250, INT 195, DES 122, 230, 327, and 6 hours of DES electives.

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Welfare Committee Recommendations for Salary Equity Appeals

Justification:

The Faculty Senate recently recommended to the Provost a set of principles to guide procedures addressing faculty salary inequity. One of these principles recommends that an appeals process accompany any general procedure. This principle was recommended because faculty find themselves in a wide range of inequitable situations and thus any procedure used to identify individuals university-wide may miss deserving faculty. As such, there needs to be an avenue for an overlooked faculty member to make his or her case directly to the administration.

The Senate Welfare Committee recommends the following procedure:

1) It is the appellant’s responsibility to begin the appeals process by submitting a letter of appeal and supporting material to his or her chair by March 1st. The chair will write a recommendation to uphold or deny the appeal. If the chair recommends against the appeal, the faculty member should include a response to the chair’s recommendation as part of his or her supporting materials.

2) All materials will then be submitted to the Dean of the appellant’s college for review by March 21st. The Dean will write a recommendation to uphold or deny the appeal.

3) The appeal along with recommendations of the chair and dean will then be submitted to the Provost for review by April 15th. The Provost will make the final decision regarding the appeal.

4) If the appeal is upheld and the Provost can acquire funding, the individual will receive an immediate salary adjustment. If funds are not immediately available the appellant will be given a salary adjustment from the salary equity funds allocated for the following year.

The Welfare Committee moves that the Faculty Senate adopt the above recommendations.