Faculty Senate Agenda
March 14, 2005
3:30 p.m.

Call to order

Approval of Minutes
February 7, 2005 Minutes

Report from the President: Senator Glasser
Report from the Executive Committee Chair: Senator Siegel
Report from the Faculty Regent: Senator Schlomann
Report from the COSFL Representative: Senator Ware
Report from the Provost: Senator Chapman
Report from the Student Government Association: Lance Melching

Report from the Standing Committees:
Budget Committee: Senator Eakin, Chair
Rules Committee: Senator Johnson, Chair
Rights and Responsibilities Committee: Senator Kristofik, Chair
Elections Committee: Senator DeBolt, Chair
Committee on Committees: Senator Vance, Chair
Welfare Committee: Senator Collins, Chair

Unfinished Business:

• Report from Council on Academic Affairs
  1. Rank II, the Fifth Year Program in Secondary Education: Environmental Education (add an Environmental Education endorsement as an option)
  2. Masters of Arts in Education: Secondary Education: Environmental Education (add an Environmental Education endorsement as an option)
  3. M.A.Ed: Elementary Education: Environmental Education (add an Environmental Education endorsement as an option)
  4. Rank II, the Fifth Year Program Elementary and Middle Grades Education: Environmental Education (add an Environmental Education endorsement as an option)
  5. Rank I, the Sixth Year Program Elementary and Middle Grades Education: Environmental Education (add an Environmental Education endorsement as an option)
  6. Rank I, the Sixth Year Program Secondary Education: Environmental Education (add an Environmental Education endorsement as an option)

• New Senator Orientation Motion
• Senate Chair/Vice-Chair Motions - Karen Janssen

New Business:

• Report from Council on Academic Affairs
  1. Academic Calendar Guidelines (Informational Only)
  2. Changes to policy on comprehensive examination. (Informational Only)
  3. CLEP Proposal. (Informational Only)
  4. Admission to Teacher Education Requirements (Informational Only)
  5. Student Teaching and Exit Requirements (Informational Only)
  7. Computer Aided Drafting (A.S.)—changing degree title, name and CIP code and adding four options.
New Business: (continued)

- Report on Teaching and Learning Center - Aaron Thompson
- Report on General Studies Degree - Aaron Thompson (Informational Only)
- Faculty Participation Request in SACS QEP Process - Mike Roberson
- Faculty Participation Request for New Student Days - Claire Good
- Promotion and Tenure Recommendations - Paula Kristofik (Informational Only)
- Elections Committee Motion - Senator DeBolt
- Report on Academic Advising Survey - Senator Yoder

For the Good of the Order:

Strategies for Making Faculty Advising of Students More Efficient and Effective

Adjournment
The Faculty Senate of Eastern Kentucky University met on Monday, February 7, 2005, in the South Room of the Keen Johnson Building. Senator Siegel called the sixth 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
^ Amy Thieme attended for J. Taylor

Visitors to the Senate: Samantha Durham, OTS; Richard Freed, English & Theatre; Megan Hansen, Eastern Progress; Kristan Johnson; Gary Kuhnenn, CAS; Lance Melching, SGA; Bart Meyer, University Advancement; Deborah Newsome, Financial Affairs; Matt Schumacher, SGA; Virginia Underwood, Chief of Staff; Elizabeth Wachtel, Academic Affairs; Tom Watkins, Economics; and Marc Whitt, Public Relations and Marketing.

ANNOUNCEMENTS:

Senator Siegel welcomed the students attending from the Group Theory and Professional Dynamics class.

Senator Siegel expressed her thanks and appreciation to Senator Glasser for the cookies for today’s meeting. Senator Siegel also expressed her thanks and appreciation to Senators Glasser and Chapman for attending the Senate’s first "Meet and Greet" session prior to today’s meeting. Please encourage faculty to come and participate in the next "Meet and Greet" session one hour prior to the Senate meeting in the Faculty Lounge.

APPROVAL OF MINUTES:

The January 10, 2005 minutes were approved as written.

PRESIDENT’S REPORT: Senator Glasser

A campus-wide e-mail was distributed today announcing that a new housing regulation is being developed to allow residents to use windows as a venue for free expression. The new regulation will include parameters to address potential safety concerns and prohibitions on expressions that do not enjoy full constitutional protection.

Senator Glasser expressed her appreciation to Senator Siegel, all other panelists and SGA President, Lance Melching, for their participation in the free speech forum that was recently held on campus. She also thanked all faculty and students for their participation in the forum.
Frankfort officials are back in session to work on a state budget. Last week in Governor Fletcher's "State of the Commonwealth Address" he promised to provide more funding for higher education if a satisfactory tax modernization proposal is approved by the General Assembly. As you may have read, he has proposed an austere budget for state government and in particular for higher education. The budget proposes an additional $59 million for higher education in 2004-06, but most of those funds have already been earmarked. Unfortunately, the Governor's proposed budget also eliminates all of higher education's capital construction projects. This includes phase two of the Business and Technology Center as well as the Manchester Center. Senator Glasser and Dr. Paul Blanchard will be working diligently with local elected representatives to hopefully get those two projects reinstated before the session ends in March.

One bill being considered which may provide help in funding for University projects is to allow colleges and universities to sell bonds independent of the state to help finance buildings and equipment. If the bill passes, institutions would have the option to choose this venue as long as there are sufficient funds and revenue to pay the bonds off.

CPE is currently considering a new funding model for all public universities, colleges and KTCTS. The specific funding areas that are being reviewed include base funding for all universities, the funding distribution methodology and capital funding for projects going forward in the future. A work group has been established to recommend performance criteria that CPE will look at. Senator Chapman has been appointed to serve on this committee.

As of January 31, 2005, new money totalling $1,427,000 has been donated to the EKU Foundation from 5,267 donors. This is a 20% increase in dollars and a 33% increase in donors compared to the same time last year. Alumni contributions have increased 63% this year with a total of $531,000 to date. Gifts and pledges to the capital campaign now exceed $10 million. Approximately $5 million of that total has been designated for students and scholarships. A little over $1.3 million has been designated for faculty and faculty development; a little over $2 million has been designated for new programs; and about $300,000 has been earmarked for campus improvements and new initiatives. The latest gift and pledge includes a $50,000 gift from the George D. Norton Family Foundation which will support scholarships for finance majors and student enrichment opportunities within the Department of Finance. This gift has been submitted to the Commonwealth for matching funds and with the state match will total $100,000.

This year's Alumni Weekend is scheduled for April 29-30. A special effort is being made this year to enlist volunteers from each of the featured alumni classes to encourage them to get re-connected with Eastern.
Senator Glasser shared with the Senate some recent faculty accomplishments:

1. The Forensic Science program is the cover story in the February 2005 issue of Kentucky Living.
2. The Division of Public Relations and Marketing has received five national awards in the 20th Annual Admissions Advertising Awards Competition this past year.
3. Alice Jones and Don Yow attended the "Posters at the Capital" session this past month with Geography majors Ryan Burns, Jeff Minor and Ricardo Hernandez.
4. Mark Biermann served as the mentor for the Posters presentation by two Physics majors at the Capital event in Frankfort on February 3.
5. Margaret Dean recently had an article accepted by Milton Studies.
6. Joy Anderson, Sharon Brandenberger, Shasby, Doris Pierce and Colleen Schneck (Occupational Therapist faculty) had national publications this past month.
7. Elizabeth Hansen has been named KPA's 2004 Russ Metz Memorial Most Valuable Member.

Following is a list of upcoming events:

1. February 16 is Higher Education Day in Frankfort.
2. February 17 is the next coffee chat in Keen Johnson from 8:00 a.m. - 9:30 a.m. in the Faculty Lounge.
3. February 25 is the President's Ball at 8:00 p.m. in Keene Johnson.

EXECUTIVE COMMITTEE REPORT: Senator Siegel

The Executive Committee met on January 24 and will next meet on February 28, 2005.

Senator Flanagan announced that the Arlington Board has postponed making a final decision on the massive bond issue for 60 days.

Senator Siegel thanked Senator Glasser for moving so quickly to re-open the Faculty Club.

The Faculty Club Governing Board will meet for the first time in four years on Thursday morning. If you have ideas for ways to utilize the faculty club, please contact one of the Board members or the Senate chair. The Board members are: Bill Abney, Justice and Safety; Greg Engstrom, Library; Bruce MacLaren, Arts & Sciences; Marcel Robles, Business & Technology; Cynthia Resor, Education; and Ashlyn Cunningham, Health Sciences.

There are three upcoming Provost and Senate Issue Roundtable discussions. These will be held once a month on a specific subject. The scheduled dates are February 16 from 11:30-1:00 p.m., a brown-bag lunch in the faculty club discussing alternatives to merit; March 21 8:00-9:30 a.m. to discuss the budget; and April 12 2:00-3:30 p.m. to discuss collegial governance. Please encourage your faculty to attend.

The initial parking report had some problems and was referred back to the consultant. A reconsidered report is due in mid-February. Once the report is available, Vice President Conneely will discuss the findings with the Executive Committee and the Senate.
The Senate now has two rooms available for use in the Student Services Building—rooms 410 and 414. Keys are available from both the Senate chair and secretary. Senator Siegel thanked Senator Glasser for making those rooms available for Senate use.

REPORT FROM THE FACULTY REGENT: Senator Schloemann
All of the items mentioned at the last Senate meeting were approved by the Board at the January 21 meeting.

Senator Schloemann introduced Dr. Richard Freed who was present to discuss CPE’s state faculty representative position which becomes vacant this summer. He shared a tentative list of duties for the position and strongly encouraged faculty to submit their names for consideration. Three names from across the state will be submitted for consideration to the Governor. If anyone has an interest in the position and would like to discuss it with Dr. Freed, please contact him for additional information.

REPORT FROM COSFL: Senator Smith
The next scheduled COSFL meeting will be on Saturday, February 12 at the University of Kentucky. CPE President, Tom Layzell, will be in attendance.

REPORT FROM THE PROVOST: Senator Chapman
The university policies have been placed online and are currently being reviewed by the deans and associate vice presidents in order to make any needed corrections. Once the policies are up-to-date, they will be accessible to everyone.

The promotion and tenure process is moving along according to schedule. The University Promotion and Tenure Committee will start reviewing the applications and supporting documents next Monday.

The salary equity adjustment process is underway. The deans are currently reviewing the formula results for any needed corrections. There are about 150 people eligible for an adjustment. Additional information will be provided later.

REPORT FROM STUDENT GOVERNMENT: Lance Melching
Tickets go on sale this week for the upcoming President’s Ball. Tickets are $15 per person or $25 per couple. The event is free to all full-time students.

The Rally for Higher Education will be on Wednesday, February 16 from 8:00 a.m. – 3:00 p.m. Please allow students to make up class work in order to participate in this event. SGA will be keeping a list of all students who attend.

STANDING COMMITTEE REPORTS:

Budget Committee. Senator Eakin reported that the committee should be sending a preliminary budget report to the senators within the next couple of weeks to review before the next meeting.
Rules Committee. Senator Johnson reported that the committee met on Friday and will continue to meet every two weeks for the remainder of the semester to work on the various committee charges.

Rights & Responsibilities Committee. Senator Kristofik reported that the committee continues to work on the promotion and tenure recommendations.

Elections Committee. Senator DeBolt announced that the Elections Committees has sent an announcement to department chairs to nominate senate replacements for those senators whose terms expire this year. At the March Senate meeting, the committee will announce all Senate committee vacancies and will take nominations to fill those positions. New Senators will be reminded of this via e-mail and encouraged to attend the March meeting. Hopefully, the actual vote can be handled online around the third week in March. In April the new committee appointments will be announced and any substitutions can be elected at that time.

Committee on Committees. Senator Vance reported that the committee will be sending out solicitations for self-nominations to University committees within the next couple of weeks.

Faculty Welfare Committee. Senator Collins reported that the committee is working on several charges. The next meeting is scheduled for Monday.

UNFINISHED BUSINESS:

General Education. Tom Watkins was in attendance to give an update on General Education. The Provost has issued a time deadline of fall 2006 for the completion of the new general education program for the entering freshman class.

Secondly, the General Education Committee is preparing a document that will help departments design courses for the new General Education Program. There are four parts to the document: 1) the course must be designed to achieve the goals and learning objectives for the course being submitted; 2) the course syllabus should indicate how the course objectives link to the general education objectives; 3) a course curriculum matrix must be developed that shows the general education committee how your specific learning objectives link to the general education objectives; 4) and there must be an assessment plan for the course.

Because the implementation date is so close, if your degree program currently uses general education courses as support courses then that should be communicated to those departments.
NEW BUSINESS:

Council on Academic Affairs. Senator Chapman introduced the following 6 items. Action on the items was deferred to the March meeting so that a representative from the Education area could be present to answer questions. Anyone with specific concerns about the 6 items should e-mail Senator Chapman prior to the next Senate meeting.

1. Rank II, the Fifth Year Program in Secondary Education: Environmental Education (add an Environmental Education endorsement as an option)
2. Masters of Arts in Education: Secondary Education: Environmental Education (add an Environmental Education endorsement as an option)
3. M.A.Ed: Elementary Education: Environmental Education (add an Environmental Education endorsement as an option)
4. Rank II, the Fifth Year Program Elementary and Middle Grades Education: Environmental Education (add an Environmental Education endorsement as an option)
5. Rank I, the Sixth Year Program Elementary and Middle Grades Education: Environmental Education (add an Environmental Education endorsement as an option)
6. Rank I, the Sixth Year Program Secondary Education: Environmental Education (add an Environmental Education endorsement as an option)

SACS Report Update. Jaleh Rezaie was in attendance to give an update on SACS. She presented two diagrams to the Senate in an effort to simplify the SACS process. The first shows the SACS review as a snapshot of EKU’s operations according to the SACS comprehensive standards and requirements. The second graph shows the two sets of documents that must be prepared for the SACS visit. The compliance review report is the first document due by August 15, 2006. This is the report that includes information on faculty credentials. The other document is the Quality Enhancement Planning Report (QEP report) which is due by January, 2007. This report relates directly to student learning and is developed primarily from the strategic plan.

Five committees and a support team have been established to help produce these reports. Visit the website at http://www.sacs.eku.edu to review committee memberships, timelines and other information. There will also be an electronic newsletter on SACS called SACS Tracks that will be produced several times per semester.

Report on New Senator Orientation. Senator Robles introduced the following motion:

That the Faculty Senate implement a New Senator Orientation, effective with Senate elections in May 2005, organized and implemented for by an ad hoc Faculty Senate Orientation Committee composed of three appointed Senators and two members of the Faculty Senate Executive Committee.

Senator Siegel ruled the motion substantive and deferred discussion to the March meeting.

Report on Senate Chair/Vice Chair. Two motions were introduced from the Ad Hoc Committee on Senate Chair/Vice Chair. Senator Siegel ruled the motions substantive and deferred a vote to the March meeting. Dr. Karen Janssen will be in attendance to introduce the motions at the March meeting.
FOR THE GOOD OF THE ORDER:

The topic of discussion was "Strategies for Making Faculty Advising of Students More Efficient and Effective".

Due to time constraints, the discussion was postponed to the March meeting.

ADJOURNMENT:

Senator Chapman moved to adjourn at approximately 5:15 p.m.
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>Department Name</th>
<th>Curriculum and Instruction</th>
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<tbody>
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<td>New Course (Parts II, IV)</td>
<td>College</td>
<td>Education</td>
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<tr>
<td>Course Revision (Parts II, IV)</td>
<td>*Course Prefix &amp; Number</td>
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<tr>
<td>Course Dropped (Part II)</td>
<td>*Course Title (30 characters)</td>
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<tr>
<td>New Program (Part III)</td>
<td>*Program Title</td>
<td>Rank II, the Fifth Year Program in Secondary Education: Environmental Education</td>
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<td>Program Revision (Part III)</td>
<td></td>
<td>(Major <em><strong>, Option xx</strong></em>; Minor ___; or Certificate ___)</td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
<td>*Provide only the information relevant to the proposal.</td>
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Proposal Approved by:

<table>
<thead>
<tr>
<th>Departmental Committee</th>
<th>Date</th>
<th>Graduate Council*</th>
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<td>Is this a SACS Substantive Change?</td>
<td>Yes****</td>
<td>Council on Academic Affairs</td>
<td>01-12-05</td>
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<tr>
<td>College Curriculum Committee</td>
<td>10-24-04</td>
<td>Approved X</td>
<td>As Amended</td>
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<tr>
<td>General Education Committee*</td>
<td>5/30</td>
<td>Faculty Senate**</td>
<td>01-20-05</td>
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<tr>
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<td>11-9-04</td>
<td>Board of Regents**</td>
<td>NA</td>
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<tr>
<td></td>
<td></td>
<td>Council on Postsecondary Edu.***</td>
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*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested:  (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Add an Environmental Education endorsement as an option for Rank II, the Fifth Year Program Secondary Education.

A. 2. Effective date:  (Example: Fall 2001)
Spring 2005  Summer

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

B. The justification for this action:
Kentucky's EPSB passed the addition of an environmental education endorsement to be added to a teacher's base certification in Spring 2004. This 12-hour endorsement in environmental education will provide teachers P-12 with the skills to be a leader in environmental education at the class, school, and/or school system level. The program is constructed in conjunction with national standards developed by the North American Association for Environmental Education and the Master Plan for Environmental Education approved by the Kentucky legislature.

C. The projected cost (or savings) of this proposal is as follows:
Personnel Impact: None
Operating Expenses Impact: None
Equipment/Physical Facility Needs: None
Library Resources: None
### Part II. Recording Data for New, Revised, or Dropped Course

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

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

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

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using *strike-through* for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

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This program offers individuals certified to teach at the elementary, middle grade and secondary levels or variations thereof an additional certification endorsement.

**Professional Education Core**

- EPY 860, EPY 839, EPY 816

**One course from each of the following lists**

- FLE 810, EMG 810 or ESE 863
- EMG 806, ESE 774, FLE 871, EME 873

**Environmental Education Component**

- EMS 861, EMS 863, CNM 800, CNM 799

**Content Electives**

- Selected with advisor approval to enhance preparation for teaching environmental education.

**Minimum Program Total**

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

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<td>/yes-20-04</td>
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****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Add an Environmental Education endorsement as an option for the Masters of Arts in Education: Secondary Education.

A. 2. Effective date: (Example: Fall 2001)
Spring 2005 Summer

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

B. The justification for this action:
Kentucky’s EPSB passed the addition of an environmental education endorsement to be added to a teacher’s base certification in Spring 2004. This 12-hour endorsement in environmental education will provide teachers P-12 with the skills to be a leader in environmental education at the class, school, and/or school system level. The program is constructed in conjunction with national standards developed by the North American Association for Environmental Education and the Master Plan for Environmental Education approved by the Kentucky legislature.

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
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**Professional Education Core**  
EPY 669, EPY 839, EPY 816  
9 hrs.

One course from each of the following lists  
6 hrs

- ELE 810, EMG 810 or ESE 863
- EMG 806, ESE 774, ELE 871, EME 873

**Environmental Education Component**  
12 hrs.

- EMS 861, EMS 863, CNM 800, CNM 799

**Content Electives**  
3 hrs  
Selected with advisor approval to enhance preparation for Teaching environmental education.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None
Library Resources: None
Part II. Recording Data for New, Revised, or Dropped Course
(For a new required course, complete a separate request for the appropriate program revisions.)

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

New or Revised* Catalog Text
("Use strikethrough for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.")

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

| 1. | For a new program, provide the catalog description as being proposed. |
| 2. | For a revised program, provide the current program requirements using strikethrough for deletions and underlines for additions. |
| 3. | For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension. |

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

This program offers individuals certified to teach at the elementary, middle grade and secondary levels or variations thereof an additional certification endorsement.

Professional Education Core 9 hrs.
EPY 869, EPY 839, EPY 816

One course from each of the following lists 6 hrs
ELE 810, EMG 810 or ESE 863
EMG 806, ESE 774, ELE 871, EME 873

Environmental Education Component 12 hrs.
EMS 861, EMS 863, CNM 800, CNM 799

Content Electives 3 hrs
Selected with advisor approval to enhance preparation for Teaching environmental education.

Minimum Program Total 30 hrs.
Curriculum Change Form
(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

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<td>Education</td>
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<td>*Course Prefix &amp; Number</td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td>*Course Title (30 characters)</td>
<td></td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td>*Program Title</td>
<td></td>
</tr>
<tr>
<td>Program Revision (Part III)</td>
<td>Rank II, the Fifth Year Program Elementary and Middle Grades Education: Environmental Education (Major ___ , Option xx ___ ; Minor ___ ; or Certificate ___ )</td>
<td></td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
<td>*Provide only the information relevant to the proposal.</td>
<td></td>
</tr>
</tbody>
</table>

Proposal Approved by:  
Departmental Committee  
Is this a SACS Substantive Change?  
Yes*  
No [x]  
College Curriculum Committee  
General Education Committee*  
Teacher Education Committee*  
Graduate Council*  
Council on Academic Affairs  
Approved [x]  
Disapproved [ ]  
Council on Postsecondary Edu.***  
NA  
Date  
04-15-04  
04-19-04  
01-12-05  
01-20-05  
Non Applicable |

*If Applicable (Type NA if not applicable.)  
**Approval needed for new, revised, or suspended programs  
***Approval/Posting needed for new degree program or certificate program  
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
Add an Environmental Education endorsement as an option for Rank II, the Fifth Year Program Elementary and Middle Grades Education.  
Spring 2005  
Summer  
A. 2. Effective date: (Example: Fall 2001)  
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
Kentucky's EPSB passed the addition of an environmental education endorsement to be added to a teacher's base certification in Spring 2004. This 12-hour endorsement in environmental education will provide teachers P-12 with the skills to be a leader in environmental education at the class, school, and/or school system level. The program is constructed in conjunction with national standards developed by the North American Association for Environmental Education and the Master Plan for Environmental Education approved by the Kentucky legislature.

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

Personnel Impact: None  
Operating Expenses Impact: None  
Equipment/Physical Facility Needs: None
Library Resources: None
Part II. Recording Data for New, Revised, or Dropped Course

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

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

New or Revised* Catalog Text

(*Use strikethrough for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

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

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using strikethrough for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program’s suspension.

New or Revised* Program Text

(*Use strikethrough for deletions and underlines for additions.)

This program offers individuals certified to teach at the elementary, middle grade and secondary levels or variations thereof an additional certification endorsement.

Professional Education Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPY 869, EPY 839, EPY 816</td>
<td>9 hrs.</td>
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</tbody>
</table>

One course from each of the following lists

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE 810, EMG 810 or ESE 863</td>
<td>6 hrs</td>
</tr>
<tr>
<td>EMG 806, ESE 774, ELE 871, EME 873</td>
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</table>

Environmental Education Component

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 861, EMS 863, CNM 800, CNM 799</td>
<td>12 hrs.</td>
</tr>
</tbody>
</table>

Content Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected with advisor approval to enhance preparation for Teaching environmental education.</td>
<td>3 hrs</td>
</tr>
</tbody>
</table>

Minimum Program Total

| Total | 30 hrs. |
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>Department Name</th>
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<tbody>
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<td>Course Dropped (Part II)</td>
<td>*Course Title (30 characters)</td>
<td></td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td>*Program Title</td>
<td>Rank I, the Sixth Year Program Elementary and Middle Grades Education: Environmental Education</td>
</tr>
<tr>
<td>Program Revision (Part III)</td>
<td></td>
<td>(Major ___, Option ___, Minor ___, or Certificate ___)</td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
<td></td>
<td>*Provide only the information relevant to the proposal.</td>
</tr>
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</table>

Proposal Approved by: | Date | Date |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Committee</td>
<td>April 15, 2004</td>
<td>Graduate Council*</td>
</tr>
<tr>
<td>Is this a SACS Substantive Change? Yes***** □ No □</td>
<td>Council on Academic Affairs</td>
<td>As Amended</td>
</tr>
<tr>
<td>College Curriculum Committee</td>
<td>10-26-04</td>
<td>Approved X</td>
</tr>
<tr>
<td>General Education Committee*</td>
<td>NA</td>
<td>Faculty Senate**</td>
</tr>
<tr>
<td>Teacher Education Committee*</td>
<td>11-9-04</td>
<td>Board of Regents**</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council on Postsecondary Edu.***</td>
</tr>
</tbody>
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*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Add an Environmental Education endorsement as an option for Rank I, the Sixth Year Program Elementary and Middle Grades Education: Environmental Education.

A. 2. Effective date: (Example: Fall 2001)
Spring 2005 Summer

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

B. The justification for this action:
Kentucky's EPSB passed the addition of an environmental education endorsement to be added to a teacher's base certification in Spring 2004. This 12-hour endorsement in environmental education will provide teachers P-12 with the skills to be a leader in environmental education at the class, school, and/or school system level. The program is constructed in conjunction with national standards developed by the North American Association for Environmental Education and the Master Plan for Environmental Education approved by the Kentucky legislature.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None
Library Resources: None
Part II. Recording Data for New, Revised, or Dropped Course
(For a new required course, complete a separate request for the appropriate program revisions.)

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

New or Revised* Catalog Text
(*Use strike-through for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

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(*Use strike-through for deletions and underlines for additions.)

This program offers individuals certified to teach at the elementary, middle grade and secondary levels or variations thereof an additional certification endorsement.

Professional Education Core 9 hrs.
EPY 869, EPY 839, EPY 816

One course from each of the following lists 9 hrs
ELE 810, EMG 810 or ESE 863
EMG 806, ESE 774, ELE 871, EME 873
EMS 818, 830, 842, 855, or 883

Environmental Education Component 12 hrs.
EMS 861, EMS 863, CNM 800, CNM 799

Minimum Program Total 30 hrs.
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

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<td>*Program Title</td>
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<td></td>
<td></td>
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<td>(Major ____ Option xx ____ Minor ____; or Certificate ____</td>
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<td>As Amended</td>
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<td>College Curriculum Committee</td>
<td>Yes***</td>
<td>Approved X Disapproved □</td>
<td>01-20-05</td>
</tr>
<tr>
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<td>10-24-04</td>
<td>Faculty Senate**</td>
<td>01-20-05</td>
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<tr>
<td>Teacher Education Committee*</td>
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<td>Board of Regents**</td>
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**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness

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

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

Add an Environmental Education endorsement as an option for Rank I, the Sixth Year Program Secondary Education.

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

Spring 2005 Summer

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

B. The justification for this action:

Kentucky’s EPSB passed the addition of an environmental education endorsement to be added to a teacher’s base certification in Spring 2004. This 12-hour endorsement in environmental education will provide teachers P-12 with the skills to be a leader in environmental education at the class, school, and/or school system level. The program is constructed in conjunction with national standards developed by the North American Association for Environmental Education and the Master Plan for Environmental Education approved by the Kentucky legislature.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None
Library Resources: None
Part II. Recording Data for New, Revised, or Dropped Course
(For a new required course, complete a separate request for the appropriate program revisions.)

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This program offers individuals certified to teach at the elementary, middle grade and secondary levels or variations thereof an additional certification endorsement.

**Professional Education Core**

- EPY 869, EPY 839, EPY 816

**One course from each of the following lists**

- ELE 810, EMG 810 or ESE 863
- EMG 806, ESE 774, ELE 871, EME 873

**Environmental Education Component**

- EMS 861, EMS 863, CNM 800, CNM 799

**Content Electives**

- Selected with advisor approval to enhance preparation for Teaching environmental education.

**Minimum Program Total**

- 30 hrs.
MEMORANDUM

TO: Faculty Senate Executive Committee

FR: Ad Hoc New Senator Orientation Committee
   Senators Robles, Ware, Randles

SUBJECT: Motion for a New Senator Orientation

DATE: January 24, 2005

Background
It is a matter of concern that the EKU Faculty Senate currently does not hold an orientation for its new members. Therefore, this Committee was formed to:

1. Study the feasibility of developing an orientation for new Faculty Senators, particularly to determine if benchmark institutions have such an orientation, its timing, content, and organization.

2. Develop a plan for the implementation of an orientation beginning with the cohort of Senators elected for the 2005-06 Academic Year. This plan should include such details as organization, timing, content, responsibilities, and resources needed.

Response
Results of the Committee's study of benchmark institution (attached as Orientation.doc) are mixed; however, most have some form of orientation activity. After considerable deliberation, the Committee recommends that the Faculty Senate institute a New Senator Orientation. Plans for a proposed EKU New Senator Orientation are also in the attached document.

Motion
That the EKU Faculty Senate implement a New Senator Orientation, effective with Senate elections in May 2005, organized and implemented for by an ad hoc Faculty Senate Orientation Committee composed of three appointed Senators and two members of the Faculty Senate Executive Committee.
MEMORANDUM

TO: The Faculty Senate Executive Committee

FR: Ad Hoc Chair Committee
    Dr. Karen Janssen, Senators J. Taylor and K. Johnson, Senate Chair C. Siegel

SUBJECT: Motions Related to Senate Vice Chair and Chair

DATE: January 24, 2005

Background

The responsibilities of the Faculty Senate Chair at Eastern Kentucky University have become considerably more demanding as collegial governance has been institutionalized under the leadership of President Joanne Glasser. The Senate Chair participates on a growing number of top-level University administrative committees and must make a far greater commitment of time and effort to the position than at any time in the past. This commitment is expected to grow in the future.

Response

In Fall 2004, a query was sent to the COSFL listserv requesting information about the position of Senate Vice Chair from Senate Chairs and Regents at the seven state comprehensive higher education institutions. Responses from six of these institutions are presented in an appendix (attached). All responding institutions have Senate Vice Chairs (or Vice Presidents). Most also recognize the extreme time demands made on the Senate Chair by allocating more reasonable release time.

In November 2004, the current Chair of the EKU Faculty Senate convened an ad hoc committee composed of immediate past EKU Faculty Senate Chairs to consider strategies for accommodating the changing role of Chair. The ad hoc committee considered the information from COSFL and the current situation of the Senate Chair at Eastern Kentucky University.

After considerable deliberation, the committee proposes that the position of Senate Vice Chair be created and that the Senate Chair be allocated release time appropriate to the responsibilities of the position. These recommendations are presented in two proposals (attached). The committee respectfully recommends adoption of the proposals and implementation beginning with the next Senate election in May 2005.
Motion 1: Proposal for Faculty Senate Vice Chair
The Ad Hoc Committee proposes the following changes to the Faculty Handbook, section VII. The Faculty Senate:

C. Organization of the Senate
   2. Vice Chair of the Senate
      a. The Vice Chair of the Senate shall be nominated annually in April and elected in May from the elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Vice Chair, a Senator shall have tenure and at least one semester’s prior service in the Senate.
      b. The Vice Chair of the Senate shall preside at meetings of the Senate in the absence of the Chair.
      c. The Vice Chair will serve as a voting member of the Senate Executive Committee.
      d. The Vice Chair will be appointed by the Senate Chair to be the chair of a Senate Standing Committee.
      e. The Vice Chair of the Senate will receive one-quarter release time from teaching and other department and college responsibilities.

Note: The section describing the Secretary for the Senate will be renumbered as 3. Secretary. The addition of a Vice Chair with the above responsibilities would also change 1.b. to reflect 2.b.

Motion 2: Proposal for Faculty Senate Chair
The Ad Hoc Committee proposes the following changes to the Faculty Handbook, section VII. The Faculty Senate:

C. Organization of the Senate
   II. Chair of the Senate
      a. The Chair of the Senate shall be nominated annually in April and elected in May from the elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Chair, a Senator shall have tenure and at least one semester’s prior service in the Senate. A Chair may not serve more than two terms consecutively.
      g. When possible, the Chair of the Senate should be eligible for will receive one-half release time from teaching and other department and college responsibilities. It is the responsibility of the Chair of the Senate to initiate a request for released time through normal channels.
Academic Calendar Guidelines  
(Begins Fall 2005)

Fall Semester

- Begins the first Monday on or after the faculty contract period begins but no earlier than August 20 to allow for faculty to return and advise.
- There is a holiday on Labor Day. In order to make up for the lost class for 3 credit hour classes meeting only once a week on Mondays, those classes will be scheduled an additional 15 minutes per week.
- There is a "Fall Break" on Columbus Day and the following Tuesday or, during a presidential election year a Break that includes the Monday and the election day.
- Wednesday, Thursday and Friday of Thanksgiving week are holidays.
- Classes end on the Friday 16 weeks after the beginning of classes.
- Finals are the following week.
- Graduation will be the Saturday of Finals Week.

Spring Semester

- Classes begin the third Monday of January or the subsequent Tuesday if that Monday is Martin Luther King Day.
- There is a holiday for Martin Luther King Day (There is no longer a Presidents' Day holiday). In order to make up for the lost class for 3 credit hour classes meeting only once a week on Mondays, those classes will be scheduled an additional 15 minutes per week.
- A spring break will occur the second full week in March.
- Classes end on the Friday 16 weeks after the beginning of classes.
- Finals are the following week.
- Graduation will be the Saturday of Finals week. That Saturday will be the Saturday a week after Derby Day.

This leaves 13-14 weeks for Summer Sessions between the end of Spring semester and the beginning of Fall.
Comprehensive Examinations

All candidates shall perform satisfactorily on a written and/or oral examination of the contents of their program of studies and/or the defense of their thesis. Particulars are specified by programs. **Please refer to program areas for specific information on the requirements for each program and for the policy related to comprehensive examinations and/or defense of thesis.** Comprehensive examinations are scheduled after application for a degree has been filed and evidence exists indicating that the student should complete all degree requirements. Comprehensive examinations are not or be given prior to admission to candidacy, or while the student’s overall or program graduate grade point average is below 3.0.

Committee chairs must file the Schedule of Oral/Comprehensive Examination in the Office of Graduate Education and Research with copies to the student and committee members at least two weeks prior to the comprehensive examination. Committee chairs shall certify the results of the completion of the comprehensive examination to the Office of Graduate Education and Research no later than ten days in advance of Commencement.

A review period of not less than 60 days nor more than one year is required of candidates who fail the comprehensive examination or thesis defense initially. Additional courses or thesis work may be required of a failing student. Committee changes are not normally approved between the first taking of the comprehensive examination or thesis defense and the retake.

Comprehensive examinations may not be retaken more than once for the master’s or specialist’s degrees.

An appeal of a failure on the comprehensive examination will follow the grade appeal process established for the University. If a student believes the failing score assigned for a comprehensive examination is unjustified, the student should consult with the chair of his or her graduate committee (in lieu of a course instructor) seeking a satisfactory explanation. If after doing so, the student still believes the failing score is unjustified, the student may appeal pursuant to the grade appeal process to the department chair or graduate program coordinator as appropriate. (Any appeal to the score on a comprehensive examination must follow the grade appeal process established for the University. Specifically, if a student believes the score assigned for a comprehensive examination is unjustified, the student should consult with the committee chair, seeking a satisfactory explanation. If, after doing so, the student still believes that the score is unjustified, the student may appeal the score, in writing, to the department chair. A written appeal must be filed within 30 days after the beginning of the next semester (exclusive of summer session)). Please also refer to the section on Grade Appeals in this catalog and to the University Handbook for Students for complete policy concerning grade appeals.
TO:       Council on Academic Affairs

FROM:     Aaron Thompson, Associate Vice President
          Office of Enrollment Management

DATE:     January 26, 2005

RE:       CLEP® Proposal for February 17 meeting

The Office of Enrollment Management submits the attached revised list of CLEP® examinations offered by the Office of Academic Testing for approval by the Council. The Department of History has requested the following four CLEP® tests be offered as a means in which students can earn credit-by-examination. The new courses would be effective immediately for students meeting the credit-by-examination criteria.

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Score</th>
<th>Credit Hours</th>
<th>Equivalent EKU Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of the United States I</td>
<td>60</td>
<td>3</td>
<td>HIS 202</td>
</tr>
<tr>
<td>History of the United States II</td>
<td>60</td>
<td>3</td>
<td>HIS 203</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>60</td>
<td>3</td>
<td>HIS 231</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>60</td>
<td>3</td>
<td>HIS 232</td>
</tr>
</tbody>
</table>

Attachment

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution
Proposal for College-Level Examination Program (CLEP®) for Eastern Kentucky University

The College Board offers a College-Level Examination Program (CLEP®) that includes tests for various subject areas. These tests recognize a student’s comprehensive subject knowledge acquired through independent or prior study. EKU accepts credit for these examinations according to the following guidelines. No credit is given for exams without equivalent courses at EKU. In order to receive credit, a student must complete the Credit-by-Examination form available from the Office of Academic Testing, SSB Room 330. Information about the College-Level Examination Program (CLEP®) can be found at http://www.testing.eku.edu. The Office of Academic Testing administers CLEP® tests for currently enrolled EKU students. Please contact 859-622-1281 for testing information.

<table>
<thead>
<tr>
<th>CLEP® Test</th>
<th>Minimum Score</th>
<th>Credit Hours</th>
<th>Equivalent EKU Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>POL 101</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>3</td>
<td>ENG 350 or ENG 351</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td></td>
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</tr>
<tr>
<td>Biology</td>
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<td>Calculus</td>
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<td>4</td>
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<tr>
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<tr>
<td>College Algebra</td>
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<tr>
<td>College Algebra-Trigonometry</td>
<td>50</td>
<td>5</td>
<td>MAT 109</td>
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<tr>
<td>College Mathematics</td>
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<td>3</td>
<td>MAT 105</td>
</tr>
<tr>
<td>English Composition (with essay)</td>
<td>50</td>
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<td>ENG 101</td>
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<tr>
<td>English Composition (without essay)</td>
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<tr>
<td>English Literature</td>
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<td>ENG 352 or ENG 353</td>
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<tr>
<td>French Language</td>
<td>50</td>
<td>6</td>
<td>FRE 101 and FRE 102</td>
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<td>Freshman College Composition</td>
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<td>German Language</td>
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<td>GER 101 and GER 102</td>
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<tr>
<td>History of the United States I</td>
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<td>3</td>
<td>HIS 202</td>
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<tr>
<td>History of the United States II</td>
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<td>3</td>
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<td>Human Growth and Development</td>
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<td>ACC 201</td>
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<td>Principles of Macroeconomics</td>
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<td>3</td>
<td>ECO 231</td>
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<td>Principles of Management</td>
<td>56</td>
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<td>Principles of Marketing</td>
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<td>Principles of Microeconomics</td>
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<td>Spanish Language</td>
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<td>SPA 101 and SPA 102</td>
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<td>Trigonometry</td>
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<td>MAT 108</td>
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<tr>
<td>Western Civilization I</td>
<td>60</td>
<td>3</td>
<td>HIS 231</td>
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<tr>
<td>Western Civilization II</td>
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Date modified: January 26, 2005
## Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

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<tr>
<th>Part I</th>
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<tr>
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<tr>
<td>New Course (Parts II, IV)</td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</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>
<td>Program Revision (Part II)</td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
</tr>
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</table>

*Provide only the information relevant to the proposal.*

<table>
<thead>
<tr>
<th>Proposal Approved by:</th>
<th>Date</th>
<th>Graduate Council*</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Departmental Committee</td>
<td>Fall 2004</td>
<td>Council on Academic Affairs</td>
<td>NA</td>
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<tr>
<td>College Curriculum Committee</td>
<td>Fall 2004/Spring 2005</td>
<td>Approved Disapproved</td>
<td>2-17-05</td>
</tr>
<tr>
<td>General Education Committee*</td>
<td>University Deans’ and Chairs’ Surveyed</td>
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<tr>
<td>Teacher Education Committee*</td>
<td>NA</td>
<td>Faculty Senate**</td>
<td>NA</td>
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<tr>
<td></td>
<td>2-1-05</td>
<td>Board of Regents**</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council on Postsecondary Edu.***</td>
<td>NA</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

****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

---

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

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

1. Increase the minimum Overall and EKU GPA requirement for Admission to Teacher Education from 2.5 to 2.75

2. Clarification of sliding scale / GPA combination for meeting the Testing Requirement

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

1. **Fall 2007** for new, transfer, continuing, and returning students (AS REVISED BY CAA)

2. Immediate

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

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

1. This is an outcome of three things: 1) an analysis of data on program completers and their ability to pass the required PRAXIS certification exams, 2) the fact that in several teaching areas the state is experiencing or will soon experience a surplus of teacher candidates (it looks as if we will have to export as many as 20% of graduates completing elementary certification in KY), and 3) a general consensus that increasing the quality of teachers in our schools will be directly tied to higher admission standards.

2. Clarify the sliding scale as an alternative ACT test option.

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

**Personnel Impact:**
The Office of Teacher Admission and Certification will provide notification of program change to continuing students. ITDS will update Banner Admission to Teacher Education Module to reflect the changes necessary to track students.

**Operating Expenses Impact:**
Supported by the College of Education

**Equipment/Physical Facility Needs:**
None

**Library Resources:**
None

---

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

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

---

**New or Revised* Catalog Text**
(*Use strikethrough for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**NOT APPLICABLE**

---

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

| 1. | For a new program, provide the catalog description as being proposed. |
| 2. | For a revised program, provide the current program requirements using strikethrough for deletions and underlines for additions. |
| 3. | For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension. |

---

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

**SEE ATTACHED ADMISSION REQUIREMENTS AND APPLICATION PROCESS**
## CONTINUING STUDENTS

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<tbody>
<tr>
<td>Notification of change in program requirements</td>
<td>2.5 or higher Admission, Program, or Exit</td>
<td>2.5 or higher Admission, Program, Student Teaching or Exit</td>
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<td>2.5 or higher Admission, Program, Student Teaching or Exit</td>
<td>2.5 or higher Exit</td>
<td>2.75 or higher admission</td>
<td>2.75 Admission, Program, Student Teaching, and Exit</td>
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<td>Must exit no later than Summer 2007 or meet the 2.75 GPA requirements</td>
<td>Must exit no later than Summer 2007 or meet the 2.75 GPA requirements</td>
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<td>Must exit no later than Summer 2007 or meet the 2.75 GPA requirements</td>
<td>Must exit Summer 2007 or meet the 2.75 GPA requirements</td>
<td>Students seeking admission must meet 2.75 or higher</td>
<td>All students will meet the 2.75 GPA requirements</td>
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</table>
To teach, to learn, to help others teach and learn.

The Office of Teacher Admission and Certification is responsible for admitting students to professional education programs at EKU. In addition, certification applications for teachers and school personnel (principals, supervisors, superintendents, counselors, pupil personnel directors, business administrators, librarians, and speech pathologists) are processed through the Office of Teacher Admission and Certification.

To be recommended for certification, all students seeking initial teacher certification, regardless of the college in which they are enrolled, must meet the requirements for admission to professional education, complete an approved teaching curriculum, and pass the required PRAXIS tests as determined by the major/minor.

Students are advised to enroll in EDF 103, Introduction to Education, during their freshman year and in EDF 203, Schooling and Society, during their sophomore year. However, students should not enroll in EDF 103 until all developmental requirements have been met. EDF 310 will be required for students who have an equivalent transfer course for EDF 203.

ADMISSION REQUIREMENTS and APPLICATION PROCESS

Admission to Professional Education

Admission to the University (academic college) is not synonymous with admission to professional education. Students will apply for admission to professional education in the College of Education's Office of Teacher Admission and Certification (Combs 423). Formal applications will be accepted based upon completion of the following requirements:

A. Hours / Residence

- Complete 60 hours of credit (excluding developmental level courses).
- Transfer students must complete 12 hours of credit at EKU.

B. Admission Test Requirement

- A passing score on one of the following tests:
  - ACT (American College Test – Fall 1989 or after)
    - 21 Composite OR Alternative ACT Options: 20 Composite with an overall GPA of 3.00 or
    - 19 Composite with an overall GPA of 3.25

Individuals using an alternative ACT option must maintain or exceed the overall corresponding GPA requirement throughout the program. GPA compliance will be reviewed each semester. Individuals using an ACT alternative option will be required to participate in a PRAXIS preparation program to help ensure success on the PRAXIS exams.

- Praxis I (PPST)
  - 173 Reading, 173 Math, 172 Writing
- SAT (Scholastic Aptitude Test)
  - 990 Composite
- GRE (Graduate Record Exam)
  - Program Area Score see Graduate Catalog
- MAT (Miller Analogies Test)
  - Program Area Score see Graduate Catalog

C. GPA and Grade Requirements

- Minimum overall 2.75 GPA on all undergraduate course work is required for admission and program exit. Candidates using an alternative ACT option must maintain or exceed the overall corresponding GPA requirement throughout their program.
- Minimum 2.75 GPA on college work at EKU is required for admission and program exit.
- Satisfactory grade in EDF 103 and a grade of "C" or higher in EDF 203 (requires completion of admission test requirement [section B] prior to enrollment), ENG 101 and ENG 102.
- Satisfactory grade in EDF 310 for transfer students having completed EDF 203 at another institution.

Undergraduate degree student GPA is based on the hours attempted as shown on the official EKU transcript. Post degree certification student GPA is based on all undergraduate course work and on the hours attempted as shown on the official EKU transcript.

D. Mathematics Requirement

- Complete a college level math course: MAT 105 or higher (excluding MAT 201 and 202) with a grade of "C" or higher.
• Complete CSC 104 or CIS 212 with a grade of "C" or higher.

• Students with prior computer knowledge and skills may demonstrate proficiency by satisfactorily completing both the written and performance portions (word processing, database, spreadsheet) of the computer literacy test. Students who fail the test must complete CSC 104 or CIS 212 with a grade of "C" or better. The test option is not available for students required to take CSC 104 or CIS 212 as a part of their major. The university course by examination will not satisfy the computer literacy requirement for the College of Education since it does not have a performance component.

F. UWR (University Writing Requirement)

• Achieve satisfactory performance on the University Writing Requirement. (Undergraduate students should also refer to University requirements described in the current Undergraduate Catalog).

G. Examinations

• Achieve satisfactory results on examinations taken in EDF 103 and 203 and on other examinations which may be required by the Professional Education Admissions Committee.

• Demonstrate proficiency in oral and written communication including evidence of satisfactory speech and hearing screening. Screening is provided by the Speech-Language-Hearing Clinic in Wallace 278 B.

• Students scoring below minimum requirements on the tests for oral and written communication shall be required to improve their competencies to an acceptable level before admission to professional education. This may include therapy, tutoring, and enrollment in credit or non-credit remediation courses.

• Any hearing impaired student unable to pass the speech and hearing screening who can benefit from remediation should receive it. Documentation concerning remediation and communication competency (oral or manual) must be provided to the Speech and Hearing Clinic. The Clinic, in consultation with faculty of the Deaf and Hard of Hearing Program will submit a recommendation for consideration for admission to the Office of Student Services. This should include documentation of communication competence.

H. Recommendations

• Submit satisfactory recommendations from four EKU faculty members including the EDF 203 instructor, the advisor and two faculty members with one being from the major.

I. Interview / Portfolio

• Satisfactorily complete a formal interview which will include the portfolio presentation. Two faculty members will conduct the interview and portfolio review process. The portfolio interview is only one component of the admission process.

J. Ethics Declaration

• Complete and sign a "Personal and Professional Fitness Declaration" form.

NOTE: Based on your disclosure an interview by the Professional Education Admission Committee may be required.

K. Student Behavior

• Have no physical or psychological impairments that would preclude teaching success.

• Students preparing to work in schools as teachers or other professional school personnel must demonstrate dispositions necessary to help all students learn.

• Demonstrate acceptable social behavior at the University and in the community-at-large.* A student interview may be required by the Professional Education Admissions Committee.

• Student admission status may be reevaluated if the student is placed on either academic or social probation or has a record of criminal conviction(s).* A student interview may be required by the Professional Education Admissions Committee.

* The Office of Teacher Admission and Certification will contact the EKU Office of Judicial Affairs to obtain records of infractions committed by candidates for admission to professional education. The Office of Teacher Admission and Certification will also contact the Administrative Office of the Courts to obtain a criminal check for each candidate for admissions to professional education.

The Office of Teacher Admission and Certification will process the formal "Application for Admission to Professional Education." The Professional Education Admissions Committee will review applications, supporting documentation, and other relevant materials brought before the committee and will take appropriate action concerning the student's admission to the professional education program. The student will be notified of the committee's decision.
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

<table>
<thead>
<tr>
<th>Part I</th>
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<tr>
<td><img src="" alt="Image" /></td>
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</table>

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

**A. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
1. Increase the minimum GPA requirements for Student Teaching and Exit from 2.5 to 2.75
2. Editorial changes

**A. Effective date:** (Example: Fall 2001)
1. Fall 2007 for new, transfer, continuing, and returning students (AS REVISED AT CAA)
2. Immediate

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

**B. The justification for this action:**
1. This is an outcome of three things: 1) an analysis of data on program completers and their ability to pass the required PRAXIS certification exams, 2) the fact that in several teaching areas the state is experiencing or will soon experience a surplus of teacher candidates (it looks as if we will have to export as many as 20% of graduates completing elementary certification in KY), and 3) a general consensus that increasing the quality of teachers in our schools will be directly tied to higher admission standards.
2. Clarify office, disclosure, and 75% rule.

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

**Personnel impact:**
The Office of Teacher Admission and Certification will provide notification of program change to continuing students. Banner Student Teaching Module (currently under construction) will need to be updated to reflect the changes necessary to track students. CARES will need to be updated to reflect the GPA changes.

**Operating Expenses Impact:**
Supported by the College of Education

**Equipment/Physical Facility Needs:**
None

**Library Resources:**
None

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

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<tbody>
<tr>
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**New or Revised* Catalog Text**
(*Use strikethrough for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**NOT APPLICABLE**

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

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</tr>
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**New or Revised* Program Text**
(*Use strikethrough for deletions and underlines for additions.)

SEE ATTACHED PROFESSIONAL LABORATORY EXPERIENCES APPLICATION AND REQUIREMENTS FOR STUDENT TEACHING
## CONTINUING STUDENTS

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<td>Must exit Summer 2007 or meet the 2.75 GPA requirements</td>
<td>All students will meet the 2.75 GPA requirements</td>
</tr>
</tbody>
</table>

Students seeking admission must meet 2.75 or higher
To teach, to learn, to help others teach and learn.

- The Office of Professional Laboratory Experiences receives and evaluates all applicants for student teaching, determines appropriate disposition of the application, and provides continuous assessment of the applicant’s pre-teaching and teaching experiences during the professional semester.
- This Office recognizes that cultural diversity is a fact of American life and teachers function in a pluralistic cultural environment. Experience in multi-cultural settings provides valuable enrichment for the proper development of effective teachers. That philosophy will guide the student assignments.
- Students are not allowed to take any other courses (including correspondence and transient courses) while student teaching. Credit for unfinished correspondence courses will not be allowed during the student teaching semester.
- Students of senior standing (90 hours or more with a minimum of 12 semester hours residence at EKU) may enroll in student teaching if they have satisfied the following requirements:

Application for Student Teaching:
1. Applicants must be admitted to the professional education program prior to the application semester.
2. Applicants must file an application during the first four weeks of the semester prior to the term in which student teaching is desired.
3. Applicants filed will be evaluated and processed for approval or disapproval.

Evaluation of application will include in part:
1. The planned curriculum. Each applicant must have an approved planned curriculum on file with the Dean of the College of Education Office of Teacher Admission and Certification.
2. All prerequisites in professional education and pre-student teaching curricula in the applicant’s area as prescribed by the Catalog, must be completed prior to student teaching.
3. Recommendation made by the applicant’s advisor and approval by the department chair.
4. A valid medical examination report, including current tuberculosis test report. Students with any significant deviation from normal physical and psychological well-being will be referred to a proper examining physician.
5. The ethics declaration. Each applicant must complete and sign a new “Personal and Professional Fitness Declaration” form. Based on your disclosure an interview by the Professional Education Admission Committee may be required.
6. Behavior that relates to the moral, ethical, social, and personal standards of profession competency. The applicant’s comportment will be subject to review and appraisal by the department responsible for the student teaching recommendation and the College of Education. Applicants must process a criminal background check (KRS.161.042 or changes as adopted).
7. Academic Requirements: Undergraduate degree students’ GPAs are based on the hours attempted as shown on the official EKU transcript. Post degree certification students’ GPAs are based on the hours attempted as shown on the official EKU transcript. Post degree certification student’s GPAs are based on all undergraduate course work and on the hours attempted as shown on the official EKU transcript.
Elementary Education (P-5) and Middle Grade Education (5-9) Majors:
  o Minimum 2.5 2.75 GPA in all undergraduate course work.
  o Minimum 2.5 2.75 GPA in college work at EKU.
  o Minimum 2.5 2.75 GPA with a grade of “C” or higher in courses in the “core and supporting course requirements,” *area(s) of academic emphasis, “professional education requirements” (see program display for a list of courses), teaching minor(s), and certification endorsement(s).
  o Other requirements as found in the appropriate department presentation.

*supporting course requirements for elementary education only.

Special Education (LBD, DHH, IECE-SED) Majors
  o Minimum 2.5 2.75 GPA in all undergraduate course work.
  o Minimum 2.5 2.75 GPA in college work at EKU.
  o Minimum 2.5 2.75 GPA with a grade of “C” or higher in courses in the “major, core and option,”* “elementary/middle grade and supporting course requirements,” area(s) of academic emphasis**, “professional education requirements” (see program display for a list of courses), teaching minor(s), and certification endorsement(s).
  o Other requirements as found in the appropriate department presentation.

*combination of major, core, and/or option as identified in the program display.
**emphasis with middle grade education only.

Communication disorders majors should see their advisor for information related to admission to student teaching.

Secondary, All Grades (other than special education), and Early Childhood Education Majors
  o Minimum 2.5 2.75 GPA in all undergraduate course work.
  o Minimum 2.5 2.75 GPA in college work at EKU.
  o Minimum 2.5 2.75 GPA in teaching major(s)*, minor(s), area(s) of academic emphasis, and certification endorsement(s). See program area for specific course grade requirements.
  o Minimum 2.5 2.75 GPA with a grade of “C” or higher in courses in professional education requirements” (see program display for a list of courses).
  o Other requirements as found in the appropriate department presentation.

*A minimum of seventy-five percent of major and seventy-five percent of supporting course requirements must be completed prior to student teaching. Individual program areas may require a higher percentage of credit hours completion prior to student teaching.
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Technology</th>
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<tbody>
<tr>
<td>College</td>
<td>Business &amp; Technology</td>
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<tr>
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<td>Course Dropped (Part II)</td>
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<td>Program Revision (Part III)</td>
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<tr>
<td>Program Suspended (Part III)</td>
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</table>

*Provide only the information relevant to the proposal.

Proposal Approved by: Departmental Committee 12-10-2004
Is this a SACS Substantive Change? Yes**** X No
College Curriculum Committee 1/21/2005
General Education Committee* N/A
Teacher Education Committee* Pending
Graduate Council* N/A
Council on Academic Affairs Approved √ Disapproved N/A
Faculty Senate** N/A
Board of Regents** N/A
Council on Postsecondary Edu.*** NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Change degree title to Associate of Applied Science (A.A.S.)

A. 2. Effective date: (Example: Fall 2001) Fall 2005

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

B. The justification for this action: To comply with council on Postsecondary Education policy;

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

TECH 1
### Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using strikethrough for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program’s suspension.

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

**Career and Technical Education**  
(Teaching) (A.S.) (A.A.S.)

CIP Code: 13.1319

Enrollment in this program is restricted to in-service technical teachers and graduates of a Kentucky Vocational/Technical School post-secondary program.

**University Requirement**  

- BTO 100.  

**General Education Requirements**  

- Six hours of English Composition, three hours of general mathematics (MAT 107 or higher-level mathematics), three hours of general education humanities, three hours of general education social science, and five hours of general education electives. Refer to Section Four of the *Catalog* for details on the General Education and University requirements.

**Supporting Course Requirements**  

- CTE 261, 361, 364, 463**

**Major Requirements**  

- TEC 161 and 21 hours chosen from the technical area, or related to the area, in which the individual proposes to teach, as approved by the advisor. Graduates of this program must have a minimum of 4,000 hours of supervised work experience or four years of occupational experience in the area to be taught. Nine hours maximum may be allowed by proficiency examination (CTE 204, 205, and 206). Nine hours may be supervised work experience (TEC 349).

**Total Curriculum Requirements**

**Total: 66 hours**

**In-service teachers should substitute SED 104 or EDF 319; CTE 164, 363 and 463 (4) for CTE 463 (12). Students must take a professional vocational technical education assessment examination and the Teacher Occupational Competency Test (TOCT) before graduation.**
Curriculum Change Form

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

Part I

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>Department Name</th>
<th>Technology</th>
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<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>Technology</td>
<td>Business &amp; Technology</td>
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<tr>
<td>Course Revision (Parts II, IV)</td>
<td>Technology</td>
<td>Business &amp; Technology</td>
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<td>Course Dropped (Part II)</td>
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<td>New Program (Part III)</td>
<td>Technology</td>
<td>Business &amp; Technology</td>
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<tr>
<td>X Program Revision (Part III)</td>
<td>Technology</td>
<td>Business &amp; Technology</td>
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<tr>
<td>Program Suspended (Part III)</td>
<td>Technology</td>
<td>Business &amp; Technology</td>
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</table>

*Provide only the information relevant to the proposal.

<table>
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<th>Proposal Approved by:</th>
<th>Date</th>
<th>Date</th>
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<tr>
<td>Departmental Committee</td>
<td>12/10/2004</td>
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<td>College Curriculum Committee</td>
<td>1/21/2005</td>
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<td>General Education Committee*</td>
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<td>N/A</td>
</tr>
<tr>
<td>Teacher Education Committee*</td>
<td>N/A</td>
<td>N/A</td>
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</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

****If "yes", SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

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

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

Revise the A.S. degree in Computer Aided Drafting as an Associate of Applied Science (AAS) degree in Technology with options in Computer Aided Drafting, Computer Electronics Technology, Digital Imaging Design and Quality Assurance.

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

Fall 2005

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

N/A

B. The justification for this action:

Compliance with Council on Postsecondary Education policy and program efficiency.

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

Personnel Impact:
None

Operating Expenses Impact:
None

Equipment/Physical Facility Needs:
None

Library Resources:
None
### Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using strikethrough for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program’s suspension.

#### Old Version:

**Computer Aided Drafting (A.S.)**

**CIP Code:** 15.03.01

<table>
<thead>
<tr>
<th>Supporting Course Requirements</th>
<th>27 hours</th>
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<tbody>
<tr>
<td>BTO 100, ECO 230, six hours of English Composition, CMS 100, MAT 107, 108, PHY 131(5), three hours of general education humanities.</td>
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<table>
<thead>
<tr>
<th>Free Electives</th>
<th>4 hours</th>
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<table>
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<tr>
<th>Major Requirements</th>
<th>33 hours</th>
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<tbody>
<tr>
<td>TEC 161, 190, INT 192, 195, 201, 330, 383, 390, 392, 397, and CON 303.</td>
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</table>

<table>
<thead>
<tr>
<th>Total Curriculum Requirements</th>
<th>64 hours</th>
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</thead>
</table>

Students must take a computer aided drafting assessment examination before graduation.

The Computer Aided Drafting program is accredited by the National Association of Industrial Technology.
New Version:

**Technology (A.A.S.)**

**CIP Code:** 15.0612

**University Requirements**

BTO 100

**General Education Requirements**

ENG 101 and 102 or 105 (6 hours); MAT 107 or higher (3 hours); Humanities (3 hours); ECO 230 (3 hours); CMS 100 (3 hours). Refer to Section Four of the Catalog for details on the General Education and University requirements.

**Option Requirements**

- **Computer Aided Drafting (41 hours)**
  - CON 303; INT 192, 195, 201, 330, 383, 390, 392, 397; MAT 108; PHY 131(5); TEC 161, 190

- **Computer Electronics (44 hours)**
  - CSC 160 or 177; EET 251, 252, 253, 254, 257, 302, 303, 343, 351, 399; MAT 108; PHY 131(5); TEC 161

- **Digital Imaging Design (40 hours)**
  - ANT 100 or ART 152; CHE 101(4); CSC 160; EET 303; GCM 211(2), 212(1), 217, 316, 317, 319; TEC 161, 255, 313, 355

- **Quality Assurance (39-40 hours)**
  - CHE 101(4) or CHE 111; EET 251; INT 201, 202, 238, 301, 330, 332, 336; MAT 108; QMB 200 or STA 270; TEC 161, 190

**Free Electives**

- 1-6 hours

**Total Hours**

- 64 hours

Students must take an assessment examination before graduation.
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

<table>
<thead>
<tr>
<th>Part I</th>
</tr>
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<tbody>
<tr>
<td>(Check one)</td>
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<tr>
<td>College</td>
</tr>
<tr>
<td>Technology</td>
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<tr>
<td>Business &amp; Technology</td>
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<tr>
<td>*Course Prefix &amp; Number</td>
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<tr>
<td>*Course Title (30 characters)</td>
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<tr>
<td>A.S. Degree Computer Electronics Technology</td>
</tr>
<tr>
<td>(Major: X, Option: ; Minor: ; or Certificate: )</td>
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<tr>
<td>Program Suspended (Part III)</td>
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<td>Provide only the information relevant to the proposal.</td>
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<table>
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<tr>
<th>Proposal Approved by:</th>
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<tr>
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<td>Council on Academic Affairs</td>
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<td>1/21/2005</td>
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<td>Faculty Senate**</td>
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<td>Council on Postsecondary Edu.***</td>
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<td>NA</td>
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*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
   Suspend the A.S. degree in Computer Electronics Technology.

A. 2. Effective date: (Example: Fall 2001)
   Fall 2005

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

B. The justification for this action:
   Compliance with Council on Postsecondary Education policy and program efficiency.

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

TECH 6
Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using **strike through** for deletions and **underlines** for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program’s suspension.

<table>
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<tr>
<th>New or Revised* Program Text</th>
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</thead>
<tbody>
<tr>
<td>(*Use <strong>strike through</strong> for deletions and <strong>underlines</strong> for additions.)</td>
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</tbody>
</table>

**Computer Electronics Technology (A.S.)**

**CIP Code: 15.0402**

**University Requirement**

$TO 100$ ................................................................. 1 hour

**Supporting Course Requirements**

$CSC 177, six hours of English Composition, MAT 107, 108, PHY 131(5), CMS 100, three hours of general education humanities, three hours of general education social science.$

**Free Electives**

................................................................. 4 hours

**Major Requirements**


**Total Curriculum Requirements**

................................................................. 67 hours

*Courses meeting general education requirements.

Students must take a computer electronics assessment examination before graduation.

The Computer Electronics Technology program is accredited by the National Association of Industrial Technology.
# Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

---

## Part I

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<td>[ ] Course Revision (Parts II, IV)</td>
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<tr>
<td>[ ] Course Dropped (Part II)</td>
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<tr>
<td>[ ] New Program (Part III)</td>
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<td>[ ] Program Revision (Part III)</td>
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### Is this a SACS Substantive Change?  

- [ ] Yes****  
- [X] No

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<th>Council on Academic Affairs</th>
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<td>N/A</td>
<td></td>
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</table>

### Detailed Information:  

**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.)

Suspend the A.S. degree in Digital Imaging Design.

**A. 2. Effective date:**  

(Example: Fall 2001)

Fall 2005

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

(if applicable)

N/A

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

Compliance with Council on Postsecondary Education policy and program efficiency.

**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

---

Tech 8
### Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using *strike through* for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

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<tr>
<th>New or Revised* Program Text</th>
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<tbody>
<tr>
<td>(*Use <em>strike through</em> for deletions and <em>underlines</em> for additions.)</td>
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</table>

**Digital Imaging Design (A.S.)**

**CIP Code:** 10.0303

<table>
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<th>Supporting Course Requirements</th>
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<tbody>
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<td>BTO 100(1), CHE 101(4), ECO 230, six hours of English Composition, MAT 107, CMS 100, three hours of general education humanities.</td>
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<tr>
<th>Free Electives</th>
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<th>Major Requirements</th>
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<td>ART 152, BEM 295(4), CSC 160, GCM 211(2), 212(1), 217, 316, TEC 161, 255, 313, 355 and three hours from GCM 317, 319 or TEC 190.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Curriculum Requirements:**

**64 hours**

*Students must take a digital imaging design assessment examination before graduation.*

The Digital Imaging Design program is accredited by the National Association of Industrial Technology.
### Part I

<table>
<thead>
<tr>
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<th>Department Name</th>
<th>Technology</th>
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<td>Business &amp; Technology</td>
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<tr>
<td>Course Revision (Parts II, IV)</td>
<td>*Course Prefix &amp; Number</td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td>*Course Title (30 characters)</td>
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<tr>
<td>New Program (Part III)</td>
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<td>Program Revision (Part III)</td>
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<tr>
<td>√ Program Suspended (Part III)</td>
<td>*Provide only the information relevant to the proposal.</td>
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<table>
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<tr>
<th>Proposal Approved by:</th>
<th>Date</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Departmental Committee</td>
<td>12/10/2004</td>
<td>Graduate Council*</td>
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<tr>
<td>College Curriculum Committee</td>
<td>1/21/2005</td>
<td>Council on Academic Affairs</td>
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<td>N/A</td>
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<td></td>
<td>Council on Postsecondary Edu.***</td>
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*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.

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

**A. 1. Specific action requested:**
(Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
Suspend the A.S. degree in Quality Assurance Technology.

**A. 2. Effective date:**
(Example: Fall 2001)
Fall 2005

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

**B. The justification for this action:**
Compliance with Council on Postsecondary Education policy and program efficiency.

**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

---

TECH 10
Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using strikethrough for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program’s suspension.

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

Quality Assurance Technology (A.S.)

CIP Code: 15.0702

Supporting Course Requirements.....................................................................................................................32 hours

- BTO 100(1), six hours of English Composition, ECO 230, MAT 107, 108, CHE 101, CMS 100, STA 270 or QMB 200, three hours of general education humanities, three hours of general education social science.

Free Electives..................................................................................................................................................4 hours

Major Requirements.....................................................................................................................................30 hours

- EET 251, TEC 161, 190, INT 201, 202, 238, 301, 330, 332, 336.

Total Curriculum Requirements.....................................................................................................................66 hours

Students must take a quality assurance technology assessment examination before graduation. An exam fee may be required.

The Quality Assurance Technology program is accredited by the National Association of Industrial Technology.

TECH 11
General Studies Degree Proposal for Eastern Kentucky University - Revised
February 17, 2005

A General Studies degree program for Eastern Kentucky University is outlined below. General studies degree programs are designed for students intending to complete a baccalaureate degree whose educational objectives are not aligned with a more traditional degree program. The Bachelor of General Studies degree is intended to establish the foundation for a lifetime of continual learning and offer flexibly scheduled highly individualized curricula. Through individualized advising, the program will help students define their educational goals and design interdisciplinary curricula drawing on a variety of course offerings. The program is also intended to allow a student who has completed most of the requirements of a major but has not yet completed the major of an approved program to complete a baccalaureate degree in a timely manner.

Eastern Kentucky University’s proposed General Studies degree was discussed by a group of EKU faculty and staff. Approximately fifteen General Studies degree programs were reviewed in the process of designing the degree program outlined below. The group consisted of Carolyn Siegel, Faculty Senate Chair, Aaron Thompson, Associate Vice President of Academic Affairs and Professor of Sociology, Gary Kuhnenn, Associate Dean of Arts and Sciences and Professor of Earth Sciences, Sue Cain, Assistant Professor of Mathematics and Statistics and Director of Developmental Education and Academic Testing, Tim Ross, Associate Professor of Technology, Dennis Field, Associate Professor of Technology, Jill Allgier, Registrar, Diana McGregor, Director of Academic Advising, Scott Summers, Transfer Student Coordinator, and Rhonda Goode, Administrative Assistant for Enrollment Management. E-mail discussions of such a degree preceded the meeting.

The General Studies degree program is intended to be a “completer” degree for students transferring to Eastern Kentucky University. This degree program is compliant with KRS164.020 (see below). Students transferring to EKU with an associate degree can take advantage of the General Studies degree program and complete a baccalaureate degree in the normal number of hours required by the institution.

The development of “completer” degrees by May 2005 is mandated by the Kentucky Council for Postsecondary Education (CPE). CPE expects each four year public institution to work with faculty to develop and submit a plan for “completer” degrees. The proposed General Studies degree is an example of the degree that several other Kentucky institutions utilize as a completer degree program. It is necessary that each institution offer a completer degree to increase access to the baccalaureate degree for place bound students.

Following is information related to the CPE mandate for designing completer degrees.

1) Included in KRS164.020 are Council of Postsecondary Education (CPE) guidelines referred to as the Baccalaureate Program Transfer Frameworks Statute (1996). The guidelines state “The CPE in Kentucky shall develop a university track program
within the Kentucky Community and Technical College System consisting of sixty (60) hours of instruction that can be transferred and applied toward requirements for a bachelor’s degree at the public institutions. The track shall consist of general education courses and pre-major courses prescribed by the Council. Courses in the university track program shall transfer and apply toward the requirements for graduation with a bachelor’s degree at all public universities. Successful completion of the university track program shall meet the academic requirement for transfer to a public university as a junior. By fall semester 1997, requirements for track programs shall be established for all majors and baccalaureate degree programs.”

2) The revised General Education Transfer Policy, effective for all students planning to transfer in Spring 2005, has been enhanced to provide students with seamless transfer of their general education coursework. The Seamlessness Policy Group recommended that all Kentucky public universities submit a plan for the creation of a completer degree within the year (Council approved the motion in May 2004). The CPE expects that each campus will work with faculty to develop and submit their plan by May 2005. It is necessary that each institution offer a completer degree to increase access to the baccalaureate degree for place bound students. Examples of completer degrees, more commonly referred to as General Studies degrees, are attached. Key components of the completer degree are:

a) Students completing the AA, AS or AAS must be able to apply for admission into the program and have coursework transferred.

b) The degree must be structured in such a way that a student can complete the baccalaureate degree in the normal number of hours required by the institution.

Following are the EKU baccalaureate degree requirements which provide the framework for this General Studies degree proposal. This information is found on page 42 of the Eastern Kentucky University Undergraduate Catalog 2004-06.

To qualify for a baccalaureate degree, students must satisfy the following requirements:

1) Complete all requirements in the degree program as established by appropriate University committees.

2) Complete University academic requirements, including basic skills proficiencies in English, reading, and mathematics; and general education; as established by appropriate University committees for each degree program.

3) Complete a minimum of 128 semester credit hours, with at least 43 at the 300 level or above.

4) Satisfy the University Writing Requirement.

5) Earn a minimum grade point average (GPA) of 2.0 on all college-level work taken at Eastern Kentucky University. In addition, transfer students must earn a minimum GPA of 2.0 on the combined transfer work and Eastern Kentucky University work.

6) Earn a minimum of 32 semester hours through EKU.*

7) Earn at least 30 of the last 36 hours through Eastern Kentucky University, exclusive of student teaching (ELE 499, EMG 499, ESE 499, and SED 499).*
8) Earn the credits applicable to the degree within eight years prior to the date the degree is awarded. Credits more than eight years old may be validated by the college dean.

9) Students enrolled in MAT 090 are not permitted to enroll in any course with the following prefix: AST, BIO, CHE, CIS, CNM, CSC, FOR, GLY, NAT, PHY, SCI, or STA.

10) According to AACSB International business accreditation standards, students enrolled in University baccalaureate degree programs, other than those within EKUBusiness, will not receive credit toward their degrees for more than 25 percent of their undergraduate programs in credit hours in courses offered through EKUBusiness and/or business courses (courses commonly taught in school of business) transferred from other colleges and universities or taken from other units within Eastern Kentucky University. Students who desire to take business courses are encouraged to enroll in the Business minor.

*Degree programs offered by the College of Business and Technology have more stringent residency requirements. Please refer to “Residency Requirements” in the College of Business and Technology section of this catalog.

Proposal for the General Studies Degree Requirement

The following statements would appear in the catalog concerning the degree program.

The General Studies degree program is designed for students intending to complete a baccalaureate degree whose educational objectives are not aligned with a more traditional degree program. The Bachelor of General Studies degree is intended to establish the foundation for a lifetime of continual learning and offers flexibly scheduled highly individualized curricula. Through individualized advising, the program helps students define their educational goals and design interdisciplinary curricula drawing on a variety of course offerings. The program is also intended to allow a student who has completed most of the requirements of a major but has not yet completed the major of an approved program to complete a baccalaureate degree in a timely manner.

The above baccalaureate degree requirements are helpful in defining the General Studies degree and general studies degree students are held to each of those requirements. Following are additional degree requirements for students seeking a General Studies degree.

1) Students must have 18 hours within an individual college outside of General Education requirements to receive their General Studies degree.
2) Courses used to satisfy General Education requirements may not be used to satisfy the General Studies degree requirements.
3) Any courses ordinarily accepted for credit by Eastern Kentucky University may be chosen as hours to apply to the 128 hours required for graduation.
4) Students seeking a General Studies degree must have 60 credits from a regionally accredited, four-year institution.
Note: This is important because if such a statement is not included students would be required to have only the 43 Eastern Kentucky University upper division hours outlined by the EKU degree requirements.

5) Students pursuing a General Studies degree are not permitted to declare any other major, minor, or concentration.
   Note: This is needed because otherwise all students would have two majors completed upon graduation.

6) Students electing this degree program must register their intent with the Office of Academic Advising.

Student Goals
- Facilitate completion of a baccalaureate degree
- Ensure completion of general education requirements
- Utilize flexible instruction methods to complete remaining coursework
- Encourage exploration of upper-division coursework
- Clarify and encourage academic and career goals

Student Outcomes
- Develop a positive sense of closure in completing a baccalaureate degree to allow career advancement or continued education
- Establish the foundation for a lifetime of continual learning
- Apply for marketable post-graduation opportunities
- Foster a positive alumni relationship with the University
Rights and Responsibilities Standing Committee Review of Recommendations and Responses to University Ad Hoc Committee on Tenure and Promotion Process

Committee: Nina Coyer, Marcel Robles, Mixon Ware, and Paula Kristofik, Chair. Charge Received: August, 2004. Submitted to Executive Committee February, 2005.

1A. Ad Hoc Committee Recommendation

*Only* the negative tenure recommendations will go to the college and university committees. Negative promotion recommendations will go *only* at the request of candidate.

**Rationale for**
Improved efficiency and recognition of department primacy.

**Rationale against**
 Primacy at the department level may lack objectivity. There is also a stake at the level of college and the University. The department decision may be contradicted at an administrative level; thus, the chain of command becomes administratively top-heavy.

1B. Ad Hoc Committee Recommendation

Faculty peers, specifically at the departmental level, shall have primacy throughout the P&T process. Faculty and administrators shall recognize the primacy of departmental recommendations.

**Rationale for**
Departmental colleagues have the most intimate knowledge of peers’ performance. Primacy at the departmental level represents a move away from “top-down” toward “bottom-up.”

**Rationale against**
Departmental recommendation is important but should not be the sole deciding factor in a positive recommendation. Departmental support may lack objectivity (i.e., be based on personality more than work/productivity), and primacy at the departmental level fails to include the whole academy in determining the character and make-up of its faculty. Applications should be reviewed at all levels to insure quality control.

**R&R proposal**
All tenure recommendations go forward. To insure primacy, the upper levels – *both* committee and administrators – shall defend their recommendations by relying on the candidate’s documents *as measured* by the department’s criteria.
2A. Ad Hoc Committee Recommendation
The University Committee establishes *separate* specific, documented criteria for promotion and for tenure.

2B. Ad Hoc Committee Recommendation
All departments and colleges also establish criteria and that such criteria falls within the parameters set by University Committee.

**Rationale for**
Faculty expressed strong dissatisfaction regarding current specificity. Greater specificity also desired by new Provost and Dean of A&S. Meets a faculty-identified need for more concrete standards that take the criteria for different disciplines into account.

**Rationale against**
The current nebulous and general criteria allow for variety to meet the needs of our diverse community. A caveat regarding the criteria in general: AAUP’s position is that “collegiality” should not be separated from faculty performance in teaching, service and scholarship, but inherent in all three.

**R&R proposal**
At the university level, the criteria may appropriately be general, but at the department level, specificity is needed to insure fairness and transparency. In addition, if a candidate somehow does not measure up to a college or university criterion but has met the department criteria, then adjustments are needed to align, and the candidate will not suffer.

3. Ad Hoc Committee Recommendation
While four areas of performance (teaching, scholarship/creative, service, and professional decorum) shall be reviewed according to expressed criteria, the area of teaching will receive emphasis, in accordance with EKU’s long-standing mission.

**Rationale for**
It is explicitly stated in the mission statement of the handbook.

**Rationale against**
Departments may wish to emphasize another area or no area.

**R&R proposal**
The emphasis on teaching shall mean that if one is expected to teach in the undergraduate classroom, one must exhibit qualifications according to department criteria. Only after the teaching criteria have been met, will the P&T process move to consider other areas.

4. Ad Hoc Committee Recommendation
Change in first-year evaluation process. First year faculty evaluation will occur in *second* semester only done by *admin.* (i.e., the Chair or designate).

**Rationale for**
First year hires need time to develop a dossier of material to be evaluated on, and it is more informal if they just sit down with one rather than a whole committee. The meeting should be experienced as mentoring more than monitoring.

**Rationale against**
It is administratively directed as opposed to peer-directed.

**R&R proposal**
Peer mentor to be optional assignment for new hires. Mentor and New Hire can *together* prepare materials for evaluation.
5. Ad Hoc Committee Recommendation
The tenure clock to be extended to six years from five years.

Rationale for
Offers people more time to meet more demanding criteria.

Rationale against
Faculty input on the survey and input since the recommendations have come out suggest that faculty are very happy with the current clock at five.
The Chair’s Report, a separate document from the Promotion and Tenure Recommendations document, recommends inclusion of family friendly policies that, if accepted, would address this recommendation.

R&R proposal
See Number 6 R&R proposal (below) regarding extending the tenure clock for extenuating circumstances.

6. Ad Hoc Committee Chair’s Report Response
The Chair’s Report, a separate document from the Promotion and Tenure Recommendations document, recommends inclusion of family friendly policies; specifically, a provision for extending the tenure clock for extenuating circumstances.

Rationale for
Family friendly policies are being considered at other institutions nationally. They are important to colleges needing to recruit women and minorities into academia from potentially non-traditional paths.

Rationale against
Timeline cannot be indefinite and policies must be consistent and non-discriminatory.

R&R proposal
The normal tenure clock is 5 years with exceptions to be negotiated at the time of hire, or negotiated later based on extenuating circumstances. Extenuating circumstances should be delineated to insure consistency across the university. There shall be a maximum of 7 years to complete the tenure process.

7. Ad Hoc Committee Recommendation
A terminal degree relevant to the faculty member’s appointment shall be required for tenure. Exceptions shall be justified and approved in writing at the time of initial appointment into a tenure track position.

Rationale for
Strengthen the quality of education in both perception and reality.

Rationale against
Should be a department call.

R&R proposal
Exceptions to this may be justified not only at the level of individual but also at the level of department.
8. Ad Hoc Committee Recommendation
Faculty members serving on P&T committees shall be current, full-time employees of EKU with tenure and a minimum rank of Associate Professor. They will be elected by their peers to serve.

Rationale for
Insures that only invested faculty make judgments regarding others.

Rationale against
Committee make-up needs also to consider concerns of diversity and equity of representation.

R&R proposal
Additional appointments may be made by administrator to achieve balanced perspective.

9. Ad Hoc Committee Recommendation
Administrators shall not serve as voting members of P&T committees at any level, but may participate at request initiated either by Committee or by Administrator.

Rationale for
Administrators have separate role and should not duplicate their vote; however, each may contribute to the process of deliberation that the other undertakes. All tenure review committees should be made up of 100% faculty.

Rationale against
Small units may need numbers. Administrators may have a sense of the individual’s performance.

R&R proposal
Accept recommendation that administrators may serve as non-voting, ex officio members.

10. Ad Hoc Committee Recommendation
Faculty and administrators should not act on P&T applications at more than one level of decision-making.

Rationale for
Promotes fairness, consistency; avoids double vote or influence.

Rationale against
Sheer numbers may make this unfeasible or unwise

R&R proposal
The departmental committee that puts forward a candidate should send an advocate to speak to the documents but the advocate may not vote.
11. Ad Hoc Committee Recommendation
The university shall continue to permit faculty to apply for promotion in rank prior to being considered for tenure.

Rationale for
Allows for recognition of work prior to hire without extending full commitment that tenure implies. For such a commitment, a fuller probation is still advised.

Rationale against
In practice, it is virtually impossible to separate one from the other in terms of either criteria or expectations. It may cause legal problems for someone to be granted promotion and subsequently not receive tenure.

R&R proposal
If the minimum and maximum period is granted, then one might treat the two as the same: early promotion and tenure or later promotion and tenure or timely promotion and tenure.

12. Ad Hoc Committee Recommendation
The P&T process shall *not require* but *will permit* candidates to supply reviews by persons outside the university as part of their documentation.

Rationale for
Lack of support for external review among faculty except at the level of full professor.

Rationale against
Should this not be left to the discretion of individual departments?

R&R proposal
If requirement occurs, it shall be expressed at the department level only.
The elections committee would like to make a motion to suspend the current internal procedures for the faculty senate committee elections for one-year.

For the may 2005 election the committee would like to:

1. Prior to the April 4th Faculty Senate meeting, a list of senate committee vacancies will be emailed to all current senators AND incoming senators. In the email, senators and new senators will be informed that nominations for committee vacancies will occur at the April 4th Faculty Senate meeting. Faculty senators and new senators will be encouraged to nominate a fellow senator for a committee position.

2. At the may 2nd Faculty Senate meeting, voting on these committee vacancies will occur. As in the past, for each committee there will be one paper ballot with the nominations already printed on the ballot. There will be slots so that last minute nominations can occur. Senators will vote on each vacancy and turn in. After, the election committee will tally the votes and announce the new committee member to the Faculty Senate President.

*** By nominating committee members ahead of time (in April) and pre-printing the ballots, this may expedite the election process in May.****