Call to order

Approval of Minutes
October 4, 2004 Minutes

Report from the President: Senator Glasser
Report from the Executive Committee Chair: Senator Siegel
Report from the Faculty Regent: Senator Schlamann
Report from the COSFL Representative: Senator Smith
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 Hubbard, Co-chair

Unfinished Business:
• Intellectual Property Policy Motion - Cheryl Stone
• Two motions on General Education - 1) approve the goals and learning objectives and 2) approve the framework

New Business:
• Report on Academic Honesty from the University Ad Hoc Committee on Academic Honesty - Senator May
• Report from Council on Academic Affairs
  1. Marketing (B.B.A.) – adding two options: (1) Music Marketing Option, and (2) Marketing Option
  2. Office Systems and Technology (A.A.) – changing the name of the degree to Associate of Applied Science
  3. Special Education/Teaching (B.S.) – suspending the Moderate-Severe Disabilities/Teaching Option
  4. Special Education Non-Teaching (B.S.) – suspending the Moderate-Severe Disabilities Option
  5. Special Education (M.A.) – suspending the Moderate-Severe Disabilities Option
  6. Nutrition Care Management (A.S.) – suspending the program

• Three Motions from the Rules Committee
  1. Approve revised internal procedures
  2. Motion on Convening the Senate (will need to go to the Faculty-At-Large, if approved)
  3. Motion on Determining Delegate Representation (will need to go to the Faculty-At-Large, if approved)

For the Good of the Order:
• Fall Break

Adjournment
FACULTY SENATE MINUTES
October 4, 2004

The Faculty Senate of Eastern Kentucky University met on Monday, October 4, 2004, in the South Room of the Keen Johnson Building. Senator Siegel called the second meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:


*Indicates prior notification to the Senate Secretary.

Visitors to the Senate: Jim Conneely, Student Affairs; Tracy Haney, Eastern Progress; Karen Janssen, Graduate Council; Linda Kenley, Bookstore; Lance Melching, SGA; Bart Meyer, Advancement; Deborah Newsom, Financial Affairs; John Shafer, Athletics; Hayden Shawler, Bookstore; Cheryl Stone, CEDET; Aaron Thompson, Enrollment Management; Virginia Underwood, Chief of Staff; Elizabeth Wachtel, Academic Affairs; John Wade, Economics; Tom Watkins, Economics; Mel White, CEDET; and Marc Whitt, Public Relations and Marketing.

ANNOUNCEMENTS:
Senator Siegel expressed her thanks and appreciation to Senator Glasser for the reception in Walnut Hall for the senators and guests prior to today’s meeting.

Senator Siegel announced that Senator Marchant will serve as Parliamentarian for today’s meeting.

APPROVAL OF MINUTES:
The September 13, 2004 minutes were approved as written.

REPORT FROM THE PRESIDENT: Senator Glasser

Senator Glasser announced that the capital campaign is progressing nicely. To date over $5,000,000 has been raised and while a definite goal has not been announced, the expected goal will probably be around $50,000,000.

EKU’s phonathon started on September 22 and will continue through December 1. Over 50 EKU students were recruited to participate in the phonathon. Last year’s phonathon raised over $241,000 and hopefully this year will exceed that amount.

Dustan and Becki McCoy are the National Chairs of EKU’s Capital Campaign and they’re featured on the cover of the Fall edition of Eastern’s magazine which will be mailed out later this week.
A gift of $250,000 designated for the Center for Economic Education was recently matched by the “Bucks for Brains” program. A $125,000 pledge from an EKU Foundation Board member was also matched by the “Bucks for Brains” program.

Senator Glasser continues to meet with alumni in the surrounding areas and will continue providing monthly progress reports on her visits.

Campus safety continues to be an important issue. Public Safety, Facilities Services and Student Affairs are working closely to improve campus lighting and safety checks at parking lots, and looking at ways to improve the availability and accessibility of the campus escort service and shuttle bus service. In addition, personal safety tips and educational programming for personal safety awareness are being developed to help provide a safe, secure working, teaching and learning environment. If anyone has safety concerns or issues, please share those with either Public Safety, Facilities Services or Student Affairs.

The parking forums have concluded. A recommendation from the Parking Consultant is expected within the next thirty days and that information will be shared when it becomes available.

Mona Isaacs was recently appointed Interim Director of ITDS. The Provost will begin the process for a national search soon to fill the position permanently.

While not an all inclusive list, Senator Glasser shared some recent faculty highlights:

1. Congratulations to the Theater Department for a successful production of Hedda Gabler.
2. Silas House’s new book, “Coal Tattoo”, was released on September 24, and Southeastern booksellers have already ranked it at number ten on the best seller list.
3. Dr. Pat Calie, Biological Sciences, and Dr. Debra Bautista, Chemistry, are co-principal investigators on a $1.16 million dollar grant researching computational approaches to molecular biology.
4. Congratulations to Marcel Robles, faculty advisor to Phi Beta Lambda. EKU’s Phi Beta Lambda was recently voted one of the most outstanding chapters in the nation at the National Leadership Conference in Denver.
5. Dr. Allen Engle, Marketing, received the Alumni Association’s Award for Teaching Excellence
6. Professor Garner, Marketing, received the Jack L. Dyer Teaching Award.

Senator Glasser shared several upcoming dates:

1. Tomorrow Senator Glasser will be attending a meeting in Frankfort with Governor Fletcher and Secretary Fox to discuss a summit on civic literacy.
2. Later this week, Senator Glasser will be speaking on campus to the Kentucky Chamber of Commerce executives and also to the Kentucky Association of Housing Officers.
3. George Mehaffy, Vice President of AASCU, will be on campus on Wednesday, October 13 from 3:30 p.m. to 4:30 p.m. in the Keen Johnson Building to discuss the American Democracy Project for Civic Engagement.
4. On Tuesday, October 19, Senator Glasser will be the keynote speaker at the Governor’s Annual EEO Conference in Louisville.

5. Homecoming weekend will be on October 29-30. On Friday evening, the Temptations and Supremes Revue is scheduled in Brock Auditorium, Coates Building. On Saturday, the parade begins at 11:00 a.m., followed by the football game later in the afternoon.

Senator Glasser recently spoke to the Manchester Chamber of Commerce and the Hazard Chamber of Commerce. She and the Provost also recently attended a Somerset Community College articulation signing agreement for an Associate of Applied Science in General Occupational and Technical Studies.

EXECUTIVE COMMITTEE REPORT: Senator Siegel

Senator Siegel reported that the Executive Committee met on September 20th, and will next meet on October 20th. She reminded everyone that materials for the Executive Committee should be submitted at least one week prior to the scheduled meeting.

Senator Siegel reminded everyone that hard copies of any motions that come from the Senate floor as well as committee reports, should be presented to the secretary.

Senator Siegel announced that a new e-newsletter, EKU Today, will be introduced soon to replace all mass e-mails. Marc Whitt will be at the next Executive Committee meeting to discuss this issue further.

Please provide feedback on the Promotion and Tenure revision. Feedback should be sent to mixon.ware@eku.edu by October 21st. Senator Ware requested senators to collect comments from faculty in their area and compile into one e-mail to send to her.

Dr. Tom Watkins was in attendance at the last meeting to present the two General Education motions on goals and objectives and the overall framework. Also in attendance was Preston Elrod to introduce the Intellectual Policies motion.

Vice President Conneely spoke to the Executive Committee on several issues of faculty concern including parking, the recent problems with the bookstore, and the fee structure for the new Wellness Center.

The Executive Committee briefly discussed the fall break and expressed concerns about its sudden appearance in the academic schedule.

A charge has been issued to the Faculty Welfare Committee to consider the temporary suspension of the tenure clock for faculty facing extraordinary situations. The committee has been asked to make their recommendations to the Executive Committee by January 24, 2005.
REPORT FROM THE REGENT: Senator Schlomann
The Board met on September 17 and addressed relatively routine matters. Later that weekend, the Board members attended the Governors Conference. The conference theme was “Can We Talk”. The report, “Measuring Up 2004: The State Report Card on Higher Education”, was discussed in depth.

The Board members also observed a SCOPE meeting which provides an opportunity for legislators and the Governor to discuss educational progress with CPE. In addition, the Board members participated in a mock regional forum.

REPORT FROM THE PROVOST: Senator Chapman
The SACS committee recently met on September 21. One issue of concern is that some faculty may have less than a master’s degree. In order to be in compliance with SACS, Senator Chapman stated that both full-time and part-time faculty must have at least a master’s degree to teach at Eastern. The only exception to the rule is if an individual has exceptional qualifications. For example, a recipient of a Nobel Prize could be viewed as an exception to the rule. If there are individuals who don’t currently meet this criteria, they may need to be assigned to other duties. Another possibility is that they could possibly teach under the auspices of someone who does have the necessary qualifications.

Senator Chapman expects to have all the basic faculty information entered into the database by October 15 so that the salary equity issue can be reviewed for this year.

Senator Chapman stated that he now has a better understanding of EKU’s financial resources, thanks to Deborah Newsom’s help. He further stated that most of the reserve fund from the Provost’s office has been doled out to different areas to cover positions, lectureships, salaries, etc. Only a small amount has been set aside to cover any significant problems or emergencies that may arise.

The paperwork has been completed on the Graduate Dean and Associate Vice President for Research, and a search committee will be appointed soon.

Senator Chapman continues to have great concerns about diversity. He commended Dean Schoolmaster for putting together an excellent program for new faculty in the College of Arts & Sciences. However, he stressed the importance for all faculty members to show their support and provide assistance to all new faculty and to individuals moving toward tenure.
STUDENT GOVERNMENT ASSOCIATION REPORT: Lance Melching
Mr. Melching reported that University Directories should be distributed by the end of October or early November. If you need extra copies, contact the SGA Office.

Mr. Melching encouraged the student organizations that are registered with Student Life to participate in the “Colonel Spirit Challenge.” For more details, go to the SGA website at: www.sga.eku.edu

Kristen Hale was recently elected as Ethics Administrator for the three branches of SGA.

Mr. Melching encouraged everyone to participate in the parking survey available on Public Safety’s website.

The next Chautauqua lecture on Oppression is scheduled for October 7 from 1:00 p.m. - 4:30 p.m. in the Faculty Dining Room in the Powell Building.

The main academic issue SGA will be focusing on this semester is academic advising. Mr. Melching will be meeting with Senator Chapman in the near future to discuss this issue further.

STANDING COMMITTEE REPORTS:

Budget Committee. Senator Eakin reported that the Budget Committee met at the end of the last Senate meeting and he was elected chair. Since that meeting Senator Eakin has developed a blackboard site for the committee and has added staff members as guests to that site, per the Senate chair’s suggestion. The blackboard site should make it easier to gather information from the appropriate places and provide better communication between committee members.

Rules Committee. Senator Johnson reported that the committee met on Wednesday, September 29 to work on internal procedures for the Senate. The Executive Committee should receive a copy to review for their next meeting.

Elections Committee. Senator DeBolt announced that the committee continues to work on having an online voting system for senate positions in the near future. This will move up the timetable for electing new replacements to the Senate. Departments will need to notify the senate of new replacements by February rather than March or April.

Faculty Welfare Committee. Senator Hubbard reported that the committee will begin meeting every other week in the near future.
UNFINISHED BUSINESS:
Council on Academic Affairs. At the September Senate meeting the senate were in agreement to postpone discussion on removing the mid-term grade requirements for Graduate Level Classes until the October meeting. The motion was approved by the Senate.

NEW BUSINESS:

General Education Motions. Two motions were introduced on general education. The first to approve the goals and learning objectives and the second one to approve the framework. Tom Watkins was in attendance to answer questions regarding the two motions. Senator Jones made the second to bring the motions on the floor for discussion. Senator Siegel announced that as this is a substantive motion, a vote will be postponed until the November meeting. She encouraged the senators to take the motions back to their areas to gather feedback and be prepared for discussions in November.

Intellectual Properties Motion. Senator Ault made the second to bring the Intellectual Properties Policy Motion on the floor for discussion. Senator Siegel stated that as this is a substantive issue the vote will be postponed until the November meeting. Cheryl Stone was present to answer any questions and will be attending the November meeting as well to answer any further questions.

Election to Rights and Responsibilities Committee. Senator Robles was nominated. Senator Harter moved to cease nominations and appoint Senator Robles by acclamation. The motion was approved.

FOR THE GOOD OF THE ORDER:

Senator Siegel introduced the new agenda item “For the Good of the Order” will provide a venue for general discussions on different topics of concern and interest for faculty. Today’s discussion concerns the bookstore and the recent textbook problems that have arisen. Senator Siegel has compiled seven pages of feedback from faculty regarding this issue and will be sharing those in a meeting within the next couple of weeks with members of the bookstore staff and James Conneely, Student Affairs.

ADJOURNMENT:

Senator Chapman moved to adjourn at approximately 5:15 p.m.
PATENTS AND COPYRIGHTS POLICY

I. Introduction

As an academic community, Eastern Kentucky University encourages creative and scholarly activity by its faculty and staff. In the course of professional activities, faculty and staff may conceive an idea, discover a process, or develop a product which might lead to the securing of a patent and/or production of copyrighted materials. The University is supportive of such activities, and further, recognizes its responsibility to see that administrative procedures are in place to assure that such ideas and discoveries are handled in the best interest of all parties concerned.

University personnel, in accordance with the University’s historic policy of freedom of scholarly activities, are free to publish and invent without restrictions as to the time, manner, or place of their choosing and to copyright and patent any materials without restrictions except as hereinafter indicated. Moreover they are the claimants to all income that results from normal professional activities. This includes activities which require the use of resources regularly granted faculty in the pursuit of academic excellence, such as travel funds, sabbatical leaves, released time, facilities, equipment and staff support. The policy described below pertains only to those circumstances in which the University shares a claim to income produced, with the product’s originator(s) or developer(s).

II. Patent Policy

In the conduct of professional activities, faculty and staff may conceive improved or new devices, product designs or processes, or develop better methods or utilization of existing devices, designs or processes. Eastern Kentucky University has a responsibility to protect the interest of those individuals in matters pertaining to inventions and discoveries as well as the interest of the University in those cases specified in II. (B) and II. (C) in which the University shares ownership of such inventions and discoveries. This policy is designed to protect the rights of all concerned, to facilitate patent application, assure equitable distribution of financial returns, and provide a uniform patent procedure. The following paragraphs reflect the established policy on Patents:

A. The term “invention” includes all inventions, discoveries, computer programs, processes, machine, methods, uses, manufactures, compositions
of matter and plants or other things reasonably patentable under the Federal Patent Act.

B. In those instances where the University has provided funds, facilities, assigned or released time, or materials for a member of the faculty or staff in order to facilitate the investigation of any contrivance of an invention or any other thing with patent potential with the prior understanding that the University retains an interest in any results of such an investigation the University will be deemed to have an interest in the invention or other thing with patent potential, and disclosure of same must be made to the President of the University, through the Patent and Copyright Committee (see section IV). It is the responsibility of the faculty or staff member(s), at the time a request for support is made, to inform the University Administration, through the appropriate channels, whenever such a request may result in patentable material. It is the responsibility of the proper administrator(s) to inform the individual(s) whenever the University would retain an interest in any invention which might result should the request be granted. In the event the individual(s) is (are) not aware of the creation of possible patentable material until after the initiation of the investigation he or she shall inform the proper persons and the Patent and Copyright Committee as soon as the situation becomes apparent.

C. When an invention or other thing with patent potential results from activities funded in whole, or in part, by extramural funding in which the University is party to an agreement, the ownership of the patent shall be determined by the terms of the agreement executed with the funding agency. In the event the agreement of the funding agency is silent on disposition of patent rights, the funding agency shall be advised of the creation of the patentable invention or thing. If the funding agency waives any right to the patent, the patent arrangements shall be governed in accordance with II. (B) and II. (E).

D. When a patent in which Eastern Kentucky University has a potential interest, in accordance with II. (B), results in the accrual of income it is expected that the individual faculty or staff member(s) will have reached a prior tentative agreement with the university regarding the distribution of income resulting from such a patent, if necessary by recommendation of the Patent and Copyright Committee. If at any time the circumstances change, either party may request a renegotiation of the agreement through that committee. However it is expected that never will the individual(s) receive less than 50% of the profit resulting after the University has been reimbursed for its costs.

E. The University retains the right to enter into such patent agreements that may result under the terms set forth in external grants and contracts between the University and various funding agencies. In some instances,
the University may be required to assign all patent rights to the outside funding agency. (See II. (C).)

F. An invention or other patentable thing developed without University involvement (See II. (B)) may be offered to the University at the discretion of the individual(s) responsible for its development. In the event that the University accepts and administers such an invention or thing, it will be in accordance with this policy. The inventor(s) shall receive such income as may be set forth in a written agreement with the University.

III. Copyright Policy

Eastern Kentucky University encourages creative activity which may lead to the creation of copyrighted [copyrightable] materials by its faculty and staff. This policy is applicable in determining when the University has an interest in such copyrighted [copyrightable] material. The policy addresses three basic issues [issues]:

1) Ownership of copyrighted [copyrightable] material created by University faculty or staff;
2) use of such materials by the University, and
3) sharing of royalties.

A. Copyrighted [copyrightable] materials is anything which is copyrighted under the United States Copyright Act, including, but not necessarily limited to: books, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, other written work; musical and dramatic works; motion picture video or audio tapes, photographs, drawing and other pictorial presentations; sound recordings; computer programs, instructions and other software.

1. The University will be deemed to have an interest in copyrighted material where there is a prior understanding and where the University has provided funds, facilities, assigned or released time, or materials for a member of the faculty or staff in order to facilitate the production of said materials. [In those instance where the University has provided funds, facilities, assigned or released time, or materials for a member of the faculty or staff in order to facilitate the production of any material with copyrightable potential, with the prior understanding that the University will be deemed to have an interest in resulting copyrights] It is the responsibility of the faculty or staff member(s), at the time a request for support is made, to inform the University Administration, through appropriate channels, whenever such a request may result in copyrighted [copyrightable] material. It is the responsibility of the proper administrator(s) to inform that individual whenever the University would retain an
interest in any copyright(s) which might result should the request be granted. In the event the individual(s) is (are) not aware of the creation of possible copyrighted material until after the initiation of the project he or she shall inform the proper persons as soon as the situation becomes apparent.

2. When copyrighted material is created by faculty or staff members pursuant to an agreement between the University and an external funding agency, copyright ownership shall be governed by the provisions of the agreement. If the agreement is silent on this issue, the external funding agency shall be advised of the creation of copyrighted material. If the funding agency waives any right to the copyright, the copyright arrangements shall be governed in accordance with III. (A) (1.).

3. When material in which Eastern Kentucky University has a potential interest, in accordance with III. (A), results in the accrual of income it is expected that the individual faculty or staff member(s) will have reached a prior tentative agreement with the University regarding the distribution of royalties, if necessary by recommendations of the Patent and Copyright Committee. If at any time the circumstances change, either party may request a renegotiation of the agreement through that committee. However, it is expected that never will the individual receive less than 50% of the profit resulting after the University has been reimbursed for its costs.

B. When it is determined that the University owns a copyright of materials created by a faculty or staff member(s), the University shall, at its discretion, determine whether to register the copyright ownership with the U.S. Copyright Office, take other action to protect its interests, or to place the copyrighted material in the public domain. The University shall also determine the manner in which the material may be distributed by others.

C. Faculty or staff member(s) who own copyrighted material in accordance with III. (B) may receive support in publishing this material through University subvention of publishing costs through University Press of Kentucky or other scholarly press. In these circumstances, the University shall be assigned the royalties due [to] the author(s) until it has recovered the amount of its support. Thereafter, the royalties shall be the property of the author(s) subject to applicable terms of their agreement with the publisher.

IV. Patent and Copyright Committee
The University shall establish and maintain a Patent and Copyright Committee for the purpose of advising the President. The committee shall consist of three ex officio non-voting members:

1. The University Counsel
2. The Director of Development and
3. The Director of Grants and Contracts,

As well as other members who shall be appointed to staggered terms by the President of the University. These shall include four members of the teaching faculty selected from a slate submitted by the Executive Committee of the Faculty Senate and two members from the professional staff. The committee shall select its chair; propose [and] necessary revisions to the Patent and Copyright policy; develop and propose the necessary forms; procedures and agreements to use in implementing this policy; develop an appeals process relating to rights or royalty sharing agreements; and otherwise advise the President as provided in this policy.

V. Implementation

A. The Patent and Copyright Committee should be notified as soon as is practicable concerning discoveries, inventions, copyrighted [copyrightable] materials, or the anticipation thereof, which are covered by this policy that [and] may have shared financial implications for the developer(s) and the University.

B. The Committee will schedule a meeting with the developer(s) to formulate a proposed, mutually acceptable agreement for submission to the President.

C. In the event the developer(s) and the Committee cannot concur on the terms of the proposed agreement, the Vice President for Academic Affairs [Senate Executive Committee] shall be the binding arbiter in developing the proposed agreement.
I. Introduction/Background

The Intellectual Property (IP) Policy at Eastern Kentucky University (EKU) recognizes that universities are institutions committed to the creation and dissemination of knowledge. The IP Policy affirms the University’s commitment to academic freedom, to a rich and vibrant public environment, and to a healthy local and regional economy. The University supports these endeavors by encouraging, fostering, and protecting scholarship, research, service and creativity.

EKU recognizes the need to protect the intellectual property rights of faculty, staff, students, and the University. It also acknowledges the importance of contributing to a supportive, enabling environment for the University regarding IP. The IP Policy addresses the customary distribution of any benefits arising from activities in which the University and its members are jointly engaged including public recognition and, where appropriate, financial remuneration. It excludes traditional academic scholarly works from its purview and attempts to articulate and balance the sometimes-competing interests involved in IP in a fair, manageable, and productive manner.

II. Objectives of the Intellectual Property Policy

The objectives of the IP Policy are:

a. to delineate the University’s policies and procedures with regard to IP
b. to encourage research, scholarship, and a spirit of inquiry
c. to promote the dissemination of knowledge and technology for the benefit of the University community and society
d. to provide an administrative system to assist the University community and its external collaborators in bringing new discoveries and developments into public and/or private use
e. to provide an administrative system to evaluate, where appropriate, the commercial significance of new discoveries and developments
f. to provide for the equitable disposition of interests in shared IP among the creator(s), the University, and, where applicable, any external collaborators(s)
g. to contribute to a university environment that encourages the creation of IP
h. to assist the University community and its collaborators in seeking adequate and appropriate legal protection against unauthorized use
i. to describe employee-excluded works that are not subject to University ownership under the policy
III. Definitions

a. Collaborator (Internal or External) - A person with whom the creator works. The collaborator may be a person(s), either within the University or outside the University. Collaborators work together on a literary, artistic or scientific undertaking. This undertaking directly or indirectly results in the creation of intellectual property.

b. Commercialization - The application, publication, development, use, assignment, licensing, sub-licensing, franchising, exploitation, or other utilization of IP in order to generate financial or other commercial gains.

c. Copyright - A form of protection as defined in 17 U.S. Code, which may be amended from time to time. It generally grants protection to authors of “original works of authorship” which includes literary, dramatic, musical, artistic, and certain other intellectual works, both published and unpublished. These protection rights automatically attach to the work when it is fixed in a tangible medium and formal registration is not required. While registration is not required, it provides certain additional statutory protections. In addition, it is a prerequisite to seek legal redress for copyright infringement in a court of law. Copyrights give the author exclusive rights to reproduce the copyrighted work, to prepare derivative works, to distribute copies of the work, and to perform or display the work publicly. Copyrights also prevent those who are not the original author or otherwise the owner of the work from copying, performing, displaying, distributing or preparing derivative works without proper authorization. Copyrights only protect the particular expression of an idea, and not the underlying idea expressed. A work can be formally registered for copyright protection by the Copyright Office of the Library of Congress. (For more information go to http://www.loc.gov/copyright/)

d. Discoveries – Acts of disclosing or revealing something that was not previously known to have existed. A disclosure of an object, process, or any other type of occurrence that causes the discoverer to realize the existence of or to uncover a certain idea or concept. A discovery requires that the discoverer is the first to expose or to find out about the revelation.

e. Due Diligence - The degree of attention or care that is expected of a reasonable person in a given situation.

f. Electronic Publications – Electronic publications includes software and other technologies and data used to support the capture, storage, retrieval, transformation, and presentation of electronic or digital data and information or to interface between electronic or digital forms and other communications and information media. Examples may include but are not limited to: software, course lecture video or audiotapes, whether electronic, magnetic or digital, electronic publications, electronic
textbooks and interactive textbook supplements, Internet-based and online courses, web pages, multimedia works, and distance learning materials. As used herein, software means a set of statements or instructions (usually lines of code) used directly or indirectly in a computer to bring about a certain result.

g. Equity Interest – Shares of ownership interest in a commercial venture dealing with intellectual property created under this policy.

h. Intellectual Property (IP) – Intellectual property includes works of authorship, inventions, and discoveries whether or not subject to protection by patents, copyrights, trademarks, or trade secrets. For the purposes of this policy, Tangible Research Property (as defined below) is included in the definition of Intellectual Property. As defined here, Intellectual Property also includes any new form of Intellectual Property receiving legal protection that may be added to the categories above during the time that this policy is in effect.

i. Instructional Text - An “instructional text” is a literary, pictorial, or graphic work prepared or otherwise used for commercial publication and with the purpose of use in systematic instructional activities.

j. Invention - A product or process providing a new way of doing something, or offers new, innovative, technical solution(s) to a problem. Also refers to any new and useful process, machine, manufacture or composition of matter (e.g., life forms, etc) or any new and useful improvement thereof, relating to creative works, research property, and Trade Secrets.

k. Patent - The exclusive property rights granted to the creator of an invention issued by the United States Patent and Trademark Office. A patent is defined in 35 U.S. Code, which may be amended from time to time. It generally grants its owner the protection for his/her invention excluding others from making, using, selling, or importing the invention. The requirements for patentability of an invention include that the invention has utility, novelty and is nonobvious. A patent is granted for a limited period of time, which is usually 20 years from the date it is filed. (For more information, see http://www.uspto.gov/.)

l. Principal Investigator – The primary person in charge of investigating or researching a particular matter that may result in the creation of intellectual property.

m. Royalties - The revenue that is received as a result of licensing IP. Royalties may be based on a use rate or a flat rate based on allowing others to use the creation in some fashion for financial gain.
n. Sponsor – A person or organization that pays for or plans and carries out a project or activity.

o. Sponsor-assisted Project – A project in which a private or governmental sponsor may assist one or more members of the University’s faculty, staff, or students by such means as furnishing funds, equipment, or other resources to support research, the creation of a creative work, or any other educational or scientific activity that may result in the creation of IP.

p. Sponsor-supported Project - Any grant, contract, or similar arrangement between the University and a private or governmental sponsor furnishing funds, equipment, or other resources to support research, the creation of a creative work, or any other educational or scientific activity to be performed by one or more members of the University’s faculty, staff, or students that may result in the creation of IP.

q. Supplementary Work - A “supplementary work” is a work prepared for publication as a secondary adjunct to a work by another author for the purpose of introducing, concluding, illustrating, explaining, revising, commenting upon, or assisting in the use of the other work, such as forwards, afterwards, pictorial illustrations, maps, charts, tables, editorial notes, musical arrangements, answer material for tests, bibliographies, appendices, and indexes.

r. Tangible Research Material – Tangible Research Material means materials used or produced in the course of University research projects, examples of which may include but are not limited to: (1) hybridoma or clonal cell lines that produce monoclonal antibodies or recombinant proteins, (2) plants protected by the Plant Variety Protection Act, and (3) non-patented drugs protected by the Orphan Drug Act. Tangible Research Material is subject to the provisions of this policy.

s. Trademark - A distinctive mark or sign that identifies certain goods or services as those that are provided or produced by a specific person or entity. Some examples of trademarks include but are not limited to words, names, logos, sounds and product configurations that uniquely identify a product. The exclusive rights of trademarks are derived from the frequent use of them by the owner or creator and registration of trademarks is not required. Federal registration provides formal protection of trademarks from unauthorized use of the same or very similar types of symbols and can be obtained through the United States Patent and Trademark Office (For more information see http://www.uspto.gov/)

t. Trade Secrets - Information that a person or entity may keep secret to give them an advantage over their competitors. Trade secrets cannot be
formally registered; it is the owners’ responsibility to take appropriate steps to protect the trade secret’s confidentiality.

u. Traditional Copyrightable Academic Work - These shall be defined as a subset of copyrightable works created independently and at the creator’s initiative for traditional academic purposes. Examples include class notes; books; theses and dissertations; articles; non-fiction, fiction and poems; musical works; dramatic works including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; or other works of artistic imagination that are not created as an institutional initiative. Traditional Copyrightable Academic Works are employee-excluded works pursuant to Section IVb, i; however, see Sections IVb ii-iv for those works that are not excluded from this policy. (Reference Section IVb, part i, ii, iii, iv)

v. Working Days – These days include full days, Monday through Friday, excluding at least half days and full days in which Eastern Kentucky University is closed.

IV. General Policy
a. Overview
i. Intellectual property (IP) includes, but is not limited to, copyrights, patents, trade secrets, trademarks, and plant variety protection. Activities resulting in the creation of IP may also contribute to professional development, enhance the institution’s reputation, promote additional educational opportunities, and promote collaborative or cooperative arrangements. Therefore, when faculty, staff, administrators, student employees, students, and/or visiting faculty or researchers develop intellectual property, their IP rights and privileges must be protected and preserved.

ii. Under federal copyright law, the creator of a work is usually the owner. However, this is not the case when a work is created within the scope of employment. Works created within the scope of employment are known as “work made for hire,” and are works where the employer is considered the author and owner of such works. Copyright law generally defines a work made for hire as:

1. A work prepared by an employee within the scope of his/her employment; or
2. Certain types of work specially ordered or commissioned where the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. These types of work include a contribution to collective work, a part of a motion picture or other audio/visual work, a translation, a compilation, an instructional text, a test, answer material for a test, an atlas or a supplementary work.
EKU’s IP Policy allows for a determination of whether a change will be made regarding ownership or assignment of works made for hire. This policy permits assignment of individual ownership to the creating employee of certain scholarly, artistic, literary, musical, and educational materials within the creator’s field of expertise, as set forth below, which have historically been treated by institutions of higher education as belonging to the creator, so long as EKU retains a non-exclusive license in IP that was created for and that uses significant university resources for educational, research and service use whenever practicable.

The determination of ownership may be complicated. Some categories of works that used to be distinct and about which there were few issues of ownership may now be merged. Examples include, but are not limited to, software, courseware and distance learning. Therefore, EKU’s IP Policy establishes guidelines to be applied in determining ownership interests in the IP and permits the University to recover expenses incurred in the work’s creation and/or share in royalties if the work is commercialized.

iii. When EKU faculty, staff, administrators, or students create IP, which, under the terms of this policy, may be owned or shared by EKU, the creator shall report the IP to the Provost/VP by completing a Disclosure Form (Attachment 1). The IP creator(s) will cooperate in the execution of legal documents and in the review of literature and prior art (e.g., patent searches); will be given the opportunity to assist in the further commercial development of the IP as defined in Section VI; and will receive consideration regarding any income derived from the commercialization of such property.

b. IP Creation and Ownership Scenarios

i. Employee-excluded Works. EKU assigns to the creator all ownership of IP in the following categories of work:

   1. Traditional Copyrightable Academic Works
   2. Student works (unless the student work is created in a University employment capacity or is part of a sponsor-supported EKU project.)

ii. University-assigned Projects. University-assigned work, developed in the course and scope of employment, constitutes a work made for hire. Therefore, IP resulting from this work is the property of EKU. Work produced in the course and scope of employment includes, but is not limited to, research, instruction, service, and other assigned activities. The creator(s) will cooperate with the University to execute any and all documentation necessary to assign ownership and, if necessary, to secure protection of this IP.
iii. University-assisted Projects. EKU shares ownership of IP developed by University employees through an effort which makes significant use of University resources. The distribution of possible income based on such IP will be determined in accordance with the Administrative Procedures Section V. of this policy. The University and IP creator(s) will cooperate to execute any and all documentation necessary to assign ownership and, if necessary, to secure protection of the IP. It should be noted that this policy does not construe the use of office space, library resources, personal workstations, or personal computers as constituting significant use of University resources. Significant use of University resources includes, but is not limited to, use of:

1. Research funding
2. Funding allocated for asynchronous or distance learning programs
3. University-paid time within employment period
4. Assistance of support staff
5. Telecommunication services (excluding telephone service)
6. University central computing resources
7. Instructional design or media production services
8. Research equipment and facilities, or production equipment and facilities

iv. Sponsor-supported Projects Sponsor-supported projects are university activities that are funded/supported by an external agency/organization. EKU’s Office of Sponsored Programs (http://www.research.eku.edu/), formerly the Office of Grants and Contracts, reviews and approves these contracts. Sponsored Programs provides assistance to facilitate negotiations among the Principal Investigator, the Sponsor, and the University, including issues related to IP ownership. While the Principal Investigator should refer to this policy to address the protection of IP, in some instances federal and state law may define ownership. Before the contract is accepted and executed, Sponsored Projects will work to ensure that the Principal Investigator and the University are satisfied with the terms before accepting and executing the contract, including:

1. Due diligence milestones should be negotiated on a case-by-case basis in an effective and timely manner. The milestones will provide objectively measurable goals and timetables by which it may be determined if a good faith effort has been made. A reassignment right will be included, exercisable on the part of EKU, when the Sponsor has not made a good-faith effort to meet the milestones.
2. A windfall provision where a specified payment is made upon some mutually agreed upon threshold event. This should be determined on a case-by-case basis.

When a contract is silent on the ownership of the Intellectual Property, ownership will vest with the University.

Prior to receiving a grant award to engage in sponsored projects or research, the Principal Investigator (PI) must first participate in the Office of Sponsored Project’s orientation meeting. During this meeting, the PI will give the Office of Sponsored Projects a brief overview of the IP that may result from their project. This meeting will help establish whether IP is an issue with the project before a budget number is assigned.

d. Visiting Faculty, Researchers and Scientists. Visiting faculty, researchers, and scientists will be held to the same policies as permanent faculty, researchers, and scientists.

e. Outside Consulting. If an employee engages in outside consulting that will involve University resources, then a contract must be executed with the Office of Sponsored Projects and a Disclosure Form must be filed with the Provost/VP.

f. Individual Projects. If an employee engages in projects that will involve the use of University resources and will result in the creation of IP, then EKU will share in the ownership of such property. Therefore, the employee is required to complete and submit a Disclosure Form.

g. Other Works. Other works not expressly addressed in this policy will require the creator(s) to submit a Disclosure Form and will be reviewed on a case-by-case basis, including:

1. Electronic publications
2. Online courses
3. Patents
4. Other materials

h. IP Gifts. EKU may accept gifts of IP through the EKU Foundation. The receipt of an IP gift may require actions on the part of the University and/or Foundation, and the necessary actions will be evaluated as part of the consideration of acceptance. Gifts may be accepted through the EKU Foundation in accordance with the EKU Gifts Acceptance Policies and Procedures and in consultation with the Intellectual Property Committee and the University administration.

V. Administrative Procedures

a. Oversight of the Policy

The interests of EKU and its faculty, staff, and students in the development of IP, except exempted works as described in Section IV.b. 1, shall be determined by the Provost/VP or designee and the Intellectual Property Committee (IPC), in accordance with this policy. The Provost/VP serves as
the administrative officer for matters concerning IP, regardless of whether they are generated from an academic or non-academic unit.

The IPC shall be a standing committee consisting of twelve official members appointed by the President. The committee shall consist of four ex-officio members:

- University Counsel (non-voting)
- Vice President for University Advancement (or designee) (voting)
- Director of Sponsored Programs (voting)
- Provost (or designee) (non-voting)
- President (or designee) (non-voting)

Other members of the faculty and staff will be appointed by the President to provide broad technical expertise across various disciplines. These shall include six members of the teaching faculty, one representing each college, and one from the Library, selected from a slate submitted by the Executive Committee of the Faculty Senate and two members from the professional staff. Additional expertise in the form of ad hoc resource members may be sought by the IPC as needed in the consideration of IP matters.

The University administrative contact for issues regarding IP covered under this policy and the disclosure of IP shall be the Provost/VP. Actions of the IPC are forwarded to the Provost/VP as recommendations.

b. Duties

The IPC shall serve as the custodian of the IP Disclosure form and will identify the IP Category and Ownership structure pursuant to Section V.b. of this policy.

i. Custodial Function. The IPC shall review the IP policy, as needed, and make revision recommendations to the Provost. The IPC will also recommend revisions to the Disclosure Form or to any other form required in the disclosure of IP. The IPC will meet at least quarterly.

ii. Disclosure Function. When University faculty, staff, other employee, or student, operating under the scope of this Policy, creates IP, the creator shall notify the Provost/VP of the IP by completing the Disclosure Form. Should the Provost/VP be the creator of IP, the completed Disclosure Form will be submitted to the President. The Disclosure Form must be completed and submitted to the Provost/VP upon the recognition of the existence, or potential existence, of intellectual property. The completed Disclosure Form must be submitted to the Provost/VP with an information copy to the appropriate chair or director and dean. A receipt notification will be mailed to the creator acknowledging receipt of the Disclosure Form within one workweek of its receipt,
with a copy of this acknowledgement sent to the members of the IPC.

The creator(s) shall make available, upon request, originals or copies of all documents and designs, including logs, research workbooks, etc. that are necessary to support an understanding of the IP and its scope and value. Moreover, as necessary the creator(s) shall assist the IPC in obtaining and maintaining legal protection for the IP by disclosing essential information, signing applications and other necessary documents, and assigning technology rights. EKU will reimburse the creator(s) for any/all reasonable expenses incurred complying with IPC requests for additional information.

The IPC will evaluate the merits of the IP and the equities involved. This evaluation may be made using the materials/information submitted by the creator(s) and/or with the assistance of other university resources or a consultant(s). The VP/Provost will advise the creator(s) within one-hundred and twenty (120) calendar days, following the receipt of the Disclosure Form, as to whether or not the University will retain an interest or ownership in the IP, unless the parties mutually agree upon an extension. The Provost/VP may extend the deadline if further examination of the IP is needed or additional information is required. This will be done by notifying the creator(s) in writing of the intent to extend the deadline fifteen (15) days prior to the end of the initial 120 calendar day period. The Provost/VP must notify the creator(s) of the reason for such an extension. The extended period may not exceed forty-five (45) calendar days. However, the extension may be extended for a longer period of time if mutually agreed upon by all parties.

If EKU elects to release some or all legal rights to the creator(s), or if written notice of the IPC is not given to the creator(s) upon the expiration of 120 calendar day period following receipt of the disclosure or the new deadline, the creator(s) shall be free, subject to law and prior agreements, to proceed independently only with respect to the specific, disclosed IP.

iii. Review Function

1. The IPC will review disclosures for the purpose of classifying them into one of the categories outlined in Section IV.b. of this document. Part of the review process will involve developing an estimate for the market value for the IP. Working alone or with internal or external collaborators, the IPC will estimate the value of the IP so
that EKU better understands the potential commercial value. The IPC, and any other additional resource partners shall have 120 calendar days from the disclosure of the IP to assess the scientific, technical and economic merit as well as decipher the potential commercial value. If this evaluation has not taken place during the 120 days then the time shall have lapsed and primary ownership rights to it shall be returned to the creator.

- If the IPC determines that the IP under consideration is exempt under Section IV.b.1., the property shall be released to the creator and EKU will not claim ownership, except the non-exclusive right to use the IP for educational, research or service reasons.

- If the IPC determines that EKU has an interest in the IP, but that the chances of successful commercialization are minimal or the costs of pursuing such commercialization outweigh the income potential, the IPC shall release the property to the creator(s), as above.

- If the IPC determines that EKU has an ownership right but that the creation has not been developed to the point where a decision as to patentability or commercialization is possible, the IPC shall place the creation in a pending status, provide the creator(s) with the reasons for taking such action and request that the creator(s) report back at some specified date.

If the IPC determines that EKU has ownership interest in the property and an interest in retaining the ownership, the IPC will make a recommendation to the Provost to:

1. Inform the creator(s) in writing that EKU claims its ownership rights to the IP
2. Negotiate and record the rights of the creator(s) to share in any income with EKU in accord with Section VII. Typical and anticipated revenue sharing from royalties are:
   - 50% to the creator
   - 15% to the IP Fund
   - 15% to the General Fund
   - 15% to the Department
   - 5% to the College
3. Inform the President of the IPC’s recommendation as to the appropriate course of action.
   a. The President will authorize the execution of an acknowledgment and, where applicable, an assignment of ownership rights
   b. The process for licensing, selling, or otherwise conveying IP will comply with any applicable federal or state statutes. All costs associated with these actions shall be borne by EKU, except that such costs shall be offset against future income in accord with Section VII.c.

iv. Resolution of Grievances
   a. If any creator does not agree with any decision made by the VP/Provost, an appeal may be made to the President within seven working days of the issuance of the decision.
   b. The appeal shall be made in writing, delivered to the President and copies shall be made to the VP/Provost.
   c. Any appeal shall set forth the specific reasons supporting the position of the party and include any supporting documentation.
   d. Upon receipt of an appeal of the VP/Provost’s decision, the President shall review the information provided and, within twenty (20) working days, shall issue a written decision on the appeal. The decision on this review will be the final decision of the University.

VI. Commercialization
   a. In commercializing IP, EKU, through the IPC, shall be guided by the following principles:
      i. Active creator(s’) participation in all commercialization will be vigorously sought.
      ii. The primary objective and responsibility of EKU shall be to assure that the products of its intellectual activity are brought into the widest possible use for the general benefit of society.
      iii. IP is treated as an asset and an appropriate return should be sought.
   b. In an effort to commercialize IP, EKU will seek a variety of arrangements such as licenses, outright assignments or sale of rights, partnerships, and joint ventures. The selection of particular arrangements will depend upon the individual circumstances.
   c. In some instances, it may be in the best interests of the creator, EKU, and the general public to enter into a commercialization arrangement with entities wholly or partially owed or controlled by the faculty, staff, or
students who originated the property. Because these arrangements have the potential of contributing to economic development, such arrangements may be considered and accepted, provided they are not specifically prohibited by law and that adequate provisions, including full disclosure of interests, are made to avoid or otherwise protect against conflict of interest on the part of those involved.

d. Commercialization of IP can be risky. Based on national data, the process fails more often than it succeeds. If no commercialization has occurred within two years after the property is disclosed, the creator(s) may request that all rights be transferred to the creator. The request should be addressed to the IPC. It should explain what efforts have been made to date and why the creator(s) should receive ownership. The IPC will make a determination as to whether reasonable efforts to commercialize have been taken and will forward a recommendation to the President.

VII. Royalty Income Sharing Policy

a. Except as otherwise provided, net revenues derived from the commercialization of IP shall be shared as follows:
   - 50% to the creator
   - 15% to the IP Fund
   - 15% to the General Fund
   - 15% to the Department
   - 5% to the College

b. The IP Fund, the Department Fund, and the College Fund shall be allowed to build across fiscal years. Costs associated with securing IP will be borne by EKU with such costs offset against future income. All costs directly related to the acquisition of IP rights will be reimbursed from the first receipt of revenue, before distribution is made to the creator, department, college, general fund and IP fund. Similarly, future necessary costs for securing IP rights will be reimbursed by revenues prior to distribution (as above).

c. The creator’s rights to share in revenue as stated above (but not including the department’s share) shall remain with the individual or pass to the individual’s heirs and assigns for so long as net income is derived from the property.

d. When two or more individuals have made substantial creative contributions to IP, they will determine among themselves and in writing the individual share each will receive. A copy of that agreement will accompany the IP disclosure form. In the event that agreement cannot be reached, the IP disclosure should be filed and the IPC will hear oral and written statements. After such presentation, the IPC will make a recommendation to the Provost who will issue a finding.

e. Due to conditions of employment and/or the nature of work assignments, it may be appropriate to agree to alternate distribution of net income for employees and/or the distribution ratios. Such modifications must be
submitted to the Provost/VP, in writing, and will be considered by the IPC.

f. This policy shall not change revenue-sharing agreements entered into prior to the adoption of this policy.

VIII. Binding Nature of this Policy
The policies set forth here constitute an understanding that is binding on EKU faculty, staff, and students as a condition of their participation in EKU research, teaching, and service programs and for their use of EKU funds, facilities, or other resources.
EASTERN KENTUCKY UNIVERSITY
INTELLECTUAL PROPERTY DISCLOSURE FORM (Draft 9.24.03)
This form must be completed and submitted to the Office of the Provost with information copies to your chair or director and dean when the existence of intellectual property is recognized. For more information see EKU's Intellectual Property Policy. Please attach additional sheets as needed. (Please Type)

A. Descriptive title of the intellectual property.

B. Describe the intellectual property. If needed, attach additional sheets. Please include examples, drawings or other data supporting your intellectual property. If the intellectual property is described in a manuscript that is being prepared for publication, attach a copy, and indicate when it will appear in print.

C. Describe the prospective commercial use of the intellectual property and your best assessment of what companies or firms might be interested in the technology.

D. If this intellectual property was extramurally supported, provide the name and type of agency and contract number(s). Identify and attach any contract-related progress reports.

**If the intellectual property was made with industrial sponsorship, please identify the sponsoring company and attach copies of all agreements executed with the company.

E. If information or samples (e.g., cell lines) relating to this intellectual property have been provided to anyone outside the University, please provide all details and dates.

F. When was the intellectual property conceived? Attach annotated copies of any written records that substantiate the conception date. Such records can include notebook entries, letters, reports, emails, etc.

G. When did any experimental work relating to the intellectual property first occur? Attach copies of substantiating dated notebook entries. Have you retained representative samples or products from the early experiment work? Where are the notebooks and representative samples or products located now?
H. Please provide as many details and exact copies as possible for:
**Any information about this intellectual property that has been revealed in grant proposals or research agreements. Any presentations about this intellectual property, abstracts or manuscripts submitted for publication?**

I. Summarize further experimentation, research, software development, or other activities now underway or contemplated relating to this intellectual property.

J. State the nature and extent of any literature search made to date, and attach copies of the closest references, and closest prior information your search has provided.

K. Were University resources (i.e. facilities, equipment, faculty, staff or student time) used in the development of this intellectual property. (Refer to Section IV.b of the EKU Intellectual Property Policy)

```
| YES | NO |
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L. **Full Name of Primary Investigator** ,

Furnish the following information for all investigator(s) and/or collaborator(s) contributing to this intellectual property:

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Please Note Number of Additional Pages or Attachments and forward this information to: Eastern Kentucky University, Office of the Provost and Vice President, Academic Affairs and Research, Coates Box 30A, Richmond, KY 40475. Telephone No.: (859) 622-1685 or (859) 622-6515.
Information copies should be sent to your chair/director and dean when this copy is mailed to the Provost. Thank you.

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(Duplicate this page if you have additional investigators.)

(Continued:) Additional Investigator(s) or Collaborator(s) on this Intellectual Property

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| Citizenship: | |
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FOR OFFICE USE ONLY
CASE NO:_________ DATE RECEIVED:_________ 
DATE REVIEWED BY IP COMMITTEE:_________ EKU INTEREST:_________ YES_______ NO_______ 
NUMBER OF INVENTORS:_________ ASSIGNED TO FIRM:_________ 
RELEASED TO:_________ DATE RELEASED:_________ Date Entered

Please forward to:
Office of the Provost and Vice President, Coates Box 109, Richmond, KY 40475
Please send a copy to your chair or director and your dean.
CONFIDENTIAL
***Insert Internal Review and Approval Form
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<th><strong>Old Policy</strong></th>
<th><strong>New Policy</strong></th>
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<tr>
<td><strong>Introduction</strong></td>
<td>The old policy encourages free creation of IP by faculty and staff with reference to historic IP Policy</td>
<td>The new policy encourages free creation of IP by faculty, staff and students but excludes traditional academic scholarly works</td>
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<tr>
<td><strong>Objectives</strong></td>
<td>The old policy does not discuss objectives</td>
<td>The new policy outlines clear objectives of the IP Policy</td>
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<tr>
<td><strong>Definitions</strong></td>
<td>The old policy does not discuss definitions</td>
<td>The new policy clearly reviews definitions for terms found within the policy</td>
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<tr>
<td><strong>General Policy</strong></td>
<td>The old policy discusses a general contract between the creator and the University, which loosely defines the procedure of securing a patent OR copyright</td>
<td>The new policy clearly defines the benefits of IP creation, the different types of works and differences between each (works for hire) and provides scenarios of IP Creation and the reaches of the IP Policy and Eastern Kentucky University’s as well as the creator’s legal rights</td>
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| **Copyrightable Material** | The old policy describes material created by staff when the University has provided funds, facilities, assigned or released time, or materials for a member of the faculty or staff in order to facilitate the production of said material. *These include:*  
- books  
- texts  
- glossaries  
- bibliographies  
- study guides  
- laboratory manuals  
- syllabi  
- other written work  
- musical and dramatic works  
- motion picture video or audio tapes  
- photographs  
- drawing and other pictorial presentations  
- sound recordings  
- computer programs  
- instructions  
- other software  
** The production of IP between faculty and staff members and an external funding agency, is subject to ownership of the outside funding agency (under the old policy) | The new policy describes and includes  
- Work Made for Hire  
- University-Assigned Projects  
- University-Assisted Projects  
- Sponsor-Supported Projects  

**Employee-Excluded Works include:**  
*Traditional Academic Copyrightable Works, Artistic Works, Student Works* |
**Income Allocation**
The old policy outlines income distribution set by University and Creator.

**IP Committee**
The old policy’s IP Committee:
- University Counsel
- Director of Development
- Director of Grants and Contracts

Other members include appointees by staggered terms through the President of the University. This includes four members of the teaching faculty selected from nominees from the Faculty Senate and two professional staff members.

The new policy’s IP Committee:
The IPC shall be a standing committee consisting of twelve official members appointed by the President. The committee shall consist of four ex-officio members:
- University Counsel (non-voting)
- Director of Planned and Major Gifts (voting)
- Director of Sponsored Programs (voting)
- Provost (or designee) (non-voting)
- President (or designee (non-voting)

Other members of the faculty and staff will be appointed by the President to provide broad technical expertise across various disciplines. These shall include six members of the teaching faculty, one representing each college, and one from the Library selected from a slate submitted by the Executive Committee of the Faculty Senate and two members from the professional staff. Additional expertise in the form of ad hoc resource members may be sought by the IPC as needed in the consideration of IP matters.

**Additions to new policy not included in the old policy:**
1) Resolution of Grievances procedures
2) Commercialization guidelines through EKU
3) Specific distribution of income
4) Binding nature of policy
5) New IP Disclosure Form
Supporting Document A
Proposed General Education Goals
and Learning Objectives

In 1996 SACS asked the University to clarify the goals and learning objectives of general education and to assess the General Education Program. In Fall, 2002 President Glasser directed the University General Education Committee (UGEC) to review and clarify the goals and learning objectives in preparation for assessing the General Education Program over the next two years. The UGEC proposes the following goals and measurable learning objectives for the General Education Program.

General Education Goals

The General Education Program promotes learning that is central to intellectual pursuits and that will enable students to make informed choices about matters of public and personal significance in a diverse, democratic society and global community. The program provides students with the knowledge that informed, independent thinkers need in order to ask good questions, evaluate answers, and make informed decisions. After completing the General Education Program at EKU, students will be able to:

1. Communicate effectively by applying skills in reading, writing, speaking, and listening and through appropriate use of information technology.
2. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions.
3. Analyze the historical and social contexts of cultural, economic, political, religious, and scientific developments.
4. Analyze the social and behavioral influences that explain how people relate to each other, to institutions, and to communities.
5. Analyze the fundamental natural processes of the world and the interactions of humans and their environment.
6. Analyze the values, cultural context, and aesthetic qualities of artistic, literary, philosophic, and/or religious works.
7. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences.

8. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance.

**Measurable Learning Objectives**

The learning objectives for the critical thinking skills expressed in goal two, for distinguishing the different methods of inquiry expressed in goal seven, and for integrating knowledge expressed in goal eight are embedded in the learning objectives of each of the following areas.

I. **Written Communication** – Students will achieve the goal for written communication by:

1. **Demonstrating rhetorical knowledge by:**
   a. Focusing on a specific purpose for a defined audience.
   b. Defining a specific topic through a clearly stated thesis.
   c. Constructing an effective discourse organization.
   d. Providing adequate and relevant supporting evidence, appropriate documentation, and clear and valid assumptions and conclusions.

2. **Applying critical thinking, reading, and writing by:**
   a. Understanding a writing assignment as a series of tasks, including research, understood as finding, evaluating, analyzing, summarizing, and synthesizing appropriate outside sources.
   b. Integrating their own ideas with those of others.

3. **Demonstrating control of written language by:**
   a. Controlling sentence structures appropriate to academic writing.
   b. Controlling grammatical conventions of written Standard English, including word forms, punctuation, and spelling.
II. Oral Communication – Students will achieve the goal for oral communication by:

1. Applying critical thinking by:
   a. Utilizing various forms of technology to effectively research and organize information required for message production and delivery.
   b. Adapting oral communication styles to appropriate contexts.
   c. Evaluating self and others’ communication skills.

2. Demonstrating command of communication skills by:
   a. Successfully implementing effective verbal delivery skills related to the context.
   b. Successfully implementing effective nonverbal delivery skills related to the context.

3. Demonstrating other-oriented perspective by:
   a. Writing and articulating ethical issues inherent in the message.
   b. Adhering to standards of ethical communication in presenting one’s views.
   c. Writing and articulating messages appropriate for various cultures and groups.

III. Quantitative Reasoning – Students will achieve the goal for quantitative reasoning by:

1. Using mathematical methods to state and solve quantitative problems, including those stated in verbal form.

2. Using numerical and graphical data to make reasonable and valid conclusions.

3. Applying mathematical methods to real-life problems.

IV. History – Students will achieve the goal for historical knowledge by:

1. Demonstrating relevant perspective, rooted in time and place, in the analysis of historical sources.

2. Demonstrating an understanding of the interactions of social, cultural, political, religious, economic, scientific and/or technological developments as factors in historical change.
3. Building and clearly communicating an argument on the basis of historical evidence and documentation.

4. Demonstrating ability to understand change over time and the significance and effects of historical events and developments.

V. Social and Behavioral Sciences – Students will achieve the goal for knowledge of the social and behavioral sciences in at least one of the basic social sciences by:

1. Demonstrating an understanding of the methods by which social scientists gather data and make conclusions.

2. Explaining the major concepts and fundamental processes basic to the social sciences.

3. Applying the principles and theories of the social sciences to make reasonable and valid conclusions about matters of personal and public importance.

VI. Natural Science – Students will achieve the goal for knowledge of the natural sciences by:

1. Demonstrating an understanding of the methods by which humans gather data and make conclusions in biological and physical sciences.

2. Explaining the major concepts and fundamental processes of biological and physical sciences.

3. Applying the principles and theories of biological and physical sciences to make reasonable and valid conclusions.

4. Applying scientific knowledge to examine and address issues of personal and public importance.

VII. Arts and Humanities – Students will achieve the goal for knowledge of the arts and humanities by:

1. Reflecting critically upon the ideas and values of one’s own and other cultures by exploring creative and intellectual works.

2. Analyzing cultural values and ethical issues expressed in artistic, literary, philosophical, and/or religious works.

3. Analyzing the aesthetic qualities of artistic, literary, philosophical, and/or religious works.
Supporting Document B
General Education Proposal

The General Education Program promotes learning that is central to intellectual pursuits and that will enable students to make informed choices about matters of public and personal significance in a diverse, democratic society and global community. The 48-hour program described below provides students with the knowledge that informed, independent thinkers need in order to ask good questions, evaluate answers, and make informed decisions.

The program includes a core that provides foundation skills in communications, critical thinking, and quantitative reasoning and foundation knowledge in the arts, humanities, history, social and behavioral sciences, and natural sciences. The institution-specific block is designed to help students make informed wellness decisions, to provide students with a breadth of knowledge outside the major, and to provide students with a depth of knowledge of a theme.

**General Education Core (33 hours)**

Degree programs are allowed to designate as supporting courses up to three general education courses that have been approved for the core.

<table>
<thead>
<tr>
<th>Block One: Communications</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Written Communication (6 hours)</td>
<td></td>
</tr>
<tr>
<td>B. Oral Communication (3 hours)</td>
<td>9</td>
</tr>
</tbody>
</table>

| Block Two: Mathematics | 3 |

<table>
<thead>
<tr>
<th>Block Three: Arts and Humanities</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>One arts course</td>
<td></td>
</tr>
<tr>
<td>One humanities course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block Four: Natural Sciences</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>One laboratory biological science course</td>
<td></td>
</tr>
<tr>
<td>One laboratory physical science course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block Five: Social and Behavioral Sciences</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>One history course</td>
<td></td>
</tr>
<tr>
<td>One basic social science course</td>
<td></td>
</tr>
</tbody>
</table>
One additional course in history or social science
Block Six: Institution-Specific Courses (15 hours)
Degree programs are allowed to use general education courses in the breadth of knowledge requirement and the depth of knowledge requirement as supporting courses.

Wellness 3

Breadth of Knowledge Requirement 6
Students must take one course from two areas that are not closely related to the major. The areas are arts and humanities, natural sciences, social and behavioral sciences, and quantitative skills.

Depth of Knowledge Requirement 6
Students must take two courses that address a common theme in one of the following ways:
1. Degree programs define a coherent set of supporting general education courses that address a broadly defined theme.
2. Six hours in the same second language.
3. Six hours in a cluster of general education courses that address a common theme in depth.

Total Hours 48
At the next regular meeting of the Faculty Senate, you will be voting on two motions concerning the University’s General Education Program. The first motion is to approve the Goals and Learning Objectives proposed for General Education. The document supporting this motion is labeled Supporting Document A: Proposed General Education Goals and Learning Objectives. The second motion is to approve the proposed 48-hour General Education Program, which is composed of a 33-hour core and a 15-hour institution-specific block. The document supporting this motion is labeled Supporting Document B: General Education Proposal. These documents were extracted from the longer Proposed General Education Proposal, which was drafted to provide a comprehensive description of the goals, learning objectives, and proposed framework for general education.

Also, I have included a new document that summarizes possible courses for each block of the proposed framework. You are not being asked to approve this list of courses. This document was drafted primarily to help departments that currently use general education as supporting courses. They were having difficulty evaluating the full impact of the proposal, so I have attempted to reduce uncertainty by providing a tentative course list. You and your colleagues are not to interpret this course list as a guarantee that specific courses will be part of the new program, since all future general education courses will be evaluated and certified as part of the assessment process for general education.
General Education Proposal
Tentative Course Summary

Some departments have asked the General Education Committee to help them further evaluate the General Education Proposal by identifying acceptable courses in each block. The Committee cannot fully accommodate this request, since departments will be required to submit course proposals to the Committee for approval. However, the list below is intended to give departments a tentative list of possible courses assuming departments revise the courses to be consistent with the proposed learning objectives.

As you review this list, please remember the following.
1. The list is NOT intended to be comprehensive. The list was primarily developed to help departments that require general education courses as supporting courses. The Committee has a fairly complete list of these courses, so we attempted to provide a list limited to courses currently used as supporting courses.

2. Some current general education courses are not listed for the sake of brevity. This does NOT communicate that the Committee has removed certain courses.

3. The list should NOT be interpreted as a guarantee. Some departments may choose to withdraw courses from general education and some existing courses may not be revised to fulfill general education learning objectives.

4. The list is likely to change, since departments may design new courses to fulfill learning objectives.

5. The cluster concept for the depth of knowledge requirement under Block Six cannot be directly compared to the courses in the current program, so no courses are listed under this option.
General Education Core (33 hours)

Degree programs are allowed to designate as supporting courses up to three general education courses that have been approved for the core.

Block One: Communications (9 hours)
   A. Written Communication (6 hours)
      ENG 101 and ENG 102, ENG 105 as currently configured, or HON 102
   
   B. Oral Communication (3 hours)
      CMS 100 or CMS 210

Block Two: Mathematics (3 hours)
   MAT 105 or higher

Block Three: Arts and Humanities (6 hours)
   One arts course
   
   One humanities course
      ENG 211, ENG 212, HON 205, HON 306, HUM 226, HUM 228, FCC 220, FCC 222, FCC 226, FCC 227, PHI 110, PHI 130, PHI 240, or REL 301.

Block Four: Natural Sciences (6 hours)
   One laboratory biological science course
      BIO 100, BIO 102, BIO 121, or NAT 101
   One laboratory physical science course
      AST 135, CHE 100, CHE 101, CHE 105, CHE 112 GEO 210, GLY 102, GLY 108, GLY 109, NAT 171, NAT 172, PHY 101, PHY 102, PHY 131, PHY 201

Block Five: Social and Behavioral Sciences (9 hours)
   One history course
      ANT 210, ANT 211, GEO 201, GEO 202, HIS 202, HIS 203, HIS 231, HIS 232, HIS 246, HIS 247, HON 210, HON 311, POL 210, POL 211
One basic social science course
  ANT 120, ECO 120, ECO 230, GEO 101, POL 100,
  POL 101, PSY 200, SOC 131

One additional course in history or social science
  Choose from the lists under history or social science.

**Block Six: Institution-Specific Courses (15 hours)**

Degree programs are allowed to use general education courses in the breadth of knowledge requirement and the depth of knowledge requirement as supporting courses.

**Wellness (3 hours)**
  HEA 281 and HPR 180, or other wellness courses.

**Breadth of Knowledge Requirement (6 hours)**
Students must take one course from two areas that are not closely related to the major. The areas are arts and humanities, natural sciences, social and behavioral sciences, and quantitative skills.

  Arts and Humanities: Block Three courses listed above and courses currently listed under areas 07 and 08 (excluding foreign language courses).

  Natural Science: Block Four courses listed above and specific courses currently listed under area 15.

  Social Science: Block Five courses listed above and courses currently listed under area 12.

  Quantitative Skills: MAT 107 or higher, STA 215, STA 270, CIS 212, CSC 104, CSC 160, CSC 174, CSC 177, CSC 190, PHI 100.

**Depth of Knowledge Requirement (6 hours)**
Students must take two courses that address a common theme in one of the following ways:
1. Degree programs define a coherent set of supporting general education courses that address a broadly defined theme.

Degree programs in the applied and natural sciences are most likely to choose this option to require a core of supporting science courses. Based upon current usage, the likely courses include BIO 131, BIO 141, BIO 171, BIO 271, BIO 273, BIO 301, BIO 317, CHE 111, CHE 112, GLY 108, PHY 131, PHY 132, PHY 201, and PHY 202. Other degree programs wishing to use this option, please contact Tom Watkins at tom.Watkins@eku.edu for assistance.

2. Six hours in the same second language.
   ASL: 101, 102, 201, 202
   FRE: 101, 102, 201, 202, 340, 360
   GER: 101, 102, 201, 202, 240, 340
   ITA: 101, 102
   JPN: 101, 102, 201, 202
   LAT: 101, 102
   POR: 501, 502
   RUS: 101, 102, 201, 202
   SPA: 101, 102, 105, 201, 202, 206, 360, 370

3. Six hours in a cluster of general education courses that address a common theme in depth.
Eastern Kentucky University
Academic Integrity Policy
(EKU Honor Code)

Preamble

Eastern Kentucky University is a community of shared values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of personal and academic integrity. These expectations are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. As citizens of this community, students are expected to uphold the fundamental values at all times in both their academic and nonacademic endeavors.

Academic Dishonesty Defined

Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, fabrication and plagiarism.

Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that the student has not mastered. Cheating includes but is not limited to:

- Giving or receiving assistance not authorized by the instructor or University representative;
- Participating in unauthorized collaboration on an academic or creative exercise;
- Using unapproved electronic devices or aids during an academic or creative exercise.

Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication is deception with information in written or verbal form that is used in submission of an academic or creative exercise. Fabrication includes but is not limited to:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography that are not directly used in the academic or creative exercise.
- Submission in a paper, thesis, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin or function of such data or evidence.
- Submitting as your own any academic or creative exercises (verbal, written, electronic or artistic work) prepared totally or in part by another.
**Plagiarism**

Plagiarism occurs when a student represents written or creative work taken from another sources as their own. It is imperative that a student give credit to words and ideas that are integrated into their own work. Acknowledgement of the original source should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include but are not limited to:

- Using words or ideas from another source, whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation.

- Borrowing facts, statistics or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.

**Procedures for dealing with Academic Dishonesty Cases**

To be inserted.

**Pledge**

"I hereby affirm that I understand and accept the responsibilities and stipulations of the Eastern Kentucky University Academic Integrity Policy."
Eastern Kentucky University’s Academic Integrity Policy

Highlights -- Comparison of Present Policy With Revised Policy Recommendation Draft (Fall 2004)

<table>
<thead>
<tr>
<th>Present Policy</th>
<th>Proposed Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>EKU Academic Integrity Policy</td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td>Overall introduction to policy</td>
</tr>
<tr>
<td><strong>Objectives</strong></td>
<td>Identifies forms of academic dishonesty and establishes administrative academic procedures for handling instances of academic dishonesty</td>
</tr>
<tr>
<td><strong>Honor Code</strong></td>
<td>Not included</td>
</tr>
<tr>
<td><strong>Pledge</strong></td>
<td>Not included</td>
</tr>
<tr>
<td><strong>Definitions</strong></td>
<td>Plagiarism, Cheating, Co-Responsibility</td>
</tr>
<tr>
<td><strong>Administrative Procedures</strong></td>
<td>Event occurred – faculty/student discuss. If student awarded “F” for course, student waits until end of semester and proceeds with a grade appeal through Department Academic Practices Comm. Appeal to Dean on procedural grounds.</td>
</tr>
<tr>
<td><strong>Centralized reporting of violation</strong></td>
<td>Not included</td>
</tr>
<tr>
<td><strong>Student Advisor</strong></td>
<td>Not included</td>
</tr>
<tr>
<td><strong>Educational Sanctions</strong></td>
<td>Not included</td>
</tr>
<tr>
<td><strong>Disciplinary Sanctions</strong></td>
<td>Fail course, fail assignment, precluded from graduating with honors. Upon referral to Student Disciplinary Council, student could receive University probation, University service, suspension, expulsion, fine/restitution.</td>
</tr>
</tbody>
</table>

Additions to proposed policy not included in the present policy:
1.) Honor Code
2.) Honor Code Pledge
3.) Facilitated faculty/student discussion
4.) Student Advisor (Colonel Honesty and Academic Peer – C.H.A.P.)
5.) Educational components for sanctions
6.) Centralized reporting of alleged academic integrity violations
7.) Change in appeal process from Student Disciplinary Council
Campus Assessment on Academic Integrity
General Information

**EKU Purpose:**
1. The first survey - students - is designed to gather the views of students at EKU about the current state of academic integrity at EKU and to commit EKU to the value of academic integrity on campus.
2. The second survey - faculty - is designed to gather the views of faculty at EKU about the current state of academic integrity at EKU and to commit EKU to the value of academic integrity on campus.

**National Purpose:**
1. To gather the views of students at EKU and other institutions about the current state of academic integrity across the nation. EKU survey results will be part of a survey project that has been administered at more than 125 schools, involving more than 75,000 students.
2. To gather the views of faculty at EKU and other institutions about the current state of academic integrity across the nation. EKU survey results will be part of a survey project that has been administered at more than 75 schools, involving 10,000 faculty.

**Administered by:**
1. Donald McCabe, Professor of Management, Rutgers University
   Founder of the Center for Academic Integrity
2. E.J. Keeley, Director, Institutional Research, EKU
3. Judy Spain, Co-Chair, ad hoc Academic Integrity Committee
   [http://www.academicaffairs.eku.edu/academicintegrity/](http://www.academicaffairs.eku.edu/academicintegrity/)

**When administered:**
1. Week beginning November 8, 2004 and continuing for 10 days

**To whom administered:**
1. Student survey - entire campus
   a. Will ask student status and minimal demographics
2. Faculty survey - entire campus
   a. Will ask faculty status and college designation

**Results to be analyzed:**
1. By whom:
   a. Dr. Donald McCabe will analyze the raw data
      i. Will be specific for EKU and will compare to the national averages; all identifying marks will be eliminated
2. Timing:
   a. Data should be received from Dr. McCabe approximately 2 to 3 weeks after the close of the survey period

October 8, 2004
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) Department Name Management, Marketing, & Administrative Communication

New Course (Parts II, IV) College Business and Technology

Course Revision (Parts II, IV) *Course Prefix & Number

Course Dropped (Part II) *Course Title (30 characters)

New Program (Part III) *Program Title Marketing (B.B.A.)

Program Revision (Part III) (Major ____, Option X ____, Minor ____; or Certificate ____)

Program Suspended (Part III) *Provide only the information relevant to the proposal.

Proposal Approved by: Date

Departmental Committee MMAC Dept 8/24 Graduate Council* N/A

College Curriculum Committee September 24, 2004 Council on Academic Affairs As Amended

General Education Committee* N/A Approved X Disapproved 10-21-04

Teacher Education Committee* N/A Faculty Senate**

--- Board of Regents**

--- Council on Postsecondary Edu.***

--- NA

*If Applicable (Type NA if not applicable.)

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

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

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

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

To add a Music Marketing option to the Marketing Major and adding a Marketing Option.

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

Fall 2005

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

B. The justification for this action: There are no competing undergraduate Music Marketing programs in Kentucky or neighboring states with an emphasis in marketing or business. Currently UK offers an Arts Administration degree through their Music School for non-profit arts, and the University of Cincinnati offers a Master’s in Arts Administration also focusing on non-profits. Middle Tennessee State Univ. offers an undergraduate degree in Music Business but the emphasis is in recording. Kentucky State Univ. is examining the feasibility of a Music Business program and may be offering such a program in the near future, but their business school is not accredited by AACSB International and our programs are (i.e., providing a competitive advantage). The EKU Music Department supports the creation of this program and is confident that it will be a popular option, “projecting an enrollment of 12 students the first year with more later” (April Brumfield, Music).
C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No additional MMAC faculty resources are required. Expected demand is 12 students per year. Every course is offered at least once per year and there is adequate space in these classes to absorb the increase in demand.

Operating Expenses Impact: $500 for start-up including design, printing, promotional materials and postage.

Equipment/Physical Facility Needs: No additional Equipment needed

Library Resources: No additional library resources required.
Part III. Recording Data for New, Revised, or Suspended Program

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

Current Program Requirements as Shown in Catalog

MARKETING (B.B.A.)
CIP Code: 52.1401

University Requirement.........................................1 hour
   BTO 100.

General Education Requirements..........................43 hours
   Standard General Education program, excluding general education
   course categories 09, 12 and 21. Refer to Section Four of this
   Catalog for details on the General Education and University
   requirements.

Supporting Course Requirements .........................12-15 hours
   MAT 211 or the combined courses of MAT 107 and QMB 240;
   SOC 131; ECO 230, 231.

Free Electives (non business) ..............................9-12 hours

Business Requirements
   Pre-Business Core ........................................12 hours
   ACC 201, 202, GBU 204; QMB 200.
   Business Core.............................................21 hours
   CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

Major Requirements .........................................24 hours
   MKT 350, 400, 455 and 15 hours of approved marketing electives above the core.

Approved Business Electives ..............................3 hours

Total Curriculum Requirements ............................128 hours
New or Revised* Program
(Use strikeout for deletions and underlines for additions.)

MARKETING (B.B.A.)
CIP Code: 52.1401

University Requirement ........................................ 1 hour
BTO 100

General Education Requirements......................... 40-43 hours
Standard General Education program, excluding general education
course categories 09, 12, and 21. For Music Marketing Option, exclude
Category 7. Refer to Section Four of this Catalog for details on the
General Education and University requirements.

Supporting Course Requirements.......................... 12-18 hours
MAT 211 or the combined courses of MAT 107 and QMB 240;
SOC 131; ECO 230, 231, MUS 272 (For Marketing Option)

Free Electives.................................................. 6-12 hours
Upper Division electives may be required to meet the University 43 hour upper division
requirement. (Music Marketing Option: recommend BEM 240, and other business courses
as electives, up to 50% of program.)

Business Requirements
  Pre-Business Core........................................... 12 hours
    ACC 201, 202; GBU 204; QMB 200.
  Business Core............................................... 24 hours
    CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

Major Requirements
  Marketing Option.......................................... 24 hours
    MKT 350, 400, 455 and 15 hours of approved marketing electives above the core.
  Music Marketing Option................................. 27 hours
    MUS 190(2), 191(2), 290(2), 390(3), 391(3), and 15 hours from the following courses:
    MKT 304, 306, 310, 349, 400, 401, or MGT 330.

Approved Business Electives.............................. 3 hours

Total Curriculum Requirements.......................... 128 hours
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>
</tr>
</thead>
<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>MMAC</td>
</tr>
<tr>
<td>College</td>
<td>College Business &amp; Technology</td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td>*Course Prefix &amp; Number</td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td>*Course Title (30 characters)</td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td>*Program Title</td>
</tr>
<tr>
<td>X Program Revision (Part III)</td>
<td>Office Systems and Technology (A.A.)</td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
<td>(Major __, Option __, Minor __, or Certificate)</td>
</tr>
</tbody>
</table>

*Provide only the information relevant to the proposal.*

Proposal Approved by:

<table>
<thead>
<tr>
<th>Departmental Committee</th>
<th>Date</th>
<th>Graduate Council*</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Curriculum Committee</td>
<td>9/24/04</td>
<td>Council on Academic Affairs</td>
</tr>
<tr>
<td>General Education Committee*</td>
<td>NA</td>
<td>Approved X Disapproved</td>
</tr>
<tr>
<td>Teacher Education Committee*</td>
<td>NA</td>
<td>Faculty Senate** Board of Regents** Council on Postsecondary Edu.***</td>
</tr>
</tbody>
</table>

*If Applicable (Type NA if not applicable.)

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

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

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

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

To change the name of the degree from Associate Degree to Associate of Applied Science and edit punctuation for clarification.

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

Spring 2004

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

B. The justification for this action:
The AA degree offered did not meet the 48 hours of general education requirement.

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

Q:\University_Forms\WP_Forms\Win\Curriculum form.wpd-08-02

MMAC 5
Part III. Recording Data for New, Revised, or Suspended Program

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

Current Program Requirements as Shown in Catalog

Associate Degree

OFFICE SYSTEMS AND TECHNOLOGIES (A.A.)

CIP Code: 52.0401

General Requirement

University................................................. 1 hour
BTO 100.

General Education................................. 15 hours
ENG 101, 102, three hours of Humanities, three hours of Math or Science, SPE 100.

Free Electives (non business)................. 4 hours

Business Requirements

Supporting Course Requirements.............. 16 hours
ACC 201, 202, 250, ECO 230 or 231, GBU 204, CCT 349 or ECO 230 or 231.

Office Systems and Technology Major Requirements

.............................................................. 28 hours
CCT 101, 106 (1 hour), 200, 201, 210, 250, 280, 290, 302, 303.

Total Curriculum Requirements............... 64 hours

New or Revised* Program

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

Associate Degree

Associate of Applied Science

OFFICE SYSTEMS AND TECHNOLOGIES (A.A. A.A.S)

CIP Code: 52.0401

General Requirement

University................................................. 1 hour
BTO 100.

General Education................................. 15 hours
ENG 101, 102, three hours of Humanities, three hours of Math or Science, SPE 100.

Free Electives (non business)................. 4 hours

Business Requirements

Supporting Course Requirements.............. 16 hours
ACC 201, 202, 250, ECO 230 or 231, GBU 204, CCT 349 or ECO 230 or 231.

Office Systems and Technology Major Requirements

.............................................................. 28 hours
CCT 101, 106 (1 hour), 200, 201, 210, 250, 280, 290, 302, 303.

Total Curriculum Requirements............... 64 hours
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>
</tr>
<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>
</tr>
<tr>
<td>New Program (Part III)</td>
</tr>
<tr>
<td>X Program Revision (Part III)</td>
</tr>
<tr>
<td>XXX Program Suspended (Part III)</td>
</tr>
</tbody>
</table>

Proposal Approved by:  
Departmental Committee  
College Curriculum Committee  
General Education Committee*  
Teacher Education Committee*  

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>6/29/04</td>
<td>NA</td>
</tr>
<tr>
<td>9/30/04</td>
<td>10-21-04</td>
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<tr>
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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

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: Special Education - Moderate-Severe Disabilities/Teaching Option (B.S.)

A. 2. Effective date: (Example: Fall 2001)  
Fall, 2004---no new students are being admitted to this program

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)  
Fall, 2007---All currently enrolled students have been notified about suspension of the program and every effort is being made to make sure they will be able to complete the program by this effective date.

B. The justification for this action:
This program has not been able to sustain sufficient enrollment to meet acceptable graduation rates.

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

Personnel Impact:  
None; personnel position and resources will be redirected to other program areas within the department.

Operating Expenses Impact:  
None; personnel position and resources will be redirected to other program areas within the department.

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 (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
3. For a dropped course, provide the current catalog text.

Current Catalog Text

New or Revised* Catalog Text
("Use strikeout 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 (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Current Program Requirements as Shown in Catalog

SPECIAL EDUCATION/TEACHING (B.S.)
Learning and Behavior Disorders and Moderate and Severe Disabilities
CIP Code: 13.1001

See advisor early in the program
Major Requirements ........................................ 27-36 hours
Core ..................................................................... 18 hours
SED 104, 260, 341, 375, 518, 545.

Options
Learning and Behavior Disorders (LBD) (P-12) with Elementary Education (P-5) or
Middle Grade Education (S-9) .......................... 12 hours
SED 351, 356, 434, and 578.
Moderate and Severe Disabilities (MSD) (P-12) ........................................ 18 hours
SED 240 or ASL 101; SED 300, 304, 353, 435 and 577.
Elementary and Middle Grade Education Requirements .................. 21-39 hours
LBD (P-12) with Elementary Education (P-5) ............................................ 21 hours
ELE 445, 466, 490, 491, 492, and 493; SED 378.
LBD (P-12) with Middle Grade Education (S-9).......................... 39 hours
EMG 430, 445, 447, and three hours from EMG 491, 492, 493, 494; SED 578.
Teaching Field/Area of Emphasis
24 hours in an area of emphasis chosen from: English and communications, mathematics, science, or social studies.
Supporting Course Requirements .................................. 6-24 hours
LBD (P-12) with Elementary Education (P-5) .................................. 19 hours
ELE 322, 361, 362, 365, LIB 301, MAT 201, and 202.

LBD (P-12) with Middle Grade Education (S-9) .......................... 6 hours
MAT 201 and 202.
MSD (P-12) ............................................................. 24 hours
ELE 445, 446, 491, LIB 301, MAT 201, 202, NSC 500, and OTS 515.

Professional Education Requirements .................................. 19 hours
LBD (P-12) with Elementary Education (P-5)
EDF 103, 203, 319, ELE 499, and SED 499.
[EDF 413 met with SED 351, SED 401 waived by major in special education]
LBD (P-12) with Middle Grade Education (S-9)
EDF 103, 203, 319, EMG 499, and SED 499.
[EDF 413 met with SED 351, SED 401 waived by major in special education]
MSD (P-12) ............................................................. 18 hours
EDF 103, 203, 319, and SED 499.
[EDF 413 met with SED 351, SED 401 waived by major in special education]

General Education Requirements ........................................ 33-46 hours
Standard General Education program excluding course categories 03 and 04 (all options). LBD/EMG 5-9 emphasis area may use up to 12 hours in General Education as identified on the curriculum guide (GEW). Refer to Section Four of this Catalog for details on the General Education and University requirements.

University Requirement .............................................. 1 hour
EDO 100.

Free Electives: As needed to reach a total of 128 hours.
(CSC 104 or CIS 212 is an addition to professional education requirement and may be selected as a free elective.)
Total Curriculum Requirements .................. 128-136 hours
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 (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
3. For a dropped course, provide the current catalog text.

**Current Catalog Text**

**New or Revised** Catalog Text
("Use strikeout 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 (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

**Current Program Requirements as Shown in Catalog**

**SPECIAL EDUCATION/TEACHING (B.S.)**
Learning and Behavior Disorders and Moderate—
and Severe Disabilities—

*CIP Code: 13.1001*

See advisor early in the program

**Major Requirements**: 27-36 hours

- Core: 18 hours
  - SED 104, 250, 341, 375, 518, 545.
- Options
  - Learning and Behavior Disorders (LBD) (P-12) with Elementary Education (P-5): 12 hours
    - SED 351, 356, 434, and 457.
  - **Moderate and Severe Disabilities (MSD)** (P-12): 10 hours
    - SED 240 or ASL 101; SED 500, 501, 512, 153 and 477.

Elementary and Middle Grade Education Requirements: 21-39 hours

- LBD (P-12) with Elementary Education (P-5): 21 hours
  - ELE 445, 446, 490, 491, 492, and 493; SED 578.
- LBD (P-12) with Middle Grade Education (5-9): 39 hours
  - EMG 430, 445, 447, and three hours from EMG 491, 492, 493; SED 578.

Teaching Field/Area of Emphasis
24 hours in an area of emphasis chosen from:
- English and communications, mathematics, science, or social studies.

**Supporting Course Requirements**: 6-24 hours

- LBD (P-12) with Elementary Education (P-5): 19 hours
  - ELE 322, 361, 362, 365, L1B 201, MAT 201, and 202.

<table>
<thead>
<tr>
<th>Program Requirements</th>
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<tbody>
<tr>
<td><strong>LBD (P-12) with Middle Grade Education (5-9)</strong></td>
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<tr>
<td>MAT 201 and 202.</td>
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<td><strong>MSD (P-12)</strong> ..................................</td>
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<tr>
<td>ELE 445, 446, 491, L1B 201, MAT 201, 202, NSC 500, and OTE 515.</td>
</tr>
</tbody>
</table>

**Professional Education Requirements**: 19 hours

- LBD (P-12) with Elementary Education (P-5)
  - EDF 103, 203, 319, ELE 499, and SED 499.
  - [EDF 413 met with SED 351, SED 401 waived by major in special education]
- LBD (P-12) with Middle Grade Education (5-9)
  - EDF 103, 203, 319, EMG 499, and SED 499.
  - [EDF 413 met with SED 351, SED 401 waived by major in special education]

**LBD (P-12)** .................................. | 19 hours |
- EDF 103, 203, 319, and SED 499.
- [EDF 413 met with SED 351, SED 401 waived by major in special education]

**General Education Requirements**: 33-46 hours

- Standard General Education program excluding course categories 03 and 04 (all options), LBD/EMG 5-9 emphasis area may use up to 12 hours in General Education as identified on the curriculum guide (GEW). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.
- **University Requirement**: 1 hour
  - EDO 100.
- **Free Electives**: As needed to reach a total of 128 hours.
  - (CSC 104 or CIS 212 is an admission to professional education requirement and may be selected as a free elective.)
- **Total Curriculum Requirements**: 128-136 hours

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

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<tr>
<th>Part I</th>
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<tbody>
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<td>New Course (Parts II, IV)</td>
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<tr>
<td>Course Revision (Parts II, IV)</td>
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<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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<td>Program Suspended (Part III)</td>
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<td>*Course Prefix &amp; Number</td>
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<tr>
<td>Special Education - Moderate-Severe Disabilities/Non-Teaching Option (B.S.)</td>
</tr>
<tr>
<td>Major ____ Option _____ Minor ____; or Certificate ____</td>
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</table>

*Provide only the information relevant to the proposal.*

Proposal Approved by:

Departmental Committee: 6/29/04
Graduate Council: NA

College Curriculum Committee: 9/13/04
Council on Academic Affairs: Approved X Disapproved __

General Education Committee*: 10/5/04
Faculty Senate**:
Board of Regents**:
Council on Postsecondary Edu.***:

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
   **Suspend:** Special Education - Moderate-Severe Disabilities/Non-Teaching Option (B.S.)

A. 2. Effective date: (Example: Fall 2001)
   Fall, 2004---no new students are being admitted to this program

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
   Fall, 2007---All currently enrolled students have been notified about suspension of the program and every effort is being made to make sure they will be able to complete the program by this effective date.

B. The justification for this action:
   *This program has not been able to sustain sufficient enrollment to meet acceptable graduation rates.*

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

Personnel Impact:
None; personnel position and resources will be redirected to other program areas within the department.

Operating Expenses Impact:
None; personnel position and resources will be redirected to other program areas within the department.

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 (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
3. For a dropped course, provide the current catalog text.

**Current Catalog Text**

**New or Revised* Catalog Text**

(*Use strikeout for deletions and underline 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 (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program’s suspension.

**Current Program Requirements as Shown in Catalog**

#### Special Education (Non Teaching) (B.S.)

- **Moderate and Severe Disabilities (MSD)**
  - 18 hours
  - SED 240 or ASL 101; SED 300, 304, 353, 435 and 577.
  - Supporting Course Requirements ............................................ 12-15 hours
    - DHH, LBD, and MSD Options .................................................. 15 hours
    - PSY 280, (12 hours selected from CDF 132, 437, NSC 500, OTS 515, PHI 130, PSY 305, REC 311, SOC 235, or SWK 358.) Courses taken for General Education may not be used for Supporting Course Requirements.
    - IECE-SEEC Options ............................................................... 12 hours
      - ELE 519, NSC 500, OTS 515, SWK 456.
- **Major Requirements** ......................................................... 36-39 hours
  - Core (IECE-SEEC) ............................................................... 21 hours
    - SED 104, 260, 341, 375 (9 hours), and 518.
  - Core (DHH, LBD, MSD) ......................................................... 24 hours
    - SED 104, 260, 341, 375 (9 hours), 518, and 541.
- **Options**
  - Interdisciplinary Early Childhood Education - Special Education
    - Early Childhood (IECE-SEEC) .............................................. 15 hours
      - SED 304, 352, 436, 577, and 578.
    - Deaf and Hard of Hearing (DHH) ...................................... 12 hours
      - ASL 101 and 102; SED 337 and 380.
    - Learning and Behavior Disorders (LBD) ............................. 9 hours
      - SED 351, 356, and 434.

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NEW OR REVISED PROGRAM
(Use strikeout for deletions and underlines for additions.)

Special Education (Non Teaching) (B.S.)

Deaf and Hard of Hearing
(CIP Code: 13.1003)

Interdisciplinary Early Childhood
Special Education Early Childhood
(CIP Code: 13.1001)

Learning and Behavior Disorders
(CIP Code: 13.1001)

--- Moderate and Severe Disabilities ---
(CIP Code: 13.1001)

Major Requirements ........................................... 36-39 hours

Core (IECE-SEEC) ............................................. 21 hours
SED 104, 260, 341, 375 (9 hours), and 518.

Core (DHH, LBD, MSD) ....................................... 24 hours
SED 104, 260, 341, 375 (9 hours), 518, and 545.

Options
Interdisciplinary Early Childhood
Education - Special Education
Early Childhood (IECE-SEEC) ....................... 15 hours
SED 304, 352, 436, 577, and 578.

Deaf and Hard of Hearing (DHH) ............... 12 hours
ASL 101 and 102; SED 337 and 380.

Learning and Behavior Disorders (LBD) .......... 9 hours
SED 351, 356, and 434.

--- Moderate and Severe Disabilities (MSD) ---
(CIP Code: 13.1001)

Supporting Course Requirements ................. 12-15 hours

DHH, LBD, and MSD Options ....................... 15 hours
PSY 280, (12 hours selected from CDF 132, 437, NSC 500, OTS 515, PHI 130, PSY 308, REC 311, SOC 235, or SWK 358.) Courses taken for General Education may not be used for Supporting Course Requirements.

IECE-SEEC Options ......................................... 12 hours
ELE 519, NSC 500, OTS 515, SWK 456.

Minor Requirements ....................................... 18 hours

DHH, LBD, and MSD Options (Refer to Section Five of this Catalog for list of minors offered)

IECE-SEEC
(Minor in Child and Family Studies)
CDF 241, 244, 247, 344, 345 and 346.

General Education Requirements .................. 52 hours
Standard General Education program. Refer to Section Four of this Catalog for details on the General Education and University requirements.

University Requirement ............................... 1 hour
EDO 100.

Free Electives (As needed to meet 128 hours) ... 1-12 hours

Total Curriculum Requirements ..................... 128 hours
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

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<th>(Check one)</th>
<th>Department Name</th>
<th>SPECIAL EDUCATION</th>
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<td>Course Revision (Parts II, IV)</td>
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<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>Master of Arts in Education-Special Education: Moderate-Severe Disabilities Option</td>
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</table>
| Program Revision (Part III) | | (Major ____, Option ____; Minor ____; or Certificate ____)
| Program Suspended (Part III) | *Provide only the information relevant to the proposal. |

Proposal Approved by:

<table>
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<tr>
<th>Departmental Committee</th>
<th>6/29/04</th>
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<td>Council on Academic Affairs</td>
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<td>General Education Committee*</td>
<td>10/15/04</td>
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<td>Teacher Education Committee*</td>
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<td>Faculty Senate**</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

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 Master of Arts in Education-Special Education: Moderate-Severe Disabilities Option

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

Fall, 2004—no new students are being admitted to this program

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

Fall, 2007—All currently enrolled students have been notified about suspension of the program and every effort is being made to make sure they will be able to complete the program by this effective date.

B. The justification for this action:

This program has not been able to sustain sufficient enrollment to meet acceptable graduation rates.

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

Personnel Impact:

None; personnel position and resources will be redirected to other program areas within the department.

Operating Expenses Impact:

None; personnel position and resources will be redirected to other program areas within the department.

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 (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
3. For a dropped course, provide the current catalog text.

Current Catalog Text

New or Revised* Catalog Text
(*Use strikeout 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 (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Current Program Requirements as Shown in Catalog

DEPARTMENT OF SPECIAL EDUCATION

Dr. Kathryn Polmanter, Acting Chair
www.education.edu.edu
Wallace 245, (859) 622-4442

The Department of Special Education offers graduate programs leading to the Masters of Arts in Education, Rank II and Rank I, and Director of Special Education. The special education Masters of Arts in Education and teaching certification options are learning and behavior disorders, moderate and severe disabilities, deaf and hard of hearing, interdisciplinary early childhood education, and communication disorders. The Masters of Arts in Education, non-teaching option, is offered in interdisciplinary early childhood education. The Masters of Arts in Education, alternative initial certification option is offered in learning and behavior disorders. Students should consult with a graduate advisor for the desired certification program as early as possible.

MASTER OF ARTS IN EDUCATION
Special Education

Options in Learning and Behavior Disorders, Moderate and Severe Disabilities, Deaf and Hard of Hearing, and Interdisciplinary Early Childhood Education.

Admission – For clear admission to the MAEd program options the following programs must have an undergraduate grade point average of 3.0 overall or on the last 60 hours and program test requirement of:

- Interdisciplinary Early Childhood Education
  - Minimum GRE scores of verbal 450, quantitative 350
  - OR combined GRE verbal, quantitative scores of 750, GPA of 3.0, and an on-demand writing task scored by IECE faculty
  - OR Miller Analogies Test (MAT) raw score of 26, 3.0 GPA, and an on-demand writing task scored by IECE faculty
  - OR GPA of 2.7 and composite GRE x GPA = 2250 and an on-demand writing task scored by IECE faculty

- Learning and Behavior Disorders and Moderate and Severe Disabilities
  - Minimum GRE scores of verbal 450 and quantitative 350
  - OR combined GRE verbal, quantitative scores of 800, a GPA of 3.0, and an on-demand writing task scored by LBD Faculty
  - OR Miller Analogies Test (MAT) raw score of 26, GPA of 3.0, and an on-demand writing task scored by LBD faculty
  - OR GPA of 2.7 and composite GRE x GPA = 2400 and an on-demand writing task scored by LBD Faculty

- Deaf and Hard of Hearing
  - Minimum GRE scores of verbal 450, quantitative 350 and a GPA of 3.0
  - OR combined GRE verbal, quantitative scores of 800, and a GPA of 3.0

CURRICULUM REQUIREMENTS

Professional Core
- EPS 816, 869
- One of the following
  - EPS 857, 850, 825 or EPS 839
- All Options:

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Teaching Options: Candidates with provisional certification in LBD, MSD, DHH, and IECE.

Learning and Behavior Disorders (LBD)
Prerequisite (LBD provisional certification)
SED 803, 804, 805, and 886 ............................................. 12 hours

Moderate and Severe Disabilities (MSD)
Prerequisite (MSD provisional certification)
SED 896, 818, 890, and 856 ............................................. 12 hours

Deaf and Hard of Hearing (DHH)
Prerequisite (DHH provisional certification)
SED 803, 809, 832, and 886 ............................................. 12 hours

Interdisciplinary Early Childhood (IECE)
SED 801, 802, 805, and 886 ............................................. 12 hours

Non-Teaching Option: Interdisciplinary Early Childhood (IECE)

Prerequisites for entering the IECE option are a bachelor’s degree in special education or in a related discipline from an accredited institution.

---

Moderate-Severe Disabilities (P-12)

The prerequisites are an undergraduate degree and KY Provisional Teaching Certificate in P-3, 5-9, or High School for classroom teachers. Also students must have completed the following or equivalent prerequisite course work.

Prerequisite Courses .................................................. 12 hours
ELE 445; ELE 446; MAT 291, 292.

Required Courses ...................................................... TBD hours
See Special Education Department website for required courses (http://www.education.uky.edu/Sed).

NOTE: Completion of the above program will not suffice for completion of a Rank program. For MSD Certification, the PRAXIS test in the area of a specialty must be passed.

*SED 894 can be waived with one year of successful teaching of students with MSD.
DEPARTMENT OF SPECIAL EDUCATION

Dr. Kathryn Polmanteer, Acting Chair
www.education.eku.edu
Wallace 245, (859) 622-4442

The Department of Special Education offers graduate programs leading to the Masters of Arts in Education, Rank II and Rank I, and Director of Special Education. The special education Masters of Arts in Education and teaching certification options are learning and behavior disorders, moderate and severe disabilities, deaf and hard of hearing, interdisciplinary early childhood education, and communication disorders. The Masters of Arts in Education, non-teaching option, is offered in interdisciplinary early childhood education. The Master of Arts in Education, alternative initial certification option is offered in learning and behavior disorders. Students should consult with a graduate advisor for the desired certification program as early as possible.

MASTER OF ARTS IN EDUCATION

Special Education

Options in Learning and Behavior Disorders, Moderate and Severe Disabilities, Deaf and Hard of Hearing, and Interdisciplinary Early Childhood Education.

Admission – For clear admission to the MAEd program options the following programs must have an undergraduate grade point average of 3.0 overall or on the last 60 hours and program test requirement of

Interdisciplinary Early Childhood Education
• Minimum GRE scores of verbal 450 and quantitative 350
• OR combined GRE verbal, quantitative scores of 550, GPA of 3.0, and an on-demand writing task scored by IECE faculty
• OR Miller Analogies Test (MAT) raw score of 36, 3.0 GPA, and an on-demand writing task scored by IECE faculty
• OR GPA of 2.7 and composite GRE x GPA = 2250 and an on-demand writing task scored by IECE faculty.

Learning and Behavior Disorders and Moderate and Severe Disabilities
• Minimum GRE scores of verbal 450 and quantitative 350
• OR combined GRE verbal, quantitative scores of 500, a GPA of 3.0, and an on-demand writing task scored by LBD Faculty
• OR Miller Analogies Test (MAT) raw score of 36, 3.0 GPA, and an on-demand writing task scored by LBD faculty
• OR GPA of 2.7 and composite GRE x GPA = 2400 and an on-demand writing task scored by LBD Faculty.

Deaf and Hard of Hearing
• Minimum GRE scores of verbal 450, quantitative 350 and a GPA of 3.0
• OR combined GRE verbal, quantitative scores of 500, and a GPA of 3.0.

CURRICULUM REQUIREMENTS

Professional Core......................................... 9 hours
EPY 819, 869............................................. 6 hours
One of the following...................................... 3 hours
EDF 857, 855, 855 or EPY 839
All Options................................................ 12 hours

Teaching Options: Candidates with provisional certification in LBD, MSD, DHH, and IECE.

Learning and Behavior Disorders (LBD)
Prerequisite (LBD provisional certification)
SED 805, 804, 805, and 886............................. 12 hours

Moderate and Severe Disabilities (MSD)
Prerequisite (MSD provisional certification)
SED 806, 815, 879, and 886............................. 12 hours

Deaf and Hard of Hearing (DHH)
Prerequisite (DHH provisional certification)
SED 805, 804, 852, and 886............................. 12 hours

Interdisciplinary Early Childhood, (IECE)
SED 801, 802, 805, and 886............................. 12 hours

Non-Teaching Option: Interdisciplinary Early Childhood (IECE)

Prerequisites for entering the IECE option are a bachelor’s degree in special education or in a related discipline from an accredited institution.

Moderate-Severe Disabilities (Pr-12)

The prerequisites are an undergraduate degree and KY Provisional Teaching Certificate in P-5, 6-9, or High School for classroom teachers. Also students must have completed the following or equivalent prerequisite coursework.

Prerequisite Courses...................................... 12 hours
ED 445, ELE 445, MAT 201, 202

Required Courses........................................ TBD hours
See Special Education Department website for required courses (http://www.education.eku.edu/Sed/).

NOTE: Completion of the above program will not prepare for completion of a Rank program for USD Certification. The PRAXIS test in the area of specialty must be passed.

SED 749 can be waived with one year of successful teaching of students with MSD.

Q:\University_Forms\Word_Forms\Curriculum.form.doc-08-02
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>Family and Consumer Sciences</th>
</tr>
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<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>College</td>
<td>Health Sciences</td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td>Nutrition Care Management (A.S.)</td>
<td></td>
</tr>
<tr>
<td>Program Revision (Part III)</td>
<td>(Major ___; Option ___; Minor ___; or Certificate ___)</td>
<td></td>
</tr>
</tbody>
</table>

*Provide only the information relevant to the proposal.

Proposal Approved by:

<table>
<thead>
<tr>
<th>Departmental Committee</th>
<th>08/26/04</th>
<th>Graduate Council*</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Curriculum Committee</td>
<td>9/29/04</td>
<td>Council on Academic Affairs</td>
</tr>
<tr>
<td>General Education Committee*</td>
<td>NA</td>
<td>Approved X, Disapproved ___</td>
</tr>
<tr>
<td>Teacher Education Committee*</td>
<td>NA</td>
<td>Faculty Senate**</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Board of Regents**</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council on Postsecondary Edu.***</td>
</tr>
</tbody>
</table>

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
   To Drop the A.S. Program in Nutrition Care Management

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

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
   Students enrolled as of Fall, 2005 will be allowed to complete the program.

B. The justification for this action:

   The A.S. in Nutrition Care Management is a very low enrollment program. There are currently only 7 students enrolled in the program and there were only two graduates in 2003-04. In order for these two-year graduates to be eligible to take the National Exam to become a Dietetic Technician Registered (DTR), the program would have to be altered greatly to include a total of 450 clock hours of supervised work experience and then become accredited by the Commission on Accreditation of Dietetic Programs (CADE). The resources for operating this program are not available. Since we do not think that in the foreseeable future it will be possible to make these major changes in the program the faculty feel that it is unfair to the students to continue the program in its current status.

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

Personnel Impact:
None, as the program stands it is embedded within the BS in General Dietetics, which we are retaining

Operating Expenses Impact:
None—as the program stands it was embedded within the BS in General Dietetics, which we are retaining

Equipment/Physical Facility Needs: None

Library Resources: None

FCS 1
### 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 (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
3. For a dropped course, provide the current catalog text.

<table>
<thead>
<tr>
<th>Current Catalog Text</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>New or Revised* Catalog Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>(<em>Use strikethrough for deletions and underline for additions. Also include Crs. Prefix, No., and description, limited to 35 words.</em>)</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>New or Revised* Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>(<em>Use strikethrough for deletions and underline for additions.</em>)</td>
</tr>
</tbody>
</table>

#### Nutrition Care Management Program (A.S.)

- **Major Requirements**
  - CDF 132, FCS 302, NFA 121, 201, 202, 302, 317, 321, 325, 326, 344, and 348 (1) or FCS 330D (1).

- **Supporting Course Requirements**
  - HSO 100, BIO 101, CHE 101, 102, six hours of English composition, three hours of general education humanities, three hours of general education social science, CIS 212 or CSC 104, HEA 281, PSY 200.

- **Free Electives**
  - 2 hours

- **Total Curriculum Requirements**
  - 64 hours

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FCS 2
Faculty Senate

Internal Procedures

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Respectfully submitted by the Senate Committee on Rules:

Keith Johnson, Chair
Melissa Dieckmann
Nancy McKenney
Jane Rainey
Margaret Yoder

November, 2004
SENATE CHAIR

During the May Organizational Meeting of the New Senate

By tradition, the new Chair may preside over the following Organizational Meeting of the Senate.

Elections will be held to fill all vacancies in the Standing Senate Committees.

Nominations and elections of the COSFL representative and two alternates for COSFL are also required. Also two alternates for COSFL need to be elected. These nominations must be made from members of the Faculty Senate. (There are three other COSFL representatives from Eastern Kentucky University: the Senate Chair, the Faculty Regent, and the AAUP President.)

After the May Senate Meetings

Give a copy of this booklet to:

The new Chair should remind the new COSFL representatives to meet with the former COSFL representatives to determine how names are added to the COSFL Listserv.

The new Chair should notify each of the following that they can find a copy of the Senate’s Internal Procedures on the Senate’s website and copy the procedures as necessary for members of their committees.

(1) the Conveners of all the Senate Committees.
(2) All new members of the Executive Committee.
(3) new COSFL representatives. (Notify them of the link to the COSFL website on the Senate website.)
(4) enough extra copies to the convener of the Committee on Elections for all new members.
(5) enough extra copies to the convener of the Committee on Committees for all new members.
(6) The new Senate Chair.

Almost immediately

The President’s office will call and will invite you, as the new Senate Chair, to carry the Mace at May Graduation.

Work with the outgoing Chair of the Committee on Elections and the Secretary of the Senate to prepare an updated copy of the membership.

Other committees on which you are an \textit{ex officio} member:
- Senate Executive Committee (chair)
- Senate Committee on the Budget
- University Handbook Committee
- Faculty Liaison (non-voting) to the Honors Committee of the Board of Regents
- Arlington Board of Directors, if member (otherwise appointed)
- Council on Academic Affairs
- Institutional Planning Committee
- Direct Reports Group
- University Budget Committee
- Provost Council
- University Strategic Planning Committee
During the Summer

The outgoing Chair will have prepared a listing of dates of the Senate and Executive Committee meetings for the upcoming year. If this has not been done, you the new Senate Chair will have to prepare a list. In either case, you the new Senate Chair will need to decide where the Executive Committee will meet. Circulate a copy of all dates and places to the members of the Executive Committee. Also send the list to the E-mail Editor, Division of Public Relations and Marketing, Jones Room 308 CPO 7A. Attach Request that the Senate Secretary post dates on the Senate website and attach a copy to the September Agenda.

Either the Chair of the Elections Committee or The Senate Chair Secretary must will make an updated clean copy of the membership, and in early August send email it to each of the nine academic deans for the verification of the names of any Senators who will NOT be serving in the Fall semester. Each of the departments involved should needs to make sure they elect a replacement ASAP during the Fall semester and submit the name to the Senate Chair; these changes should be forwarded to the Secretary as soon as they are known. When the amended roster is completed make sure it clearly indicates if replacements are temporary or permanent. If they are permanent, just replace their name. Have as complete a copy as possible ready to go with the September Agenda and posted on the Senate website.

If any Senate Committee members have been replaced there will have to be an election at the September meeting to fill the open position on the committee. Write a letter to Contact all Senators so informing them and asking for nominations of people who are able to serve. Send this notice of elections with the Agenda materials if pressed for time. The nominations can be placed on the Senate Agenda as unfinished business. Note, however, that when a one-semester committee vacancy occurs, such as in the case of a Senator's sabbatical, the person replacing the Senator for the semester on the Senate shall fill the Senator's position on the committee.

Contact the President and Provost to schedule dates and times for meetings; begin meeting regularly with both the President and Provost.

Charge duplicating costs to the Senate's budget (Account # 2-19049). The Senate Secretary will mail this out. Include the list of Senators and Senate committee members with the Agenda material for the September meeting.

You The Chair will need to appoint someone to serve as Parliamentarian.

The Chair and the Executive Committee are responsible for an Administrative Review of the President during the second and fourth year of service and every four years thereafter. The Chair needs to be aware of whether the coming year is one of the above mentioned years for a review.

Before each Executive Committee Meeting

Call the chairs of the The liaisons to the Senate standing committees, the Faculty Regent, and the COSFL representatives and see if they should notify the Chair of any impending committee reports. Also call the Faculty Regent and the COSFL representatives(s) and see if they have a report.

Prepare background materials and invite faculty particularly interested and knowledgeable to share information related to topics being considered for upcoming Senate meetings.
After each Executive Committee Meeting

Prepare the Agenda for the next Senate meeting and begin meeting with the President on a monthly basis. Pass the agenda to the Secretary for distribution. The agenda should be either typed or on diskette.

There are three mailings related to each Senate meeting: 1) The agenda, along with any documentation such as the roster that should go to all faculty is sent out. This should be duplicating at least ten days before the Senate meeting, or even earlier if possible. This is always a rush job!

2) Any material to go just to the Senators, along with whatever may be provided by the Vice President for Academic Affairs can be sent out a few days later. The Secretary takes care of circulating the Agenda materials, so get a copy of everything not provided by the Vice President to the Secretary as soon as possible after the Executive Committee meeting.

3) The third mailing is the Minutes, which are to be distributed as soon as possible but no later than one week prior to the next regular meeting. This is the Secretary’s responsibility, but you should review and if necessary revise them, before they are distributed.

Working with the Senate Secretary, the Chair prepares the agenda for the next Senate meeting and continues meeting regularly with the President.

The Senate Secretary will distribute an email to each Senator prior to the next Senate meeting which will contain a link to the agenda and all pertinent attachments; including the minutes of the previous meeting, any information from the Provost’s office, etc.

Any material intended for distribution to all faculty must be posted on the Senate’s website.

Before each Senate Meeting

Have a written copy of the Executive Committee report ready for the Secretary.

The Secretary provides a copy of notes from the Executive Committee meeting for the Chair. The chair prepares a report of the Executive Committee to be delivered at the next Senate meeting with a hard copy to be given to the Secretary.

After each Senate Meeting

Following the Senate meeting, the Chair will send any approved policy or action via a memo to the President and Provost, and Associate Vice President for Academic Affairs. Also send a memo to the President in June if any action(s) passed by the Senate during the recently completed Senate year requires a vote of the faculty-at-large at the August convocation. If documents were sent out included with the Agenda or the Agenda materials, they will not normally be attached to the Minutes. If you the Chair specifically wants something attached to included with the Minutes (usually this will be something from the Agenda materials that you think all faculty should receive), notify the Secretary.

During the August Executive Committee Meeting

The Chair appoints an Executive Committee member to act as a liaison to each of the Standing Senate Committees and Senate Ad Hoc Committees. The chair serves as the liaison to the Senate Budget Committee.
Before the September Executive Committee Meeting

The Senate Secretary should check the list of Senators who have been replaced since May and see if any of the outgoing Senators were on Senate Committees. If a newly elected Senator is replacing an elected committee member, schedule a new election (either temporary or permanent) for the September meeting and get include it on the Agenda (see above). If committee members are appointed, have their names ready to announce at the September meeting.

Make up a membership list for each of the committees, have the Senate Secretary post it on the Senate website and circulate it with the Agenda. If any committee chairs have been elected, indicate who they are on the membership list.

Make sure you, The Chair should ensure that the Committee on Elections and the Secretary agree on the current membership roster.

Circulate this list with the most current roster (they may be combined into one document) with the Agenda.

The chair and Secretary should work together to ensure the roster is kept current and accurate; and that the roster is posted on the Senate Website.

During the September Senate Meeting

Make the first announcement requesting nominations for Honorary Degrees for May and August. Since the Honors Committee of the Board of Regents (remember the Senate Chair is a member of the committee) meets in early January, these names are due to them earlier than most faculty would expect.

After the September Senate Meeting

Ask the Senate Secretary for a list of the names of Senators who were absent and had not previously notified either you or the Secretary of their intended absence. Either the Chair or the Chair of the Committee on Elections (if one has been elected) need to check to see if any need to be replaced, either permanently or for the semester. This should be done immediately in case the department needs to complete an election prior to the October meeting. Make sure the Secretary is kept apprised of the names of any new or retiring members.

Write a letter to all faculty requesting they submit names of people, particularly educators, to be considered for Honorary Degrees. Printing Services will distribute it.

Before the November Senate Meeting

Ask the Chair of the Committee on Elections to request that Senators who are unable to serve during the Spring semester notify the Committee on Elections ASAP. Have The Committee must ensure that make sure replacements are elected before the February meeting (assuming there is not a January meeting). If any of the Senators are on Senate Committees, schedule an election or appointment during the first Spring meeting to find either a temporary or permanent replacement. If a Senator is unable to serve for one semester due to sabbatical or other reasons and that Senator is serving on a Committee, the person replacing the Senator shall fill the Senator's position on the Committee. The Senate Chair should forward the names of replacement Senators to the Secretary as soon as they have been received.
In January

Contact the Secretary to discuss and confirm your respective responsibilities. Send the Secretary a copy of this booklet. (This may not be necessary if the present Secretary is continuing in the position.)

In January

Write a letter to The Chair to begin circulating questionnaires about requesting faculty to serve on appropriate Senate Committees for the next academic year.

Before the February Executive Committee Meeting

If any Senators are not returning for the Spring semester, see if determine whether they are on any Senate Committees. If so, there will have to be a (temporary or permanent) replacement, either by appointment or by an election at the February Senate meeting. In the latter case, include the upcoming election on the February Agenda. See "Before November Senate Meeting" regarding one semester replacements.

If any elections are necessary they need to be on the February Agenda, and you may wish to include a short form asking for the names of Senators who would be willing to serve.

At the February Senate Meeting

Remind the Senators that the Senate Chair is elected from all members who have previously served on the Senate. This includes new members who are not currently serving but who have served in prior years. If an election is to be held for a new Senator, it would be wise to have it done before the March meeting of the Executive Committee, so they can be included in a list of possible persons to be nominated with the April Agenda.

Remind the Senators that any elections for new Senators should be done before the March Executive Committee so that the names of those eligible for Chair can be circulated. This includes Senators whose terms have expired and any who know they will need a permanent replacement for the next year.

At the March Senate Meeting

Remind the Senators that the April agenda materials will include a request for Senators to list Senate committee(s) on which they would be willing to serve for the following year. Remind them that this is not a nomination and that nominations will not be restricted to this list; if, however they have a particular interest in one or more committees, this would be a good opportunity to indicate their committee preferences. Nominations will be taken for Senate Chair at the April meeting.

Ask any continuing Senators currently serving on a Committee who either suspects or knows definitely that he/she will not be able to serve in the Fall semester to notify the Chair ASAP without delay.
In early April

Most likely, either the Department of Mass Communications or the Cooperative Education Office will send you a letter asking for the dates of the Senate and Executive Committee meetings for the next year so that they can be put on the Co-Op Calendar.

Get Obtain a copy of the official University Calendar for the next year from the Provost's Office and set the Senate meeting for the first Monday in each month (September through December and February through May) in which the University is in session. Schedule the Executive Committee meetings as near as possible to two weeks before the Senate meetings. Send a letter an email listing these dates to the Co-Op office the President, all returning members of the Executive Committee, and the Provost. Associate Vice President for Academic Affairs. The Provost’s office will need to add the Senate meeting dates to the University Calendar. Attach a copy to the May Agenda of the new Senate. Send a copy to the new Senate Chair immediately after the May election.

Before Sending out the Agenda Materials for the April Meeting

Make up The Senate Secretary and Chair should compile a list of all new senators who have previously served on the Senate and include it in the Agenda materials. These people, as well as any returning Senators, are eligible for to be elected as Senate chair. Advise the President about the new roster of Senators.

Check with the Committee on Elections and determine which Senate committees will have openings in the Fall. Add any additional positions from Senators who have told you they cannot serve. Check again with any Senators who told you they cannot serve. Send out a list of all definite and possible committee openings along with a request for the names of Senators who would be willing to serve as replacements.

Before the May Executive Committee Meeting

Remember that every three years, a faculty representative to the Institutional Planning Committee is elected by the Senate. This need not be a member of the Senate, but it must be a member of the full time teaching faculty. Put this on the May Agenda and remind the Senators to be ready to nominate eligible candidates.

Get together The Senate Secretary should compile a list of returning members on all of the Senate Committees, and be ready the Chair should prepare to appoint one of them as a convener for the next year. If a committee has no returning members, remind yourself that you the Chair will have need to choose a convener as soon as the election has been held.

Call the Provost about possible nominees for Senate Secretary for the next calendar year.

The Senate Secretary should circulate with the May agenda a list of all positions to be filled by election at the May meeting of the New Senate (don’t forget the Secretary!). Include the nominees for new Senate Chair.

Attach Include a list of the new Senate membership to with the May Agenda of the new Senate.

Before the May Senate Meeting

Get Compile a list of all Senators whose terms are expiring or who will not return the next year for any other reason. Request that the Secretary print Senate Appreciation the Certificates filled in for all of them. These need to be signed by the Chair and the President before the May Senate meeting.
During the May Senate Meeting

Give out the Senate Appreciation Certificates.

Elect the new Chair of the Faculty Senate.

At the conclusion of this meeting the outgoing Chair will provide the new Chair with the list of elections necessary to be completed during the Organizational Meeting which will convene immediately after the regular meeting.

After the new Senate Chair is elected, ask that person if he or she wishes to begin immediately. Although it is unlikely, if the new Chair accepts your offer, provide your list of elections necessary to be completed before the Senate adjourns.
ALL SENATE COMMITTEES

Election of a Chair

The convener should call the Committee into session as soon as possible, and certainly before the September meeting. As soon as the Committee Chair is elected he or she should inform the Senate Chair and the Senate Secretary.

Before each Executive Committee meeting

The Committee Chair should notify the Senate Chair and Executive Committee liaison on whether there will be a Committee report.

Circulating material to the Senate

If the Committee wishes to have any material circulated either with the Agenda (which goes to all faculty) or the Agenda materials (which go to Senators only) this material must be given to a member of the Executive Committee liaison prior to the Executive Committee meeting. If the Committee specifically wants the material to go either with the Agenda or the Agenda materials they must so inform the Executive Committee, prior to the Executive Committee meeting, in writing.

Any motions [see below] must be listed on the Agenda and circulated prior to the Senate meeting if they are to be acted upon at the Senate meeting. Motions to be considered at a future meeting may be circulated by having a committee member arrive at least fifteen minutes early to a Senate meeting and put one copy at each place with several extras to the Senate Secretary. This will take about 80 copies.

Giving Committee reports

Committee reports should be given whenever the committee has taken any actions since the previous Senate meeting. A written report should be submitted to the Senate Secretary. This includes meetings to discuss something even if no conclusions have been reached. They should be on the Agenda, but if something suddenly happens, simply tell the Senate Chair prior to the meeting. If Senate action is required immediately and the necessary information has not been circulated, the committee will first have to ask for a suspension of the rules (requiring a two-thirds vote) in order to have any motion acted upon. Such an action should be used only in the case of an emergency.

When making a motion for Senate Action

Be extremely specific in the motion made. Is it a motion that the Senate make a direct recommendation to the President regarding a specific action? A motion that the Senate adopt a resolution? A motion that a problem be considered by another Senate committee? If so, when are they to report back to the Senate? A motion that a University Committee consider a question? Do you want a response from the committee?

Write the motion itself so it is as short and explicit as possible, and keep the justification separate.

The motion should follow the form below.
The Committee on XXXXX requests that the Faculty Senate adopt the following motion at its meeting on XXXXX.

**MOTION:**

A nice, short, explicit statement of what is to be passed by the Senate.

**JUSTIFICATION OF THE MOTION:**

As long as necessary.
COMMITTEE ON COMMITTEES

In January, obtain from the office of the President the updated membership of the committees on the University Standing Committees List sent out by the President in August. Circulate this list to all academic deans and ask them to inform you of any members listed for the following year who will not be available. Ask them to indicate whether there needs to be a temporary replacement or a permanent one.

In February the Committee seeks self nominations from all faculty to serve on the various University Standing Committees. The forms for self nomination may be taken to Printing Services and, if you so indicate on the bottom of the printing request, Printing Services will see to it that the letter is circulated to all faculty. If you wish you can ask the Post Office for a Box number where the responses can be returned. Simply put the Box number on the letter. The forms must be returned to members of the committee no later than March 15th.

In late March have a meeting to select your nominees for people to serve on the Standing University Committees. By April 1 the Committee will send at least two nominees for each committee opening to the Chair of Faculty Senate, who will give it to the President.

Remaining names are filed in case there is an opening during the upcoming year. You may be asked for nominees for replacements for any of these committees by either the President or the Chair of the Senate.

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

Some of the Standing University Committees have appointed chairs, co-chairs and/or "continuing members." There is no recommendation from the Committee on Committees for these people, but only for the persons serving rotating three year terms. A brief summary of how the slate for these is to be selected is given below.

In the event that a particular college must have a new representative on a committee the slate you submit should have two names of people from that college. You will have to check the membership list to determine which college(s) need new representation. When there are not two volunteers from that college, probably the best thing to do is call the dean of the college and ask for suggestions.

Membership on Standing Committees

Faculty are limited to serving on a maximum of two University standing committees during the academic year. The Committee on Committees is responsible for determining if a faculty member is likely to be chosen to serve on more than two such committees and take appropriate action, such as noting this on the nomination list.

Committee: Parking Appeals

Nominations each year: Two needed. The appointments are for one year.

Committee: General Education

Nominations each year: Six. All nine colleges are to be represented; try to get two nominations from each college which needs a new member.
Graduate Council: Eight. All members must be associate or full members of the Graduate Faculty. All colleges must have a representative.

Improvement of Instruction Nominations: Six. It is best to try and get a representative from each college, although this is not required.

Professional Growth & Faculty Welfare: Eight. It is best to try and get a representative from each college, although this is not required.

Media Resources: Eight. Cover all nine colleges, although some will have two members. Try to get two nominations from each college which needs a new member.

International Education: Six. The major criteria is previous work with international students. Try to spread it out among the colleges after this is met.

Library: Eight. It is best to try and get a representative from each college, although this is not required.

Research: Eight. It is best to try and get a representative from each college, although this is not required.

Teacher Education: Fourteen. The nominees should be involved in the teacher education program for their college. Some pre-college teaching experience is desirable. Half the membership must be from EDU, including Model. After all these criteria have been met, try to spread the membership among the colleges which offer teaching degrees (exclude AHN, CHS, and LEN, J&S).

Faculty Club Board: Six. It is best to try and get a representative from each college, although this is not required.
COMMITTEE ON ELECTIONS

FACULTY SENATE ELECTIONS:

INSTRUCTIONS FOR THE SENATE ELECTIONS COMMITTEE CHAIR

BEFORE THE FIRST MEETING OF THE SENATE

Meet with the Elections Committee to work out a system for counting standing votes. Remind the members that standing votes are not counted unless a count is ordered by the Chair (likely to happen) or unless a motion is made and adopted to order a counted standing vote (unlikely to happen).

Assign each committee member a certain segment of the Senate to count. It might be well to give each member a copy of the seating chart with his/her segment highlighted. Remind each member to have a system for adding in his/her own vote.

Instruct each committee member to report the total of the affirmative and negative vote number to you on a slip of paper. You add the numbers and report them to the Chair. The Chair repeats the affirmative total and then the negative total and announces the result.

After the initial meeting, send a memo to the Chair explaining the system that you have devised and reminding the Chair to let you know when a count is desired. It makes sense for the Chair to look at the affirmative vote and ask for a vote if, on the basis of appearance, it looks as if the results may be close enough to require a count. Members don't like to stand once; they certainly don't like to stand twice: they will appreciate if a vote is taken, when needed, on the first standing.

BEFORE THE MAY MEETING OF THE SENATE

Prepare the Election Materials

Prepare a printed ballot for the Chair's election. The nominations will have been made at the April meeting. Enter the names of the nominees on the ballot in alphabetical order. Remember to enter a blank space for write-in votes. Use a distinctive color for the ballot for the Chair's election.

Prepare printed ballots for the committee elections. A voice vote is taken whenever there are the same number of nominees as vacancies on the committee. For this reason it is advisable to make committee-specific ballots. A generic committee ballot would have two blanks (one for the name of the committee, one for the number of votes permitted) in addition to several blanks for nominees names. (See sample.) If several generic ballots are made in different colors, a ballot cannot be held back from one committee election so that two may be submitted for a subsequent election.

Prepare a Tellers' Report for the Chair's election and several Tellers' Reports for the Committee Elections.

Prepare two Tally Sheets for the Chair's election and several tally Sheets for the Committee Elections.

Label a large clasp envelope FACULTY SENATE ELECTION, MAY (year).
Meet with the Chair
Remind the Senate Chair to instruct the Elections Committee to distribute the ballots, to instruct the members in how to fill out and fold the ballots, AND to direct the members that they are NOT to pass their ballots to the end of the row but to hold the ballots until they are hand collected by a member of the Elections Committee.

AT THE MAY MEETING OF THE SENATE

Distribute and Collect the Ballots
Hand each member a ballot individually. The simplest way would probably be to have each member of your committee submit ballots to and collect ballots from each Senator in the segment that he/she normally counts when a standing vote is counted.

If a member spoils a ballot, take the ballot, tear it up and give the member a replacement.

Retire to another room to count the ballots and fill out the Tellers Report.

Collect each ballot individually.

Count the Ballots
Retire to another room to count the ballots and fill out the Tellers Report. Assign two of your committee members to read the ballots and two to keep the tally sheets.

Use the following system:

Count the total number of ballots submitted. Blank ballots are abstentions and are NOT counted. Illegal ballots ARE counted but then they are laid aside. No illegal ballot is credited to any candidate or choice. A ballot is illegal if:

1) it was submitted by someone not entitled to vote;
2) it is illegible (misspelling doesn’t make a ballot illegal if it's possible to tell which candidate was intended);
3) the member voted for too many candidates; or
4) two or more ballots are folded together (counts as ONE illegal vote).

The results of legal ballots are tallied. Teller One reads each ballot aloud and passes it to Teller Two, who reads the ballot silently for confirmation.

Tellers Three and Four record the ballot results on individual Tally Sheets, using four vertical strokes crossed by one diagonal stroke. Teller Three calls out "Tally" after each diagonal stroke so that Teller Four can call attention to any discrepancy.

Fill out the Tellers' Report
Record the number of ballots cast, counting illegal ballots but not blank ballots. Figure the number needed for election—over half of the number of ballots cast. Record the number of votes for each candidate. List the illegal ballots giving an explanation for each, e.g., "one illegal vote, illegible" and "two illegal ballots, voter voted for too many candidates," etc.
Report the Vote

Return to the meeting room and indicate to the Chair that the Tellers Committee is ready to report.

When called upon by the Chair to do so, read the report from "Number of ballots cast" through the list of illegal votes if any. Do NOT declare the results of the election. Hand the Tellers Report to the Chair, who will read the report again and declare the winner or winners.

Be prepared to re-ballot if the results are inconclusive. No nominee is eliminated from ballots after the first one UNLESS the nominee asks that his/her name be withdrawn.

Give the Election Materials to the Senate Secretary

Seal all election materials (ballots, tally sheets, tellers' reports) in the envelope marked FACULTY SENATE ELECTIONS, MAY (year) and give them to the Senate Secretary.

The materials should be held until there is no possibility of a challenge of the election results. The conventional period for election materials to be retained is 30 days five months.

THANK YOUR COMMITTEE MEMBERS AND CONGRATULATE YOURSELF.

IN MAKING SURE THAT THE ELECTIONS WERE FAIR AND EFFICIENT, YOU PERFORMED AN INVALUABLE SERVICE TO THE SENATE.
COMMITTEE ON ELECTIONS

General Information

The convener should call the Committee into session in order to elect the Committee Chair for the next year. There are some things that should be done over the summer. Read this chapter as well as the "Committee on Committees" chapter in this book.

During the summer

Early in the summer, the Committee Chair, the Senate Chair and the Senate Secretary should work together in compiling a current list of Senate membership for the upcoming year. Circulate a copy to all the academic deans prior to the end of Summer School with a request that the deans identify any names of people on the roster who will not be available to serve during the Fall semester. It is a good idea at this time to also ask them to identify anyone who they know will be unable to serve during the Spring semester. In each case, it will be necessary to determine if the replacement is to be temporary or permanent.

A letter must be sent to all the departments who need a replacement for Fall reminding them to hold an election as soon as possible. You may have to remind them about two weeks into the semester.

Ten days before the September Senate meeting

A copy of the current membership list should be given to the Senate Secretary to be posted on the Senate Website circulated with the Agenda for the September meeting. If there are permanent replacements, simply include them into the list. Temporary replacements should be indicated with an asterisk giving their term of office and the Senator they are replacing.

Before each Senate meeting

Check the Agenda to see if there will be any elections at the Senate meeting. If so, the Committee on Elections will be asked to handle the balloting. Bring small blank sheets of paper to be used as ballots with you.

At the September meeting

When you give the committee report announcing all new and temporary Senators identified since the May meeting, ask the Senators present to let you know immediately after that meeting of any discrepancies in the circulated roster. Also ask that any Senator who will need to have a replacement for spring semester to let you know ASAP.
After the September Senate meeting

The Committee Chair, the Senate Chair or the Senate Secretary should check on all
members of the Senate who did not attend the meeting and who did not send in prior
notification. The Committee Chair should determine if they are those senators will be able
to serve for the year.

Contact all departments who need a replacement, and have them hold an election ASAP.
If necessary, compile a new roster and circulate it with the October Agenda materials and ask
the Senate Secretary to post it on the Senate website.

At the December Senate meeting

Ask again if there are any replacements needed for Spring semester.

During January

Write a letter to the dean of each college and ask what the total number of faculty in each
department in his college will be for the next year. The number of representatives per
department is:

<table>
<thead>
<tr>
<th>Number of Faculty</th>
<th>Number of Senators</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4</td>
<td>none; must combine with another department in the same college</td>
</tr>
<tr>
<td>5-19</td>
<td>1</td>
</tr>
<tr>
<td>20-29</td>
<td>2</td>
</tr>
<tr>
<td>30-39</td>
<td>3</td>
</tr>
<tr>
<td>40-49</td>
<td>4</td>
</tr>
<tr>
<td>etc.</td>
<td></td>
</tr>
</tbody>
</table>

In general, If a department has lost faculty a Senator will not be removed; the adjustment
will be made when the term is over for a Senator from that department. However, if a
department has gained faculty to the point so that it needs a new representative, that is handled
immediately inform the department that they need to hold an election for an additional Senator.

IF A DEPARTMENT HAS FALLEN BELOW FIVE FACULTY INFORM THE DEAN OF THE COLLEGE IMMEDIATELY, EVEN IF NOTHING IS TO CHANGE FOR THE NEXT YEAR. It is the dean’s primary responsibility to decide how to combine the department with another one in the college.

IF A DEPARTMENT, CURRENTLY COMBINED WITH ANOTHER DEPARTMENT, GROWS TO FIVE OR MORE inform the dean of the college immediately.

In both these cases, as soon as the dean tells you how the situation is to be handled, write
a letter send an email to the department chair (copy to the dean) explaining which elections are, or are not, to be held.
Before the January Executive Committee meeting

Verify that the current membership listed on the Senate’s Website is correct.

An amended membership roster will undoubtedly be necessary. This will be circulated with the Agenda if it is not correct. Ask the Senate Secretary to update the membership roster posted on the Senate website.

At the first meeting of the year

Get together with the Senate Chair. Either the Elections Committee or the Senate Chair will need to remind the Senators that any member of the next Senate who has previously served on the Senate is eligible for Senate Chair, so it is in the best interest of each department to elect its new representatives prior to the March Executive Committee meeting. Even if the Senate Chair is going to emphasize this, you will still need to inform the Senators that the letters requesting the names of next year’s Senate will be mailed soon.

Immediately after the February January Senate meeting

Write a letter to Contact all departments not previously contacted in which there is to be an election and inform them of how many new Senators are to be elected for the next year. Explain any change, whether addition or deletion, in the number of Senators needed from that department.

Immediately after the March Senate meeting

Call Contact any departments which have not yet given you the names of new Senators and remind them to submit the names.

Before the March Executive Committee meeting

Send the Senate Chair and Secretary a list of all newly elected Senators. Subdivide this to show:

1. All new Senators who are replacing themselves;
2. All new Senators who are not replacing themselves, but who have previously served on the Senate; and
3. The new Senators who have never served previously.

At the April Senate meeting

Include In your report list the names of the new Senators. Announce the names of the departments which have not completed the process.
Immediately after the April Senate meeting

Write a letter Send an email to the departments which have not yet elected Senators for the next year and Send a copy of this letter email to the dean of their college.

Forward any additional names of Senators to the Senate Chair and Secretary upon their receipt.

At the May Senate meeting

Include in your report, list any names of new Senators that were not listed in April. Forward a complete copy of the membership roster to the new Senate Chair and the Senate Secretary.
Faculty Regent Election

Once every three years, the Committee on Elections must oversee the election of a new Faculty Regent.

If a member of the Committee on Elections is a candidate for Faculty Regent, that member may not participate in any of the functions of the Committee on Elections during the entire process.

November Executive Committee meeting

Have a copy of the Criteria and Procedures and a sample nomination ballot petition (see below page **) sent to the Executive Committee for inclusion with the December Senate Agenda. Request that the Senate sponsor a Regent's Forum.

December Senate meeting

Announce that there is to be a Regent's election and reference the material that has been sent out.

December meeting of the Committee on Elections

Have a meeting at which you establish exact dates for the balloting and counting the ballots (see deadlines below). Set up several tentative times and dates for the Forum. It would be best to have several alternatives.

Draft a letter to all faculty giving them the following information: the exact times the petitions will be sent and when they are due back to the Committee on Elections; the date the first ballot will be held, sent and when it will be back to the Committee on Elections; and, assuming it is necessary, when the second ballot will be held, sent and when it is due back to the Committee on Elections. List the names and mailing addresses of any members of the Committee to whom the petitions may be returned. Explain that the voting will be done electronically via a link in an email sent to all eligible faculty. Ballots will then be tallied by the Office of Institutional Research with the results reported to the Elections Committee and the Chair of the Senate.

Immediately after this meeting

Reserve rooms for all the possible dates for the Forum. Two different periods on different class patterns are necessary, plus some additional times since you will have to adjust to the candidates' schedules.

Immediately at the start of spring semester

Take your letter, a copy of the Criteria and Procedures and a sample petition to Printing Services. Have Printing Services make enough copies for all eligible faculty and staff and make a request at the bottom of the form that copies be delivered to all faculty. This can be charged to the Senate budget (Account # 2-19049).

Go to the Personnel Human Resources Office for help in getting a list of all faculty who are eligible to vote in the Regent's Election. Then Administrative Information Services will print you two copies of mailing labels. Make sure you know how many people are on this list.
Go to the Post Office in Coates and get a Box number to which the ballots are to be returned.

**January Executive Committee meeting**

Get together with the Chair of the Senate and ask that an announcement be made that the Senate is sponsoring the Forum. The Senate Chair and Chair of the Elections Committee must decide who will be moderator.

**By February 1**

The petitions should be back to the Committee on Elections.

A request for two different sets of envelopes should be given to Printing Services. In the upper left corner, the outer larger envelopes should have the following:

```
Printed Name __________________________
Department __________________________
Signature __________________________
```

It should be addressed to:

Senate Committee on Elections
Coates Box xxx
3101
(The box number is the one given to you by the Post Office.)

The second, smaller envelope should simply say:

BALLOT FOR FACULTY REGENT

This should be centered on the front of the envelope.

Order twice as many of these as there are eligible voters (plus some extras). Charge them to the Faculty Senate.

Prepare a cover letter to be included for distribution with the ballots. The letter should include the following information: it is a “vote for one” ballot; ballots will not be counted unless the outer envelope is filled in properly; and the date the ballots must be returned. Request that Printing Services fold these letters after they have been printed.

By the February Senate meeting

The Committee should have met, verified the signatures were from people eligible to vote and eliminated any that appeared on more than one petition. The Committee should compile a list of the candidates.

As soon as the candidates are known, call each of the people who submitted petitions and tell them whether or not they had sufficient signatures. For those who did, ask each about the times set up for the Forum. Eliminate any times that any one of the candidates cannot be present.
Determine the two (if possible) best times for the Forum to be scheduled. Call the Chair of the Senate and the Office of the President and provide the names of the candidates and the times of the Forum.

Prepare an announcement of written request that the scheduled times for the Forums and send an appear in each email to all faculty with this announcement until the time the last Forum is held. Send or e-mail his information to the E-Mail Editor, Division of Public Relations and Marketing, Jones Room 308 CPO 7A.

Collaborate with the Senate Chair and decide whether the Senate Chair or the Chair of the Elections Committee will have the responsibility of ensuring that another announcement is prepared and circulated to the faculty.

By February 20

The Forums should be completed and the Elections Committee should have drafted received from Printing Services the first ballots and the cover letter for the ballots.

Check with the Office of Institutional Research about creating the ballots and doing the tabulations of the vote.

Plain white envelopes (charge to the Faculty Senate Budget (Account # 2-19049)) should have been obtained and addressed with one set of labels obtained from Administrative Information Services.

Each of these envelopes should have been stuffed with one ballot, one of each of the inner and outer envelopes, and one copy of the cover letter.

The cover letter should be taken to the Office of Institutional Research and they will then send out the ballots with the cover letter to all eligible faculty.

These should be mailed.

By the March Senate meeting

The first ballots should be returned, the signatures on the outer envelopes tabulated by Institutional Research and the eligible voting faculty verified, and the ballots counted.

Immediately after the votes have been counted inform the Chair of the Senate, candidates, and the Office of the President of the results. You may then inform anyone you choose. The results of the election should then be posted on the Senate website by the Senate Secretary.

At the Senate meeting give a complete account of the voting, including the number of votes received, the number that had to be discarded (and why), and the results.

It would be nice to try and arrange the dates so that this is relatively fresh information.

By March 10

The second ballot (which has always typically been necessary) should be emailed. You will again need a very brief cover letter with a link to the second ballot itself and the two envelopes to send emailed to all eligible faculty by the Office of Institutional Research. Use your second set of mailing labels.
By March 25

The second ballots should be back and counted tabulated by Institutional Research. Immediately after the votes have been counted inform the Chair of the Senate, candidates, the candidates, Chair of the Senate and the Office of the President of the results. You may then inform anyone you choose. The results of the election should then be posted on the Senate website by the Senate Secretary.

At the April Senate meeting (If a second ballot is needed)
Give another report to the Senate. It is extremely unlikely this will be fresh information, since the new Regent has been seated since April 1.

If Faculty Regent Vacates Office During Term
If the Faculty Regent resigns or prematurely vacates the office, a new election should be held following the procedure described above but with a revised time line set by the Chair of the Senate.
CRITERIA AND PROCEDURES FOR FACULTY REGENT ELECTION

Term of Office
The Faculty Regent shall serve a three year term which begins on April 1 of the academic year in which the election is held and ends on March 31.

Criteria

Eligibility to Vote
Any faculty member with the rank of Assistant Professor or higher, as indicated by the listing in the Official Catalog or in the contract letter of employment, is eligible to vote for the Faculty Regent.

Eligibility to Serve
In order to serve as the faculty member on the Board of Regents the faculty member must:

1. Hold the rank of Assistant Professor or higher;
2. Be a member of the teaching or research faculty whose faculty-load assignment includes 50 percent or more teaching and/or research.
3. Hold no administrative title other than that of Departmental Chair, or Coordinator/Director within an academic department.

Procedures

Nomination

1. A faculty member is nominated by the submission of a petition for nomination to the Faculty Senate Committee on Elections. The petition must be signed by at least twenty (20) members of the faculty who are eligible to vote and who has signed no other petition for nomination in the current election.
2. The Committee on Elections shall certify the validity of the nominating petitions prior to making up the ballot for the election.
3. Each eligible voter may vote for one of the persons nominated.
4. If no person receives a majority of the votes cast on the first ballot, the Committee on Elections shall prepare a second ballot, which will contain the names of the two persons receiving the highest number of votes on the first election ballot, and conduct a second election.
5. The Committee on Elections shall certify the results of the election to the Secretary of the Board of Regents.
6. The Chair of the Senate shall certify the results of the election to the Secretary of the Board of Regents.
FACULTY REGENT NOMINATION PETITION
for the term April 1, 2____ through March 31, 2____
(Change dates as appropriate)

We, the undersigned, being eligible to sign a petition of nomination for candidates
for the position of Faculty Regent, support the nomination of the below named faculty
member and certify that we have signed no other nomination for a candidate for the cited
term of office.

<table>
<thead>
<tr>
<th>Nominee's Name</th>
<th>Academic Rank</th>
<th>Department</th>
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<tbody>
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</table>

Petitioners

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed Name</th>
<th>Rank</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Get as many lines as you can on the page, but
space them far enough apart to be easily read

A brief (100 word) biographical sketch including educational background and
professional experience should accompany this petition.

Page _____ of _____
SENATE SECRETARY

Getting out the Agenda

Although the Senate Chair prepares the agenda, it is the responsibility of the Secretary to electronically distribute the Agenda and attachments each month the Senate is in session (September through May, except January). The Chair will deliver the Agenda, electronically or otherwise, to the Secretary.

Make 80 copies of the Agenda for inclusion in the packet of information that will be sent to the Senators. Take a copy of the Agenda to Printing Services on the ground floor of the Coates Building as soon as possible. Fill out a Printing Services work order form for 1,300 copies to be distributed to all faculty and staff. Charge all photocopying, printing, and office supplies needed throughout the year to the Senate’s budget (Account # 200607-711800). The Agenda should also be sent electronically directly to the ACTS Web Administrator for placement on the Senate’s home page.

Getting out the Agenda materials

The agenda, previous month’s minutes and agenda attachments are e-mailed to the Senators the Wednesday before the Senate meeting. Only agenda materials are sent to Senators. Run off mailing labels of the name and address of each Senate member plus the Senate Secretary, Staff Regent, and Student Senate President that are stored in the Secretary's computer. Affix the label to 10 x 13 mailing envelope which must be stamped with the secretary’s office return address and “Faculty Senate Agenda Material Inside.”

The Senate Chair should give the Secretary any Agenda materials needed for electronic distribution to the Senators. On occasion the chair of a Senate committee may give the Secretary Agenda materials. Call the Provost's Office at least two weeks before the next meeting and see if there are any materials coming from the Council on Academic Affair. If so, materials should be electronically sent to the Secretary. If so, the Provost's Office normally takes the Council materials to Printing Services for duplication and the Senate Secretary picks them up for distribution. As soon as possible have all materials that go along with the Agenda, including the Minutes of the previous meeting, duplicated (80 copies) either at the Secretary’s office or Printing Services.

Make a list of all Senators who call, write, or e-mail that they are unable to attend the meeting and duly note on the roster provided to the chair. Go over to the Keen Johnson Building the Friday before the Senate meeting to remind the custodian(s) to have the South Room in the Keen Johnson Building set up for the 3:30 Monday meeting. Make sure that the table-top lectern with a microphone and a long extension cord is at the head table where the Chair presides. The Secretary should reserve the lectern from Media Resources in room 105 of the Library. Reserve the lectern in August for each Monday that the Senate meets during the academic year. Either the Secretary or one of the Keen Johnson Building custodians picks up the lectern and sets it up before the meeting. Make sure that the lectern is returned to the Library after the meeting is finished. The Senate owns a lectern which is housed in the Keen Johnson Building. The custodians set up the lectern the morning of the scheduled meeting.

The Secretary is responsible for tape recording the meeting. The tape is the official record of the meeting. The Secretary should get to the meeting about one hour 30 minutes early to check and see that the room is set up properly. Put out the name place cards according to the seating chart, affix external microphone of the cassette tape recorder to the lectern, and test the tape recorder and microphone to make sure they are working. (Make sure to record on the tape before the meeting—name of the organization, place of meeting, date and time of the meeting, plus write the same information on the cassette tape.)

Take along extra copies of the agenda, previous meeting Minutes, the current Agenda, and accompanying Agenda materials for Senators or visitors to pick up if necessary. Take along some ballots (blank sheets of paper) just in case they are needed.
Check off Senators on the seating chart as they come in; note any Senators who have previously notified that they will not be at the meeting. Record the name and department of any visitor to the meeting and pass that information on to the Chair. Pick up name place cards and clean up the room after the meeting is completed.

After the Senate Meeting

Before transcribing the Minutes of the meeting, at the Chair’s request make sure to send the Chair any approved policy or action so to the Chair to can pass these on to the President and others.

Minutes are posted on the Senate website and links are provided therein to any agenda materials referenced in the minutes. Usually any materials which are circulated either with the Agenda or with the Agenda materials are not included with the Minutes unless they have been amended, they are just referenced in the text of the minutes. Amended materials are to be included in their entirety, not with just the changes noted. Occasionally the Chair will tell the Secretary that something is to go with the Minutes even though it has been previously circulated. Include it.

All Senate committees are required to provide the Secretary with either a written copy or an electronic copy of their reports and a link will be provided in the online minutes to those reports. Usually the secretary will simply reference them in the text, such as, "Senator Jones gave the report on the Committee of the Budget. See attachment III." If they are very short, such as, "Senator Jones reported that the Committee on the Budget had met on October 7 and he was elected chair of the committee for 1995/1996," the Secretary may just wish to type it in. Don’t forget that Senators who have informed you or the Chair of their absence prior to meeting are designated by an * in the listing of members absent. Bring to the attention of the Chair any Senators who miss successive meetings.

Proofread the minutes carefully. Let the Senate Chair look at the entire minutes for any corrections that need to be made. Also, share the President's portion of the minutes with him/her for any corrections. Include the completed minutes along with the agenda and attachments for the next month’s meeting. Once the minutes are approved by the Senate, place the minutes on the Senate’s website. After the minutes have been corrected and approved, get them out as soon as possible. Take a copy of the minutes to Printing Services and follow the distribution procedures as listed in "Getting out the Agenda". Take a diskette of the minutes to ACTS for distribution on the campus network. The Minutes should also be sent electronically directly to the Academic Computing and Telecommunication Services Web Administrator for placement on the Senate home page.

Keep a file for each month including the Agenda, Agenda materials, the Minutes, and any other documentation associated with the meeting. Also, keep files of all committee reports and actions, any correspondence with the university administration, roster of members, seating charts, and committee lists. This may be accomplished through electronic means.

Before the February January Meeting

The new Secretary will inherit the previous Secretary's files. It is the new Secretary's responsibility to confer with the Chair for any assignment that may be necessary. Changes to the seating chart, roster of members, and committee list may be needed. Make up any new name place cards. See to it that Printing Services makes new name place cards.
At Before the May Meeting

The Secretary is responsible for seeing that Certificates of Appreciation are completed for any retiring Senate member are completed. (Check with the Committee on Elections Chair to determine who is retiring at the May meeting or consult the senators list on the Senate website.) The Secretary is also responsible for purchasing a gavel on which is engraved the name of the outgoing newly elected Senate Chair, title of position, Eastern Kentucky University, and year as Chair. (The gavel can be purchased at local sporting goods or other stores. Have the bill sent to the Chair of the Senate.) The Chair will give out the certificates individually at the beginning of the regular meeting. The gavel will be presented to the outgoing chair by either the Parliamentarian or the University President, newly elected Chair by the outgoing Chair. Make sure all newly elected Senators have name place cards (check with Chair of the Committee on Elections for the names and departments of the new Senators or consult the senators list on the Senate website). The name place cards will be put out at the organizational meeting which follows the first meeting. Also, prepare a new roster of Senate members and a seating chart for the organizational meeting, which the newly elected Chair will use. Post the new senate list and the newly elected committees for the next academic year as soon as possible on the Senate website.

As soon as the Senate meeting dates for the new year are known, contact the Coordinator of Student Development Office in Powell 128 to reserve the South Room of the Keen Johnson Building for the nine Senate meetings and post the meeting dates on the Senate website.

The Secretary is responsible for scheduling interpreter services, if needed, for the Senate meetings. Use the online form to submit a request for the next academic year in May or June. (If interpreter services are needed for committees, it is the responsibility of the committee chair to schedule those.)

In May, provide a list of next year’s Senate meeting dates and a table set-up diagram to the Keen Johnson custodians.

In August

The Secretary is responsible for preparing an up-to-date roster of Senate members, including the name of the parliamentarian. Distribute the new roster along with a current committee members’ list at the September meeting. Make up a new alphabetically arranged (except for the Secretary and his/her assistant, President, Chair, and parliamentarian, who are at the head table) seating chart for use by the Secretary and Chair.

Send all files and tapes and a disk or CD with all files from the previous year to the University Archives (Library 126) for preservation.

If money is available, the Secretary is responsible for scheduling refreshments for the Senate meetings. In August, schedule refreshments for the fall meetings; and in December, schedule refreshments for the spring meetings.

After the September Meeting

Be vigilant for any changes in Senate membership, especially Senators who are on sabbatical leave or have a conflict which prevents them from attending Senate meetings, committee assignments, and absences. Report any changes to the Senate Chair.
To: Faculty Senate Executive Committee  
From: The Committee on Rules  
Date: October 18, 2004

The Committee on Rules requests the Faculty Senate adopt the following motion at its meeting on November 1, 2004.

MOTION:

The Faculty Senate recommen to the Faculty-at-Large the following changes be made in the Faculty Handbook:

Change:

Part II ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

FACULTY SENATE (page II-12)

The Faculty Senate is the delegate assembly of the University faculty through which the faculty normally exercises its responsibilities as a group. The Faculty Senate makes recommendations to the President on academic policy and procedures including admissions, curriculum, instruction, degree requirements, staffing, and related matters. The “Organization of the Faculty” appears as Part VII of this Handbook.

The Senate Shall convene initially for an organizational meeting on the first Monday in May at the conclusion of the last meeting of the previous Senate. The Senate shall meet on the first Monday of each month that the University is in regular session from September through December and February through May. Adjustments may be made to compensate for Holidays and when the University is not in session. The Senate shall meet at other times on the call of the President or the Senate Executive Committee, reasonable notice having been given to the members of the Senate.

JUSTIFICATION OF THE MOTION:

This brings the Faculty Handbook in compliance with the general practices of the Faculty Senate for this year and the last three years.
To: Faculty Senate Executive Committee  
From: The Committee on Rules  
Date: October 18, 2004

The Committee on Rules requests the Faculty Senate adopt the following motion at its meeting on November 1, 2004.

MOTION:

The Faculty Senate recommends to the Faculty-at-Large the following changes be made in the Faculty Handbook:

Part VII ORGANIZATION OF THE FACULTY OF EASTERN KENTUCKY UNIVERSITY  
Section VII. THE FACULTY SENATE  
B. Membership of the Senate  
2. Elected Members

b. Election Units – The election units for the selection of the elected membership of the Senate shall be the academic departments of the several colleges of the University having a total full-time Teaching/Research Faculty membership of five or more. Additional election units shall consist of (1) the Library Faculty, who are not included in the faculties of a college, and (2) the Deans of the Academic Colleges, Dean of Graduate Studies, and Dean of Libraries (hereafter referred to as the Dean’s Unit).

d. Determination of Delegate Representation
   (1) Each election unit shall be entitled to one delegate for each ten full-time Teaching/Research Faculty members employed by that election unit during the fall semester. In other words, an election unit with 10-19 faculty is entitled to one delegate, an election unit with 20-29 faculty is entitled to two delegates, an election unit with 30-39 faculty is entitled to three delegates, and so on.
   (2) Departments employing fewer than ten full-time Teaching/Research Faculty members but more than four full-time Teaching/Research Faculty members shall be entitled to one delegate.
   (3) Departments employing fewer than five full-time Teaching/Research Faculty members during the fall semester shall join with other departments in the same college to form an election unit with a total of five or more full-time Teaching/Research Faculty members. The Committee on Elections of the Faculty Senate shall inform departments of the need to form such departmental alignments as soon after the spring semester as possible.

To:

Part VII ORGANIZATION OF THE FACULTY OF EASTERN KENTUCKY UNIVERSITY  
Section VII. THE FACULTY SENATE  
B. Membership of the Senate  
2. Elected Members

b. Election Units – The election units for the selection of the elected membership of the Senate shall be the academic departments of the several colleges of the University having a total full-time Teaching/Research Faculty membership of five or more. Additional election units shall consist of (1) the Library Faculty, who are not included in the faculties of a college, and (2) the Deans of the Academic Colleges, Dean of Graduate Studies, and Dean of Libraries (hereafter referred to as the Dean’s Unit).
d. Determination of Delegate Representation

(1) An election unit with one 1 - 14 faculty members during the Fall semester shall be entitled to one delegate for the academic year, and an election unit with 15 - 29 faculty members during the Fall semester shall be entitled to two delegates for the academic year.

(2) An election unit with 30 - 39 faculty members during the Fall semester shall be entitled to three delegates for the academic year; an election unit with 40 - 49 faculty members during the Fall semester shall be entitled to four delegates for the academic year; and an election unit with 50 - 59 faculty members during the Fall semester shall be entitled to five delegates for the academic year, and so on.

JUSTIFICATION OF THE MOTION:

As is stated in the Faculty Handbook, departments with fewer than five faculty members, “...shall join with other departments in the same college to form an election unit with a total of five or more full-time Teaching/Research Faculty members.” This prevents a total representation in the Faculty Senate of all departments of the university. By combining two departments and allowing only one delegate to the Faculty Senate, only one of the two departments is actually being represented. In order for the Faculty Senate to truly be representative of all departments of this university the Committee on Rules recommends that the above change be instituted.