

University Senate Executive Committee Meeting Minutes
Monday, November 4, 2013 -- 3:15 p.m.
Weatherby Conference Room

Call to Order:

- Chair Margaret Crowder called the Executive Committee meeting of the WKU Senate to order on Monday, Oct. 7, 2013 at 3:15 pm in the Weatherby Conference Room. A quorum was present.

• Members Present:

Jill Brown, Beth Plummer, Ashley Chance Fox, Margaret Crowder, Tucker Davis, Gordon Emslie, John Gottfried, Jennifer Hanley, Ric Keaster, Mark Reeves, Alison Langdon, Patricia Minter, Beverly Siegrist

• Guests Present:

Gordon Johnson, Bob Owens, Richard Miller, Michael Ann Williams

• Absent:

Lloren Foster, Angela Jerome

A. Approve September Minutes

- A motion to approve the October minutes was made by Tucker Davis and seconded by John Gottfried. The minutes were approved as posted.

B. Reports:

1. Chair – Margaret Crowder

- Recognition of new Senate seat for Dept. of Psychological Sciences
 - Former Senator for Psychology Aaron Wichman will continue to serve in this new seat
- Krisstal Clayton is new senator for Dept of Psychology

2. Vice Chair – Jennifer Hanley (no report)

3. Secretary - Heidi Alvarez (no report)

4. Faculty Regent – Patricia Minter

- BOR met on October 25
- Very short meeting; mostly consisted of information items
- No enrollment report at BOR meeting, so Regent Minter requested that the Provost provide an enrollment report for SEC

- Regent Minter noted that the new Academic Affairs Chair, Dr. Phillip Bale, has proposed and Academic Affairs Committee Book Club, which will read and discuss books on educational topics

5. Provost – Gordon Emslie

- Reduced power usage as of Wed. Dec. 13?
 - Comment: make sure of water and heat in faculty areas
 - Comment: Make sure branch campuses are accessible to faculty
- CPE activities
 - Agenda and activities available at:
 - <http://cpe.ky.gov/about/cpe/meetings/2013/091213.htm>
- Enrollment:
 - 66 international students weren't counted
 - Down 700 students
 - Down significantly in Kentucky residents
 - Working harder on recruitment
 - Tuition revenue is up, however, due to nonresident and int'l students
 - Includes treating Navitas students as residents
 - Online graduate student count--down 1,000 students (\$5000 per student)
 - Shortfall of \$1.5M
 - 1% decrease in enrollment equals about \$700,000
- SEC members proposed idea of creating a freshman attendance policy campus-wide
 - Comment: has been tried before and was "shot down"
 - Comment: will be a hard sell to students and to some faculty
 - Comment: might be seen as a restriction of academic freedom
- SACS meeting
 - SACS report looks very good at this time
 - Have received great input and comments
 - Most comments very positive
 - We appear to be in compliance, but may need to make our case more strongly in some areas of the report
 - Document will be sent to reviewers soon

C. Standing Committee Reports and Recommendations

1. Academic Quality (Allison Langdon):

- Met October 14
- Discussed University College revised policy proposal to offer credit for prior learning by portfolio evaluation
 - Appreciated clarification concerning assessment, particularly assessors for appropriate subject fields
 - Includes provision for training assessors and provides modest stipend (though it does not state where these funds will come from—the departments?).accomodation for training and stipends
 - assessment process above department level is unclear
 - Need to determine if there will be further assessment

- Reviewed current WKU add/drop deadline
 - Looking into impact of students adding courses as late as Tuesday of 2nd week of classes
 - Collecting data on how many students register this late to determine severity of the issue
- Allison Langdon made a motion to approve the Academic Quality report as posted. The motion was seconded by Rick Keaster. The report was approved unanimously.

2. Faculty Welfare and Professional Responsibility (Tucker Davis):

Issues before Faculty Welfare:

- Benefits (health care) plans
 - Whether to remain self-insured
 - Better to allocate additional funding to salaries or benefits or some combination
 - Step 1: Comparing benchmark and Kentucky public institution plans and average salaries. (In progress)
- Board of Regents approval of the faculty handbook
 - Previously researched by handbook committee, proposed to senate, and approved by the full faculty Senate
 - Proposal is being researched before presentation to the Handbook committee, Senate, and the BOR
 - Reviewing best practices and other institutions
- Tucker Davis made a motion to approve the Faculty Welfare report as posted. The motion was seconded by Beverly Siegrist. The report was approved unanimously.

3. General Education (no report):

4. Graduate Council (Beth Plummer):

- Beth Plummer made a motion to endorse the October Graduate Council agenda items as posted. The motion was seconded by Alison Langdon. The Graduate Council items were approved unanimously.

5. University Curriculum Committee (Ashley Chance Fox):

- Curriculum items
 - Ashley Chance Fox made a motion to endorse the October UCC items as posted. The motion was seconded by Alison Langdon. The UCC items were approved unanimously.
- Policy items
 - Policy 1.3130: Procedures for Advising Relative to Declaration and Change of Program of Study
 - Revisions primarily dealing with dates and timelines for changes
 - Ashley Chance Fox made a motion to endorse the change of program study policy as posted. The motion was seconded by Jennifer Hanley. The policy was approved unanimously.

- Policy to grant undergraduate credit for prior learning demonstrated via student portfolio
 - Revised and clarified procedure
 - Still need data for program review
 - Question: who is responsible for training of assessors?
 - Answer: Part from DELO and part from Adult Learning
 - Question: 30 hours maximum for 120 credit program—is this an absolute limit? Example: engineering programs, where there may be over 130 hours?
 - Answer: there is no absolute limit.
 - Ashley Chance Fox made a motion to endorse the portfolio policy as posted. The motion was seconded by Tucker Davis. The policy was approved unanimously.
- Notice of revisions from last report
 - This is an added item
 - Includes items amended and revisions of last report after approval of senate
 - Recommendation language points out that approval of senate did not include policy items—policy items would be sent at a later date

D. New Business

1. Selection of the Advisory Committee on Faculty Continuance and Tenure, and for the Advisory Council on Faculty Grievance

- Lots were drawn by Vice-Chair of the Faculty Senate Jennifer Hanley and recorded by Chair Margaret Crowder
- Results will be posted on Faculty Senate Website

2. Teaching Evaluation Methods at WKU--alternatives to SITES

- Suggestion: Do item analysis on current SITES--could be done every two years
- Suggestion: look at examples of alternative methods being used in various departments/units across campus
- Search for examples from literature and/or other campuses
- motion Hanley/Reeves for AQ to discuss whether items should be reviewed biannually
- Jennifer Hanley made a motion that the Academic Quality Committee discuss whether SITES items should be reviewed biannually. The motion was seconded by Mark Reeves. The motion was approved unanimously.

3. Information Technology policies sent to Senate for comment and review

- Provost Emslie--members of Administrative Council requested review by Senate
- Bob Owen:
- Revised a number of policies over the last year
- 9 policies were reviewed
- 3 of these policies are being brought before Faculty Senate (as they seem of interest to faculty)
- The general purpose of the policies is protection of digital resources
- Need to move quickly--auditors need these; would like to approve as policy within about a month
- There is nothing shocking, the policies represent fairly standard procedure for academic campuses

- Richard Keaster moved that these policy documents be sent to the full Senate for comment. Beverly Siegrist seconded the motion.
 - Comments from Regent Minter
 - Noted that she will ask for input from experts in the field.
 - Believes that the policies seem at first glance to be well-written and appropriate, but there a few minor yellow flags that need to be examined more closely.
- Any questions about the policies may be directed to Gordon Johnson or Margaret Crowder.
- Will be presented at Nov. meeting of the full Senate.
- Motion to send to Senate approved unanimously.

E. Information Items

1. Special Q&A Session of the Senate with President Ransdell
 - November 7th at 3:45pm, Snell Hall 1108
 - Open to all but seating is limited and preference will be given to Faculty Senators
2. Appointment of a small Ad-Hoc committee for compilation/editing of the Faculty Governance document going forward
 - Seeking volunteers and nominations—send to Margaret Crowder, Senate Chair
3. Faculty forum dates/locations for comment and discussion on the faculty governance document: Wednesday, November 13th and Tuesday, November 19th from 3-4pm, MMTH Auditorium
 - Will arrange access for extended campuses
 - SEC members will be present at both forum sessions
4. AAUP faculty forums to be held on Monday, November 11th and Tuesday, November 12th at 3pm in the Faculty House.

A motion to adjourn by Jennifer Hanley was seconded by Jill Brown. The meeting adjourned at 5:30 PM.

Respectfully submitted,
John Gottfried