

**University Senate Executive Committee**  
**DRAFT Meeting Minutes**

Monday, December 2, 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, Dec. 2, 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, Adam West (for Beverly Siegrist)

**Guests Present:**

Molly Dunkum, Brian W. Meredith, Larry Snyder

**Absent:**

Heidi Alvarez, Loren Foster, Angela Jerome

**A. Approve November Meeting Minutes**

- A motion to approve the October minutes was made by Alison Langdon and seconded by Alison Langdon. The minutes were approved as posted.

**B. Reports**

1. Chair—Margaret Crowder (No report)

2. Vice-Chair – Jennifer Hanley

- Announced that WKU Glasgow Graduand takes place Thursday, Dec. 5

3. Secretary: Heidi Alvarez (No report)

4. Committee Chairs

a. Academic Quality Committee: (Report posted)

- Chair Alison Langdon:
- Committee met 11/11/13
- First issue: Add/drop deadline
  - Looked at Data from Freida Eggleton (Registrar)
  - Looked at late day classes (3:30 pm and later)
  - Met earlier the day of the SEC meeting as well (Dec. 2) to review more data
  - Not enough to warrant action
- Second issue: Online student evaluation system

- Need to find out who actually approves items (CAD?)
- Problem: Evaluation system not tested for validity/reliability
- Comments:
  - Improve date of delivery, participation, faculty compliance
- Report unanimously approved to go to full senate

b. Faculty Welfare and Professional Responsibility Committee: No Report

c. General Education Curriculum Committee: No Report

d. [Graduate Council: \(Report posted\)](#)

- Beth Plummer made a motion to endorse the September Graduate Council agenda items as posted.
- The Graduate Council items were approved unanimously by the Graduate Faculty.

i. [Policy items \(Posted\)](#)

- Provost: make sure it is clear that this concerns graduate courses, would be signed by Dean of Graduate School
- Comment: could be a model for undergraduate procedure in the future
- Policy items approved unanimously by the Graduate Faculty

e. [University Curriculum Committee: \(Report posted\)](#)

- Ashley Chance Fox made a motion to endorse the September UCC items as posted.
- The UCC items were approved unanimously.

## 5. Advisory Reports

a. Faculty Regent (Regent Minter)

- BOR will meet Friday, December 13 at 1 pm
- Academic Affairs book club is meeting at 11am that day in open session
  - Will be reading *College Unbound*
- No official communication from President about budget
- Request for Faculty Welfare Committee: please let me know when you have a resolution concerning benefits

b. Academic Affairs (Provost Emslie)

- Upcoming board meeting
  - Sabbatical approvals
  - Enrollment—marketing presentation, new marketing campaign, mailings
- 3 forums on QPE plan held recently
  - Good comments
  - QPE is now a full 75-page proposal
  - Will likely move forward with “Evidence & Argument” theme
- SACS report moving along, expanding

- Very happy with report and underlying compliance with all standards
- Commencement: 1 week from Saturday
- Question: Is there progress on figuring out why enrollment dropped?
- Answer: we understand what is happening; we see increases in some areas and decreases in others; we are not so worried about the head count
- Question: Are we looking at the tuition cost factor?
- Answer: yes, we don't think tuition is a critical factor, in comparison to other institutions with tuition higher than ours
- Comment: we would like to see the data
- Answer: I think you will be pleased with the new marketing efforts, and we think they will make a difference
  - Will benefit from increased dialogue b/t admissions and marketing
  - Dr. Brian Meredith noted that tour numbers are up

### **C. New Business:**

#### **1. [Policy 1.3130 Advising Relative to Declaration and Change of Program of Study \(Posted\)](#)**

- Working for review and action
- Wording changed: "Requirement" to respond to a request for change of major has been changed to a "recommendation" to respond within two weeks
- Motion to approve policy to be sent to full senate: Alison Langdon, seconded by Rick Keaster
  - Q: When is the census date?
  - A (Provost Emslie): Sometime in the March or spring
  - Q: The same time? Why not include the census date?
  - A: We do not want to place the census date in the form.
  - Comment: I just didn't want to see this turn into a fee
  - Answer: No, it won't
  - Question: The two weeks referred to: two weeks starting from when?
  - A: From the date of the change of major request
  - Q: Could we add that phrase to the document? Just to be clear what the time frame refers to.
  - A: Yes
  - Q: Why is the "recommendation" returned to the document, if there is no requirement to do it?
  - A: We are trying to drive it in that direction, so the students know whether their change of major request has been approved in a timely manner
  - Q: How many people does a change of major form have to pass through? Why does it take so long?
  - A: Not a question of the number of people; it's that there is no electronic method of doing this, so it still has to be handled with paper documents.
  - A: It is also varies by department

#### **2. Plans for the transition to Colonnade; Committee structuring**

- Question to Larry Snyder: Will old General Education Committee be dissolved when Colonnade Committee is activated? It will replace the General Education Committee?
- Answer: Yes, but the Colonnade Committee will function differently.

- There will be an ongoing cycle of assessment and review
  - Also, the committee advised that a faculty member be given release time to work on Colonnade, or hire a part-time staff member to administer
- Question: Does the Senate have responsibility for training and establishing this committee?
- Answer: No
- For details and updates see [www.wku.edu/colonnade](http://www.wku.edu/colonnade)
- Chair: we need to think about how this is going to be structured.
  - Request to current Colonnade committee chair: can you write a proposal?
- Suggestion from Provost Emslie: could we simply call it the General Education Committee? Then the new charter could be inserted into place easily. This would be helpful, in that SACS has requirements involving General Education.
- Comment: Dean Snyder noted that branding is important; they chose Colonnade to be distinctive.
- Comment: but we don't know what the final form of the committee will be, and we don't know what form the Senate will take in the future (as relates to the Faculty Governance proposal)
- Motion by Jennifer Hanley: to have current colonnade committee put together a document describing the new program. Motion seconded by Alison Langdon.
- Motion was approved unanimously
- Question from Colonnade committee chair: Would SEC consider having special meeting in the spring to help expedite new course approval process (to prevent backlog)
- Comment from UCC chair: It will be difficult to schedule an additional UCC meeting in spring.
- Response: There will be a real need—there will be a very large number of courses coming through for approval in spring semester.
- UCC Chair: I will bring this up in the next UCC meeting.

#### **D. Information Items:**

1. [Legislative Advisory Committee – Senate appointment requested \(Email posted\)](#)
2. Recordings of the two faculty governance forums
  - a. [Wednesday, November 13th \(Notes posted\)](#)  
<https://connect.wku.edu/p29vrz3e6mj/?launcher=false&fcsContent=true&pbMode=normal>
  - b. [Tuesday, November 19th \(Notes posted\)](#)  
<https://connect.wku.edu/p8ozwn1cet3/?launcher=false&fcsContent=true&pbMode=normal>

Motion to adjourn made by Jennifer Hanley, seconded by Alison Langdon  
 Meeting adjourned at 4:27 pm

Respectfully submitted,  
 John Gottfried