

**University Senate Executive Committee**  
**DRAFT: Meeting Minutes**  
**Monday, September 8, 2014, 3:15 pm**  
**Weatherby Conference Room**

**Call to Order:**

Chair Margaret Crowder called the Executive Committee meeting of the WKU Senate to order on September 8, 2014 at 3:15 pm in the Weatherby Conference Room. A quorum was present.

- **Members Present:**  
Margaret Crowder, Laura DeLancey, Molly Dunkum, Gordon Emslie, Lloren Foster, Ashley Chance Fox, John Gottfried, Rick Grieve, Jennifer Hanley, Kate Hudepohl, Patricia Minter, Julie Shadoan, Beverly Siegrist
- **Guests Present:**  
Lance Hahn
- **Absent:**  
Heidi Álvarez, Tucker Davis, John Khouryieh, Evie Oregon, Nicki Seay

**A. Approve May Minutes**

- A motion to approve May minutes was made by Hudepohl, seconded by Chance-Fox
- Correction to minutes:
  - Minter: page 9, last line of section on President's prayer policy should be changed from, "P. Minter said maybe; constitutional to open local may be constitutional," to "P. Minter said maybe would describe sectarian prayer as ill-advised"
- Minutes approved pending this correction

**B. Reports**

**1. Chair (Margaret Crowder)**

- Members of the SEC introduced themselves
- Field trip approval form that appeared recently is not an approved version—it should not be used
  - A form created by CHHS is now in its place—this is a test form, being used by CHHS at this time
  - Chair—can this form be required of CHHS faculty when it has not received Senate approval? I suppose it's okay if faculty agree to it—maybe there are other opinions.
  - Another issue: Risk Management Approval
  - The form is currently in Faculty Welfare Committee, and they will return their version for senate approval.

- Provost: CAD will discuss this at next Wednesday's meeting.
    - This version was presented by CHHS as a test form
  - Minter: best practice is that we should have a single form for the whole campus
- Benefits Committee
  - SEC Chair noted that she has spoken with this committee several times recently.
  - The committee is waiting to receive more reliable numbers before presenting a report.
  - Their report will then have to clear with Pres. Ransdell before finalizing.
  - The Benefits Committee wants to make clear they are anxious to finish and are doing everything they can to produce a report as soon as possible.
- Admissions:
  - Admissions now reports directly to the President
  - Senate has received reports that students admitted on last possible day for semester (last day for Class Add), had trouble adding classes they needed
  - Students claim they were told they could get into the classes they needed
  - May need to go to Academic Quality
  - Provost. States that he received a comment on situation similar to this, but not sure if it's a pervasive problem
  - Provost would like to clarify the organizational structure for enrollment and admissions issues
  - Academic Quality could discuss how this is being presented to students
- Bookstore
  - Reports: book orders are incorrect, books are not there that should be, wrong books are being given to students, and other issues.
  - Responsiveness is also reported to be very poor.
  - Provost: assemble a list of concerns to be discussed with Bookstore management—they will meet soon.

## **2. Vice Chair**

- Faculty Senate Committee chairs:
  - Please send membership and meeting times to Vice Chair.
  - Make her aware if committees do not have enough members; she can encourage committees to fill positions.

## **3. Secretary (No Report)**

## **4. Committee Chairs**

### **a. Academic Quality Committee: No Report**

**b. Faculty Welfare and Professional Responsibility Committee: No Report**

**c. Colonnade Implementation Committee / General Education Curriculum Committee:**

- Colonnade Committee Chair Dunkum: Colonnade and Gen Ed will be meeting together this year.
- Crowder: this has created a very large body with two heads. We have yet to create a formal charge and proposals for Colonnade
- Minter: this is supposed to be the year that we make that change
- Gen Ed Chair Foster: Both groups will work on this

**d. Graduate Council: (Reports posted)**

**i. May**

- Motion approved

**ii. August**

- Motion approved
- Graduate Council Chair Siegrist—we also want to point out some changes to procedure.
  - The major changes relate to the forms required to submit new and revised curriculum proposals.
  - Specific changes include:
    - New course proposals – require a completed course inventory form and a syllabus. The course syllabus must include all areas described in AA policy 1.4061 Course Syllabi
    - New programs – require submission of the course inventory form and the CPE form.
    - Other procedures are listed on the Graduate Council website: <http://www.wku.edu/graduatecouncil/>
- Minter: I have serious concerns that changes were not approved by Senate.
- Siegrist: These were not policy changes, just changes in procedure.
- Minter: This was very controversial, I understand there was a lot of debate in the meetings, and I hear that the vote was close. I have received comments from faculty who would have been there, but they claim it was not on the agenda.
- Siegrist:
  - There will be more issues discussed at the next meeting.

- There is rarely time to discuss policy, as curriculum items normally take up all the time. We will try to provide time to allow new agenda items to be brought forward.
- She suggests that faculty can request that these issues be returned to agenda.
- Crowder: may need a broader examination, and she encourages that discussion be carried out through faculty senate
  - Summer is a very bad time to discuss policy
  - Bringing back up as agenda item would be a good move now, so faculty can participate more fully
- Minter: seemed to some faculty that this was a top-down decision with little input from faculty.
- Siegrist: I don't think there were any 'no' votes against this proposal.
- Hahn (Graduate Council member): There was discussion, but I don't recall 'no' votes. I think some committee members may disagree with items being voted on but don't vote that way. They need to vote appropriately.

#### **e. University Curriculum Committee: No Report**

### **5. Advisory Reports**

#### **a. Faculty Regent (Regent Minter)**

- Summer report has been sent out.
- Minter: I believe it was a good sign that the board took a step back on privatization of health services function—the result was a better agreement
- DSU has almost completely opened
  - To be clear: the building is not paid for—we are paying on the bond issues
  - A large portion of the payment comes from student fees (about two-thirds)
  - The other third of the bond payment is being made using fees from food services, transportation, etc.
- President's Office moved to the renovated offices in the WKU President's residence—this move was funded from the base project budgets (about \$2 million)

#### **b. Academic Affairs (Provost Emslie)**

- Committees
  - Space—met already, constructing protocols for future work

- Provost's Budget Council—met this summer, along with subcommittees (larger budget council has not met)
  - 3% tuition increase this year (already approved)
- Key committee: will meet soon and start by reviewing policy.
- Faculty recognition committee will meet soon after that.
- Enrollment
  - Down slightly or maybe even from last year.
  - More full-time students, but down part-time students.
  - There are more international students than in the past.
  - We are meeting or exceeding budget targets.
  - Clearly ahead of budget currently—last year it looked this good at this time, but went down later. This year looks more favorable.
  - Only bad news might be that the increase in scholarship students means more output of scholarship funds.
  - Staffing Plan Phase I has been authorized.
  - Phase II: some portion of this phase may be cut for use in long-term merit raise.
- SACSCOC
  - Report is finished.
  - View at:
    - <http://www.wku.edu/sacscoc2015/index.php>
  - Provost is very happy with result.
  - QEP is due in February, and is working through committees now.
- 4<sup>th</sup> Doctoral Program at WKU: Psy.D.
  - This will take WKU to SACS Level 6 for doctoral programs (highest level).
- Interim Museum Director
  - Formal accreditation for the museum is under way.
  - Brent Bjorkman (Folk Studies & Archaeology) is interim director.
- Internet Access and IT
  - 25-minute period in which campus Internet system failed this week.
    - IT says it is a rare occurrence, and they are ready to manage better if such a thing does happen again.
  - Bandwidth is under stress from downloads, but that's not what caused it.
  - NetID and password: we may be asked to change our passwords on a regular basis—Provost hopes we will go to longer pass phrases instead.

- Sense of SEC: best alternatives are occasional reminders to change passwords or go to long-term pass phrases—avoid mandatory password changes.

**c. Student Government Association (No Report)**

**C. Old Business: None**

**D. New Business:**

**1. Policy 3.1021 Reimbursement for Employee Travel...Regional Campuses: Post-Senate revision of Policy 1.2180 – SEC concurrence requested (posted [2])**

**i. Original**

**ii. Revised**

- Provost:
  - Was originally for faculty, has been expanded to faculty and staff
  - Motion to approve by Foster, seconded by Hanley
  - Approved

**2. Policy 1.1184 Faculty University Awards: revised (posted)**

- Minor changes to due dates
- Motion to approve by Chance-Fox, seconded by Foster
- Approved

**3. Title IX: module completion requirement for students (demo information posted)**

- Reporting will be mandatory in the future
- There is a 45-minute video training module available online
- Provost Emslie would like to have voluntary compliance for completing the online training.
- At some point the module will become mandatory
  - Could possibly give early access to grades as an incentive for students
  - TopNet access, or something similar, could be incentive for employees
- Minter: Title IX
  - Gist of it: there is no presumption of privacy; discussions of sexual assault or harassment do not have “confessional” protection.
  - If anyone hears of something, they need to report it.
  - None of this works if people don’t do the right thing
- Crowder: What is the sense of the SEC on how we deal with this?
  - Minter: I suggest that representatives come to speak to the Faculty Senate.
  - SGA should take a look—maybe they should look at it first.

- Academic Quality will review and comment.

**4. Vote on approval of CEBS replacement nomination for UAC: Rick Grieve**

- For place on University Athletic Committee
- Senate will approve nominee, then will send to administration for final approval
- Motion to approve by Hanley, seconded by Foster
- Approved

**5. [Selection of Parking and Transportation Appeals Board members \[3\] \(nominee list posted\)](#)**

- Marilyn Gardner
- Nezam Iraniparast
- Ali Er

**6. Selection of Diversity Enhancement Committee member [1] (nominee [list](#) and [letters of interest](#) posted)**

- Secret ballot submitted: 1<sup>st</sup> vote tied
- Run-off vote: Gayle Mallinger is winner

**E. Information Items:**

**1. [Statement of Purpose revision \(posted\)](#)**

- Provost: Changes required by SACSCOC
- Conflict between previous versions
- Board approved new version, subject to approval by the Senate
  - The version posted on the Senate agenda is not the current version—a few words changed on later version
  - Provost Emslie will send latest version to Senate Chair
- Motion to approve by Gottfried, seconded by Hanley
- Approved to go to Senate as an Action Item pending SEC review of latest version.

**2. [President Ransdell's response to Senate concurrence with the SGA resolution on the President's Salary \(posted\)](#)**

- President Ransdell agrees to donate 1% of his salary to the WKU Foundation every year until his retirement.

3. **President Ransdell's letter to Mayor Bruce Wilkerson regarding a Bowling Green Fairness Ordinance (posted)**

- President Ransdell has asked the Mayor's office to consider a Fairness Ordinance ensuring equal housing rights to the LGBT community.

4. **Field Trip Approval Form** – a new form was inadvertently released without approval; this has been fixed

Motion to adjourn by Hanley  
Second by Foster  
Meeting adjourned at 5:09 pm

Respectfully submitted by John Gottfried