

**AGENDA
UNIVERSITY SENATE
SEPTEMBER 16, 2004 – 3:30 P.M.
GARRETT BALLROOM**

Call to order

I. Approval of minutes of May 5, 2004 and May 6, 2004. ATTACHMENTS May 05, 2004, May 06, 2004. (separate files)

II. Reports

- a. Chair
- b. Vice Chair
- c. Faculty Regent
- d. Provost

III. Standing Committee Reports (no action items)

- a. UCC
- b. General Education
- c. Faculty Welfare and Professional Responsibilities
- d. Academic Quality

IV. Old Business

- a. Appeals process regarding tenure and promotion ATTACHMENT (follows)
- b. Senate resolution concerning +/- grading (The Executive Committee of the

University Senate

recommends that the research plan be sent back to the Academic Quality Committee)

c. Graduate Council recommendations (see May 5, 2004 minutes, inconsistency between item

#9 which failed to pass and #11 which was not pulled for further action)

V. New Business

- a. Proposal to revise the curriculum review process ATTACHMENT (follows)
- b. Proposed Bylaws change regarding senate membership ATTACHMENT (follows)
- c. January term and calendar changes (Dr. Burch) ATTACHMENTS calendar,

January Term. (follows)

d. ID cards (Rob Chrisler) OR Parking (follows)

VI. Announcements

VII. Adjournment

Report from the Faculty Welfare and Professional Responsibilities Committee

May 6, 2004 (Revisions in red.)

General Recommendation Concerning Faculty Continuance and Tenure Policy and Procedure

1. Provide training for department heads in the legal aspects of the continuance and tenure review process.
2. Make the Departmental Guidelines for Tenure and Promotion accessible through the Department's website. This is important since Section II, part A specifies that the faculty member is to be informed about departmental guidelines for tenure in the first year.

Recommendations for revisions to the Faculty Handbook Concerning Faculty Continuance and Tenure Policy and Appeals Process

Section IV.C. p. 30

[replace with the following:] The department's Rank and Promotion Committee reviews all evaluation materials, votes on the candidate, and provides a written recommendation to the department head. This recommendation must include the actual vote count and may also provide additional information deemed relevant to the committee's decision. The department head also reviews all relevant evaluation materials and produces an individual written recommendation. The department head's recommendation, the Rank and Promotion Committee's recommendation, and all evaluation materials are forwarded to the college dean who, in turn, forwards an individual written recommendation, the recommendations of the department head and Rank and Promotion Committee, and all relevant evaluation materials to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs reviews these items and completes a written recommendation, which is forwarded along with all other written recommendations to the President. The President reviews these recommendations and forwards to the Board of Regents his or her recommendations for promotion. The decision of the Board of Regents is final.

Section II .A. p. 32

[Add to the end of part A:] New faculty members will be informed about the tenure review process and the grievance appeal process at the beginning of the first year. These processes are described at the university level in the Faculty Handbook, and in the guidelines for tenure and promotion issued by the faculty member's department

Section II.B. p. 32

[Add a new paragraph below Section B's heading "Policies...Recommendations"] The procedures to be followed in continuance and non-continuance recommendations are:

Section II. B. p. 34

[Replace item 1:] The department head will be responsible for notifying probationary faculty of the date for consideration of mandatory tenure. A faculty member who has applied for tenure before the sixth year of service at Western may withdraw from the process at any time without prejudice. However, a tenure review must occur in the sixth year. A faculty member may withdraw a tenure application at any stage of the review during the review process prior to final action by the Board of Regents, but withdrawal of the application at any point during the sixth-year review constitutes a *de facto* resignation from Western, effective at the end of the academic year.

[Replace the last two sentences of item 3:] The chair of the tenure committee will confidentially apprise the members of the Tenure Committee of the results at the meeting. The written recommendation of the Tenure Committee to the department head must include the actual vote count and may include any additional information deemed relevant to this outcome. The department head will then notify the faculty candidate for tenure of the recommendation of the Tenure Committee. In the case of a negative recommendation by the Tenure Committee, the faculty member will have the option of withdrawing the application.

[Replace item 4:] By **November 1**, the department head will forward to the dean a written recommendation on each faculty member eligible for tenure as well as the written recommendation of the Tenure Committee. The department head will advise the candidate in writing of the department head's recommendation by **November 15**. [Due to the revision of item 1 above, remove this sentence:] If the department head concurs with a negative recommendation by the Tenure Committee, the faculty member may withdraw the application.

Section II.B. p. 35

[Due to the revision of item 1, remove this sentence from the end of item 5:] In the case of a negative recommendation by the college dean, the faculty member may withdraw the application.

Section II.B. p. 35

[Due to the revision of item 1, replace the end of item 6:] In the case of a negative recommendation by the Provost and Vice President for Academic Affairs, the faculty member has the option to file a complaint in accordance with the procedures outlined in the Faculty Handbook, Section IV.

Section III, p. 35 III. Advisory Committee on Faculty Continuance and Tenure

[Replace 1st paragraph:] The President is authorized to establish an Advisory Committee on Faculty Continuance and Tenure. Its functions and duties shall be those outlined in the Procedure for Review of Non-Reappointment and Negative Tenure Recommendations and the Procedure for Termination (see sections IV and V).

p. 36 IV. Procedure for Review of Non-Reappointment and **Negative** Tenure Recommendations

Section IV [In an attempt to clarify the Review of Non-Reappointment Recommendations, add the following boldface headings to the beginnings of the paragraphs..]

p. 36 2nd paragraph: **A. Non-Reappointment or Negative Tenure Decisions.**

[Insert this new paragraph before 3rd paragraph:] If a decision is made not to recommend tenure **for** a faculty member upon completion of the probationary period, the Provost and Vice President shall provide the affected faculty member official written notice of the **recommendation**:

P By **February 15** of the faculty member's tenure review year.

[Replace 3rd paragraph:] The University is not obligated to furnish a written statement of reasons for the decision not to recommend reappointment of a faculty member for another term during the probationary period, and it is the policy of the University not to furnish a written statement of reasons for such a decision. It is the policy of the University that, upon request of the faculty member, the department head and dean of the college and Academic Vice President will arrange a conference with the faculty member to discuss informally the circumstances surrounding the non-reappointment. If this conference fails to satisfy the faculty member, the President will have a related conference with the faculty member upon request. However, written reasons for **a negative tenure decision** will be furnished if the faculty member requests them in writing.

Section IV p. 36

[Replace 4th and 5th paragraphs:] **B. Complaint Filed by Faculty Member.** If a non-tenured faculty member has received official notice of a decision not to recommend reappointment or **a recommendation not to grant tenure** and the faculty member has factual information as grounds upon which it is claimed that the decision not to recommend reappointment or tenure was arbitrary or capricious, violated standards of academic freedom, or was based on considerations that violate constitutionally protected rights or interests (e.g., consideration of race, sex, national origin, exercise of free speech, association, etc.), a complaint may be filed with the department head or office to which the faculty member is assigned. Copies of the complaint are to be sent to the college dean, the Provost and Vice President for Academic Affairs and the President.

The complaint shall be in writing and be filed within thirty (30) days after receipt of official notice. It shall be accompanied by a written, signed statement that the faculty member agrees that the university representatives who made the decision not to recommend reappointment or tenure may present information in support of the decision for the purpose of confidential consideration by members of the Advisory Committee on Faculty Continuance and Tenure in the event the complaint is referred to it. [Add the following sentence:] The university appeals process must continue even if outside legal action is undertaken by the faculty member appealing the tenure decision.

p. 37, 1st paragraph: **D. Ad Hoc Committee on Continuance and Tenure.**

Section IV, p. 37

[Replace 2nd paragraph:] The ad hoc committee shall consist of five (5) members chosen by lot from the list of eligible individuals provided for in Part III. In addition, two alternates will be selected by lot to substitute for any Ad Hoc committee members who remove themselves if they deem themselves disqualified because of bias or interest. The alternates may not be from the same department as any of the five Ad Hoc committee members. None of the members will have served on the Advisory Committee that had earlier heard the case. In addition, each party shall have a maximum of two challenges with or without stated cause. If the list shall be exhausted before an acceptable committee has been obtained, supplementary list selections will be made following the initial procedure. The committee shall select its own chair. The committee will adhere to the following procedures:

Section IV, p. 37

[Replace penultimate item:] The findings of fact and the decision will be based on the hearing record, which will include documentary evidence submitted by the faculty member and the university as well as testimony by witnesses during the Committee's proceedings.

Section IV, p. 37

[Replace last paragraph:] Upon conclusion of the hearing, the committee must accept or reject the **complaint** by the faculty member. The Ad Hoc Committee must make a written recommendation to the President. ~~[Delete:] and provide recommendations on how to resolve the conflict, if necessary.~~

E. The President. The President must accept, reject or revise the recommendations of the Ad Hoc Committee.

F. The Board of Regents. The Board of Regents is charged with accepting or rejecting the ~~recommendation of the President's decision relative to the faculty member's complaint.~~ Its decision is final.

The following table summarizes the appeal process and specifies the action to be taken when the President and Board of Regents accept or reject the recommendation presented to them.

FACULTY MEMBER	ADVISORY COMMITTEE	AD HOC COMMITTEE	PRESIDENT ACCEPTS RECOMMENDATION	PRESIDENT REJECTS RECOMMENDATION	BOARD OF REGENTS
Faculty member files a complaint concerning a non-continuance or negative tenure decision.	President refers the complaint to the Advisory Committee on Faculty Continuance.	President appoints Ad Hoc Committee.	(1) Ad Hoc Committee recommendation was to accept the faculty member's complaint . The faculty member's complaint is <u>accepted</u> and the case is closed.	(1) Ad Hoc Committee recommendation was to reject the faculty member's complaint . The faculty member's complaint is <u>accepted</u> and the case is closed.	(1) Board of Regents accepts the President's decision. The faculty member's complaint is <u>rejected</u> and the case is closed.
	(1) The complaint is resolved.	Ad Hoc Committee makes recommendation to the President to accept faculty member's complaint or reject faculty member's complaint .	(2) Ad Hoc Committee recommendation was to reject the faculty member's complaint .	(2) Ad Hoc Committee recommendation was to accept the faculty member's complaint .	(2) The Board of Regents rejects the President's decision. The faculty member's complaint is <u>accepted</u> and the case is closed.
	(2) The complaint is unresolved. The committee makes recommendation to the President on whether or not a formal evidentiary hearing should be set.		The faculty member <u>does not request</u> an appeal of the President's decision. The faculty member's complaint is <u>rejected</u> and the case is closed.	The faculty member <u>does not request</u> an appeal of the President's decision. The faculty member's complaint is <u>rejected</u> and the case is closed.	
			The faculty member <u>does request</u> an appeal of the President's decision. The case is reviewed by the Board of Regents.	The faculty member <u>does request</u> an appeal of the President's decision. The case is reviewed by the Board of Regents.	

Proposal to Revise the Curriculum Review Process

Whereas the College of Graduate Studies and Research is concerned that review of its material by a subcommittee of the University Curriculum Committee may threaten its accreditation,

Therefore be it resolved that the following changes be made to the Charter of the University Senate:

- That Section IV, Letter A, Number 2 be renamed to read “The Undergraduate Curriculum Committee”
- That Section IV, Letter A, Number 2, First Paragraph, be revised by striking references to the graduate curriculum committees, the Graduate Council and/or Graduate Studies and Research from the 3rd sentence and last sentence of the paragraph.
- That remainder of the section on the University Curriculum Committee be revised to read:

The functions of the Undergraduate Curriculum Committee shall be:

- a. to review existing **undergraduate** programs and new program proposals in light of the university’s mission statement
- b. to review any **undergraduate** academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations
- c. to review existing **undergraduate** courses and new courses having significant consequences that cross college lines
- d. to study any **undergraduate** curricular matter it chooses
- e. to study **undergraduate** matters assigned to it by the Executive Committee

The **Undergraduate** Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide **undergraduate** academic policies, and 2) to review particular **undergraduate** programs and courses to determine whether they meet established standards. The latter includes both action and consent items received from college curriculum committees.

Undergraduate university-wide academic policies include such matters as admission requirements, degree and graduation requirements, and all similar matters that have application or significance beyond a single college, except matters pertaining to General Education. The **Undergraduate** Curriculum Committee shall make recommendations concerning these matters to the University Senate for its approval. Upon Senate approval such items shall be forwarded to the Office of the Vice President for Academic Affairs.

The **Undergraduate** Curriculum Committee shall place on its agenda the following items. In his/her report to the Committee, the Chair shall inform the Committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of “information item.”) All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of “consent item.”) Any member of the **Undergraduate** Curriculum

Committee shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on an action agenda. (See Appendix A for a definition of “action item.”) Any action item that the Undergraduate Curriculum Committee rejects shall be returned to the college curriculum committee that submitted it, accompanied by a rationale for the rejection. All consent and action items that the Committee approves shall be placed on the University Senate’s consent agenda and upon its approval shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.

- That Section IV, Letter A be amended with a number 5 to read:

6. The Graduate Council

The Graduate Council has general supervision and control over all matters of graduate instruction, including admission and degree requirements, curricula, Graduate Faculty membership, and general academic regulations. The Graduate Council submits recommendations concerning initiation or revision of graduate courses and programs through the University Senate to the Office of the Vice President for Academic Affairs, the President and the Board of Regents. The Council is composed of the Dean of Graduate Studies and Research, three faculty members elected by and from the Graduate Faculty of each of the academic colleges offering graduate courses, and four students - one graduate student member elected by and from the graduate students of each of the academic colleges offering graduate courses.

The functions of the Graduate Council shall be:

- a. to review existing graduate programs and new program proposals in light of the university’s mission statement
- b. to review any graduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations
- c. to review existing graduate courses and new courses having significant consequences that cross college lines
- d. to study any graduate curricular matter it chooses
- e. to study graduate matters assigned to it by the Executive Committee

The Graduate Council shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide graduate academic policies, and 2) to review particular graduate programs and courses to determine whether they meet established standards. The latter includes both action and consent items received from college curriculum committees.

Graduate university-wide academic policies include such matters as admission requirements, degree and graduation requirements, and all similar matters that have application or significance beyond a single college. The Graduate Council shall make recommendations

concerning these matters to the University Senate for its approval. Upon Senate approval such items shall be forwarded to the Office of the Vice President for Academic Affairs.

The Graduate Council shall place on its agenda the following items. In his/her report to the Committee, the Chair shall inform the Committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of “information item.”) All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of “consent item.”) Any member of the Graduate Council shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on an action agenda. (See Appendix A for a definition of “action item.”) Any action item that the Graduate Council rejects shall be returned to the college curriculum committee that submitted it, accompanied by a rationale for the rejection. All consent and action items that the Committee approves shall be placed on the University Senate’s consent agenda and upon its approval shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.

- That the Appendix be changed to read

[Appendix]
Functions of the College Curriculum Committees

Each college shall have undergraduate and graduate curriculum committees to review all curriculum-related matters, including the determination of degree requirements and standards of scholastic achievement. Departments shall submit to their college curriculum committees all proposals for changes in their academic programs. If a college curriculum committee approves a proposal and it has significant implications for departments in other colleges, then it shall be forwarded to **the Undergraduate Curriculum Committee or the Graduate Council** as an action item. Proposals with significant implications include the following: proposals for new programs (majors, minors, certificate programs), significant changes in programs, new courses, multiple changes to existing courses, changes in course credit hours, changes in course numbers with changes in level (e.g. PSY 342 becomes PSY 453), multiple offerings of “one-time only” courses, and academic policies and regulations.

If a proposal does not have significant implications beyond the college, then it shall be forwarded to the **Undergraduate Curriculum Committee or the Graduate Council** as a consent item. Proposals that do not have significant implications for programs in other colleges typically include the following: proposals to change program (major, minor, certificate) titles, replace one intradepartmental course in a program with another, delete programs, suspend programs, delete courses, suspend courses, change course titles, change course catalog descriptions (as long as course content is not changed), change course numbers without changing level (e.g. PSY 342 becomes PSY 353), change course prerequisites, or create community college equivalent courses. Any member of the **Undergraduate Curriculum Committee or the Graduate Council** shall have the right to remove a proposal from a college-curriculum committee’s list of consent items and to treat it as an action item. If a member of the **Undergraduate Curriculum Committee or the**

Graduate Council does so, the committee may postpone review of the item until their next meeting.

One-time only course offerings and proposals to change course prefixes shall be forwarded to the **Undergraduate** Curriculum Committee **or the Graduate Council** as information items.

If a new course is also being recommended for inclusion in general education, then the proposal shall first be forwarded to the **Undergraduate** Curriculum Committee for approval. If approved, the proposal shall be forwarded simultaneously to the University Senate for consent and to the General Education Committee for review.

If the **Undergraduate** Curriculum Committee, **the Graduate Council**, or the General Education Committee rejects a proposal from a college curriculum committee, the college curriculum committee shall have the opportunity to revise its proposal and to resubmit it to the same committee. If the proposal is rejected a second time, the college curriculum committee shall have the right to appeal its case to the University Senate. It shall submit the proposal to the Chair of the Senate to be placed as an action item on the Senate agenda. If the University Senate rules in favor of the college curriculum committee's proposal, the proposal shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.

Proposed Bylaws Change Regarding Senate Membership

Whereas the Senate bylaws do not clearly specify that members of subcommittees should only fill one slot, rather than two, and

Whereas filling two slots on a subcommittee, even if one slot is a non-voting slot and the other is not, violates the spirit of representation and governance, and

Whereas on at least one committee there is a representative filling two slots at the same time,

Be it therefore resolved that the Senate bylaws be amended to read:

Bylaw 3. Representatives serving in the Senate, and on Senate subcommittees in any capacity may not serve in more than one slot at the same time.

JANUARY TERM – Discussion Guide

August, 2004

1. Rationale/Benefits

- a. Consistent with academic mission of university.
- b. Provides opportunities for special offerings and enhanced studies.
- c. Maximizes utilization of university facilities and resources.
- d. Facilitates reducing time to graduation for students (by taking additional courses or by making up courses to stay on track to graduation).
- e. Extra week in Dec./Jan. break – allows time for faculty research, planning, travel, professional development, and other related activities.
- f. Provides additional teaching opportunity for faculty wishing to do so (this is optional).
- g. Allows additional week for students – beneficial for those working and needing time to earn extra money, and to those traveling long distances to visit their homes over the holidays.
- h. Many students feel holiday break is too long and want to come back to school earlier; they can do so with the J-term.
- i. Bookstore – Additional business opportunity.
- j. Campus traffic: Ease of parking on campus during this time period.
- k. Additional opportunity for staff to be enrolled, assuming schedule permits.
- l. Provides opportunity for “uniqueness” in programming and study options at WKU, particularly on off-site/travel/study abroad courses, consistent with QEP for ‘engaged learning’.
- m. Eliminates future potential conflicts for Spring Commencement (with Derby Day).

2. Characteristics of the January Term

- a. Start up date: January 3 of 2006, with approximately 18-month lead time, allowing ample time for quality planning.
- b. Primary focus of offerings: Exploratory, travel, internships, field courses, online courses, special certificates, some selected make-up courses, and specially selected offerings.
- c. J-term will not be used by all students, but will be taken by some.
- d. J-term offerings will be limited, based on demand and suitability of the offerings to the time period.
- e. Provides a big plus for enrolling in internships and international experiences, at a time of year where travel rates are often lower.
- f. Participation is optional (for students and faculty).
- g. No impact on faculty nine month contracts.
- h. Includes a study day in both the fall and the spring semesters.
- i. Includes an optional day in February of each year for campus wide programming opportunities.
- j. Expected to initially be small (as was the case for May term).

- k. No negative fiscal impact on university base budget; would operate under DELO and would generate its own revenue.
- l. Student Housing: There would be no provision for student housing unless the housing offices wishes to do so (TBD).
- m. Food services: Would use services already available on campus during that time of year, thus increasing business for food services.
- n. NO IMPACT ON HOLIDAYS and other scheduled benefits. All holidays remain unaffected and scheduled without change, including Christmas holidays.

3. Description of January Term and Academic Schedule

- a. Three week term, immediately preceding Spring term; begins on January 2 (unless it is on a weekend or holiday; then classes also meet on the first Saturday of first week).
- b. 15 week fall and spring terms (currently 16 weeks); 3 week J-term; no change in current summer term to include basic configuration of 3/5/5 weeks (e.g. 3 week May term). Strongly encourage 3 week term classes within last 5 week summer term to accommodate P-12 professionals.
- c. Adds 5 minutes to all classes during fall and spring terms
- d. Length of academic year (to include Fall and Spring semesters) will be overall unchanged, and within the current nine month period
- e. Fall semester starting date will be approximately one week later in August, with the Spring semester ending at approximately the same time in May.
- f. Registration will be held in early November and conclude by late November (thus allowing for all processing and payments to be completed prior to the end of fall term). Late and walk-in registrations are not provided.
- g. 'Go' or 'not go' decisions (on whether a class makes) will be made early enough in December to eliminate crunch time on faculty and office staff.
- h. Books/course materials: Students will be required to purchase in December before end of fall term, or to order by mail.
- i. Course offerings: TBD by each academic department based on student interest and needs, and pedagogical appropriateness within the time period.
- j. There will be an annual assessment to determine which specific courses will be offered. Enrollments/demand/interest will determine which courses will be offered.
- k. Re-student financial aid: Students will typically rely on loan programs (these are available) or their own resources – PELL grants will not be available to students for J-term. Time to apply and process loans TBD.
- l. Re-faculty compensation: Stipends will be provided, with amount TBD. It is anticipated that the stipends would be in range of those currently paid for off-load teaching and/or summer term teaching.
- m. Faculty load flexibility options TBD. In some instances it may be possible for a faculty member to teach in J-term (without compensation) in exchange for obtaining a reduced course load in the spring semester to engage in research, etc. (would have to be agreed upon with department head and dean, and stipend normally earned by faculty member in J-term would be used to hire replacement for spring term teaching).

- n. Calendar: (See attached proposed calendar).

4. Concerns presented

Addressed:

- a. Communicating offerings: Some offerings may be in regular schedule bulletin. Offerings could be listed both online and in special marketing pieces.
- b. BANNER: There are programming implications. The VPIT and staff in this division have indicated that with sufficient advance notice, this can be handled.
- c. Library impact: Fully manageable.
- d. Marketing Plan: To be handled principally through DELO, with assistance from PR and other means TBD.
- e. Quality question: Can you have quality learning in three weeks? Obviously you can, and we now do so in the May term (as do many prestigious universities offering similar terms). However, not all programs and courses lend themselves to this format and time frame. This is a decision to be made by the faculty in each program area.
- f. Computer lab: Can be provided; not an issue.
- g. Alignment of Calendar with other universities: There is no alignment at the present time, and the J-term does not appear likely to exacerbate the problem (as best can be determined).
- h. Impact on P-12 teachers: No impact. Increasing offerings of three week classes in the last summer term will be helpful in light of the starting dates of local schools.
- i. Impact on renovation and summer term facility projects: No change from present.
- j. Is there an option to initiate J-term travel courses that begin in late December?
Yes (choice of instructor).
- k. Scheduling implications for AY evening classes meeting only one night per week (M, W, and MW evening classes). This will be adjusted to assure ending time of last class is at a reasonable hour.
- l. Amount of credit taken in J-term: Normally up to three semester hours.
- m. Snow days in January: TBD (but most likely will utilize weekends for makeup time). This will be announced, in advance to all students enrolling in J-term.

5. Resolvable/TBD

- a. Where will onsite classes be held? In one or more buildings on campus. This is negotiable and TBD. Since this is a “catch-up” time for BSA’s in particular, this could possibly increase the workload for some staff in building(s) used. This impact would need to be offset. Using one building where possible would concentrate the impact on fewer BSA’s; spreading the classes lessens the impact on any one BSA, making the load more manageable. We could consult with BSA and supervisor, and if needed, pay (as a J-term expense) for supplemental staff needed in the area where classes are held, or provide a stipend to the staff member impacted.

- b. Impact on athletic events scheduled during J-term: Uncertain but likely to be minimal. Hopefully the scheduling could be coordinated to minimize impact of games being held during the J-term period (when many students will still be on break).
- c. Impact on scholarship students and athletes on scholarship, who wish to enroll in J-term: There are no university based regular scholarships for J-term at the present time. It would be up to the Athletics Department to decide if they wished to budget for additional scholarships. It is most likely that scholarship students would have to pay their own tuition for the J-term.
- d. Impact on Athletic Department in arranging housing/food for in-season athletes during J-Term (involving additional costs of one week or more).
- e. Residence hall issue – for housing enrolled students, international students, and athletes (also for J-Term)
- f. Creation of more pressure on Office Associates in terms of assistance needed by teaching faculty. This would have to be managed at the department level and addressed within each individual unit.
- g. Economic impact on local community with some students being gone one additional week before returning in January (unknown).
- h. Students on academic probation- can they enroll in J-term? TBD by academic probation committee.
- i. Faculty contract expectations and return date after Christmas holidays: TBD and TB clarified with deans and department heads (e.g. there will be one additional week in January before the start of the spring term).
- j. Spring Break – Flexibility may be needed in scheduling break (e.g. 7th or 8th week) – consult with Special events.
- k. Fall Break – Flexibility may be needed in scheduling break (e.g. 7th or 8th week) – consult with Athletics Department.
- l. Tuition rates for J-Term – Clarification: expected to be same as Fall/Spring AY per credit hour.

6. Other options to consider

- a. Consider the possibility within the AY schedule, of a common hour (campus-wide) with no classes scheduled. Benefits include:
 - Planning time for departmental/college meetings
 - Open time for holding university wide special events
 - Enhanced accessibility with time for faculty/students to meet and work in groups without scheduling conflicts
 - Time for special meetings of faculty and staff
- b. Consider other innovative scheduling options that have been suggested in terms of feasibility within the normal scheduling format (e.g. options other than TR and MWF during AY; more FS classes, ect.).
- c. Summer School Special rates – Consider marketing value of setting and special rates in summer to attract students who have gone home for the summer back to the campus.

7. Action

Action to be taken immediately: Initiate J-term Task Group (comprehensive to include all affected units) and a smaller Faculty Program Group.

8. Discussions to be held for facilitation further planning and implementation:

Calendar Committee
Council of Deans
Administrating Council
Department Heads
University Senate/Executive Committee
Staff Council
University Relations
Academic Committee of BOR – BOR
Student Government Association
Student Interest Groups
Community Members

Academic Calendars

2005 Fall Semester – 2007 Fall Semester

The revised academic calendars contain the following elements:

- **15-week fall and spring semesters (weeks calculated from the first day of class through last day of classes), plus one week of finals each semester**
- **55-minute periods for M-W-F class meetings**
- **80-minute periods for T-Th class meetings**
- **3-week January Term**
- **13-week Summer Term consisting of one 3-week and two 5-week sessions (same format as current summer term)**
- **Current days off in Fall/Spring semesters remain the same EXCEPT for adding a study day on the Friday before finals week to try to balance the number of class meeting minutes between M-W-F and T-Th class periods and adding President's Day as a non-class day in the spring semester. Days off: Labor Day, 2 days Fall Break, Wednesday before Thanksgiving, 1 study day in fall and 1 in spring, President's Day, and 5 days of spring break**
- **Other non-class days include MLK Day in January Term, and Memorial and Independence Days in May/Summer Term.**

2005 Fall Semester

Thurs.-Fri., August 25-26	OAR
Mon., August 29	Fall classes begin
Mon., September 5	Labor Day (no classes)
Thurs.-Fri., October 6-7	Fall Break (no classes)
Wed.-Fri., November 23-25	Thanksgiving Holiday (no classes)
Thurs., December 8	Last day of classes
Fri., December 9	Study Day (no classes)
Mon.-Fri., December 12-16	Finals Week
Sat., December 17	Fall Commencement

Note: Fall semester consists of 40 M-W-F class meetings at 55 minutes each, for a total of 2200 minutes of instruction and 28 T-Th class meetings at 80 minutes each for a total of 2240 minutes. The campus is officially closed from December 18 through January 1.

2006 January Term

Mon., January 2*	New Year's Day holiday observed
Tues., January 3	January Term begins
Mon., January 16	MLK Day (no classes)
Fri., January 20	January Term ends (finals day)
	<i>*Classes will meet on Saturday, January 7 due to the observance of New Year's Day on Monday, January 2.</i>

Note: January Term consists of 13 days of instruction, 1 non-class day (MLK Day), and 1 day for finals. Classes will meet for 3 hours and 5 minutes each day with one 15-minute break (170 minutes instruction per day X 13 days = 2210 minutes of instruction)

2006 Spring Semester

Thurs.-Fri., January 19-20	OAR
Tues., January 24	Spring classes begin
Mon., February 20	President's Day (no classes)
Mon.-Fri., March 20-24	Spring Break (no classes)
Thurs., May 4	Last day of classes
Fri., May 5	Study Day (no classes)
Mon.-Fri., May 8-12	Finals
Sat., May 13	Spring Commencement

Note: Spring semester consists of 40 M-W-F class meetings at 55 minutes each for a total of 2200 minutes of instruction and 28 T-Th class meetings at 80 minutes each for a total of 2240 minutes. One Monday in the spring (President's Day) will be designated for campus-wide special activities to be determined (no classes).

2006 Summer Term

13 weeks, consisting of one 3-week session and two 5-week sessions

Mon., May 15 - Fri., June 2	3-week May session
Mon., June 5 - Fri., July 7	5-week term
Mon., July 10 - Fri., Aug. 11	5-week term

2006 Fall Semester

Thurs.-Fri., August 24-25	OAR
Mon., August 28	Fall classes begin
Mon., September 4	Labor Day (no classes)
Thurs.-Fri., October 5-6	Fall Break (no classes)
Wed.-Fri., November 22-24	Thanksgiving Holiday (no classes)
Thurs., December 7	Last day of classes
Fri., December 8	Study Day (no classes)
Mon.-Fri., December 11-15	Finals Week

Sat., December 16
Tues., December 19

Fall Commencement
Final grades due

2007 January Term

Mon., January 1
Tues., January 2
Mon., January 15
Sat., January 20*

New Years Day
January Term begins
MLK Day (no classes)
January Term ends (finals day)

*In this particular year, two holidays fall within the J-term period and only 12 days are available for instruction. Therefore, Saturday will need to be used for the final exam.

2007 Spring Semester

Thurs.-Fri., January 18-19
Tues., January 23
Mon., February 19
Mon.-Fri., March 19-23
Thurs., May 3
Fri., May 4
Mon.-Fri., May 7-11
Sat., May 12

OAR
Spring classes begin
President's Day (no classes)
Spring Break (no classes)
Last day of classes
Study Day (no classes)
Finals
Spring Commencement

2007 Summer Term

13 weeks, consisting of one 3-week session and two 5-week sessions

Mon., May 14 - Fri., June 1
Mon., June 4 – Fri., July 6
Mon., July 9 – Fri., Aug. 10

3-week May session
5-week term
5-week term

2007 Fall Semester

Thurs.-Fri., August 23-24
Mon., August 27
Mon., September 3
Thurs.-Fri., October 4-5
Wed.-Fri., November 21-23
Thurs., December 6
Fri., December 7
Mon.-Fri., December 10-14
Sat., December 15
Tues., December 18

OAR
Fall classes begin
Labor Day (no classes)
Fall Break (no classes)
Thanksgiving Holiday (no classes)
Last day of classes
Study Day (no classes)
Finals Week
Fall Commencement
Final grades due

Revised Class Periods

To accomplish the 55-minute M-W-F class periods and 80-minute T-TH class periods, the following class period schedule will be used to retain the same number of class periods as are currently being used. This chart compares the current class periods with the periods that will be used in the revised class period schedule.

CURRENT
M-W-F
Class Periods

REVISED
M-W-F
Class Periods

CURRENT
T-TH
Class Periods

REVISED
T-TH
Class Periods

Day Sections

8:00 – 8:50 a.m.	8:00 – 8:55 a.m.		8:00 – 9:15 a.m.	8:00 – 9:20 a.m.
9:05 – 9:55 a.m.	9:10 – 10:05 a.m.		9:30 – 10:45 a.m.	9:35 – 10:55 a.m.
10:10 – 11:00 a.m.	10:20 – 11:15 a.m.		11:00 – 12:15 p.m.	11:10 – 12:30 p.m.
11:15 – 12:05	11:30 – 12:25 p.m.		12:30 – 1:45 p.m.	12:45 – 2:05 p.m.
12:20 – 1:10 p.m.	12:40 – 1:35 p.m.		2:00 – 3:15 p.m.	2:20 – 3:40 p.m.
1:25 – 2:15 p.m.	1:50 – 2:45 p.m.			
2:30 – 3:45 (no Fri)	3:00 – 4:20 (no Fri)			

No late Friday afternoon classes to permit time for meetings.

Late Afternoon and Evening Sections

Meeting Two Times Per Week

(Class periods will remain as they are currently scheduled)

M-W		T-TH
4:00 – 5:20 p.m.		3:30 – 4:50 p.m.
5:30 – 6:50 p.m.		5:00 – 6:20 p.m.
7:00 – 8:20 p.m.		6:30 – 7:50 p.m.

Classes meeting in the late afternoon or evening two times per week do not include a break.

Late Afternoon and Evening Sections

Meeting One Time Per Week

(Class periods will remain as they are currently scheduled)

M or W		T or TH
3:45 – 6:40 p.m.		3:30 – 6:25 p.m.
5:30 – 8:25 p.m.		5:00 – 7:55 p.m.
6:50 – 9:45 p.m.		6:35 – 9:30 p.m.

Classes meeting one time per week include a 15-minute break.

ITEM Vd

Agenda Item for September 16th University Senate

Future of Parking and Transportation at Western Kentucky University

Presented by Jennifer I. Tougas, Ph.D., Director, Parking and Transportation

Description:

Currently, parking services are provided by the WKU Police Department and transit services are provided by the Department of Facilities Management. Overall integration and coordination of these services are the responsibility of the Parking and Transportation Committee that consists of volunteer faculty, staff and students who were appointed by President Ransdell.

WKU is proposing to the Board of Regents that a single Parking and Transportation Department be created within the Division of Student Affairs and Campus Services. The new department will and be organized as a self-supporting Auxiliary Services department and will consolidate existing parking and transportation revenues and personnel.

The goal of the department will be to promote safe and reasonable access to all areas of the campus for University employees, students and guests. The department will be managed by a full time Director who will be responsible for the fiscal and operational management, and overall coordination and integration of the University's parking and transportation system. The role of the existing Parking and Transportation Committee's will shift from one of oversight and decision-making to one of advising.

During the upcoming academic year, the department will conduct a parking and transportation study to complete a comprehensive long-range parking and transportation plan that is consistent with the campus Master Plan and is designed to achieve cost-effective and service-oriented objectives established by the University. The Parking and Transportation Committee will be a vital resource for the development of this plan.