

University Senate Executive Committee Meeting Minutes
Monday, October 6, 2014 -- 3:15 p.m.
Wetherby Conference Room

Call to Order:

- Chair Margaret Crowder called the Executive Committee meeting of the WKU Senate to order on Monday, October 6, 2014 at 3:17 pm in the Wetherby Conference Room. A quorum was present.
- **Members Present:**
Heidi Álvarez, Margaret Crowder, Laura DeLancey, Molly Dunkum, Gordon Emslie, Lloren Foster, John Gottfried, Ashley Chance Fox, John Gottfried, Jennifer Hanley, Kate Hudepohl, Gayle Mallinger, Patricia Minter, Evie Oregon, Julie Shadoan, Beverly Siegrist, Nicki Seay Taylor.
- **Guests Present:**
Scott Broadbent and Gloria Wilson.
- **Absent:**
- A. Approve September Minutes**
 - A motion to approve the September minutes by K. Hudepohl was seconded by J. Hanley. It was clarified by Kate Hudepohl that in page 5 of the Provost's report, the department should be Folk Studies and Anthropology, not what was written. With a unanimous vote, the September minutes were approved as posted.

B. Reports:

1. Chair – Margaret Crowder (no report)
2. Vice Chair – Jennifer Hanley
 - The Faculty Regent Election is October 15th, 8:00 AM - 4:00 PM, Central Time.
 - On Wednesday, October 1, the SEC met for a special meeting. Spousal eligibility was discussed and the SEC was in unanimous agreement, concurring that WKU Policy 4.3202 and State Statute make those faculty members with spouses who are also employed at WKU ineligible to run in the 2014 Faculty Regent election. The committee also discussed revisiting the policy after the 2014 election.
 - Dr. Barbara Burch is the candidate for the 2014 Faculty Regent election. She will send her bio to the faculty prior to the election. She is running unopposed.
 - Chair Crowder thanked Vice-Chair Hanley for her work.
3. Secretary - Heidi Alvarez (no report)
4. Faculty Regent – Patricia Minter
 - Regent Minter said this will be her last Regent report at the SEC. People have been

kind and she is appreciative of the outpouring of support. Following up on her statement at the September meeting, Minter said that she originally planned to remain in her seat and attend meetings and graduation. The President and University Council thought the bylaw was not interpreted correctly; at the October 31 meeting, the new Regent will be sworn in at this meeting. Dr. Burch will be sworn in at the end of the 4th quarterly meeting. Regent Minter will vote through October 31. December 31 will be the first quarterly meeting for Dr. Burch. Dr. Burch will attend commencement. This allows time for transition, and this is confirmed via email. The University Council was in the room. The October senate meeting is Regent Minter's last meeting. She plans to become the chair of Faculty Welfare at some point.

- There is a meeting later this week (Wednesday) with the UC and Deborah Wilkins.
- The departmental tenure and promotion guidelines have been taken to the Board of Regents. "Both-and" faculty handbook and departmental tenure and promotion documents.
- Dr. Minter asked the Provost to address Title 9. There are concerns that something is being rolled out and the faculty are confused about what their role is. When forcing to disclose the name of a student to a random person picking up a phone, there is a lot of federal funding on the line. The intake person should have a scripted set of questions when someone calls. People making calls need to know the ones on the other end know what they are doing, know the appropriate questions, and know how to appropriately comply with the law. There was a question about liasons (GLQT, Faculty, Student, Women, etc). The faculty issue was brought up at the Board retreat. Minter said she is concerned. Stephanie Gilmore, a speaker on campus, said something different than what the Title 9 Coordinator is telling us. As Regent, Dr. Minter said she is hoping to get this moving in the right direction, and that she wants to see Faculty Welfare look at it and say some ideas and suggestions to pass on to the Title 9 and clarifications about the faculty role. J. Shadoan added that attorneys, marriage and family counselors are excluded. L. DeLancey stated that she finds it confusing about who is a reportee. P. Minter said it is a conflict of interest; the issue of will there be appropriate people to report to (men for men, women for women, etc.) and the senate needs to convey this.
- J. Shadoan made a motion to refer the Title 9 questions to Faculty Welfare (2nd L. Foster). There was no further discussion; the motion to send these issues to Faculty Welfare passed.
- The Provost asked if the Title 9 training is working in TopNet; the committee responded that it is working.
- P. Minter said that a faculty member called and wanted to discuss something that they had become aware of. The person who answered the phone would not take a message and would not leave a message without the name of the student and details. The person refused to pass the message on without the additional information. The person who made the phone call was freaked out.

5. Provost – Gordon Emslie

- The Faculty Rewards Committee is coming up with good ideas.
- The Keys Committee is reviewing the key policy and is asking questions.
- The Budget Committee met last week and will meet again.
- Enrollment is holding steady. FTE's are OK, and Full-Time cohorts are up. Part-time off-sets it. Tomorrow, after drop for non-payment, things will become clearer. The

- recovery for non-cohort students is less than perfect.
- The President and Provost go to Frankfort once a month to discuss funding. The state funding model is a performance-based model based on degrees produced. This is the same for new money last millennium. The existing base is being reallocated. Modularized financial aid, online, students on pace, does not fit well into term based. The proposal is courses completed rather than semesters completed.
 - J. Gottfried asked how does the Provost's budget council line up with the one through the Senate? The Provost said he does not know. P. Minter said that E. Reed and I. Chhachhi are on both committees. It makes sense to populate the finance committee. The committee was not created at the caucus. The senate-based committee needs to be populated. There needs to be one group, populated with senators plus those in the other group. The Provost's budget council has no senators on it. Has the charter been rewritten? P. Minter said that it passed and it is part of the charter. The charter amendment is that the committee has to meet but they were not created at the caucus due to timing (April). The Provost's committee handles academic affairs. The University Budget Council has not met. P. Minter said that the point is that the committee needs to be one voice; the voice of the people, a regular standing committee. The Provost is non-voting. The Senate budget committee can look at any issue. The second reading is in section F5 in the May minutes.

C. Standing Committee Reports and Recommendations

1. Graduate Council (Beverly Siegrist):

- B. Siegrist made a motion to endorse the September Graduate Council agenda items on the University Senate Agenda as posted (2nd J. Hanley). The Graduate Council items were approved unanimously by the Graduate Faculty.

2. University Curriculum Committee (Ashley Chance Fox):

- A. Chance Fox made a motion to approve the UCC September report for inclusion on the University Senate agenda.
- The Provost asked her to clarify "teach out" (not "buy out"). This was not on the document submitted at the UCC. The change was made on the floor. The Provost asked if it belongs in paragraph #3? She responded yes, she can move it down. Change "buy out" to "teach out" in paragraph 20? & 21: same wording. In that form, p. 20 & 21 the rationale for program admission technically needs to be changed too.
- The UCC report was approved unanimously as "likely to be amended".
- The UCC guideline revision comments: It was started last fall; there was discussion of governance change, it was tabled, and never revisited; it is coming through now. Comments: J. Shadoan said there is a typo (all caps, page 9, title A. G. Emslie said page 13, the italics at the bottom "some" cases the council... What about "all cases"? At the end of the sentence "SACS-COC perspective -- BOR, CPE, and SACS-COC if a considerable change is required"). Add in under additional steps "and when appropriate, may include". G. Emslie said the next page, paragraph two, "certification and rank change" initial certification and rank change. M. Dunkum, 13c #1 in the middle: colonnade goes through UCC, and concurrently through senate and colonnade implementation. M. Dunkum suggested striking out "in addition to". The new course gets UCC approval first, then it can come to colonnade

for implementation. UCC, then to colonnade (speeds up process) parallel to senate. Deleted the “and Provost” at suggestion of G. Emslie. It can be approved at the same senate meeting, just right after on another. Rewording of this item: M. Dunkum suggested “in section 1A above.” (stop there). 1A = bottom of p. 12. Change to show senate charter.

- The item was pulled to have the UCC clarify; a motion to send this item back to the UCC by J. Hanley (2nd J. Gottfried) for further revision was unanimous.

3. Academic Quality: (Laura DeLancey)

- L. DeLancey submitted the Academic Quality report for approval. Discussion centered around three issues: (1) SITES; (2) late admittance; (3) Title 9 training.
- (1) SITES and the response to the recommendation: a. In question #4, the committee changed wording from “coordinated” to “aligned”. b. The committee wants to know the rationale for keeping #3 (“My instructor is prepared for class”). c. the committee does not object to adding gender identity to #9, and wants to know how things get added to the list. P. Minter replied that gender identity is reported to CPE, so we have to remain accountable. L. DeLancey said she will relay this to the committee. The university uses “sexual orientation”; CPE requires non-discrimination due to sexual orientation. There were no questions on #1.
- (2) The Academic Quality Committee feels that students with late admittance have a poor choice of classes, which affects retention. Late registration has an added concern that no ATP is occurring, even though it is mandatory. Undeclared students should still have advising.
- (3) Title 9 Training: In order to be sure students watch and absorb the content, they should have a targeted quiz with a required passing rate. The committee decided not to use early grading, which is linked to SITES. Suggestions included: a. a raffle/drawing for a reward such as a parking pass; b. a registration hold similar to the library; c. part of ATP in coming years.
- The motion to approve was seconded by J. Gottfried.
- J. Shadoan asked where do Title 9 suggestions go next? L. DeLancey said she does not know. M. Crowder suggested sharing with H. Melky. J. Shadoan asked if it is possible to target certain classes such as University Experience? ATP has no reward or punishment. J. Shadoan said this is only freshmen and those with waivers for ATP... J. Hanley asked if it could be required in the dorms? J. Shadoan said that learning committees could catch a wide net.
- There was no further discussion. The academic quality report was approved unanimously.
- P. Minter said that regarding the SITES, she would like to make a formal request from the CAD for the rationale for “my instructor is prepared for class”.

4. Faculty Welfare and Professional Responsibility (Gayle Mallinger): (no report)

5. General Education/Colonnade Committee: (Molly Dunkum):

- This came in the spring; someone pointed out that it is not fair. Non-native

speakers take 100, 300, COM 345 and no foreign language requirement. They show proficiency in English, and one other connections course. Since a student from an American High School could test out of a foreign language and would not have to take a foreign language, the non-native speaker shows proficiency through those three classes and the additional course is removed. Motion to accept the change by M. Dunkum (2nd L. Foster) was approved unanimously.

D. Old Business (none)

E. New Business:

1. Policy 1.111 evaluation of faculty. The SACS faculty roster is rigid about criteria for graduate courses and requires a terminal degree. 3821 says clearly that graduate faculty status is required to teach graduate courses. The suggestion is to delete 2A1. "International credentials" is covered under 2C. 3C1 is covered again (redundant), so they took it out. This straightens out the ambiguity. A motion to approve by L. DeLancey was 2nded by J. Gottfried. K. Hudepohl had a question about credentials and terminal degree. B. Siegrist said there is a form and a process. Tightening of qualifications is a graduate council issue. The motion passed unanimously.
2. The Space Committee has two slots. M. Crowder sent out an email to the list of volunteers from last semester and asked if they would like to go back on the list. One person responded, Scott Stroot (PCAL Space). A motion to approve Scott Stroot as the representative on the PCAL Space Committee by J. Hanley (2nd M. Dunkum) passed unanimously. One person is still needed. The Provost will send meeting times; the committee meets four times per semester. M. Crowder said she will ask Dean Lee to solicit some volunteers to fill the other spot. The Provost said that the committee meets again in a few months.
3. For the At-Large Standing Committees, some have submitted names. The SEC has to approve the At-Large nominees. A motion to approve the nominees by J. Shadoan (2nd L. Foster) was approved unanimously.
4. For the Health Services Advisory Committee, there was one person and one letter; the person, Tonya Bragg Underwood, was nominated by B. Siegrist. A motion to approve Tonya Bragg Underwood as the representative to the Health Services Committee by A. Chance Fox (2nd G. Mallinger) passed unanimously.
5. For the At-Large member of the Campus Library Advisory Council, there was one person and one letter, Nathan Phelps. A motion by J. Shadoan (2nd J. Hanley) to elect Nathan Phelps as the at-large representative to the Campus Library Advisory Council passed unanimously.
6. Provost Emslie sent an email regarding the General Education Professional leadership learning community. Two people were nominated for this committee: M. Dunkum and L. Foster. In the past, L. Snyder served in this capacity.
7. Chair Crowder said there was a question to the Provost to explain his comment at the last senate meeting about student to faculty ratio: 19/1. Full-time students (FTS) taught by full-time faculty. 1/3 of part time 18,000. 800, ratio is 17/1 (17 students to each full-time faculty member). A few years ago, it was 19/1. A question was has there been an increase in adjuncts? The Provost said no, and that the reliance on part-time faculty has gotten lower in the last decade.
8. Chair Crowder said a faculty member with a disruptive students in class who had

gotten a failing grade on an exam became aggressive and combative with the faculty member. It was taken to the department head. The student talked to the department head and was supposed to apologize to the faculty member but did not do so. The student stayed in the classroom. The concern with the faculty member was that they did not see a policy related to removal of disruptive students from the classroom. There is no policy for addressing aggressive behavior. A. Chance Fox said that policy/procedure is the student code of conduct; if you call Michael Crowe, it takes 24 hours. The procedure is to contact Michael Crowe. The University Judiciary Committee hears cases on a weekly basis and will determine how to accommodate the situation. In Glasgow, there is no security; just the city police. Those reports also go to Michael Crowe. M. Crowder suggested having the deans make it clear to the department heads about how to handle it. The current training in a variety of issues is being addressed through online modules; Title 9, FERPA, Disruptive Students, etc. A motion to send this issue to Faculty Welfare by L. Foster (2nd G. Mallinger) passed unanimously.

F. Information items:

1. Scott Broadbent and Gloria Wilson attended the SEC meeting to talk about concerns that were addressed about the WKU Store. In terms of communication with the store, there are four problems. 1. The staff: having appropriate people in positions that need to be filled, and having staff with appropriate training who know what they should be doing to address problems (ie. incorrect books being handed out). 2. The adoptions process: there is a third-party platform. The instructor adopts and the store looks at it; this is trackable by everyone assigned to the course. It will go out sometime in the next week. They are looking for more consistency. 3. Communication process: relationship building through more concise communication and educating on business cycles (November and April deadlines). 4. Pricing: business model and adopting technologies. They then took questions from the SEC. J. Hanley asked about when an appropriate quantity is not ordered. S. Broadbent said that students try to get what is cheaper, and if it is not brand-new, it is cheaper. P. Minter said, "going forward, what will be done to make sure similar problems don't happen?" S. Broadbent said if we order in June and enrollment picks up in August, taking the entire data for the summer into account. L. Foster asked if there could be ways of altering the faculty that books have been ordered; is there is a way of updating the faculty? Other than checking, calling, emailing, showing up in person, how will the faculty be notified through the third party? S. Broadbent responded that we will try to build a process. He and Gloria Wilson gave their business cards to the members of the SEC; calling might require asking the operator to send to the direct line.

A motion to adjourn by J. Hanley was seconded by L. DeLancey. The meeting adjourned at 5:14 PM.

Respectfully submitted,

Heidi Álvarez
Secretary