

University Senate Executive Committee Meeting Minutes
Monday, November 3rd, 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, November 3, 2014 at 3:18 pm in the Wetherby Conference Room. A quorum was present.
- **Members Present:**
Barbara Burch, Margaret Crowder, Laura DeLancey, Gordon Emslie, Ashley Chance Fox, John Gottfried, Rick Grieve, Jennifer Hanley, Kate Hudepohl, John Khouryieh, Patricia Minter, Julie Shadoan, Beverly Siegrist, Nicki Seay Taylor
- **Guests Present:**
Paul Mooney, (illegible signature)
- **Absent:**
Heidi Alvarez, Lloren Foster

A. Approve previous meeting minutes:

1. October 6, 2014 minutes:

- A motion to approve the October minutes made by Hudepohl was seconded by Minter. Hudepohl noted that one instance of Gottfried should be deleted in “Members Present” and that Khouryieih should be listed in “Absent.” Further, in the section “Approve September minutes” the final sentence should be corrected to read, “...the September minutes were approved as amended.” Hanley’s motion to approve the October minutes as amended was seconded by Minter; the motion assed unanimously.

2. Special Session October 14, 2014 minutes:

- A motion to approve the October 14, 2014 Special Session minutes was made by Hanley was seconded by Hudepohl. Minter noted a typo made throughout the minutes: “council” needs to be changed to “counsel” in numerous instances. Minter moved approval of the Special Session minutes as amended; Hanley seconded the motion. Special Session October 14, 2014 minutes were unanimously approved as amended.

B. Reports:

1. Chair – Margaret Crowder

- Welcome to Dr. Burch as the new Faculty Regent and to Dr. Minter as Chair of Faculty Welfare.
- Neglected to include the following in Information Items on the agenda:
 - Letter from Ransdell to mayor of Owensboro in support of a Fairness Ordinance
 - Chair Crowder will include as an information item for the Senate
- Benefits Committee
 - Dr. Jerry Daday, Senate appointee to the Benefits Committee, is coming to the end of his term, and he will not pursue a continued place on the committee. The SEC needs to work on appointing a new person to that position within the next month. Chair Crowder expressed appreciation for Dr. Daday's service, and everyone's service, on that committee.
- In December Karl Laves will attend SEC to talk about his position as Ombudsman at WKU. In particular he wants to discuss the guidelines of that position.
 - Shadoan: Raises a question about the ombudsman position and the original intent that it be an annual appointment, not a permanent position. Did that change?
 - Provost Emslie: Does the Senate charter mention it?
 - Minter: No, it's not in the Senate charter. The request for an Ombudsman came from Staff Council. Faculty Senate signed on in solidarity. Then President Ransdell announced the person who would serve. Karl Laves took over the position when the original appointee retired. The ombudsman was supposed to give annual reports to Senate.
 - Shadoan: There was supposed to be a reporting system in place, which is why I wondered if our position was done away with and maybe replaced by a CAD initiative.
 - Provost Emslie: A Senate charter often mentions something about that.
 - Minter: Staff Council and Faculty Senate intended that the Ombudsman be someone who worked within the chain of command.
 - Shadoan: There is an issue of conflict of interest.
 - Chair Crowder: Any documentation of the history of the position would be helpful and then we would have those guidelines.
 - Minter: Staff and Faculty put forth names and President Ransdell chooses.
 - Regent Burch: The person in it got in it after President Ransdell asked who was interested. There were some guidelines, but limited interest.
 - Chair Crowder: Lots of issues have come before the Ombudsman lately which is what prompted this upcoming meeting.
-

2. Vice Chair – Jennifer Hanley (no report)

3. Secretary - Heidi Alvarez (Kate Hudepohl filling for H.A.) (no report)

4. Committee Chairs

- a. Academic Quality Committee – Laura DeLancey (no report)

- b. Faculty Welfare and Professional Responsibility – Patricia Minter
 - Field trip policy issue:
 - Provost Emslie suggested contacting John Bonaguro for insights.
 - Old business from last year:
 - Instructor of rank; 1,2,3.
 - Staff Council being convened to talk about smoking policy. Minter/FWPR will consult with them about that.
 - Has received lots of informal contact regarding benefits because of expense. FWPR will take a look at benefits.
 - Plan year discussion usually starts around March.
 - Staff Council will probably be doing the same thing,
 - Comptroller Jim Cummings said there has been an uptick in the self-insurance fund reserve. Minter stated that since we are not at any kind of danger point, it may be time to reopen discussion.
 - Chair Crowder added that:
 - she has also been contacted about the smoking issue.
 - the committee might consider doing another salary study.

- c. Colonnade Implementation Committee/General Education Curriculum Committee – Molly Dunkum (no report)

- d. Graduate Council – Beverly Siegrist
 - Graduate Council Chair Siegrist moved approval of the GC report for inclusion on the Senate Agenda. There was no discussion. The report was unanimously approved as posted. GC Chair Siegrist noted that effective as of now there are new procedures for new course proposals and course revisions.

- e. Undergraduate Curriculum Committee – Ashley Chance Fox
 - UCC Chair Fox moved approval of the UCC October report for inclusion on the Senate Agenda. There was no discussion. The report was unanimously approved as posted.

5. Advisory Reports

- a. Faculty Regent – Barbara Burch
 - Former Faculty Regent Minter has advised her to do the SEC report orally and the other one in writing.
 - Board of Regents report on Friday, October 31, 2014
 - Finance committee
 - Fairly routine.
 - Postponed review on 1st quarter to get a more full report.
 - Approved personnel actions.
 - Academic affairs
 - New doctorate was approved (Psychology).
 - 2 emeriti faculty approved, from PCAL.

- Honorary doctorate approved for Donald Disney. He was a transfer student for a couple of years then headed a medical corporation and was partial owner of Hot Rods. More importantly, has been a generous donor to Nursing and provided the clinical lab so instrumental to that program.
- Enrollment report
 - Lots of time on this at the Board of Regents meeting.
 - Overall President Ransdell announced that there was a small enrollment loss (278 students); mostly part-time. This constitutes a loss in projected revenue and the 2nd consecutive year of enrollment loss. It is less than 1%, though.
 - Regent Burch's analysis suggests that we may actually have a greater shortfall because spring enrollment is usually lower than fall enrollment.
 - Tight budget. Make up for shortfalls in carry forward; mostly only in Academic Affairs.
 - There were lots of good comments about extraordinary efforts made to retain students: personal phone calls, payment plans, etc. This helped increase retention of students.
 - Contributing factors to enrollment loss included:
 - improving economy
 - more part-timers and non-traditional students
 - pricing
- Staff snapshots
 - Nursing has the largest enrollment.
 - Elementary Education has the second largest enrollment.
 - Only ¼ of applicants to Nursing are admitted.
 - Need to help advisees find alternate tracks and majors if they don't get into preferred major.
- ACT scores are up again – average of 23.4 this year.
- The number of students not college-ready has decreased.
- International student enrollments have increased – most from Saudi Arabia and, recently, many from Brazil. This is something to be excited about and scared about because we are increasingly depending on those students for revenue.
 - 97 Saudi Arabians
 - 151 Brazilians
 - \$5 ½ million dollars in tuition revenue from them
- Graduate students down 7 ½ percent.
- Retention rate is up –hope to hit 75% this year. That's good for the budget.
- Discussion on increase of high ACT students and students on scholarships.
 - Good news – those enrollments are up.
 - Bad news – many are on scholarships, so that does not contribute to revenue.
 - President Ransdell has indicated that the budget this year will not be sufficient to cover the number of scholarship students.
 - Faculty Regent Burch points out that we don't know what the optimum number is, but if budgets are tight then we have to dig deeper to cover quality students. We are then making a conscious decision not to do other types of things. Regent Burch thinks it's important to understand that. She will suggest to President Ransdell that we revisit our earlier commitment to Development to cover scholarships. That option is tricky because it's tied to the market, but we still need to consider using

endowment monies instead of base budget. Otherwise we're facing a bleak budget. Faculty Regent Burch's quick analysis of the numbers indicates that: grant dollars to students (Pell), are down 3.8%; loans are up (3.3 %); working is up 14.7%; scholarships are up 42% in last 5 years; athletic monies up 29%; More of it now than ever is coming out of base budget. We need to understand where the money is going and it looks a little bleak.

- International program report
 - 40% of trips taken by students are faculty-led. PCAL does more of this than other college.
 - Spending more to help students study abroad. She is curious as to where the funds go and who is getting them: Gatton Academy? Honors? Others? We need to know where the money is going; maybe it is not accessible to everyone.
 - There is also some level of international research occurring as well.
- Executive committee
 - Modest revision of purpose. Fits with upcoming SACS review.
 - Minter notes that this is what senate passed earlier this fall.
 - The committee also made a resolution of appreciation and presented a gift to outgoing Faculty Regent Patricia Minter.
- Regent Burch noted that the SGA representative indicated that students now have access to legal services to help them. A support grant is ending and wondered if could get \$4 fee.
 - Faculty Regent Burch: Is there any liability with providing this service?
 - Shadoan: The service is provided through a 501c3. It opened in January and is independent of Western Kentucky University.
- Highlights on campus
 - Progress on faculty salaries does not constitute an area of progress.
 - Based on the last 5-6 years we've averaged an increase of about \$609/year.
 - She intends to talk about this issue with Provost Emslie. We value people, have helped students and programs, now we need to make some other things a priority as well.
 - We need to attend to priorities. Some wonderful things are being achieved on campus but we have to make choices about priorities. Some unintended negative consequences can flow from even good priorities.
- Regent Burch ended her report by requesting that faculty provide her with feedback about what we need to do our jobs better.
- Chair Crowder: We can share that request at Senate and/or via e-mail.

5. Provost – Gordon Emslie

- couple of addenda
 - Reinstatement for nonpayment
 - 460 folks or so are affected by this.
 - Some are so-called “paper students.”
 - Some students were not reinstated.
 - Scholarships
 - We would rather have 85% of the tuition than have a student choose to go elsewhere, which is what the data was showing was happening.

- Scholarships drive up enrollment.
- Middle of phase 2 of staffing plan
 - Phase 1 initiated
 - Meeting with CAD in 1 ½ weeks for phase 2
 - Meeting with A. Mead to go over that
- Provost's Budget Council meets before CAD meeting. Will get feedback from them on advice about how to use money - positions or salary.
- President Ransdell and Provost Emslie travel to Frankfort monthly to discuss changes in state funding model. The historical allocation of resources does not relate to anything current. We want a more rational basis for state appropriation.
- SACS committee meets in Atlanta to discuss WKU and others compliance agreements. Up to this point have had one request for information from SACS. We expect a report from them by end of month. We may be requested to write a focused report.
- QEP – asked Doug McElroy for some information about it.
 - Dialogue to get “evidence and argument” theme.
 - Key issues have been identified on competences, goals and outcomes.
 - Coupled to Connections courses in the Colonnade Plan.
 - Supportive campus environment.
 - Assessments lead up to a 5-year review (2020).
 - \$80,000/year allocated to identify a to-do list and provide resources.
 - Report submitted to SACS in February.
- Doctor of Psychology approved on Friday by Board of Regents. That proposal goes to CPE and will be considered on Nov. 21; in parallel it also goes to SACSCOC.
 - 5th terminal degree: MFA in creative writing, has moved on in the process.
 - Terminal degree offerings will number five if that is approved.
- Smoking: ECTC will be enacting a “no tobacco and no smoking” ban on their campus. Our students at Elizabethtown will be subject to that ban. If two of three groups on main campus (faculty, staff, students) want to support a ban, President Ransdell will support it.
- Campus announcement: in terms of the search for a CHHS dean, four candidates have been identified. The first candidate will be here in a week. The campus forum will be open to everyone. WKU used a search firm to assist with the process.
- Chair Crowder: Has Doug McElroy had a conversation with the Colonnade Committee about QEP plans?
- Minter: Robert Dietle is on that committee and may know.
- Chair Crowder: We had requested that that happen, but was not sure if it had.

C. Old Business:

(none)

D. New Business:

1. Paul Mooney regarding Policy 0.1020 on International Travel Registration
 - Provost Emslie: WKU has no policy per se, but does have a practice to fill in pre-authorization form. That has worked well; no travel reimbursement if don't fill out one. However, folks who study abroad don't do it.
 - Minter: Is the study abroad piece the only difference?

- Paul Mooney: Well, we're not dealing with athletics or recruitment. And other than purchasing a software package "studio abroad" there are no additional financial costs.
- Provost Emslie: We plan to merge the two into one policy. Faculty and students on study abroad are already tracked, but others are falling through the cracks. We need to be able to track who is where, including stop-overs.
- Paul Mooney: Regarding liability, he mentioned an example related to the unrest in Egypt: registered travelers stuck in Egypt could be reached (and potentially rescued) in an emergency
- Chair Crowder: Those types of things are why we need to know where people are.
- Provost Emslie: We're waiting for Studio Abroad package to handle in-house paperwork. It does not replace the requirement to fill out permission for domestic trips.
- Minter: It's a good idea. We just need to make sure everyone knows about it.
- DeLancey: Does it work even if we're paying for our own research?
- Provost Emslie: Yes.
- Faculty Regent Burch: Would Paul's story of marine rescue apply even in vacation situations if registered?
- Paul Mooney: Yes.
- Minter's motion to approve Policy 0.1020 was seconded by Hanley. The motion passed unanimously.

2. Policy 1.2180

- Provost Emslie: Any employee at any other institution in KY can take up to 6 hours of credit at any other institution in KY. This practice provides consistency in rule application.
- Faculty Regent Burch: No state reimbursement to institutions to equalize?
- Provost Emslie: No. It is an unfunded mandate. The difference in this and current procedure is that this requires one year of service for each year of tuition received or the recipient may reimburse tuition proportionally for money received.
- Faculty Regent Burch: Is this just a WKU policy?
- Provost Emslie: Yes.
- Provost Emslie: This policy standardizes it. It spent 3-4 months going through CAD. The deans made it clear this is not an automatic thing; each dean ultimately decides.
- Provost Emslie: Also, it only applies to a doctoral degree. And, it could be a private KY school. If someone needed to go out of state to get a degree, departments have tried to help but there hasn't been consistency.
- Shadoan's motion to approve Policy 1.2180 was seconded by Hanley. The motion passed unanimously.

3. Policy 1.1111 Evaluation of Faculty Credentials

- Chair Crowder highlighted in green the changes that happened post-Senate meeting.
- Shadoan's motion to approve was seconded by Fox.
- DeLancey noted that in III A 2.iii:
 - Change to read, "For interdisciplinary courses...."
 - And correct word in second line from "competed" to "completed"
- Shadoan's motion to approved as amended was seconded by Fox. The motion passed unanimously.

4. Provost's Space Committee

- Chair Crowder: One of the people from Potter College of Arts and Letters cannot attend the meetings. We're doing a lot draw to fill the vacant position. Candidates are:
 - Jeff Bright, Music
 - Ching-yi Line, Music
 - Joel Turner, Political Science

- Joel Turner, Political Science was lot drawn.

F. Information items:

- Chair Crowder: Two items that we already saw:
 - Election results for the Complaint Committee (voted on at last Senate meeting)
 - Caucus results from Budget and Finance Committee

A motion to adjourn by Hanley was seconded by DeLancey. The meeting adjourned at 5:18 p.m.

Respectfully submitted,
Kate Hudepohl substituting for Heidi Alvarez, Secretary