

University Senate Executive Committee Meeting Minutes
Monday, January 13, 2014 -- 3:15 p.m.
Weatherby Conference Room

Call to Order:

- Chair Margaret Crowder called the Executive Committee meeting of the WKU Senate to order on Monday, January 13, 2014 at 3:15 pm in the Weatherby Conference Room. A quorum was present.
- **Members Present:**
Heidi Álvarez, Margaret Crowder, Tucker Davis, Gordon Emslie, John Gottfried, Ric Keaster, Alison Langdon, Beverly Siegrist.
- **Guests Present:**
Molly Kirby for Ashley Chance Fox, Tammy Van Dyken for Jennifer Hanley, Beth Plummer (Graduate Council), Keyana Boka for Mark Reeves.
- **Absent:**
Jill Brown, Loren Foster, Angela Jerome, Patricia Minter.

A. Approve December Minutes

- A motion to approve the December minutes by Alison Langdon was seconded by Tucker Davis. The minutes were approved as posted with minor revisions by R. Keaster and A. Langdon.

B. Reports:

1. Chair – Margaret Crowder
 - At-large elections for the next term are being worked on.
2. Vice Chair – Jennifer Hanley (no report)
3. Secretary - Heidi Alvarez (no report)
4. Faculty Regent – Patricia Minter (no report)
5. Provost – Gordon Emslie
 - Winter term enrollment and drop for non-payment are going well. The new class is more persistent as far as winter term. Enrollment is up 66% from last year. We are still looking at spring enrollment. High school enrollment is up but does not bring in money.
 - SACs compliance report: There was a Department Head work day. The faculty looks good. Transcripts are in. We are still working to show in writing that the policies are being implemented as written to show that everything we know is happening is being documented in writing. This will add strength to the 500-page narrative. The

document will exist electronically. It has already been internally reviewed and it will be externally reviewed. Faculty credentials are being documented meticulously.

- The reaffirmation of the QEP through 2 forums is in the form of an evidence and argument theme (gathering evidence and arguing it back). This is linked to the connections and colonnade plan. This affects all programs on campus. Department heads all feel that this affects all programs and most of the students. It is a two-page idea in a 70-page plan with assessment rubric. Contact Doug McElroy if you want to participate.
- The Faculty Handbook's current structure of promotion: a concern was expressed on who is voting; a revision will be made.

C. Standing Committee Reports and Recommendations

1. Graduate Council (Beth Plummer):

- Beth Plummer made a motion to endorse the December 12th Graduate Council agenda items on the University Senate Agenda as posted. The Provost clarified Math 432G. The motion was seconded by B. Siegrist. The Graduate Council items were approved unanimously by the Graduate Faculty.
- Beth Plummer submitted the Policy on Graduate Faculty to the Senate. It will go to CAD before the Senate. It is in parallel with CAD and will go to CAD at the same time as it goes to Senate. The Policy passed unanimously.
- The Graduate Council is meeting tomorrow to come up with procedures. The Provost asked if something will be in place first – it will alter the annual evaluation process – he asked if this is a handbook issue or is it supposed to be handled by T. Glisson. B. Plummer said that it will be talked about tomorrow. The Provost added that if the Department Head says a person is not Graduate Faculty, there is an appeal. This will simplify the process.

2. University Curriculum Committee (Molly Kirby for Ashley Chance Fox):

- Molly Kirby made a motion to endorse the September UCC items as posted for Senate consideration. The motion was seconded by B. Siegrist. The UCC items were approved unanimously.

3. Academic Quality: No report

4. Faculty Welfare and Professional Responsibility: No report

5. General Education: No Report

D. Old Business (none)

E. New Business:

- Policy 1.5170: A motion for approval by J. Gottfried was seconded by B. Siegrist. Formatting edits were given to Dr. Emslie by Ric Keaster; this will be sent electronically by Wednesday. After no further discussion, the Policy passed unanimously.
- Policy 1.4180: Student-related field trips: A motion for approval by A. Langdon was seconded by B. Siegrist. R. Keaster suggested some changes to assumption and risk assessment. M. Crowder asked to see the revisions

before going to senate. M. Crowder shared the document with several individuals for feedback. This feedback included: (1) field trip approval form is not there online. She would like to see this included prior to going forward. (2) Do weather-dependent field trips require another form? The Provost said one form for all field trips for a given course is sufficient. This would not require faculty members to fill out the form multiple times. (3) Risk/liability is not clear in the faculty handbook: a. Establish that they are on a fieldtrip and not just out somewhere on their own time; b. consider getting it all on day one as part of the admissions packet. Understanding the rights and responsibilities of the university. This could be put on file somewhere. The faculty member would be responsible for finding that online. M. Crowder stated that faculty members should not be responsible for finding this information. She suggested that a system be in place so that individual faculty members do not have to find this themselves. It might be better to check with the body that is housing the information. The Provost said that Risk Management would be the logical place. M. Crowder asked if SGA could clarify that it is university insurance. B. Plummer asked is there in fact an insurance? It is covered if you are in the state of Kentucky. She was told that her homeowner's insurance would cover, or that something separate can be applied for. For Risk Management, B. Plummer write in what the field trip was on each form. She agrees that it needs more scrutiny on the faculty member's end, and stated that you are covered as an employee under your own plan and not with additional plans. B. Plummer feels it is too risky legally to take a student off campus. She feels the current system is not adequate in order to sufficiently cover the individual faculty member. Seven years ago, a liability policy was suggested but the faculty handbook does not have a liability policy. K. Boka asked why students are not covered under international travel. The Provost clarified that this is not a field trip. M. Crowder stated that the field trip policy does not hold water legally. R. Keaster said that it does at least show an effort on the instructor's part.

- Policy 1.4180 (field trip) includes students age 18 and over. Gatton students require an external parental signature. The assumption of risk is a bold statement that only acknowledges the university. R. Keaster made a motion to send Policy 1.4180 to Faculty Welfare and have them communicate with interested and informed individuals with any ideas of how to protect individuals. The motion was seconded by M. Kerby and passed unanimously. The Provost stated that he recommends on comprehensive synthesized policy recommendation.

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F. Information items: (none)

A motion to adjourn by M. Kerby was seconded by B. Siegrist. The meeting adjourned at 4:04 PM.

Respectfully submitted,

Heidi Álvarez
Secretary