

University Senate Executive Committee Meeting Minutes
Monday, January 12, 2015 -- 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 12, 2015 at 3:20 pm in the Weatherby Conference Room. A quorum was present.
- **Members Present:**
Heidi Álvarez, Barbara Burch, Margaret Crowder, Laura DeLancey, Gordon Emslie, Lloren Foster, Ashley Chance Fox, John Gottfried, Jennifer Hanley, Kate Hudepohl, Evie Oregon, Julie Shadoan, Beverly Siegrist, Nicki Seay Taylor, Andrew West.
- **Guests Present:**
- **Absent:**
Patricia Minter

A. [Approve December Meeting Minutes](#)

B. Reports

1. Chair

- Dr. Crowder will be sending an email reminder regarding benefits. Hopefully, individuals are talking to senators with a desire to report at the end of January. Continued and unanticipated issues should be addressed.
- The University Budget Council Senate representatives are Eric Reed and Indudeep Chhachhi. There was a question about how long the terms are and whether or not there are term limits. The Provost responded: Is it Ann Mead or Gary Ransdell who started the committee? The Provost and David Lee were appointed. One can opt out unless there are any replacements. The Provost does not know terms.
- Chair Crowder brought up Kendrick Bryant's email regarding the cost of Rank 1 certification at WKU. The Provost said that Dr. Sam Evans prepared a response that explained how WKU is working on this. Chair Crowder will ask Dr. Evans to share the response.
- There was a parking issue by an employee who was turned away for parking due to a high school football event on the WKU campus. Regent Burch added that there is sometimes confusion for graduate students who come on the weekends or the evenings; if they come in before the gates are closed, it is usually OK. It was added that students are asked to move their cars prior to events. J. Shadoan stated that she was almost ticketed at her premium gated parking spot to make room for tailgating. The Provost prompted a suggestion regarding the potential of contracting downtown parking and medical center for campus events. The

Provost suggested asking Jennifer Tougas for a statement or comment or to attend a SEC meeting, and to suggest that she discuss ways in which it might be worked out.

2. Vice Chair

- Departmental senator elections are coming up. Vice Chair Hanley will be sending out an email to the department chairs. The election will be at the end of February; it should be straightforward and ought to run smoothly.

3. Secretary: No report

4. Committee Chairs

a. Academic Quality Committee: No Report

b. [Faculty Welfare and Professional Responsibility Committee: \(Report Posted\)](#)

- Andrew West made a motion for approval of the December Faculty Welfare report. The report was approved unanimously as posted.

c. [Budget and Finance Committee: \(Report Posted\)](#)

- Andrew West made a motion for approval of the first Budget and Finance Committee report. The report was approved unanimously as posted.
- Dr. West added that the committee is ready to receive any charges by the Senate or the SEC.

d. Colonnade Implementation Committee / General Education Curriculum Committee: No Report

e. [Graduate Council: \(Report Posted\)](#)

- Beverly Siegrist made a motion for approval of the December Graduate Council report. The report was approved unanimously as posted.
- Regent Burch mentioned that the graduate dean agreed to changes in fees for certification. The new system to pay for those who have paid more than one time. The College of Education requested a meeting with the dean about the cost for those who will have multiple applications (\$60). Following a two-hour discussion, the graduate dean said in writing to the department head that any implementation of that fee would be waived in January. Beverly Siegrist said that in the last meeting, he said there would not be a change in policy. Regent Burch said it will not be implemented January 1 and will be discussed in the spring. Provost Emslie added that it cannot be \$0 because students will apply for multiple programs just because the application is free. He feels that a 60/20 suggestion is reasonable. Regent Burch suggested one active application pending. The Provost stated that the fee has not gone up for a long time. He reiterated that he feels that fees are necessary to separate sincere/genuine applicants from spam. Additionally, the cost of processing necessitates a fee. He said he is OK with it going up, but is not OK with charging the same fee for multiple programs. Beverly Siegrist said it is still on the agenda and will be brought forth. The approval process

for work they do will be in a similar structure. She will ask for a voting representative from the SEC.

- There is an approved curriculum; there is a first initial draft and when it is in working order, she will share it.

f. [Undergraduate Curriculum Committee: \(Report Posted\)](#)

- Ashley Chance Fox said the wrong UCC report was posted; Chair Crowder sent it as an attachment via email during the SEC meeting so the SEC could have a chance to look at it. The correct report was approved unanimously via email the day after the SEC meeting.

g. [Faculty Handbook Committee: \(Report Posted\)](#)

i. [Substantive Change - Approval of Ranks \(posted\)](#)

- The Provost stated that approval of ranks should be related to who gets what/when pertaining to tenure and promotion. Julie Shadoan said the report was posted and it says “see attached.” Margaret Crowder said the other document is the subheading underneath “G.” The Provost said criteria for promotions is subject for approval by the board. The criteria below in the Faculty Handbook that goes to the Board needs to be consistent in order to be approved internally. If the criteria in the handbook is changed, then it has to go to the Board. If it gets approved, it can go forth to CADD tomorrow. A motion to approve by Jennifer Hanley was seconded by John Gottfried. The Provost said regarding this proposal to the Faculty Handbook, P. Minter, D. Wilkins, and G. Emslie all met to discuss and they were all in agreement about it. The Substantive Change for Approval of Ranks was approved unanimously.

5. Advisory Reports

a. Faculty Regent (Regent Burch)

- People are talking about health care, benefits, insurance card complications, and several requested to meet with the Senate.
- Regarding wellness, some are unclear about what they need to do before February. Regent Burch suggested printing the pages for senators and to remind those in your department to fill them out. She stated that it would be helpful to most employees to have someone come and remind them that they have until February 15 to turn in the paper. Provost Emslie suggested that Deans and Department Heads could do this. Dr. Burch said that Senators can be of help by providing the form to the department. She said that the form to take to the doctor should be done now. Provost Emslie said that Candace schedules things, and she will ask Kari Akins to come to the CADD meeting to remind what needs to be done and when.
- Beverly Siegrist was told she needed an appointment, Margaret Crowder was told she did not need an appointment. Beverly Siegrist said she feels this miscommunication is a problem.
- Some forms have been lost or are completed and not posted up yet.
- Lloren Foster asked if everyone has to do biometrics; the answer was “yes, no matter what program you’re enrolled in, it has to be done.”
- Beverly Siegrist said that some have to pay for it if their lab work was done during the year already.
- Kate Hudepohl suggested extending the deadline.

- Provost Emslie said it was very efficient when he went in.
- Margaret Crowder said she has a problem with signing “release your information,” and that several others have contacted her about that as well.
- Regent Burch said that she had to write a check for her medicine but was later reimbursed for it.
- The President’s email regarding the VP of Research position being eliminated has prompted questions about logic; if it was a budget cutting, and the employee was sent to a department where a faculty line might be needed, will it be put back in there when building the research structure? The credibility of \$15 on salary, 9/11 of it is kept by someone; this adds up to more than 100%. Provost Emslie said that it is not straight 9/11. Regent Burch said the other question was regarding sabbatical. Provost Emslie said he will meet with President Ransdell about this. Regent Burch said that a budget cut to salary increases: nobody wants a cut, but what do you have to give up? Travel, part time, discretionary dollars, academic money... She asked: “Did you really have that much to begin with? Will you know that the cost is before it happens? With enrollment not exactly going up, it is a very serious question.

b. Academic Affairs (Provost Emslie)

- Dr. Emslie stated that we all work at the #2 ranked school in online baccalaureate degrees according to a recently published study in the *US News and World Report*. WKU was ranked 93 for quality of faculty, 71 for student success, 89 for student engagement, and an overall score of 97. Penn State was ranked first, and WKU was tied for second place with Daytona Beach College and one other college.
- We are working toward an experimental financial aid for competency-based program; students applied on competency-based rather than semester-to-semester applying for financial aid.
- The Provost shared documents regarding the current structure of the Research Council. The Council met late last week (see handout): Andrew McMichael, Cate Webb, Scott Lyons, Jackie Pope-Tarrence, Bob Hatfield, Dennis George, Bryan Carson, Merrall Price, and ex-officio Nancy Mager, Jeff Hook, Carl Fox. The overall task of the Research Council Working Group is to “recommend an administrative structure that fully integrates the WKU research and academic missions.” Since Gordon Baylis’s announcement came on Sunday, there was not a lot of time to put a report together. The committee will look into “things and things that do” and prepare a report by mid-March 2015 on the roles of the existing structure: Research Council, WKURF, OSP, CR&D, GCA, Research Compliance Office (Paul Mooney), Green River Preserver (Mammoth Cave), “Big Grants” such as TTAS, NIST-MEP, etc, RCAP, FUSE, REACH, Center for Faculty Development, Regional Campuses (Dennis George will represent), Honors, International (eg Iceland – Jason Polk), Gatton Academy. While the main focus of this group should be on mission and goals, it is recognized that the availability of resources will be a crucial factor. An internal audit of the Office of Research is being conducted in parallel to better understand the role of both recurring and non-recurring funds within the office. The group will be updated as needed throughout the course of their work.
- Dr. Emslie asked “what should WKU be as a research institution? Not R1 but between that. We do a really good job on student-centered research.” Dr. Emslie will be meeting with department heads and deans.
- Margaret Crowder suggested that more faculty should be a part of this working group. The Provost stated that the working group is already established. Crowder suggested that since it is being restructured, could this potential restructuring add more faculty?
- Kate Hudepohl said that it seems very top down and not grass roots, and feels that faculty input is crucial on this committee.
- Crowder said the stakeholders should be in committee meetings so they do not get misinterpreted.

- Provost Emslie said he does not want the committee to be too large.
- Kate Hudepohl said she feels there needs to have faculty input on the committee. This additional feedback is an important element in what works and what doesn't.
- Nicki Seay Taylor (SGA) said she would like student input.
- Julie Shadoan said that with the "grand experiment" of position and infrastructure, this decision was pushed on us; faculty input is important going forward.
- Jennifer Hanley said that at the regional campuses, such as Glasgow, there is no lending library and there are no after hours to do research. She asked what can we do to make research acceptable at the regional campuses where students are more separated? She added that having a voice is important.
- Regent Burch stated that we are heading for another train wreck. To fully integrate WKU's academic mission, the university's core mission is research and academic.... Integrated academic and research. The task recommends an integrated administration and research. How will it help academics and the community? Every box has a vested interest; figure out where the puzzles fit together. We are moving away from this and moving toward an institution focusing on undergraduate student research. Some do not fit in the boxes. What are we trying to accomplish; what is our identity? We want to see where people want to go and then build the sidewalks; the new model builds the sidewalks first.
- Provost Emslie stated that nothing is changed; this is the current sidewalk.
- Regent Burch wants to know what each unit does, what does it cost to operate, etc.
- Provost Emslie said the structure is identical to what it was a month ago; 8 associate VP's and administrators structuring.
- Regent Burch suggested asking what the campus incentives and commitments are and what counts?
- Provost Emslie said that this is today and we need to know who to ask.
- Margaret Crowder said that people are already in place to handle this, and Dr. Burch is saying that we need to have more faculty involvement about who reports to whom, what the structure is, etc. She wants to have more faculty members involved.
- There are already 7 people involved; additional requests are for regional, FUSE, etc. Crowder suggests at least two faculty from senate; people with experience with different items.
- Kate Hudepohl said her fear is that it will be top-down.
- Provost Emslie responded that the committee's role is to advise, and said he is fine with adding a few people. He reiterated that this is a representation of the current structure that allows people to operate today. These are not new positions; the only change is who they report to.
- Regent Burch said that new faculty will see the way research and the academic mission will play together.
- Provost Emslie said he wants advice on how to proceed; he had two days to decide.
- Regent Burch said "Lay the plan out and then establish the structure. Are we going to answer based on the current structure?"
- 7/10 is fine, a faculty and student is fine, but if it gets into budget, will faculty have a chance to give input? RCAP involves junior faculty and those who are already here.
- Lloren Foster said that new people's concerns are different than existing.
- Kate Hudepohl said that some disciplines do not get external grants.
- Provost Emslie said that the committee will go out and do the fact finding.
- Lloren Foster said we don't want someone else speaking for us.
- Margaret Crowder suggested a forum for the committee.
- Julie Shadoan said to be careful about how the faculty are chosen for this committee, referring to humanities/sciences.
- Margaret Crowder reiterated that "the faculty voice is important."

- The Provost stated that a structure has to be in place about who to ask questions to.
- Julie Shadoan said the global question of “what is our mission and what do we recognize as research” requires that we have to be able to recognize the input of all of these different perspectives.
- Margaret Crowder suggested a faculty group from different areas, and to have different members of that committee report to this committee.
- The Provost said that if the senate appoints an ad-hoc committee, he will listen to both groups in mid-March. Who the person should be depends on who it is; assignment or a new hire? The senate committee can cover these bases more.
- Julie Shadoan made a motion to create a senate ad-hoc committee to address the research mission of the university and to consult with the Provost about the structure of the research. The motion was seconded by Kate Hudepohl. The motion passed unanimously.
- The Provost brought up that in Policy 2.8102, Intellectual Property, the VPR and executive committee of the university senate can appoint the committee. It does not state how many people or when they meet. He already has five questions, and wants the senate to come up with a structure.
- Beverly Siegrist asked which people are really active and what are their obstacles?
- The Provost said we may or may not choose to get involved at the university level.
- Beverly Siegrist said that past patent expertise would be important.
- John Gottfried suggested Bryan Carson.
- Regent Burch said she wants faculty to be meaningfully engaged and to have an idea of what is involved with a patent; what will it ring to the university, to the individual, etc., and referred to it as “the literacy of surviving.” Dr. Burch wants to know how it will help people with their promotion and tenure.
- Margaret Crowder said she will take a look at it.
- The Provost suggested 4 or 5 people who have already been in the game, ie. Paul Mooney or Bryan Carson. The Provost made a formal request to the SEC for an Intellectual Property Committee.
- The Provost said that Amber is going through all of the policies for “VP for Research” and won’t rewrite any of them but will have them all lined up.
- Regarding the SACs focus report, it is going well, and the Provost does not see any issues. The 22 faculty being cited are actually compliant.
- The QEP argument is also going fine.
- The staffing plan has 50 searches in progress. 34 are part of the fiscal 2016 staffing plan. 5 are mortgages/advancements on next year’s staffing plan. 3 are carryovers from previous staffing plans. 3 are from health, 2 psy-D, 1 MFA, 2 incubators from DELO moving into the base budget. $34+16=50$.
- There is a proposal going to CADDs tomorrow about multi-term registration; students can register in October but also for the fall after that. This increases student commitment and helps them to map out their degree and ensure that this class will still be there. This becomes a priority registration. Beverly Siegrist asked if this locks in tuition for them; the Provost said “no.”
- Academic Quality endorsed the changes to the SITES and the changes were made.
- Provost’s Faculty Recognition Committee: Candace will come to the meeting to help organize; some ideas require money and some don’t.
- Provost’s Keys Committee: is moving slowly; Jessica is helping.
- Provost’s Space Committee: there is a January 22 deadline for requests. Real Estate publishing what is available in case there is a request.

C. Old Business: (no old business)

D. New Business:

1. [Policy 1.4180 Course-Related Field Trips](#)

- The form was approved last time and the policy has come back up.
- The discussion regarding liability insurance has come up in Faculty Welfare.
- The existing liability policy for directors and officers is in place.
- Dave Lewis is the contact person.
- It is a fixed \$3 million policy and the recommendation is that it inflates.
- A motion to approve Policy 1.4180 by Andrew West was seconded by Laura DeLancey.
- John Gottfried asked what the change is. The Provost said the policy has not changed; the procedure is now in place because the form is now made. The workload burden is now clarified.
- The liability insurance discussion is ongoing in Faculty Welfare.
- The motion to approve Policy 1.4180 passed unanimously and will be sent forth to senate.

E. Information Items:

1. [FWPR Report information: Substantive change proposal to Faculty Handbook \(posted\)](#)

2. [Staff Council Campus Smoking Policy \(posted\)](#)

- Margaret Crowder wants to look at this, and passed it along for comment.

3. Faculty Handbook Proposal Forms (posted below)

a. [Non-Substantive Change](#)

b. [Substantive Change](#)

A motion to adjourn by Lloren Foster was seconded by Ashley Chance Fox. The meeting adjourned at 5:07 PM.

Respectfully submitted,

Heidi Álvarez, Secretary