

**Senate Executive Committee (SEC) Meeting
August 14, 2017 -- 3:15 p.m.
HELM 108-B**

Copy of Agenda

A. Call to Order

A regular meeting of the WKU Senate Executive Committee (SEC) was called to order by Senate Chair Eric Kondratieff on Monday, August 14, 2017 at 3:16 p.m.

B. A quorum was present: Eric Kondratieff, Liz Sturgeon, Jennifer Hanley, Sharon Mutter (Matt Shake), Conner Hounshell (Andi Dahmer), Barbara Burch, David Lee, Susann Davis, Kristin Bailey Wilson, Beth Laves, Patti Minter, Thad Crews, Jr., Andrea Jenkins

Guests: Jerry Daday, Tiffany Robinson, Amber Scott Belt

Approve May 1, 2017 SEC Meeting Minutes

- A. Susann Davis made the motion to approve the May 1, 2017 SEC minutes.
- B. Liz Sturgeon seconded the motion.
- C. There was no discussion
- D. The May 1, 2017 SEC Meeting Minutes were approved as posted

Officer Reports

1. Chair (Eric Kondratieff)

a) Senate Budget

- \$47 leftover from last year after previous chair Kate Hudepohl sequestered \$3200 for the IT purchase to upgrade senate room 108B in Helm
- For the 2017-2018 academic year we have \$5,885 according to Ladonna Hunton which is the standard operating budget

b) July Meeting with President Caboni

- Meeting late July with former senate chair Kate Hudepohl, Faculty Welfare and Professional Responsibility Chair Patti Minter, and current senate chair Eric Kondratieff
- Faculty Work Life Survey discussion
- Input on faculty morale, in his administration—showing that faculty and staff matter, shift from building program to pay and benefits
- Kondratieff reported that Caboni was interested in faculty issues
- Hoping to see incremental changes at the university and Caboni expressed interest in the welfare of faculty

c) President's Senate Reception

- Reminder that President Caboni has organized a reception for senators and at-large committee members on Tuesday, August 15, 2017 from 4:30-5:30 at the President's House, 1700 Chestnut St.

d) Senate charter needs updating

e) Consider making Faculty Handbook a Standing Committee, Pros—ongoing senate input

- Make Faculty Handbook similar to other standing committees
- f) Suggested Faculty Handbook change—excise the part of the handbook that requires the outgoing faculty chair to assume charge
- g) A second charter update to consider: revising senate election dates to enable senate to get standing committee slots filled before the semester ends
- If we caucus in April we can populate high demand committees quickly so that they can get started in August
 - Earlier elections could help get Curricular items completed within the academic year
- h) Senator Eligibility—in the charter, faculty serving 1-year appointments cannot serve on senate
- Those faculty on constantly renewable contracts can't help serve on senate
 - Does the exclusion of those on renewable contracts exclude some potential senators?
 - **Discussion:**
 - Sharon Mutter—Senate term is longer than the term of renewal
 - Kristin Wilson—how many faculty are on 1-yr?
 - David Lee—big number,
 - How many renew on regular basis?
 - David Lee—respectable number
 - Barbara Burch: one of the things that we talk about is shared governance—those folks [on renewable one year contracts] represent a significant and important element of the university
 - Students are also often ignored in shared governance
 - Good to give those faculty a voice
 - Sharon Mutter— could we potentially have some senators who serve one-year terms? Even for students that's not going to be a multi-year term— Can we change the charter to accommodate?
 - Jennifer Hanley—I am concerned that too many rolling one-year appointments hurts the institutional memory of senate. It is more effective to have senators who have multiple years of experience to keep the system running smoothly
 - Eric Kondratieff—self-selection might help with some of the concerns with too much turn over, recurring one-year appointments need some better representation
 - Sharon Mutter—deserves a conversation. Some options--increase the number of senators? Set aside certain number of seats?
 - Eric Kondratieff—initially expand the number of senators by 1-2 for each college, proportional representation?
 - Kristin Wilson—get some data? Do all colleges have recurring faculty?
 - Barbara Burch—specific representation versus letting departments have those people represent
 - Sharon Mutter—Would hosting elections make a one-year senate term problematic?

- Eric Kondratieff—at large college representation? Making it available and letting them have a voice in senate,
 - Sharon Mutter—people on one-year contracts, are not required to do service, it is entirely voluntary
 - Liz Sturgeon---are there concerns about adding numbers to the senate?
 - Sharon Mutter—new committee to populate?
 - Eric Kondratieff—service opportunities make people more marketable, could be a win-win
 - Sharon Mutter—contingent faculty not feeling all that invested
 - Eric Kondratieff—full time contingent faculty felt underrepresented, etc.
 - Sharon Mutter—only full time contingent?
 - Eric Kondratieff—course requirement
 - Sharon Mutter—good idea, senate decisions impact them
 - Jennifer Hanley—send it to Faculty Welfare and Professional Responsibilities Committee
 - Patti Minter—what?
 - Jennifer Hanley—giving representation on faculty senate to faculty on one-year recurring contracts
 - Patti Minter--yes
- i) Senate Charter Change Process and Faculty Handbook**
- Kristin Wilson—how are other faculty senate charter changes handled?
 - Eric Kondratieff—how do we make the decision to amend charter—Patti Minter do you know?
 - Patti Minter—it must be sent to Academic Quality or Faculty Welfare, can be crafted in SEC, voted, and then sent to Faculty Handbook—is one list of things—committees to SEC, then to handbook
 - Charter, Handbook changes—(Patti Minter)—need to be in SEC in January, try to get it done in March at the latest
 - Faculty Handbook—make it a standing committee?
 - Sharon Mutter-how often do we change handbook?
 - Patti Minter—we meet once a month, 4-5 proposals, 3-year terms, elected representatives from each college, former chair, bring in expertise as needed, really a standing committee anyhow
- j) Benefits committee**
- Eric Kondratieff--no summer meetings and will let us know about impending changes
- k) Collaboration**
- Eric Kondratieff—Hackbarth and Dahmer—staff and SGA are interested in coordinating on sustainability, inclusivity, retention

2. Vice Chair (Liz Sturgeon)

- a) Calling on people to populate committees—have people contact if they are interested**
- b) The Faculty regent election is coming soon**

3. Secretary (Jen Hanley)

- a) Attendance sheets—please write down your name and if you are substituting for another senator write her/his name in parentheses next to yours

Standing Committee Reports

- a. **Academic Quality Committee** (Kirk Atkinson): No Report
- b. **Faculty Welfare and Professional Responsibilities Committee** (Patti Minter): No Report
 - Patti Minter—Welfare has been busy, met with Dr. Ransdell, Dr. Caboni, and Kate Hudepohl meeting about the faculty welfare survey
 - Ideas about what to talk about moving forward
 - Good meeting with Provost Lee re: faculty welfare survey
 - Dr. Caboni—President Ransdell passed the survey with comments to Dr. Caboni
 - New comment box on the survey: using the comments box to fraction out the comments to the appropriate committees to address the major concerns raised by faculty
 - Old business: gender equity salary study, report this fall
 - Asking SGA for representation as well

- c. **Budget and Finance Committee** (Claus Ernst - Immediate past chair): Report posted
Report on Faculty Satisfaction Regarding Heating and Cooling Facilities
http://www.wku.edu/senate/archives/archives_2017/b-4-c-i-report-on-faculty-satisfaction-regarding-heating-and-cooling-of-facilities.pdf

Qualtrics Results on Heating and Cooling (Faculty Survey)

http://www.wku.edu/senate/archives/archives_2017/b-4-c-ii-qualtrics-results-on-heating-and-cooling.pdf

Discussion:

- No alternate, Eric Kondratieff in the committee
 - Basic overview of working conditions in the buildings
 - Reports were mixed
 - Sharon Mutter—what is the future of this project?
 - Eric Kondratieff—antiquated processes, big systems, got enough data to know that people do not find their conditions comfortable
 - Sharon Mutter— was the point made about lost productivity?
 - Eric Kondratieff—there will be new budget and finance committee chair
- d. **Colonnade General Education Committee** (Marko Dumancic): [Report](#) Posted
 - i. [Colonnade program brochure](#)
 - ii. [Colonnade rack card](#)

Marko Dumancic, motion to approve, Second Kristin Wilson

Discussion:

- Marko Dumancic: Over the summer colonnade committee worked on promotional materials for the colonnade program—target parents, students, guidance counsellors, distinctive program, what it could do for students
- New website live on Wednesday—student and faculty resource pages, separate
- Signature scholar essay competition, financial award—divided for students up to 60 hours and then students beyond 60 hours
- Publicize with SGA

Action items—move for approval for the outstanding course:

- First, Marko Dumancic, Kristin Wilson—second respectively
- No discussion, approved

Further Questions regarding Colonnade

- Sharon Mutter—assessment of connections, is there enough data to see if it's working?
- Marko Dumancic—assessment is a Doug MacElroy question, committee has nothing to do with assesement
- Kristin Wilson—the report might help
- Marko Dumancic—too politically sensitive, departments send their materials directly to Doug MacElroy, he determines whether their courses stay in colonnade

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

Motion to approve: Kristin Wilson, Second, Eric Kondratieff,

- No discussion, unanimous approval

Other Graduate Council Business

- Report posted, needs Liz to find grad council member that is a senator
- Meeting This Thursday at 3
- Held in the conference room in academic affairs

f. Undergraduate Curriculum Committee (Liz Sturgeon - Immediate past chair): No Report

g. Faculty Handbook Committee (Kate Hudephol): No Report

Advisory Reports

a. Faculty Regent (Regent Burch)

- Board has been working with Caboni in the transition
- Open and good process
- The board has used transition to assess themselves—how to make connections, election process is different, etc—5 members instead of three, John Ridley built good feelings among board members
- Philip Bale is the new chair of BOR, academic oriented board member
- Look at when we start classes—Bale just doesn't think freshmen function well in the morning, prolific reader
- Bale is the chair, Gil Johnson is vice, Ridley chair academic committee—wants to know more, Julie Hensen student affairs, Freddie Higdon secretary, transition, connection fiduciary responsibility

- Faculty on the finance and academic committee, first time in 10 years
- Board has worked hard to position themselves to help the president
- Retreat—planning, Dr. Caboni planning on doing a strategic plan, engage the board and others
- Talk about tweaking mission, etc.
- Shared governance—safe to say its hard to know what it means, strong commitment on part of the board to open the lines of communication ot benefit the university and hear voices
- Eric Kondratieff-more faculty voices in budget, Dr. Ransdell felt there were spheres of influence and little overlap, tenured faculty should have more a voice about how things go, stakeholeders should be heard on more than just curriculum
- Barbara Burch—Dr. Caboni: easier to look for points of shared governance, easier to know what students want than what faculty want
- How to help pull faculty together to advance shared governance?

b. Academic Affairs (Provost David Lee)

- Numbers to kick around: enrollment—right now, we have a decline of 1-2%
- Kristin Wilson—head count or FTE?
- Provost Lee—head count, down 37ish as of Monday on first time full time, more of a sag at the sophomore junior, better senior, down a smidge in grad enrollment
- Generalized decline, weakness in undergrad enrollment that we need to just have filter through
- Making some progress in Full time first time
- Numbers bounce
- Provost Lee—62 the number of new full time faculty this fall, most of whom will be in the orientation, not all budgeted, about 27, last year only 41, year before that was 70
- 794 full time faculty could change still hiring
- 1-2% sag in enrollment
- Generational transfer of leadership at WKU—Dr. Caboni is 20 years younger, 45 department heads, school directors—11 of them are new this fall
- Of the 45—27/45 have been in their current position for 3 years or less
- Significant transition, talented leaders stepping forward,
- Barbara Burch: Number of part time faculty?
- Provost Lee—expenditures for part time is flat, stabilized. Spending \$3.1-3.2 million, expenditures down
- Eric Kondratieff—tenure vs one year?
- Provost Lee—no specific
- Eric Kondratieff—why was there a lag?
- Provost Lee—decline a few years ago in first time full time freshman, moving through
- Retention numbers not great, financial issues are a consideration
- Kristin Wilson—graduate numbers? India project means grad numbers are flat
- Provost Lee—last fall, did not include the India project in the fall, it caused a spike in the spring
- Kristin Wilson—dip in head count, what does our revenue look like?
- Provost Lee—most of the decline is the folks to whom we send bills

- Barbara Burch—international student enrollment?
- Provost Lee—international is down about 150, more subject to change
- Kristin Wilson—Saudi scholarship is in trouble?
- Provost Lee—Number of Saudi students raises eyebrows—may not want to see the numbers, accurate that we will see the number of Saudi students decline
- Barbara Burch—nationally, there was a huge dip, we suffered a lot less
- Kristin Wilson—doctoral student studied debt, 779 WKU undergrads only 45% graduated with very little debt, average debt was \$21000; 55% had no debt, regression variable—scholarship
- Patti Minter—stratification, the debt leads people not to graduate
- Kristin Wilson—we are in line with our benchmarks
- Provost Lee—what can we do that everyone else isn't doing?

c. Old Business:

D. New Business:

1.

2. [Policy 1.4034 Engagement Requirements for Hour of Credit](#)

Motion to approve: First:Marko Dumancic, Second: Andrea Jenkins

Approved Unanimously

Discussion

- Provost Lee this is the same we've always had, send the courses that don't meet the hours to the dean's office
- Puts into policy what we've been doing
- Sharon Mutter—SACCOCS? Yes
- Beth Laves—no hybrid online course

2. [Policy 1.4130 Course Section Delivery Mode Definitions and Relationship to Distance Education](#)

Motion:

First:

Second:

E. Information Items:

Motion to Adjourn

- Marko Dumancic, Susann Davis second
- Meeting officially adjourned at 4:35 pm

Respectfully,
Jennifer Hanley
Secretary