

## **Senate Executive Committee (SEC) Meeting**

**March 6, 2017 -- 3:15 p.m.**

**WAB 227 - AA Large Conference Room**

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### **A. Call to Order**

1. A regular meeting of the WKU University Senate Executive Committee was called to order on Monday, March 6, 2017 at 3:20 P.M. in the Wetherby Conference Room.
2. A quorum was present: Heidi Álvarez, Amber Scott Belt, Barbara Burch, Thad Crews, Susann Davis, Laura DeLancey, Marko Dumančić, Ann Ferrell, Kate Hudepohl, Andrea Jenkins, Molly Kerby, David Lee, Patricia Minter, Jay Todd Richey, Julie Shadoan, Matt Shake, Liz Sturgeon, and Shannon Vaughan.

### **B. Approve February 6, 2017 SEC Meeting Minutes**

1. Julie Shadoan made a motion to endorse the February 6, 2017 Senate Executive Committee meeting minutes.
2. The motion was seconded by Marko Dumančić.
3. There was no discussion.
4. The February 6, 2017 meeting minutes were approved unanimously.
5. Chair Hudepohl said that the Special Meeting Minutes by Doug Smith will be posted and approved at the March Meeting.

### **C. Officer Reports**

1. **Chair (Kate Hudepohl)**
  - a. The Senate space in Garrett was lost to a space in Helm Library (108B). The new space is the perfect size for smaller committee meetings. Chair Hudepohl retrieved most of the furniture. The tables were left there because we needed a bigger conference table. Chair Hudepohl wants to use the carry forward money for furniture. We need seating for 22 people. This would be big enough for UCC and Graduate Council. The air conditioning actually works and there is enough space. Chair Hudepohl will check with LaDonna Hunton to see if we can spend the carry forward money on furniture. Chair Hudepohl has to get an estimate from the vendor. It will use up the carry forward money. It will be too late this year to use the space.
  - b. Chair Hudepohl and Vice Chair Shadoan met with Dr. Caboni, the incoming WKU President. He is coming to campus periodically. Chair Hudepohl has his contact

information and it will be forwarded to the new Senate officers after elections. Vice Chair Shadoan stated that Dr. Caboni was “positive and energetic” and he is willing to create a constant dialogue with governance. Chair Shadoan added that Dr. Caboni seemed very eager to listen to and work with senate and this was encouraging. Chair Hudepohl said that there is a transition committee that has two faculty members on it – Sharon Mutter and Eric Reed. David Lee gave him those two names. Provost Lee met with Dr. Caboni for about an hour or so and broke into several subcommittees. Provost Lee is on two committees: (1) Academic Excellence and (2) Strategic Planning. The other subcommittees are Student Life and Recruiting and Retention, Budgetary Issues, and External Constituencies. Chair Hudepohl said that the standing committees of Senate are working on a document for the transition committee that Eric Reed and Sharon Mutter will be members of.

- c. The Senate Charter is posted under information items. The formatting was updated. It is not yet on the senate website.
- d. President Ransdell responded to the two senate resolutions. The DACA Resolution was endorsed by the President. President Ransdell endorsed some parts of the Sanctuary Resolution. Senate Resolutions go right up on the website. President Ransdell’s responses are below under Section H “information items.” In Mozilla, you cannot see the electronic signatures unless you print it. You can see in Explorer.
- e. President Ransdell has not yet responded to Claus Ernst’s budget resolutions.
- f. Regarding the Sanctuary Resolution, Chair Hudepohl wonders if we want to follow up on the Sanctuary since it was not fully endorsed. The SEC responded with silence.
- g. The link is not on the agenda, but after the Senate Executive Committee conversation about having a place to pull syllabi information on, the Provost’s office is working on a document. The link is at [www.wku.edu/syllabusinfo/](http://www.wku.edu/syllabusinfo/) and the link is live. If you open them, it gives you the statements you need, such as ADA, Title IX, and an accumulation of website links on things you should know. The Senate Executive Committee should look at it and give feedback to Amber Scott Belt.
- h. Julie Shadoan asked if the sexual assault resources could be a separate link. The sexual assault resources link goes to the Title IX website.

- i. Julie Shadoan also asked for a link to Student Legal Services.
  - j. Liz Sturgeon asked for a link to the Counseling and Testing Center.
  - k. Someone asked if the student resource portal links to the writing center. The answer was yes.
  - l. It was also suggested that DELO be put in the Student Resources Portal.
  - m. Amber Scott Belt asked that the Senate Executive Committee take time to look through it and let her know anything that needs to be added. For example, the Counseling and Testing Center, and moving the Title IX under sexual assault.
  - n. Amber Scott Belt has reached out to web services to make the white part go away, to edit a break in the HTML. Molly Kerby said that she will help. It is now waiting on feedback.
  - o. Molly Kerby suggested putting it all on a link to the landing page.
  - p. It is a resource page for a syllabus information page. The Senate Executive Committee needs to give changes/recommendations.
2. Vice Chair (Julie Shadoan)
- a. The Faculty Mentoring Award Committee needs to be populated by May 1<sup>st</sup>. Vice Chair Shadoan has gotten a response from her email that was sent out this afternoon.
  - b. The University Complaint Committee has gotten responses from CHHS and University College. This should be done in March.
  - c. The Departmental Senator election was supposed to be done in February. The election is complete for Gordon Ford and University College. Potter is close to being complete. CEBS is not close.
  - d. There are no formal alternates for Departmental Senators; the department selects a sub as needed.
  - e. The intention is to email new senators over faculty-all email to tell them to be present at the April meeting for caucusing.
3. Secretary (Heidi Alvarez) (No Report.)

#### **D. Committee Chair Reports**

- 1. Academic Quality Committee (Ann Ferrell): No Report. The Academic Quality Committee will be meeting Friday with the Faculty Welfare Committee regarding a charge from the last meeting.

2. Faculty Welfare and Professional Responsibility Committee (Patti Minter): No Report.
  - a. The Faculty Welfare Committee is working on the Work Life Survey. It will go live the Wednesday after Spring Break and will be open for two weeks. There are some good significant revisions.
  - b. The Salary Equity Survey is underway and the committee hopes to have something to report in April. Lauren McClain and Stephen King are heading it up.
  
3. Budget and Finance Committee (Claus Ernst): No Report
  
4. **Colonnade General Education Committee (Marko Dumančić): Report posted**
  - a. Marko Dumančić made a motion for endorsement of the Colonnade General Education Committee report as posted.
  - b. There was no discussion.
  - c. The Colonnade General Education Committee report was endorsed unanimously.
  
5. **Graduate Council (Shannon Vaughan): Report Posted**
  - a. Shannon Vaughan made a motion for endorsement of the Graduate Council report.
  - b. There was no discussion.
  - c. The Graduate Council report was endorsed unanimously by Graduate Faculty only.
  
6. **Undergraduate Curriculum Committee (Liz Sturgeon): Report Posted**
  - a. Liz Sturgeon made a motion for endorsement of the Undergraduate Curriculum Committee Report. It was 211 pages long.
  - b. There were no questions or comments.
  - c. The Undergraduate Curriculum Committee report was endorsed unanimously as posted.

7. Faculty Handbook Committee (Margaret Crowder): Report Posted

a. **FH Meeting Report 1/30/2017**

- Patricia Minter made a motion to endorse the Faculty Handbook Committee Report.
- The motion was seconded by Molly Kerby.
- There was no discussion.
- The Faculty Handbook Meeting Report was endorsed unanimously.

b. **05-2017 Faculty Transitional Retirement Program**

- Marko Dumančić made a motion for endorsement of 05-2017, Faculty Transitional Retirement Program.
- The motion was seconded by Laura DeLancey.
- There is one word that is changed from last year's edits; this strikes the word "tenured."
- There were no questions or comments.
- 05-2017 was endorsed unanimously.

c. **06-2017 Tenure Eligible vs. Tenure Track**

- Marko Dumančić made a motion for endorsement of 06-2017 Tenure Eligible vs. Tenure Track.
- The motion was seconded by Patricia Minter.
- This makes the language consistent.
- There was no discussion.
- 06-2017 was endorsed unanimously.

d. **07-2017 Process for Committee Selection**

- Marko Dumančić made a motion for endorsement of 07—2017 Process for Committee Selection.
- The motion was seconded by Patricia Minter.
- The process of committee selection on drawing by lot is clarified for how and when it is done. In the past, it was done in the Senate

Executive Committee meeting and lots were drawn and witnessed by members of the Senate Executive Committee who were at the meeting.

- Chair Hudepohl asked if these committees are mentioned in the Charter. She posted a list of considerations of changes to the Charter for the next senate leadership. Patricia Minter said that the Charter will be linked to the Faculty Handbook. 07-2017 will go on a list of changes to make for next year.
- There was no more discussion.
- 07-2017 Process for Committee Selection passed unanimously.

## **E. Advisory Reports**

### 1. Faculty Regent (Regent Burch)

a. Regent Burch's understanding is that incoming President Caboni will be coming to campus, and he will be low-key because he believes there should only be one president on campus.

b. Regent Burch will be attending a Regent committees meeting this month for a discussion on bylaws that is proposing a substantial edit of bylaws. Regent Burch thinks it will be tabled to increase dialogue and function of the Board of Regents.

c. Regent Johnson emphasized the importance of the Budget Council meeting regularly. Regent Burch suggested that the members of the Budget Council follow through with that. The need to meet unless there is money allocated. Ann Mead said it will meet at the end of March. The comment was "why hasn't it been meeting before that?" Chair Hudepohl was contacted by Kim Reed, who works for Ann Mead, to find out the members of the Budget Council. Julie Shadoan asked a lot of questions about how to do that and there was no response. Regent Burch indicated the incoming President Caboni asked about this after seeing the notes online. Provost Lee said that Indu and Eric are on this. Patricia Minter said that they have been on it since last time they asked for names.

- d. Patricia Minter asked Regent Burch if the action on the Bylaws Revision will be tabled until July 1. Regent Burch thinks this is the case.
- e. Chair Hudepohl asked if it is true that only the Chair of the Board of Regents can speak for the Board of Regents. Regent Burch said that official conveyance comes from the Chair of the Board of Regents, and this is covered under the bylaws.

2. Academic Affairs (Provost Lee)

a. The Budget and Finance Committee thinks something is worked out on the office space. Ladonna Hunton roughed out something on the requests for senate personnel and the staff member. Provost Lee has thoughts on it but there are some ripples, and those are not ironed out yet.

b. After several months of discussion, some folks will be moved. The Student Financial Assistance does not have enough space on the third floor of Potter Hall. ORCA (the Office of Research and Creative Activity) could move. Enrollment Management will go where ORCA currently is. ORCA will go to Academic Affairs. There will be some renovation of the third floor as Student Financial Assistance takes over. This will help with students and parents and it will help it to function more. ORCA will be here in Wetherby. Student Financial Assistance will take up the third floor in Potter.

c. There is an eclipse on the first day of the Fall 2017 term. The eclipse takes place between 1:00 and 1:15. We will not start classes that day until 4:00 or 4:15. This will affect planning for the fall term. Classes will resume after the eclipse, around 4:00 or 4:15.

**F. Old Business:** (There was no old business.)

**G. New Business:** (There was no new business from the floor.)

**H. Information Items:**

1. **Senate Charter**
2. **DACA Resolution**
  - a. **President Ransdell response**
3. **Sanctuary Campus Resolution**

a. **President Ransdell response**

**I. Motion to Adjourn**

1. There was no further business.
2. A motion to adjourn by Marko Dumančić was seconded by Ann Ferrell.
3. The meeting adjourned at 4:20 P.M.

Respectfully Submitted,

Heidi Álvarez, Secretary