

Faculty Senate Agenda
December 3, 2001
3:30 p.m.

Call to Order

Approval of Minutes:

- November 5, 2001

Reports:

- Report from the President: Senator Glasser
- Report from the Executive Committee Chair: Senator Schlomann
- Report from the Faculty Regent: Senator Thompson
- Report from the COSFL Representative: Senator Falkenberg
- Report from the Student Senate: Nick Bertram
- Report from the Standing Committees
- Report from Ad Hoc Committees
 - Ad Hoc Committee on Compensation and Benefits

Unfinished Business:

- Motion to create an Ad Hoc Committee on Intercollegiate Athletics

New Business:

- Motion from Ad Hoc Committee on Compensation and Benefits
- Report from Graduate Council: Shirley O'Brien, chair
- Report from the Provost: Senator Marsden
 - Council on Academic Affairs
 - Procedures for course completion due to absence from classes(es) because of active military duty
 - ECU's policy on the admission of home schooled students (Informational item only)
 - Conceptual framework for professional education programs at ECU (Informational item only)

Adjournment

Faculty Senate Minutes

November 5, 2001

The Faculty Senate of Eastern Kentucky University met on Monday, November 5, 2001 in the South Room of the Keen Johnson Building. Senator Schlomann called the third meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

J. Allison	A. Banks*	C. Callahan*	S. Farrar*	J. Harley
M. Hodge	D. Jones	N. McKenney*	R. Milde	M. Miranda
K. Polmanteer*	W. Reynolds	R. Rink		

***Indicates prior notification to the Senate Secretary**

Visitors to the Senate were:

Nick Bertram, Student Senate; Rita Davis, Enrollment Management; Erin Michalik, Academic Affairs Committee; Jennifer Rogers, *Eastern Progress*; and Debbie Whalen, Special Collections and Archives.

APPROVAL OF MINUTES:

The October 1, 2001 minutes were approved as written.

PRESIDENT'S REPORT: Senator Glasser

President Glasser thanked the Faculty Senate members for the reception held in her honor prior to the meeting. Those who were unable to meet with her at the reception were encouraged to visit with her at her office. The President further extended her thanks for the warm welcome she has received from the campus and the surrounding community.

President Glasser reiterated her interest in shared governance and her support for faculty input on issues that affect the University and faculty lives in general.

President Glasser recently wrote a letter of appreciation to the Governor on behalf of the University expressing thanks for not including Higher Education in the latest budget cuts and indicating ECU's interest in continuing to be full partners in educational reform in Kentucky.

President Glasser indicated that the Council on Postsecondary Education has recommended the requested 9.5% tuition increase which will generate some new money for the university. The Council also recommended the benchmark funding which will be equivalent to an approximate 4% increase of state appropriations for the next two years. However, this is only a recommendation and does not necessarily mean that the Governor will approve the latter recommendation. The exact funding will not be known until after the Governor submits the budget report to the General Assembly on January 15, 2002. Final appropriations from the General Assembly will not be known until April. When the amount is known, President Glasser will present the information to the Board of Regents at their April meeting. Prior to the Board meeting, there will be on-going discussions concerning the budget, both from the Faculty Senate and from the campus community in general.

President Glasser reminded the Senators that she will have her first conversation with the campus community on Thursday, November 8 at 8:00 a.m.

President Glasser announced that, at the request of SACS, the next SACS study will be delayed a year until 2007. This will provide additional time to work on strategic planning and budgeting. ECU will be sending a SACS team to New Orleans in December to begin reviewing the new guidelines and expectations.

President Glasser indicated that salaries will continue to be a very important priority not only in the upcoming year but in the future as well, even though the financial outlook is uncertain at this point.

President Glasser expressed her appreciation for the hard work the Strategic Planning Committee has completed thus far. She encouraged the campus community to participate in the process to develop a strong strategic plan to move the institution into the future.

EXECUTIVE COMMITTEE CHAIR'S REPORT: Senator Schlomann

Senator Schlomann reported that the committee met on October 22. The committee reviewed the motion to accept the recommendations submitted by the Ad Hoc Committee on Faculty Workload. The first recommendation was that the current policy on faculty workload be widely distributed. This was done via a letter sent to all faculty as part of the newsletter that the Executive Committee periodically sends out. The second recommendation was to establish a policy which permits units greater flexibility. Dr. Marsden will have this added into the faculty handbook; the Executive Committee asked him to encourage the deans and chairs to make use of this policy and the flexibility it may give. The last two recommendations were for additional study of the role of technology and the policy on advising. The role of technology overlaps a recently established task force that the Provost set up to look at the future of the online curriculum at ECU. The Executive Committee decided to delay further action until the task force submits their report which is due by March 1, 2002. The Executive Committee agreed that the advising issue seems to have already been addressed by the changes made in undeclared advising; therefore, no further action was recommended at this time.

Senator Schlomann announced that in regard to the salary adjustment motion, the administration is working to implement the motion as expeditiously as possible. Those individuals affected should receive a new contract before the end of the fall term.

Senator Schlomann indicated that the Senate rules and internal procedures have not yet been distributed to new Senators. As soon as the Rules Committee has an opportunity to review and update, the rules will be posted on the web. The internal procedures will be distributed in the near future.

The Executive Committee also discussed the possibility of establishing a policy for the Senate to conduct regularly scheduled evaluations of the President. While recognizing that the Board of Regents has ultimate responsibility for evaluating the President, the committee noted the potential value for faculty to have an opportunity to provide feedback to the President on his/her performance. The Executive Committee will probably bring a motion before the Senate in the near future.

Senator Schlomann asked that she be notified if a senator is unable to serve on the Senate in the spring semester. She further requested that those not returning should contact their chair so that a replacement can be selected for the spring semester.

FACULTY REGENT REPORT: Senator Thompson

Senator Thompson reported that the Board met on Homecoming weekend. A Finance and Planning meeting was held on that Friday and additional Board meetings were held throughout the day on Saturday. Seven items were approved by the Board.

1. The capital plan, which was originally presented to the Board in August, was approved. The major change approved to the capital plan was that the Business and Technology Center became the number one priority. A decision was made to seek funds for the 2002-2004 period in order to actually complete the project. The University Activity Center was listed as the second priority with the third priority being the Professional Teacher Education Center.
2. The budget reductions were approved and the monies left to the discretion of the President. Dr. Hughes emphasized to the Board that the new President would not have discretionary funds available because of the budget shortage and the reduction monies would somewhat alleviate the situation.
3. The Greek housing site was approved which will give the fraternities opportunity to raise funds.
4. A refund policy was approved for military personnel who are called up for service and have to withdraw.
5. An out of state tuition reduction of approximately 55% was approved for new undergraduate transfers who qualify because they are either from targeted counties in contiguous states or are children of alumni or meet certain high academic criteria. That same reduction was approved for new graduate students with similar criteria.
6. The Board also passed a proposal to increase the Faculty Senate term for the part time faculty representative from one year to two years as had been recommended.
7. Approval was given to change the name of the Division of Extended Programs to Continuing Education and Outreach and to change the administrator's title from Director to Dean. This was retroactive to October 1, 2000.

Senator Thompson mentioned that Dr. Hughes gave his final report to the Board summarizing his accomplishments during his time at Eastern and also providing some suggestions for the future. The Board expressed appreciation to Dr. Hughes for his help during his stay at Eastern.

COSFL REPORT: Senator Falkenberg

Senator Falkenberg reported that COSFL last met on Saturday, October 13 at the Council on Postsecondary Education Offices in Frankfort. A large amount of time was spent on the consideration of a resolution regarding the treatment of the Faculty Senate chair at Murray. This resolution was tabled until additional information could be provided.

Upon the arrival of CPE staff including Dr. Gordon Davies and Jim Applegate, the remainder of the meeting focused on discussions with the council staff members. Discussions centered on the budget, the Council's prior request for institutional data, and upcoming program review. Reassurance was given that English and foreign languages are not being targeted but rather are viewed as essential parts of a University committee.

COSFL's next scheduled meeting will be on December 1, 2001 at the University of Kentucky.

STUDENT SENATE: Nick Bertram

Mr. Bertram stated that last year the Student Government Association created the DEL (Distinguished Educational Leader) Award which allows students to nominate professors who they value to receive special recognition. This year there are four new categories added to the award. Those are: Outstanding service to EKV and the Richmond community; Exceptional classroom performance; excellent student support; and most outstanding.

Mr. Bertram mentioned that the Community Service Committee has teamed up with Kentucky Harvest to initiate a competition between organizations and departments to create a hundred yards of food for Madison County. \$500 will be awarded to the organization or department that collects the most food, \$250 for second place, and \$175 for third place.

Erin Michalik gave an opinion report to the Senate regarding the students' objections to the newly adopted plus/minus grading system.

COMMITTEE REPORTS:

Committee on Elections. Senator C. Everett announced that Belinda Gadd has been elected to serve as the part time Faculty Senate Representative.

Committee on Rules. Senator Yoder reported that the Rules Committee met October 31 at 3:30 p.m. Discussion began on the possible creation of a new standing committee and the committee's comments were forwarded to the Ad Hoc Committee on Compensation and Benefits.

Senator Yoder indicated that the committee is reviewing the Faculty Senate rules and internal procedures to make sure all approved changes have been made.

UNFINISHED BUSINESS:

Intercollegiate Athletics Motion. Senator Schlomann indicated that at the last meeting the following motion was made and seconded and discussions were postponed until this meeting:

Senator Fister made a motion for the Faculty Senate Executive Committee to form an Ad Hoc Committee to examine the role of intercollegiate athletics at Eastern Kentucky University and to what extent funds used for intercollegiate athletics impact the quality of academic programs at EKV. The committee should report its findings and recommendations to the Senate no later than February, 2002.

After a brief discussion, Senator Fisher moved to amend the motion, which was seconded by Senator Falkenberg and approved by the Senate to:

1. To create an Ad Hoc Committee to be appointed by the Executive Committee to:
2. Examine the role of intercollegiate athletics at Eastern Kentucky University;
3. Determine the relationship between intercollegiate athletics and academics at EKV; and
4. The committee should report its finding and a recommendation back to the Senate no later than February, 2002.

Senator Siegel moved to postpone discussion until the next meeting at which time Senator Collins will report on the specific charge of the current university Athletic Committee. The motion was seconded by Senator A. Jones and the Senate was in agreement.

NEW BUSINESS:

Elections: Budget Committee (1 position)

Senator Siegel was elected to finish Senator Miranda's position on the Budget Committee.

Report from the Provost: Senator Marsden reported that he recently accompanied the Honors program students to Chicago for the National Honors Conference. ECU had the largest number of participants on the program of any institution in the country. Senator Marsden extended his compliments to Dr. Gray and all those who participated in the conference.

Reaction to the Student Opinion Report on Plus/Minus Grading System. Senator Flanagan suggested that the Executive Committee discuss the issue at their next meeting and bring back to the Senate, if needed, the process for considering a motion relative to the proposal from student government, seconded by Senator Falkenberg. This motion was approved by the Senate.

ADJOURNMENT:

Senator Marsden moved to adjourn at 4:45 p.m.

PROPOSAL: FACULTY SENATE COMMITTEE FOR FACULTY WELFARE

1. The Committee for Faculty Welfare shall consist of five members elected by the Senate from its elected members. Committee membership shall be for the duration of the elected senator's current term. The Director of Human Resources shall serve as a non-voting member of the committee.
2. The committee shall elect a chair annually from among its membership.
3. The Committee for Faculty Welfare shall review and make recommendations to the Senate on matters including, but not limited to, merit pay policies, faculty salary inequities, health insurance benefits, market salary issues/compression, as well as other university benefit policies.
4. The purpose of the Committee for Faculty Welfare shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to faculty compensation and benefits.
5. The Committee shall be available as an advisory agency to the President of the University and/or the Provost of the University on those matters relating to compensation and benefits for the faculty at large. The Committee shall meet with the President and/or Provost at least once each semester to receive information about faculty compensation and benefits.
6. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.

to the next regular meeting. Distribution may include notification by electronic means.

- e. The Secretary shall distribute an agenda with attachments to all Senators by the Wednesday morning preceding the regularly scheduled meeting. The agenda shall be sent to all faculty noting the availability of the agenda with attachments from their respective Senator and/or through electronic posting.

D. Meetings of the Faculty Senate

1. The newly constituted Senate shall convene initially for an organizational meeting in May following the conclusion of the last meeting of the previous Senate. The Senate shall meet on the first Monday that the University is in regular session for each month from September through December and February through May. The Senate shall meet at other times on call of the Chair or the Executive Committee, reasonable notice being given to members of the Senate.
2. Meetings of the Senate shall be open to members of the Faculty-at- Large. Persons other than Senate members may participate in the deliberations of the Senate only on consent of the Senate.
3. Fifty percent of the membership of the Senate shall constitute a quorum.
4. The current edition of *Robert's Rules of Order Newly Revised* shall govern conduct of meetings of the Senate, except when the Senate shall adopt rules otherwise; and the presiding officer may appoint a Parliamentarian to aid in questions of parliamentary procedures.
5. Senate voting on all matters, except election of officers and of members of Standing Committees, shall be viva voce or by a separation of the house. Officers of the Senate and members of Standing Committees of the Senate shall be elected by ballot except that a voice vote may be taken when there is the same number of nominees as positions to be filled on the committee.

E. Committees of the Senate

1. Executive Committee

- a. The Executive Committee shall consist of the Chair of the Senate, who shall serve as Chair of the Executive Committee, the Vice-President for Academic Affairs and Research, and five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term.
- b. The Executive Committee shall be responsible for maintaining communication between the Faculty-at-Large and the Administration.
- c. The Executive Committee shall be responsible for preparing the agenda for each regular meeting of the Faculty Senate. The Executive Committee shall receive requests from members of the Faculty-at-Large relating to items for consideration of the Senate and shall, through the chair, bring these to the attention of the President. Items submitted for inclusion on the Senate agenda shall reach the Chair or a member of the Executive Committee of the Senate at least two weeks before a scheduled meeting. The Executive Committee shall make known the time and place of meetings to set the agenda.
- d. The Executive Committee shall serve as an advisory agency to the President of the University in those matters referred to the Committee.

2. Committee on Committees

- a. The Committee on Committees shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term.
- b. The Committee Chair shall be elected annually by the Committee from among its membership.
- c. The Committee on Committees shall advise the President concerning formulation of standing committees of the Faculty-at-Large and the selection of appointed members of faculty standing committees.
- d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.

3. Committee on Elections

- a. The Committee on Elections shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of the elected senator's current term.
- b. The Committee Chair shall be elected annually by the Committee from among its membership.
- c. The Committee on Elections shall supervise all nominations and elections for Senate membership as provided in this Constitution.
- d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.

4. Committee on Rules

- a. The Committee on Rules shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of the elected senator's current term.
- b. The Committee Chair shall be elected annually by the Committee from among its membership.
- c. The Committee on Rules shall review and recommend to the Senate rules of procedure for the Senate.
- d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.
- e. Rules must be codified by the Committee. It is the responsibility of the Committee on Rules to distribute an updated, codified copy of the Rules to the Senate along with its annual report at the May meeting.

5. Committee on the Budget

- a. The Committee on the Budget shall consist of the Chair of the Faculty Senate, five members elected by the Senate from its elected membership, and the administrative member elected by the Dean's Unit. Elected members shall serve for the duration of their current term while the administrative member shall serve a one-year term. The Vice President for Government Relations and Planning shall serve as a non-voting member of the Committee.
- b. The Committee on the Budget shall elect annually a chair from among its membership.
- c. The purpose of the Committee on the Budget shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to the formulation of the University budget.
- d. The Committee shall be available as an advisory agency to the President of the University in those matters relating to the budget-formulation process. The Committee shall meet with the President at least once each semester to receive information about budgetary matters.
- e. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.

The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.

6. Committee on Faculty Rights and Responsibilities

- a. The Committee on Faculty Rights and Responsibilities shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term.
- b. The Committee Chair shall be elected annually from among its membership.
- c. The Committee on Faculty Rights and Responsibilities shall make recommendations to the Senate on matters including, but not limited to, promotion, tenure, grievance, and workload.
- d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.

7. Ad Hoc Committees

The Faculty Senate may establish such ad hoc committees as are deemed necessary.

- a. One week before each Executive Committee meeting, the Chair of each ad hoc committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.
- b. The Chair of each ad hoc committee shall submit a written annual report to the Faculty Senate at the May meeting.

**Procedures for Course Completion
Due to absence from class(es) because of
Active Military Duty**

Students finding it necessary to leave the University because of required active military duty must complete one (1) of the following:

- 1) Request an official withdrawal at the Registrar Records office with a 100% refund in all tuition and course fees. Room and board fees would be prorated. The request should be in writing with attached copy of activation papers.
- 2) Petition the faculty members to request an assignment of a grade of "IM" in class(es) currently enrolled (with concurrence from the Dean of the College in which the course is offered.) It is recommended that the course be completed. The student upon completion of active military duty must follow up with the faculty member. If no contact is made within 2 years of leaving the University, the "IM" turns to "W." If the faculty declines to grant an "IM", then the student would have to withdraw.
- 3) After completion of the 12th week of classes, the student may petition the faculty member of class(es) in which the student is enrolled to request a grade be assigned to the class(es) based on work completed to date with concurrence from the Chair and Dean of the college in which the course(es) are offered. This request should be in writing with attached copy of activation papers.



EASTERN KENTUCKY UNIVERSITY
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Office of Admissions

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**Eastern Kentucky Policy on the Admission
of Home Schooled Students**

As the number of students who complete secondary education in a "home school" environment continues to increase, it may be helpful to review the criteria used by Eastern for the admissions of these students as new undergraduate students.

In general Eastern Kentucky University applies the same admissions requirements to home schooled students as those who graduate from a public or private high school. Students who meet our criteria will be granted an admissions status as established by the current admissions policy, Full Admit, Provisional Admit, Probationary Admit, or Special Admit.

Home-schooled students are subject to the secondary education standards established by the Kentucky Department of Education and the Kentucky Council on Post Secondary education. This includes meeting the curriculum guidelines of the State approved Pre-College Curriculum.

In order to gain admission to Eastern, in addition to the application and application fee, these students must submit a notarized copy of their official transcript demonstrating they have met the PCC curriculum and have minimum accumulative GPA of 2.0 on a 4.0 scale. They must also submit an official ACT score report.



CONCEPTUAL FRAMEWORK FOR PROFESSIONAL EDUCATION PROGRAMS

AT EASTERN KENTUCKY UNIVERSITY

Mission statement: To teach, to learn, to help others teach and learn.

The Professional Education Programs at ECU are dedicated to preparing the highest quality educators and related professionals for Kentucky and beyond. Our graduates integrate content, effective pedagogical skills, and dispositions that foster life-long growth and learning. Being true to our heritage as a school of opportunity, ECU provides a climate that supports, challenges, and enriches students aspiring to careers in a diverse society. (November 2000)

THE EFFECTIVE EDUCATOR* AS AN EFFECTIVE PERSON _____

Eastern Kentucky University's professional education programs are developed around the belief that effective educators are effective people. This belief is based on research into the characteristics of effective helping professionals. At Eastern, students are provided opportunity to acquire both depth and breadth in knowledge of subject matter, to study and practice the skills of teaching, and to reflect upon personal abilities, interests, and dispositions as they relate to helping others learn and grow. The effective educator is perceived as one who is able to integrate content and skills with personal dispositions in order to help students learn and develop. The primary goal of the professional education programs is to help pre- and in-service educators become more effective people. The three major elements of the ECU Professional Education Conceptual Framework are **Knowledge, Pedagogical Skills, and Dispositions**. Students progressing through a professional education program at Eastern Kentucky University encounter numerous opportunities for inquiry, analysis, and reflection as they strive to become more effective persons and educators.

The **Knowledge** element enables students to construct understanding of the complexity and richness of the learning /teaching process and includes:

* Educators include teachers, administrators, school counselors, interpreters of the deaf, speech-language pathologists, library media specialists, school psychologists and non-teaching Special Education service providers.

1. general knowledge needed in order to develop as an educated person and citizen in a diverse society,
2. specific knowledge related to a professional specialty,
3. foundational knowledge in professional subjects basic to professional preparation, and
4. behavioral knowledge needed for understanding of self and others.

The **Pedagogical Skills** element enables the professional educator to facilitate learning.

Program experiences for both pre-service and in-service educators address best practices in content-independent and content-specific pedagogical methods. This is accomplished through a variety of in-class, virtual, and field-based experiences involving acquisition of knowledge, application, and reflection upon effectiveness. Recognizing the vital connection between knowledge, experience and reflection, faculty incorporate these in every course in every program. The Model Laboratory School and Madison County as well as educational communities scattered throughout the state provide essential settings for guided field-based experiences for undergraduate and graduate students. These experiences allow students to apply theory to real-life situations and receive immediate feedback - an essential component of a program utilizing authentic, continuous assessment.

The **Dispositions** element includes the attitudes, beliefs, and/or perceptions that educators possess which form the basis for behavior and include:

1. self-perceptions that allow for identifying with diverse student populations,
2. perceptions of students as able learners and worthy individuals,
3. perceptions of the purposes of education in a larger context, and
4. frame of reference as people oriented.

Research indicates that educators' dispositions strongly influence student learning and development. A major goal of Education programs at Eastern Kentucky University is to assist students in identifying the dispositions associated with effective educators, to help them self-assess their dispositions in order to determine their "fit" for an education career, and to facilitate

their development of even more positive perceptions. Effective educators can handle a multiplicity of rapidly developing situations in ways that maximize learning and facilitate the psychological growth of students. Being such an “effective educator” is an outcome of developing and maintaining certain perceptions about oneself, students, and the tasks of teaching.

(October 30, 2001)