Faculty Senate Agenda
February 7, 2005
3:30 p.m.

Call to order

Approval of Minutes
> January 10, 2005 Minutes

Report from the President: Senator Glasser
Report from the Executive Committee Chair: Senator Siegel
Report from the Faculty Regent: Senator Schlomann
Report from the COSFL Representative: Senator Smith
Report from the Provost: Senator Chapman
Report from the Student Government Association: Lance Melching
Report from the Standing Committees:
> Budget Committee: Senator Eakin, Chair
> Rules Committee: Senator Johnson, Chair
> Rights and Responsibilities Committee: Senator Kristofik, Chair
> Elections Committee: Senator DeBolt, Chair
> Committee on Committees: Senator Vance, Chair
> Welfare Committee: Senator Hubbard, Co-chair

Unfinished Business:
• Update Report on General Education - Tom Watkins

New Business:

• Report from Council on Academic Affairs
1. *Rank II, the Fifth Year Program in Secondary Education: Environmental Education (add an Environmental Education endorsement as an option)*
2. *Masters of Arts in Education: Secondary Education: Environmental Education (add an Environmental Education endorsement as an option)*
3. *M.A.Ed: Elementary Education: Environmental Education (add an Environmental Education endorsement as an option)*
4. *Rank II, the Fifth Year Program Elementary and Middle Grades Education: Environmental Education (add an Environmental Education endorsement as an option)*
5. *Rank I, the Sixth Year Program Elementary and Middle Grades Education: Environmental Education (add an Environmental Education endorsement as an option)*
6. *Rank I, the Sixth Year Program Secondary Education: Environmental Education (add an Environmental Education endorsement as an option)*

• Update Report on SACS - Jaleh Rezaie
• Report on New Senator Orientation
• Report on Senate Chair/Vice-Chair

For the Good of the Order:

Strategies for Making Faculty Advising of Students More Efficient and Effective

Adjournment

FACULTY SENATE MINUTES
January 10, 2005

The Faculty Senate of Eastern Kentucky University met on Monday, January 10, 2005, in the South Room of the Keen Johnson Building. Senator Siegel called the fifth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:
A. Ault*, K. Carmean*, M. Dean*, J. Glasser*, A. Gossage, S. Hyndman, D. Jackson, F. Jackson, R. James, B. Janeway, M. McNew, R. Miller*, C. Neumann*, L. Patterson, K. Rahimzadeh*, T. Randles, J. Taylor, and G. Wolf.

*Indicates prior notification to the Senate Secretary

Visitors to the Senate: Robert J. Bell, Athletics; Jim Conneely, Student Affairs; Lance Melching, SGA; Bart Meyer, University Advancement; Matt Schumacher, SGA; Aaron Thompson, Enrollment Management; Elizabeth Wachtel, Academic Affairs; and Marc Whitt, Public Relations and Marketing.

ANNOUNCEMENTS:

Senator Siegel requested that the Senate stand for a moment in silence in memory of the victims of the recent Southeast Asian tsunami.

Senator Siegel expressed her thanks and appreciation to Senator Glasser for the cookies for today's meeting.

Senator Siegel announced that Senator Marchant will fill in today as parliamentarian.

APPROVAL OF MINUTES:

The December 6, 2004 minutes were approved as written.

REPORT FROM THE PRESIDENT: Bart Meyer reported for Senator Glasser

Senator Glasser is attending an NCAA certification meeting and sent her regrets for not being able to attend the Senate.

Mr. Meyer reminded faculty of the following upcoming events:

1. On January 13 from 8:00 – 9:00 a.m., there will be a University convocation to discuss SACS in Brock Auditorium.
2. On January 19 from 3:00 – 5:00 p.m., there will be a campus-wide discussion on free speech in Walnut Hall.
3. On January 20 the University Faculty Club will re-open in Keen Johnson. Each morning from 7:30 - 10:00 a.m. coffee, hot tea and pastries, along with newspapers and magazines will be available for members of Eastern Kentucky University's current and retired faculty.
4. The first in a series of coffee chats will be held from 8:00 a.m. – 9:00 a.m. in Walnut Hall on January 20th. These chats will present opportunities for faculty to meet and discuss various faculty achievements, departmental news, campus issues and concerns. The coffee chats will continue on the third Thursday of each month.

On behalf of Senator Glasser, Mr. Meyer shared an update on the capital campaign. As of December 31, gifts and pledges have surpassed the $10 million mark. More than $5.6 million has been given and pledged for scholarships and enrichment programs for students. Included in the $1.3 million total designated for faculty is a new $1 million endowment for faculty professional development. The remaining $3.1 million in gifts and pledges have been designated by donors to support programs, campus improvements, and new initiatives. Additionally, all appropriate paperwork was submitted to the Council on Postsecondary Education on December 31, 2004 completing the "Bucks for Brains" match.

Senator Glasser wished to share with the Senate several recent faculty accomplishments:

1. Larry Collins and Tom Sneid gave a presentation on fires and emergency situations at a conference late last fall in Saint Petersburg, Russia. Also while there they completed an agreement between EKU and a fire institute college in Saint Petersburg for cooperation and exchange of information.
2. Larry Collins is the recipient of the 2004 Outstanding Faculty Coordinator Award for KACECE, the state organization for cooperative education and career employment.
3. Congratulations to Silas House, whose latest novel, "The Coal Tattoo" has been nominated for Kentucky Novel of the Year and Appalachian Book of the Year. He has also experienced great success with the publication of a number of new short stories.
4. WEKU is scheduled to begin digital FM broadcasting on Tuesday, January 11 on WEKF Corbin. This will mark the beginning of the first digital public radio station in Kentucky.

EXECUTIVE COMMITTEE REPORT: Senator Siegel

The Executive Committee met on December 13 and will next meet on January 24, 2005. In Senator Siegel's absence, Senator Chapman chaired the meeting.

Senator Chapman reported on the SACS conference and will give an update at today's meeting.

The Executive Committee discussed the 10-week versus the 12-week sessions for summer school, and it was noted that a 10-week session has been scheduled for summer 2005. That format is expected to continue in the future.

The two librarian motions passed by the Senate in January, 2004 have been cleared by the University attorney and forwarded to the President. The two motions are on the Board of Regents agenda for the January 21st.

The President was extremely receptive to suggestions that were made for communication strategies during the "For the Good of the Order" at the last Senate meeting. One of the results of that discussion is that the coffee chats will begin on Thursday, January 20. Please take this message back to the departments and encourage faculty to attend.

Beginning in February there will be a "meet and greet" in Walnut Hall one hour prior to the scheduled Senate meeting. The "meet and greets" will continue through the spring semester, and if well attended, may continue. Faculty are encouraged to come and discuss different issues of concern. Please share that information with the departments.

W3C Compliance meetings will be held on January 26 and February 10 at 3:30 p.m. in the Jaggers Room in the Powell building. Senator Siegel encouraged faculty to attend one of the scheduled sessions to learn what W3C Compliance will mean for their classes.

Flora Jackson will be finishing out the spring semester as the part-time representative.

Report on the Bookstore. Jim Conneely announced that effective in two weeks Lisa Crowe will be the new bookstore manager.

During the first day of classes, the average wait time at the cashiers in the bookstore was 10 minutes. There were no lines in the textbook pick-up area in the Powell Building, and 95% of all books ordered were on the shelves in time for the beginning of the semester.

Arlington Report. Senator Flanagan reported that Arlington is in a big discussion now about the ability to carry out a master plan they have received from a planning group. The master plan calls for a high end of about $4 million, which includes about 10 to 12 different kinds of projects on the property. If this $4 million bond issue passes, it will mean a significant increase in dues.

There will be an open meeting of the Arlington Board on Wednesday, January 19 in the Mulebarn. All association members are encouraged to attend. Please share this information with the departments and encourage faculty to give feedback to Senator Flanagan either by phone or e-mail prior to that meeting.

REPORT FROM THE FACULTY REGENT: Senator Schlomann

The Board of Regents held a retreat during the week of finals. The next regular meeting will be on January 21. The primary action agendas will include personnel issues (eg. sabbatical, summer and part time pay, RTP's, and other issues) and academic affairs items(eg. changes in programs, including General Education, and policies which have come through the Senate). The Senate Bylaws change which would permit librarians to participate in the Faculty Regent election will also be acted upon.

REPORT FROM THE PROVOST: Senator Chapman

Senator Chapman thanked everyone for their help in preparing for the upcoming SACS visit.

Senator Chapman noted that in compiling data for SACS, there seems to be several deficiencies in basic faculty information. He asked for everyone's cooperation in updating the required information. All collected information will be entered into the new faculty information database for future use.

Libby Wachtel has compiled an online document of EKU's current policies and procedures. Senator Chapman requested that any discrepancies found in the policies should be reported to Dr. Wachtel for correction.

In preparation for SACS, all faculty transcripts and curriculum vitae will need to be on file by March 31. Once received, all vitae and transcripts will be scanned and kept on file as a backup. All information will be entered into Banner which will provide a better check and balance system for the future.

Three semesters of faculty and departmental data need to be on file for the SACS review: spring 2005, fall 2005 and spring 2006.

The salary equity database is still in the development stage. Once all data is received and entered, the process should move along smoothly.

Senator Chapman stressed the importance of shared governance and encouraged the senators to review closely the promotion and tenure committee's report and proposals which are currently under review. He encouraged the senators to provide feedback on the report and proposals to the Rights & Responsibilities Committee.

Senator Chapman reminded the senators that the lectureship positions are up for review again this year. He requested input on how to proceed with the review.

Senator Chapman announced that he has temporarily assigned the following duties to Dr. Aaron Thompson, Associate Vice President for Enrollment Management, until June 30, 2005: Teaching and Learning Center, General Education and the American Democracy Project. Those duties will be re-assigned beginning July 1, 2005 to the Associate Vice President for University Programs.

REPORT FROM STUDENT GOVERNMENT: Lance Melching

The President's Ball will be on Friday, February 25 in Keen Johnson.

The spring Colonel Spirit Challenge begins on Thursday, January 20. Any registered student organization is eligible to compete to win money for their organization. Visit the SGA website for further details.

STANDING COMMITTEE REPORTS:

Faculty Welfare Committee. Senator Hubbard reported that the academic coordinators survey has been completed and sent via e-mail to all benchmark institutions.

UNFINISHED BUSINESS:

Rules Committee Motions. The majority of the Senate approved the Internal procedures motion, and the motion carried.

The majority of the Senate was in agreement on the second motion, Convening the Senate, and the motion carried. This motion will need to go before the Faculty-At-Large in August 2005.

The majority of the Senate was in agreement on the third motion, Senate Representation, and the motion carried. This motion will need to go before the Faculty-At-Large in August 2005.

NEW BUSINESS:

Council on Academic Affairs. Senator Chapman requested that item 2 be pulled from the agenda for further review. It may come before the Senate in the future.

    1. Archaeology Minor – New
    2. Specialist in Education Educational Administration and Supervision – reactivate/new program

Senator Smith moved, seconded by Senator Flanagan, to approve the new Archaeology minor. The majority of the Senate was in agreement and the motion carried.

FOR THE GOOD OF THE ORDER:

The topic of discussion this week was "Strategies for Effectively and Meaningfully Recognizing Merit in an Environment Without Merit Pay".

Some of the suggestions for awarding merit in an environment without merit pay included:

1.   Exempting meritorious faculty from teaching night classes
2.   Lowering teaching loads
3.   Giving one-time pay bonuses
4.   Gifting something which could increase in value such as faculty artwork
5.   Marked, reserved parking space
6.   Free money added to colonel card accounts to eat free several times during the year on campus
7.   Exempting meritorious faculty from having to serve on departmental committees
8.   Allowing classes taught for the first time to proceed with lower enrollments
9.   Restore faculty garden plots
10.   Have faculty buy credit hours of release time and money for travel or professional development money with merit points accrued within departments. Whenever enough points accrued to buy three credit hours, the faculty member would be eligible to buy release time.

In addition, it was also suggested that the merit cycle be realigned to the academic year rather than the calendar year as is current policy.

ADJOURNMENT:

Senator Ault moved to adjourn at approximately 5:00 p.m.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Curriculum and Instruction
___ New Course (Parts II, IV)	College	Education
___ Course Revision (Parts II, IV)	*Course Prefix & Number	
___ Course Dropped (Part II)	*Course Title (30 characters)	
___ New Program (Part III)	*Program Title	Rank II, the Fifth Year Program in Secondary Education: Environmental Education
xx Program Revision (Part III)		(Major ___, Option _xx_; Minor ___; or Certificate ___)
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	April 15, 2004	Graduate Council*	01-12-05
Is this a SACS Substantive Change? Yes**** ☐ No ☒		Council on Academic Affairs	As Amended
College Curriculum Committee	10-26-04	Approved ☒ Disapproved ☐	01-20-05
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	11-9-04	Board of Regents**	
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Add an Environmental Education endorsement as an option for Rank II, the Fifth Year Program Secondary Education.

A. 2. Effective date: (Example: Fall 2001)

~~Spring~~ 2005 Summer

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Kentucky's EPSB passed the addition of an environmental education endorsement to be added to a teacher's base certification in Spring 2004. This 12-hour endorsement in environmental education will provide teachers P-12 with the skills to be a leader in environmental education at the class, school, and/or school system level. The program is constructed in conjunction with national standards developed by the North American Association for Environmental Education and the Master Plan for Environmental Education approved by the Kentucky legislature.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course
(For a **new required course,** complete a separate request for the appropriate program revisions.)

1.	For a new course, provide the catalog text.
2.	For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and <u>underlines</u> for additions.
3.	For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

1.	For a new program, provide the catalog description as being proposed.
2.	For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and <u>underlines</u> for additions.
3.	For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions.)

<u>This program offers individuals certified to teach at the elementary, middle grade and secondary levels or variations thereof an additional certification endorsement.</u>

<u>Professional Education Core   9 hrs.</u>
<u>EPY 869, EPY 839, EPY 816</u>

<u>One course from each of the following lists   6 hrs</u>
<u>ELE 810, EMG 810 or ESE 863</u>
<u>EMG 806, ESE 774, ELE 871, EME 873</u>

<u>Environmental Education Component   12 hrs.</u>

<u>EMS 861, EMS 863, CNM 800,CNM 799</u>

<u>Content Electives   3 hrs</u>
<u>   Selected with advisor approval to enhance preparation for</u>
<u>Teaching environmental education.</u>

<u>Minimum Program Total   30 hrs.</u>

Curriculum Change Form
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Part I

(Check one)	Department Name	Curriculum and Instruction
New Course (Parts II, IV)	College	Education
Course Revision (Parts II, IV)	*Course Prefix & Number	
Course Dropped (Part II)	*Course Title (30 characters)	
New Program (Part III)	*Program Title	Masters of Arts in Education: Secondary Education: Environmental Education
xx Program Revision (Part III)		(Major ___, Option _xx__; Minor ___; or Certificate ___)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	April 15, 2004	Graduate Council*	01-12-05
Is this a SACS Substantive Change?	Yes**** ☐ No ☒	Council on Academic Affairs	As Amended
College Curriculum Committee	_10-26-14_	Approved ☒ Disapproved ☐	01-20-05
General Education Committee*	_NA_	Faculty Senate**	
Teacher Education Committee*	_11-9-04_	Board of Regents**	
		Council on Postsecondary Edu.***	NA

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Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Add an Environmental Education endorsement as an option for the Masters of Arts in Education: Secondary Education.

A. 2. Effective date: (Example: Fall 2001)

~~Spring~~ 2005   Summer

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Kentucky's EPSB passed the addition of an environmental education endorsement to be added to a teacher's base certification in Spring 2004. This 12-hour endorsement in environmental education will provide teachers P-12 with the skills to be a leader in environmental education at the class, school, and/or school system level. The program is constructed in conjunction with national standards developed by the North American Association for Environmental Education and the Master Plan for Environmental Education approved by the Kentucky legislature.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course
(For a **new required course,** complete a separate request for the appropriate program revisions.)

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<u>Professional Education Core</u>	<u>9 hrs.</u>
<u>EPY 869, EPY 839, EPY 816</u>	
<u>One course from each of the following lists</u>	<u>6 hrs</u>
<u>ELE 810, EMG 810 or ESE 863</u>	
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<u>Environmental Education Component</u>	<u>12 hrs.</u>
<u>EMS 861, EMS 863, CNM 800,CNM 799</u>	
<u>Content Electives</u>	<u>3 hrs</u>
<u>Selected with advisor approval to enhance preparation for Teaching environmental education.</u>	
<u>Minimum Program Total</u>	<u>30 hrs.</u>

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Course Dropped (Part II)	*Course Title (30 characters)	
New Program (Part III)	*Program Title	M.A.Ed.: Elementary Education: Environmental Education
xx Program Revision (Part III)		(Major ___, Option _xx_; Minor ___; or Certificate ___)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

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General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	11-9-04	Board of Regents**	
		Council on Postsecondary Edu.***	NA

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Add an Environmental Education endorsement as an option for Masters of Arts in Education: Elementary Education.

A. 2. Effective date: (Example: Fall 2001)

~~Spring~~ 2005   Summer

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

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Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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<div align="center">

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Teacher Education Committee*	*11-9-04*	Board of Regents**		
		Council on Postsecondary Edu.***		*NA*

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C. The projected cost (or savings) of this proposal is as follows:

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Operating Expenses Impact: None

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Library Resources: None

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(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Curriculum and Instruction
___ New Course (Parts II, IV)	College	Education
___ Course Revision (Parts II, IV)	*Course Prefix & Number	
___ Course Dropped (Part II)	*Course Title (30 characters)	
___ New Program (Part III)	*Program Title	Rank I, the Sixth Year Program Elementary and Middle Grades Education: Environmental Education
xx Program Revision (Part III)		(Major ____, Option _xx_; Minor ___; or Certificate ___)
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	April 15, 2004	Graduate Council*	01-12-05
Is this a SACS Substantive Change?	Yes**** ☐ No ☒	Council on Academic Affairs	As Amended
College Curriculum Committee	10-26-04	Approved ☒ Disapproved ☐	01-20-05
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	11-9-04	Board of Regents**	
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Add an Environmental Education endorsement as an option for Rank I, the Sixth Year Program Elementary and Middle Grades Education: Environmental Education.

A. 2. Effective date: (Example: Fall 2001)

~~Spring~~ 2005 Summer

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Kentucky's EPSB passed the addition of an environmental education endorsement to be added to a teacher's base certification in Spring 2004. This 12-hour endorsement in environmental education will provide teachers P-12 with the skills to be a leader in environmental education at the class, school, and/or school system level. The program is constructed in conjunction with national standards developed by the North American Association for Environmental Education and the Master Plan for Environmental Education approved by the Kentucky legislature.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course
(For a **new required course,** complete a separate request for the appropriate program revisions.)

1.   For a new course, provide the catalog text.
2.   For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and <u>underlines</u> for additions.
3.   For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

1.   For a new program, provide the catalog description as being proposed.
2.   For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and <u>underlines</u> for additions.
3.   For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions.)

<u>This program offers individuals certified to teach at the elementary, middle grade and secondary levels or variations thereof an additional certification endorsement.</u>

<u>Professional Education Core</u>   <u>9 hrs.</u>
<u>EPY 869, EPY 839, EPY 816</u>

<u>One course from each of the following lists</u>   <u>9 hrs</u>
<u>ELE 810, EMG 810 or ESE 863</u>
<u>EMG 806, ESE 774, ELE 871, EME 873</u>
<u>EMS 818, 830, 842, 855, or 883</u>

<u>Environmental Education Component</u>   <u>12 hrs.</u>
<u>EMS 861, EMS 863, CNM 800, CNM 799</u>

<u>Minimum Program Total</u>   <u>30 hrs.</u>

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Curriculum and Instruction
___ New Course (Parts II, IV)	College	Education
___ Course Revision (Parts II, IV)	*Course Prefix & Number	
___ Course Dropped (Part II)	*Course Title (30 characters)	
___ New Program (Part III)	*Program Title	Rank I, the Sixth Year Program Secondary Education: Environmental Education
xx Program Revision (Part III)		(Major ___, Option xx___; Minor ___; or Certificate ___)
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	April 15, 2004	Graduate Council*	01-20-05
Is this a SACS Substantive Change?	Yes**** ☐ No ☒	Council on Academic Affairs	As Amended
College Curriculum Committee	*10-26-04*	Approved ☒ Disapproved ☐	01-20-05
General Education Committee*	*NA*	Faculty Senate**	
Teacher Education Committee*	*11-9-04*	Board of Regents**	
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Add an Environmental Education endorsement as an option for Rank I, the Sixth Year Program Secondary Education.

A. 2. Effective date: (Example: Fall 2001)

~~Spring~~ 2005 Summer

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Kentucky's EPSB passed the addition of an environmental education endorsement to be added to a teacher's base certification in Spring 2004. This 12-hour endorsement in environmental education will provide teachers P-12 with the skills to be a leader in environmental education at the class, school, and/or school system level. The program is constructed in conjunction with national standards developed by the North American Association for Environmental Education and the Master Plan for Environmental Education approved by the Kentucky legislature.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course
   (For a **new required course,** complete a separate request for the appropriate program revisions.)

1.	For a new course, provide the catalog text.
2.	For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and <u>underlines</u> for additions.
3.	For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

1.	For a new program, provide the catalog description as being proposed.
2.	For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and <u>underlines</u> for additions.
3.	For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions.)

<u>This program offers individuals certified to teach at the elementary, middle grade and secondary levels or variations thereof an additional certification endorsement.</u>

<u>Professional Education Core</u>	<u>9 hrs.</u>
<u>EPY 869, EPY 839, EPY 816</u>	
<u>One course from each of the following lists</u>	<u>6 hrs</u>
<u>ELE 810, EMG 810 or ESE 863</u>	
<u>EMG 806, ESE 774, ELE 871, EME 873</u>	
<u>Environmental Education Component</u>	<u>12 hrs.</u>
<u>EMS 861, EMS 863, CNM 800,CNM 799</u>	
<u>Content Electives</u>	<u>3 hrs</u>
<u> Selected with advisor approval to enhance preparation for</u>	
<u>Teaching environmental education.</u>	
<u>Minimum Program Total</u>	<u>30 hrs.</u>

M E M O R A N D U M

TO: Faculty Senate Executive Committee

FR: Ad Hoc New Senator Orientation Committee
           Senators Robles, Ware, Randles

SUBJECT: Motion for a New Senator Orientation

DATE: January 24, 2005

Background
It is a matter of concern that the EKU Faculty Senate currently does not hold an orientation for its new members. Therefore, this Committee was formed to:

1. Study the feasibility of developing an orientation for new Faculty Senators, particularly to determine if benchmark institutions have such an orientation, its timing, content, and organization.

2. Develop a plan for the implementation of an orientation beginning with the cohort of Senators elected for the 2005-06 Academic Year. This plan should include such details as organization, timing, content, responsibilities, and resources needed.

Response
Results of the Committee's study of benchmark institution (attached as Orientation.doc) are mixed; however, most have some form of orientation activity. After considerable deliberation, the Committee recommends that the Faculty Senate institute a New Senator Orientation. Plans for a proposed EKU New Senator Orientation are also in the attached document.

Motion
That the EKU Faculty Senate implement a New Senator Orientation, effective with Senate elections in May 2005, organized and implemented for by an ad hoc Faculty Senate Orientation Committee composed of three appointed Senators and two members of the Faculty Senate Executive Committee.

Ad Hoc Committee on New Senator Orientation
Committee Members: Senators Marcel Robles, Mixon Ware, Ted Randles

Charge to the Ad Hoc Committee
It is a matter of concern that the Senate currently does not hold an orientation for its new members. Therefore, this ad hoc Committee was formed to:

1. Study the feasibility of developing an orientation for new Faculty Senators, particularly to determine if benchmark institutions have such an orientation, its timing, content, and organization.
2. Develop a plan for the implementation of an orientation beginning with the cohort of Senators elected for the 2005-06 Academic Year. This plan should include such details as organization, timing, content, responsibilities, and resources needed.

Results of Benchmark University Study
Benchmark institutions were contacted and asked if they have a new Faculty Senator orientation, with the following results:

Benchmark University	Do you have new FS orientation?
Appalachian State University	Have a Faculty Senate Guide Book
Ball State University	No orientation but have reception on first day of Faculty Senate
Bowling Green State University-Main Campus	Workshop on Robert's Rules
California State University-Fresno	New Faculty Senators are introduced and given a Faculty Senate pin at first meeting. Additionally, Chair of Faculty Senate explains procedures at first meeting.
Central Missouri State University	No orientation
Eastern Illinois University	No response
Eastern Michigan	No, but are in process of developing a new member orientation
Illinois State	Yes, one hour intro to Senate procedures; held before regular FS meeting; 4/2004 was first time ever had a formal orientation for new FS; all members receive a packet with basic material: mutual expectations, council procedures and guidelines, job and committee descriptions, bylaws, Constitution, Governance, A/P Grievance Committee, summer contact form, committee sign-up sheet, and recent issues and accomplishments.
Indiana State	Yes, a week before the first Senate meeting
Kent State	No, have a 2/3 day retreat on an extended topic at beginning of year for all FS (not really an orientation); provide a packet of senator member list, ex-officio member list, charter, bylaws, list of

	committees and council
Northern Michigan	No, but provide new FS with Sturgis parliamentary rules as general guidelines for conduct in the Academic Senate. Chair thinks it would be a great idea. They do conduct an orientation for all chairs of the Senate's Standing Committees (many of the chairs are not members of the Academic Senate) in order to clarify for them what information the Senate needs to make informed decisions.
Southeast Missouri State	No response
University of Akron	No, as indicated by their outgoing chair, "Most individuals who are elected to the senate have been members of the faculty for at least several years prior to serving, so they have some knowledge of the function of the faculty senate." Faculty and staff who are not senators regularly serve on standing committees of the senate (e.g. Athletics, Academic Policies Committee, Curriculum Committee), so they have knowledge of the activities of the senate. Senators from each of the university's colleges and other constituencies serve on staggered terms, so the new faculty senator usually has an experienced senator or two from the same constituency to serve as a guide.
University Of North Carolina At Greensboro	No, but they have an orientation breakfast for committee chairs of the Senate and a website that members find helpful. Their Senate also maintains a Blackboard web based site. The first meeting of the Senate is used to introduce Senators to these resources. Also, the chancellor has a supper for the senate at her home at the beginning of the year, which is useful for meeting new senators.
University Of Northern Iowa	No, on occasion, orientation issues have been addressed at a faculty senate retreat
West Chester University Of Pennsylvania	No - they assign new senators to a committee, allowing them to participate. According to their chair, "It seems like our senate may be less formal than yours. In the 1970's the senate here was powerful, but when we unionized, most of the duties of the senate were taken over by the faculty union. Our role now is more informational. We serve as a conduit between faculty and administration and students."
Western Carolina University	No response
Western Illinois University	No response
Youngstown State University	No, new senators learn their responsibilities and the way the Senate functions through experience. About 10% of the 2004 Senate roster consists of first time senators, with Tom Shipka, Chair, indicating agreement that the idea of an orientation is a good one. Shipka expressed skepticism as to attendance at such a session, "particularly students," as the Youngstown Academic Senate includes student representatives. Their Senate consists of 70 faculty, 15 administrators, and 15 students. Academic department chairs are defined as faculty in Youngstown's Charter and Bylaws.

Plan for Implementation of New Senator Orientation for 2005-06

Organization: The New Senator Orientation Committee would consist of the three members of the Ad Hoc Committee (Robles, Ware, Randles) and two members from the Executive Committee.

An experienced and continuing Faculty Senator would be assigned as a Mentor to a newly elected Senator at the May organizational meeting. If the new Senator has previous experience on Faculty Senate at EKU, he/she has the option of participating in the mentor aspect of the orientation program.

Timing: Orientation should be held on a date before the September meeting, perhaps at 3:30 on the Monday one week prior to the regular Senate meeting. Both the Mentor and the new Senator should attend the orientation, as well as any current Senators who so choose.

Content of New Senate Member Packet (2005-06 every Senate member receives packet):
Senator Pin
Welcome letter from FS Chair
Lists of Senate members, committee members, vacancies, etc.
Forms that the Executive Committee and Senate Secretary want completed
Expectations of Senators
Samples of past Minutes
Senate procedures & guidelines
Parliamentary procedure - guidelines and examples
Election and voting procedures
Officer, committee chair, and ex-officio job descriptions
Faculty Senate Committee Structure
Committee responsibilities and current charges
Constitution and bylaws
Recent issues and accomplishments
Tips for how to be a representative for your constituents

Responsibilities:
Assign Mentors to New Members
Confirm dates, schedule times and facilities for orientation
Order refreshments
Assemble New Member Packet
Organize speakers

Potential Speakers at Orientation:
Faculty Senate Chair
Committee Chairs - explain their committee's role to the new Senators
COSFL Representative
AAUP Representative

Resources Needed:
Secretarial support
Dollars for paper, printing, duplicating, binders, and pins

Note: A more detailed Website and/or BlackBoard site would be helpful for New Senators.
Links to all of the member packet material could be on the Web site. For example, see
http://facsen.uncg.edu

M E M O R A N D U M

TO: The Faculty Senate Executive Committee

FR: Ad Hoc Chair Committee
           Dr. Karen Janssen, Senators J. Taylor and K. Johnson, Senate
Chair C. Siegel

SUBJECT: Motions Related to Senate Vice Chair and Chair

DATE: January 24, 2005

Background

The responsibilities of the Faculty Senate Chair at Eastern Kentucky University have become considerably more demanding as collegial governance has been institutionalized under the leadership of President Joanne Glasser. The Senate Chair participates on a growing number of top-level University administrative committees and must make a far greater commitment of time and effort to the position than at any time in the past. This commitment is expected to grow in the future.

Response

In Fall 2004, a query was sent to the COSFL listserv requesting information about the position of Senate Vice Chair from Senate Chairs and Regents at the seven state comprehensive higher education institutions. Responses from six of these institutions are presented in an appendix (attached). All responding institutions have Senate Vice Chairs (or Vice Presidents). Most also recognize the extreme time demands made on the Senate Chair by allocating more reasonable release time.

In November 2004, the current Chair of the EKU Faculty Senate convened an ad hoc committee composed of immediate past EKU Faculty Senate Chairs to consider strategies for accommodating the changing role of Chair. The ad hoc committee considered the information from COSFL and the current situation of the Senate Chair at Eastern Kentucky University.

After considerable deliberation, the committee proposes that the position of Senate Vice Chair be created and that the Senate Chair be allocated release time appropriate to the responsibilities of the position. These recommendations are presented in two proposals (attached). The committee respectfully recommends adoption of the proposals and implementation beginning with the next Senate election in May 2005.

Motion 1: Proposal for Faculty Senate Vice Chair
The Ad Hoc Committee proposes the following changes to the Faculty Handbook, section VII. The Faculty Senate:

C. Organization of the Senate
   2. Vice Chair of the Senate
       a. The Vice Chair of the Senate shall be nominated annually in April and elected in May from the elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Vice Chair, a Senator shall have tenure and at least one semester's prior service in the Senate.
       b. The Vice Chair of the Senate shall preside at meetings of the Senate in the absence of the Chair.
       c. The Vice Chair will serve as a voting member of the Senate Executive Committee.
       d. The Vice Chair will be appointed by the Senate Chair to be the chair of a Senate Standing Committee.
       e. The Vice Chair of the Senate will receive one-quarter release time from teaching and other department and college responsibilities.

Note: The section describing the Secretary for the Senate will be renumbered as 3. Secretary. The addition of a Vice Chair with the above responsibilities would also change 1.b. to reflect 2.b.

Motion 2: Proposal for Faculty Senate Chair
The Ad Hoc Committee proposes the following changes to the Faculty Handbook, section VII. The Faculty Senate:

C. Organization of the Senate
   II. Chair of the Senate
       a. The Chair of the Senate shall be nominated annually in April and elected in May from the elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Chair, a Senator shall have tenure and at least one semester's prior service in the Senate. A Chair may not serve more than two terms consecutively.
       g. ~~When possible,~~ the Chair of the Senate ~~should be eligible for~~ will receive one-half release time from teaching and other department and college responsibilities. ~~It is the responsibility of the Chair of the Senate to initiate a request for released time through normal channels.~~