

# Faculty Senate Agenda

December 11, 2006

3:30 p.m.

## Call to order

## Approval of Minutes

November 6, 2006 Minutes

## President's Report Overview & Questions: Senator Glasser

### Unfinished Business:

- Report from Council on Academic Affairs
  1. Incomplete Grades Proposal
- Motion to include faculty on Council on Academic Affairs

### New Business:

- Report from Council on Academic Affairs
  1. Transfer of Graduate & Undergraduate Catalogs (informational item)
  2. Transfer of African/African-American & Appalachian Studies Courses (informational item)
  3. Course Syllabi Policy Revision
  4. Forensic Anthropology Minor Program Suspension
  5. AGR w/Business Minor Program Suspension
  6. Horticulture w/Business Minor Program Suspension
  7. Post MSN Certificate - New Certificate
  8. Agriculture Area Major (B.S.) - add Minor in Business option
  9. Horticulture Area Major (B.S.) - add Minor in Business option
  10. MBA - add Accounting option & Integrated Communication Option
- SACS Update Report
- Update Report on Parking & Transportation  
(The parking & transportation master plan is available for review at:  
[http://www.parking.eku.edu/parking\\_plan\\_April2005.pdf](http://www.parking.eku.edu/parking_plan_April2005.pdf))
- 3 Rules Committee Motions

### Report Overview & Questions:

Executive Committee Chair: Senator Eakin

Faculty Regent: Senator Schlomann

COSFL Representative: Senator Ware

Provost: Senator Chapman

Student Government Association: David Fifer

Standing Committees:

Budget Committee: Senator Taylor, Chair

Rules Committee: Senator McKenney, Chair

Rights and Responsibilities Committee: Senator Robles, Chair

Elections Committee: Senator Randles, Chair

Committee on Committees: Senator Dieckmann, Chair

Welfare Committee: Senator Collins, Chair

### Reports from Ad Hoc Committees:

(none presently)

### For the Good of the Order

"Discussion of EKU's Benefits Package and Arlington Membership."

Discussion will center specifically on 1) health insurance; 2) Arlington membership and 3) parking issues.

### Adjournment

**FACULTY SENATE MINUTES**  
**November 6, 2006**

The Faculty Senate of Eastern Kentucky University met on Monday, November 6, 2006, in the South Room of the Keen Johnson Building. Senator Eakin called the third meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

B. Foley\*, M. Gebert, M. Gerken\*, J. Koontz\*, M. McDermott\*^, C. Neumann, S. Neumann\*, L. Noblitt\*^, S. Pressley\*, C. Resor, C. Ruppel\*, V. Sanchez\*^, J. Sexton\*, S. Shaffer\*, S. Shasby\*, B. Wesley

\*Indicates prior notification to the Senate Secretary

^ ALT Laurie Rincker attended for M. McDermott

^ ALT Steve Barracca attended for L. Noblitt

^ SUB Dawn Jackson attended for V. Sanchez

Visitors to the Senate: Allen Ault, Justice & Safety; Onda Bennett, QEP; David Fifer, SGA; Deborah Newsom, Financial Affairs; Kay Scarborough, Justice & Safety; Mike Sheliga, Technology; Aaron Thompson, University Programs; Virginia Underwood, Chief of Staff; and Marc Whitt, PR & Marketing

**APPROVAL OF MINUTES:**

The October 2 minutes were approved as written.

**PRESIDENT'S REPORT: Senator Glasser**

Senator Glasser shared the following in her written report.

As previously announced, the University has a fund balance available for one time allocations which includes the following: faculty scholarship and research; faculty recruitment; undergraduate retention and graduation initiatives; graduate recruitment and retention; capital pools for academic equipment, classroom and lab furnishings; technology support for faculty and staff; equipment for academic and administrative support; and infrastructure needs. Senator Glasser thanked the Board of Regent's for their support in authorizing the allocation of these funds to meet campus needs.

Senator Glasser expressed her appreciation to the Foundation's Board of Directors for their recent approval of a one million dollar initiative to further address campus needs. Departments are currently preparing proposals for funding from this unique program.

The five candidates who will be interviewed for the Provost position are: Dr. Linda Calendrillo, Dr. D'Ann Campbell, Dr. Chris McGowan, Dr. Rodney B. Piercey, and Dr. William R. Trumble. Senator Glasser encouraged faculty to attend the campus forums for each of the candidates.

The capital campaign has now exceeded the fifteen million dollar mark and generated gifts and pledges totaling more than sixty percent of ECU's overall goal. In addition, fundraising efforts for the Alumni Fund for scholarships are well ahead of this time last year.

This year's homecoming activities were extremely successful. Events are already in the planning stages for Alumni Weekend which is scheduled for April 27-29, 2007. Additional information will be forthcoming.

The first-ever *Circle of Opportunity Dinner* was held on the Friday evening of Homecoming. This event is held to honor all donors to Eastern who have given \$1000 or more over the prior year. In addition, the event recognizes those who have endowed scholarships at Eastern and provides endowed scholarship donors an opportunity to meet with their respective student scholarship recipients.

ECU's infrastructure support plan has been completed and submitted to the Council on Postsecondary Education. Work will continue internally on the next phases of the formalization of the overall plan and goals in this area. This work is being coordinated through the Regional Stewardship Work Group, chaired by Dr. Jerry Pogatshnik.

CPE is expected to approve tuition parameters in the next several weeks. ECU has requested a tuition hearing before the CPE to be held in January. In addition, the plan is also to take tuition and other budget guideline recommendations to the Board of Regents at its January meeting. By having tuition set earlier than in prior years, financial aid applications can be processed sooner, which should also aid recruitment efforts.

The Budget Office has been working over the past few years to improve budget processes. For next year's budget, the Budget Office has developed a formalized process and a related budget calendar, with the objective of making certain that all academic departments have the opportunity to submit budgets up through their deans in a formal manner. In addition, this process will give departments the opportunity to put forward, with appropriate justification, area needs to meet departmental goals.

Senator Glasser shared several important upcoming dates and events:

- Economic Impact Study Press Conference, Business & Technology Center, November 3, 10:00 a.m.
- Athletics Hall of Fame Dinner and Induction Ceremony, Keen Johnson Ballroom, November 3; Reception at 5:30 p.m.; Dinner and Ceremony at 6:30 p.m.
- Dr. Rodney Piercey, Candidate for Provost & VP for Academic Affairs on ECU campus, November 6-7.
- Dr. D'Ann Campbell, Candidate for Provost & VP for Academic Affairs on ECU campus, November 9-10.
- Face to Face Ethics Conference, Business & Technology Center, November 10.
- Dr. Chris McGowan, Candidate for Provost & VP for Academic Affairs on ECU campus, November 13-14.

- Interim Joint Committee on Education Testimony by President Glasser, Covington, KY, November 13.
- Honors Panel Trip, Philadelphia, PA, November 15-19.
- Dr. Linda Calendrillo, Candidate for Provost & VP for Academic Affairs on EKU campus, November 27-28.
- Dr. William Trumble, Candidate for Provost & VP for Academic Affairs on EKU campus, Dec. 4-5.

**UNFINISHED BUSINESS:**

- Report from Council on Academic Affairs
  1. Homeland Security (B.S.) - New Program
  2. Homeland Security Minor - New Minor

Senator Chapman moved approval of the new homeland security major and minor, seconded by Senator Collins. Motion carried.

**NEW BUSINESS:**

- Report from Council on Academic Affairs
  1. Incomplete Grades Proposal
  2. Political Science (M.A.) Program suspension
  3. Paralegal Studies (A.A.) - Program revision: changing from A.A. to A.A.S.
  4. Science for Engineering (A.S.) - Program revision: changing from A.S. to A.A.S.
  5. Loss Prevention & Safety (M.S.) - Program revision to add Homeland Security Option

Senator Rainey moved to postpone the vote on the Incomplete Grades Proposal to the December meeting to allow sufficient time for departmental feedback, seconded by Senator Styer. The motion carried.

Senator May moved to group items 2-5 into one motion for approval, seconded by Senator Hubbard. The motion carried to group the items. Senator Ciocca moved approval of items 2-5, seconded by Senator Bautista. The motion carried.

Motion on CAA Membership. Senator May moved approval of the motion to include faculty on the Council on Academic Affairs, seconded by Senator Hubbard.

Senator Styer moved to strike the words "Associate Dean or", and leave "Dean's office representative", seconded by Senator Winslow. Senator May suggested a friendly amendment. Senators Styer and Winslow accepted Senator May's revised language. The majority were in favor of the amendment (see below) and the motion carried.

The Council on Academic Affairs is the major policy-making body for the academic programs of the University. All college curriculum committees report to the council. ~~Major~~ All actions of the council are reviewed by the Faculty Senate and subsequently presented to the President of the University and the Board of Regents for final approval. Council membership is comprised of the ~~deans and associate deans of the academic colleges~~ dean's office representative and one elected tenure-track faculty member from each

~~college the Assistant Vice President for Enrollment Management, the Associate Vice President for University Programs and one representative from the office of the Dean of Libraries, the Registrar, chair of the Faculty Senate, Chair of the Chairs Association, the Dean of Graduate Education and Research, and the Director of Admissions (non-voting), the Director of Advising and Retention (non-voting), one elected full-time librarian, and two students. The Provost and Vice President for Academic Affairs and Research serves as The chair of the council will be elected at the first meeting of the council each year. with the Associate Vice President of University Programs serving as vice chair."~~ Other key personnel may be represented on the Council but in non-voting roles. Each college shall determine the qualifications of its faculty representative.

Senator Dieckmann moved to rule the motion substantive and defer the vote to the December meeting, seconded by Senator Ciocca. The motion carried. Senator Eakin stated that a revised motion would be distributed electronically to the senators within the next couple of days.

## **GENERAL & STANDING COMMITTEE REPORTS**

### **EXECUTIVE COMMITTEE REPORT: Senator Eakin**

On behalf of the Senate, Senator Eakin sent a memo to the original Ad Hoc Committee on Promotion and Tenure thanking them for their excellent work on the promotion and tenure report (<http://www.eku.edu/academics/facultysenate/letters/10-26-06>).

The Executive Committee were in agreement to schedule one "Meet and Greet" session prior to the Senate meeting sometime during the spring semester.

An "Eat and Greet" luncheon was scheduled for Friday, November 10<sup>th</sup> from 11 a.m. - 2 p.m. in the Faculty Dining room in the upstairs Cafeteria. However, due to the scheduling of candidates for the Provost position, the luncheon was canceled. One "Eat and Greet" luncheon will be scheduled sometime during the upcoming spring semester. More details will be shared later.

The December *For the Good of the Order* discussion will focus on benefits with specific emphasis on 1) health insurance; 2) Arlington membership and 3) parking issues.

The SACS leadership team will give a brief update at the December meeting.

### **COSFL REPORT: Senator Ware**

COSFL representatives met on Saturday, October 21, 2006. The following officers were elected: Terry Irons, President; Peggy Pittman-Munke, Vice President; Mixon Ware, Treasurer; Tucker Landy, Secretary.

Representatives discussed establishing a formal mechanism of communication between faculty and CPE staff. The consensus was that a discussion on the COSFL listserv would provide the most convenient means of thinking out a well planned strategy.

CPE Faculty Representative, Mark Wattier reported that the Shared Governance Panel at the CPE Trusteeship Conference was not extremely well attended. In anticipation of this, the proceedings were recorded and a transcript should be available soon.

On another issue, CPE President Tom Layzell announced his retirement. CPE Chair Ron Greenberg appointed a search committee, consisting of the CPE Executive Committee, of which Mark Wattier is a member, and the President's Council. A replacement is expected by May of 2007. COSFL should anticipate taking part in the selection process. Last time, COSFL had a chance to agree upon a set of interview questions, and should have the same opportunity again this year.

#### **REPORT FROM THE PROVOST: Senator J. Chapman**

Senator J. Chapman shared the following in his written report.

Senators McKenney and J. Chapman met with faculty for a conversation on faculty workload on October 25, 2006. There was also another discussion with the scholarship learning community group. In both sessions the idea of having faculty complete a distribution of effort plan for the coming year, in conjunction with their chairs, was put forward. This proposal will be discussed at one of the upcoming Chairs Association meetings. Such a document would allow faculty to have a clear statement of what is expected of them before each year begins. This will be helpful particularly to new and junior faculty and for planning purposes.

Subsequent to the last Senate meeting, there has been formal and informal discussion regarding what items need approval from whom. Senator Chapman is working with a number of people to more clearly delineate what needs to go to the Council on Academic Affairs, to the Faculty Senate, to the Provost, to the President, and to the Board of Trustees as well as flow charts for such items.

At a recent Provost Council meeting Dean Pogatshnik reported on several items:

- Three finalists have been selected for the position of Director of Sponsored Programs.
- The University has contracted with an outside firm to review the new policies and procedures manual for sponsored programs.
- Review of applicants for Associate Dean for Graduate Education and Research will begin on November 13.
- The Graduate School has conducted a survey of graduate program coordinators regarding the process of admission to candidacy and as a result the Graduate Council soon will consider elimination of the candidacy process.
- There is a new Graduate School website that contains in the *Faculty Information* section guidelines and examples for 500/700 courses. This is an area of concern that needs strengthening relative to the upcoming SACS accreditation.

**REPORT FROM STUDENT GOVERNMENT: David Fifer**

The 2006-2007 University Directories should be distributed by the end of next week.

SGA is partnering with the Association of Fire Science Technicians, the Division of Student Affairs, the Office of Risk Management and the City of Richmond to undertake a public service campaign designed to reduce the number of false fire alarms on campus. This effort includes posters hung in the residence halls, educational programs delivered through University Housing and the freshman orientation programs, and a variety of banners hung around campus.

SGA, in partnership with the Office of the President, Enrollment Management, University Programs, and University Advancement, is releasing packs of playing cards entitled "54 Things To Do At EKU." Each deck contains 54 suggestions for ways that students can better engage themselves in the University community. These decks are currently being printed, and should be ready for distribution in a couple of weeks.

Budget Committee. In her written report, Senator Taylor shared the following information.

The survey regarding faculty satisfaction with EKU's current course scheduling system should be distributed electronically to all main campus tenure and tenure track faculty during the week of November 6. Please encourage faculty to complete the survey. The deadline for completion is Friday, November 17. The committee will then review the responses and present a report to the Executive Committee by no later than January 1.

Rules Committee. In her written report, Senator McKenney shared the following:

The Rules Committee met on October 16 and 30, 2006 and continued discussions of its charges, which include updating the Senate Secretary and Vice Chair sections of the Internal Procedures. The committee is also working on proposals concerning the senate parliamentarian and the annual faculty at large meeting.

Rights & Responsibilities Committee. Senator Robles shared the following in her written report:

The Promotion & Tenure Document (revised into Handbook Language) was passed at the Senate meeting last month.

The Rights and Responsibilities committee has met with the Provost and representatives from AAUP and the Faculty Welfare Committee on the faculty workload issue. At this point, the committee is looking at FTE's, committees and other service work, scholarship expectations, and flexibility for departments to work within general parameters of the college and the university. The committee will be meeting with the Provost again on November 7.

Election Committee. Senator Randles shared the following in his written report:

The Elections Committee is continuing to study ways to improve the efficiency of Senate election processes. Two key issues regarding the conduct of the Regent's election and the election of the Part-time Faculty representative are under discussion. A report on these election processes will be submitted to the Executive Committee in early January. Furthermore, the committee continues to review suggestions to better streamline the Senate committee's election process.

Committee on Committee. Senator Dieckmann was elected chair of the committee. The committee will meet again on November 14.

Welfare Committee. Senator Collins shared the following in his written report:

The welfare committee has been actively working on several items for the senate. In response to a question from a faculty member concerning the increase in "two ECU employee+family" health care insurance premium, the committee met with Wally Skiba in benefits to discuss the premium rate structure approved at last year's University Benefits Committee.

In a second matter, the unfunded liability of the optional retirement program was discussed with Gary Barksdale.

Finally, the committee is also working on the trend analysis of faculty lines and administrative/staff positions for the past several years.

Senator Collins also thanked Senator Ware for serving as a liaison between the Welfare Committee and the Rights and Responsibilities committee.

**FOR THE GOOD OF THE ORDER:**

The topic of discussion was "What is the Senate's Role in Shared Governance and How Can We Assess That?"

Senator May stated that the proposed CAA motion will do a lot in this regard as it forces the Faculty Senate to have a larger role in shared governance.

Senator Schuester stated the need for more effective communication. One issue of concern for him was the recent change in passenger vans from University-owned to rentals from Enterprise. This information wasn't readily available to faculty until the new policy went into effect.

Senator Reed stated that the best textbook on shared governance is the AAUP red book because it states where precisely the policy and the responsibility of the administration rests, where the faculty decision making rests and their responsibility and then how to put everything together.



He encouraged all Senators to become more familiar with the AAUP red book. Senate McKenney stated that she has a copy of the AAUP red book available in her office, and the library also has a copy.

Senator Dieckmann stated that effective government has to be proactive and often requires taking on additional responsibility rather than just voicing a complaint.

Senator Hubbard stated the need for better communication on campus. Her department is in the process of creating a master calendar to keep better track of upcoming deadlines. Faculty often are not aware of due dates for items until the deadline is almost too close to adequately complete the task requested.

**ADJOURNMENT:**

Senator Chapman moved to adjourn at approximately 5:05 p.m.

TO: Faculty Senate  
FROM: Joanne K. Glasser  
DATE: December 6, 2006  
RE: December Faculty Senate Report

I regret that I will not be able to attend the Faculty Senate meeting on December 11 as I will be attending the 2006 SACS-COC Annual Meeting. Thank you for allowing me to take this opportunity to wish you a very successful close of the Fall semester and to share with you the following items:

### **SACS Update**

The QEP report has been drafted and is being edited by the QEP Committee. The draft report will go to the SACS Leadership Team for additional editorial review on December 15 and will be distributed to the campus communities for review and feedback in early January.

Also, the QEP Committee welcomes the opportunity to visit with any department, unit, and group to talk about the plan and answer any questions. Progress continues on the SACS reaffirmation process as the University continues to prepare for the on-site visit on April 10-12, 2007.

### **Budget Process**

There has been communication to the deans and chairs concerning the budget process for next academic year. The process is intended to give departments the opportunity to include for consideration in their budget requests needed academic support. This includes both operational and capital requests.

Since my last report, the CPE has established tuition and fee parameters for all Kentucky public universities. The maximum percentage increase for all the comprehensive universities is 9.5%. The Budget Advisory Council has completed its work relative to the overall budget guidelines for next year's budget. I am currently reviewing the Budget Advisory Council's recommendations. Proposed budget guidelines and a tuition recommendation will be presented to the Board of Regents for approval at the January 12th Board meeting. Following the Board's approval, the University's tuition increase request will go forward to the Council on Postsecondary Education in late January. There is also a plan to discuss the tuition, residence hall, and meal plan increases at a student forum in January.

I will have more detailed information regarding the budget guidelines and tuition request in my January report.

### **University Advancement and Capital Campaign Update**

As I mentioned in my last report, I am very grateful for the ECU Foundation's commitment of one million dollars for one-time funding of campus-wide proposals. Numerous proposals were received, and I know that the committee chaired by Mr. Tom Coffey, ECU Class of 1965, has

spent countless hours reviewing proposals and carefully considering their funding decisions. Mr. Coffey's committee is on track to make their announcements, as promised, by December 8th. I also wish to share with you the following updates:

- \* Our annual fund and phonathon efforts have gone very well this fall. To date, we are considerably outperforming last fiscal year's numbers in several key areas, especially in the increase in overall donors and support from our alumni. Additionally, we are getting a very positive response to our recent faculty and staff appeal for campaign support. If you have not done so already, I encourage you to consider participating. More information about how you can support the capital campaign can be obtained from our University Development Office at 622-1583.
- \* Several alumni events, as well as numerous donor visits, have been successfully conducted this fall and planning is well underway for a very aggressive schedule of visits and events beginning in January and running through the end of the fiscal year.
- \* Since my last report, total giving to our capital campaign has increased to more than sixteen million dollars and we anticipate several additional commitments to be finalized during these very busy weeks before the end of the tax year.

### **Provost Search**

The Provost & Vice President for Academic Affairs Search Committee has completed the on-campus interview portion of the search. Five finalists were interviewed: Dr. Rodney Piercey, Dr. D'Ann Campbell, Dr. Chris McGowan, Dr. Linda Calendrillo, and Dr. William Trumble. Each candidate was here for a two-day interview schedule that involved meetings with administrative groups, student organization leaders, and three separate faculty/staff open forums. The committee provided feedback forms at all interview venues and those forms were due to the committee by December 6. The committee is now considering the summaries of strengths and weaknesses for each candidate that will be provided to the President.

### **December Commencement**

I look forward to celebrating with you at Commencement on December 16. Mr. Dan Mason will be the Honorary Degree speaker at the 10:00 a.m. Commencement Ceremony. At the 3:00 p.m. Ceremony, Mr. Homer Ledford will be the Honorary Degree recipient. Mr. Ledford's daughter, Ms. Cindy Lowy, will speak on Mr. Ledford's behalf.

Mr. Mason received a Bachelor of Science Degree in Broadcasting from ECU in 1973 and has served in numerous executive positions in radio, including President of Group W Radio at Westinghouse. Also, on the year of his retirement, he was named Radio Executive of the Year by *Radio and Records Magazine*.

Mr. Ledford, outstanding Bluegrass musician and instrument maker, received his Bachelor of Science Degree from ECU in 1954. His craft is represented in the Smithsonian Institute by a dulcitar [an instrument of his own invention], and registered in the U.S. patent office, a fretless banjo and an Appalachian dulcimer.

As we move toward the close of our fall semester, I wish to take this opportunity to thank each of you for your hard work and dedication and to wish you very happy and safe holidays.

# MEMORANDUM

TO: E.J. Keeley, Interim Assistant Vice President for Enrollment Management and Executive Director for Institutional Effectiveness  
Aaron Thompson, Associate Vice President for University Programs

FROM: Heidi Terry, University Registrar

DATE: Sept. 7, 2006 (original date)  
October 4, 2006 – 2<sup>nd</sup> iteration

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RE: Proposed Changes to Incomplete Grade Procedures

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## RATIONALE

- (1) Current EKU policy does not require students or faculty to document the agreement between instructors and students for the assignment of an incomplete grade. However, the implementation and use of a standard university-wide protocol would ensure consistency in practice and allow for confirmation of expectations. Opportunities for misinformation or different interpretations of policy and/or discussions would be lessened and appropriate university personnel would be better informed should questions arise. In situations where the faculty is not available the next semester, the student is then protected as there would be a record of expectations to complete the course.
- (2) EKU currently allows the conferring of degrees and awarding of diplomas regardless of the fact that incomplete grades remain unresolved on the transcript.

## PROPOSAL (Spring 2007 Effective Date)

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- (1) Students (undergraduate and graduate) who wish to pursue an incomplete grade must submit a "Request for Incomplete Grade" form to their instructor prior to the last day of class (sample form attached). If the instructor agrees that students have extenuating circumstances beyond their control and he/she agrees to assign an incomplete grade, the instructor will identify on the Request for Incomplete Grade form all outstanding assignments and/or other conditions needed to complete the course; secure all the necessary approving signatures and submit the form to the Registrar's Office by the advertised deadline for final grade submission. Students will continue to have until the last day of classes in the immediately proceeding semester (excluding summer) to finish all incomplete coursework as specified in the University Catalog, unless a shorter time frame is indicated on the Request for Incomplete Grade form. If the student fails to complete their course requirements by the stated deadline, the incomplete will be automatically changed to a failing grade.
- (2) EKU will not award a degree to any student with an incomplete EKU course on his/her transcript. This represents best practices as supported by AACRAO and a recent poll of our colleagues in Kentucky and across the nation (see attached documentation).

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**PROPOSED CATALOG TEXT REVISION (2<sup>nd</sup> iteration)**  
**(page 40, 2006-07 UG Catalog)**

An instructor may assign a grade of "I" if the instructor believes that the student has been unable to complete the course on time because of unavoidable conditions and the student has already completed at least 70% of the course requirements. A Request for an Incomplete Grade contract must be approved and received by the Registrar's Office no later than the semester deadline for final grade submission. Any student receiving a grade of "I" must coordinate with the instructor to satisfy all outstanding coursework for the course. Students should not register to repeat the course in a subsequent term. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade converting the "I" to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the "I" becomes an "F."

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If, due to extenuating circumstances, a student is unable to complete the contracted coursework to fulfill the incomplete course by the established timeline, the student has the option of requesting a one-time, one semester extension to the incomplete deadline. This request is initiated through the Registrar's Office and requires the endorsement of the instructor and department chair and the approval of the college dean. Approval of an extension of an incomplete grade is not automatic and depends on the student's unique circumstances.

A degree cannot be awarded to a student with an incomplete ECU course on his/her record. Any student who is a pending graduate with an unresolved incomplete ("I" or "IP") grade will be given the choice of accepting an "F" for the course or being deferred to the next term for graduation consideration.

**PROPOSED ADDITION TO CATALOG TEXT**  
**(page 46, 2006-07 UG Catalog)**

Add the following stipulation to the list of comprehensive requirements for baccalaureate degrees:

10. Complete all ECU coursework with a final grade. Any student who is a pending graduate with an unresolved incomplete ("I" or "IP") grade will be given the choice of accepting an "F" for the course or being deferred to the next term for graduation consideration.



**REQUEST FOR INCOMPLETE GRADE FORM**

_____ Student's Name (please print)	_____ Student ID Number		
_____ Faculty Member's Name (please print)	_____ Department		
_____ Course Title	_____ Course # & Section	_____ Semester	_____ Year

An Incomplete grade may be assigned at the instructor's discretion under the following circumstances:

- The student has completed at least 70 percent of the course requirements with a grade of "C" or higher (Grade at time of contract is: \_\_\_\_\_); and
- An illness or other legitimate extenuating circumstance has prevented the student from completing the required work by the established deadline (supporting documentation required) and;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time; and
- The instructor agrees to complete this form and ensure that it is received by the Registrar's Office by the deadline for final grade submission for the term in question.

**Reason for Incomplete:** (all requests must include supporting documentation from a legitimate source. Reference letters from friends or family are not sufficient and will not be taken into consideration unless also accompanied by additional documentation).

- Medical condition documented by university health services or outside vendor
- Mental health condition documented by university counseling services or outside vendor
- Other Extenuating Circumstance – (please explain below – attach additional sheets if necessary)

**Outstanding Course Assignments that Need Completion:** (please provide specific details below)

All outstanding work must be completed and a Grade Change form must be submitted by the instructor to the Office of the Registrar by the last day of classes of the regular semester (fall/spring) immediately following the term in which the incomplete grade was originally assigned. If a grade is not submitted by the established deadline, the incomplete will automatically default to a failing (F) grade.

**Special Note Regarding Graduation Eligibility & Incomplete Grades:** A degree cannot be awarded to students with incomplete grades on their record. Pending graduates are cautioned about the consequences of agreeing to the assignment of an incomplete grade as it can prevent a student from graduating on time. Pending graduates with unresolved incompletes will be given the choice of accepting an "F" in the course or being deferred to the next term for graduation consideration.

By signing below, I am acknowledging that I understand and accept the terms and conditions as outlined on this document.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean Signature

\_\_\_\_\_  
Date

According to the EKU Website  
[http://www.academicaffairs.eku.edu/committee/academic\\_council/](http://www.academicaffairs.eku.edu/committee/academic_council/)

The Council on Academic Affairs is the major policy-making body for the academic programs of the University. All college curriculum committees report to the council. Major actions of the council are reviewed by the Faculty Senate and subsequently presented to the President of the University and the Board of Regents for final approval. Council membership is comprised of the deans and associate deans of the academic colleges, the Assistant Vice President for Enrollment Management, the Associate Vice President for University Programs, the Dean of Libraries, the Registrar, chair of the Faculty Senate, Chair of Chairs Association, Dean of Graduate Education and Research, and Director of Admissions (non-voting), Director of Advising and Retention (non-voting), and two students. The Provost and Vice President for Academic Affairs and Research serves as chair of the council with the Associate Vice President of University Programs serving as vice-chair.”

I would like to propose a motion to amend the current language to read:

The Council on Academic Affairs is the major policy-making body for the academic programs of the University. All college curriculum committees report to the council. Major All actions of the council are reviewed by the Faculty Senate and subsequently presented to the President of the University and the Board of Regents for final approval. Council membership is comprised of the ~~deans and associate deans of the academic colleges~~ dean's office representative and one elected tenure-track faculty member from each college ~~the Assistant Vice President for Enrollment Management,~~ the Associate Vice President for University Programs and one representative from the office of the Dean of Libraries, the Registrar, ~~chair of the Faculty Senate, Chair of the~~ Chairs Association, the Dean of Graduate Education and Research, and the Director of Admissions (non-voting), the Director of Advising and Retention (non-voting), one elected full-time librarian, and two students. ~~The Provost and Vice President for Academic Affairs and Research serves as~~ The chair of the council will be elected at the first meeting of the council each year. ~~with the Associate Vice President of University Programs serving as vice chair.”~~ Other key personnel may be represented on the Council but in non-voting roles. Each college shall determine the qualifications of its faculty representative.

### **Rationale:**

After our recent discussion in the Senate, a substantive move in the right direction toward faculty governance would be to put forth a motion to the President from the faculty senate that the membership of the Council of Academic Affairs be revised so that it is more representative of the faculty at-large. If it were, the debate held in Senate and some of the other decisions that were discussed under the "good of the order" discussion as information items (e.g., change in Withdrawal date, differential fee structure for part-time online students) would be discussed at the Council of Academic Affairs instead of at the Faculty Senate. As the CAA currently stands, 12 of the voting members are purely administrators, one is a chair, two are students, and one is a faculty member. In my mind, this is the core of the problem with shared governance. If the above motion is implemented by the President, this immediately increases communication between faculty and administrators and gives faculty a larger voice in the most important decision-making body about academics on campus.



## **EASTERN KENTUCKY UNIVERSITY**

*Serving Kentuckians Since 1906*

Office of Academic Affairs and Research  
Associate Vice President  
University Programs

201 Keen Johnson  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3163  
(859) 622-2076 Fax (859) 622-6518

**TO:** Council on Academic Affairs

**FROM:** Aaron Thompson  
Associate Vice President

**DATE:** November 13, 2006

**RE:** Graduate and Undergraduate Catalogs

Effective January 2, 2007, the Graduate and Undergraduate Catalogs will be updated and maintained by the Office of the Registrar.







## **EASTERN KENTUCKY UNIVERSITY**

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University Programs

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521 Lancaster Avenue  
Richmond, Kentucky 40475-3163  
(859) 622-2076 Fax (859) 622-6518

**TO:** Council on Academic Affairs

**FROM:** Aaron Thompson  
Associate Vice President

**DATE:** November 13, 2006

**RE:** African/African-American Studies & Appalachian Studies Courses

Effective July 1, 2005 the Appalachian Studies program was moved from the Office of the Provost to University Programs. Effective July 1, 2006 the African/African-American Studies program was moved from the College of Arts & Sciences to University Programs. Courses offered with an AFA and APP prefix need to be transferred to the college and department of University Programs (UP) in Banner.





## EASTERN KENTUCKY UNIVERSITY

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University Programs

201 Keen Johnson  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3163  
(859) 622-2076 Fax (859) 622-6518

TO: Council on Academic Affairs

FROM: Aaron Thompson  
Associate Vice President

DATE: November 13, 2006

RE: Academic Integrity Statement for Course Syllabi

The coordinator of Academic Integrity, Dr. Jessica Bryant, has requested the following statement be added to all course syllabi beginning with the spring 2007 term:

“Students are advised that EKU’s Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at [www.academicintegrity.eku.edu](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.”



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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Anthropology, Sociology & Social Work
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts & Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	
<input type="checkbox"/> Program Revision (Part III)	*Program Title	Forensic Anthropology
<input type="checkbox"/> Program Suspended (Part III)	(Major __, Option __; Minor <u>X</u> ; or Certificate __)	
<input checked="" type="checkbox"/> X	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	9/21/06	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	10-23-06	Approved Disapproved
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	NA	Board of Regents** NA
		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.)  
 Drop Forensic Anthropology Minor.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable). Students must have completed this minor by the end of Spring semester 2007.

**B. The justification for this action:**

With the retirement of our physical anthropologist, we can no longer guarantee students that these courses will be taught.

**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**

### 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 ~~strike through~~ for deletions and *underlines* 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 ~~strike through~~ for deletions and underlines for additions.)

#### **Minor in Forensic Anthropology**

— A student may minor in Forensic Anthropology by taking a minimum of 18 hours as follows: ANT 120 or 200, 201, 350, 380; FOR 465; and at least four hours from ANT 385, FOR 301, and the following ANT courses when they have a forensic topic: 365 and 490.

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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Agriculture
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Business and Technology
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	
<input type="checkbox"/> New Program (Part III)	*Course Title <small>(30 characters)</small>	
<input type="checkbox"/> Program Revision (Part III)	*Program Title	Agriculture with Minor in Business (B.S.) <small>(Major <u>  X  </u>, Option <u>  </u>; Minor <u>  </u>; or Certificate <u>  </u>)</small>
<input checked="" type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

  

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	9/16/06	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee		Approved      Disapproved
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	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.)  
To drop the Agriculture with Minor in Business (CIP code: 01.0301) as recommended by the last Program Review.

**A. 2. Effective date:** (Example: Fall 2001)  
Fall 2007

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

---

**B. The justification for this action:** Recommended by the last Program Review due to low graduation rate in the Agriculture with Minor in Business program. The Minor in Business will be added to the Agriculture Area Major.

---

**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

**AGR 9**

**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 ~~strike through~~ for deletions and underlines 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 ~~strike through~~ for deletions and underlines for additions.)

**~~Agriculture with Minor in Business\*\* (B.S.)~~**

~~CIP Code: 01:0304~~

<b>University Requirement</b> .....	1 hour
<del>BTO 100.</del>	
<b>General Education Requirements</b> .....	39 hours
<del>Standard General Education program, excluding blocks IVA, IVB, and VB. Refer to Section Four of this Catalog for details on the General Education and University requirements.</del>	
<b>Supporting Course Requirements</b> .....	8
<del>hours</del>	
<del>BIO 121; CHE 101 and CHE 107 (1).</del>	
<b>Free Electives</b> .....	6 hours
<b>Minor Requirements*</b> .....	21 hours
<b>Major Requirements</b> .....	53 hours
<del>AGR 125, 126, 130, 131, 210, 213, 215, 304, 305, 308, 310 or 350, 411; four hours from AGR 301, 302, or 349; 20 hours in AGR and/or OHO upper division electives with a maximum to eight hours in any option area.</del>	
<b>Total Curriculum Requirements</b> .....	128
<del>hours</del>	

~~\*CCT 201 may be used for the business minor in this degree option.~~

~~\*\*Minor in other fields may be substituted if approved by department chair and Dean of the College of Business and Technology. Students completing requirements in the Pre-Veterinary Medicine Program with a minor in chemistry will be designated Agriculture/Pre-Veterinary majors.~~

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

**Part I**

<input type="checkbox"/> (Check one)	Department Name	Agriculture
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	Horticulture (B.S.) Area Major
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major ____, Option <u>X</u> __; Minor ____; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

  

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	9/16/06	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee		Approved Disapproved
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	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.)  
To add Minor in Business to the Area Major as recommended by the last Program Review.

**A. 2. Effective date:** (Example: Fall 2001)  
Fall 2007

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

---

**B. The justification for this action:** Recommended by the last Program Review due to low graduation rate in the Horticulture with Minor in Business program.

---

**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

**AGR 15**

**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 ~~strike through~~ for deletions and underlines 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 ~~strike through~~ for deletions and underlines for additions.)

**Horticulture (B.S.) Area Major**

CIP Code: 01:0603

<b>University Requirement</b> .....	1 hour
BTO 100.	
<b>General Education Requirements</b> .....	36 hours
Standard General Education program, excluding blocks IVA, IVB, VB and VII(QS). Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.	
<b>Supporting Course Requirements</b> .....	21 hours
BIO 121 and 131; CHE 101 and CHE 107 (1); ACC 201, ECO 230; CIS 212 or CCT 201 or CSC 104.	
<b>Free Electives</b> .....	10 hours
<b>Major Requirements</b> .....	60 hours
<b>Core</b> .....	42-45 hours
OHO 131, 132, 351; AGR 210, 213, 215, 304, 305, 308, 315, 349 (4), 409, 411; and seven hours <u>to ten</u> upper division OHO and/or AGR electives, and one of the following options:	
<b>Floriculture/Greenhouse Management Option:</b> .....	18 hours
OHO <del>301 (1)</del> , 352, 362E, 364, 384 or 385, 388, 389, and AGR 417.	
<b>Landscape Horticulture Option:</b> .....	18 hours
OHO 261, 262, 370, 371 or 372, 391 and 392	
<b>Turfgrass Management Option:</b> .....	18 hours
OHO 301 (1), 352, 354, 362A, 362G, 370, 410 (2); AGR 362 and 416, and (1) hour OHO and/or AGR upper division.	
<b><u>Business Minor</u></b>	
<b>Option*:</b> .....	15 hours
<u>See <i>Catalog</i> for required courses for Minor in Business</u>	
<b>Total Curriculum Requirements</b> .....	128 hours

\*Minor in other fields may be substituted if approved by department chair and Dean of the College of Business and Technology. Minors other than Business may require additional hours. ACC 201 and ECO 230 are either required courses or supporting courses in both Horticulture and Business Minor.



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

<b>Part I</b>	
(Check one)	Department Name
<input type="checkbox"/> New Course (Parts II, IV)	Baccalaureate & Graduate Nursing
<input type="checkbox"/> Course Revision (Parts II, IV)	College
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)
<input checked="" type="checkbox"/> Program Revision (Part III)	*Program Title
<input type="checkbox"/> Program Suspended (Part III)	Master's of Science in Nursing
	(Major __, Option __, Minor __, or Certificate x __)
	*Provide only the information relevant to the proposal.

Proposal Approved by:	Date	Date
Departmental Committee	9-22-06	Graduate Council*
		10/17/06
is this a SACS Substantive Change?	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	9/27/06	Approved _____ Disapproved _____
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***

\*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 ECU'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.)  
 To create a post-MSN certificate for a second specialty or role for MSN graduates

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring, 2007

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

**B. The justification for this action:**  
 Students frequently request to complete a second specialty or role. Entry to certification exams often require documentation of a formal program. A college-granted certificate will meet this need.

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

**Personnel Impact:**  
 None. All courses will be covered by current faculty. Enrollment will be limited.

**Operating Expenses Impact:**  
 None.

**Equipment/Physical Facility Needs:**  
 None.

**Library Resources:**  
 None. All current resources are satisfactory.

New or Revised\* Program Text  
(\*Use strikethrough for deletions and underlines for additions.)

Post-Master of Science in Nursing Certificate

The College of Health Sciences offers a Post-Master's Certificate in a second nursing specialty or role for nurses who have completed a master of science in nursing degree. The number of credit hours required for completion varies by specialty or role. All MSN policies apply to the Post-MSN Certificate students.

**Admission Requirements:** Minimum requirements for admission to the program include:

1. Admission to the Graduate School
2. A master in science in nursing degree
3. A free and unrestricted R.N. license in Kentucky

Admission is competitive and limited to available space. In addition to the above criteria, consideration is also given to the student's statement of Personal and Professional Objectives submitted with the Graduate School application, the three required professional references and the rural nature of the site identified for matriculation or proposed for future practice. Priority is given to degree-seeking applications. Application deadline is February 15. Admission may be granted at other times during the year if spaces are available.

**Curriculum Requirements**

**Post-Master of Science in Nursing Certificate**

**Nurse Practitioner options:**

**Prerequisite for both nurse practitioner options:**

NSC 832 Advanced Health Assessment.....	3 hours
NSC 830 Advanced Pharmacology.....	3 hours
NSC 834 Advanced Pathophysiology .....	3 hours

**Family Nurse Practitioner option:**

NSC 870 FNP I.....	3 hours
NSC 872 FNP II.....	3 hours
NSC 874 FNP III.....	3 hours
NSC 876 FNP Internship.....	.6 hours
NSC 800 Concurrent enrollment with 870, 872, 874 for a total of .....	8 hours
<b>Total</b> .....	23 hours

**Psychiatric Mental Health Nurse Practitioner option:**

NSC 880 PMHNP I.....	2 hours
NSC 881 Psychopharmacology.....	2 hours
NSC 882 PMHNP II.....	2 hours
NSC 884 PMHNP III.....	3 hours
NSC 886 PMHNP Internship.....	6 hours
NSC 800 Concurrent enrollment with 880, 882, 884 for a total of .....	7 hours
<b>Total</b> .....	22 hours

**Public Health Nursing:**

<b>Prerequisite:</b> HEA 855 Epidemiology & Risk Management.....	3 hours
NSC 836 Advanced Health Promotion for APN's.....	3 hours
NSC 854 Management of health Care fro APN's.....	3 hours
NSC 850 Rural Health Nursing I.....	3 hours
NSC 852 Rural Health Nursing II.....	3 hours
NSC 862 Rural Nursing Internship.....	3 hours
NSC 800 Concurrent enrollment with 850 and 852 for a total of .....	4 hours
<b>Total</b> .....	19 hours

**Nursing Education:**

NSC 844 Nursing Education I .....	3 hours
NSC 846 Nursing Education II .....	3 hours
NSC 848 Nursing Education III .....	3 hours
Approved elective.....	3 hours
<b>Total</b> .....	12 hours

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

**Part I**

<b>(Check one)</b>	Department Name	Agriculture
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	Agriculture (B.S.) Area Major
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major __, Option <u>X</u> ; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

  

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	9/16/06	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee		Approved _____ Disapproved _____
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	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.)  
To add a Minor in Business to the Area Major as an option as recommended by the last Program Review.

**A. 2. Effective date:** (Example: Fall 2001)  
Fall 2007

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

---

**B. The justification for this action:** Add a Minor in Business to the Agriculture Area Major options as recommended by the last Program Review due to low graduation rate in the Agriculture with Minor in Business program.

---

**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

**AGR 11**

**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 ~~strike through~~ for deletions and underlines 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 ~~strike through~~ for deletions and underlines for additions.)

**Agriculture (B.S.) Area Major**

CIP Code: 01:0301

<b>University Requirement</b> .....	1 hour
BTO 100.	
<b>General Education Requirements</b> .....	36 hours
Standard General Education program, excluding blocks IVA, IVB, and VB, and VII (QS) or VIII (3 hours). Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.	
<b>Supporting Course Requirements</b> .....	17 hours
ACC 201, BIO 121; CHE 101 and CHE 107 (1), ECO 230; CIS 212 or CCT 201 or CSC 104.	
<b>Free Electives</b> .....	11-15 hours
<b>Major Requirements</b> .....	59-63 hours
<b>Core</b> .....	45 hours
AGR 125, 126, 130, 131, 210, 213; 215, 304, 305, 308, 310 or 350, 411; four hours from AGR 301, 302, or 349; 12 hours of AGR and/or OHO upper division electives and one of the following options:	
<b>Agribusiness Management Option</b> .....	15 hours
AGR 315, 321, 381, 409, and 440.	
<b>Agriculture Systems Management Option</b> .....	14 hours
AGR 272, 318, 362, 381, and 383.	
<b>Agronomy and Natural Resources Option</b> .....	15 hours
AGR 312 or 345; 315, 321, 340, and 416.	
<b>Dairy Herd Management Option</b> .....	14 hours
AGR 225, 321, 375, and 380.	
<b>Livestock Production Option</b> .....	18 hours
AGR 225, 321, 327, 328, and 409	
<b>Soils Option</b> .....	16 hours
AGR 312 or 345; 315, 317, 318, 340, and 416	
<b>Business Minor Option*</b> .....	15 hours
<u>See <i>Catalog</i> for required courses for Minor in Business</u>	
<b>Total Curriculum Requirements</b> .....	128 hours

\*Minor in other fields may be substituted if approved by department chair and Dean of the College of Business and Technology. Minors other than Business may require additional hours. ACC 201 and ECO 230 are either required courses or supporting courses in both Agriculture and Business Minor. Students completing requirements in the Pre-Veterinary Medicine Program with a minor in chemistry will be designated Agriculture/Pre-Veterinary majors.

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

**Part I**

<input type="checkbox"/> (Check one)	Department Name	Agriculture
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	Horticulture (B.S.) Area Major
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major ____, Option <u>X</u> __; Minor ____; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

  

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	9/16/06	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee		Approved Disapproved
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	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.)  
To add Minor in Business to the Area Major as recommended by the last Program Review.

**A. 2. Effective date:** (Example: Fall 2001)  
Fall 2007

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

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**B. The justification for this action:** Recommended by the last Program Review due to low graduation rate in the Horticulture with Minor in Business program.

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**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

**AGR 15**

**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 ~~strike through~~ for deletions and underlines 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 ~~strike through~~ for deletions and underlines for additions.)

**Horticulture (B.S.) Area Major**

CIP Code: 01:0603

<b>University Requirement</b> .....	1 hour
BTO 100.	
<b>General Education Requirements</b> .....	36 hours
Standard General Education program, excluding blocks IVA, IVB, VB and VII(QS) or VIII (3 hours). Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.	
<b>Supporting Course Requirements</b> .....	21 hours
BIO 121 and 131; CHE 101 and CHE 107 (1); ACC 201, ECO 230; CIS 212 or CCT 201 or CSC 104.	
<b>Free Electives</b> .....	10 hours
<b>Major Requirements</b> .....	60 hours
<b>Core</b> .....	42-45 hours
OHO 131, 132, 351; AGR 210, 213, 215, 304, 305, 308, 315, 349 (4), 409, 411; and seven hours <u>to ten</u> upper division OHO and/or AGR electives, and one of the following options:	
<b>Floriculture/Greenhouse Management Option:</b> .....	18 hours
OHO <del>301 (1)</del> , 352, 362E, 364, 384 or 385, 388, 389, and AGR 417.	
<b>Landscape Horticulture Option:</b> .....	18 hours
OHO 261, 262, 370, 371 or 372, 391 and 392	
<b>Turfgrass Management Option:</b> .....	18 hours
OHO 301 (1), 352, 354, 362A, 362G, 370, 410 (2); AGR 362 and 416, and (1) hour OHO and/or AGR upper division.	
<b><u>Business Minor</u></b>	
<b>Option*:</b> .....	15 hours
<u>See <i>Catalog</i> for required courses for Minor in Business</u>	
<b>Total Curriculum Requirements</b> .....	128 hours

\*Minor in other fields may be substituted if approved by department chair and Dean of the College of Business and Technology. Minors other than Business may require additional hours. ACC 201 and ECO 230 are either required courses or supporting courses in both Horticulture and Business Minor.

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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	AFIS & MMAC
<input type="checkbox"/> Course Revision (Parts II, IV)	College	College of Business and Technology
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	
<input checked="" type="checkbox"/> Program Revision (Part III)	*Program Title	MBA
<input type="checkbox"/> Program Suspended (Part III)	(Major <u>  X  </u> , Option <u>  </u> ; Minor <u>  </u> ; or Certificate <u>  </u> )	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	04/24/2006	Graduate Council*	Pending
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	09/22/2006	Approved      Disapproved	
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		Council on Postsecondary Edu.***	

\*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 Accounting Option in the MBA Program. Revise wording of catalog listing of Non-Thesis Option and Thesis Option. Add Integrated Communication Option in the MBA Program.

**A. 2. Effective date:** (Example: Fall 2001)  
Spring 2007

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

**B. The justification for this action:**

Adding an Accounting Option will provide enhanced accounting skills within an integrated MBA Program. Changing wording of catalog listing of Non-Thesis Option and Thesis Option will better describe requirements of Program.

Adding an Integrated Communication Option will provide a unique blend of public relations, marketing, and corporate communication within an integrated MBA Program.

**Personnel Impact:**  
N/A

**Operating Expenses Impact:**  
N/A

**Equipment/Physical Facility Needs:**  
N/A

**Library Resources:**

N/A

**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 ~~strike through~~ for deletions and underlines 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 ~~strike through~~ for deletions and underlines for additions.)

**MBA Core Courses..... 24 Semester Hours**

ACC 850, Managerial Accounting .....	3 hours
CCT 850, Strategic Business Communication .....	3 hours
CIS 850, Management of Information Systems.....	3 hours
FIN 850, Strategic Financial Management .....	3 hours
GBU 851, Business Strategy .....	3 hours
MGT 850, Leading and Managing Organizations.....	3 hours
MKT 850, Marketing Management.....	3 hours
QMB 850, Statistical Methods for Business.....	3 hours

**Electives**

Approved Business Electives .....	6 hours
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**Total Course Requirements.....30 hours**

**Accounting Option (Restricted to students with Accounting baccalaureate)**

<u>MBA Core Courses (ACC 850 waived).....</u>	<u>21 hours</u>
<u>Accounting Electives.....</u>	<u>9 hours</u>
<u>Total Course Requirements.....</u>	<u>30 hours</u>

**Integrated Communications Option**

<u>MBA Core Courses.....</u>	<u>24 hours</u>
<u>Electives .....</u>	<u>9 hours</u>
<u>(MKT 880, CCT 750, PUB 720, or other courses approved by advisor)</u>	
<u>Total Course Requirements.....</u>	<u>33 hours</u>

**Comprehensive Exam or Thesis Requirement**

**Comprehensive Exam**

<b>Total Program Hours.....</b>	<b>30 - 33 hours</b>
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**Or**

**Thesis Option**

<b>GBU 891.....</b>	<b>6 hours</b>
<b>Total Program Hours.....</b>	<b>36 – 39 hours</b>



## MOTIONS FROM THE RULES COMMITTEE

### 1) Make the following change in Section VII of the Faculty Handbook:

#### VII. THE FACULTY SENATE

##### C. Organization of the Senate

##### 3. Secretary

- A. The Secretary shall be elected annually at the organizational meeting in May by the members of the Senate. The term of the Secretary shall be for one year and shall begin on January 1 following the election. In the temporary absence of the Secretary, the Chair of the Senate will appoint a member from the University to serve as acting secretary.

Change the preceding section of the Faculty Handbook to read:

##### 3. Secretary

- A. The Secretary shall be appointed annually by the Chair of the Senate at the regular meeting in December. The term of the Secretary shall be for one year and shall begin on January 1. The Secretary will be paid on an hourly basis from the Senate budget for all services rendered to the Senate.

**Rationale:** This is the current practice of the Faculty Senate. No faculty have been interested in serving as Secretary for many years so it seems pointless to continue the formality of “electing” a secretary who is actually being hired for services rendered.

### 2) Make the following change in Section VII of the Faculty Handbook:

#### VII. THE FACULTY SENATE

##### D. Meetings of the Faculty senate

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.

Change the preceding section of the Faculty Handbook to read:

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. The Executive Committee shall seek a parliamentarian from among the faculty or retired faculty. The parliamentarian shall not be at the same time a member of Senate. If no qualified person is available and willing to serve, or in the absence of that person, the vice-chair shall serve as parliamentarian until a qualified person is found.

**Rationale:** The Chair and Senate need a competent parliamentarian who is not a member of the Senate in order to help insure that all parties “play by the rules.” Even if comfortable with Roberts Rules, the Chair should not have to have the additional task of ruling on the appropriateness of procedures. Our current Parliamentarian is a retired faculty member and whenever he chooses to step down, this could be a nice way to involve other retired faculty or active faculty who are not Senators.

**3) In the Internal Procedures of the Senate, under the section on Senate Chair, add this paragraph in the section titled "After the May Senate Meetings":**

Work with the incoming Vice Chair to define how to share your duties. You should arrange to work together in a way that is comfortable to both of you, and which reflects the ratio of course releases given to each of you. The Chair has two releases, the Vice Chair one, so your arrangement should give about one-third of the burden to the Vice Chair.

**Rationale:** After consulting with past and current Chairs and with our Vice Chair, we determined that the Internal Procedures, rather than the Faculty Handbook, should be used to specify the Vice Chair's duties. The Faculty Handbook does not specify the Chair's duties in great detail, and should not be more specific (e.g. naming ex officio committees) regarding the Vice Chair. The Internal Procedures currently say nothing about the Vice Chair's duties, but do specify the Chair's duties in detail. Chairs and Vice Chair were unanimous in recommending that individual officeholders be given flexibility to work out the exact arrangement of duties.

**Finance Committee Report**  
**December 2006 Faculty Senate Meeting**

The committee has just received the data from the faculty survey regarding scheduling. Forty-eight percent of the tenured and tenure-track faculty on this campus responded. The committee is now analyzing the data and will submit the findings to the Executive Committee in January.

Chris Diehl Taylor  
Committee Chair

## Rules Committee Report

December 11, 2006

Members: Nancy McKenney, Chair; Jane Rainey, Rob Milde, Melissa Dieckmann, Kristen Kean

The Rules Committee met on November 13, 2006, and finalized three motions to be presented to the Faculty Senate on December 11. The motions deal with the following matters:

- 1) Changing the Faculty Handbook to indicate that the Senate Secretary would be appointed by the Senate Chair and paid on an hourly basis rather than elected from the members of the Senate.
- 2) Changing the Faculty Handbook to require that a Parliamentarian be appointed by the Senate Chair from faculty not currently serving as senators or from the retired faculty, with the Senate Vice-Chair filling in as Parliamentarian when no other qualified person is available.
- 3) Changing the Internal Procedures by adding a statement under the section on Senate Chair to indicate that the Chair should meet with the Vice Chair and decide how to divide up duties in a manner that is comfortable for both officers.

**The Rights & Responsibilities Committee Report**  
**December 11, 2006**

The Rights and Responsibilities committee has met a few times with the Provost regarding the charge of “Faculty Workload.” We are looking at FTE distribution, committees and other service work, scholarship expectations, and flexibility for departments to work within general parameters of the college and the university. Discussion has included the use of faculty activity forms, the accuracy of the FTE calculations, inclusion of faculty/department expectations in the strategic plan, and methods for receiving feedback from Senate members.

Committee Members:

Paula Kristofik

Chris Neumann

Lynnette Noblitt

Tom Reed

Marcel Robles, Chair