

Faculty Senate Agenda
February 2, 2009
3:30 p.m.

Call to order

Approval of Minutes

January 12, 2009 Minutes

President's Report: Senator Whitlock

New Business:

- Policy on Evaluation of Non-Tenured Faculty
- Report from Council on Academic Affairs
 1. *Nursing Pre-RN (BSN) and also Plan for BSN Second Degree Option*
 2. *Autism Spectrum Disorders Certificate - New Program*
 3. *Master in Community Nutrition - Revise Admissions Policy*
 4. *Recreation & Park Administration (BS) - Reflect addition of service-learning designation to REC 512*

Report Overview & Questions:

Executive Committee Chair: Senator Ware

Faculty Regent: Senator Frisbie

COSFL Representative: Senator McKenney

Provost: Senator Piercey

Student Government Association: Alex Combs

Standing Committees:

Budget Committee: Senator Johnson, Chair

Rules Committee: Senator McKenney, Chair

Rights and Responsibilities Committee: Senator Noblitt, Chair

Committee on Committees: Senator Staddon, Chair

Elections Committee: Senator Randles, Chair

Welfare Committee: Senator Foote, Chair

Ad Hoc Committee Reports (if any)

Establishing an ECU Community College - Senator Taylor

University Planning Council Reports (if any)

Financial Planning Council - Senator Ware

Strategic Planning Council - Senator Taylor

Other Reports (if any)

Work Group on Upper Division Hours - Senator May

Adjournment

FACULTY SENATE MINUTES

January 12, 2009

The Faculty Senate of Eastern Kentucky University met on Monday, January 12, 2009, in the South Room of the Keen Johnson Building. Senator Ware called the fifth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

A. Back, L. Bosley*, M. Case, D. Whitlock*, D. Deaton*, J. Flanagan*, M. Gerken, K. Halcomb*^, M. Hesse*^, C. Palmer*^, B. Phillips, S. Pressley, R. Ruddell*^, C. Smith* B. Wesley

*Indicates prior notification to the Senate Secretary

^ ALT Gina Purdue attended for K. Halcomb

^ ALT Jim Gleason attended for M. Hesse

^ ALT Mary Whitaker attended for C. Palmer

^ ALT James Wells attended for R. Ruddell

Visitors to the Senate: Teresa Belluscio, Disabilities; Tina Davis, Registrar; Laurence Hayes, ASCIE; Gary Kuhnhenh, Enrollment Management; Deborah Newsom, Financial Affairs; Jerry Pogatshnik, Graduate School; Sherry Robinson, Provost Office; Janna Vice, Academic Affairs; and John Wade, Arts & Sciences

APPROVAL OF MINUTES:

The December 1, 2008 minutes were approved as written.

PRESIDENT'S REPORT: Senator Whitlock

In his written report to the Senate, Senator Whitlock shared the following:

Senator Whitlock has accepted the Southern Association of Colleges and Schools (Commission on Colleges) invitation to serve as the president on the visiting committee to Troy University (Troy, Alabama) in April. As the Senate meets, he is attending an orientation session in Atlanta with the other members of the visiting committee.

The Blanton House is safe for occupancy now that the electrical issues have been addressed in the attic; and Senator Whitlock is in the process of moving into the house.

The Board of Regents is moving ahead with plans to implement an evaluation of the president's performance later in this semester. Senator Whitlock indicated that he looks forward to the process, which will include substantive faculty, student, and staff participation.

The economic downturn and its impact on Kentucky's economy remain as concerns. The business of the odd-year, short legislative session will soon be underway. That process will help determine the magnitude of ECU's current year budget reduction. At this time a two to four percent reduction is anticipated. Further cuts are expected in the 2009-2010 fiscal year. Coping with this challenge will require cooperative efforts and effective communications from the whole campus community. Preservation of ECU's core mission and avoiding forced layoffs by taking advantage of attrition opportunities will continue to be the focus.

Due to budgetary concerns, Senator Whitlock had decided to eliminate his proposed trip to Korea and China in March. However, he has received an invitation from Liaoning University of Technology to participate in a biennial international higher education conference in China, at their expense, in late May of this year. As such, with limited University expense, Senator Whitlock will be able to visit China and Deagu Haany University in Korea at that time as well.

The Commencement Committee has recommended the elimination of summer commencement ceremonies beginning with Summer 2009. In Senator Whitlock's absence, Dr. Piercey will be able to address any concerns regarding this recommendation.

Later this week, Robert King will assume his duties as President of the Council on Postsecondary Education. Dr. Richard Crofts, who has been serving as Interim President, deserves appreciation and gratitude for the steadying influence his leadership has brought to the CPE and its relationship with the campuses.

One of the things Dr. Crofts initiated was the inclusion of "good news" reports from each of the campuses in the agenda books for CPE meetings. Senator Whitlock shared with the senators ECU's list of highlights and achievements which have been distributed for Friday's CPE meeting.

UNFINISHED BUSINESS:

Comprehensive Baccalaureate Degree Requirements. Dr. Janna Vice announced that the Council on Academic Affairs has formed a working group, chaired by Dr. Liz Troop, to determine the appropriate number of upper division hours necessary for a 120-hour baccalaureate degree.

Senator May volunteered to serve on the working group as a representative for the Senate.

Registrar Tina Davis shared a draft document with the senators which compared upper division hour requirements amongst ECU's benchmarks. At the Senate's request, Registrar Davis agreed to distribute a finalized document electronically. Once received, Senator Ware will post the document on the Senate's Blackboard site.

NEW BUSINESS:

Report from Council on Academic Affairs - Dr. Janna Vice

1. *Economics (BA) - Program revision to modify program to require ECO 420*
2. *Geography (BA) - Program revision to remove specialty areas*
3. *Paralegal Program - Program revision to drop LAS 320 and replace with new course LAS 355*
4. *Finance (B.B.A.) - Program revision to suspend: Real Estate Option, Minor in Real Estate, and the RST Certificate*
5. *Agriculture (B.S.) Area Major - Program revision to remove the college requirement BTS 300 and move AGR 305 from core courses to supportive courses*
6. *Horticulture (B.S.) Area Major - Program revision to remove the college requirement BTS 300 and move AGR 305 from core courses to supportive courses*
7. *Business Marketing Education/Teaching (B.S.) - Program revision to require a professional seminar/conference experience as part of major requirements through BTS 300 and 400 for all juniors and seniors in the College of Business & Technology*

8. *Technology: Digital Imaging Design (A.A.S.) - Program revision to drop ART 100 or 152 and add TEC 190 in the Digital Imaging Design Option*
9. *Computer Electronic Publishing minor - Program revision to change name to Digital Imaging Design*
10. *Gifted Education (MAED) - Program revision to allow for certification after 12 hours*
11. *Leadership & Policy Studies (Ed.D.) - Program revision to revise program hours*
12. *Baccalaureate & Graduate Nursing - Program revision to revise APRHN option*
13. *Master of Public Health - Program revision to revise credit hours and required/elective courses*

Senator Piercey moved approval of item #1 (Economics program revision), seconded by Senator Noblitt. Motion carried.

Senator Borowski moved approval of item #2 (Geography program revision), seconded by Senator Resor. Motion carried.

Senator Noblitt moved approval of item #3 (paralegal program revision), seconded by Senator May.

Senator Petronio moved to amend the motion to the following, seconded by Senator Rainey. The amendment to the motion carried.

To change the justification to "The curriculum change will allow increased focus of study and litigation and is supported by the American Bar Association (ABA), which is the approval body of the program".

The amended motion carried.

Senator Taylor moved approval of item #4 (Finance program revision), seconded by Senator Robles. Motion carried.

Senator Borowski moved approval of item #5 (Agriculture area major), seconded by Senator Randles. Motion carried.

Senator Robles moved approval of item #6 (Horticulture major), seconded by Senator Godbey. Motion carried.

Senator Robles moved approval of item #7 (Business Marketing Education/Teaching), seconded by Senator Park.

Senator May moved to amend the language under "Specific Action Requested" to the following, seconded by Senator Taylor. The amendment carried. The motion as amended carried.

Change from: "To require a Professional Seminar/Conference experience as part of the major requirements through BTS 300 and BTS 400 for all juniors and seniors in the College of Business and Technology."

To: "To require a Professional Seminar/Conference experience as part of the major requirements through BTS 300 and BTS 400 for all juniors and seniors in the Business and Marketing Education/Teaching Program.."

Senator Richardson moved approval of item #8 (Technology: Digital Imaging Design), seconded by Senator Resor. Motion carried.

Senator Richardson moved approval of item #9 (Computer Electronic Publishing minor), seconded by Senator Kristofik. Motion carried.

Senator Robles moved approval of item #10 (Gifted Education), seconded by Senator Resor. Motion carried.

Senator Frisbie moved approval of item #11 (Leadership & Policy Studies), seconded by Senator Pruitt. After several senators voiced concerns regarding the number of program hours and dissertation hours required and the questionable expense for additional resources, the motion was withdrawn.

Senator Robles moved approval of item #12 (Baccalaureate & Graduate Nursing), seconded by Senator Chapman. Motion carried.

Senator Bhandari moved approval of item #13 (Master of Public Health), seconded by Senator May. Motion carried.

ADA Committee Presentation. Teresa Belluscio and Laurence Hayes were in attendance to inform the senators of the ADA Committees' services available to faculty, staff, and students. Ms. Belluscio also shared a draft brochure detailing their services and asked for faculty feedback within the next month.

At Senator Borowski's request, Ms. Belluscio agreed to distribute an electronic copy of the draft brochure. Once received, Senator Ware will post on the Senate's Blackboard site for discussion. Comments collected will be shared with Ms. Belluscio within the requested time frame.

Laurence Hayes reminded the senators that Special Education offers free hearing tests for faculty and staff in the Wallace Building.

Presidential Evaluation Update. Senator Ware gave a brief update on the upcoming presidential evaluation. Senator Frisbie will comment further in the Regent's Report.

Motion to include library rep on University SPC. Senator McKenney moved, seconded by Senator Kristofik, to recommend the following.

The Faculty Senate of ECU recommends that the membership of the University Strategic Planning Council be modified as follows:

Add a library faculty representative to the proposed group of faculty representatives from the 5 colleges, making a total of 6 faculty representatives on the Strategic Planning Council.

Senator Collins moved to amend the motion, seconded by Senator Johnson, to the following:

"Add a faculty representative from a non-academic unit to the proposed group of faculty representatives from the 5 colleges, making a total of 6 faculty representatives on the Strategic Planning Council."

The amendment to the motion failed for lack of support.

Senator May moved to amend the motion to the following, seconded by Senator McKenney:

"Add one representative each from the Library, Graduate School and Continuing Education to the proposed group of faculty representatives from the 5 colleges, making a total of 8 faculty representatives on the Strategic Planning Council."

Senator Johnson asked to make a friendly amendment to the proposed amendment as follows:

"Add one representative from non-department units with full deans to the proposed group of faculty representatives from the 5 colleges, making a total of 6 faculty representatives on the Strategic Planning Council."

Senators May and McKenney accepted the friendly amendment. The amendment to the motion failed.

The majority of the Senate were in favor and the motion, as originally presented, carried.

GENERAL & STANDING COMMITTEE REPORTS

EXECUTIVE COMMITTEE REPORT: Senator Ware

Senator Ware shared the following in her written report to the Senate.

The Executive Committee met on December 15, 2008 to discuss material for the January Senate meeting.

Senator Piercey reported that once the budget is known, Academic Affairs will begin looking strategically at all areas within Academic Affairs and will make a judgment as to how each area can bear the burden. He indicated that he will take as much as possible from the Academic Affairs Office before looking at other areas. He has suggested that the direct reports in Academic Affairs prepare a preliminary report to show how they might handle expected reductions. Furthermore, he suggested that they make additional requests for items needed in case funds become available in the future. Senator Piercey stated that as of right now, positions that have already been approved are funded and can still move forward.

Policy Updates presented by Dr. Sherry Robinson include the following:

- o The Provost Council voted to support the Ad Hoc Committee's recommendations on the Early Registration policy. The originating body for that policy is working on a revised draft which will come back before the Senate at some point.

- o Dr. Robinson talked with Lindsey Cross regarding the dead week policy and advised her that if SGA wants to pursue, that they take it through the Policy on Policies process to develop an impact statement. Dr. Robinson indicated that there will be a drafting team established to work on this policy if SGA wants to continue to work on it.
- o A draft team has been established to review the non tenure evaluation process for first year faculty.
- o A draft team to review the Promotion and Tenure policy will begin work in the spring. The group will be looking at how to get rid of repetitive and contradictory material as well as reviewing the appeals process and the number of levels required in the process. Additionally, they will be reviewing whether or not there should be a cut off date for the applicant's ability to make changes to the application. (Senator Piercey suggested that an application should not be changed by the applicant after the departmental review. The Executive Committee were in agreement with that statement, but added that errors should still be corrected.)

The holiday celebration co-sponsored by the Senate, AAUP, and the Teaching and Learning Center was held in December. Approximately 25 people enjoyed good food and a lively discussion with the Foundation Fellows. Senator Ware suggested that additional functions should be considered once or twice a semester to encourage faculty to socialize more together.

REPORT FROM FACULTY REGENT: Senator Frisbie

The Board of Regents met for an all-day retreat on December 4th. There were three broad parts to the retreat. The morning session was facilitated by a consultant from the Association of Governing Boards of Universities and Colleges (AGB). The second part of the retreat was a joint luncheon for the ECU Foundation Board and the Board of Regents. This afforded members of both boards an opportunity to interact and to discuss issues of common concern. The afternoon session was used for a fairly free-ranging discussion. Board members seemed to feel that the period of free discussion was particularly beneficial.

The Board has begun the process of carrying out a review of President Whitlock. The Board is required to review the president during his 2nd and 4th years, and every four years after that. The Faculty Handbook also requires that the Executive Committee of the Senate carry out a review of the president at the same intervals. The Handbook directs the Executive Committee to submit its review to the chair of the Board of Regents. It is the Board's responsibility to make decisions about appointment, dismissal, and compensation, and to work with the president in establishing goals for the university and for the president's performance. Thus, the Senate Executive Committee's charge to evaluate the president is designed to insure that there will be information emanating from faculty available to the Board as it carries out its review.

Hunter Bates, Board Chair, has asked Senator Frisbie to oversee the Board's review efforts and to facilitate cooperation between the two bodies as they carry out their respective duties.

The Board has issued a request for proposals to consulting firms who may be interested in facilitating the presidential review. Proposals are due by January 15th. The Board will next convene to review proposals from consulting firms on January 26th. The Senate Chair and Vice-Chair have been invited to participate in that process.

REPORT FROM COSFL: Senator McKenney

COSFL met on December 6th on Eastern's campus.

The main focus of the meeting was to discuss the work group on higher education which was established by Governor Beshear on October 21, 2008. Two subcommittees of the Work Group were also established: Affordability Subcommittee and Strategic Planning Subcommittee. The Affordability Subcommittee will present a preliminary report on January 15th and both subcommittees will present reports in September. The Work Group has three advisory groups: university presidents, independent colleges and students. It was decided that COSFL would function as the faculty advisory group for the Work Group.

COSFL President Peggy Pittman-Munke is going to draft a letter to the Governor stating COSFL's support of the Affordability Subcommittee's list of priorities. In addition, she will include a list of priorities (shown below) as determined by COSFL.

1. A strengthened working relationship between the CPE and colleges
2. A formula that allows the colleges to be able to do consistent budgeting over a five year period
3. The development of methods state wide to streamline transfers between institutions, particularly for those students transferring to four year institutions from the community colleges
4. Enhanced methods of streamlining access to colleges for adult learners

The next COSFL meeting will be held in Frankfort sometime in February.

REPORT FROM THE PROVOST: Senator Piercey

The following policies were submitted to the Board of Regents for approval at the January 26th meeting:

- 4.1.2 Course Syllabi (revision)
- 4.4.3 Cost Sharing on Externally Sponsored Projects (new)
- 4.4.4 Cost Transfers on Externally Sponsored Projects (new)
- 4.4.5 Direct Charges on Externally Sponsored Projects (new)
- 4.4.6 Effort Reporting on Externally Sponsored Projects (new)
- 4.4.7 Externally-Sponsored Program Submission and Award Acceptance (new)
- 4.4.8 Salary Compensation on Externally Sponsored Projects (new)
- 4.4.9 Subrecipient Monitoring (new)
- 4.4.10 Facilities and Administrative (F&A) Cost Recovery and Distribution (new)
- 4.6.1 Determining Qualifications for Faculty Teaching Credit-Bearing Courses (new)
- Baccalaureate Degree Requirements (changes minimum hours from 128 to 120)
- Coursework Transfer after Dismissal (revision that allows transfer)
- Latin Honors (changes ECU hours applied from fixed number to percentage)

A SACS visitation team will be on campus in February to review the status of the Ed.D. Program.

EKU administration is working on CPE's Program Productivity Review (PPR) to determine programs with low degree output and to preserve important programs. Representatives from CPE will visit ECU in late January to discuss key indicators for the coming year.

Institutional Research has been processing Fall 2008 IDEA. "Fall 2008 IDEA processing" refers to what the Office of Institutional Research does in working with departments to provide blank forms and collect completed forms for each section identified by the department for student

evaluation of faculty teaching effectiveness. OIR gathers, checks, and sorts the completed forms, and after quality-checking all the sections/forms, sends them to the IDEA Center at Kansas State University. OIR later receives summary reports by section, department, and ECU level from IDEA, which OIR then disaggregates and provides in electronic and paper formats back to the departments and colleges. OIR also provides custom reporting for departments (e.g., longitudinal or trend analysis of results over time).

CPE has given ECU a status of automatic eligibility status for the current term for new programs and program revisions based on the fact that ECU achieved six out of eight objectives of the Kentucky plan in the last measuring period.

Senator Piercey reported that summer commencement was eliminated for the following reasons:

1. participation has been declining over the past several years;
2. students have the option of walking during spring or fall commencement ceremonies;
3. most other state institutions have already terminated summer commencement;
4. cost factor

Dr. Sherry Robinson has accepted an internship with the Council on Postsecondary Education for Spring 2009.

Budget Committee. Senator Johnson reported that the committee met on December 12th with President Whitlock to discuss matters of the budget and proposals of the Governor to deal with the state's budget shortfall. President Whitlock stated that he plans to continue to prepare for a four percent cut. An additional cut in 2009-10 is also a possibility.

Deliberations for 2010 health care benefits will begin soon. Senator Johnson reminded everyone that benefits are now figured by calendar year rather than academic year.

The bid for the Business and Technology Phase II came in 18% under what was expected, so the committee is in the process of determining which of the eliminated items can be added back into the project.

CPE continues to look at Graduation rates, retention and regional stewardship. The 2020 goals will most surely be slowed by the cuts in the budgets of higher education.

Committee on Committees. Senator Staddon announced that Dr. Beverly Hart has been nominated as a replacement on the General Education Committee.

The list of faculty names for the faculty representatives on the Strategic Planning Council has been submitted to the President for his review and consideration.

FOR THE GOOD OF THE ORDER

The topic of discussion was "How can we maximize our effectiveness in the face of declining resources".

Senator Ware suggested that the Senate may want to work with the Teaching and Learning Center to host topic sessions where the campus community could gather and discuss issues and concerns.

Senator May suggested that additional full time advisors per college would be helpful. He further noted that someone else should be assigned to handle the dispensement of RAC numbers so that advisors could be available for advising purposes.

ADJOURNMENT

Senator Randles moved to adjourn at approximately 5:30 p.m.

President's Report
EKU Faculty Senate
February 2, 2009

I regret that I am missing my second straight meeting of the faculty senate. I am in Washington, DC, representing the University in the context of development work. That will be followed by more of the same later in the week in Dallas and Houston.

While the economic downturn has had some negative effect on certain categories of giving (mostly gifts of appreciated assets) we were able last year to finish our capital campaign more than a year early and did enjoy an increase of 16 percent in the number of donors. This bodes well for the future, indeed. It also shows, I think, the results of the nearly 50 alumni meetings we have attended over the past year.

I reported to the Board of Regents last week on a number of initiatives, including the status of the Business & Technology Building Phase II and the New Science Building Phase I. I expressed to the Board my deep conviction in the importance of the New Science Building to the academic relevance of Eastern and our ability to become a more significant actor in the STEM disciplines. I indicated to them my intention to direct certain one-time monies to that project in order to assure its completion. These will be funds that cannot be used for recurring expenses such as salaries, benefits, new lines, etc. I am sure that Senator Frisbie can expand on this issue if any of you have questions.

We are aggressively seeking to get as much economic stimulus funding for our projects as we can and will be sharing more information on this topic as it comes available.

As an aside, it was a personal honor and joy to have an opportunity to attend the inaugural festivities in Washington on January 19 and 20. Eastern's presence there was duly noted.

The size of the budgetary challenge facing us continues to grow. The basics of our plan for dealing with it, however, remain the same. We will protect our core instructional mission, deal with personnel reductions through attrition and address reallocations strategically. I appreciate the work the Financial Planning Council has already done and look forward to the Strategic Planning Council, to be chaired by Dr. Jo Ann Ewalt, beginning its work.

As I told the Board last week, I am convinced that those institutions that will flourish when the economy turns around will be those who use these difficult days to reinvent themselves and not simply hunker down and ride out the storm. I have a deep and abiding faith in our faculty and staff and know we will come out of this recession poised to take advantage of a new day. What we love about the "Essential Eastern" must, and will, be preserved.

My faith in our faculty and staff was strengthened by the spirit, cooperation, and hard work displayed in dealing with the ice storm of last week. The examples of sacrifice, dedication, and care for our students, colleagues, and persons in the larger community who were without electricity and heat were countless and truly reflective of the "Power of Maroon."



Policy 4.6.5

Volume 4, Academic Affairs

Chapter 6, Faculty

Section 5, Evaluation of Non-Tenured Faculty

Approval Authority: Board of Regents

Responsible Executive(s): Provost/Vice President for Academic Affairs

Responsible Office(s): Academic Affairs

Effective: May 5, 1986

Issued: May 5, 1986

Last Revised:

Next Review Date:

Evaluation of Full-Time Non-Tenured Faculty

Policy Statement

[Eastern Kentucky University, as a matter of principle, complies with the AAUP standards for faculty evaluation. These standards establish basic policy and procedural expectations for evaluation of full-time non-tenured faculty. At EKU, evaluation of faculty for awarding tenure and promotion is governed by Policy 4.6.4 – Promotion and Tenure.](#)

~~The following policies apply specifically to tenured track faculty in years one through five of employment. Sixth year faculty will be evaluated by policies and procedures detailed in Policy 4.6.4 – Promotion and Tenure~~

Entities Affected by the Policy

- Colleges
- Departments
- Academic Affairs Office
- Tenure-Track Faculty
- Tenure-Track Faculty Administrators

Policy Background

NA

Policy Procedures

All evaluations shall be completed according to the schedule established by the Provost. The schedule shall permit notification of non reappointment by the dates specified in the current Faculty Handbook.

Evaluating First-Year Full-time Faculty

By February 1 of each academic year, the Chair shall submit a recommendation for reappointment/terminal contract of full-time faculty members in their first year of service, along with a justification of no more than one page. The Chair shall meet with the full-time first-year faculty member at least two weeks prior to submitting the recommendation to the Dean and will provide feedback on his/her performance during the academic year to date.

THE FOLLOWING PROCEDURES APPLY TO FACULTY IN YEARS TWO THROUGH FIVE:

Creating the Department Evaluation Committee

1. Each department shall select a committee(s) to advise the Chair in the writing of the evaluation report for non-tenured faculty.
2. The method of selecting the committee shall be approved by a majority vote of the full-time tenure-track faculty of the department and approved by the dean. It is expected that the committee will be selected whenever possible from among the senior faculty in the department. Departments which do not have a sufficient number of faculty may select faculty outside the department with the advice and consent of the dean.
3. The department chair shall chair the committee.
4. Once the committee is selected, the department chair shall announce the names of the committee members to the department and shall report the names of the committee members to the dean.

Completing the Evaluation Report for Tenure-Track Faculty (Department Level)

1. In the writing of the evaluation report, the Chair shall indicate the extent of the committee's involvement in the process. The committee shall review the evaluation and may indicate areas of disagreement on the report form.
2. While the department chair is responsible for the evaluation report, he or she may delegate the writing of the report to the committee. Should the Chair elect to delegate, the report shall include the extent to which the Chair agrees with the details of the report.

Information to Be Used in Completing the Evaluation Report

1. Self evaluation
2. Peer evaluation
3. Student evaluation data
4. Data from other systematic method(s) for evaluating teaching effectiveness
5. Results of previous evaluations
6. Other information as available

Completing the Evaluation Report for Tenure-Track Faculty Administrator (Department Chair)

All of the same procedures above shall apply for evaluation of a department chair, with the following differences:

1. The dean shall take the Chair's place on the department committee and be responsible for the report.
2. An evaluation of administrative performance shall be included.

Completing the Evaluation Report for Tenure-Track Faculty Administrator (College Dean)

All of the same procedures above shall apply for a college dean, with the following differences:

1. The Provost shall be responsible for the report and shall appoint an evaluation committee composed of chairs and one faculty member elected from each department of the college.
2. An evaluation of administrative performance shall be included.

Disseminating the Evaluation Report to the Tenure-Track Faculty Member

A copy of the evaluation, including reasons for the recommendation, shall be given to the faculty member immediately

Responding to the Evaluation Report for a Tenure-Track Faculty (Department Level)

The faculty member may respond to the evaluation and recommendation by one of the following:

- a. Acceptance of the evaluation and recommendation. The report is then forwarded to the dean.
- b. Filing a statement, including any documentation desired, to be appended to the document. This statement shall be submitted to the department chair within five days*. The report and the appended material are forwarded to the dean.
- c. Requesting reconsideration of the report by the department promotion and tenure committee.
 - (1) Requests for reconsideration shall be submitted to the chair of the committee by the faculty member concerned within five days* of receiving the evaluation report from the department chair. Requests for reconsideration shall detail grounds for reconsideration and shall include relevant evidence.
 - (2) The committee shall reconsider the evaluation and recommendation in light of the information provided in the statement of the faculty member. The committee shall consider any new information provided, meet with the faculty member and department chair, and make its decision. If the faculty member cannot agree to a meeting date within ten calendar days from receipt of the request for reconsideration, the faculty may forfeit the right to present evidence beyond that furnished in the reconsideration request. The chair of the committee shall inform the faculty member of the committee decision. The original evaluation, all information provided by the faculty member, and the report of the department promotion and tenure committee shall all be forwarded to the dean.

Responding to the Evaluation Report for a Tenure-Track Faculty (College Level)

The dean shall examine all of the material provided by the department.

- a. If the dean concurs with the recommendation of the department, the dean shall submit the report, with his or her recommendations, to the Provost.
- b. If the dean does not concur with the recommendation of the department, a copy of the dean's recommendation and the report, including the reasons for that recommendation, shall be given to the faculty member and the department chair. The faculty member may respond to the evaluation and recommendation by one of the following:
 - (1) Acceptance of recommendation. The report is then forwarded to the Provost.
 - (2) Filing a statement, including any documentation desired, to be appended to the document. This statement shall be submitted to the dean within five days. The report and the appended material are forwarded to the Provost.
 - (3) Requesting reconsideration of the report by the college promotion and tenure committee.
 - (a) Requests for reconsideration shall be submitted to the dean by the department and/or faculty member concerned within five days of receipt of the evaluation report. Requests for reconsideration shall detail grounds for reconsideration and shall include relevant evidence.
 - (b) The committee shall reconsider the evaluation and recommendation in light of the information provided by the department and/or faculty member. The committee shall consider any new information provided, meet with the faculty member and department chair, and make its decision. The dean will inform the faculty member of the committee decision. All information will be forwarded to the Provost.

Responding to the Evaluation Report for a Tenure-Track Faculty (University Level)

The Provost shall examine all of the material provided by the dean.

- a. After the Provost and President have made their recommendations, the faculty member shall be notified by the department chair. The Chair shall provide a copy of the final report to the faculty member. The faculty member shall sign the last page of the report indicating receipt of a copy of the report.

- b. When written notification of non reappointment or of a terminal contract is necessary, the letter shall be prepared and signed by the President. The letter shall be received not later than the applicable notification date specified in the Faculty Handbook.
- c. Any further appeal shall be based on procedural grounds and shall be addressed in writing to the Provost within five days of receipt of notification of non-reappointment.

Responding to the Evaluation Report for a Tenure-Track Faculty Administrator (Department Chair)

The same appeal procedures above shall apply for department chairs, with the following differences:

- a. The letter of appeal shall be addressed to the dean of the college, who shall call a meeting of the college promotion and tenure committee.
- b. If the individual is still not satisfied, he or she must write a letter to the Provost, who will appoint a committee to consider the appeal.

Any further appeal shall be directed to the President of the University.

Responding to the Evaluation Report for a Tenure-Track Faculty Administrator (College Dean)

The same appeal procedures above shall apply for college deans, with the following differences:

- a. The letter of appeal shall be addressed to the Provost, who shall appoint a committee to consider the appeal.

Any further appeal shall be directed to the President of the University.

Definitions

Provost	Refers to either the Provost and Vice President for Academic Affairs or his/her designee.
University	Eastern Kentucky University
Within Five Days	Throughout this document "within five days" shall be interpreted to mean no later than the fifth calendar day following the day of notification. If the fifth day occurs on a weekend or holiday, the request for reconsideration or the statement of appeal shall be due on the first day on which University administrative offices are open.

Responsibilities

Departments	<ul style="list-style-type: none">• The specific teaching assignment for a RTP faculty member is understood to be determined by the department chair based on the scheduling and curriculum needs of the department.
Department Chair	<ul style="list-style-type: none">• The evaluation of non-tenured faculty for years one through five of employment is based on the principle that the department chair is ultimately responsible for the evaluation report. The Chair must ensure that the report is a fair and accurate description of the faculty member's performance including both strengths and weaknesses.• Each department chair shall provide each first year faculty member an information copy of the evaluation form (blank) and go over it in some detail prior to the time of evaluation. This shall be done early in the first semester of employment.

Violations of the Policy

NA

Interpreting Authority

- Provost/Vice President for Academic Affairs

Statutory or Regulatory References

NA

Relevant Links

Link to form

Policy Adoption Review and Approval

Date

February 6, 1984
May 5, 1986

Entity

Faculty Senate
Board of Regents

Action

Recommended
Adopted



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of Associate Provost
for Academic and Faculty Affairs

CPO 46, 212 Coates Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
Phone: (859) 622-8812
FAX: (859) 622-8136

TO: Members of the Faculty Senate

FROM: Janna P. Vice, Chair
The Council on Academic Affairs

DATE: January 23, 2009

SUBJECT: CAA Agenda for Faculty Senate

As a result of the Council on Academic Affairs' meeting on January 22, 2009, the following items are presented for the Faculty Senate's agenda on February 2, 2009.

Curriculum Proposals

- | | |
|--|--|
| 1. Nursing Pre-RN (B.S.N.) and also Plan for B.S.N. Second Degree Option | Department of Baccalaureate and Graduate Nursing |
| 2. Autism Spectrum Disorders Certificate
<i>New Program</i> | Department of Psychology |
| 3. Master in Community Nutrition
<i>Revise Admissions Policy</i> | Department of Family & Consumer Science |
| 4. Recreation and Park Administration B.S. Degree - <i>Reflect addition of service-learning designation to REC 512</i> | Department of Recreation & Park Administration |



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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Baccalaureate & Graduate Nursing</u> College <u>Health Sciences</u> *Course Prefix & Number _____ *Course Title <u>(30 characters)</u> _____ *Program Title <u>Nursing Pre-RN (B.S.N.) and also Plan for B.S. N. Second Degree Option</u> (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.																													
Proposal Approved by: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"></td> <td style="text-align: center;"><u>Date</u></td> <td style="width: 50%;"></td> <td style="text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">9/19/2008</td> <td>Graduate Council*</td> <td style="text-align: center;">NA</td> </tr> <tr> <td colspan="2"> <i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i> </td> <td>Council on Academic Affairs</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">10/15/08</td> <td>Approved <input checked="" type="checkbox"/> Disapproved</td> <td style="text-align: center;">12/18/08</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> <td>Faculty Senate**</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">NA</td> <td>Board of Regents**</td> <td style="text-align: center;">_____</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td style="text-align: center;">_____</td> </tr> </table>				<u>Date</u>		<u>Date</u>	Departmental Committee	9/19/2008	Graduate Council*	NA	<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	_____	College Curriculum Committee	10/15/08	Approved <input checked="" type="checkbox"/> Disapproved	12/18/08	General Education Committee*	NA	Faculty Senate**	_____	Teacher Education Committee*	NA	Board of Regents**	_____			Council on Postsecondary Edu.***	_____
	<u>Date</u>		<u>Date</u>																											
Departmental Committee	9/19/2008	Graduate Council*	NA																											
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	_____																											
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		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:**

To revise the catalog copy in the sections on Admission and Progression Requirements and in the Plan for Second Degree Option to reflect updated admission criteria and to ensure previous changes in course pre-requisites are reflected in the Admission and Progression Requirements as well as in the catalog copy for the individual courses.

A. 2. Effective date:

Fall 2009

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)**B. The justification for this action:**

The admission criteria have been revised to include other academic factors in addition to GPA in admission decisions. Looking at details of the academic history is consistent with the practice of many nursing programs in the country and is considered to be more predictive of student success. This model has been used for the second degree option and is already stated in the handbook and in informational materials. The updating in the catalog copy will make sure all sources provide consistent information to students and prospective students.

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 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 ~~strickethrough~~ 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 ~~strickethrough~~ for deletions and underlines for additions.)

DEPARTMENT OF BACCALAUREATE AND GRADUATE NURSING

Admission and Progression Requirements (pg. 132 of the *Undergraduate Catalog*)

All students who are accepted by EKU's Admissions Office and declare their major as baccalaureate nursing (four year nursing) are admitted to the University as pre-baccalaureate nursing majors. However, admission to the freshman year does not guarantee admission to the laboratory nursing courses. Students seeking to enter NSC 232, 242, and 252 in the third semester of the curriculum must meet minimum program GPA requirements of 2.5 or have department chair approval. To be ~~admitted eligible to be considered for admission~~ to the clinical nursing courses, students must have completed the first three semesters of college work as outlined in the curriculum plan and have submitted a complete department application. All prerequisite courses must be completed with a grade of "C"/2.0 or better, and a minimum cumulative GPA of 2.5 on a 4.0 scale must be obtained. Completion of eligibility criteria does not guarantee admission to the clinical nursing courses. Admission to the clinical courses is competitive and based ~~primarily on GPA~~ on review of the applicants' academic history by the Baccalaureate Nursing Admission/Readmission Committee. Spaces are limited and the most qualified applicants will be selected for admission.

In addition to the academic criteria required for admission, the student must meet the standards written into the Commonwealth of Kentucky Nurse Practice Act. Specifically, the Nurse Practice Act requires that each student be of good moral and ethical character, good mental and physical health, and be academically qualified to fulfill the role and responsibilities of a person licensed to practice as a professional nurse. Students must meet all clinical agency placement requirements.

For progression, students must earn a grade of "C"/2.0 or better in all nursing and supporting courses. Students who fail to meet the requirements for progression must apply for readmission through the Baccalaureate Admission/Readmission Committee. Readmission to a nursing course is not guaranteed to any student. Please refer to the Baccalaureate Nursing Student Handbook for specific information on readmission procedures. The program reserves the right to alter the suggested plan as necessary to enhance a quality educational program. Students interested in entering graduate study may apply to the Graduate School.

Plan for B.S.N. Second Degree Option

The Department of Baccalaureate and Graduate ~~degree~~ Nursing offers students who already hold a non-nursing bachelor's degree from a regionally accredited institution the opportunity to complete the Bachelor of Science in Nursing degree in an accelerated program of study. Second degree students should have completed course work in anatomy, physiology, and microbiology as well as the six hours of supporting course requirements prior to admission to the nursing major. Classes are admitted each fall semester. Spaces are limited and admission is competitive and based on a review of all required material and the entire academic history.

For additional admission information please refer to the Selection Criteria at: <http://www.bsn-gn.eku.edu/bsn.php>

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

Part I

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

	Date		Date
Proposal Approved by:			
Departmental Committee	10/01/2008	Graduate Council*	12/1/2008
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
College Curriculum Committee	10/27/2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	1/22/09
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*		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.)

<p>A. 1. Specific action requested</p> <p>To create a new program.</p> <p>A. 2. Effective date:</p> <p>Summer 2009</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	
<p>B. The justification for this action:</p> <p>There is no existing program on EKU's campus (or nearby campuses) that provides training for related service providers in the growing area of autism spectrum disorders.</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: Adequate</p>	

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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striethrough~~ for deletions and underlines 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 ~~striethrough~~ 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 ~~striethrough~~ for deletions and underlines for additions.)

NOTE: This new program section will go just below the section on Master of Science and Specialist in Psychology (pg. 54 of the current *Graduate Catalog*).

DEPARTMENT OF PSYCHOLOGY

Dr. Robert Brubaker, Chair

Dr. Donald Beal, Coordinator, Clinical Psychology

Dr. Andrea Hale, Coordinator, School Psychology

Dr. Robert Mitchell, Coordinator, General Psychology

Dr. Jerry Palmer, Coordinator, I/O Psychology

www.psychology.eku.edu

(859) 622-1105

I. GENERAL INFORMATION

The Department of Psychology offers the Master of Science degree in Clinical Psychology and Industrial and Organizational Psychology, General Psychology, and the Specialist in Psychology (Psy.S.) degree in School Psychology. Clinical psychology students may elect to complete a program for “Providing Services to the Deaf/Hard-of-Hearing” in cooperation with the Department of Special Education. The department also cooperates with the College of Education in offering course work for the Master of Arts in Education with an option in psychology. Requirements for this degree may be found in the College of Education section of this *Catalog*.

MASTER OF SCIENCE and SPECIALIST IN PSYCHOLOGY

II. ADMISSION REQUIREMENTS

Candidates must satisfy the following special requirements. A minimum of five undergraduate courses in psychology: general psychology, statistics, and experimental psychology are required, as well as two other courses acceptable to the departmental admissions committee. An undergraduate course in industrial and organizational psychology or related course is required for the industrial and organizational psychology program. A minimum overall undergraduate grade point average of 2.5, or 2.75 for the last 60 hours, is a Graduate School requirement. Satisfactory performance on the general sections of the Graduate Record Examination is required prior to admission. A minimum combined score of 750 (Verbal and Quantitative) on the GRE is required for full consideration to all graduate programs in the Department of Psychology. Admission is competitive and limited to available space. Meeting the minimum requirements, therefore, does not guarantee admission. Candidates must arrange for submission of three letters of recommendation directly to the department, two related to the undergraduate major, with at least one from psychology faculty. Applications should be received by March 15. Notification regarding admission normally will be made in April. Students applying later may be accepted as space is available.

Autism Spectrum Disorder Certificate

The Autism Spectrum Disorder Certificate provides integrated multidisciplinary training in autism and related disorders. Participation is limited to students enrolled in graduate degree programs in Psychology, Occupational Therapy, Communication Disorders, and Special Education. Admission to one of the designated graduate degree program does not guarantee admission to the certificate program. Students seeking admission to the certificate program should contact their graduate program advisor for information.

A total of 15 credit hours is required for candidates for the Autism Spectrum Disorder Certificate, including 1 course in each of the four participating disciplines (Psychology, Occupational Therapy, Communication Disorders, and Special Education) and one discipline-specific practicum in autism spectrum disorders.

<u>OTS 863.....</u>	<u>3 hours</u>
<u>PSY 777.....</u>	<u>3 hours</u>
<u>CDS 867.....</u>	<u>3 hours</u>
<u>SED 790.....</u>	<u>3 hours</u>
<u>OT 831 or PSY 843 or CDS 874 or SED 897.....</u>	<u>3 hours</u>
<u>Total Course Requirements.....</u>	<u>15 hours</u>

Comprehensive Examination: In addition to the exit requirements for their degree, candidates for the certificate will be required to successfully complete an oral examination on Autism Spectrum Disorders.

Editorial Changes to the *Graduate Catalog* to increase awareness of the Autism Spectrum Disorders Certificate

(Page 54 of the 2008-09 *Graduate Catalog*)

DEPARTMENT OF PSYCHOLOGY

I. GENERAL INFORMATION

The Department of Psychology offers the Master of Science degree in Clinical Psychology and Industrial and Organizational Psychology, General Psychology, and the Specialist in Psychology (Psy.S.) degree in School Psychology. Clinical psychology students may elect to complete a program for “Providing Services to the Deaf/Hard-of-Hearing” in cooperation with the Department of Special Education. The department also cooperates with the College of Education in offering course work for the Master of Arts in Education with an option in psychology. Requirements for this degree may be found in the College of Education section of this *Catalog*. Students in the Psy.S. program in School Psychology or the M.S. program in Clinical Psychology may elect to pursue the Autism Spectrum Disorders Certificate.

(Page 75 of the 2008-09 *Graduate Catalog*)

MASTER OF ARTS IN EDUCATION

Communication Disorders

I. GENERAL INFORMATION

The Master of Arts in Education Program in Communication Disorders is a two-year, full time program leading to eligibility for certification in Speech-Language Pathology by the American Speech-Language-Hearing Association, Kentucky Licensure in Speech-Language Pathology, and Kentucky Teacher Certification in Communication Disorders. Students in the M.A. in Education Program in Communication Disorders may elect to pursue the Autism Spectrum Disorders Certificate. Requirements for admission to and completion of this certificate may be found in the Department of Psychology section of this *Catalog*.

(Page 86 of the 2008-09 *Graduate Catalog*)

DEPARTMENT OF OCCUPATIONAL THERAPY

I. GENERAL INFORMATION

The Department of Occupational Therapy offers the Master of Science degree in Occupational Therapy. This program allows the opportunity for professional and post-professional study. The program is designed to allow students three routes of entry: (Option 1) the individual with a baccalaureate degree in occupational science, (Option 2) the individual with a baccalaureate degree in a discipline other than occupational science or occupational therapy, or (Option 3) the individual with a baccalaureate degree or post-baccalaureate certificate from an accredited occupational therapy program. Students in Option 1 and 2 of the M.S. in Occupational Therapy Program may elect to pursue the Autism Spectrum Disorders Certificate. Requirements for admission to and completion of this certificate may be found in the Department of Psychology section of this *Catalog*.

(Page 74 of the 2008-09 *Graduate Catalog*)

DEPARTMENT OF SPECIAL EDUCATION

The Department of Special Education offers graduate programs leading to the Masters of Arts in Education, Rank II and Rank I, and Director of Special Education. The special education Masters of Arts in Education and teaching certification options are learning and behavior disorders, deaf and hard of hearing, interdisciplinary early childhood education, and communication disorders. The Master of Arts in Education, non-teaching option, is offered in interdisciplinary early childhood education. The Master of Arts in Education, alternative initial certification option is offered in learning and behavior disorders. Candidates should consult with a graduate advisor for the desired certification program as early as possible. Students in the Master of Arts in Education Program may elect to pursue the Autism Spectrum Disorders Certificate. This is a university certificate, not an EPSB certification. Requirements for admission to and completion of this certificate may be found in the Department of Psychology section of this *Catalog*.

Curriculum Change Form

Part I

(Check one)	Department Name	Family and Consumer Sciences	
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number		
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)		
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	Community Nutrition	
<input type="checkbox"/> New Program (Part III)		(Major <u>x</u> , Option ___; Minor ___; or Certificate ___)	
<input checked="" type="checkbox"/> Program Revision (Part III)			
<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	9/5/08	Graduate Council*	12/1/08
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	1/22/09
College Curriculum Committee	9/17/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	
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 ECU's Office of Institutional Effectiveness.			

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

A. 1. Specific action requested:

a. To change program admission requirements in the following manner:

- i. require a TOEFL minimum score of 580 (237 computerized) for Option 1* and Option 2**
- ii. require a verification statement from an American Dietetic Association (ADA) Didactic Program for Dietetics (DPD) for Option 2
- iii. require NFA201 – Essentials of Nutrition and NFA317 – Nutrition in the Life Cycle or department approval **for Option 1**

* Option 1 includes NFA 835, Community Nutrition Practicum, and does not lead to eligibility to sit for the Registered Dietitians' exam.

** Option 2 includes NFA 830 and NFA 831, is available only to students who have applied for and been accepted into the Dietetic Internship, and leads to eligibility to sit for the Registered Dietitians' exam.

b. To add two new required courses: PHE 800 - Research Methods in Health, Physical Education, Recreation; and HEA 810 - Human Behavior Change

c. To drop one required courses: EPY 869 - Research in Education.

d. To eliminate electives from the program of study – all courses will be required according to the requirements for each option

e. To **add** a new required course for Option 1: NFA 800 – Nutrition Topics

f. To **delete** a required course for Option 1: NFA 802 – Advanced Applications of the Nutrition Care Process

A. 2. Effective date: Fall 2009

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

B. The justification for this action:

- a. i. Due to the need for graduates to be able to communicate effectively in community settings, we are adding a TOEFL requirement for international students for Option 1 and Option 2.
- a. ii. Because students who enroll in Option 2 will apply for a Dietetic Internship, we are requiring a verification statement from an American Dietetic Association (ADA) Didactic Program for Dietetics (DPD) for admission to Option 2.
- a. iii. Require NFA 201 – Essentials of Nutrition and NFA 317 – Nutrition in the Life Cycle, or departmental approval assures that all students in Option 1 have a basic understanding of nutrition and are better prepared to succeed in the required courses for that option.
- b. & c. By dropping prior required courses, and adding new required courses, specifically in research methodology and human behavior change, students will gain knowledge and skills that will improve their abilities to be both effective and successful in community health and nutrition settings.
- d. By replacing the core and elective courses with only required courses for each option, students will be able to consistently take courses in which the content is relevant to community health and nutrition.
- e. & f. By substituting NFA 800 – Nutrition Topics, for NFA 802 – Advanced Applications of the Nutrition Care Process, in Option 1, non-dietetics majors with related health science background will be able to enroll in this option without taking the advanced nutrition pre-requisites necessary for NFA 802. The proposed courses in Option 1 will, however, complement the knowledge and skills of non-dietetics majors and will provide them with skills necessary to develop and administer nutrition programs for all segments of the life cycle.

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

Personnel Impact: An increase of 10-12 students per year in two courses: one in the Exercise & Sport Science Dept. (PHE 800), and one in the Health Promotion & Administration Dept. (HEA 810). The potential addition of students to these courses has been pre-approved by the chairs of the respective departments.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part III. Recording Data for New, Revised, or Suspended Program
MASTER OF SCIENCE
Community Nutrition
 Cip Code 19.0709

II. ADMISSION REQUIREMENTS

Minimum requirements for admission include 1) bachelor's degree; 2) minimum overall undergraduate GPA of 3.0; and 3) minimum scores of 350 verbal and 350 quantitative on the Graduate Record Examination (GRE) OR a minimum score of 400 on the Miller Analogy Test (MAT) AND a TOEFL minimum score of 580 (237 computerized) for all international students Option 1* and Option 2*. 4) NFA201 and NFA317 or department approval required *for Option 1*

Prerequisites — Applicants who have completed an undergraduate major in a discipline other than dietetics will be required to remediate designated deficiencies in undergraduate education. These requirements may be met while enrolled in the master's program. Students desiring to apply for an accredited Dietetic Internship must have a Verification Form from an accredited Didactic Program in Dietetics (DPD).

III. PROGRAM REQUIREMENTS

The components of the program include ~~(a) core courses,~~

~~(b) nutrition electives,~~ a program of required courses for each option, and ~~(c)~~ applied experiences in community nutrition. Students may enroll in one of two options:

Option 1 requires a minimum of 30 hours of graduate credit, including NFA 835. Option 1 leads to a Master’s Degree in Community Nutrition.

Option 2 requires a minimum of 36 hours of graduate credit, including NFA 830 and NFA 831. Option 2 leads to a Master’s Degree in Community Nutrition and completion of an accredited Dietetic Internship. Students completing Option 2 are eligible to sit for the national Registration Examination for Dietitians to become a Registered Dietitian (RD).

The Dietetic Internship (DI) at ECU is a competitive, pre-select program. Students may apply to the Dietetic Internship after successful completion of 12 hours of course work and pending successful completion of ~~who have completed~~ 24 hours of graduate course work ~~(core courses and nutrition electives)~~ in the M.S. Community Nutrition program. ~~are eligible to apply for the DI program.~~ Specific application requirements and materials can be obtained from the Director of the Dietetic Internship program. Application to the DI does not guarantee admission. Students desiring to enroll in Option 2 are encouraged to review application requirements for the DI *before* beginning graduate study.

A student who is enrolled in Option 2 but is not accepted to the DI program, can (1) reapply to the DI in another year or (2) change to Option 1 and complete the Master’s Degree.

Required Core.....24 hours

All Options Core Courses15 21 hours
 NFA 709, 717, 802, 811, 820; EPY 869, HEA 810, 855, and PHE800

Option 1 Core requirement
NFA 800

Option 2 Core requirement
NFA 802

Nutrition Electives9 hours
 Choose from NFA 705, 707, 709, 717, 800, 801, 804, 816,
 825, 841, or other approved course.

Applied Experience.....6 – 12 hours
 Option 1*: NFA 835(6)6 hours
 Option 2**: NFA 830(6) and 831(6)12 hours

Total Hours:
Option 130 hours
Option 2.....36 hours

* Does not lead to eligibility to sit for the Registered Dietitians’ exam.
** Available ONLY to students who have applied for and been accepted into the Dietetic Internship, and leads to eligibility to sit for the Registered Dietitians’ exam.

Curriculum Change Form

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Recreation and Park Administration <hr/> College College of Health Science <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Recreation and Park Administration BS Degree (Major ____, Option <u>X</u> __; Minor ____; or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 4/15/08	<u>Date</u> NA
Departmental Committee	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	1/22/09
College Curriculum Committee	Approved <input checked="" type="checkbox"/> Disapproved	
General Education Committee*	Faculty Senate**	
Teacher Education Committee*	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.)

<p>A. 1. Specific action requested: Program revision to reflect addition of service learning "S" designation to REC 512</p> <p>A. 2. Effective date: Spring 2009</p> <p>A. 3. Effective date of suspended programs for currently enrolled students:</p>	
<p>B. The justification for this action: REC 512 has been approved to participate in the QEP Service-Learning Project. This proposal reflects the program revision to indicate that approval with the "S" designation added to the course number, REC 512S</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: NONE</p> <p>Operating Expenses Impact: NONE</p> <p>Equipment/Physical Facility Needs: NONE</p> <p>Library Resources: NONE</p>	

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

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

Baccalaureate Degree
RECREATION AND PARK ADMINISTRATION (B.S.)
CIP Code: 31.0301

Major Requirements	56-60 hours
Core.....	43 hours
REC 101, 102, 163, 200, 263, 311, 350, 401, 406, 410, 450, 460, and 463; current first aid CPR certification at time of graduation, and one of the following options:	
Options.....	11-15 hours
Natural Resources & Outdoor Recreation.....	13 hours
REC 190, 290, 380, 390, 530.	
Public/Non-Profit Recreation Services.....	13 hours
REC 190, 280, 530, and six hours from the following courses: POL 331, 332, 333, 377 or COM 390.	
Therapeutic Recreation.....	11 hours
REC 190, 411, 511, 512S; CHS 105;	
Tourism & Resort Recreation.....	15 hours
REC 280, 380, 480; GEO 305; EHS 230.	
Supporting Course Requirements.....	6-15 hours
Support courses for (ALL OPTIONS).....	6 hours
CMS 210; COM 320A plus two hours from the following courses: COM 320B, COM 320D, COM 320E, COM 320F, COM 320G, or COM 320H.	
Additional Supporting courses required:	
Therapeutic Recreation Option ONLY.....	15 hours
BIO171, 301, PSY200, 280, 308.	
General Education Requirements.....	33 or 45 hours
Standard General Education Program, excluding block IC for all options and Block VB, VC, and Block VIII (6 hours) for the Therapeutic Recreation option ONLY. Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.	
University Requirement	1 hour
HSO 100.	
Free Electives.....	19-20 hours
Natural Resources & Outdoor Recreation.....	20 hours
Public/Non-Profit Recreation Services.....	20 hours
Therapeutic Recreation.....	19 hours
Tourism & Resort Recreation.....	18 hours
Total Curriculum Requirements	128 hours

To: Faculty Senate
From: Malcolm P. Frisbie
Date: 4 February 2009
Re: Regent's Report

26 January 2009, Regular Quarterly Meeting of the Board

The Board had a productive day at its quarterly meeting last week. We heard two interesting and inspiring reports, one about EKU's recent designation by the Carnegie Foundation as a Community Engagement institution and the other about EKU's forming CRAFT (Center for Renewable and Alternative Fuel Technologies). The Carnegie classification is a distinction that is very hard to achieve. EKU was recognized in both possible categories (Curricular Engagement and Outreach and Partnerships). The CRAFT is a newly forming center that is part of our biotechnology alliance with General Atomics, which is generating interest from across the country and internationally.

The Board also received a report on the recently concluded audit (fiscal year 2008). The auditors issued an "unqualified opinion", which means that they found no substantial irregularities in EKU's accounting practices. The auditors did make a number of suggestions of ways to improve our internal bookkeeping and financial management practices. Those recommendations are being put into place.

Also on the financial end of things, VP Newsom provided the Board with a financial update. At mid year, we appear to be in good financial shape. We are in about the same position this year as we were last year at this time in terms of percentage of revenues realized and expenditures completed. Last year we were able to add approximately \$3M to the fund balance at year's end, so the present indications are that we are on track to finish this year in a similar position. Obviously, we cannot run on "autopilot" for the remainder of the year. As we all know, the governor has asked universities to prepare for a possible 4% mid-year budget reduction. Recently, information coming from Frankfort suggested that we need to be ready for a possible 6.7% mid-year reduction. So, we will continue to monitor expenditures closely and to institute cost savings measures where we can, but sound financial planning and management has positioned us to meet the coming demands as well as can be hoped.

The Board was updated on capital projects. Phase I of the New Science Building was successfully bid in December, and construction should begin on that project any day now. The University will use up to \$5.6M of its resources over the course of the next two years to enable this project to go forward. Phase II of the Business and Technology Center also successfully bid in December and construction is already underway across the Bypass. The Ron and Sherry Lou Noel Library Studio is moving ahead in the design phase, and a Stratton Building addition is moving into the programming and design phase. The Board authorized the sale of up to \$12M in bonds to renovate Walters Hall and to complete the renovation of the intramural fields. It is testament to our good fortune at having received funding for some of these projects, to the generosity of EKU alumni, and to sound internal financial management that we are able to keep moving forward – as we must – even in economically difficult times.

On the academic side of the house, the Board approved a host of proposals that came to it via the Senate and other recommending bodies. Included in the recommendations approved by the Board were policies governing syllabuses, teaching faculty qualifications, baccalaureate degree requirements (changed to 120 hours), Latin honors, and transfer of credits to EKU after academic dismissal. The Board approved the 8 policies that the Senate discussed at length which are tied to procedures and administration of outside funding through the Office of Sponsored Programs. Seven program changes submitted by the Council on Academic Affairs were approved (4 program revisions, creation of 2 new minors, and elimination of 1 MS degree program).

Much of the morning session was devoted to discussions with potential consultants who would help the Board carry out its administrative review of President Whitlock. Two firms responded to the Board's request for proposals to facilitate this review. Both offers were impressive in their scope, and also in their price tags. Senate Chair Ware and Vice-chair Taylor joined the Board's Executive and Academic Affairs

Committee to interview representatives of the two firms and to discuss the merits of those two proposals. On the basis of the interviews and the ensuing discussion, the Board decided to ask both firms for their "best and final offers", and has sent to the firms an addendum to its original request for proposals which describes some limitations of the extent of the work that the Board wishes the consultant to carry out. The Board has set a limit of \$20,000 for fees and administrative expenses for the consultant's services. Based on the original proposals and on experience with a consultant during the last presidential review, this figure appears to be one that will get us a very comprehensive and informative review, without some "bells and whistles" that are not essential. There is strong feeling on the Board that a comprehensive review facilitated by someone with some distance from the University will be helpful to both the President and the Board as they together work to set direction and goals for the President and the University. With Mixon and John's help, the Senate Executive Committee's effort to survey the faculty will be integrated with the consultant's efforts so that the faculty voice can be heard as effectively as possible.

The Board's Executive and Academic Affairs Committee will meet in the next week or two to review best and final offers and to potentially engage one of the consultants to begin work on the presidential review.

The Board will next convene for a regular quarterly meeting on 24 April 2009.

Please feel free to contact me for further information about any of these items or to discuss topics of concern to you.

Respectfully submitted,

Malcolm P. Frisbie
622-1507
malcolm.frisbie@eku.edu