CAR TO ORDER

APPROVAL OF MINUTES
March 2, 2015

PRESIDENT’S REPORT: Senator Benson

GUEST SPEAKER: Sheila Pressley, EKU Faculty Athletics Representative (FAR) and former Chair of the Faculty Senate

NEW BUSINESS:
- Policy 4.6.17 – Annual Review of Tenured Faculty (Information only)
- Policy 4.8.1 – Evaluation of Academic Administrators (Information only)
- Policy 9.1.1 – Consumption & Serving of Alcoholic Beverages on Campus (Information only)
- Policy 8.3.8 – Return to Work Program (Information only)
- Policy 8.2.6 – Faculty & Staff Tuition Waiver Program (Information only)
- Nominations for Senate Chair
- Nominations for Senate Vice Chair
- Report from Council on Academic Affairs
  (See separate PDF file for the curriculum forms - 183 pages)

REPORTS & QUESTIONS:
Executive Committee Report: Senator Day
Faculty Regent: Senator Thieme
COSFL Representative: Senator Scarambone
Provost: Senator Vice
Student Government Association: Kyle Nicholas, President

STANDING COMMITTEES:
Academic Quality Committee: Senator Hunter, Chair
Budget Committee: Senators Givens & Hatcher, Co-Chairs
Elections/University Nominations Committee: Senators Brumfield & Johnson, Co-Chairs
Information Technology Committee: Senator Kilgore, Chair
Rights & Responsibilities Committee: Senator Whalen, Chair
Rules Committee: Senators Adams & Skubik-Peplaski, Co-Chairs
Welfare Committee: Senator El-Amouri, Chair

AD HOC COMMITTEES:
Legislative Forum: Senator Hatcher, Chair
University Parking Committee: Senator Howell

ADJOURNMENT
The Faculty Senate of Eastern Kentucky University met on Monday, March 2, 2015, in the South Ballroom in the Keen Johnson Building. Senator Day called the sixth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent: D. Allen*, D. Embury, J. Fitch, E. Morrett, J. Pogatshnik*, T. Reed*, D. Robinson*, B. Shi, C. Sommer*, S. Szabo*, D. Travis

*indicates prior notification of absence
^ SUB G. Jefferson attended for D. Robinson

ANNOUNCEMENTS:

Senator Day thanked Senator Benson for his assistance in securing a new podium and an improved sound system for the meetings.

Senator Day welcomed the JOU 401 students who were in attendance as guests.

The AAUP has rescheduled the forum on faculty governance in Kentucky for Friday, March 20, 3:30-5:30pm in the Faculty Lounge.

APPROVAL OF MINUTES:
The February 2, 2015 minutes were approved with the following correction.

Remove notation that Senator Lowry was absent.

REPORT FROM THE PRESIDENT: Senator Benson

Senator Benson commended the Division of Facilities Services for their efforts to clear the campus during the recent snow storms.

The Faculty Senate Executive Committee now meets monthly with the president to discuss faculty issues and concerns.

Last week the Board of Regents and the president’s Leadership and Action Academy travelled to Frankfort to meet with legislators.

The two new Foundation Professors for 2015-17 is David Mohallatee, Art Department and Tom Appleton, History Department.

It was also another month marked by progress on many fronts and remarkable achievements by faculty, staff and students. Below are just a few.

- Bullhorn Creative Assisting in Development of Brand Strategy
  In early February, Bullhorn Creative, of Lexington, was selected to provide expert guidance in the development of a new brand strategy for the University.
**Diversity Initiative Aims to Help Us All See We’re Part of Same Fabric**

A new diversity and inclusion initiative at EKU is aimed at helping each and every one of us understand that we’re all part of the same fabric. The initiative, headed by Interim Chief Diversity Officer Dr. Sherwood Thompson and a 30-member team from a cross-section of campus, will develop a plan that positively impacts the entire University.

**Finalists Announced for Athletics Director**

Four outstanding finalists are coming to campus March 8-19, and open forums will give the campus community and public a chance to meet each of these individuals and hear what they have to say.

The finalists are Jude A. Killy, senior associate athletics director for external operations at Miami University (Ohio); Stephen Lochmueller, owner and president of Direct Attention Inc.; Derrick Ramsey, director of athletics at Coppin State University; and Christopher Walker, associate athletics director for development at Washington State University.

To see the schedule of open forums and more information on each of the finalists, visit [eku.edu/AD](http://eku.edu/AD).

**Admissions Staff Accepts Challenge, Turns South Laurel Senior into Candy Man”**

When Chris Butcher, a senior at South Laurel High School, tweeted, “@EKUAdmissions better step up their game because (a rival school) sent me some candy,” he soon found out just how seriously Eastern Kentucky University was taking his interest.

Just three days later, with permission from the school’s guidance counselor and Butcher’s teacher at that time, Fe’Lisa Wilson and Beth Brashears from the EKU Admissions staff, along with a current EKU student and the Colonel mascot, made the 50-mile trek to London and appeared at his South Laurel classroom door with a surprise treat. A basket was filled with not only his favorite candy but also an EKU banner, some EKU shirts, and other University paraphernalia.

Butcher was not alone in feeling special. For the 86 other South Laurel students who had also applied to the University, Wilson and Brashears brought each a bag full of Starbursts with a note that said, “We are bursting with happiness that you’re a #FutureColonel.”

**Eastern, Western Partner to Enhance Worker Safety**

Here at Eastern, we house one of only 27 OSHA Training Institute Education Centers in the U.S. Now that Center has partnered with the Division of Extended Learning and Outreach at Western to deliver OSHA safety courses in Bowling Green and Owensboro. This will make safety instruction more seamless, more convenient and less costly for industries in western Kentucky.

EKU will provide all the instructors, curricula and material assignments, as well as process registration, fees and prerequisite verifications. Western will assess needs in the region, promote the courses and provide space and on-site coordination.

**Regents Designate Mary Roark as Eastern’s Second President**

The Board of Regents officially designated Mary Roark as our second president.

Mrs. Roark served 1909-10 – at a time when women couldn’t even vote in state or federal elections. She followed her husband, our first president, Ruric Nevel Roark, when he became ill and passed away a few months later. Although her title at the time was “acting president,” she was quickly embraced by students, faculty, staff and the public as a legitimate leader in her own right.

Mary’s official portrait will be unveiled this month as we have invited members of the Roark family to join us in Keen Johnson for the ceremony and a luncheon.
• **EKU Online Programs Ranked Most Affordable in U.S.**
  EKU’s online degree programs are ranked among the most affordable in the nation. Best Masters Programs published a list of the 50 Most Affordable Online Master’s Degree Programs, and EKU Online programs ranked No. 36 overall.

  Our online programs have received numerous accolades for quality and affordability. In January 2015, U.S. News placed them among the Top 50 best online bachelor’s degree programs, the Top 50 best online graduate degree programs in Education and the Top 100 best online graduate degree programs in Nursing.

• **Bertee and Retta Faye Adkins Scholarship Established**
  Dr. Bertee Adkins taught business courses here from 1973 until he retired in 1998.

  Dr. Adkins recently established the Dr. Bertee (Bert T.) and Retta Faye (Jett) Adkins Endowed Scholarship for deserving students in our College of Business and Technology.

• **Public Health Major One of 108 Gilman Scholars Nationwide**
  Tori Caldwell, a junior public health major and McNair Scholar from Louisville, is one of only 108 recipients in the U.S. of the prestigious Gilman International Scholarship.

• **Student-Athlete Wins National Honor in Risk Management and Insurance**
  Taylor Speaks, Somerset, a member of our football team and a junior risk management and insurance major, is one of only 30 students nationwide selected for the Anita Benedetti Student Involvement Program.

• **Three Students Participate in Nationwide Train Jam**
  Three students in our video game development program, the only such program in Kentucky, are enjoying a unique trans-continental experience: a 52-hour Train Jam on which they and 27 students from across the U.S., Netherlands and Australia are developing games while on an Amtrak trip from Chicago to California.

  Participating students are Mark Cahalan, Austin Areaux and Daniel Marifjeren.

• **EKU to Host International “Living with Animals” Conference March 19-21**
  Presenters and attendees from at least 11 countries will converge on our campus March 19-21 for the second biennial “Living with Animals Conference.”

  The event is sponsored by our Animal Studies program, the only such undergraduate program in the world. The sessions, much like the EKU academic program, are quite multidisciplinary in content, blending psychology, gender studies, literature, the arts, law, agriculture, ethics and many more diverse disciplines.

NEW BUSINESS:

**Academic Quality Committee Election** (1 vacancy). Senator Adams self-nominated. Senator Slusher moved to accept by acclamation, seconded by Senator Ciocca. Motion carried.

**Rules Committee Election** (1 vacancy). Senator Resor self-nominated. Senator Turner moved to accept by acclamation, seconded by Senator Ciocca. Motion carried.
STANDING COMMITTEE REPORTS

REPORT FROM SENATE CHAIR: Senator Day

During the past month, Senator Day appointed the following faculty to serve on policy drafting teams:

- Employee (Staff) Evaluation: Dr. Tim Forde
- Personnel Appointments: Sen. Debbie Whalen
- Drug and Alcohol Testing: Sen. Jerry Palmer
- Reorganization of Units within the University (New Policy): Sen. Beth Polin

Faculty Senate Elections are coming up soon. Plans to elect a Part-time Faculty Senate representative are already underway. It is also time for Senators to review their own departmental representation. If terms are expiring (and remember, Senators may be reelected for a second three-year term) it would be helpful if the names of new Senators are available by the March 23rd Executive Committee meeting.

It is also time to start thinking about Senate leadership for next year. Since the Senate Chair is elected from all members who have previously served on the Senate, if your 2015-2016 department representative is not currently serving, but has served in prior years, they are eligible to be elected Chair. Nominations for Senate Chair will be taken at the April meeting, with the election to be held at the organizational meeting in May.

The Executive Committee has begun preparations for a full faculty review of the president’s performance. According to policy, the “President shall be reviewed by the faculty during the second…year of service….All faculty… shall be given the opportunity to complete the questionnaire… [and] members of the Executive Committee will be responsible for the tabulation of the responses and the transcription of comments. A summary will be transmitted to the President and to the Board of Regents” in time for the June meeting. “The individual review forms will be confidential and…shall solicit responses in the areas of leadership, management, communication, personal relations, fairness and overall evaluation.” There will also be an opportunity for faculty to respond to open-ended questions. Procedures for the distribution of the questionnaires and verification of respondents will mirror those used for the election of the Faculty Regent.

The Registrar’s Office is implementing a new technology solution called Astra Schedule which will eliminate hand scheduling and reduce the time it takes to schedule courses into classrooms down to a few days. In addition, Astra Schedule can analyze trends, search for bottlenecks, and recommend the number of course sections that students need, and the time of day that departments should provide them. The Schedule Book is going to become a web-based form, inside of EKU Direct.

Strategic Initiative Teams are forging ahead and early reports are that they are producing the desired effect. The Academic Excellence SIT, one of eight such groups, is a 29-member multidisciplinary team of faculty and staff focused on high impact strategies aimed at improving the educational experience for students. People are beginning to better understand the direct connections between, for example, academic goals and budget priorities. The Board of Regents
has also taken a special interest in the process and has asked for a separate session to review the plan before it comes to them for action in June.

The Council on Postsecondary Education continues to look at Performance-based funding. They envision that a percent of all new money received by the university will be based on degree and credit hour production, with some adjustments for STEM degree production, and service to low SES students. While it is unclear how much, if any, new money will be forthcoming, even at low levels the publication of student data surrounding the performance funding will likely drive some amount of change. But higher Education in Kentucky has lost $170 million since 2008.

Warnings from Frankfort that a mid-year budget cut might occur, delayed some hiring this fall, but that problem has passed. Now, with the strong encouragement of the Chairs, an effort to streamline faculty hiring procedures, and allow departments more control in determining where want ads are placed, is underway.

As the university approaches reaffirmation with SACSCOC we will become even more accustomed to what regulators call “evidence-based accountability.” Previously universities had to report results. The new concept is “meaningful change” and SACSCOC will look for assessment data that will describe the status of programs. Faculty may begin to hear the phrase, “If it’s not in TracDat, it doesn’t exist.”

The Executive Committee reviewed the recently revised Annual Review of Tenured Faculty Policy and sent it back to the drafting team for more revisions. Work is also progressing on the Evaluation of Academic Administrators policy. In response to concerns heard from some faculty members, the Executive Committee plans to bring both policies forward at the same time – and soon. There is some time pressure to have the policies in effect by August 1, in order to satisfy SACSCOC requirements. That means both policies need to reach the Faculty Senate for action in May, and the Board of Regents by June.

The Executive Committee continues to look at two interim policies and one interim regulation that come from the administrative side of the institution. They are:

- Policy 9.1.1: Consumption and Serving of Alcoholic Beverages on Campus.
- Policy 8.2.6: Faculty and Staff Tuition Waiver Program.
- Regulation 8.3.9R: Return to Work Program.

As you know, the Faculty Senate is designed to approve academic policies. Historically, administrative policies did not come before the Senate. The Executive Committee is discussing a process for determining the conditions that will help us determine when an administrative policy should come before the full Senate.

**REPORT FROM FACULTY REGENT: Senator Thieme**

Senator Thieme thanked David McFaddin and his team for the work they did to get the Board of Regents to Frankfort.

The president’s second year review is due to be completed soon. Senators Day, O’Brien, and Thieme along with a couple of staff members plan to meet with Board of Regents Chairman Turner tomorrow to discuss a coordinated effort.
The Board of Regents will meet on March 16th to review the strategic plan. The next formal Board meeting will be in April.

**REPORT FROM PROVOST:** Senator Vice

The Fourth Annual Assurance of Learning Day will be Friday, September 25, 2015.

One of EKU’s primary focal points going into 2015-16 will be identifying meaningful changes relating (but not limited to) student learning. The TracDat column “Use of Results” has been changed to “Meaningful Changes.” Programs that routinely report, “No change needed” will be asked to re-evaluate their process and take a closer look at their student learning outcomes.

As a result of the inclement weather, Dr. Saundra McGuire’s visit to EKU has been postponed until the fall semester.

SACS-COC has granted EKU approval to offer the Psy.D. in Psychology. SACS-COC has also changed our status from Level V to Level VI. EKU is the first Kentucky comprehensive university to move to Level VI and to offer four advanced practice doctorates.

Lunch with the Provost is canceled for March.

**STANDING COMMITTEES**

**Elections & University Nominations Committee.** Senator Johnson reported that nominations for the part-time faculty representative in Faculty Senate are being accepted now through March 18th. The nomination must come from department chairs and all chairs have been notified. The election, which is open to part-time faculty only, will be held by electronic ballot and is tentatively scheduled for April 1-15, 2015.

Senators with expiring terms should notify department chairs that replacements should be elected or chosen by April 15th. The department chair should email the name(s) of new senator(s) to April Brumfield (april.brumfield@eku.edu) and/or Bob Johnson (r-dean.johnson@eku.edu).

Openings for 2015-16 University Committees are being gathered now. An electronic survey for self-nominations will be circulated once those openings are determined. This will be emailed to all tenured and tenure-track faculty.

Nominations for Senate Chair and Vice Chair for 2015-16 will be taken at the April Senate meeting. The election will be held at the May organizational meeting.

**Information Technology Committee.** Senator Kilgore reported that faculty can upgrade to one of the following computers:

- HP EliteBook 840, i7, 2.9 GHz Intel, 8GB RAM, 500GB hard drive, no internal DVD, weight ~3.5 lbs., 14” screen.
- HP ProBook 640, i7, 2.9 GHz Intel, 8GB RAM, 500GB hard drive, internal DVD, weight ~4.5 lbs., 14” screen.
- HP Elitebook Pro x2 612 Tablet, i5, 2.5 GHz Intel, 8GB RAM, 256GB hard drive, no internal DVD, weight ~2 lbs., 12.5” screen.
The lease for current laptops ends at the end of the month. If laptops have issues, turn them in early so that issues can be resolved before the lease runs out. The old laptops will be reissued to adjunct faculty.

Senator Kilgore reminded everyone that the 2-3000 line to report IT issues has an automatic call back feature to help eliminate long waiting periods. Requests can also be submitted through the online trouble report or by email.

A committee is being formed to review Blackboard and other LMS systems. Anyone interested in serving on the committee should contact Senator Kilgore or Jean Marlow.

Faculty Welfare Committee. Senator El-Amouri reported that the committee is still working on the summer pay issue. Once data is collected from other institutions to see how they are handling summer pay, a short survey will be sent out to all the deans on campus.

Ad Hoc Committee on Legislative Forum. Senator Hatcher announced that the forum will be rescheduled for either the week of April 13th or April 20th

ADJOURNMENT

Senator Vice moved to adjourn at approximately 4:30pm.
I apologize that I am unable to be with you in person this month for my report, but a previous commitment has me away from campus for a few days.

March 2014 will go down as a momentous month in the history of our University, with successive approvals by the Student Senate and Board of Regents of a student fee to fund a small portion of our proposed Center for Student Life (CSL).

The CSL is vital to our efforts to compete and even exceed expectations as we step up our efforts to recruit and retain not only the best and brightest students, but faculty and staff as well. It is the signature feature of our comprehensive renewal efforts as we re-envision the historic core of campus to become a bustling hub of campus activity and better serve the holistic needs of our students.

The remaining components of the Center will be financed by a creative mix of public-private partnerships, private dollars and University funds.

Pending approval by the CPE at its April meeting, initial design work and project cost estimates for the Center for Student Life are expected to be completed by October. We anticipate the final agency bond amount will be submitted to the CPE and Finance Cabinet this December for inclusion in the 2016 budget request and will then seek General Assembly approval next year to begin construction on the project in the Summer of 2016.

My hope is that faculty, staff and students alike will continue to share their hopes and dreams in the weeks and months ahead. Out of that dialogue, a campus master plan that incorporates this revitalization will come into sharper focus. Our shared vision will ultimately lead us to become the clear-cut top choice for prospective students in our region and the envy of our peers nationwide. When that happens, we all win: not just our students, but faculty and staff as well.

Stay tuned: the best is yet to come.

Other important news from what was a very busy month:

**Assistant Vice President for Major and Planned Gifts Named**

Whether it’s various campus revitalization initiatives or support for scholarships and academic programs, private support will play an increasingly important role moving forward.

That’s why one recent personnel announcement was so critical. Ben Mohler is our new Assistant Vice President for Major and Planned Gifts in the Office of Development and Alumni Relations.

He brings 14 years experience in higher education advancement, including the past seven years as Director of Philanthropy and Development for the William States Lee College of Engineering at the University of North Carolina at Charlotte. While there, he guided the College to record fund-raising totals, and I expect he’ll have a significant impact on our efforts.

**Steve Lochmueller New Athletics Director**

Likewise, I expect our new Director of Athletics, Steve Lochmueller, to play a significant role in our ongoing efforts to raise private support and raise the national profile of the University.
He brings a unique skill set to the position, with the entrepreneurial vision, business savvy and proven leadership skills to guide our Athletics Program as he imbues our athletics operation with a business mindset focused on resource and revenue generation.

**Dr. Siwei Gao Appointed Coffey Professor of Insurance Studies**

One of our most generous supporters through the years has been 1965 Eastern graduate Tom Coffey, who in 2004 established the University’s first endowed professorship. Recently, he was on hand to recognize Dr. Siwei Gao’s appointment as the Thomas and Rebecca Coffey Endowed Professor in Insurance Studies.

**“Colonels at the Capitol” Event Big Hit with Lawmakers**

Equally critical to our future success is the support we enjoy from our state leaders. The University continued to show its commitment to engaging in the legislative process by hosting another “Colonels at the Capitol” Day last month in Frankfort.

For the second consecutive year, our Board of Regents made it part of a retreat and, this time, extended the event invitation to the President’s Council and the President’s Leaders in Action Academy. It’s a wonderful opportunity for campus leaders to interact with our state leaders. We were also able to express our gratitude for their help in obtaining key resources to further enhance the University.

You will be encouraged to know that many legislators spoke very highly of the level of educational quality that EKU offers its students. Several spoke from personal experience.

We want our state legislators to know that we aren’t going anywhere. We are committed to continually advocating an increase in higher education opportunities for our region and the Commonwealth.
Aviation Partnerships with Community Colleges Speed Students’ Transition to Skies

Another way we will meet the needs of the Commonwealth and nation in the years ahead is to form partnerships with other educational institutions. One prominent recent example is our partnerships with four community and technical colleges in the KCTCS system: Hazard, Southeast in Middlesboro, Ashland and Owensboro.

EKU now boasts the nation’s first FAA-approved, 1,000-hour power, 2 + 2 degree pathway, and the partnerships with the four colleges, selected because of their proximity to airports, are a good start toward our goal to have partnerships with all community colleges co-located with a regional airport.

With this most recent FAA approval, community college students can complete their FAA private pilot through instructor pilot certificates and ratings, their associate degree, their bachelor’s degree, and simultaneously earn their 1,000-hour power certificate, all by partnering with EKU Aviation.

EKA Online Student Accepted into New Clinical Psychology Doctoral Program

Online enrollment continues to grow in numbers and as one recent development suggests, the quality of our online programs is keeping pace.

Chris Kidder, who will graduate in a few weeks from our fully online baccalaureate degree program in psychology, is one of 12 students admitted to our new doctoral degree program in Clinical Psychology. He works full time in Frankfort and took all his classes with us online.

His acceptance validates that a well-designed online program, using the same faculty and curriculum, can build the same doctoral-level competencies in our students that our traditional courses can.

Students, Faculty and Alumni Making a Difference

The past month again offered ample evidence that EKU faculty, students and alumni are making a significant positive difference in their communities and even in foreign nations.

Dr. Louisa Summers, a professor in our Department of Exercise and Sport Science, is devoting her sabbatical to helping Wounded Warriors at four camps in Birmingham, Ala. And she is looking for additional opportunities to help veterans with disabilities here on our campus and in our own community.

Candi Graves, a senior environmental health science major, didn’t wait to graduate before putting her education to work, helping provide safe water to a village in Haiti. Candi has made three trips to the Caribbean nation in the last two years. This past summer, she partnered with researchers from Clemson University to help a village secure a new UV-based disinfection system. This couldn’t happen without outstanding instruction and support from our own faculty.

Then, from Louisville, there’s the heartwarming story of David Carter, a former standout football lineman who graduated last May. David, who grew up as a ward of the state, now works as a resident counselor at the Home of the Innocents, a facility serving at-risk youth. He regularly brings groups of students from the Home to Colonel sporting events, giving them a taste of what college has to offer. He gives credit to all the role models he had at EKU, including coaches and faculty.

Lastly, here’s a way that we can all make a difference. On Friday, April 10, the 18th annual Empty Bowls fund-raising event to put food on the table for hungry people in Madison County will be held.

The event is scheduled from 11 a.m. to 1 p.m. at First Baptist Church on the Eastern By-Pass. EKU has been associated with Empty Bowls from the beginning, as faculty, staff and students have united to donate their time and talents to ensure its success. I hope we can continue to support this most worthy cause with our treasure as well.
EKU Named Tree Campus USA

The ongoing revitalization efforts won’t diminish at all our commitment to an attractive campus landscape. In fact, adding attractive green space features is a big part of our plans. And a big part of our Campus Beautiful is the ample number of trees – trees of every shape, size and species.

Our efforts to promote healthy trees and engage students and others in a spirit of conservation have earned EKU 2014 Tree Campus USA honors from the Arbor Day Foundation. I was proud to take part in a recent tree-planting ceremony outside our New Science Building, and I hope to participate to many more such events.

Commencement 2015

Finally, I am very pleased to announce Kentucky’s Lt. Governor, the Honorable Crit Luallen, has agreed to be our Commencement speaker for the EKU 2015 graduating class. The ceremony on May 15th – the first at Roy Kidd Stadium in quite some time now – promises to be a very memorable event. We will present the name of Lt Governor Luallen to receive an honorary doctorate of public service at our Board of Regents meeting on April 20th.

Thank you for your continued service to EKU and our students.
# University Policy Impact Statement

**Date:** Apr 1, 2014  
**Check One:** ☑ Revision of Existing Policy  ☑ New Policy  

**Policy Number** (If known) 4.6.17  
**Policy Name** Annual Review of Tenured Faculty  

**Originator(s)** Provost Office  
**University Affiliation**  
**Email for primary contact** sherry.robinson@eku.edu

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**Justification for Proposed Changes or for New Policy** (Attach additional sheet if necessary)

During the vetting of the Annual Review and Post-Tenure Review policy draft in 2013-14, the desire to separate annual review from post-tenure review was expressed. By creating a new policy solely focused on annual review of tenured faculty, the policy can emphasize faculty development instead of implying the review process is for the purpose of leading to post-tenure review.

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**Consistency with EKU’s Mission and Strategic Plan, Other Policies, and Related External Documents**  
Cite relevant official statements from EKU or external sources.

Strategic Direction 1.4: Demonstrate faculty excellence in teaching and scholarship, staff excellence in support of academics and student services, and student excellence in academic achievement.  
Strategic Direction 2.5: Increase support for professional development, service, scholarly activity, and external funding pursuits in order to improve teaching, service, and scholarship.  
SACSCOC Standard 3.7.2: The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria.

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**Impact on the University**  
(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU’s culture and/or behaviors that may be involved.

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**List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.**

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☐ Additional Pages Attached  # of additional pages

| Print Form |
Policy 4.6.17, Annual Review of Tenured Faculty
Considerations in Developing the Policy

SACSCOC Requirement
- **Evaluation applies to all faculty.**
  Comprehensive Standard 3.7.2 states: “The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status.”
- “Regularly” should be interpreted to mean at least every three years.
  The Resource Manual for the Principles of Accreditation notes, regarding the evaluation of administrators, that the “Commission expects that the use of the word ‘periodically’ is reasonably be defined as meaning at least every three years.” This same expectation is echoed in one of the relevant questions for consideration for faculty evaluation: “What evidence exists that shows that evaluation is administered on a regular and timely basis, at least every three years?”
- **Assessing quality and effectiveness are important aspects of faculty evaluation.**
  The Resource Manual states: “Since the members of the faculty direct the learning enterprise of an academic institution and are responsible for assuring the quality of the academic program, it is imperative that an effective system of faculty evaluation be in place. The concept of faculty evaluation encompasses a range of processes designed to assess the quality and effectiveness of the performance of each member of the faculty, including tenured, contractual, and adjunct/part-time faculty. The overall evaluation system may include a variety of components, but regardless of the evaluation types used, it is critical that the faculty evaluation system be consistent with the mission of the institution.” This concept is echoed in one of the relevant questions for consideration for the standard: “How are faculty evaluations administered and used in ensuring the effectiveness of all faculty, especially in terms of student learning?”

Annual Review and the Professional Development Plans
In Fall 2014, Provost Vice announced that Academic Affairs is “implementing a program to enhance the professional development opportunities for faculty, with particular attention to teaching.” This program called on departments to design a professional development plan by August 2015 and for each faculty member to submit an individual plan in Fall 2015.

The rollout of the Professional Development Program coincides with the drafting and eventual implementation of the Annual Review of Tenured Faculty policy. Because one of the goals of the Annual Review policy is faculty development and because we did not want to create multiple processes, the drafting team decided to incorporate the professional development plan each faculty member creates in the Program into the annual review process. For the first two years of the annual review cycle, the professional development plan is a large component of the annual review because it provides a chance for faculty to have a conversation with the department chair and then to seek professional development opportunities in areas they wish to cultivate or improve, particularly in light of the performance standards established by the department.

Connection to Post-Tenure Review
Annual review will be required of all tenured faculty, and most faculty will only be using the annual review process. This process occurs on a three-year cycle, with the third year providing the assessment of quality and effectiveness in light of the department’s performance standards. On occasion, however, a faculty member may have continuing deficiencies that necessitate additional review and possible sanctions. While the process for post-tenure review is a separate process, the outcomes of the third-year review can determine if post-tenure review is activated.

The emphasis in the annual review process is to encourage professional development and other activities to strengthen areas of deficiency, and to do this to the greatest degree possible within the annual review process. Because teaching is core to the mission of the University and because teaching deficiencies have the greatest impact on students, two successive deficiencies in teaching without sufficient improvement will activate post-tenure review. This is consistent with EKU’s longstanding self-identification as a teaching institution and with the SACSCOC emphasis on the evaluation of faculty effectiveness regarding student learning. Deficiencies in scholarly/creative activities and in service without sufficient improvement in two successive cycles (7 years total) will activate post-tenure review.
Annual Review of Tenured Faculty

Policy Statement

Tenured faculty members at Eastern Kentucky University share the responsibility to maintain an appropriate level of teaching, scholarly/creative activities, and service. The goal of annually reviewing tenured faculty members is to recognize exemplary performance, identify areas for potential growth, establish goals, and create professional development plans. For each of their tenured faculty members, Department Chairs/Unit Heads will collaborate annually with the faculty member to create and support individual goals and professional development plans and to assess every three years the faculty member’s performance, using department/unit-approved standards for teaching, scholarly/creative, and service activities. The review process respects the uniqueness of disciplines within the University and provides for appropriate professional flexibility at department/unit levels; however, the process is designed to provide consistency with department, school, college, and University policies.

Entities Affected by the Policy

- Tenured Faculty
- Departments
- Colleges

Procedures

ESTABLISHING PERFORMANCE STANDARDS

1. Each Department/Unit shall establish performance standards and procedures for the review of tenured faculty members’ performance in the areas of teaching, scholarly/creative activities, and service. In reviewing all three areas, collegiality shall be considered. Since individual faculty members’ activities may vary yearly, their specific workload assignments, long-term projects, and professional development plans must be taken into consideration. The performance standards must be consistent with Policy 4.1.1, Academic Freedom. Performance standards and processes for Annual Review of Tenured Faculty are distinct from the criteria and processes for promotion that are described in Policy 4.6.4, Tenure and Promotion.

2. The Department/Unit performance standards and procedures shall be approved by the majority of full-time tenured faculty members and shall be approved by the Dean. Changes in the Department/Unit performance standards and procedures shall be made by a majority vote of the full-time tenured faculty members of the Department/Unit and shall be approved by the Dean by May 1 prior to the academic year in which the changes are to take effect.

3. A statement of performance and procedures shall be filed in the offices of the Dean and of the Department Chair/Unit Head.

4. It is the obligation of the Department Chairs/Unit Heads to disseminate the approved performance standards and procedures to the full-time tenured faculty in their department/unit.
THE ANNUAL REVIEW PROCESS

The tenured faculty review process will consist of annual reviews over a three year recurring cycle of assessment. Years one and two are brief and formative in nature and year three is more in depth. All reviews shall focus on the faculty's goals and professional development plan.

Year One and Two Review

1. During the spring semester, but no later than April 1, Department Chairs/Unit Heads shall hold a conference with tenured faculty members in the department/unit. At this or subsequent spring conferences, the Department Chair/Unit Head and the faculty member will discuss the faculty member's achievements with specific reference to the goals set in the previous conference. This conference will include a discussion of any areas of concern a brief written summary or department form prepared by the Chair of the faculty member's professional development goals for the next year, progress toward or achievement of the previous year's goals, as well as any area of concern including but not limited to performance standards.

2. At the conclusion of all faculty conferences, the Department Chair/Unit Head will send the annual review summaries/department forms for each faculty member to the Dean with a copy to the faculty member.

Year Three Review

1. For the Year Three Review, tenured faculty members will prepare a brief (1-3 page) reflection of their work since the last Year Three Review. Tenured faculty members will also ensure that their information is current in the University system for annual activity reporting.

2. During the spring semester, but no later than March 15, Department Chairs/Unit Heads will hold a conference with their tenured faculty members scheduled for their Year Three Review. The purposes of this conference are to evaluate work from the previous three years and to establish the professional development goals of the faculty member for the next year (Year One). The evaluation of the faculty member's work will take into account the standards set by the department/unit in regard to teaching, scholarly/creative activities, and service.

3. Within 10 calendar days following this conference, the Department Chair/Unit Head will provide to the faculty member a written statement of evaluation. Department Chairs/Unit Heads will use the department/unit’s minimum performance standards and the faculty member’s workload to assess the tenured faculty member as “exceeds standards,” “meets standards,” or “below standards” in each of the three areas (teaching, scholarly/creative activities, and service). If a faculty member and a Department Chair/Unit Head have agreed upon a workload in writing in which any of the three areas are adjusted for a period of time, the assessment will reflect the adjusted workload with regard to the performance standards.

4. Assessments of “exceeds standards” or “below standards” must be explained in writing.

5. The tenured faculty member will have an opportunity to respond in writing within 10 calendar days.

6. Third Year Reviews receiving an “below standards” overall or in any of the three areas will be reviewed by the Department/Unit Third Year Review Committee for Tenured Faculty (TYR) prior to review by the Dean. The Department Chair/Unit Head shall provide the Committee with a copy of the relevant department/unit’s performance standards in addition to the review materials. The TYR shall indicate in writing, with an explanation, whether they concur with the assessment of each “below standards” rating.

7. The Department Chair/Unit Head will submit all Year Three Reviews, including any written response by the faculty member and any report from the TYR, to the Dean no later than April 1.

8. The Dean will indicate in writing whether he/she concurs with the assessments, with an explanation if he/she does not concur. Faculty receiving one or more “exceeds standards” assessments are eligible for University recognition.

9. The Dean will notify the faculty member and the Department Chair/Unit Head no later than May 1.

10. The faculty member will be expected to set professional development goals in consultation with the Department Chair/Unit Head for the following year to address any below standards ratings.

11. The Department Chair/Unit Head will assess these goals during the Year One of the next review cycle to determine if significant progress has been made in the area of deficiency. Within 10 calendar days following the annual review conference, the Department Chair/Unit Head will provide to the faculty member a written statement of evaluation. If significant progress has been made, the faculty member resumes the normal second year of the three year cycle. If significant progress has not been made, the tenured faculty member will have an opportunity to respond in writing within 10
calendar days. The evaluation, including any written response from the faculty member, will be sent to the TYR.

12. If the TYR determines that there is insufficient progress made in a deficiency in scholarly creative activities or in service, the TYR will indicate in writing whether they concur with the assessment of “insufficient progress.” If a “below standards” and “insufficient progress” occurs in the same area of deficiency in the subsequent review cycle and is affirmed by the TYR, the Department Chair/Unit Head will activate the Post-Tenure Review process (See Policy 4.6.7, Post-Tenure Review, for the post-tenure review process.

13. If the deficiency is in the area of teaching and the TYR determines there is sufficient basis for the second “below standards” rating, then the Department Chair/Unit Head will complete the Post-Tenure Review Activation form and submit the form and all supporting materials to the Provost, with a copy to the Dean and the faculty member under review. (See Policy 4.6.7, Post-Tenure Review, for the post-tenure review process.

ESTABLISHING THE DEPARTMENT THIRD YEAR REVIEW COMMITTEE FOR TENURED FACULTY (TYR)

Each Department shall establish a TYR Committee for Tenured Faculty within the following guidelines:

a) The Department shall elect no fewer than three members and one alternate, which shall be elected from the full-time tenured faculty of the college, excluding Department Chairs/Unit Heads.

b) All members of the TYR are eligible to vote.

c) No member of the TYR can also serve on the Department or College Promotion and Tenure Committee.

d) No member of the TYR can also serve on the University Post-Tenure Review Committee.

e) If a Department is too small to provide such a committee, the Department may select a full-time tenured faculty outside the Department with the advice of the College Dean.

f) A member of the TYR shall not participate in the review of a case where there is a conflict of interest.

G) The members of the TYR serve two-year staggered terms. A member cannot serve more than two consecutive terms.

h) The TYR shall be elected no later than May 1 of the year prior to the year in which it is to function.

Responsibilities

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<tr>
<th>College Dean</th>
<th>At a minimum, the Dean is responsible for</th>
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<tr>
<td></td>
<td>• approving minimum performance standards for Departments/Units</td>
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<td>• approving Year Three tenured faculty reviews</td>
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<td>• ensuring the department establishes minimum performance standards</td>
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<td>• conducting annual reviews of tenured faculty</td>
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<td>• working with faculty to create goals and development plans</td>
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<td>• working with faculty and university administrators to support professional development</td>
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<th>Tenured Faculty Member</th>
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<td>• knowing and adhering to Policy 4.6.17</td>
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<td>• ensuring that information is current in the University system used for annual activity reports</td>
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<td>• working with the Department Chair/Unit Head to create goals and development plans</td>
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<td>• writing a reflection for the Year Three Review</td>
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<th>Third Year Review Committee</th>
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<td></td>
<td>• reviewing and making recommendations regarding “below standards” and “insufficient progress” ratings made by a Department Chair/Unit Head</td>
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### Interpreting Authority

Senior Vice President for Academics and Provost

### Policy Adoption Review and Approval

**Established in part through Policy 4.6.7, Tenured Faculty Member Review**

**Policy Issued**

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
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<tr>
<td>October 21, 2000</td>
<td>Board of Regents</td>
<td>Adopted</td>
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<tr>
<td>September 21, 2000</td>
<td>Council on Academic Affairs</td>
<td>Approved</td>
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<tr>
<td>September 11, 2000</td>
<td>Faculty Senate</td>
<td>Approved</td>
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The Annual Review Process

Year 1
PD goals + informal standards

Year 2
PD goals + informal standards

Year 3
Formal assessment of standards

Meets or Exceeds Standards

Annual Review

Insufficient progress

Year “4” (Year 1)

Sufficient progress

Dean

Department TYR Committee

Below Standards

Note: One cycle (4 years) of below standards in teaching can activate post-tenure review. Two cycles (7 years) of below standards in scholarly creative and/or service can activate post-tenure review.

Post-Tenure Review

FM – Faulty Member
DC – Department Chair/Unit Head
Note: One cycle (4 years) of below standards in teaching can activate post-tenure review. Two cycles (7 years) of below standards in scholarly creative and/or service can activate post-tenure review.
**EASTERN KENTUCKY UNIVERSITY**

Formulation and Adoption of University Policies

**University Policy Impact Statement**

Date: Aug 15, 2014

Policy Number (if known): 4.8.1  
Policy Name: Evaluation of Academic Administrators

Originator(s): Provost Office

University Affiliation

Email for primary contact: sherry.robinson@eku.edu

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

During the vetting of the Annual Review and Post-Tenure Review policy draft in 2013-14, the desire to separate annual review from post-tenure review was expressed. By creating a new policy solely focused on annual review of tenured faculty, the policy can emphasize faculty development instead of implying the review process is for the purpose of leading to post-tenure review.

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents

Cite relevant official statements from EKU or external sources.

SACSCOC Comprehensive Standard 3.2.9 states: "The institution periodically evaluates the effectiveness of its administrators." SACSCOC documents also state that "The Commission expects that the use of the word 'periodically' is reasonably be defined as meaning at least every three years."

Impact on the University

1. Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; 2. Identify changes to EKU's culture and/or behaviors that may be involved.

List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.

<table>
<thead>
<tr>
<th>Stakeholder</th>
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<tr>
<td>Faculty Senate</td>
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<td>Chairs Association</td>
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<td>Provost Council</td>
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<td>30-Day Comment</td>
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<td>President</td>
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<td>Board of Regents</td>
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Additional Pages Attached: [ ]  # of additional pages: [ ]

[Print Form]
Policy 4.8.1, Evaluation of Academic Administrators
Considerations in Developing the Policy Revision

SACSCOC Requirement
Comprehensive Standard 3.2.10 states: “The institution periodically evaluates the effectiveness of its administrators.” The Resource Manual for the Principles of Accreditation goes on to state: “In order for the institution to demonstrate the overall effectiveness of its administration, administrators are periodically evaluated regarding their achievement of performance objectives” and “The Commission expects that the use of the word ‘periodically’ is reasonably be defined as meaning at least every three years.”

Because EKU’s current policy requires evaluation during the second year, fourth year, and every four years after that, the policy needed to be revised to ensure compliance with the Commission’s expectations.

The Summary Report
The Drafting Team spent a great deal of time discussing the dissemination of a summary report following the annual reviews. The revised policy contains the following statements:

From the policy statement: “Evaluations shall provide the rational basis for decision making that considers the best interest of the academic mission of the University and shall result in a summary report that recognizes the necessity for transparency, accountability, fairness, and confidentiality.”

From the procedures: “At the conclusion of all conferences, the supervisor shall send to all individuals in the affected unit a notice of completion of the review and any actions that resulted from the review.”

The Drafting Team used several opinions from the Kentucky Attorney General recording open records to determine what could and should be made available following an evaluation. The following is a sampling of the AG opinions that shaped the policy language.

95-ORD-32 (1995) We continue to ascribe to the view that a public employee's right of privacy in evaluative records, and that of the evaluator, is superior to the public's interest in disclosure, and that what the public is entitled to know is what action is taken in light of the evaluation.

94-ORD-132 (1994) It is the action which the public agency takes in light of the evaluation that the public is entitled to know. In the instant appeal, that action was the dean's decision that Dr. Zimmerman would remain chairman of the Department of Ophthalmology.

94-ORD-132 (1994) It is somewhat troubling that the University has, at least on this occasion, avoided the mandate of the Open Records Act by failing to generate a record of its final action.

Much of the discussion centered around how similar or different are the evaluations of faculty and administrators. While the evaluation of an administrator may be of interest to a number of people, the AG opinion suggests that if the administrator is not “ultimately responsible for the management” of the University, the public’s interest in the evaluation does not outweigh the privacy interests of the administrator. (94-ORD-132 (1994) Unlike the superintendent of schools, Dr. Zimmerman is not "ultimately responsible for the management" of the public agency he serves. No doubt, his performance is of great public interest. Nevertheless, the question of whether the public's interest outweighs Dr. Zimmerman's privacy interest must be answered in the negative. Accordingly, it is our opinion that the University properly withheld the evaluation pursuant to KRS 61.878(1)(a), as well as KRS 61.878(1)(i).)
Evaluation of Academic Administrators

Policy Statement

Regular evaluation of academic administrators is vital to ensuring ongoing improvement, development, and accountability. Eastern Kentucky University utilizes both annual and comprehensive evaluations in assessing the performance of academic administrators. The goal of annually reviewing administrators is to recognize exemplary performance, identify areas for potential growth, establish goals, and create professional development plans. The third-year comprehensive evaluation also includes participation and appraisal from all persons in a position to express valid viewpoints in the performance of individual administrators.

Evaluations shall provide the rational basis for decision making that considers the best interest of the academic mission of the University and shall result in a summary report that recognizes the necessity for transparency, accountability, fairness, and confidentiality.

The major thrust of the evaluation of academic administrators shall be to improve the effectiveness of Eastern Kentucky University’s academic administration. To accomplish this, the evaluation process shall require the active support and appraisal from all persons in a position to express valid viewpoints in the performance of individual administrators. These evaluations shall be conducted in a fair and objective manner. All information shall be treated in an appropriately professional manner.

The evaluation procedures in this document are in addition to the annual merit pay evaluations of all academic administrators.

All administrators at Eastern Kentucky University serve with annual appointments and at the pleasure of the President and Board of Regents. It should be understood throughout this document that all decisions regarding appointment or reappointment of academic administrators require approval at this level.

Entities Affected by the Policy

- Academic Administrators
- Faculty
- Staff

General Principles and Procedures

1. The immediate supervisors of the evaluee shall have overall responsibility for the preparation of the evaluation.
2. Each administrator being evaluated shall prepare a self-appraisal report covering the period of time since the last evaluation.
3. Primary evaluation input will be requested from all individuals who work directly with the evaluee. These data shall be solicited on the standard Appraisal of Administrative Activity Questionnaire. Questions may be added to the questionnaire provided the immediate supervisor of the evaluee approves them one year in advance. All completed questionnaires (whether signed or unsigned) shall be treated confidentially and shall be used by the recipients of the questionnaires in evaluating the administrator. To the extent possible, identifiable information and comments will not be provided to the administrator being evaluated; however, the recipients of the questionnaires shall review and utilize all questionnaires to prepare evaluation reports and recommendations.
Since the focus of administrative evaluations is the improvement of administration, evaluation reports shall include specific recommendations. The evaluatee’s response to these recommendations shall be one basis for the annual merit review process and future evaluations.

The following broad criteria shall guide the evaluation of administrator performance in all reviews: leadership, communication, administration, development, and relationships. Areas for consideration within each category may include, but are not limited to:

A. Leadership
   1. Creates a climate in which faculty and staff are encouraged to develop and continuously learn.
   2. Holds self accountable and ensures accountability in others for achieving results.
   3. Ensures that others have the resources, information, authority, and support needed to achieve strategic objectives.
   4. Effectively advocates for the needs of the unit.
   5. Reflects an ability to cope with conflicting requirements of multiple constituencies.
   6. Has a long-range vision, thinks and plans beyond year-to-year operation.

B. Communication
   1. Articulates a clear vision for the unit.
   2. Fosters an environment of open, honest, and respectful discussion of all issues.
   3. Creates an environment that ensures others have appropriate access to information which may be useful to them.
   4. Listens attentively and with empathy to concerns expressed by others.
   5. Communicates effectively to internal and external audiences by tailoring message, style, and content.

C. Administration
   1. Displays an ability to plan, organize, establish priorities, and make decisions.
   2. Effectively identifies, attracts, and hires faculty/staff.
   3. Allocates resources prudently and fairly.
   4. Objectively and fairly evaluates faculty/staff.
   5. Involves appropriate persons in decision-making processes.
   6. Handles conflict resolutions in fair and consistent manner.

D. Unit Development
   1. Facilitates opportunities for faculty research, other scholarly activity, and professional development.
   2. Creates and maintains an environment that supports the open exchange of ideas.
   3. Provides support for faculty and staff professional development.
   4. Scans the environment to plan strategic approaches and develop solutions for the unit.
   5. Encourages evidence-based decisions that are aligned with strategic priorities.
   6. Encourages evidence-based decisions that are aligned with strategic priorities.

E. Relationships
   1. Treats others fairly and respectfully.
   2. Recognizes the feelings of others and exhibits an appropriate level of composure, patience, and diplomacy.
   3. Effectively cultivates and manages key constituent relationships.
   4. Connects people from across collegiate, cultural, institutional, and global boundaries to accomplish goals.
   5. Works towards achieving consensus among multiple stakeholders.
   6. Creates a positive image of the unit in the local and regional communities.

The evaluation of academic administrators will consist of annual reviews over a three year recurring cycle of assessment. The focus in years one and two is narrow while the focus in year three is comprehensive. The primary purpose for reviews is developmental but reviews may be used for
retention or merit decisions. In unusual circumstances, a comprehensive review may occur in any year of the review cycle.

Academic administrators who shall be reviewed include:
1. Provost
2. Vice Provost
3. Associate/Assistant Vice President
4. Dean
5. Department Chair or equivalent
6. Other academic administrators designated by the Provost. In making decisions regarding inclusion or exclusion, the following criteria shall apply:
   a. level and scope of institutional responsibility and impact; and/or
   a-b. unit size in terms of budget and/or personnel.

Year One and Two Reviews
1. During the spring semester, but no later than April 1, supervisors shall hold a conference with the academic administrator(s) who report directly to them. At this or subsequent spring conferences, the supervisor and the academic administrator will discuss the administrator’s achievements with specific reference to the goals set in the previous conference. This conference will include a brief written summary of the administrator’s goals for the next year as well as progress toward or achievement of the previous year’s goals.
2. No later than December 15, the affected unit, by a majority of the full-time faculty in the unit, shall vote to determine if a comprehensive review shall be initiated in lieu of a narrow review. A supervisor may initiate a comprehensive review at any time. However, a comprehensive review shall not be initiated during an administrator’s first year.
3. At the conclusion of all conferences, the supervisor shall send to all individuals in the affected unit a notice of completion of the review and any actions that resulted from the review.

Year Three Review
1. For the Year Three Review, academic administrators will prepare a brief assessment of their work during the previous three years. The assessment must address, but is not limited to, the criteria for evaluation set forth in this policy.
2. During the spring semester, but no later than February 15, an evaluation survey adopted by the University and consistent with the criteria for evaluation of academic administrators, shall be sent to all persons in a position to express valid viewpoints of the academic administrators’ performance. Such persons may include, but are not limited to, direct reports, faculty, staff, peers, students, and others external to the University. The evaluation survey shall be created by the Office of Institutional Research and approved by the Provost.
3. Each Department or College may choose to establish a Review Committee. The decision to establish a committee and the membership of the committee shall be determined by majority vote of the department faculty no later than September 30 in the year it is to function.
4. The review committee is responsible for compiling and summarizing the results of the evaluation survey, and will submit the summary to the administrator’s supervisor no later than March 15.
5. No later than April 15, the supervisor will hold a conference with the administrator to discuss the self-assessment, the review committee’s report, and other matters relevant to the administrator’s performance. The administrator may append a statement to the evaluation. The supervisor and the administrator shall agree upon a plan for continuous improvement.
6. At the conclusion of the conference, but no later than May 15, the supervisor shall send to all individuals in the affected unit a notice of completion of the review and any actions that resulted from the review.

If the administrator is being evaluated as a non-tenured faculty member, the review committee and the Non-Tenure Evaluation Committee shall be the same; if the administrator being evaluated for promotion or tenure, the review committee shall be the Promotion and Tenure Committee; and if a comprehensive evaluation is being held during the same year as a non-tenure evaluation, or a tenure or promotion application, the evaluations shall be done concurrently.

Administrative Review of the President by the Faculty
The President shall be reviewed by the faculty as part of the review process by the Board of Regents or the President of the University, and every four years thereafter. The process for such a faculty review shall be:

1. All faculty who are members of the faculty-at-large as designated in "organization of the faculty at Eastern Kentucky University" shall be given the opportunity to complete the questionnaire by the Executive Committee of the Faculty Senate. The completed questionnaires shall be transmitted to the Executive Committee of the Faculty Senate.

2. Members of the Executive Committee of the Faculty Senate will be responsible for the tabulation of the responses and the transcription of comments. A summary will be transmitted to the President and to the Board of Regents. The individual review forms will be confidential and will be destroyed.

3. The questionnaire used to review the President shall solicit responses in the areas of leadership, management, communication, personal relations, fairness and overall evaluation. Opportunity should be given to provide open-ended comments as well as more quantitative review. Signature on the actual questionnaire should be optional; however, signature on response envelopes may be necessary to ensure faculty status of respondents. Procedures for the distribution of the questionnaires and verification of respondents should be the same as those used for the election of the Faculty Regent.

Responsibilities

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<th>Academic Administrator</th>
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<td>• knowing and adhering to Policy 4.8.1</td>
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<td>• working with the Supervisor to create goals and development plans</td>
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<td>• implementing each plan</td>
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<td>• writing a reflection for the Year Three Review</td>
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| Office of Institutional Research | The Office of Institutional Research is responsible for creating the evaluation survey consistent with the criteria for academic administrators. |

| Office of the Provost | The Office of the Provost is responsible for approving the evaluation survey for academic administrators. |

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<td>• analyzing the results of the evaluation survey</td>
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<tr>
<td></td>
<td>• conducting annual reviews of academic administrators who report directly to him/her</td>
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<td>• working with academic administrators to create goals and development plans</td>
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I. Administrative Evaluation of Department Chairs

1. A Department Chair, tenured or non-tenured, shall be evaluated during the second and fourth year of service and every four years thereafter. In unusual circumstances, if requested by the Chair or the departmental faculty, and with the concurrence of the Dean, the Chair may be evaluated more frequently. In addition, the President, Vice President, or Dean may request more frequent evaluation.

2. The teaching faculty of each academic department shall determine whether or not the department shall have a Chair Evaluation Committee by majority vote using a secret ballot.

3. Each academic department that so chooses shall establish a Chair Evaluation Committee. The membership of this committee shall be determined by majority vote of the department faculty. However,

   4. if the chair is being evaluated as a non-tenured faculty member, the Chair Evaluation Committee and the Non-Tenure Evaluation Committee shall be the same;

   2. if the chair is being evaluated for tenure or promotion, the Chair Evaluation Committee shall be the Department’s Promotion and Tenure Committee; and

   3. if an administrative evaluation of a chair is being held during the same year as a non-tenure evaluation, or a tenure or promotion evaluation, the evaluations shall be done concurrently.
4. The Dean shall meet with the Chair Evaluation Committee early in the year in which the evaluation is to take place to discuss the specific timetable for the evaluation, the procedures for distributing the previously approved questionnaire, and other matters related to the evaluation.

5. The duties of the Chair Evaluation Committee shall be able to:
   1. Develop and submit to the Dean for review additional questions which the department may wish to add to the questionnaire. (Additional questions must have been approved one year in advance of the evaluations.)
   2. Review the chair’s self-appraisal report and the completed department faculty questionnaires (in keeping with the need for confidentiality) and submit a report and recommendations to the Dean.

6. All faculty in the department shall be given the opportunity to complete the questionnaire. The completed questionnaires shall be transmitted to the Dean of the College.

7. The Dean shall make the completed department faculty questionnaires available to the Chair Evaluation Committee, provided the department has such a committee.

8. After reviewing the chair’s self-appraisal, the questionnaires, the Chair Evaluation Committee’s report and recommendations, and other available information (e.g., questionnaires completed by other chairs in the college and other individuals who work directly with the chair), the Dean shall write an evaluation report, with recommendations. This report shall include a summary of the faculty questionnaires if there is no department Chair Evaluation Committee.

9. The Dean shall meet with the Chair to discuss the Chair Evaluation Committee’s report and recommendations if such a report has been made, as well as his/her own report and recommendations, and shall provide the Chair with copies of the report(s). The Dean shall then transmit the report(s), including recommendations, to the Vice President.

10. The Chair may submit, within five days of receiving the reports, a written response to the evaluation report(s) and recommendations to the Vice President with copies to the Dean of the College and, if appropriate, the Chair Evaluation Committee.

II. Administrative Evaluation of Academic Deans

1. Academic deans shall be evaluated during the second and fourth year of service and every four years thereafter. In unusual circumstances, if requested by the Dean, college chairs, or college faculty, and with the concurrence of the Vice President, the Dean may be evaluated more frequently. In addition, the President or Vice President may request more frequent evaluations.

2. Academic support administrators who work directly with the Dean as well as the college faculty and college chairs will be given the opportunity to complete the questionnaire. The completed questionnaires shall be transmitted to the Provost and Vice President of Academic Affairs.

3. The faculty of each college shall, by majority vote using a secret ballot, determine whether or not the college shall have a Dean Evaluation Committee.

4. Each college which so chooses shall establish a Dean Evaluation Committee. The membership of the committee shall be determined by a majority vote of the college faculty. However,
   1. if the Dean is being evaluated as a non-tenured faculty member, the Dean Evaluation Committee and the Non-Tenure Evaluation Committee shall be the same;
   2. if the Dean is being evaluated for promotion or tenure, the Dean Evaluation Committee shall be the Promotion and Tenure Committee; and
   3. if an administrative evaluation of a Dean is being held during the same year as a non-tenure evaluation, or a tenure or promotion, the evaluations shall be done concurrently.

5. The Provost and Vice President for Academic Affairs shall meet with the Dean Evaluation Committee early in the year in which the evaluation is to take place to discuss the specific timetable for the evaluation, the procedures for distributing the previously approved questionnaire, and other matters related to the evaluation.

6. The duties of the Dean Evaluation Committee shall be to:
   1. Develop and submit to the Provost and Vice President for Academic Affairs for review additional questions which the college may wish to add to the questionnaire. (Additional questions must have been approved one year in advance of the evaluation.)
   2. Review the Dean’s self-appraisal report and the completed college faculty questionnaires (in keeping with the need for confidentiality) and submit a report and recommendations to the Associate Vice President for Academic Affairs.
Interpreting Authority

Provost and Vice President of Academic Affairs

Policy Adoption Review and Approval

Policy Revision

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
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<tbody>
<tr>
<td>October 6, 1990</td>
<td>Board of Regents</td>
<td>Adopted</td>
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<tr>
<td>September 10, 1990</td>
<td>Faculty Senate</td>
<td>Approved</td>
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Policy Issued

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<tr>
<td>December 3, 1979</td>
<td>Faculty Senate</td>
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</table>
**University Policy Impact Statement**

**Date** Jan 27, 2015  
**Check One:** ☒ Revision of Existing Policy  ❌ New Policy

**Policy Number** (If known) 9.1.1  
**Policy Name** Consumption and Serving of Alcoholic Beverages on Campus (Interim)

**Originator(s):**  
**University Affiliation**  
**Email for primary contact** sherry.robinson@eku.edu

**Justification for Proposed Changes or for New Policy** (Attach additional sheet if necessary)

In September 2009, the Board of Regents approved a revised Consumption and Serving of Alcoholic Beverages on Campus policy. Since that time, the policy has been modified and approved on an interim basis. These changes include adding additional locations where alcohol may be served, adding policy definitions, and adding an exception clause for residents and guests of Grand Campus. Because these changes were made on an interim basis, this policy is now submitted for regular vetting and approval.

**Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents**

Cite relevant official statements from EKU or external sources.

NA

**Impact on the University**

1. Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance;  
2. Identify changes to EKU's culture and/or behaviors that may be involved.

NA

**List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.**

<table>
<thead>
<tr>
<th>Stakeholder</th>
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<tbody>
<tr>
<td>Faculty Senate</td>
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<tr>
<td>President</td>
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<td></td>
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<tr>
<td>Board of Regents</td>
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</tbody>
</table>

☐ Additional Pages Attached  
☐ of additional pages

Print Form
Interim Consumption and Serving of Alcoholic Beverages on Campus

Statement

The possession and/or consumption of alcoholic beverages on Eastern Kentucky University property is subject to Kentucky statute and University regulations developed in keeping with this policy. All members of the Eastern community are expected to obey these laws and regulations. Eastern desires to provide an environment for underage students where alcohol is not made available, and alcohol education and counseling programs are promoted.

Entities Affected

- Entire Campus Community
- Campus visitors

Procedures

Consistent with the philosophy stated in the Policy Statement, the Board of Regents requires compliance with the following:

A. Use of alcoholic beverages on Eastern Kentucky University property must not violate state and local laws, University regulations or procedures developed and approved by the President to implement this policy.

B. The possession or consumption of alcoholic beverages on University property or in any University building is strictly prohibited with the exception of those locations and circumstances set forth in Appendix A.

Use in residence halls, offices, and classrooms is strictly prohibited.

An exception is made for residents and guests of Grand Campus. In this residence hall only, alcohol may only be consumed by students and guests of legal drinking age. A student who is 21 years of age or older may consume alcohol in his/her apartment. Alcohol is prohibited in all public areas including balcony and porch of apartments, the clubhouse, the swimming pool, and all common community areas. Common sources of alcohol such as kegs are prohibited. Alcohol found in the possession of a student under the age of 21 will be confiscated and student will face judicial charges through the University’s administrative processes. Proof of legal drinking age must be presented to a college official if requested. Residents and guests must abide by all local, state, and federal laws.
C. Alcoholic beverages may be served and consumed at official University functions and approved non University functions only inside specific reserved locations outlined in Appendix A or other such locations as the President might approve. Such service shall be in compliance with regulations and procedures approved by the President for implementation of this policy. Such regulations and procedures shall include and be consistent with the following provisions:

**Applicability:** The President has designated responsibility for the regulation of the service and consumption of alcoholic beverages on the Eastern Kentucky University campus to the Executive Vice President for Student Success and University Counsel. The policy of the Board applies to all persons and entities in all University owned and/or operated facilities.

**Limitation:** Common alcohol sources (i.e., kegs, beer balls, party punches, champagne fountains, etc) are strictly prohibited. Alcoholic beverages to be served are restricted to wine (including champagne), and beer. All alcohol must be served as outlined below:

**Licensing, Permit, and Certification Requirements:**

a. Alcohol may be served as a part of an event approved under the provisions of this Policy only if served by a licensed server.

b. General:
   No person attending the event will be permitted to bring his/her own beverages. The sponsor must obtain, or ensure that its caterer obtains, the applicable ABC permits under Chapter 243 of the Kentucky Revised Statutes and must submit a copy of such permit to the Executive Vice President for Student Success and University Counsel at least 10 business days prior to the event. In addition, the sponsor must obtain, or ensure that its caterer obtains, evidence that the server has a current certificate of completion from S.T.A.R. or TIPS and must submit a copy of such certificate to the Executive Vice President for Student Success and University Counsel at least 10 days prior to the event.

c. Specific Requirements:
   The following permits are required for specific types of events as noted:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Statutory Requirement</th>
<th>EKU Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private event - no fee charged</td>
<td>No license required</td>
<td>S.T.A.R. or TIPS server certification required</td>
</tr>
<tr>
<td>Private event - fee charged</td>
<td>Caterer’s license (KRS 243.033) OR special temporary event issued pursuant to applicable KRS</td>
<td>S.T.A.R. or TIPS server certification required</td>
</tr>
<tr>
<td>Public event – fee charged</td>
<td>Caterer’s license (KRS 243.033) OR special temporary event issued pursuant to applicable KRS</td>
<td>S.T.A.R. or TIPS server certification required</td>
</tr>
<tr>
<td>Public event – no fee charged</td>
<td>Prohibited by KY statutes</td>
<td>Prohibited by EKU policy</td>
</tr>
</tbody>
</table>

d. Additional Precautions May Be Required: The University reserves the right to require additional precautions such as greater limitations on time of service, or the use of security to assist in ensuring compliance with this policy.

**Sponsor Required:** Every event at which alcoholic beverages will be served must have a designated sponsor. The sponsor may be either an individual of at least 21 years of age or an organization or association. If the sponsor is an organization or association, the sponsor must designate an individual who is at least 21 years of age to assume responsibility on behalf of the sponsor ("Organizer/On-Site Contact"). The sponsor is responsible for:

- Ensuring compliance with the Eastern Kentucky University Alcohol Policy and all pertinent state and local laws governing possession and consumption of alcoholic beverages.
• Executing and submitting to the Executive Vice President for Student Success and University Counsel a Request for Approval to Serve Alcoholic Beverages at least 10 working days prior to the event. Approval will be granted only if the Executive Vice President for Student Success and University Counsel is satisfied that the requirements of this policy will be met.

• Any failure of its Organizer/On-Site Contact to ensure compliance with this Policy.

• Indemnifying the University for any losses resulting from noncompliance with this policy.

The University As Sponsor: No one may represent the University (or any of its subsidiary departments and offices) as the sponsor of an event at which alcoholic beverages are served without express written permission from the appropriate Vice President. Students and/or student organizations are prohibited from sponsoring events where alcohol will be served.

Places Where Alcohol May Be Served: Without the approval of the President for an exception, alcohol may be served only in those facilities identified in Appendix A. The provision, possession, and consumption of alcohol in all other campus facilities is prohibited, with the exception of the instructional use of alcoholic beverages in the College of Justice and Safety and the Department of Criminal Justice Training.

Sale of Alcohol Prohibited: The sale of alcoholic beverages is prohibited at any event on campus except as permitted pursuant to a lawfully issued license in accordance with the provisions of Kentucky Revised Statute 243.033 (governing caterers) or Kentucky Revised Statutes 243.260 (governing special temporary licenses) and the regulations issued pursuant thereto.

Service of Alcohol to Minors Prohibited: Consumption of alcoholic beverages is limited to persons 21 years of age or older. No one under the age of 21 shall be served alcoholic beverages.

Food and Non-alcoholic Beverages Must be Made Available: Alternate non-alcoholic beverages and food must also be provided at any event at which alcoholic beverages are served.

Attendance Limited to Invited Guests: Events at which alcoholic beverages are served will be closed except for those persons specifically invited.

Event Advertising and Promotion: Promotions and advertisements for events shall not be permitted to indicate that alcohol will be served or consumed.

Alcohol Must Remain In Designated Space: Alcoholic beverages may not be carried or consumed outside rooms or areas designated and approved for a specific event.

Intoxicated Persons May Not Be Served: Intoxicated persons shall not be served or permitted to consume alcoholic beverages on the premises.

Time of Service Limited: Alcoholic beverage service will be limited to a total of not more than three (3) hours at an approved event. In addition, the service of alcohol will conclude one hour prior to the scheduled conclusion of the event.

Involvement of Facilities Coordinator: Persons or organizations wishing to use one of the designated facilities under this policy should consult with the coordinator of such facility for additional instructions or information prior to submitting a Request for Approval to Serve Alcoholic Beverages to the Executive Vice President for Student Success and University Counsel.
Approval Process: Any person or organization wishing to sponsor an event on campus under the provisions of this Policy must complete a Request for Approval to Serve Alcoholic Beverages, which may be obtained from Continuing Education and Outreach, the Office of the Executive Vice President for Student Success and University Counsel, or found at www.forms.eku.edu. Any sponsor from outside the University is required to make all arrangements under this Policy through Continuing Education and Outreach. Sponsors from within the University must obtain the approval of the appropriate Vice President prior to submission of the form.

Tailgating: Tailgating has become a popular adjunct to athletic event attendance and is permitted at Eastern Kentucky University in the Colonel Club and Alumni Coliseum Parking Lots. Persons planning to tailgate do not have to get prior approval or secure the services of a licensed provider. Please review the University’s Tailgating Regulation (9.1.2.R)

### Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Fee</td>
<td>Refers to any admission, donation and/or any monies paid by attendees to participate in an event.</td>
</tr>
<tr>
<td>Licensed Server</td>
<td>An individual who has received certification through an educational program designed for individuals who serve and sell alcoholic beverages. S.T.A.R. and TIPS certifications are currently acceptable programs; certifications from other programs may be deemed acceptable after review by Executive Vice President for Student Success and University Counsel.</td>
</tr>
<tr>
<td>Organizer/On-Site Contract</td>
<td>Individual, group or organization responsible for organizing, coordinating and communicating all conference and event logistics with the Office of Conferencing and Events. For University-sponsored events, the Organizer/On-Site Contact must be an EKU employee. For non-University-sponsored events, the Organizer/On-Site Contact must be an external individual. Organizer/On-Site Contact must be present at the event. At times, the Organizer/On-Site Contact and Sponsor are the same individual, group or organization.</td>
</tr>
<tr>
<td>Private Event</td>
<td>An event that may be attended by invitation only and is not advertised to the general public.</td>
</tr>
<tr>
<td>Public Event</td>
<td>An event open to the public and anyone is allowed to attend.</td>
</tr>
<tr>
<td>Server Training In Alcohol Regulations (S.T.A.R.)</td>
<td>A voluntary educational certification program offered by the Commonwealth of Kentucky for the purpose of educating individuals who sell and serve alcoholic beverages in Kentucky. Training is not mandated by the Commonwealth.</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Individual, group or organization (may be internal or external) who is ultimately responsible for the conference or event, including financial and legal obligations for using campus facilities and/or other services and resources. At times, the Organizer/On-Site Contact and Sponsor are the same individual, group or organization.</td>
</tr>
<tr>
<td>Training For Intervention Procedures (TIPS)</td>
<td>A voluntary educational certification program designed to educate people who sell and serve alcoholic beverages through on-line or in person training.</td>
</tr>
</tbody>
</table>

### Responsibilities

See “Procedures”
### Violations of the Policy

Any person or organization that violates this Policy in the sponsoring of an event on campus where alcoholic beverages are served may be barred by the University from the sponsorship of further events on campus. The University reserves the right, in its sole discretion, to terminate the service of alcohol at any event on University property.

### Interpreting Authority

Vice President for Financial Affairs and Administration

### Statutory or Regulatory References

Kentucky Revised Statutes Chapters 241-244  
Kentucky Revised Statute 243.033 (governing caterers)  
Kentucky Revised Statute 243.260 (governing special temporary licenses)

### Relevant Links

Request for Alcohol Form

### Policy Adoption Review and Approval

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<tr>
<th>Date</th>
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<tr>
<td>April 30, 2012</td>
<td>Vice President for Financial Affairs and Administration</td>
<td>Approved</td>
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<tr>
<td>October 21, 2010</td>
<td>Vice President for Financial Affairs and Administration</td>
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</tr>
<tr>
<td>July 20, 2010</td>
<td>President Douglas Whitlock</td>
<td>Approved Interim Amendment to Appendix A</td>
</tr>
<tr>
<td>September 19, 2009</td>
<td>Board of Regents</td>
<td>Adopted</td>
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<tr>
<td>December 4, 2003</td>
<td>Board of Regents</td>
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### Policy Issued

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<tr>
<td>November 8, 2002</td>
<td>Board of Regents</td>
<td>Adopted</td>
</tr>
</tbody>
</table>
Appendix A: Designated Exceptions to Policy 9.1.1
Places and Circumstances

Alumni Coliseum Parking Lot

Campbell
  Giles Gallery
  Lobby

Center for Performing Arts Lobby

Fitness and Wellness Center
  President's Box

Grand Campus-apartments only

Keen Johnson
  Walnut Hall
  Faculty Lounge
  Hall of Distinguished Alumni
  Ball Room (including all wings)
  Lobby

Moberly
  Multipurpose Room

Noel Studio for Academic Creativity
  For fundraising events involving donors and Friends of the Library

Perkins
  Quads (A-D)
  Foyer/Lobby
  Planetarium
  Outdoor plaza

Stratton
  Cafeteria

Student Services Building
  First floor lobby
University Policy Impact Statement

Date: Feb 10, 2015

Check One: [ ] Revision of Existing Policy  [ ] New Policy

Policy Number:

Policy Name: Return to Work

Originator(s):

University Affiliation: _____________________________ Email for primary contact: sherry.robinson@eku.edu

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

The Return to Work regulation was adopted by President Benson in September 2013 on an interim basis. The Return to Work Program facilitates the opportunity for an employee receiving Workers' Compensation benefits to return to work in a Modified Assignment for a defined period of time. Because the regulation was approved on an interim basis, it is now submitted for regular vetting and approval.

Consistency with EKU’s Mission and Strategic Plan, Other Policies, and Related External Documents

Cite relevant official statements from EKU or external sources.

NA

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU’s culture and/or behaviors that may be involved.

NA

List stakeholders who have been or will be consulted, Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.

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<tr>
<td>President</td>
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Interim Return to Work Program

Statement

Eastern Kentucky University has established a Return to Work Program to facilitate the opportunity for an Employee receiving Workers’ Compensation benefits to return to work in a Modified Assignment for a defined period of time.

The goals of the University’s Return to Work Program are:

- Foster and enhance the physical and psychological recovery process for the injured Employee;
- Enhance the injured Employee’s sense of confidence and well-being;
- Reduce medical, disability and lost time costs;
- Reduce indirect accident costs;
- Minimize the chance of re-injury;
- Encourage cooperation between Employee and management; and
- Establish a more stable workforce.

Entities Affected

- All University Employees

Procedures

Whether an Employee is able to participate in the Return to Work Program is at the discretion of the Employee’s Supervisor, the Office of Human Resources, and the Supervisor of the Modified Assignment. Each situation will be reviewed on a case-by-case basis taking into consideration the circumstances of the Employee and their limitations to complete their assigned Modified Assignment. If no Modified Assignment is available, the Employee will not be allowed to return to work at their Regular Position until they are able to perform the Essential Job Functions of their Regular Position. The Return to Work Program will be limited by the work available and the longevity of the Employee’s work restrictions. Employees are not guaranteed a Modified Assignment however; it is the intent of this Regulation to attempt to place all Employees with Modified Assignment needs in appropriate assignments.

A. Eligibility and Usage

Any Employee is eligible to participate in the Return to Work Program if the Employee:

a. Sustained a work-related occupational injury or disease that “arose out of” and “in the course of” employment as defined by the Kentucky Workers Compensation Act (KRS Chapter 342);

b. Is temporarily unable to perform his/her Essential Job Functions due to a job related injury or illness as determined by his/her treating physician; and

c. Is capable of carrying out work of a modified nature as evidenced by a written statement from a qualified physician with the expectation of returning to the Employee’s Regular Position.
ninety (90) calendar days (per incident) from first day of the Modified Assignment. The expectation of return to work may be extended beyond ninety (90) days upon review by the Director of Environmental Health and Safety/Risk Management and Insurance and the Office of Human Resources on case-by-case basis.

B. Program:

The Return to Work Program is intended to keep Employees in the working environment (at his/her rate of pay in the Employee’s Regular Position) in a Modified Assignment and contributing to University productivity.

Consistent with Kentucky Workers’ Compensation law, the University will make reasonable efforts to return to the workplace Employees who have sustained job related injuries or illnesses and who are temporarily prevented from returning to their Regular Position.

Temporary and student Employees may participate in this Return to Work Program at the discretion of the employing Work Unit. However, any Modified Assignments will be limited only to the duration of the Employee’s temporary or student Regular Position.

Placement in a Modified Assignment is not a permanent reassignment. The Modified Assignment will continue until the Employee reaches Maximum Medical Improvement (MMI) or is released to return to his/her Regular Position by their treating physician. In any case, all Modified Assignments are for no more than 90 days, but may be extended upon review by the Director of Environmental Health and Safety/Risk Management and Insurance and the Office of Human Resources on a case-by-case basis.

C. Procedure

1. Employees must notify their Supervisors immediately when a job related injury or illness occurs. The Supervisor will report the injury or illness to the University Claims Specialist. Once it is determined by the Supervisor and University Claims Specialist that an Employee has sustained a work related injury and the Workers’ Compensation paperwork has been completed by the Employee and submitted to the University Claims Specialist, the Supervisor, along with the Office of Human Resources, will determine if a Modified Assignment is available within the Employee’s Work Unit. If the Employee qualifies for a Modified Assignment, the University Claims Specialist will need to be notified that the Modified Assignment has been approved and the Employee’s start date. The University Claims Specialist will forward the notification to the Workers’ Compensation Insurance Adjuster who will verify that the Employee is not compensated by both pay from the Employee’s Regular Position and also Workers’ Compensation.

2. To assist the Office of Human Resources and Supervisor in placing the Employee in a Modified Assignment, the Employee must provide a medical release completed by their treating physician. This release shall indicate whether or not the Employee may return to work with restrictions or limitations and the specified time period the restrictions or limitations should be observed. The Supervisor, University Claims Specialist, and Office of Human Resources will communicate to clarify and obtain specifications on physical restrictions relative to job duties, responsibilities, work availability, and workload demands. This communication will assist the University in determining appropriate placement of the Employee in a Modified Assignment.

The University will make a reasonable effort to return the Employee to a Modified Assignment within the Employee’s Regular Work Unit.

3. If it is determined that no Modified Assignments are available in the Employee’s Regular Work Unit, the Office of Human Resources will make a reasonable effort to place the Employee in a Modified Assignment in another Work Unit based upon available Modified Assignments at the time, if any.

The University is not obligated to create Modified Assignments if no such assignments are available. If there are no Modified Assignments available, the Employee will adhere to the requirements of the Workers’ Compensation Program without the option of a Modified Assignment.
4. If a Modified Assignment in the Regular Work Unit or another Work Unit is available, the Employee will be notified in a Modified Assignment Agreement regarding the assignment and the duration. The Employee must accept or decline in writing, the Modified Assignment.

If the Employee refuses the Modified Assignment, the University is not obligated to provide alternatives. The Employee may be subject to the cancellation of income benefits under Workers’ Compensation.

Failure to report for work on the start date of the Modified Assignment will be interpreted as a refusal of the assignment.

5. Wages in a Modified Assignment will continue at the Employee’s current rate at his/her Regular Position.

6. Employees may be assigned to a work schedule or shift other than their Regular Position’s work schedule or shift.

7. In the event that an Employee’s treating physician determines that the Employee’s injury/illness has resulted in permanent disability, the Employee should notify his/her Supervisor, Office of Human Resources, University Claims Office, and the ADA/Section 504 Compliance Officer for a review under Establishing Reasonable Accommodations Under the Americans with Disabilities Act/Section 504 of The Rehabilitation Act Compliance Regulation and Appeal Procedures1.4.4R. If there are other available positions for which the Employee is qualified, the Office of Human Resources will assist the Employee in applying for those vacancies.

8. In the case of a permanent disability, and the Employee can no longer perform the Essential Job Functions of their Regular Position with or without a Reasonable Accommodation (as defined in 1.4.4R), the Office of Human Resources will assist the Employee in applying for Long Term Disability and any other programs the Employee would be eligible to receive.

**Definitions**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Full-time, part-time, and student workers.</td>
</tr>
<tr>
<td>Essential Job Functions</td>
<td>The primary job functions or tasks that an Employee must be able to perform with or without a Reasonable Accommodation. The Essential Job Functions are listed by job title with the Office of Human Resources.</td>
</tr>
<tr>
<td>Maximum Medical Improvement</td>
<td>A release after a work related injury or illness with permanent restrictions on the type of work the Employee can perform. This is a treatment plateau at which no fundamental, functional or physiological change can be expected within reasonable medical probability in spite of continuing medical or rehabilitative procedures.</td>
</tr>
<tr>
<td>Medically Cleared</td>
<td>A release from the Employee’s treating physician after a work-related injury or illness with no restrictions allowing the Employee the ability to return to their Regular Position and perform all the Essential Job Functions.</td>
</tr>
<tr>
<td>Modified Assignment</td>
<td>A temporary work assignment created under this Policy, which takes into account the medical restrictions of the injured Employee. The assignment will run no longer than 90 days (but may be extended on a case-by-case basis). The assignment will end once the injured Employee is Medically Cleared to return to their original Regular Position or if a permanent disability is given. The acceptance of the assignment is documented in the Modified Assignment Agreement.</td>
</tr>
<tr>
<td>Reasonable Accommodation</td>
<td>Modifying a job process or work environment to enable an otherwise qualified individual with a disability to perform the essential functions of the job.</td>
</tr>
</tbody>
</table>
Responsibilities

**ADA/Section 504 Compliance Officer**
- Reviews permanent disability matters under 1.4.4R *(Establishing Reasonable Accommodations Under the Americans with Disabilities Act/Section 504 of The Rehabilitation Act Compliance Regulation and Appeal Procedures).*
- Consults with University Claims Specialist and Office of Human Resources to determine eligibility for Modified Assignments.

**Director of Environmental Health and Safety/Risk Management and Insurance**
- If appropriate, work with Workers’ Compensation designee and injured Employee to identify and offer a Modified Assignment, if available.

**Director of Human Resources**
- Report any injury/illness immediately to Supervisor;
- Complete all needed paperwork as soon as possible;
- Follow safety rules and practices; Maintain contact with Supervisor and the University Claims Specialist;
- Provide the University Claims Specialist with updates, with medical reports on health condition and treatment upon request; and
- Comply with Modified Assignment.

**Supervisor**
- Initiate immediate medical treatment for injured Employee when necessary;
- Report the injury to University Claims Specialist and complete all appropriate paperwork as soon as possible;
- Inform Employee in Modified Assignment of work rules and practices;
- Maintain contact with the injured Employee and the University Claims Specialist; and
- Work with the University Claims Specialist and the Office of Human Resources to identify or develop Modified Assignments, within medical restrictions for the affected Employee.

**University Claims Specialist**
- Maintain contact with injured Employee and his/her treating physician and Supervisor;
- Complete and follow-up on all necessary paperwork;
- Be the liaison between the Employee, workers’ compensation, treating physician, Supervisor, and Office of Human Resources to provide the Employee with the necessary assistance;
- If appropriate or necessary, help develop and monitor a Modified Assignment plan for the injured Employee.

Interpreting Authority

Director of Environmental Health and Safety/Risk Management and Insurance
Statutory or Regulatory References

KRS 342.00

Relevant Links

Establishing Reasonable Accommodations Under the Americans with Disabilities Act ("ADA")/Section 504 of the Rehabilitation Act Compliance Regulation and Appeal Procedures

Family and Medical Leave Covered Servicemember Family Leave; and Qualifying Exigency Leave

Modified Assignment Agreement

Regulation Review and Approval

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
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<tr>
<td>September 18, 2013</td>
<td>President Michael Benson</td>
<td>Adopted</td>
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</table>
University Policy Impact Statement

Date  Feb 10, 2015
Policy Number (if known)  8.2.6
Policy Name  Faculty and Staff Tuition Waiver Program
Originator(s)  
University Affiliation  
Email for primary contact  sherry.robinson@eku.edu

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)
The Faculty and Staff Tuition Waiver Program policy was modified as part of the Strategic Budget Reallocation and approved on an interim basis on September 18, 2013. Because the changes were made on an interim basis, this policy is now submitted for regular vetting and approval.

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents
Cite relevant official statements from EKU or external sources.

NA

Impact on the University
(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU’s culture and/or behaviors that may be involved.

NA

List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Action Taken</th>
<th>Date</th>
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<tbody>
<tr>
<td>Faculty Senate</td>
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<td>Staff Council</td>
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<td>Provost Council</td>
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<td>President</td>
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<tr>
<td>Board of Regents</td>
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Additional Pages Attached  
# of additional pages  
Print Form
Interim Faculty and Staff Tuition Waiver Program

Statement

The purpose of this Program is to provide guidelines for taking academic course work. The intent of the Program is to enhance the benefits available to Eastern Kentucky University Eligible Employees and to encourage employee development and the pursuit of higher levels of education by all Eligible Employees.

Entities Affected

All University full-time benefited Eligible Employees who are eligible to participate in the Faculty and Staff Tuition Waiver Program.

Policy Background

The 1997 First Extraordinary Session of the General Assembly resulted in the creation of a faculty and staff tuition waiver program [KRS 164.020(33)] with the express purpose of promoting employee and faculty development. Specific responsibility was granted to the Council on Postsecondary Education to develop and implement a program. Consistent with stated legislative purpose, this policy sets out the parameters of this program, which is intended to enhance the professional development opportunities of the faculty and staff of the public postsecondary institution of state or locally operated secondary area technology centers.

Senate Bill 240, 2000 regular Session, extends the Faculty and Staff Tuition Waiver Program to regular full-time employees of state or locally operated secondary area technology centers. Employees are eligible for a maximum of six (6) credit hours per term at any public postsecondary education institution.

Academic Year 2008 – 2009 President Doug Whitlock implemented a pilot program to increase the maximum number of credit hour per term to twelve (12) for faculty and staff taking courses at the University.

Procedures

Types of Courses and Credit Hours:

- Eligible Employees are eligible to receive a Tuition Waiver for academic courses taken at Eastern Kentucky University, any of the other public universities in Kentucky, or any institution in the Kentucky Community and Technical College System.
• Spouse/sponsored dependent/dependent of Eligible Employees are eligible to receive Tuition Waivers for academic courses taken at Eastern Kentucky University.
• For classes beginning Fall semester 2013 and continuing, Eligible Employees/spouse/sponsored dependent/dependent are eligible for a maximum of twelve (12) undergraduate/graduate credit hours per semester regardless of the method of delivery (traditional, on-line, etc.). Of the twelve (12) credit hours, the Eligible Employee may transfer up to twelve (12) credit hours per semester to spouse/sponsored dependent/dependent.
• For classes beginning Fall semester 2013 and continuing, the Tuition Waiver benefit to be used by an Eligible Employee is a maximum of six (6) undergraduate/graduate credit hours per semester regardless of the method of delivery (traditional, on-line, etc.).

Eligibility:

• Eligible Employees/spouse/sponsored dependent/dependent must meet University admission requirements and any specific program requirements.
• Eligible Employees/spouse/sponsored dependent/dependent must be in “Good Academic Standing”, as defined by the Undergraduate or Graduate Catalog (cumulative GPA of 2.0 for undergraduate level and 3.0 for graduate level). If course(s) are taken in the semester that the Eligible Employee/spouse/sponsored dependent/dependent is on Academic Probation, the course(s) will be paid at the Eligible Employee’s expense.
• Eligible Employees cannot have a past due balance at the date of application for the Tuition Waiver.
• Eligible Employees, who have not attended Eastern Kentucky University or any other institution of higher education for a period of at least five (5) consecutive years and who are not in Good Academic Standing upon requesting use of the Tuition Waiver for the first time after this five (5) year period of time, are eligible for the Tuition Waiver. The Eligible Employees under this specific exception are eligible for only one (1) semester of the Tuition Waiver until all of the requirements for continuance of the Tuition Waiver must be met.

Financial Implications of Tuition Waiver:

• The Tuition Waiver applies only to tuition. It does not include special course fees, other fees required for a course, travel expenses or other fees associated with study abroad courses, and textbooks or supplies.
• Undergraduate non-online and online courses and programs—the value of the Tuition Waiver is equal to the then current tuition rate for undergraduate courses regardless of the method of delivery (traditional on-campus or on-line) Any remaining balance for tuition and/or fees is the responsibility of the individual enrolled in the course(s).
• Masters and Doctoral non-online and online courses and programs—the value of the Tuition Waiver is equal to the then-current tuition rate for general masters non-online delivery. Any remaining balance for tuition and/or fees is the responsibility of the individual enrolled in the course(s).
• If an Eligible Employee separates from employment during a semester when the Tuition Waiver is being utilized by Eligible Employee/spouse/sponsored dependent/dependent for courses for academic credit, tuition will be assessed at a pro-rated amount based on the time of the separation and will be payable by the Eligible Employee.
• Spouse/sponsored dependent/dependent children who are receiving scholarships from other sources are eligible to participate in this Program; however, the combined amount of all Tuition Waivers/ scholarships may not exceed the total amount of cost of attendance. A residual check cannot print from this Tuition Waiver or a combination of waiver and scholarship nor will there be a refund issued for withdrawing or dropping hours.
• Any tax liability incurred through participation in this Tuition Waiver program is the responsibility of the Eligible Employee.
Transfer of Tuition Waiver Benefits:

- Effective Fall semester 2013 and continuing, in situations where the Tuition Waiver is being transferred from (a) an Eligible Employee to a spouse who is an Eligible Employee, the maximum number of credit hours that may be transferred and used by the spouse each semester is six (6).
- Effective Fall semester 2013 and continuing, in situations where the Tuition Waiver is being transferred from two (2) Eligible Employees to a sponsored dependent/dependent, the maximum number of credit hours that may be used by the sponsored dependent/dependent each semester is twelve (12).

Scheduling:

- Employees are expected to take courses during times other than normal working hours.
- Requests to take a course during normal business hours may be approved by a supervisor if there is a limited offering of the course and it is not disruptive to the office. Time missed during working hours will be required to be made up during the same pay period of missed time.

Definitions

Dependent Child: Unmarried natural child, adopted child, stepchild, or legal ward and is less than 26 years of age as of the first day of the semester for which the class is offered and who is claimed by the Eligible Employee for income tax purposes. In case of legal separation or divorce, a natural or adopted child or legally adopted child or legal ward may participate in this program regardless of which parent declares the child as a dependent for income tax purposes.

Eligible Employee: A full-time benefited employee is one whose status includes participation in the state retirement, or ORP, system and health insurance. Temporary of part-time employees, as well as retirees, are not eligible for participation.

Sponsored Dependent: An individual that shares primary residence with the Eligible Employee and has lived with the Eligible Employee for at least 12 months prior to the effective date of the Tuition Waiver plan, is at least the age of majority, is not a relative and is not employed by the Eligible Employee. Any child of a sponsored dependent must also share primary residence with the Eligible Employee, is under the age of 26, is the natural born or adopted child of the Sponsored Dependent and is not a relative of the Eligible Employee.

Spouse: Person to whom one is legally married. Marriage partner husband or wife.

Technology Center: State operated secondary area technology center as define in KRS 151.B110 or locally operated secondary area technology center.

Responsibilities

Eligible Employee:

- Shall complete a Faculty/Staff Tuition Waiver.
- Must complete a new Tuition Waiver request each semester for all classes.
- If two Eligible Employees transfer the scholarship to their dependent(s), each Eligible Employee must submit a separate Tuition Waiver form.
- The Eligible Employee shall obtain all required signatures prior to submission of the Tuition Waiver form to the Office of Human Resources.
- To facilitate processing of tuition waivers, request should be submitted for approval PRIOR to the start of the term for which the Tuition Waiver is requested. The following timeline should be utilized:
  1. Fall Semester
     a. Requests should be submitted no later than the last week of July.
2. Spring Semester
   a. Requests should be submitted no later than second week of December.
3. Entire Summer Session
   a. Requests should be submitted no later than first week of May.
4. Partial Semester/Mid Semester
   a. Requests should be submitted no later than the term start date for the course.
   - Requests submitted after the last day to add a class in any given semester will NOT be approved.

Department:
- Completed forms will be forwarded to Student Financial Aid Scholarship Office for processing.
- Each department shall keep a copy of the Tuition Waiver form on file for each Eligible Employee.

University:
- University is responsible for withholding of the proper taxes and for reporting taxable income for all employees of the institution regardless of the institution where the course is taken.

Interpreting Authority

Director of Human Resources

Statutory or Regulatory References

Faculty Staff Tuition Waiver Program 1997 [KRS 164.020(33)]
Senate Bill 240, 200 Regular Session

Relevant Links

Faculty Staff Tuition Waiver Form

Policy Adoption Review and Approval

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<th>Policy Revision Date</th>
<th>Entity</th>
<th>Action</th>
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<tr>
<td>September 18, 2013</td>
<td>President Douglas Whitlock</td>
<td>Approved Interim</td>
</tr>
<tr>
<td>August 3, 2002</td>
<td>Board of Regents</td>
<td>Approved*</td>
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</table>

*As part of the Staff Handbook
TO: Members of the Faculty Senate  
FROM: Janna P. Vice, Chair  
The Council on Academic Affairs  
DATE: March 23, 2015  
SUBJECT: CAA Agenda for Faculty Senate

As a result of the Council on Academic Affairs’ meetings on February 26, 2015, and March 19, 2015, the following items are presented for the Faculty Senate’s agenda on April 6, 2015.

**Curriculum Proposals**

**New Program**  
**College of Arts and Sciences**  
**Department of Biological Sciences**  
1. Bachelor of Science in Biomedical Sciences  
Create a new program in Biomedical Sciences that will prepare students interested in post-baccalaureate degrees in the biological sciences related to medical science.

**Program Revisions**  
**College of Arts and Sciences**  
**Department of Biological Sciences**  
2. Master of Science in Biology  
1. Admission Requirements: revise language to reflect current core admission requirements.  
2. Biology Thesis Program: revise program title; remove existing course requirements and insert reformatted course requirements.  
3. Biology Non-Thesis Program: revise program title; remove existing course requirements and insert reformatted course requirements.  
4. Applied Ecology Concentration: remove existing course requirements and insert reformatted course requirements.  
5. Bioinformatics Concentration: remove concentration in its entirety.  
6. Footnote (*): remove “BIO 121”.  
7. Exit Requirements: revise language to reflect current Exit Requirements.

**Department of Chemistry**  
3. Bachelor of Arts and Master of Science Chemistry 3+2 Dual Degree Program  
1. Chemistry, Pre-Professional & Chemistry Teaching Concentration: remove “Concentration” from title.
2. Chemistry, Pre-Pharmacy, and Pre-Professional Supporting Course Requirements: replace dropped MAT courses with new, equivalent courses.

3. Chemistry Teaching Concentration: remove “Concentration” from title; revise hours from “14-15” to “11-12”; replace dropped MAT courses with new, equivalent courses; remove “CSC 104 or CIS 212”.

4. Professional Education Requirements: remove “Concentration” from title; revise hours from “34” to “40”; remove stated requirements and replace with new requirements per the College of Education.

5. Total hours: revise from “120-129” to “120-131”.

6. M.S. Chemistry Major Requirements: remove stated language and replace with program display consistent with the program display in the Graduate Catalog.

4. Bachelor of Science and Master of Science Chemistry 3+2 Dual Degree Program
   1. Biochemistry, Chemistry, Pre-Medical or Pre-Dental Supporting Courses: replace dropped MAT courses with new, equivalent courses.
   2. Add footnote regarding MAT 234.
   3. M.S. Chemistry Major Requirements: remove stated language and replace with program display consistent with the program display in the Graduate Catalog.

5. Bachelor of Science and Master of Science Forensic Science/Chemistry 3+2 Dual Degree Program
   1. Core courses: decrease hours from “53” to “52”; remove “420(1)”.
   2. Concentration Requirements: revise language regarding internship.
   4. Forensic Biology Concentration: increase hours from “16” to “20”; remove “CHE 430 or 431” and add “FOR 349(0.5-8)”.
   5. Supporting Course Requirements: remove dropped MAT courses and replace with new, equivalent courses.
   6. Total Hours: increase from “121” to “120-124”.
   7. Revise M.S. Chemistry Program Requirements to be consistent with the Graduate Catalog.

6. Master of Science in Chemistry
   Core Requirements: replace “700-level ements” with “700-level Requirements”; remove asterisk; indicate that the following course are four hours: CHE 770, 774/774L and 775/775L.

Department of Computer Science
7. Master of Science in Applied Computing
   1. Bioinformatics Concentration: remove BIO 890; replace CECS 660 with MAT 765; remove “(Bioinformatics at EKU)”.
   2. Statistical Computing Concentration: Remove STA 701, 775, 880; add STA 775, 780, and 840.

Department of English and Theatre
8. Bachelor of Arts and Master of Arts in English 3+2 Dual Degree Program
   1. Add “completion of ENG 301 and ENG 302” to admission requirements.
   2. Supporting Course Requirements: remove six hours of a foreign language requirement.
   3. Creative Writing Concentration: replace “CSC 104” with “INF 104”.
   4. Technical Writing Concentration: replace “CSC 104” with “INF 104”; add “COM 320”.
   5. Add M.A. in English Major Requirements.
Bachelor of Arts and Master of Arts in English 3+2 Dual Degree Program – Graduate

9. Catalog
   1. General Information: add paragraph describing admission requirements, which have been updated and revised.
   2. Remove the program display for the 3+2 program in its entirety, consistent with other 3+2 programs in the Graduate Catalog.

10. Master of Arts in English
   1. Program Requirements: revise language to more accurately describe program requirements.
   2. Core Courses: increase hours from “9” to “12”; remove “808” and “803”; add “One course in rhetoric and composition, 3 hours” and a list of course options; add “833” to literature course options; remove “EMS 775” from language studies course options; remove all text pertaining to “Electives in English; remove all text pertaining to Exit Requirements; remove Total Requirements.
   3. Rhetoric and Composition Concentration, Literature Concentration, and Generalist Concentration: add these three proposed concentrations.
   4. Exit Requirements: revise language to more accurately describe exit requirements.

Department of Mathematics and Statistics

Bachelor of Science and Master of Science in Mathematical Sciences 3+2 Dual Degree

11. Program
   Add a dual degree option (3+2 option with the existing M.S. Mathematical Sciences program).

12. Master of Arts in Mathematics
   1. Program Title: Revise “Mathematics” to “Applied Mathematics”.
   2. Program Objectives: revise language to more accurately describe the program.
   3. Admission Requirements: revise language to update and clarify program admission requirements.
   4. Program Requirements: add Core Requirements.
   5. Secondary Mathematics Concentration: revise concentration title; reduce hours from 18 to 9; revise concentration requirements; add 6 hours of electives; revise Exit Requirements to add MAT 898 or MAT 899 and remove old language.
   6. Applied Mathematics and Statistics Concentration: revise concentration title; reduce hours from 12 to 9; add 6 hours of electives; revise Exit Requirements to add MAT 898 or MAT 899 and remove old language.
   7. Exit Requirements: revise to include a capstone; revise language to more accurately describe and clarify requirements.

13. Master of Science in Mathematical Sciences
   1. Accelerated Dual Degree Program: add language describing the new 3+2 program.
   2. Admission Requirements: revise language to more accurately describe current and future admission requirements.
   3. Program Core Requirements: add 15 hours of core requirements for all Concentrations.
   4. General Program Concentration: revise Concentration title; remove core requirements; specify elective course options; add MAT 899 to exit requirement.
5. Mathematics Concentration: remove core requirements; revise concentration requirements and revise hours from “6-12” to “9”; specify elective course options and revise hours from “3-9” to “6” hours; add MAT 899 to exit requirement.

6. Computer Science Concentration: remove core requirements; revise concentration requirements; specify elective course options and revise hours from “3-6” to “3” hours; add MAT 899 to exit requirement.

7. Statistics Concentration: remove core requirements; revise concentration requirements and revise hours from “9-12” to “12”; specify elective course options and revise hours from “3-6” to “6” hours; add MAT 899 to exit requirement.

Department of Psychology

14. Doctor of Psychology in Clinical Psychology
   1. Core Courses: remove “7XX, 799, 779, 846”; add “802, 803”.
   2. Experiential Courses: remove “843”; add “838, 899A, 938”.
   3. Research: remove “8XX”; add “990”.
   4. Add Exit Requirements.

College of Business and Technology

Department of Accounting, Finance, and Information Systems

15. Certificate in Accounting
    Change MAT 107 to 112 in Supporting Requirements.

16. Accounting BBA
    1. Addition of ACC 590 as an elective course in both the Public Accounting and Management Accounting Options.
    2. Change MAT 107 to 112 and CSC 104 to INF 104 in Supporting Requirements.

17. Computer Information Systems BBA
    Change MAT 107 to 112 and CSC 104 to INF 104 in Supporting Requirements.

18. Finance BBA
    Change MAT 107 to 112 and CSC 104 to INF 104 in Supporting Requirements.

19. Risk Management and Insurance BBA
    1. Change MAT 107 to 112 and CSC 104 to INF 104 in Supporting Requirements.
    2. Remove APS 350 and 438 and add “or advisor approved courses” in Electives.

20. Risk Management and Insurance BS
    1. Change MAT 107 to 112 and CSC 104 to INF 104 in Supporting Requirements.
    2. Add “or advisor approved courses” in Electives.
    3. Change INS to RMI in Insurance Requirements.

Department of Applied Engineering and Technology

21. Applied Engineering Management BS and MS Accelerated 3+2 Dual Degree Program
    1. Change the program title to correct the name of the degree program. The M.S. degree is in Applied Engineering & Technology Management option.
    2. Change MAT 108 to 120 in text and in Supporting Courses.
    3. Delete “or MAT 261” in Supporting Courses.
22. Construction Management BS and MS Accelerated 3+2 Dual Degree Program  
   1. Change the program title to correct the name of the degree program.  
   2. Change MAT 108 to 120, MAT 117 to 217 in Supporting Courses.

23. Network Security and Electronics BS and MS Accelerated 3+2 Dual Degree program  
   1. Change the program title to correct the name of the degree program.  
   2. Change MT 107 to 114 and MAT 108 to 120 in Supporting Courses.

24. Applied Engineering and Technology Management MS  
   1. Drop NSM 865 from the Network Security Management option and add to  
      supporting course list.  
   2. Reword the catalog description to better reflect the program option structure.

Department of Management, Marketing, and International Business  
25. Business and Marketing Education/Teaching BS  
   1. Remove CCT 302 and add CCT 304S to Major Core Requirements.  
   2. Remove MKT 304 and 320 from the list of Major Core courses.  
   3. Change MAT 107 to 112 and CSC 104 to INF 104 in Supporting Courses.

College of Education  
Department of American Sign Language and Interpreter Education  
26. American Sign Language (ASL) Studies (Minor)  
   Added another course option to give students a greater variety of possibilities to take  
   a course that interest them or fits their schedule and course description to include ITP  
   215 or 215W as an acceptable prerequisite.

Department of School of Clinical Educator Preparation  
27. B.S. Middle Grade Education (5-9) Teaching  
   1. Update English and Communications concentration to include EME 552.  
   2. Change MAT 261 to 234 under the mathematics concentration.  
   3. Remove AST 130, 330, GLY 304, and 307 and add AST 335, and GLY 104  
      for the science concentration.  
   4. Update the social studies concentration with the updated History courses.  
   5. Adjust credit hours in accordance with the changes listed above.

28. Master of Arts in Education - Library Science  
   1. Change the name of the program to School Media Librarian.  
   2. Update Admission to the Graduate School and add Admission to the Program  
      requirements.  
   3. Add an initial certification concentration.  
   4. Update the initial, additional certification and endorsement concentrations.  
   5. Update exit requirements.

Master of Arts in Education with Teacher Leader Endorsement Preparation, Elementary  
29. Education  
   Change course numbering from ETL 802 to ETL 805 and ETL 804 to ETL 806 in the  
   catalog display for this program.

Master of Arts in Education with Teacher Leader Endorsement Preparation, Gifted  
30. Education  
   Change course numbering change from ETL 802 to ETL 805 and ETL 804 to ETL  
   806 in catalog display for this program.

31. Master of Arts in Education with Teacher Leader Endorsement Preparation, Middle
Grades Education
Change course numbering from ETL 802 to ETL 805 and ETL 804 to ETL 806 in catalog display for this program.

Master of Arts in Education with Teacher Leader Endorsement Preparation, Secondary Education
Change course numbering from ETL 802 to ETL 805 and ETL 804 to ETL 806 in catalog display for this program.

Master of Arts in Education with Teacher Leader Endorsement Preparation, Leads to P-12 Literacy Endorsement
Change course numbering from ETL 802 to EL 805 and ETL 804 to ETL 806 in catalog display for this program.

Master of Arts in Education Special Education – Teacher Leader Track
Revise Catalog display to reflect renumbering of ETL 802 and 804 to 805 and 806.

College of Health Sciences
Department of Baccalaureate and Graduate Nursing
35. Bachelor of Science in Nursing (B.S.N.) - Pre-RN Nursing
1. Change MLT prefix to MLS in Admissions and Progress requirement and in Support.
2. Add new laboratory courses NSC 232L and 332L.
4. Decrease credit hours in the didactic courses.
5. Remove NSC 486 add new courses NSC 487 and 487C.

36. Bachelor of Science in Nursing (B.S.N.) - Post Baccalaureate 2nd Degree Concentration
1. Change MLT prefix to MLS in Plan and Support Requirements.
2. Add new laboratory courses NSC 232L and 33L.
3. Add new clinical courses NSC 380C, 386C, 392C, 396C, 484C and 492C.
4. Decrease the credit hours in the didactic courses.
5. Remove NSC 486 and add new course NSC 487 and 487C.

37. B.S in Nursing (B.S.N) - R.N to B.S.N Concentration
1. Indicate in Curriculum STA 215 or 270 in R.N To B.S.N Support will now satisfy Gen Ed. Element 2, therefore the hours in the support will be reduced to 0, and 3 hours added to free electives.
2. Add NSC 380C, 386C and 484C in retroactive credit statement.

38. Master of Science in Nursing
Update the Advanced Nursing Practice Outcomes and Admission Criteria changes for GPA and nursing licensure.

39. Post-Master of Science in Nursing
Changes in licensure and certificate name.

40. Post-Masters Family Nurse Practitioner University Certificate.
Change name to Post-graduate APRN Certificate – Family Nurse Practitioner.

41. Post-Masters Rural Psychiatric Mental Health Nurse Practitioner University Certificate
Change name to Post-graduate APRN Certificate - Psychiatric Mental Health Nurse Practitioner.
Departmental Post-Masters Psychiatric Mental Health Nurse Practitioner-Family
42. Certificate
Change name to Departmental Post graduate APRN Certificate- Psychiatric Mental Health Nurse Practitioner-Family.

Department of Environmental Sciences
43. Bachelor of Science in Environmental Health Science
Add EHS 230 to core requirements.

Department of Health Promotion and Administration
44. Master of Public Health
1. Update the admission requirements and admission application process for the MPH program.
2. Drop GRD 887a and 888a from the exit requirements.
3. Add an elective course choice to the MPH Environmental Health Sciences concentration.
4. Add an MPH concentration for Industrial Hygiene.
5. Add an MPH concentration for Public Health Nutrition.
6. Reflect changes of MPH Core courses prefix.
7. Update 3 Dept. information to reflect concentrations all being shown as one program.

Department of Occupational Science and Occupational Therapy
45. Doctor of Occupational Therapy
Remove interview requirements for admissions.

College of Justice and Safety
Department of School of Safety, Security, and Emergency Management
46. Certificate in Intelligence Studies
Add additional intelligence specialty courses to the certificate core and expand the option choices making the certificate more available to students from a larger number of degree programs in the humanities, social sciences and STEM.

47. B.S. Emergency Medical - Care Emergency Services Administration Concentration
Cross list EMC 430 and EMC 430W.

48. B.S. Emergency Medical Care - Paramedical Clinic/FSE Concentration
1. Change Supporting courses to include FSE 225 or OSH 261 and remove FSE 400.
2. Include 3 hours for free electives.

49. B.S. Fire Protection and Safety Engineering Technology
1. Replace CHE 111/111L with CHE 101/101L and CHE 112/112L with CHE 102/102L.
2. Replace MAT 124 with MAT 234 and MAT 224 with MAT 244.
3. Drop OSH 410 from curriculum and add FSE 349.
4. Correct hours and requirements to reflect changes.
5. Change ACCT course to FSE 481.

50. BS Homeland Security
Allow STA 215 to count as both supporting course in BS Homeland Security and General Education requirement.

51. B.S. Occupational Safety

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution
1. Update core requirements to include OSH 110, 370, 410W, and 450. Remove OSH 492.
2. Update supporting course requirements to include MAT 114, TRS 225, and 395.
3. Adjust supporting course hours and free electives.

Department of School of Justice Studies
52. MS Criminal Justice
   Change the program title from MS Criminal Justice to MS Criminology and Criminal Justice and list electives.

University Programs
53. Bachelor of Arts in General Studies
   1. Remove college tracks.
   3. Add description for Business concentration of Professional Track.

Program Suspensions
College of Health Sciences
Department of Family and Consumer Science
54. M.S. Community Nutrition
   _suspend Master of Science Community Nutrition in order to create a new Concentration in Public Health Nutrition within the MPH Program.

College of Justice and Safety
Department of School of Safety, Security, and Management
55. Certificate in Advanced Emergency Medical Care
   _suspend the certificate.

Action Item
College of Health Sciences
56. Protocol for Accepting Credit Based on External Nursing Program Approval or Accreditation.
    The request to introduce a protocol description for students from institutions which are not regionally accredited but have nursing programs with EKU level programmatic approval or accreditation, and who have successfully passed the NCLEX-RN examination, have a current unencumbered Registered Nurse license, and have a grade equivalent of “C”/2.0 or better in nursing courses.

University Programs
57. Catalog Language Revisions
    Student Success Seminars
    Revise Language: Add requirement for AGS & Clarify language (Undergraduate Catalog, p. 47)
    Comprehensive Baccalaureate Degree Requirements
    Revise 2B: Student Success Seminars (Undergraduate Catalog, p. 48)
    First Year Courses
    Revise Language: Add requirement for AGS & Clarify language (Undergraduate Catalog, p. 82).
Discussion Items

Graduate School

58. Repeating Courses and Grade Calculation

The requested change is intended to make the Graduate School policy consistent with the recent change to the undergraduate policy for grade calculations when courses are repeated. The Graduate Council approved the proposed policy change on February 27. Revised language is indicated in Attachment 1.

59. English Proficiency Requirement

The requested change increases the minimum overall score on the IELTS examination from 6.0 to 6.5 to make it consistent with the level of proficiency established by our current standards on the TOEFL and ELS programs. It also clarifies applicants who may be exempted from the requirement, includes completion of EKU’s ELS program in meeting the requirement, and removes outdated language on registering for the TOEFL examination. The Graduate Council approved the proposed policy change on February 27. Revised language is indicated in Attachment 2.
To: The EKU Faculty Senate  

Dear Colleagues,

Policy activity picks up a bit this month with five policies coming forward for first reading, but only two of them emanate from drafting teams seeking input. The remaining three policies are part of an effort to clean up older interim policies in advance of our SACSCOC reaffirmation.

As promised, policies covering the Annual Review of Tenured Faculty (Policy 4.6.17) is being presented in tandem with the Evaluation of Academic Administrators (Policy 4.8.1). They are presented for information only, with anticipated action in May.

Three administrative policies, which impact faculty to varying degrees, have been argued, and implemented, but still carry “Interim” in their titles. They are Consumption & Serving of Alcoholic Beverages on Campus (Policy 9.1.1), Return to Work (Policy 8.3.8), and Faculty & Staff Tuition Waiver Program (Policy 8.2.6). One of them has been an interim policy since 2010. While it is not the intention of the Executive Committee to reintroduce a fresh debate in the Senate on the merits of each policy at this time, but merely to remove the interim designation, we will be guided by the wisdom of the full senate. We are looking to improve on the vetting of all interim policies by assuring that they expire by specific date, unless replaced by a fully-vetted policy.

A drafting team has been formed to begin work aimed at revising our Policy on Policies (Policy 1.1.1). Our effort will be to assure that in every college and department primary responsibility for the content, quality, and effectiveness of the curriculum rests with the faculty, that every educational program for which academic credit is awarded is approved by the faculty and the administration, and that all college and departmental policies describing the authority of faculty in academic and governance matters are published.

We anticipate presenting the new policy on Post-Tenure Review (Policy 4.6.7) for information in May, and action in the fall. The Executive Committee will review the latest draft in April. We expect the policy to impact a very small percentage of faculty. But where necessary, the policy represents a final opportunity to improve serious
deficiencies in an individual tenured faculty member’s performance, and (except in cases of flagrant acts prompting dismissal for cause) only after three years of opportunity and support for the faculty member to improve through the Annual Review process.

Dr. Sherry Robinson and I, in consultation with Dr. Dennis Field (Applied Engineering & Tech), have begun looking at creating a web-based flow chart that will show faculty and others where all draft policies stand in the vetting process at any given time.

Once again the Faculty Senate will be presenting its Legislative Forum on topics impacting higher education in Kentucky. This year’s topic is the economic impact of higher education in Kentucky. Sen. Will Hatcher (Government) and Dir. of Government Relations David McFadden have arranged for a stimulating program. I hope you will join us.

President Benson is completing his second year as EKU’s president. That means it is time for a faculty review of his performance. The Faculty Senate Executive Committee has consulted with the Board of Regents and Staff Council and is ready to begin the process when we return from Spring Break. Look for an announcement with instructions at that time. Any faculty member with the rank of instructor or above is eligible to participate. This includes librarians holding faculty rank, visiting faculty who hold rank at EKU, faculty on RTP, and faculty holding rank above that of an instructor regardless if instruction, research, or administration is their primary responsibility (e. g.
a dean holding academic rank is eligible). Our plan is to allow the faculty approximately two work-weeks to respond to a confidential electronic survey.

There will also be an “old school” paper survey available for those wishing an even higher assurance of confidentiality, which I will manage personally. The Executive Committee, led by Sen. Jerry Palmer, will then compile the data and report our findings at the May Senate meeting. The president’s formal evaluation will conclude at the June meeting of the EKU Board of Regents.

Best.

Richard
Faculty Regent Report to Faculty Senate
Special Called Board of Regents Meeting – March 20, 2015

A special meeting of the Board of Regents was held Friday, March 20, 10 a.m. in the Coates Administration Building. The purpose of the meeting was to vote on the student fee of $150 per semester that was recently passed by Student Senate. The fee will be directed to two specific projects: the renovation of the EKU Student Union and construction of a new Recreation and Wellness Center, both on the Richmond Campus. In order to implement the fee by Fall 2015, the fee had to be discussed at the CPE April meeting. The deadline to get the CPE the BOR’s decision was Friday, March 20, 2015.

Prior to the Board’s vote, Board members reviewed the process followed by Student Senate to make sure the CPE guidelines were followed. Kyle Nicholas, SGA President; President Benson; David McFadden, Executive Director of Government Relations; and Matt Roan, Special Assistant to the President, answered questions related to procedural inquiries. The President noted that university officials worked closely with CPE President Bob King and his staff regarding this special use fee and closely followed the CPE’s prescribed directives. Questions were asked regarding student access to information and the dissemination of information. Overall, the Board found that the CPE’s directives were followed. The Board unanimously passed the fee for the Center for Student Life.

The next quarterly meeting of the board is April 27, 2015; location TBD.

Respectfully submitted,

Amy Thiem

Faculty Regent

Amy.Thieme@eku.edu

(859) 622-1320
Scholarship of Teaching Grants

Earlier this semester, Dean Jerry Pogatshnik selected a group of faculty to assist in evaluation of the proposals for the Scholarship of Teaching Grants. Out of a number of excellent proposals, Dean Pogatshnik and the committee members, Christine Privott, Garett Yoder, Gill Hunter, and Jennifer Wies, have selected six submissions to receive the grant for Scholarship of Teaching:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Kim Creech</td>
<td>English</td>
<td>“A comparative analysis: Utilization of e-text books and technology-enhanced instruction in developmental reading courses”</td>
</tr>
<tr>
<td>Dr. Kari Everett</td>
<td>Mathematics &amp; Statistics</td>
<td>“Mathematics Trail at EKU”</td>
</tr>
<tr>
<td>Dr. Helyne Frederick</td>
<td>Family &amp; Consumer Sciences</td>
<td>“Video Recording as a Stimulus for Reflection and Evaluation: Preparing Family Life”</td>
</tr>
<tr>
<td>Dr. Cindy Hayden</td>
<td>Occupational Science &amp; Occupational Therapy</td>
<td>“Blended Learning of Occupational Therapy Clinical Skills”</td>
</tr>
<tr>
<td>Dr. Alice Jones</td>
<td>Geography &amp; Geology Environmental Resources Center</td>
<td>“Community Economic Development Boot Camp: An Interdisciplinary Team Field Approach”</td>
</tr>
<tr>
<td>Dr. Yoshie Nakai</td>
<td>Psychology</td>
<td>“Building Cultural Intelligence: Collaborative Learning between International and U.S. Students”</td>
</tr>
</tbody>
</table>

4-Week Report

Several departments reported 90 percent or greater of CRNs for the 4-Week Report; and the Department of Management, Marketing, & International Business once again reported 100 percent of their CRNs. Thanks to all faculty and chairs who reported and followed up with their students regarding the 4-Week Report.

Pedagogicon

EKU will host the 2015 Kentucky Pedagogicon, an intense, one-day conference sponsored by the Council on Postsecondary Education, on May 22, in the Noel Studio. The conference theme, Closing the Achievement Gap through Scholarly and Creative Teaching, encourages us to examine and promote those strategies of deliberate practice that constitute highly effective instruction.

Conference registration for full time faculty and staff is $50. The deadline to register is May 1. To register, visit https://secure.touchnet.net/C20703_ustores/web/store_main.jsp?STOREID=22&clearPreview=true.

Student Success Collaborative

The EAB (formerly the Education Advisory Board) shared with us that EKU is making more progress than most schools because faculty are getting engaged in the Student Success Collaborative. All colleges have developed a plan to train their faculty advisors on the Student Success Collaborative; and the College of Business & Technology reports that all of their faculty advisors have now been trained.
Library Online Interface
The library has been working this semester to set up a new library resources search box, which will go live on May 18. Unlike the traditional library catalog, the new interface will index all subscribed and purchased materials together in one place. Search results will include books, articles, and videos from across all of the Libraries’ print and electronic collections.

This new interface will provide a simple to use, “Google like” search box that will be more intuitive for undergraduates. Ideally, its ease of use will increase the likeliness that students will start their research at the Libraries’ page, rather than Google. To meet the needs of higher level undergraduates, graduate students, and faculty, it will also include advanced search options and refining features.

Faculty will be able to test out the beta version and offer feedback starting April 8 – be on the lookout for messages about this from your liaison. Faculty currently linking to library materials from Blackboard or syllabi, may need to update links this summer. The Library will provide support for this.

e-Campus Spring Break
Discussions are underway regarding Spring Break for e-Campus in 2016 as we move to a 16-week semester.

CPE Strategic Agenda
A steering committee led by Lee Nimocks is working on CPE’s new Strategic Agenda, which will focus on diversity, research, and (heavily) on college readiness. EKU’s Facilitation Center is helping to conduct facilitated all-day focus groups with a number of our colleagues across the state; and the Chief Academic Officers are being invited to participate as needed. Universities are being advised to expect emphasis on:
1. reforming development education.
2. education attainment – formative measurements—trajectory as to where KY should be.
3. weaving in the innovation piece rather than a separate goal as in current Agenda.
4. having a greater impact on our communities via regional stewardship.
5. focusing research dollars on students’ involvement in research, rather than strictly on external funding. Tom Martin is working on the research piece.

Webcast for Closing the Achievement Gap in Higher Education

New Programs
As a result of Council of Chief Academic Officers (CCAO) action last month, institutions will file a “notice of intent” with CPE and the CAOs for each proposed new program. After the new program is on the CCAO agenda for at least two consecutive months, the pre-proposal can then move forward to CPE.

The CAOs were informed (first reading) of our intent to file the following new programs:
- Master of Science in Athletic Training
- Bachelor of Science in Biomedical Sciences
Psy.D.
EKU’s new doctoral program in clinical psychology has accepted its first cohort of students, including EKU e-Campus graduate Chris Kidder. One of 12 students admitted out of approximately 70 applicants, Mr. Kidder is the first e-Campus graduate to apply for and be admitted to our clinical psychology doctoral program. Our Psy.D. is the first program of its kind at a public university in Kentucky and our fourth advanced practice doctorate.

Ongoing Searches
1. AVP for IE/IR & Vice Provost Searches
   Thanks to faculty for attending interviews with the candidates for the Assistant Vice President of Institutional Effectiveness & Institutional Research and the candidates for Vice Provost recently. We anticipate announcing the outcomes of both searches after Spring Break.

2. College of Education Dean Search
   We will also begin the search for College of Education Dean after Spring Break.

Lunch with Faculty Senators
Because I will be attending the Council for the Accreditation of Educator Preparation (CAEP) conference this Wednesday, April 8, we will cancel lunch with the faculty senators.

Respectfully,

Janna Vice
The Parking Advisory Committee met on Friday, 13 March 2015, to discuss parking issues predominantly related to faculty and students with some concerns regarding staff and outside vendors. Representatives of the faculty, staff, students, parking, RHA, and campus police were in attendance. The meeting was largely informational with most action items planned for summer. There are 2 points which were brought up for potential senate interest.

Upcoming Actions

1.) After this winter’s snow, the parking lots have been damaged severely. Grand Campus’s parking lot was never properly sealed (it was only paved). This summer, the parking lots will be resurfaced. Potholes will be filled, surfaces blacktopped, lots sealed, and restriped. The goal is to have this done before August because the contract for maintenance and painting is up August 1, so if it is done after August 1 it will be under a new contract.

2.) Grand Campus will be operated as a regular residential lot starting next year (Zone R – recall that the parking control scheme is being changed to be more intelligible, so Zone B Residential becomes Zone R, Zone A Commuter permits become Zone C and so on).

3.) Touchnet/Bosscars – an electronic payment system – has been bought to update the parking ticket and fees system. Online credit card payments will now be possible, and payments can be automatically directed against a specific parking ticket, rather than the entire student account balance. Payments can also be done 24 hours a day in the event a car has to be impounded off campus after towing. There wasn’t a date on this, but “coming soon.”

4.) There are a large number of month-long temporary permits issued to vendors (eg, the Kyocera technicians). Parking would like to migrate the most frequent vendors to permanent permits – possibly a new tag type (variations of pink and maroon suggested) that would be able to park anywhere on campus except the yellow service vehicle curbs. Initial discussion with the vendors has been positive – they like the idea of not having to renew their temporary permits every month, and not having to register a large number of vehicles with campus. This would require a new adjustment to the parking policy to restrict temporary parking passes so that vendors would need to switch to the permanent permit. The suggested starting rule was “no more than 2, 30 day temporary permits will be issued to the same vehicle or operator in a single 90 day period.”

5.) Some students carry several hundred dollars of parking tickets at a time – they can carry up to $500 on their student accounts, which is a lot of parking tickets if they have no other fees.
help reduce this behavior, parking is looking at referring students who get more than a certain threshold—not yet chosen—to student Rights and Responsibilities.

**Informational Items**

1.) Employees and students of EKU have been able to get an EKU plate or a veteran plate this semester in lieu of getting a parking tag. Usage as follows:
   - 161 commuters use the EKU or veteran plate (not broken out)
   - 4 Brockton residents use the EKU plate, 2 use the veteran plate
   - 73 residential students use the EKU plate, 23 use the veteran plate
   - 231 employees use the EKU plate, 100 use the veteran plate

2.) There is some concern about students using cars with veteran plates that are registered to non-family members and non-students. It appears to be fairly low, but no one knows the full extent and Parking’s position was that it was not a large enough issue to worry about. Additionally, some out of state students have complained that they cannot get EKU plates as the car is not registered in Kentucky. Again, numbers have been low so there are no plans to do anything about it at this time.

3.) Related to the winter snow damage— if the treatment of the parking lots and roads is the source of the damage (salt being corrosive) one possibility raised was to phase in brine-pre-treatments rather than the rock-salt post-treatments. Brine is less salt intensive because the salt-water doesn’t bounce off the pavement, and so less salt is needed. This would cost more to pretreat the roads and parking lots, but the potential exists to avoid maintenance costs on the lots. Taken under advisement.

4.) RHC reserved spots are currently given E-permits. This has resulted in some dissatisfaction across campus. Empty RCH spots are taken by other people, so the RH Coordinators park in an employee lot, taking up an employee spot, leading to fewer parking spaces so someone takes an RHC spot and the cycle continues. Additionally, every RHC gets 2 parking spots—one for the coordinator and one for a spouse/partner/significant other/roommate. Not all of whom are EKU employees. In particular, some are students—so they end up with E and B permits, again, eating up extra spaces and causing irritation across campus. Parking is considering dropping the E-permit unless the coordinator wants to buy one, and simply giving them the one reserved space.

5.) Speaking of RHC reserved spots. The question had been asked whether they are all in use and how many there are. There are 2 per RHC, and while not all of them are in use (some RHCs live alone), most of them are. They may be empty during the day, though, because the second permit-holder works off campus, but they fill at night, and they need to be kept open for that reason, as RHCs must live in their buildings. The spots used to move around the campus semester to semester according the RH Coordinator’s preference, but they are now locked in place.
6.) Students have asked for more commuter spots on North Campus, but it is unclear where any would be put. The more pressing concern is a lack of handicapped parking on north campus, especially near Wallace—the hills make it impossible to locate adequate handicapped parking (as handicapped spaces have to be level). Additionally, we have inadequate handicapped parking on campus (largely because of the hills), and so are investigating ways to locate additional handicapped parking in lots that don’t have hills to compensate for the missing parking spaces in the inclined lots.

7.) There are additional concerns about students parking out of their permitted zones. Our current parking tickets and towing policies are in line with other universities in the state, so there was not much interest in changing prices—except maybe to raise towing and fire-lane fees as those are a bit low. Towing and fire-lanes, however, don’t appear to be the problem. Gradually increasing tickets for new violations has been considered, but has not been possible to implement with our current student account system. The decision was made to wait until the new parking control signs and permits are issued and revisit the issue.

8.) Finally, in answer to questions about it, the decision to limit the free parking to EKU tags and veteran tags was heavily argued within the parking committee and constituent offices before the final decision was made by the President. EKU gets a part of the EKU tag fee. Additionally, it improves visibility of the university in the community. The veteran tag was more contentious. The main point of dispute was that the free parking permit (and they are given a permit, the police do not look at the plate) was only given to people with the veteran tag. Other veterans who qualify for the tag may not want it—but they have the necessary papers to prove that they are eligible. They wanted to use those papers to get the tag, rather than have to get the plate, which costs money and also identifies the car’s owner as a veteran—some of them value their anonymity. The President’s decision was that the purpose of the benefit is to show the university’s veteran population—and thus the plate is an essential part.

**Issues Potentially Relevant to the Senate**

1.) I have not heard extensively from faculty regarding the plates, but I have heard from a couple. Parking and Police have also heard complaints that, because we have the law enforcement memorial on campus, Fraternal Order of Police plates should also be extended the same offer. Parking mentioned that if the senate wanted to take up the issue, they could—but the President is the one making the decision, not Parking.

2.) Similarly, they would welcome comments or policies regarding student referrals to Rights and Responsibilities for excessive parking.

As always, I am happy to communicate any of your concerns or comments to the committee.
# MAY 2015 VACATING SENATORS

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<tr>
<th>SENATOR</th>
<th>DEPARTMENT</th>
<th>TERM EXPIRES</th>
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<tr>
<td>Stephanie Adams</td>
<td>Anthropology, Sociology, Soc Wk</td>
<td>2015</td>
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<tr>
<td>Kristie Blevins</td>
<td>Criminal Justice &amp; Police Stud</td>
<td>2015</td>
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<td>Michael Bradley</td>
<td>Recreation &amp; Park Admin</td>
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<td>April Brumfield</td>
<td>Music</td>
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<td>Vigs Chandra</td>
<td>Applied Engineering &amp; Tech</td>
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<td>Kuang-Nan Chang</td>
<td>Computer Science</td>
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<td>Roger Cleveland</td>
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<td>Dusty Embury</td>
<td>Special Education</td>
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<td>Helyne Frederick</td>
<td>Family &amp; Consumer Science</td>
<td>2015</td>
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<td>Carla Hagan</td>
<td>Agriculture</td>
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<td>Scott Hunt</td>
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<td>English &amp; Theatre</td>
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<td>Mathematics &amp; Statistics</td>
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<td>Bob Karolich</td>
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<td>Applied Engineering &amp; Tech</td>
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<tr>
<td>Paula Kopacz</td>
<td>English &amp; Theatre</td>
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<tr>
<td>Amanda Lewis</td>
<td>Health Promotion &amp; Admin.</td>
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<td>John Lowry</td>
<td>History</td>
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<td>Ernest McClees</td>
<td>Model</td>
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<td>Jerry Palmer</td>
<td>Psychology</td>
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<td>Beth Polin</td>
<td>MGT, MKT, &amp; Intnl Business</td>
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<tr>
<td>Shirley O’Brien</td>
<td>Occupational Therapy</td>
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<td>Cynthia Resor</td>
<td>Curriculum &amp; Instruction</td>
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<td>Barnardo Scarambone</td>
<td>Music</td>
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<tr>
<td>Ida Slusher</td>
<td>Baccalaureate Nursing</td>
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<tr>
<td>Clemma Snider</td>
<td>Associate Degree Nursing</td>
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<tr>
<td>Denver Travis</td>
<td>ACCT, Finance &amp; Info Systems</td>
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<tr>
<td>Ralph Turner</td>
<td>Curriculum &amp; Instruction</td>
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<tr>
<td>Weiling Zhuang</td>
<td>MGT, MKT, &amp; Intnl Business</td>
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</tr>
<tr>
<td>Deann Allen</td>
<td>Part Time Rep (2 yr position)</td>
<td>2015</td>
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<tr>
<td>Jerry Pogatshnik</td>
<td>Dean’s Rep (2 yr position)</td>
<td>2015</td>
</tr>
</tbody>
</table>
Committee Vacancies for 2015-2016

**Academic Quality Committee** (2 vacancies)
- Stephanie Adams [stephanie.adams@eku.edu](mailto:stephanie.adams@eku.edu) Anthropology, Sociology & Soc Wk
- Donna Corley [donna.corley@eku.edu](mailto:donna.corley@eku.edu) Baccalaureate Nursing
- Matthew Howell [matthew.howell@eku.edu](mailto:matthew.howell@eku.edu) Government
- Gill Hunter, Chair [gill.hunter@eku.edu](mailto:gill.hunter@eku.edu) English & Theatre
- John Lowry [john.lowry@eku.edu](mailto:john.lowry@eku.edu) History

**Budget Committee** (1 vacancy PLUS Senate Chair & Dean’s Rep)
- Marco Ciocca [marco.ciocca@eku.edu](mailto:marco.ciocca@eku.edu) Physics & Astronomy
- Richard Day [richard.day@eku.edu](mailto:richard.day@eku.edu) (FS Chair) (Ex Officio)
- John Fitch [john.fitch@eku.edu](mailto:john.fitch@eku.edu) Communication
- Deborah Givens [deborah.givens@eku.edu](mailto:deborah.givens@eku.edu) Communication
- William Hatcher [william.hatcher@eku.edu](mailto:william.hatcher@eku.edu) Government
- Danny Miller [danny.miller@eku.edu](mailto:danny.miller@eku.edu) Safety, Security, & Emer MGT
- Jerry Pogatshnik [jerry.pogatshnik@eku.edu](mailto:jerry.pogatshnik@eku.edu) Dean Representative
- Barry Poynter [barry.poynter@eku.edu](mailto:barry.poynter@eku.edu) Financial Affairs (VP) (Ex Officio)
- Janna Vice [janna.vice@eku.edu](mailto:janna.vice@eku.edu) Provost

NOTE: The Dean's Representative automatically serves on the Budget Committee

**Elections & University Nominations Committee** (4 vacancies)
- April Brumfield [april.brumfield@eku.edu](mailto:april.brumfield@eku.edu) Music
- Deborah Givens [deborah.givens@eku.edu](mailto:deborah.givens@eku.edu) Communication
- R-Dean Johnson [r-dean.johnson@eku.edu](mailto:r-dean.johnson@eku.edu) English & Theatre
- Barnardo Scarambone [barnardo.scarambone@eku.edu](mailto:barnardo.scarambone@eku.edu) Music
- Ida Slusher [ida.slusher@eku.edu](mailto:ida.slusher@eku.edu) Baccalaureate Nursing

NOTE: Committee on Committees and Elections Committee merged effective Fall 2012

**Executive Committee (top)** (5 vacancies PLUS Senate Chair & Vice Chair)
- Richard Day, Chair [richard.day@eku.edu](mailto:richard.day@eku.edu) (FS Chair)
- Deborah Givens [deborah.givens@eku.edu](mailto:deborah.givens@eku.edu) Communication
- William Hatcher [william.hatcher@eku.edu](mailto:william.hatcher@eku.edu) Government
- Kirk Jones [kirk.jones@eku.edu](mailto:kirk.jones@eku.edu) Mathematics & Statistics
- Paula Kopacz [paula.kopacz@eku.edu](mailto:paula.kopacz@eku.edu) English & Theatre
- Shirley O'Brien [shirley.obrien@eku.edu](mailto:shirley.obrien@eku.edu) (FS Vice Chair)
- Jerry Palmer [jerry.palmer@eku.edu](mailto:jerry.palmer@eku.edu) Psychology
- Ida Slusher [ida.slusher@eku.edu](mailto:ida.slusher@eku.edu) Baccalaureate Nursing
- Amy Thieme [amy.thieme@eku.edu](mailto:amy.thieme@eku.edu) Faculty Regent (Ex Officio)
- Janna Vice [janna.vice@eku.edu](mailto:janna.vice@eku.edu) Provost
**Faculty Rights & Responsibilities Committee** (2 vacancies)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Fitch</td>
<td><a href="mailto:john.fitch@eku.edu">john.fitch@eku.edu</a></td>
<td>Communication</td>
</tr>
<tr>
<td>Helyne Frederick</td>
<td><a href="mailto:helyne.frederick@eku.edu">helyne.frederick@eku.edu</a></td>
<td>Family &amp; Consumer Sciences</td>
</tr>
<tr>
<td>Connie Lamb</td>
<td><a href="mailto:connie.lamb@eku.edu">connie.lamb@eku.edu</a></td>
<td>Baccalaureate Nursing</td>
</tr>
<tr>
<td>Ralph Turner</td>
<td><a href="mailto:ralph.turner@eku.edu">ralph.turner@eku.edu</a></td>
<td>Curriculum &amp; Instruction</td>
</tr>
<tr>
<td>Debbie Whalen</td>
<td><a href="mailto:debbie.whalen@eku.edu">debbie.whalen@eku.edu</a></td>
<td>Library</td>
</tr>
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**Faculty Welfare Committee** (2 vacancies)

<table>
<thead>
<tr>
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<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Barksdale</td>
<td><a href="mailto:gary.barksdale@eku.edu">gary.barksdale@eku.edu</a></td>
<td>Human Resources (Ex Officio)</td>
</tr>
<tr>
<td>Ismail El-Amouri</td>
<td><a href="mailto:ismail.elamouri@eku.edu">ismail.elamouri@eku.edu</a></td>
<td>Env. Health Sci/Clin. Lab. Science</td>
</tr>
<tr>
<td>Amanda Lewis</td>
<td><a href="mailto:amanda.lewis@eku.edu">amanda.lewis@eku.edu</a></td>
<td>Health Promotion &amp; Administration</td>
</tr>
<tr>
<td>Tanea Reed</td>
<td><a href="mailto:tanea.reed@eku.edu">tanea.reed@eku.edu</a></td>
<td>Chemistry</td>
</tr>
<tr>
<td>Tracy Spigelman</td>
<td><a href="mailto:tracy.spigelman@eku.edu">tracy.spigelman@eku.edu</a></td>
<td>Exercise &amp; Sports Science</td>
</tr>
<tr>
<td>Cui Zhang</td>
<td><a href="mailto:cui.zhang@eku.edu">cui.zhang@eku.edu</a></td>
<td>English &amp; Theatre</td>
</tr>
</tbody>
</table>

NOTE: Members of Welfare Committee also serve on the University Benefits Committee

**Informational Technology Committee** (3 vacancies)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vigs Chandra</td>
<td><a href="mailto:vigs.chandra@eku.edu">vigs.chandra@eku.edu</a></td>
<td>Applied Engineering &amp; Technology</td>
</tr>
<tr>
<td>Jeff Kilgore, Chair</td>
<td><a href="mailto:jeff.kilgore@eku.edu">jeff.kilgore@eku.edu</a></td>
<td>Applied Engineering &amp; Technology</td>
</tr>
<tr>
<td>Jerry Pogatshnik</td>
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<td>Graduate Studies</td>
</tr>
<tr>
<td>Buchang Shi</td>
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</tr>
<tr>
<td>Kelly Smith</td>
<td><a href="mailto:kelly.smith2@eku.edu">kelly.smith2@eku.edu</a></td>
<td>Library</td>
</tr>
</tbody>
</table>

NOTE: Informational Technology is a new standing committee as of Fall 2012

**Rules Committee** (2 vacancies)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Adams</td>
<td><a href="mailto:stephanie.adams@eku.edu">stephanie.adams@eku.edu</a></td>
<td>Anthropology, Sociology, &amp; Soc Wk</td>
</tr>
<tr>
<td>Sandy Hunter</td>
<td><a href="mailto:sandy.hunter@eku.edu">sandy.hunter@eku.edu</a></td>
<td>Emergency Medical Care</td>
</tr>
<tr>
<td>Jeffrey Neugebauer</td>
<td><a href="mailto:jeffrey.neugebauer@eku.edu">jeffrey.neugebauer@eku.edu</a></td>
<td>Mathematics &amp; Statistics</td>
</tr>
<tr>
<td>Cynthia Resor</td>
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<td>Curriculum &amp; Instruction</td>
</tr>
<tr>
<td>Camille Skubik-Pep.</td>
<td><a href="mailto:camille.skubik-peplaski@eku.edu">camille.skubik-peplaski@eku.edu</a></td>
<td>Occupational Therapy</td>
</tr>
</tbody>
</table>

**COSFL Representatives** (1 rep & 2 alts)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnardo Scarambone</td>
<td><a href="mailto:barnardo.scarambone@eku.edu">barnardo.scarambone@eku.edu</a></td>
<td>Music (COSFL Rep.)</td>
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<tr>
<td>Paula Kopacz</td>
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<td>English &amp; Theatre (COSFL 1st ALT)</td>
</tr>
<tr>
<td>Deann Allen</td>
<td><a href="mailto:deann.allen@eku.edu">deann.allen@eku.edu</a></td>
<td>Part Time Rep (COSFL 2nd ALT)</td>
</tr>
</tbody>
</table>