

**Executive Committee Minutes**  
**Faculty Senate**  
**January 23, 2017**

The Faculty Senate Executive Committee met on Monday, January 23, 2017 at 3:30pm in the Faculty Lounge in the Keen Johnson Building.

**PRESENT:** D. Corley, D. Givens, G. Hunter, L. Kay, P. Kopacz, S. O'Brien, I. Slusher, T. Spigelman, J. Vice and special guests, Joan Beck, President Michael Benson, and Vice Provost Sherry Robinson.

**ABSENT:** R. Day

**APPROVAL OF MINUTES:**

The November 21, 2016 minutes were approved with the following correction.

On page 2 under "All Faiths Calendar" change from "Senators Mason and Fitch were approached by Tim Forde" to "Senators Mason and Fitch met with Tim Forde".

**GUEST SPEAKERS:**

- **Joan Beck – Introduction to new Ombud**

Senator Kopacz introduced Joan Beck, new hire for the Ombud position. She noted that Ms. Beck was unanimously recommended for the position by the Search Committee.

As there is currently no documentation available at Eastern to provide a framework for the position, Ms. Beck shared two documents from the Internal Ombudsman Association (IOA Code of Ethics and IOA Standards of Practice) which could be used as a starting point to develop a process at EKU. To learn more about EKU's Office of the Ombud, visit the website at [ombud.eku.edu](http://ombud.eku.edu).

Senator O'Brien announced that Ms. Beck will be a guest speaker at the February Senate meeting and the two documents received will be distributed in the Senate packets for information.

- **President Michael Benson – Monthly XC Update**

President Benson shared the following:

- The Enrollment Summit will be held on campus tomorrow.
- Discussions are underway to plan renovation of the Moore Building and probable demolition of the Memorial Science Building. A building fee may need to be assessed to students in the College of Letters, Arts, & Social Sciences in order to generate enough funds to proceed with the project. However, discussions are in the early stages and nothing definite has been decided yet.
- Our Provost Search website has received positive feedback. The timeline has now been revised.
- There will be a conference call on Wednesday to continue discussions on performance funding and the timing of how those funds should be released.
- As of now, the Boards at all the institutions in the state will remain the way they are currently constituted.
- The on-site SACS visit is scheduled for January 21-23. Keep those dates in mind.
- At the current end of the calendar year, we were ahead of last year's total in terms of gifts received. So the total for the capital campaign is about \$17.5M. The campaign will be publicly launched in the next little while.

- The Board of Regents is meeting on January 30<sup>th</sup> for a regular quarterly meeting. Public Safety will host the meeting in the Perkins Building, Quads A & B. The committee meetings will be at 9am and the full Board will meet at 10:30am.

Senator O'Brien stated that there should be a ceremony scheduled to launch the revitalization of the Faculty Center, formerly known as the Faculty Lounge and/or TLC. Senator Givens suggested having the dedication right before the Senate meeting in May and setting up refreshments downstairs instead of in the upstairs hallway.

#### **UNFINISHED BUSINESS:**

- **LMS Review**

Senator O'Brien stated that in the spirit of shared governance she asked the senators to encourage their colleagues to respond to the email that was distributed on January 10. The LMS Review Committee is trying very hard to get faculty input on this important decision. Dr. Stephen Sumithran put his course in the three systems so that faculty could view the differences in each system. Senator O'Brien will ask for the email to be re-distributed again.

Senator Kopacz stated that a number of faculty have asked for a comparison chart listing the options available within each system. Senator O'Brien agreed to share that request at the committee meeting next week. Senator Slusher asked to delay sending the email out again until after the spreadsheet is available.

#### **NEW BUSINESS:**

- ***Policy Update***

Vice Provost Robinson introduced Policy 4.6.#, Evaluation of Library Faculty. The policy has been approved by the library faculty. The XC was in agreement to list on the February Senate agenda for a first read.

- ***Winter Term and Faculty/Staff Tuition Waiver Policy***

Senator O'Brien stated that the current policy only applies to fall, spring and summer and some faculty have asked that the policy be revised to include winter term as well.

Senator Vice stated that while the policy can be reviewed again, she reminded that fees for winter term have to be paid up front. If students use their financial aid, they have to save enough of their award to apply toward winter term and they have to pay in advance for winter term. So students who have not paid in advance for winter term are disenrolled.

Senator O'Brien asked for that information to be shared with the campus community. Senator Vice agreed to post an FAQ for faculty.

- ***Discussion Items:***

- ***Board of Governors Title***

Senator O'Brien had asked the committee to consider adding the words "Faculty Senate" to the Board of Governors' title. ECU legal counsel has suggested the wording change to alleviate any confusion that may arise when folks search the website for ECU's Board. Senator Kopacz indicated that the committee has been

extremely busy with their charge and has not had an opportunity to discuss the request yet.

Senator O'Brien encouraged the committee to consider the request at some point during the spring semester and to report back to XC.

- *Discussion on policy needs for Ombud*

Senator Kopacz stated that the Ombud Search Committee unanimously agreed that a policy should be developed for the Office of the Ombud.

Vice Provost Robinson indicated that a drafting team researched the issue and while it was not a unanimous decision, the committee decided that a policy was not needed at this time but that the issue could be reviewed again later. Rather than having a policy, one suggestion was to include information on the position in the Faculty Handbook and Staff Handbook and to include information in existing policies where appropriate.

Ombud Beck stated that at the very least a framework is needed for the position and that the Internal Ombudsman Association's Code of Ethics and Standards of Practice could be used as a starting point for development.

Senator Kopacz moved to appoint an ad hoc committee to draft a framework for the Office of the Ombud, seconded by Senator Givens. Motion unanimously carried. Senator O'Brien stated that staff will also be invited to serve on the committee. It was further suggested that members of the former drafting team and the search committee may be interested in serving on the committee. Additional suggestions for membership included having representatives from administration, legal counsel, and OEI.

- *Feedback on Chairs section for Internal Procedures*

Senator O'Brien shared a tentative document on the chair's duties for inclusion in the Senate's Internal Procedures. Please review the document and share feedback with her.

- *Invitation to Nick Perlick to give update to Senate on Development*

Senator O'Brien plans to invite Nick Perlick to a Senate meeting sometime during the spring semester to provide an update on development.

- *Letter in Response to Board Chairman Turner's Comments to faculty at the December Board meeting*

At the XC's urging, Senator O'Brien agreed to draft a letter to Chairman Turner, will share the draft with XC for feedback and then read the finished letter as part of her report to the Board at the January 30<sup>th</sup> meeting. Senator Givens suggested sharing the finished letter with all faculty as well.

- ***Announcements:***

Senator O'Brien announced that Jill Parrott will give an update on the QEP at the February meeting. This year's theme is "Reading With Purpose".

- ***Reports:***

- *Academic Quality Committee - Senator Givens*

The committee will meet prior to the Senate meeting.

- *Budget Committee – Senator O'Brien*

The committee is still working on a retrospective analysis of the 2013 budget.

- *Faculty Welfare Committee – Senator Spigelman*  
The committee will be meeting on Monday. The chair met with President Benson in December and was informed that even though the Weaver Gym was closed, everything else on campus is open. There has not been any discussions about providing free membership to the Rec Center.
- *Information Technology Committee – Senator Slusher*  
The committee asked for feedback on charge 1 (continue the planned technology training for faculty). They want to change the wording from “continue” to “coordinate”.

They further asked that their 5<sup>th</sup> charge be reviewed (Investigate the current status of support for online instruction throughout the university. Explore how faculty intellectual property is compensated by various colleges and department, inside and outside of eCampus, and provide a status report on current practices.) The committee doesn't feel that is within their charge. Senator O'Brien stated that the first sentence “Investigate the current status of support for online instruction throughout the university.” should remain. The second sentence could be removed from the charge.

- *Rules Committee – Senator Kay*  
The committee felt that the standard verbage available for all committees was sufficient rather than having individual SOPs for each committee.

Senator O'Brien reiterated the importance for each committee to have written internal procedures which outlines the day-in/day-out and/or monthly activities followed in order to effectively and timely achieve their assigned charges.

The committee researched the issue of voice vote for administrators (Provost, President, Faculty Regent and Dean Rep) and concluded that based on language in the faculty handbook only members elected by their department should have a vote. Several members of XC mentioned that the dean's rep should have a vote. The Rules Committee may need a motion to clarify the language for who can and cannot vote to avoid confusion in the future.

The committee is still unclear if a motion should come forward to include lecturers in the membership section in the faculty handbook. During XC discussion, one issue noted is that even though the language as currently written does not include lecturers, departments are counting lecturers in their totals to determine number of senate delegates and they have also elected lecturers to serve as their designated representative.

Senator O'Brien stated that if we're going to be looking more closely at who can serve on Senate, then we've got to really look at department compositions which will mean additional responsibility for the Elections & University Nominations Committee. This is another good example for why standard operating procedures are necessary to provide guidance for current and future committee members.

- *Rights and Responsibilities Committee – Senator Givens*  
The committee has set their meeting dates for the semester.
- *Ad Hoc Committee on Academics & Athletics – Senator O'Brien*  
Senator O'Brien met with the ad hoc committee and the Athletic Director on January 9. In response to the bulleted list of points the AD provided, the committee asked for additional

- clarification by means of a one to three page narrative report in order to move discussions forward.
- *Transparency – Senator Givens*  
This week the committee sent emails out to everyone about their alternates and will be contacting committee chairs soon for their schedules for spring.
  - *University General Education Committee – Senator Givens*  
Senator Givens shared a [draft](#) proposal that will be considered by the General Education Committee at the meeting next week.
  - *Provost Search – Senator Corley*  
Senator Corley met with the search firm and search committee on January 10. The updated timeline and additional information is available on the website at [provostsearch.eku.edu/](http://provostsearch.eku.edu/).
  - *Chair’s Report – Senator O’Brien*  
Senator O’Brien announced that the fourth-year evaluation for the president will occur during the spring semester. Chairman Turner will be contacting the Staff Council and Senate leadership sometime after the January 30<sup>th</sup> Board meeting to discuss the annual review.
  - *Faculty Regent – Senator Day*  
Following are highlights from Senator Day’s written [report](#).
    - Just before the holiday break Senator Day met with faculty on our rising healthcare costs. Drs. Marion, Kraska, Lamanna, and Sciascia met with Dr. Benson and HR staff and identified a few actionable items. This spring it is anticipated that faculty will have more input into the process as the Welfare Committee and others will be involved in examining coverage choices.
    - At Senator Kay’s suggestion, Senator Day extended an invitation to a dozen faculty members to meet with a handful of Regents, including the Chairman, to just talk. Responses from the participants were largely positive and suggested further talks occur.
  - *Provost Report – Senator Vice*  
As Provost Vice discontinued the lunches for Senators this year because of low attendance, she asked for other ideas on how to better engage faculty. Please share any feedback with her.

## **ADJOURNMENT:**

The meeting adjourned at approximately 6:15pm.