

**Executive Committee Minutes  
Faculty Senate  
October 23, 2023**

The Faculty Senate Executive Committee met remotely on Monday, October 23, 2023 at approximately 3:30pm via Zoom.

**PRESENT:** J. Blair, J. Brent, V. Grabeel, L. Jones, L. Kay, R. Lauk, J. Marion, S. McGuffin, G. Spira, Sara Zeigler, and special guest Colleen Chaney

**APPROVAL OF MINUTES:**

Senator Lauk moved approval of the September 25, 2023 minutes as written, seconded by Senator Grabeel. **Motion carried unanimously.**

**REPORT FROM THE PROVOST: Sara Zeigler**

Provost Zeigler shared the academic calendar draft with the committee which included a brief presentation, revised term length timeline, class time adjustment comparison, and draft calendars. The new calendar would start in Fall 2025, so there is still time to make adjustments if needed. The committee was in agreement to share the documents as information only with the full senate at the November meeting.

Regent Marion asked for clarification on whether or not RAC numbers were going to be distributed automatically to all students. Provost Zeigler explained that this is an initiative coming out of Carrie Ernst's office to make it easier for students to retrieve their RAC numbers, but only after they've been officially advised. The intention is not to let students get their RAC number before advisors have reviewed and locked their planners.

Senator McGuffin asked the Provost to consider having some kind of perks or incentives for part-time and adjunct faculty to help keep them motivated (*Examples: free ballgame tickets, free T-shirts, or possibly partial tuition for dual credit instructors*).

**UNFINISHED BUSINESS:**

Follow Up on Closure of History MA Program. Senator Lauk asked if Senator Hartch followed up on any of the Executive Committee's suggestions from last month. Chair Kay was unaware of any follow up.

Provost Zeigler explained that the closure happened as a result of program review which occurs every 5 years. There are three potential outcomes from program review: 1) continue as is; 2) continue with modifications; and 3) sunset the program within 1 to 3 years. For the History MA, the decision was made to sunset the program. Enrollment in the program had steadily declined for the last 5 to 7 years; the market was deteriorating primarily because the state decided to no longer require an MA for teachers anymore; and at the time of review in the spring only 12 students were enrolled in the program and five of those were only enrolled in one class.

Regent Marion asked about CAA's role in the approval process for Program Review. Provost Zeigler responded that the information is shared with CAA as an information only item. She also noted that they are in the process of clarifying the language in the program review process.

Colleen Chaney shared the link for the program review website:

<https://oie.eku.edu/eku-program-review#:~:text=All%20programs%20will%20be%20reviewed,cycles%20and%20For%20program%20modifications>

Employee Handbook. Lauren Keeler stated that, as it is confusing having a staff handbook and a faculty handbook, they have decided to combine all employees in one handbook with an additional section added for faculty-specific information. Last month the Executive Committee received a draft of the proposed handbook and Chair Kay announced that the Executive Committee and the Rules Committee would work together to develop the faculty-specific section which would cover such topics as policies and regulations that impact faculty. The goal is to publish the new handbook in January. However, if the faculty section isn't ready by then, it can be added later.

Chair Kay stated that Rusty Carpenter has agreed to write an introductory section for the faculty addendum and then the Executive Committee and the Rules Committee will work on the links for the rest of the section, but it may be after the Christmas break.

Senator Jones noted that their ACEN self-study is in process right now and there are references in that to portions of the faculty handbook. So, there has to be something concrete to link to, and that report has to be submitted before the Christmas break. In addition, she stated that they are also in mid-evaluation for their CCNE accreditation which is also due before Christmas, and that same type of information needs to be linked in that document as well. However, as it stands now, a lot of the policies are not live links. Senator Kay stated that they may be able to get a partial version of the faculty section posted sooner that includes the introduction and the policies and regulations and will then post the other parts later. Ms. Keeler asked Senator Jones to send her a list of the links that need to be active for their reports.

## **NEW BUSINESS:**

### *Discussion Items*

- *CAA Agenda for November Senate Meeting*

The committee reviewed the CAA agenda which will be presented to the senate. There is one new program for Senate approval and then seven items for notification only of which three are program closures (*Honors Certificate, Applied Creative Thinking Certificate, and History MA program*).

Regent Marion again questioned the role of the CAA in program closures and plans to write a memo to Associate Provost Wies asking when the curriculum processes were changed and who was included in the approval process.

### *Announcements*

- The following were approved as guest speakers at the November Senate meeting.
  - Camden Ritchie – Student Government Association Update
  - Lauren Keeler & Lynnette Noblitt – Grievance Policy Update

## **REPORTS:**

- *Academic Quality Committee – Senator Blair*

Senators Hasan and Stevenson were elected to serve as co-chairs this year.

The committee reviewed the Bartleby contract and learned that the contract runs through 2032. The committee is currently going through a data collection process to learn more about the program. In addition, they're talking about doing some type of faculty and student satisfaction survey with Bartleby, but that may be put on hold until closer to the end of the contract.

The committee is also starting to work on their other charges such as enrollment patterns for online and on-campus in-person students, as well as looking at student outcomes and DFW rates.

Some additional topics of discussion include concerns for the lack of the ACT requirement which was waived during Covid and is still in effect and possible strategies for moving students who are parents into the designated populations to register sooner because of their home commitments.

- *Budget Committee – Senator Lauk*

Senator Lauk was elected to serve as chair this year, and Senator Howell was elected to serve as secretary.

The committee is in the process of scheduling a meeting with Barry Poynter for a budget overview.

- *Elections and University Nominations Committee - Senator Spira*

The committee met on October 16 and reviewed the charges. Senator Feltus reached out to Senator Bishop-Ross on the Rules Committee about a couple of small changes to their internal procedures.

The committee asked the Executive Committee for clarification on the charge to contact Ryan Wilson regarding the possibility of reviving the annual distribution of a form to faculty to recruit volunteers for university committees. Senator Geela stated that as this pertains to university committees, this seems outside the purview of a Senate committee. Regent Marion indicated that Ryan Wilson and Carrie Ernst were working on a form to recruit volunteers. Chair Kay clarified the committee's charge to check with Ryan Wilson on the status of a faculty form to recruit volunteers for university committee vacancies for any open faculty positions that are not elected by departments.

- *Faculty Welfare –Senator Jones*

Chair Kay reported for Senator Jones who had to leave for another meeting. The committee plans to survey faculty RE: Jagger functionality and issues, salary compression, effect of the current tuition waiver process, and the quality of life for faculty.

The committee is also requesting administrative feedback on the budget process--where are budget decisions made and how are they made?

Senator Jones shared that faculty and staff have requested that diabetes medications such as Ozempic be covered to some extent by insurance for weight loss as it is overly expensive at this time. Per John Dixon this is unlikely to occur until FDA approves the medications for weight loss in addition to diabetes control.

John Dixon is putting together a staff and faculty committee to conduct an employee survey on benefits. The Faculty Welfare Committee chair will be a member of this committee.

- *Information Technology Committee – Senator McGuffin*

Chair Kay reported for Senator McGuffin who had to leave for class. The committee met on October 5<sup>th</sup> and elected Jason Fry as chair. In addition, the committee reviewed their charges, the Google form voting processes, and exploration of the new LMS.

The next meeting is scheduled for November 2nd at 11am via Zoom.

- *Rules Committee – Senator Grabeel*

The next meeting is scheduled for October 30<sup>th</sup>. During that meeting Senator Bishop-Ross will announce the new charge to work with the Executive Committee on the faculty section of the Employee Handbook.

Earlier today, Senator Bishop-Ross sent a memo to all standing committee chairs asking them to review their internal procedures. The deadline for revisions is January 31, 2024. In addition, she also asked the Budget and Faculty Welfare committees to make sure that they are communicating and meeting with the various administrators as indicated in the procedures.

- *Rights and Responsibilities Committee – Senator Brent*

There are two primary issues that the committee continues to work on. The first is the Grievance Policy. The drafting team is working on that. The big point of concern is the removal of a potential ombudsman and having a faculty liaison instead.

The other issue that we're working on involves the revision to the Policy on Policies 1.1.1. There are three tasks with this.

1. Identify all policies that were made after the revision to the Policy on Policies 1.1.1.
2. Consult peer institutions and national guidelines regarding best practices regarding shared governance and the role of faculty oversight regarding policies and procedures.
3. Scrub all of ECU's policies and procedures for anything regarding faculty.

## **University Committees**

- *University General Education Committee – Vice Chair Blair*

The committee is currently looking at the elements of the graduate profile. They will be providing feedback on this over the course of the school year. In addition, Vice Chair Blair talked with them about the ECU online 8KYB28, and they did a small focus group to get their feedback and concerns.

## Other Reports

- *Senate Chair Report – Lisa Kay*

The 8KYB28 working group met again recently. The assessment sub-committee, which Chair Kay is serving on, has been charged with looking at faculty needs. As there isn't time for a survey, two focus groups were held last week. Both groups expressed more concerns than enthusiasm. So now, Dean Baggett has indicated that the report could be delayed until February to allow for time to do a survey.

The Grievance Policy Drafting Team met earlier today. There will be something coming out soon. The big thing is they're keeping the faculty liaison in instead of an Ombud person.

Chair Kay attended the COSFL meeting last Friday.

A lot of things are being posted in the virtual suggestion box and those are being shared with Regent Marion and eventually with Provost Zeigler.

- *Faculty Regent Report - Jason Marion*

The last Board meeting was the brief swearing in for Regent Michael Garland. The next Board meeting will be on November 15th.

## ADJOURNMENT:

Senator Grabeel moved to adjourn at approximately 5:30pm, seconded by Senator Spira.