

**Western Kentucky University
University Senate
Executive Committee (SEC) Meeting Minutes
March 7, 2016 -- 3:15 p.m.
WAB 227 - AA Large Conference Room**

A. Call to Order

1. A regular meeting of the Western Kentucky University Senate Executive Committee was called to order on March 7, 2016 at 3:15 PM in WAB 227.
2. A quorum was present: Heidi Álvarez, Barbara Burch, Susann Davis, Laura DeLancey, Marko Dumančić, Claus Ernst, Kate Hudepohl, Molly Kerby, David Lee, Jeremy Maddox, Gayle Mallinger, Richard C. Miller, Patricia Minter, Kurt Neelly, Julie Shadoan, and Liz Sturgeon.
3. The following guests were present: Amber Scott Belt, Margaret Crowder, Ladonna Hunton, Eric Kondratieff, and Janet Tassell.

B. Approval of February 8, 2016 Senate Executive Committee Meeting Minutes

1. A motion to approve the February 7, 2016 meeting minutes by Patricia Minter was seconded by Marko Dumančić.
2. There was no discussion.
3. The minutes were approved unanimously as posted.

C. Officer Reports

1. Chair (Kate Hudepohl)

a. Information Item #1: President Ransdell's response to Open Records

- There was not enough time for this to make the senate meeting agenda.
- In the President's response to the open records request, he chose to forward this to the Kentucky Attorney General for opinion.
- Chair Hudepohl feels it is more extensive (a five-part plan) than the original plan. It includes more resources (i.e. the Kentucky open-door policy), and Chair Hudepohl will put it on the Senate website. She is not sure what the outcome will be with the Attorney General.

- Richard C. Miller said that President Ransdell received the response this morning from the Attorney General.
- Chair Hudepohl said that ways of making the information public exist, such as putting it on the Senate website.
- Vice Chair Julie Shadoan said it seems inconsistent if it is already on the state website.
- Chair Hudepohl said that the responses are sent via interoffice mail, and she is not sure how it is different; perhaps it is different in how the information is organized. Salary information is public record.
- Patricia Minter said that a journalism and broadcasting constituent said there is a cost for the requester in an open records request. The question is who would bear the cost if an employee requests it? For example, the Confucius Institute has twenty boxes.
- Chair Hudepohl said she is contemplating doing one [an open records request] in terms of mold issues in the buildings. She added that it would be easy enough to leave it as is.

b. Upcoming Senate Elections

- In terms of the upcoming at-large elections, Chair Hudepohl stated that committees should be contemplating possible chairs, especially the Curriculum Committee. Almost every month, the Chair has a heavy load; helping to transition the new chair is very important. The issue of workload is an issue, particularly for the Curriculum Committee and Graduate Council. The discontinuation of administrative support for the UCC and CGEC means that the workload is an issue for these chairs. The support in Academic Affairs has slowly shifted. The annual budget for the Senate is almost as much as the UCC recorder. Chair Hudepohl added that the Faculty Regent cannot get compensation, and the Senate Chair cannot get a workload release. Chair Hudepohl clarified that she chose not to get a course release because of enrollment numbers.
- Patricia Minter said that the course released is an unfunded mandate to the department.
- Margaret Crowder said that she worked out one course release with her department chair.
- Chair Hudepohl said that it ties into the larger issue of budget issues and recognition of where the workload is.

- Provost Lee said that in Potter College, it would be worked out centrally in the Dean's office. He suggested generating a statement from Senate about what would be helpful so we can see what is possible.
- Regent Burch said that historically, some chairs have asked for it and some have not. Regent Burch thought the cost of replacing the position was replaced.
- Patricia Minter said it has never been funded centrally.
- Chair Hudepohl said in her department, it suffers an impact, and added that she does not think the department can afford it.
- Vice Chair Shadoan said she does not think chairs know early enough to ask for it, because of when the election takes place – at that point, their fall workload is already set.
- Claus Ernst said that the stipend was declined by Academic Affairs and thinks it is important to make it attractive to potential committee chairs.
- Chair Hudepohl said that administrative support would be helpful. Jessica Steenbergen gets a stipend for maintaining the Senate website, and the Senate pays for the University Curriculum Committee Recorder.
- Kurt Neelly said that he echoes the support; administratively, it is very demanding. He added that he is not sure how a load reduction would work, but administratively, it would help. Kurt Neelly also recommended a consolidation of these services.
- Chair Hudepohl said that having Jessica Steenbergen is helpful.
- Jeremy Maddox said the Curriculum Committee has outdated forms, and suggested that IT might have more efficient ways to help this.
- Patricia Minter said that posting and creating an agenda is still time consuming.
- Liz Sturgeon said the documents are streamlined.
- Jeremy Maddox suggested streamlining the forms even more, and advocated the use of online forms.
- Kurt Neelly said that the Graduate School is in process of everything being online, without hard copies.
- Jeremy Maddox said that this is what he was alluding to – capitalizing on technology – but it would require an investment.

- Patricia Minter said the breakdown is that you still need someone to do it.
- Molly Kerby said she thinks it can be done, and Laura DeLancey agreed.
- Patricia Minter said the larger point is there is still a cost involved, and that someone needs to do it. We compensate people for other things on this campus, and this becomes volunteer work – looking into something that does not cost.
- Vice Chair Shadoan asked what the UCC recorder does besides the website.
- Liz Sturgeon responded that there is a huge volume of material that comes in from each college. The recorder puts it all in the same format and finds errors.
- Vice Chair Shadoan said that in documenting the number of hours with a proposal to hire an administrative assistant, she found there was enough for a full-time position. The UCC Chair was ½ of the hours toward the position.
- Kurt Neelly said that Collette never had a stipend. The Graduate school is down two people; the opinion is that they are understaffed. They do provide a note recorder for the Graduate Council meeting. There is miscommunication, fears, and uncertainty on why it happened and what it meant. With the challenge of being a new chair and figuring out the role, mentoring of the outgoing chair is important.
- Jeremy Maddox asked if different colleges have their own assistant. Chair Hudepohl said that in Potter College, one of the Deans coordinates, makes the agenda, and runs the meetings.
- Jeremy Maddox asked if the committees would have input on how to handle it.
- Claus Ernst said that in looking at benchmarks, it is not an uncommon model to have an administrative staff person.
- Patricia Minter said that the Deans supported the new University Senate model. The flow chart to the Council of Deans took six months because some were resistant to the change.
- Richard C. Miller said that in the Registrar’s office, Melba received support. Sharon is doing it now.
- Chair Hudepohl said that it eats up almost the entire Senate budget.
- Regent Burch asked who is responsible for logging this? Every year, there were big folders that showed curriculum action.

- Patricia Minter said that Teresa took over what Lou Stahl was doing; she kept notebooks. Minter was told they were being scanned in; the university archives did not have it. This is another question. Records don't exist for the first two years of the University Senate.
- Chair Hudepohl said that the Curriculum materials go to Sylvia; she might keep a record. Then it goes to the Provost, then the Senate Chair, then back to the Committee.
- Patricia Minter said that electronic records get lost when the server changes.
- Chair Hudepohl said that records have disappeared out of the Senate office because it is not secure.
- Kurt Neelly said that supporting faculty in these roles and sees the limitation in graduate assistants, but still thinks this could be a renewable way to solve it.
- Chair Hudepohl said she feels graduate students are hit or miss with quality, and they need supervision; but it could be a valuable tool.
- Vice Chair Shadoan said that centralization is a key. Every standing committee should publish on the website. There are varied qualities and approaches in how and when things should be posted. Vice Chair Shadoan said she feels an administrative assistant is the best solution.
- Patricia Minter said it needs to be one person and they need to understand the statute on preservation of records; it could be a compliance officer under the supervision of Academic Affairs.
- Provost Lee said he would like senate to send a proposal that includes structure, responsibilities, and what they would like to see.
- Patricia Minter said that having a dedicated position guarantees continuity.
- Patricia Minter and Julie Shadoan will work on forming a written statement.
- Jeremy Maddox asked if the Student Government Association has the same issue. The response was that they have paid staff and their own conference room.

c. Confucius Institute

- Regent Burch asked at the special meeting if President Ransdell was getting a new contract with the Confucius Institute stating that Hanban will assume financial responsibility for the maintenance and operation costs, including utilities, of the new Confucius Institute building (once construction is complete).

- In December 2015, President Ransdell said that he will not modify the contract. Chair Hudepohl read President Ransdell's email verbatim: "The WKU Confucius Institute will cover the Maintenance and Operation costs for the building. Officials at Hanban know that this will be in our annual budget request. I have not requested an amended contract, nor do I believe that is necessary. Our Facilities Management department will bill the Confucius Institute for these costs. That decision is ours to make. All of the appropriate WKU parties (Bryan Russell, Ann Mead, Wei Pin Pan, and Terrill Martin) are all aware of this requirement. There will be no provision of funding from WKU to cover these costs." The legal contract states that WKU is responsible.
- Chair Hudepohl said that there are alleged issues with construction costs and alleged issues with personnel. She asked if the University Senate should once again push to institute an actual oversight committee of the Confucius Institute activities, included but not limited to building?
- Regent Burch said that the construction is moving forward.
- Laura DeLancey reiterated that there is a personnel issue.
- Susann Davis said that she knows someone who is preparing a document and open records request. The Confucius Institute is allegedly triple-dipping in who is paying for certain items. Teachers are being asked to pay for insurance for the teachers; schools are also being asked to pay for the insurance.
- Chair Hudepohl said that the Academic Quality Committee recommended a faculty oversight committee last year. The President allegedly appointed Confucius-Institute-friendly members. She asked what the Executive Committee thinks.
- Susann Davis said that a letter from President Ransdell will not help in the future.
- Patricia Minter said that nothing in the contract is favorable for litigation. The Chinese government chooses the venue. It would be costly to fight it. The Board Chair said that the Board delegates responsibility of the contract to the President.
- Regent Burch said the Board stated that Robert's Rules of Order precluded a question of it.
- Patricia Minter said that some parliamentarians would argue the opposite.
- Regent Burch said the building construction has begun. The assurance of fifty years is not as secure with the President leaving. There are funding elements and the issue of double collection.

- Chair Hudepohl reiterated that the President said there will not be another contract.
- Claus Ernst said the Senate should leave this building alone because there are bigger budget issues to deal with. \$.5 million for equipment in a building.
- Chair Hudepohl said she feels it is the principle of it in a time when there is not any wiggle room.
- Laura DeLancey asked if we want to see the documentation first?
- Vice Chair Shadoan said the oversight committee is not necessary, and the Senate can deal with issues as they arise.
- Laura DeLancey said that double dipping means charging Modern Languages money from Beijing for teachers; aggregating pay vs. double or triple.
- Patricia Minter said she feels it important for Internal Audit to look at this. She suggested waiting for documentation and refer it to Internal Audit. It becomes a Board of Regents issue at that point.
- Chair Hudepohl said that any individual can refer an issue to Internal Audit.
- Patricia Minter added that the Whistleblower line can be used for this.

d. Enrollment Management

- Chair Hudepohl brought up enrollment management's email about the new policy regarding dropping for non-attendance having to be done now. The informal email was sent to glean insights on (1) the late notice about a new process; (2) the late notice of a new process that includes faculty bearing responsibility for students potentially receiving (or not receiving) a tuition refund; (3) faculty do not necessarily take attendance in classes for a variety of reasons, including that some sections are quite large, students are human beings, etc.; (4) the shifting burden of enrollment management responsibilities to individual faculty shoulders; (5) consequences of dropping a student later in the semester (after the first week) may affect that students' financial aid (for those dependent on full-time status). Students who know they are failing a class but cannot afford to drop below full-time status may deem it in their best interest to stay enrolled in it but choose not to attend one (or more) classes so they can spend their time on classes they are trying to pass; (6) are we now going to give full refunds to people who drop out in March?
- Hudepohl said she sent these feelers out about the lateness of the email and faculty being responsible for part of the process on whether or not students get

dropped for non-payment. She discussed the importance of not discussing financial aid issues with students. Adjunct faculty were very concerned and don't understand what their obligation is.

- Eric Kondratieff said that it is a complex problem with a lot of moving parts. The retention rates are different depending on when this happens. Some students stay for one class beyond the date and never come again.
- Regent Burch made two suggestions. The first suggestion was to ask someone to clarify the faculty responsibility. The second suggestion was that if we have students who are receiving federal aid and they don't come to class, we have to reimburse the money that they took -- students not coming to class must be reported because otherwise the university has to pay back that aid.
- Chair Hudepohl said she will contact Brian Meredith's office.
- Provost Lee said the issue of who is here and who is not is a real problem.
- Patricia Minter said there is a philosophical difference. But if information went out about classroom management and academic policy, Enrollment Management should coordinate with Academic Affairs. If it matters in this way, it needs to come out of Academic Affairs. She asked if a resolution would be helpful.
- Provost Lee said there is discussion about what ought to happen with enrollment management.
- Patricia Minter asked if an email to Brian Meredith would suffice, saying that if faculty is expected to do something, it should go through Academic Affairs.

e. Budget issues

- COSFL met this morning; Molly Kerby and Margaret Crowder both went. The University of Louisville is taking lead through the COSFL Listserv and AAUP. They are forming a group from all state schools; Kerby thinks it will be in the form of a resolution, and it discussed the impending budget cuts. Molly Kerby will write up a report prior to Thursday morning and will post it on the Senate website.
- President Ransdell sent an email out about the Budget.
- The response as a unit will be determined after the COSFL report.

2. Vice Chair (Julie Shadoan)

- At-large nominations will open March 16 for three days, until midnight on March 18. Ogden and Gordon Ford have no need for a ballot. The Library and UC have no at-large seats. Vice Chair Shadoan thinks Senate needs to look at how seats are determined because it has an impact for small colleges. IR is setting up E-ballots; the link will be sent.
- Richard C. Miller said that in October, we had a need to staff three committees. Notification was sent out to establish the pool. The current committee needs to be replaced because of formal complaints dealing with tenure and promotion. Dr. Miller asked to have another chance to restaff these committees. The pool from Senate drew names out of a hat. Five were chosen, and the others were alternates. Richard C. Miller requested that Shadoan be persistent. Vice Chair Shadoan said she sent a list on October 6 and November 23. The list had 20 people on it. She said she will send it out again but is not sure how to get more volunteers. Richard C. Miller requested that the SEC pull 10 names to serve and 5 alternates, and he will ask Jay Todd Richey about the University Academic Complaint Committee (it is a one-year obligation, and the others -- Faculty Grievance and the University Advisory Committee -- are two-year terms).

3. Secretary (Heidi Alvarez)

- No report.

D. Committee Reports

1. Academic Quality Committee (Jeremy Maddox): Report attached

- AQa Sites
 - AQb SITE 20
 - AQc Reportiv. AQd Bench
 - AQe UK
 - AQf Stark
 - AQg Stat
- Jeremy Maddox said that the Academic Quality Committee had a few meetings discussing SITES. The committee looked at timing, recommendations, and the format of the report.
 - Jeremy Maddox made a motion for endorsement of the report.
 - The motion was seconded by Laura DeLancey.
 - The Academic Quality report was approved unanimously.

2. Faculty Welfare and Professional Responsibility Committee (Patti Minter):

- No Report

3. Budget and Finance Committee (Claus Ernst): Report attached

- a. 2003_2015
 - b. All_years
- Claus Ernst said that the Budget and Finance Committee submitted the report late; there is one resolution, and he wants it to move to the Senate agenda.
 - There is a fair share for Academic Affairs to absorb as a cut, and the report is complicated.
 - There are two things to discuss in SEC about how to move forward.
 - Claus Ernst stated that the fall 2003 budget grew by 100%. Academic Affairs is shrinking, but has grown far ahead of inflation, enrollment, and salary increase. What is it that we are doing now that we were not doing in 2003?
 - Chair Hudepohl asked if Ann Mead gave an answer to this question. Claus Ernst responded no. He added that Ann Mead has been forthcoming, but there are some policy decisions that Ann Mead does not make.
 - Provost Lee said this is an internal Academic Affairs question. Academic Affairs is growing at a slower rate – less than half of the budget, and slightly more if Enrollment Management is included.
 - The percent of growth is 80%. HEPA inflation for the same time period is 50%. What is it that Academic Affairs is spending money on that they weren't 12 years ago?
 - Eric Kondratieff asked why are salaries not keeping up with inflation, but Academic Affairs is going beyond the inflationary rate?
 - Some are tied to variables such as enrollment.
 - Where is the money going and why aren't we getting a chunk of it?
 - State appropriation per student dropped. FTE dropped by 30%. This is rationale for adjustment. DELO money is not eliminated from those numbers.
 - Regent Burch said that if it includes DELO money, this would explain why the number is going up. DELO goes to the department. There is an \$8 million net, but some has been allocated in other ways. Faculty numbers are 90% up; University employees are 30% up; a certain percent of money is non-recurring

and cannot be budgeted for faculty salaries. It is cutting into the premise on which DELO operates.

- DELO money would not account for the whole gap. Does payment on the bond go to budget? Fiscal affairs has grown. The last page has a summary of bond issues. Money restricted for state-funded bonds is taken out.
- Claus Ernst said he feels putting a resolution on the agenda for the next meeting will be helpful. He asked if Senate should recommend that we rebudget from the base. He is not sure if it is worth it, and there will be winners and losers.
- Patricia Minter said that the report was outstanding. She suggested that Senate look at it Thursday and then send it forward as an information item. She added that the resolution has to be exactly right, and commented on zero-based budgeting.
- Claus Ernst said that the resolution needs to go forward because of time.
- Kate Hudepohl suggested a vote on the report as a single entity and a separate vote on the resolution, and include the four points as information items (as sent the second time).
- Patricia Minter said that there are serious implications of zero-based budgeting.
- Claus Ernst made a motion to endorse the report and the facts as assembled by the committee.
- The motion was seconded by Eric Kondratieff.
- The items were then discussed separately. The contribution to insurance rises with the budget. KERS has gone through the roof. Salary is discussed without those two items.
- Jeremy Maddox asked Provost Lee about the rationale for the 70% reallocation for Academic Affairs.
- Provost Lee responded that in rosier times, as enrollment increased and tuition increased, Academic Affairs was 70% and going up. Claus Ernst calculated 46%. In the past, divisions received based on the percentage. Half of the budget reduction ought to come from Academic Affairs.
- Patricia Minter said that the 70% is a memorandum of agreement.
- Provost Lee said the 46% may not be that at the end of the day. The safer thing might be to say “less than half.”

- Richard C. Miller added that the HEPI inflation was not followed for the last two to three years. What is the intent?
- Claus Ernst said the higher index – the growth index – has exceeded in every area.
- There were no other comments.
- The Budget and Finance Committee report passed unanimously.
- Marko Dumančić made a motion to endorse the Budget and Finance Committee resolution.
- The motion was seconded by Kurt Neelly.
- Laura DeLancey made a friendly amendment to the resolution. The new wording is “absorbing no more than 50%” to replace the 46% in the first place.
- Jeremy Maddox said that as a stand-alone resolution, it does not make sense to say “the 46%” and suggested striking “46%” in the last parenthetical statement.
- Claus Ernst accepted both friendly amendments.
- There was no further discussion.
- The motion passed unanimously with both friendly amendments.
- The motion is meant for discussion and to lead to additional recommendations.
- Provost Lee suggested in #2 to change the wording “from ‘eliminating’ positions.”
- A motion to approve the Budget and Finance Committee recommendations as discussion items by Gayle Mallinger was seconded by Marko Dumančić.
- Jeremy Maddox said that point #4 suggested referring back to the report.
- Claus Ernst solicited input on items from the Senate Executive Committee, asking what items should be pursued to go forth to senate.
- Patricia Minter responded that items #3 & #4 should for sure go forward. Chair Hudepohl said that #2 is OK, but that she has a problem with #1. She has a problem with #1 because she does not trust the process of how the administration decides. Nobody grows in a straight line and it will inhibit forward momentum.
- Molly Kerby asked what if we have units that there are problems in?

- Eric Kondratieff said short-term solutions will cost in long-term solutions of the institution. He used the humanities as an example. Catering too much to the idea of the moment will eliminate opportunities.
- Molly Kerby asked if there is a mechanism to see where the money is being wasted.
- Laura DeLancey said a budget based on last year does not allow programs to grow.
- Jeremy Maddox said that university-wide assessment will happen with the next president. Putting forth ideas now is important before it happens.
- Patricia Minter said the track record on this is not good. Asking people with what they should have and not making it happen; she does not like the idea of zero-based budgeting. She thinks it is very dangerous and everyone will lose.
- Jeremy Maddox said he is not optimistic that we will get what we want in the presidential search.
- Regent Burch said that it is too early to tell what will happen. The likelihood of across-the-board distribution is not likely. The President said that if the cuts become final, credit-bearing academic programs and the faculty who teach them, discussing the criteria for the cuts ahead of time is important. The academic mission goes on. Universities always find out how to get by. Regarding the core functions and the impact of quality, Regent Burch suggested ways to get information in front of the Board more often, as regular information.
- A point was made that academics are not the budget priority. Having a new president will help with this. The board made bad decisions based on misinformation.
- Kurt Neelly said that when discussing faculty salaries, the point was made that we could either keep doing the same thing, do nothing, or do something radically different. In looking at #1, this is doing something.
- Kate Hudepohl said she is worried about the criteria that programs will be evaluated on, and in leadership and how special projects are being looked at.
- Eric Kondratieff said that bad decisions are being made with short-term criteria, and added that he does not think a corporate model works in higher education. Too short-term of a solution will undercut core aspects of the mission.
- Kurt Neelly said in waiting 2-3 years, we have to do something different now.

- Barbara Burch said we need to think about what cuts need to be made, and to use the talent and capacity we have to make recommendations about what we need to hang onto that is most important.
- The motion to include the recommendations as an information item for discussion for senate passed.
- Claus Ernst said that Ann Mead would be happy to attend the meeting.
- Kate Hudepohl said “that would be great, I tried that in August.”
- Claus Ernst said he believes that Ann Mead is sincere.

4. Colonnade General Education Committee (Marko Dumančić): Report attached

- Marko Dumančić made a motion to endorse the February 22, 2016 Colonnade General Education Committee report.
- The motion was seconded by Laura DeLancey.
- Dumančić said that the committee will be sending many course proposals to Liz Sturgeon; there are more than 30 courses proposed for the Connections category. The committee has worked hard, and the fruits of this labor will be seen in the coming months.
- The Colonnade General Education Committee report was approved unanimously.

5. Graduate Council (Kurt Neelly): Report attached

- Kurt Neelly made a motion to approve the report from the February 11, 2016 Graduate Council meeting.
- The motion was seconded by Marko Dumančić.
- The Graduate Council report was approved unanimously by Graduate Faculty only.

6. Undergraduate Curriculum Committee (Liz Sturgeon): Report attached

- Liz Sturgeon said that in addition to course proposals, refer to the very back of the packet: (1) proposal to create a new academic policy for military absences – this is the updated policy that will go forward; and (2) proposal discontinue equivalencies in submitted is missing a few points in item #2 and needs to be

updated. Sturgeon read the changes in bullet point 3 (attach addendum submitted by Liz Sturgeon).

- Liz Sturgeon made a motion to endorse the UCC report.
- The motion was seconded by Marko Dumančić.
- Julie Shadoan asked about bullet point #1: what if there is a disagreement between departments? Liz Sturgeon said she does not know what the next course of action would be.
- There was no further discussion.
- The Undergraduate Curriculum Committee report passed unanimously.

7. Faculty Handbook Committee (Margaret Crowder): Report attached

- a. NSa (non-substantive)
 - b. NSb (non-substantive)
 - c. NSc (non-substantive)
 - d. Continuance
- Margaret Crowder said that there are information items, plus one substantive change and three non-substantive changes.
 - #1 is dealing with the outline update, pedagogical faculty section, in 3C, it was reorganized to include. #2 is clinical policy guidelines. #3 is a place holder; for all policies in the handbook, the last digit is the most up-to-date version of the policy. It allows for the terminology from the policy on policies to be used in the handbook. Coming next is wording that will be at the top of the policy page.
 - Margaret submitted the report for approval.
 - Patricia Minter made a motion “to remove the substantive item from the faculty handbook committee report for separate consideration” in order to approve and send forth the three non-substantive items from the Faculty Handbook Committee.
 - The motion was seconded by Molly Kerby.
 - The motion passed unanimously.
 - A motion to approve the substantive change by Laura DeLancey was seconded by Marko Dumančić.

- Patricia Minter gave a discussion of the history and rationale for this substantive change. It went through Faculty Welfare, died in the Senate Executive Committee last time with split discussion over tenured (no pass) and untenured (passed). If it were to pass, blank pieces of paper would come up the line in case of non-continuance. It was designed to promote transparency. Minter thinks it will worsen the process and will make a more dysfunctional process; she thinks it should be let go. She deferred to Provost Lee for a timetable, though it seems a little short for those who have to write six memos.
- Margaret Crowder said she requested that there be an actual faculty response. The timeline follows with what is already in the handbook. The time for the faculty response is the only part that was added; it was backed up a few days so there is time for the faculty member to respond.
- Question: Can the department head revise after the faculty member responds? Margaret Crowder responded that she is not sure if that is in there.
- Provost Lee said he feels it should be clear as to whether or not the Department Chair can revise. Margaret Crowder said there is not anything in there about that now.
- Richard C. Miller said that a faculty member does not get a chance to respond until there is a letter from the President.
- Vice Chair Shadoan said the department should have a chance to revise the letter in the case of a positive decision. She has three issues. One is that she does not understand the difference between this and promotion and tenure. Margaret Crowder responded that the Handbook Committee was responding to a request. Jeremy Maddox said it was originally argued for faculty response, and is open to this for both continuance and tenure and promotion. The letter of rebuttal does not necessarily go back to the chair; it can go back to the Dean. Jeremy Maddox said the constraint of the rebuttal and letter going forward to the Dean could be uncoupled. Provost Lee asked who is the target of the rebuttal? Margaret Crowder said the goal was for the rebuttal to move forward.
- Janet Tassell asked if trying to meet as early as possible in the semester would help? Patricia Minter said it is a scramble for the faculty member who is finishing the document. This gives benefit to the untenured faculty member and allows for departmental committee schedules to get together.
- Patricia Minter said she feels that one-sentence memos being sent up in difficult situations will happen and will not give a record to rebut. This would give no information to the department chair, and the process will break down.

- Provost Lee said that clarifying what will happen to the document is important.
- Margaret Crowder said that many different ways of dealing with it are happening right now.
- Jeremy Maddox said that this is a major problem, and we need transparency.
- Margaret Crowder said the issue of what they say will be held against them; the committee memo can be a summary of the major points. The committee chair writes the report, the committee reviews it, and approves it going forward.
- Patricia Minter said that altering the report after the vote is a problem, too. Minter feels it is important for the department head to be there; the committee could repeat inaccurate things -- then the department chair has to write a memo about what was untrue. A uniform process is important and should not do any harm. In sending a committee memo forward, the person who signs it is the one accountable.
- Laura DeLancey asked what is the suggestion for those who are not told what the problem is? Patricia Minter said that the department head letter should be clear to the Dean and chain of command. The department chair has the power to reverse a decision. The contents of the committee memo should be in the department head memo.
- Margaret Crowder said that this can work both ways -- if the department head changes the content of the committee memo.
- Janet Tassell said the committee might not find out the content of the department chair memo.
- Richard C. Miller said that in a recommendation for non-continuance, the faculty member should have a chance to respond. There needs to be consistency in the ability to respond. Continuance and Tenure and Promotion need to be consistent.
- Kurt Neelly asked in the Tenure and Promotion process, if denied at the committee level, when do they get a chance to respond?
- Richard C. Miller stated that the chance to respond is after it goes through the President. The response is a formal complaint or appeal.
- Patricia Minter made a motion “to return substantive change 01-2016 Continuance Documentation Flow to the Faculty Handbook Committee for action pursuant to the discussion at SEC.” Her suggestion was to make

consistency with continuance, committee memo, and timeline. The points brought up are good ones; every step of a system needs to be spelled out in a thorough version.

- Margaret Crowder said that a considerable amount of layering was added.
- Provost Lee said that the policy says the faculty member may send a rebuttal.
- Margaret Crowder responded that it does not clearly state a deadline.
- Patricia Minter said the department head issue also needs to be resolved and clarified, putting the committee memo as seeing by the faculty member.
- Margaret Crowder said she thinks there are pros and cons of having the department head there.
- Provost Lee said the Department Head has a degree of accountability and should be present.
- Jeremy Maddox said to make it consistent, then the department chair should be present for continuance.
- Patricia Minter said the department head has an accountable role, and clarifying who is or isn't in the room is important.
- Margaret Crowder said there are pluses and minuses to the process. She said she is reluctant to take it back to the committee because of divided opinions. There are a lot of problems with the current; there are still some questions, but this makes headway.
- Patricia Minter said that the timeline is good headway, and tightening the timeline will be good.
- Patricia's motion on the floor to return the proposal for substantive change was seconded by Laura DeLancey. (Chair Hudepohl will attach the full wording of the motion to the minutes)
- Jeremy Maddox stated for the minutes, that he likes the way it is now (without sending it back to the committee).
- The vote was divided, with 6 votes of yes to send back and 6 votes of do not send back. The initial vote was tied.
- A new motion to send the item forward to senate by Jeremy Maddox was seconded by Claus Ernst.

- The motion to send the item forth to senate passed, with 7 votes of yes and 5 votes of no.

E. Advisory Reports

1. Faculty Regent (Regent Burch)

- The search committee meets this Friday and Saturday to decide on search firms and to review the search firms to invite.

2. Academic Affairs (Provost Lee)

- Walker Rutledge is the first recipient of the faculty mentoring award.
- Current faculty searches are approved by the President to go forward. They may get to where they may not be able to make an offer, but they are pretty much saying yes.
- Regarding the budget, the Provost is looking for categories of what is true and what cannot change. There are three things: (1) It is past March 1, so it is past the deadline for notifying faculty members of non-renewal. There are no who will be notified that they won't be coming back for budgetary decisions. The Provost stated that he is concerned about how the staff will respond to this. He reiterated that faculty members will not lose their job for the 2016-2017 year due to budget. (2) Nothing will be said publicly until mid-April when the General Assembly meets. (3) No decisions have been made; only hypothetical discussions.

F. Old Business:

- There was no old business.

G. New Business:

1. Finalize synthesis of preliminary faculty input regarding presidential job description

- Marko Dumančić made a motion to table new business definitely until a special meeting of the SEC.
- The motion to table new business definitely was seconded by Susann Davis.

- The motion to table new business definitely passed unanimously.
- Chair Hudepohl will set the meeting time up via a google calendar poll.
- Regent Burch said that Friday is the first meeting for the Presidential search, and a schedule will be put together on Saturday.

H. Information Items:

1. President Ransdell response to Open Records Resolution

- a. University Senate Resolution on Open Records

I. Motion to Adjourn

- A motion to adjourn by Laura DeLancey was seconded by Marko Dumančić.
- The meeting adjourned at 6:36 P.M.

Respectfully Submitted,

Heidi Álvarez, Secretary