

**Western Kentucky University**  
**University Senate**  
**Senate Executive Committee (SEC) Meeting Minutes**  
**13 August 2018, 3:15 p.m.**  
**Helm 108B**

**A. Call to order**

- A regular meeting of the SEC was called to order by Chair Kirk Atkinson at the scheduled meeting time.
- Members present (substitute): Janet Applin, Karl Atkinson, Terry Ballman, Jim Berger, Jason Bergner, Susann Davis, Carl Dick, Claus Ernst, Colin Farrell, Elizabeth Gish, Jim Lindsey, Stephen Mayer (Garrett Edmonds), Patti Minter, Joe Shankweiler, Heather Strode (15/18 members present)
- Guest present: Amber Belt, Assistant to the Provost

**B. Approve April 2018 minutes**

- Patti Minter motioned to approve. Jim Berger seconded. Minutes were unanimously approved.

**C. Officer reports**

- *Chair – Kirk Atkinson*
  1. New budget model (RAMP)
    - Spoke with Ann Meade - let her know she has an open invitation to come speak to the SEC
    - HURON group (contact Tori Wilbraham) – also let her know she has an open invitation
      - Suggested we have both Ann and HURON come speak to the SEC first, then the full Senate
    - E. Gish expressed concern that when outside firms come to do these sorts of presentations (referring to the HURON group), they often read from a PowerPoint.
    - K. Atkinson said these people did not do that when they presented.
    - J. Berger added that the HURON group did a good job listening, asked relevant questions, were engaged and willing to listen to the faculty.
    - K. Atkinson added that the HURON group initially worked with admin to understand what needs to be done. Now, they have some sort of a model and are willing to talk with faculty. They have questions themselves about some issues pertaining to the budget model.
    - C. Ernst stated that during his Regents' retreat, there was a presentation on this model. He recommends that we look at the records from this meeting to learn more. Other notes from this retreat:
      - They have taken the budget from '16-17 and mapped it out to the current year. There's a of lot of information in there.
      - Model roughly assigns funding based on credit hours.

- The model does not acknowledge different costs for offering courses in different disciplines (e.g., engineering v. math).
  - This may lead to some programs needing to be permanently subsidized.
2. 24<sup>th</sup> edition of faculty handbook has been published on Senate web site
  3. Strategic Plan draft is now public
    - Was on the Steering Committee and the last few renditions and metrics were done without the involvement of the Steering Committee
  4. Went to staff council meeting on 8/1 (trying to create goodwill)
    - Approached by Greg Hackbarth
      - He wants to know if there's a committee within the Senate that would be interested in having more input into technology on campus.
      - J. Berger said there used to be a group called ATAG (Academic Technology Advisory Group). The point was to advise IT. Would it be beneficial to resurrect this group? This group has seemingly fallen by the wayside.
      - K. Atkinson's opinion is that this committee was more of a lip service committee...no substantive action came out of this group during his tenure. ATAG is not a body of the Senate.
  5. Texas Council of Faculty Senates are gathering and exploring whether there is a void and to see if other senates would be interested in forming some sort of national/regional group. Is that something that the SEC wants to pursue?
    - *Vice Chair – Dan Clark (absent – no report)*
    - *Secretary – Jason Bergner (no report)*

#### **D. Committee Chairs**

- *Academic Quality Committee – Heather Strobe*
  1. Continuing discussion academic probation policy and extension of drop date
- *Faculty Welfare and Professional Responsibilities Committee – Patti Minter*
  1. Faculty work-life survey (Senate has done for at least the last eight years; takes pulse of campus; specifically evaluates President, Provost, and Board of Regents)
    - Preparing this to go out to campus as a pdf
    - Wants advice on when to send it to campus so it will actually be seen
      - J. Applin suggested waiting until semester starts
      - Minter suggested sending it out a little closer to September Senate meeting (send it out the same time September agenda is posted)

- Past and current Senate chairs and Faculty Welfare chair will meet with President Caboni to discuss the results.
  - Survey in its entirety is sent to the Board of Regents (they are the only group to see this)
- ***Budget and Finance Committee – Jim Berger***
  1. Continue to examine RAMP and find ways to bring open forums to campus community
    - Big change for university; there’s a lot of fear due to uncertainty
    - We should provide that information to ease concerns.
    - Will continue to update web site
- ***Colonnade General Education Committee – no current chair***
  1. K. Atkinson said that the committee has no chair, will send email to membership of that committee to figure out who the chair is going to be
  2. J. Applin said that the Undergraduate Curriculum Committee needs to know because if anything comes through UCC that also needs to be approved by Colonnade, UCC needs to know that before it gets to them
  3. P. Minter said someone from Academic Affairs needs to provide *ex officio* representation
- ***Graduate Council - Carl Dick***
  1. **GC Report**
  2. During summer Provost Lee announced resignation of Dean of Graduate School (Dr. Lyons), appointed Dr. Davis as Interim Dean
  3. C. Dick motioned to move it to Senate agenda, no second needed (committee report)
    - Unanimously approved
- ***Undergraduate Curriculum Committee – Janet Applin***
  1. 1<sup>st</sup> meeting is next Tuesday
  2. Emailed K. Atkinson about concerns on ‘18-19 schedule
    - Discrepancy between Senate charter and UCC guidelines
      - Senate charter says all committees will send calendars to Deans before end of spring semester
      - UCC guidelines say calendar will be set at the first meeting in August
        - Will discuss at first meeting in August and work to resolve discrepancy
  3. Membership
    - We are short three at-large UCC members (two vacancies and Dr. Bayless resigned).
      - SEC appoints at-large members.
      - At-large members do not have to be Senate members
        - Asking for suggestions as to how to fill those spots
      - J. Berger asked if they have to be at-large with respect to colleges?
        - J. Applin: No

- K. Atkinson said to ask people if they are interested in serving
  - If you find someone, send him an email to let him know. He'll coordinate with J. Applin from there.
- S. Davis: Can you give us a deadline for suggestions?
  - J. Applin: Before August 21<sup>st</sup> would be great
- C. Farrell: Does the committee meet at a set time?
  - J. Applin: That will be decided at the first meeting.
- **Faculty Handbook Committee - Kate Hudepohl (no report)**
  - P. Minter stated that there's no meeting scheduled, but if you have a revision/suggestion/something you want to discuss, you can submit a request

## E. Advisory Reports

- **Faculty Regent – Claus Ernst**
  1. Budget meeting
    - 4% salary pool now in the budget
      - No decision on allocation
      - Senate's resolution on giving it across the board is unlikely
      - \$850K increase to University contribution to health insurance (minimal rate increase)
    - 4% tuition increase for UG resident students
      - Next budget year can only go up by 2% (6% limit across two years – CPE regulates this)
    - Online fees (\$50 per credit hour for full-time UG students)
      - The history of the \$50 increase originates in academic affairs
        - No specific purpose other than to fill a budget hole
    - \$198 M of tuition in fees (estimate based on enrollment)
      - Fees are not cleanly disclosed
        - Students can't see these in advance
      - Estimate of \$18 M of fees (10% of tuition)
      - Suggested that J. Berger take a good look at this
        - Should we say that all of these fees are enough and there should be no more?
    - State appropriations at \$24 M (all-time low)
    - Budgets under Dr. Ransdell wasn't accurate
      - Monies were carried forward (borrowed from future)
      - Current budget still relies on this (\$3 M)
      - Also has \$5M of recapture
        - Any unit that loses someone may not be replaced
        - J. Applin: Does this apply to faculty and staff?
        - C. Ernst: Not specified

## 2. Strategic Plan

- Board approved the Plan as of August
  - Description was approved, not measurements
    - Measurements are being drafted
    - If Senate wants to have influence, now is the time to address this
    - How these descriptions are measured will greatly impact decision making going forward
  - Shared K. Atkinson's concerns about how the final document differed from what was discussed in the subcommittees

## 3. First draft of the Bylaws of the Board distributed

- Very much in favor of having restrictions on chief executive, not currently in there
  - Currently, chief executive can sign any contract
    - Several controversial contracts in the past have simply been signed (e.g., dining contract)
    - Value of restrictions would be to have public discussion on items before contracts are signed
    - President Caboni is not opposed to this
- P. Minter: What are proposed changes to Bylaws?
  - C. Ernst: There was an attempt to make the committee smaller

## 4. Follow-up questions for C. Ernst

- J. Applin: Do the fees include course fees?
  - C. Ernst: Yes.
  - J. Berger stated that when a dept. charges a fee, the fee goes directly to the department (separate way of earning funds).
  - C. Ernst said that has changed. The Provost must approve of any fee.
  - J. Berger: Who approves a fee?
  - C. Ernst: Doesn't the business college charge a fee?
  - K. Atkinson: Yes. It's a differential charge on tuition.
  - C. Ernst: Strange examples about fees: Ed Leadership (doctoral credit hour is cheaper than grad credit hour)
  - J. Berger: When student looks at doctoral program, tuition looks cheaper, but then they get hit with the fee (\$1200 per semester).
  - C. Ernst: We don't disclose the way I think we should.
- E. Gish: Strategic Plan didn't look like what you (C. Ernst) expected. Which subcommittee were you on?
  - C. Ernst: Scholarship
  - K. Atkinson: Steering committee went through and synthesized what the subcommittees submitted into a

Strategic Plan, up to a certain point. Things happened after this (not necessarily nefarious).

- *Academic Affairs – Terry Ballman (no report)*
- *SGA – Stephen Mayer*
  1. Trying to gather information on is any committees needing student representation (email Stephen)
    - K. Atkinson: If you get into committees and need someone, let Stephen know
    - C. Dick: Grad Council is looking for SGA rep (grad student in good standing)

**F. Old Business – none**

**G. New Business**

1. K. Atkinson said the Senate Charter is going to have to be revised.
  - P. Minter said that we were set to change the Charter, but waited until campus changes are made (e.g., University College was still here) – need to wait until after program review
  - P. Minter to T. Ballman: Is there any sense of a timetable for program review?
    - A. Belt (guest): The Deans' workday tomorrow has an item for input from Department Chairs.
  - P. Minter suggested we add an item to September SEC meeting and come up with a calendar for getting a schedule in place.
2. J. Applin: Are we wasting time approving program changes since the program review isn't done?
  - Atkinson: I don't know.
  - A. Belt (guest): Until something's officially changed, it's wise to continue on course.
  - C. Dick: Can anyone state that there will be a moratorium on new programs during program review?
    - T. Ballman: It would be wise to not consider new programs unless there are exceptions made.
3. E. Gish stated she was told that University College senators would remain senators until everything is reworked. She wants to make sure no conflicting information gets entered into the minutes.

**H. Information Items – none**

**I. Adjournment**

- J. Berger motioned to adjourn. E. Gish seconded.
- Meeting adjourned