

Western Kentucky University
University Senate
Senate Executive Committee (SEC) Meeting Minutes
5 November 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 3:16.
- Members present (substitute): Janet Applin, Kirk Atkinson, Terry Ballman, Jim Berger, Jason Bergner, Dan Clark, Susann Davis, Carl Dick, Claus Ernst, Colin Farrell, Jim Fulkerson, Elizabeth Gish, Larry Hill, Jim Lindsey, Stephen Mayer, Lauren McClain, Joe Shankweiler, Mary Wolinski
- Guests present: Amber Belt

B) Approve October 2018 minutes

- S. Davis motioned to approved. J. Berger seconded. Passed unanimously.

C) Reports

- ***Chair – Kirk Atkinson***

- 1) Texas Council for Faculty Senates meeting (in Austin)

- 40+ people, 20+ universities represented, including some R-1 schools
- Tentatively agreed to join the National Council of Faculty Senates
 - Will request approval from Senate/SEC
 - Still working out details (e.g., dues)
 - Agreed to serve on short-term committee to establish by-laws and constitution to move the organization forward
 - Many of the schools in attendance are dealing with the same issues as WKU

- 2) Email from Chair of Board of Regents

- Dr. Bale is interested in improving communication and collaboration between the Board and faculty

- 3) Listing posted for a position at WKU

- Tenured faculty member had general question about a chair requiring someone to have office hours five days a week
 - Concern about this setting a precedent
 - Unsure of answer to that – posting had this as a requirement
 - Should this be referred to Faculty Welfare committee?

- 4) 2nd reading for Faculty Charter changes

- ***Vice Chair – Dan Clark***

- 1) Passed around Senate committee list / membership

- Review and let D. Clark know of any needed changes
- C. Dick – Am I a voting member of the Senate? I am not a departmental or at-large senator
 - K. Atkinson – I think the Charter says the Chair of the Grad Council is automatically a voting member of the Senate [NOTE: This was later found out to be listed as a “member” of the Senate and will be changed through the Charter changes to be clarified as a “voting member.”

- 2) T. Ballman – request made to VP for Senate nominations to serve on RAMP and CAPE committees (4-5 nominees and T. Ballman will select two)
 - Deans were also asked to submit names and T. Ballman will also select
 - Members must be tenured, not chairs or program coordinators since they have already participated at this level
 - Will address this at next Senate meeting
 - J. Applin – Are the chairs of the curriculum committees automatically on these committees?
 - T. Ballman – If they are kindly willing to do so, yes.
 - 3) C. Klaus – I recommend we send out an email to all faculty and those who have interest can submit a short blurb about why they want to be on it. These are very important positions and we need to choose well.
 - S. Davis – We also need to know what committees they have served on in the past so we can know their experience. It's important we have good, experienced people on these committees with a broad vision. Some may have ulterior motives in wanting to serve.
- **Secretary – Jason Bergner (no report)**
 - **Committee Chairs**
 - 1) **Academic Quality – Heather Strobe (no report)**
 - J. Wilkerson to speak for H. Strobe
 - Passed out handout outlining proposal that would change audit and withdrawal dates
 - Students who take class with only mid-term and final have mid-term grade back too late to WD.
 - This effect is the result of the change to a January term.
 - Students who withdrawal at a certain point also have to pay back the money.
 - Christy Spurlock and J. Wilkerson researched this and found that WKU has the earliest drop date of any of our benchmark universities
 - Registrar is in favor and would help them out. SGA also supports this.
 - J. Wilkerson moved to accept report.
 - K. Atkinson – I agree with all of this. This is written like a resolution. Does it need to be? Is this a policy?
 - J. Berger – My colleagues at other universities that putting forth a resolution can be seen by some as an aggressive act. We just wanted to call it a proposal.
 - K. Atkinson – If it's a policy change from Academic Affairs, do they have to run it through the Senate for approval? If they have to run it through us, does it need to also go through UCC?
 - J. Applin – We have a proposal form to change an academic policy.
 - J. Berger – Is this an academic policy? We couldn't figure this out. It just seemed to be a procedure.
 - T. Ballman – I'll have to look at the ramifications for changing the dates, the reasoning behind the establishment of these dates, how long this has been in practice, is it a legacy issue or is there a reason for it, etc.

- S. Davis – What about 2nd bi-term? January classes? Summer?
 - J. Berger – They have different dates.
 - S. Davis – Were they left off on purpose?
 - J. Wilkerson – It was an oversight. We didn't think about these issues.
- C. Ernst – There could be issues with students withdrawing and no longer being full time, thus they couldn't WD and maintain full-time status. The current WD date allows students to sign up for the 2nd bi-term and still keep their full-time status. The new date would be after the start of the 2nd bi-term.
- D. Clark – Could we help this by encouraging faculty to let students know about their status in the class before the drop date?
- K. Atkinson – Is this something best left as a procedure? Are we saying we support that, or are we saying something else if we support this?
- C. Ernst – In the sciences there are courses that are more than three credit hours. This creates a problem with students WD'ing at a later date and remaining full-time students.
- L. Hill – This just gives students the option to WD. They could still WD earlier and sign up for the 2nd bi-term. I don't see how this harms students.
- D. Clark – motioned to send it back to Academic Quality in conjunction with UCC to get the dates sorted out. C. Dick seconded. Passed unanimously.
- J. Wilkerson – Registrar will be at our next [committee] meeting to talk about academic renewal. There is expressed confusion given the new guidelines.
- **Guest:** Becky Stobaugh, CITL
 - Developed instrument for teaching observation (peer review)
 - The main purpose for this is to promote teaching growth
 - There is a diversity of these instruments used in various colleges
 - This is a version streamlined for the whole university
 - People from units across campus piloted this and gave feedback
 - The hope is that in January training would be given for people interested. A CITL member would work with you for the initial use.
 - C. Farrell – Is this a one-time observation idea?
 - B. Stobaugh - No. We want it to be voluntary v. mandated. Faculty control how this is used. It is owned by faculty. We want people to opt-in, not opt-out.
 - C. Dick – I can attest to the importance of this, especially for untenured faculty in our department. Some good interactions came out of this in our department.
 - B. Stobaugh – My experience is that people don't care so much about the boxes [on the form] but rather the comments that their peers make.
 - K. Atkinson – Here's my concern. At one time, student evaluations weren't ever supposed to be part of P&T. Now, they are a big part. This could be the same thing years from now. That issue is going to have to be talked about and addressed.
 - B. Stobaugh – We had some concern about that as well. We've built confidentiality into this. Nothing can be released without the person's consent.

- C. Farrell – This was mandated at a former university of mine. You got one evaluation for one class which was viewed as representative of the whole semester.
 - The purpose of this is to provide support and is for growth. It's for you as a faculty member to decide how you want to use it. It's not for a supervisor to mandate the use of it.
 - T. Ballman – I appreciate all the conversation about teaching. I see this as a helpful thing. I have learned things whenever I've been observed.
 - J. Lindsey – I observed a number of colleagues, and I've learned a lot about how I want to teach based on what I've seen. I encourage you to go outside of your college.
- 2) ***Faculty Welfare and Professional Responsibilities – Lauren McClain (no report)***
- Results of faculty-life survey are up on the Senate web site.
 - D. Clark is going to update the last three years so we can see any trends.
 - Will look at general comments at the next meeting.
 - Also want to look at parental leave policy in the future
 - T. Ballman – HR is also working on this issue.
- 3) ***Budget and Finance Committee – Jim Berger (report posted)***
- J. Berger motioned. Unanimous approval.
- 4) ***Colonnade General Education Committee – Mary Wolinski (report posted)***
- M. Wolinski motioned. Unanimous approval.
- 5) ***Graduate Council – Carl Dick (report posted)***
- C. Dick motioned. Unanimous approval.
- 6) ***Undergraduate Curriculum Committee – Janet Applin (report posted)***
- J. Applin motioned. Unanimous approval.
- 7) ***Faculty Handbook Committee – Kate Hudepohl (no report)***
- **Advisory Reports**
 - 1) ***Advisory Report, Faculty Regent – Claus Ernst***
 - Phillip Bale, Board Chair, will speak at November Senate meeting
 - K. Atkinson – We will not open it up for a general Q&A. Will have a couple of questions
 - J. Applin – I appreciate his willingness to come.
 - K. Atkinson – We have an opportunity to be collaborative, and I think he's open to that.
 - Board meeting
 - Transfer of property from WKU to Residence Life foundation
 - Another \$50M building project going forward
 - My concern is that this is construction that will ultimately be paid through student housing fees
 - We have opened a new dorm that was at a higher price but had excess demand
 - RAMP model will become fully public before Thanksgiving
 - Will create a level of transparency that this university has not previously had
 - The full sheet has not been seen by very many people

- C. Ernst - I asked for update on enrollment.
 - A. Mead estimated that we are slightly down (~150 students)
- L. McClain – Why are we building a new dorm versus renovation, especially with declining enrollment?
 - C. Ernst – The number of beds will stay constant. An old one will be torn down, and a new one will be built. Our prices are on the low end, and the President/Board believe we need this to remain competitive.
 - S. Davis – I agree with this.
 - J. Lindsey – The old dorms have problems (moisture, etc.)
 - S. Mayer – Student perception on the new dorms is positive. They understand the price is going to go up.

2) **Advisory Report, Provost – Terry Ballman**

- Calls for Senate nomination to serve on RAMP and CAPE committees

3) **Advisory Report, SGA President – Stephen Mayer**

- I'm looking into starting a student cessation program for smoking/tobacco use
- We allocated \$16K to student organizations this year. If you know of any, the application process is rolling (no deadline)

D) Old Business

1) SGA resolution tabled definitely (Revision of Student Code of Conduct ONLY)

- S. Mayer – author of resolution requested it be tabled to next month
- Motioned, E. Gish seconded. Unanimously approved.

E) New Business

1) 2nd reading, Senate Charter changes

- Changes are twofold
 - Removing references to University College
 - References to number of senators in conjunction with the number of colleges that would create confusion due to the elimination of the University College
 - Other minor changes suggested
- J. Applin – Does the Charter always trump a standing committee's guidelines? We have a couple of things that are inconsistent (e.g., calendars).
 - K. Atkinson – Yes. We want them to be consistent, though.
 - Unanimously voted to move to Senate agenda.

2) Issue of required office hours on external internship job posting

- D. Clark moved to refer to Faculty Welfare for further investigation. E. Gish seconded. Unanimously approved.

F) Information Items

G) Adjournment

- J. Berger motioned, seconded. Unanimous approval.