

Western Kentucky University
University Senate
Senate Executive Committee (SEC) Meeting Minutes
7 January 2019, 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 3:15.
- Members present (substitute): Kirk Atkinson, Terry Ballman, Jim Berger, Jason Bergner, Susann Davis, Carl Dick, Colin Farrell, Jim Fulkerson, Elizabeth Gish, Larry Hill, Stephen Mayer (Garrett Edmonds), Lauren McClain, Joe Shankweiler, Heather Strode (Angie Jerome), Mary Wolinski
- Guests present: Amber Belt, Rheanna Plemons

B) Approve December 2018 minutes

- E. Gish motioned to approved. J. Wilkerson seconded. Passed unanimously.
- **Approve minutes from SEC emergency meeting**
 - 1) J. Wilkerson motioned to approve. L. Hill seconded. Passed unanimously.
 - S. Davis had notes she was reading from at the meeting, and she wished to have those notes included in the minutes.
 - Minutes were approved with the changes requested by S. Davis.

C) Reports

- **Chair – Kirk Atkinson**
 - 1) Met with President Caboni on Fri 14 Dec
 - Discussion was of a general nature
 - No controversial topics were openly discussed
 - At next meeting, I will bring up article where President Caboni was quoted about Title IX changes/committee recommendations
 - I have been asked about it by others and will ask him about it when I meet with him on 18 Jan
 - L. McClain – We submitted our report back in August (in draft form), but we haven't heard anything since. We were supposed to go back and forth with the President.
- **Vice Chair – Dan Clark (no report)**
- **Secretary – Jason Bergner (no report)**
- **Committee Chairs**
 - 1) **Academic Quality – Heather Strode (no report)**
 - A. Jerome substituting for H. Strode
 - 2) **Faculty Welfare and Professional Responsibilities – Lauren McClain (report posted)**
 - L. McClain motioned. Unanimous approval.
 - After the special SEC meeting, my committee and H. Strode's were charged with moving forward with some of the comments from that meeting. We plan to start working on that early this semester.
 - 3) **Budget and Finance Committee – Jim Berger (report posted)**
 - J. Berger motioned. Unanimous approval.

- Met with staff council to discuss proposal to HR and upper admin on various aspects of the evaluation, and we're still working on that
 - Still working on description of RAMP model to be distributed to the university at large
 - Continuing to work on update of report last published in 2016
 - L. McClain – Senate passed a resolution that by December department heads were supposed to make available their criteria for deciding on merit. I had heard that didn't happen. Did we get that info or learn anything about it? Are we following up with that?
 - J. Berger – Anecdotally, it was mixed bag. In my department, we went through an in-depth process. I feel like we're on one end of the spectrum. On the other end, there were departments with no transparency (or very little) and didn't have the participatory aspects.
 - T. Ballman – I talked to each of the Deans and said that my expectation was for them to have conversations with each of the department chairs. The chairs are expected to have a conversation with each of the faculty members before the letters come out about the merit pay.
 - A. Jerome – We didn't have that. We made the rubric, but there was no conversation.
 - L. McClain – We did have input about what criteria would be evaluated, but we had no meeting / input. If we are going to stick with this merit model, we need to have consistency.
 - C. Dick – It's probably good to keep in mind that no department head serving has ever had to do this before. There ought to be a minimum of transparency...
 - K. Atkinson - ...and some training.
 - J. Berger – Many of our leaders don't have training on how to effectively evaluate people and how to follow up on that. We're going to recommend training be available in the future.
- 4) ***Colonnade General Education Committee – Mary Wolinski (report posted)***
- M. Wolinski motioned. Unanimous approval.
 - We have three new courses, all Connections
 - We'll have a special meeting on 24 Jan at 3:45 in Grise 441
 - Will discuss new Connections subcategory (international studies)
 - A. Jerome – The room you are meeting in is small. You may want to consider moving to a different room if there are people interested in attending.
 - M. Wolinski – I'll ask to have it moved to this room (Helm 108B).
- 5) ***Graduate Council – Carl Dick (report posted)***
- C. Dick motioned. Unanimous approval.
 - Updated GC on grad Dean search
 - Constructed a white paper and sent it to the Provost
 - She asked it be vetted by the Grad Council, and we'll do this in the coming meeting
 - Research committee funded six projects (\$13.5K)
 - Chair of curriculum committee resigned

- Approved a couple of program changes in Nursing
- J. Berger – The person who resigned was in our department. Do we need to find a replacement?
 - C. Dick – That’s a college issue. The Dean has been notified.
- 6) *Undergraduate Curriculum Committee – Janet Applin (report posted)*
 - A. Jerome motioned. Unanimous approval.
- 7) *Faculty Handbook Committee – Kate Hudepohl (no report)*
- **Advisory Reports**
 - 1) *Advisory Report, Faculty Regent – Claus Ernst*
 - 2) *Advisory Report, Provost – Terry Ballman*
 - New CITL interim director is Dr. Marko Dumancic
 - On 17 Jan, I’m looking forward to the Student Success Summits
 - 3) *Advisory Report, SGA President – Stephen Mayer*
 - G. Edmonds substituting for S. Mayer
 - Students that serve on your various committees will be happy to help you collect data via surveys, etc. Just submit us your questions.

D) Old Business

E) New Business

F) Information Items

- 1) CourseLeaf catalog software (Rheanna Plemons to speak)
 - WKU purchased CourseLeaf for the graduate level a couple of years ago. It’s taken that time to get it up and running. We also bought it for UG with the intention of getting it up and running for this fall, but we weren’t able to. We plan to have it up and running for the coming fall semester.
 - While the grad level implementation was very successful, we have a completely different set of issues at the UG level.
 - Banner has online pre-requisite checking
 - We actually go in and put all the prereqs in, which keeps the student from registering for courses for which they are ineligible
 - These were all put in by hand. This creates a lot of work and issues, especially with new courses, Colonnade courses, etc.
 - CourseLeaf will pull this same data out and will make it clear to the student what the prereqs are.
 - We used a lot of things for prereqs that Banner doesn’t recognize (e.g., Junior standing)
 - This isn’t a prereq. It’s a classification.
 - In the new system, if you had “Math 116 or a sophomore standing,” it will not recognize the “or.” This creates two overrides for the course instead of one. This would create headaches for faculty.
 - With the Provost’s approval, we’re going to work with faculty to figure out what’s a prereq versus a restriction and do a one-time cleanup. We’ll also tell you what we can’t check (text such as “permission of instructor”).
 - My proposal is that (1) you agree to let us go through and clean up all of this and (2) to make a blanket statement that says “all courses may be taken with permission of instructor.”

- L. Hill – Isn't there a way to bend this, such as putting all prereqs in one box and entering that student must have one course from "Box A?"
 - R. Plemons – I wish there was a way to bend it. That's the problem with 3rd-party systems. They own the programming and we aren't able to change it.
 - J. Berger – Other schools have to deal with this. How are they doing it?
 - R. Plemons – They are dealing with it the same way we are.
 - L. Hill – How do handle new classes?
 - R. Plemons – The department call the registrar's office and tells us to add it in.
 - C. Dick – The blanket statement about "any course may be taken with the permission of the instructor..." Is there any evidence that students will go to instructors more than normal to try and get into courses?
 - R. Plemons – I don't think it's going to be any higher than normal.
 - K. Atkinson – The important thing with this program is that it does away with all the paper you send back and forth. Everything is in a workflow system, which means you can check on the status of approval at any time and know exactly where it is. Are you thinking about the general timeline...when?
 - R. Plemons – We want the catalog up this fall, and we're hoping to also want to have the workflow up this fall as well.
- 2) L. McClain – New book out called Demographics and the Demand for Higher Ed
- I think it's a book everyone should read
 - It's talks about a lot of the issues that are happening here on campus

G) Adjournment

- L. McClain motioned, S. Davis seconded. Unanimous approval.