

**Western Kentucky University**  
**Faculty Senate**  
**Senate Executive Committee (SEC) Meeting Minutes**  
**August 19, 2019 –**  
**Faculty House**

- A regular meeting of the SEC was called to order by Chair Julie Shadoan at 3:15pm.
- Members present (Substitute): Laura Bohuski, Dan Clark, Yongming Deng, Ann Farrell, Colin Farrell, Jim Lindsey, Lauren McClain, Matt Pruitt, David Serafini, Julie Shadoan, Kandy Smith, Mary Wolinski, Claus Ernst, Will Harris (Garrett Edmonds), Cheryl Stevens. (15/17 members present).

**A. Chair Introduction/Welcome: (J. Shadoan)**

- I'm Julie Shadoan I'm the chair for Senate this year. Thank you all for coming on this very hot afternoon. We have a really short agenda so we probably shouldn't be here very long. For the most part we're going to promote as much discussion and debate as possible, within reasonable time limits. The point of the executive committee is to set the agenda for Senate. So that is a lot of what we're going to be doing, is just discussing things that will or will not make it to the Senate agenda for the next week. But also, at any time, if there are things you feel like should be discussed in this body or should be sent to a standing committee for further consideration that is in our purview as well.

**1. Charter and Faculty Handbook**

- Senate Charter and Faculty Handbook documents are both posted on the website. Both are new and revised 18-19, so please familiarize yourselves with these documents. Especially as relates to the charter.

**2. Sturgis Rules of Parliamentary Procedure**

- Sturgis covered in chair welcome.

**3. Calendar**

- Calendar was sent out to executive committee to approved both SEC and Senate meeting dates. Asked if there were questions about meeting dates.
  - L. McClain – asked clarification question about meeting dates and spring break.
  - Multiple senators—It's not during Spring Break
  - Calendar approved by acclamation

**B. Officer Reports**

**1. Chair - Julie Shadoan**

- Faculty house being revamped for Senate use, adding video technology screens to facilitate viewing of senate documents. Technology planned to be installed week of September 9<sup>th</sup>. Exploring options to add recording software to the room, but do not have cost or approval for that yet.

- Nod to Provost for agreeing to help us install the video technology.
2. Vice-Chair - Dan Clark
    - Look at list of current senate committee membership and make sure it's correct. Libraries currently has no SEC representative, but will work that out with them.
  3. Secretary - Laura Bohuski
    - Reminded Senators to clearly state their names as the secretary is new and doesn't know everyone yet.

### **C. Standing Committee Reports:**

1. Academic Quality, David Serafini: (No report)
2. Budget and Finance, Guy Jordan: (No report)
3. Colonnade/General Education, Mary Wolinski: (No report)
4. Faculty Welfare and Professional Responsibilities, Lauren McClain: (Report posted)
  - Announcement: Met with President Caboni and Provost Stevens this summer, along with K. Atkinson and J. Shadoan about results of Faculty Work-life survey. Thought those meetings were really productive. I think that hopefully President Caboni listened, and Provost Stevens, though none of it was about her, it gave her some good guidance going into next year about things that faculty are concerned about. Again, just appreciative of everyone's comments on that.
  - Committee spent last year doing research on a Parental Leave policy. Met with Tony Glisson, who seemed very receptive, and indicated that he will have a draft policy to Faculty Welfare by their September meeting.
  - Question about the appointment of part-time Senators to standing committees when there are multiple interested representatives. Should this be internal or voted on by SEC?
    - D. Clark: The charter has a little on this, but it doesn't specify how they're supposed to be appointed.
    - J. Shadoan: In my experience these have been internal.
  - L. McClain: Also, missing a representative from CEEBS. Another senator will help her with it (no name).
5. Graduate Council, Ann Ferrell: (No report)
  - Discussed with D. Clark about membership of Grad Council and its newness as a standing committee. A. Farrell will send list of Grad Council members to D. Clark.
6. Undergraduate Curriculum Committee, Anthony Paganelli: (No report)

### **D. Other Committee Reports:**

1. Faculty Handbook, Kirk Atkinson: (No report)

### **E. Advisory Member Reports:**

## 1. Faculty Regent, Claus Ernst.

Had 2 meetings during summer break. Board retreat in August.

- August meeting: handed out results of the faculty welfare survey. It's not exactly light meeting.
- June meeting: Special budget meeting by which we approved this year's budget.
- Couple comments on Budget.
  - One of the key numbers to point out is a net tuition loss of about 16 million. Estimated tuition revenue is 187 million, so that's about 8%. Recruitment and Retention are very important going forward.
  - In the spring, we were given reduction targets which was about eight and a half million, which is a little over half of that 16 million, and the rest was essentially put into carry forward.
- Pension bill was passed. Currently only KERS so, faculty are not affected. There is the very real possibility that a similar bill could be passed for KTRS, which would then affect faculty so need to watch closely and think about how we want faculty retirement to be handled in the future.

## 2. Provost, Cheryl Stevens:

- A lot of work will fall on academic affairs. When you have people who want to serve on something then they are happy to do it, feel engaged, morale goes up, people feel like they are contributing and can help. Certainly, we'll start the transformation process pretty quick.
  - There will be changes with respect to diversity, equity, and inclusion on our campus. There will be an announcement coming out later this week.
- Talking about restarting the Faculty leadership and looking into adding a second part, such as a faculty leadership fellow.
- SAACKS and assessment
  - Rather than having multiple groups doing little bits of assessments to really have a comprehensive way where were not duplicating effort.
- Marko's (Marko Dumancic/CITL) going to look into figuring out getting Academic affairs working with Student Affairs to improve student success.
  - First-year experience classes are varied, but want to make sure that all students who go through first year experience all get the same learning outcomes.
- C. Farrell had two questions for Provost Stevens.
  - Question 1: Is the PDF version of T&P documentation required for this year or is it suggested?
  - P. Stevens: Very much prefers to have the documents in PDF format, but understands that some already have a print version, so a scanned copy of the document is perfectly acceptable.
  - C. Farrell Question 2: Why was this put out during the summer when faculty were off contract, is required for this year, when for some it is due tomorrow (August 20<sup>th</sup>)?
    - Discussion occurred between C. Farrell, P. Stevens, and multiple senators about the new requirements for P&T asked for by P. Stevens. P. Stevens stated that all she had changed for requirements this year was having it in

electronic format and that a scanned document was all she needed. C. Farrell indicated that he, and other faculty of the College of Health and Human Services, had been told they were required to include a 50 page narrative with the electronic documentation, but then given no direction or instruction on what to include in the narrative.

- P. Stevens reiterated that she had changed nothing in the P&T requirements for the college/departmental level and all she wanted was whatever documentation the faculty's college/department currently required, but in electronic format.
- C. Farrell apologized, as he had assumed the directive for the narrative had come from the Provost's office, as when he asked his senior faculty for direction on the narrative, they directed him to a workshop about formatting P&T documentation electronically.
  - Also stated that his college had no approved/official P&T documentation that he knew of. There was a P&T committee under Dean Chumbler (prior Dean of CHHS) but nothing was approved.
- P. Steven's and other faculty members expressed their incredulity at the state of information given to this faculty member. Thought that his issues were not with the PDF format or the Provost's office, but with a lack of communication and clarity on P&T documentation/procedure within his department/college.

### 3. SGA, Garrett Edmonds (filling for Will Harris):

- Vice president under Will. I'll be stepping in for Will as my position on SGA is finding SGA representatives for committees so a lot of that communication goes through me.
- E-mailing all the chairs to get them SGA representatives as SGA has the fall elections. If there is a major meeting needing a student present before the fall SGA elections, ask for an SGA rep and Edmond or Will, will come and fill in. Trying to have clearer communication with you all this year, than in past years.

## **F. Old Business:**

### 1. Senate Budget (J. Shadoan)

- As I said earlier, this (budget) is a little different than what was proposed and/or approved last spring.
  - Chair: 2 course release time at 7200\$
  - UUC Chair: 1 course per year at 3600\$
  - Grad Council Chair: 1 course per year at 3600\$
  - Total of 14,400\$ plus benefits of 3600\$ for a total of 18,000\$
  - There's a temporary salary adjustment for Jessica Steenbergen who provides all of our website support. 6708\$ in salary + 5043 in benefits for a total of 11,751\$.
  - Discretionary meeting expenses of 2000\$, which is more than was spent last year. That's basically for the beverage service for the senate.
- Provost Steven's has also committed to supporting travel to national Senate Committee Chair meeting and for other items we can rationalize that are necessities for Senate.

- Significant cut from the 50,000\$ promised by Provost Ballman, but feels like the cuts are legitimate. Any questions?
  - J. Lindsey promoted the idea to take money from beverage service if we need extra funds.
  - J. Shadoan agreed that it was a good idea, but that removing the beverage service might be contentious within Senate. However, supported bringing the idea up with Senate if J. Lindsey was agreeable after she had checked into how the contract with Aramark worked.
- M. Pruitt asked P. Stevens about the distribution of DELO money, if there was going to be a distribution at all.
  - P. Stevens replied that there would be a distribution and on the same level as last year.

2. Approve SEC 4/29/19 Meeting Minutes.

- Motion to approve M. Pruitt; Seconded D. Clark. Passed unanimously.

**G. New Business:**

1. None

**H. Information Items:**

1. None

**I. Adjournment**

- J. Shadoan motioned. Unanimous approval.