

**Western Kentucky University**  
**Senate Executive Committee Meeting Minutes**  
**November 4, 2019**  
**Faculty House**

**Introduction**

- **Members present (Substitute):** Laura Bohuski, Dan Clark, Colin Farrell, Ann Ferrell, Guy Jordan, Jim Lindsey, Lauren McClain, Tony Paganelli, Matt Pruitt, David Serafini, Julie Shadoan, Kandy Smith, Mary Wolinski, Claus Ernst, Will Harris (Garrett Edmonds), Cheryl Stevens.
- **Guest Present:** Rheanna Plemons, Amber Scott, Bruce Schulte, Tony Glisson.
- J. Shadoan called a regular meeting of the SEC to order at 3:18.

**A. Approve minutes of previous month's SEC Meeting:**

1. SEC 10-7-2019 Meeting Minutes; Motion to approve G. Jordan, D. Serafini. Motion approved.

**B. Officer Reports**

1. Chair - Julie Shadoan

- SEC had dinner with Chair Gil Johnson and Vice-Chair of the Board of Regents. Had a feeling of sincerity from the Board on improving communication and being involved in faculty governance. They have been invited to come to Senate meetings.
- CPE program review: already in the process of happening, data provided by institutional research to Grey Consulting (State hired consultants). Provost states that this is not an attempt to eliminate programs, but to create a dashboard for information dispersal. It's a state initiative, not one started by the Provost, and is to just be a database for information.
  - Will meet with other people across the University in January to go over the first batch of collated data and will have more information then.
- Teacher's retirement announcement: Talked to President and Provost about the timing of the announcement and didn't get a satisfactory explanation except that it brought us in compliance with the Internal Revenue Code.
- Senate Workflow: Program called Green Leaf to improve the workflow of the Standing Committees and the SEC. Already started use in Grad Council and starting to use it in the Curriculum Committee as a pilot program in Spring 2020. Eventually to all standing committees and Senate so that everything is digital and we have a record of all actions going forward.
- RAMP Budget Executive Committee: According to timeline as of November 1, initial budgetary requests disseminated. All RAMP committees are to hear the pitches for amounts and then the proposals go to individual committees.

2. Vice Chair - Dan Clark

- Ken Payne—Potter College Rep for University Athletic Committee; Laura Bohuski—Diversity and Inclusion; A. Wichman—Provost Fees Committee.

- Anyone has suggestions on ways to generate more interest for people to serve on Senate committees, please contact me.

3. Secretary - Laura Bohuski

**(Moved from New Business)**

Motion to move Dr. Schulte forward on the Agenda: M. Pruitt and D. Clark. Motion approved.

1. Bruce Schulte: WKU Strategic Plan Major Metrics

- Implementation of the Strategic Plan. Establishment of our metrics for Strategic plan available on Strategic Plan website. Has the major 15-20 quantitative metrics that embody the main tenets of the SP. These do not have to be met by individual units.
  - Link at bottom of website if you have ideas or thoughts on Metrics. Please send information using that link.
  - Senate representative on SP Implementation committee is Tony Zymanski
- B. Schulte: Wanted to make this an open and two-way dialogue process.
- A. Ferrell: Will the next version of this tie the metrics directly to parts of the Strategic Plan?
- Schulte: If I remember right: 1-9 deal with the students, 9-11 deal with the hill, and 12-15 deal with the community. When this gets finalized they will be tied, but these metrics are meant to be tied to more than just one thing under a unit. (Invited to next Senate Meeting)

Motion to move T. Glisson forward on the Agenda: D. Clark, Second Pruitt. Motion Approved.

2. Tony Glisson: Teacher's Retirement System (TRS) and Re-Employment (Invited to Senate)

- Regulation that was talked about is still in effect, so unless there is a legislative process than that legislation stands.
- Main question now is about ORP participants, they are unaffected directly by the TRS regulation.
- M. Wolinski: This is something that effects faculty?
- T. Glisson: This effects everyone in the Teacher Retirement System but specifically the faculty because of the transitional retirement program.
- M. Wolinski: Is this a new regulation?
- T. Glisson: My understanding is it's not a new regulation, but brings the retirement system in compliance with existing regulations.
- M. Pruitt: What would the difference be between retiring from ORP and TRS?
- T. Glisson: There is a difference. Technically it's possible to have transitional retirement from ORP, but that's something that's in discussion with the Provost.

**C. Standing Committee Reports:**

1. Academic Quality, David Serafini: (Report posted)

- Decided to look into Dual-Credit, Centralized Advising, and AQ's commonality or overlap with First-year Experience committee.
- Next meeting on Thursday November 7<sup>th</sup> at 2:30 in Cherry Hall 203.

- Move to have report added to agenda. Motion Passed
2. Budget and Finance, Guy Jordan: (No report)
    - Workshopping a Policy statement that has to do with the relationship between the WKU operating budget and athletics.
  3. Colonnade/General Education, Mary Wolinski: (Report posted)
    - Move for inclusion: Motion Passed.
    - Approved 5 course approvals, technical change to Explorations of Course Proposal forms (inclusion of information registrar needs.)
    - Assurance of Student Learning Committee—concerned with the QEP and General assessments for SAACS accreditation, Jen Hanley on committee.
  4. Faculty Welfare and Professional Responsibilities, Lauren McClain: (No report)
  5. Graduate Council, Ann Ferrell: (Report posted)
    - Move that report be included on Senate agenda: Motion Passed.
    - One policy approved, clarifies language in duplication of credit.
  6. Undergraduate Curriculum Committee, Anthony Paganelli: (Report posted)
    - Move to include UCC report: Motion Passed.

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

1. Faculty Handbook, Kirk Atkinson: (Report posted)
  - a. Handbook Revision (XIC, Removal of Public Affairs reference).pdf
    - Change of Public Affairs to Division of Communications and Marketing along with a few other editorial changes.
    - Moved to add to Senate agenda McClain; Second Farrell: Motion approved.
  - b. Handbook Revision (XIK, Remove reference to telephone).pdf
    - Non-substantive change: Removing telephones from the equipment that shall be provided for offices. As telephones are not considered required technology
      - M. Pruitt: This means that we will not have phones in the future?
      - K. Atkinson: This means that phones won't be automatic, but can be requested. Individual departments may decide they want phones.
      - A. Ferrell: What prompted the change?
      - K.A: Several departments on campus have already done this. They're just not considered standard equipment.
      - L. McClain moved to add to Senate agenda, Second C. Farrell: Motion approved.
  - c. Handbook Revision (XIIB, Changing the Academic Year Start date).pdf
    - No vote, but want advice if this is a Non-substantive change or Substantive.
    - In multiple documents there are different references to Academic year start/stop date, and were changing this document to make those documents consistent. The potential for discussion is because of potential changes to academic year start/end dates.

- M. Pruitt: When the last day of finals is after the contract end date what does that mean?
  - C. Ernst: Makes no sense to have a specific date since that changes. Make it more general.
  - This going back to Handbook Committee as it's a substantive change.
  - Meeting date in November: will be looking to add a December meeting date.
2. Coalition of Senate and Faculty Leadership (COSFL), Molly Kerby: (No report)
  3. American Association of University Professors (AAUP), Margaret Crowder: (No report)

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

1. Faculty Regent, Claus Ernst
  - First quarterly report for budget, percentages of budget basically the same as last year.
  - Very much interested in how we are paying for the Scholarship funds.
    - M. Pruitt: Were you given information on what benchmarks we need to meet for this to break even or benefit us? And none of this is being released publically is that fair to say?
    - C. Ernst: That's fair to say, and I have asked for the information and have not seen it.
    - J. Lindsey: I don't understand why this is so secretive.
2. Provost, Cheryl Stevens (no report)
3. SGA President, Will Harris (Garrett Edmonds)
  - Still trying to get student senators found for all the committees. Grad Council and Academic Quality don't have senators. Also UCC.
  - Question about the Register to vote bill that came through last year, and where that went after Senate.

#### **F. Old Business:**

#### **G. New Business:**

3. WKU Scholarship (Fall 2020 Schematic): Senate Endorsement
  - J. Shadoan: Should senate give a formal endorsement of the Scholarship change?
  - C. Ernst: This did not even come to the board and I think it should have. It feels foolish to endorse this when we don't know the financial ramifications of this schematic.
  - M. Pruitt: Why was this not brought before the board and why weren't they informed?
  - C. Ernst: Working on changing by-laws to have a policy that states that decisions above a certain magnitude need prior board approval. As it stands our Chief Executive can sign for any magnitude. This is different because some of it is out of foundation money, and board doesn't control foundation funds, but I'm pushing for the board to still be informed.
  - G. Jordan: Whether or not the Senate decides to endorse this, if we're going to propose a gambit I think that we should gamble on our students instead of something else (like buildings). Maybe senate requests that we see the metrics before we go forward.
  - Request for the numbers in regards to the scholarship.
4. FWPR: Expansion of leave policy to address guardianship, elder care
  - Deferred to the FWPR committee.
  - L. McClain: Staff council is voting on their part of parental leave policy this Thursday.

5. Handbook: Post-Tenure Review, Activity Reports

- Who is required to submit an activity report and how often? Should this happen on an annual basis? More specific to post-tenure and those who have been fully promoted. This is currently required by the Handbook, and the question is are we comfortable having to do this every year. Be streamlined, or every three years versus every year.
- M. Wolinski: Current Tenure reviews put in place because of questions from state about validity of Tenure.
- Take this idea to your faculty and get their opinion.

6. AA Policy Revisions:

- a. AA Policy Revision, Student Complaint Procedure.pdf
  - L. McLain, D. Clark. Motion to add Policy to senate agenda. Motion Approved.
  - L. McClain: New Line added to Step 4 for University Level: Copy of appeal should be delivered to those not appealing, but doesn't say by who.
  - R. Plemons: We can add something in to make that clear after we talk to general council about what that should say.
  - L. McClain: New line added under University Level. No new material may be presented at this meeting. Just curious that new material came up why couldn't it be presented.
  - R. Plemons: If new material comes up, then it should be bumped back to the college level for a new decision from the Dean. Once it goes to the University level than everything should be final.
  - R. Plemons: This should set up the steps that students should take to file complaints.
  - Accepted friendly amendment with approval by General Council.
- b. AA Policy Revision, Policy 1.4013 Substantive Change.pdf
  - D. Clark, L. McClain: Motion to add policy to Senate agenda. Motion Approved.
- c. AA Policy Revision, Policy 1.5171 Staff Teaching Assignments.pdf
  - L. McClain; D. Serafini: Motion to add policy to Senate agenda. Motion Approved.
  - L. McClain: How do you make a decision between exempt and non-exempt?
  - A. Scott: The position requirements are set by Department of Labor and FLSA standards. Faculty are all coded as exempt so they can't draw overtime.
  - J. Lindsey: When would it take affect?
  - A. Scott: First week in December would be the earliest it could go to the President's cabinet.

7. Chicago Principles: Report of the Committee on Freedom of Expression

- Move to have a Freedom on Expression sent to Academic Quality and FWPR committees. M. Pruitt; Seconded L. Bohuski. Motion Approved.
- June 2019 Legislature passed KRS 164-348 regarding Campus Free Speech Protection requiring the governing board to adopt policies protecting Free Speech and Assembly on campus.
- Board has not discussed this.
- Refer this Statute to Faculty Welfare and Academic Quality.

#### 8. Communication with Vice Provost (Michelle Trawick)

- C. Farrell: Had been approached by faculty that when reporting to Vice-provost that information had been reported back to the faculty's college. Concerned that it's a new policy.
- J. Shadoan will look into situation and see if there is a policy, etc. or if it's a new practice and check that against faculty grievance.

#### 9. Green Leaf

- J. Shadoan: The change in workflow will require us making major changes in the charter to adopt the use of this software.
- Adopt the software and acknowledge the workflow for each standing committee. There's already a workflow graphic for Grad Council and UCC developed by Colette Chelf, so we wouldn't have to create this from scratch. But this doesn't fit in with current charter framework and we need a policy update in the charter because we're already using it.
- Propose that we create a draft of a charter change, disseminate it to SEC, and then see about having something for the floor at Senate in a couple weeks. J. Shadoan to draft.

#### **H. Information Items:**

#### **M. Pruitt Adjournment 4:55**