



WKU[®]



Winter Term 2009 Annual Report

Heating things up one class at a time.

A Brief Summary of Winter 2009, Including:



- Course Enrollments
- College Data
- Course Section Information
- Marketing Efforts



www.wku.edu/winter

270.745.2478

*Winter Term is a unit of the Division of Extended Learning & Outreach

Winter Term 2009

Winter Term Annual Report

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Winter Term 2009

Mission:

The Office of Winter Term supports the overall mission of Western Kentucky University by providing academic opportunities that will benefit both students and faculty. We will work to maintain optimal enrollment during Winter Term, as we extend access to lifelong learners. We will address students' emerging needs in order to enhance student success at Western Kentucky University.

Definitions:

Sections: Courses may have multiple sections offered in the same session and each of the sections are counted

Enrollment: Registration in course sections

Head Count: Students registered for more than one course are counted only once during the session

Acknowledgements:

Many thanks go to Information Technology Division for supplying the data on enrollments and student counts for this report.

Division of Extended Learning and Outreach

Dr. Donald Swoboda, Dean

Office of Winter Term

Beth Laves, Director of Summer Sessions and Winter Term

Alicia Bingham, Administrative Asst/Summer Specialist

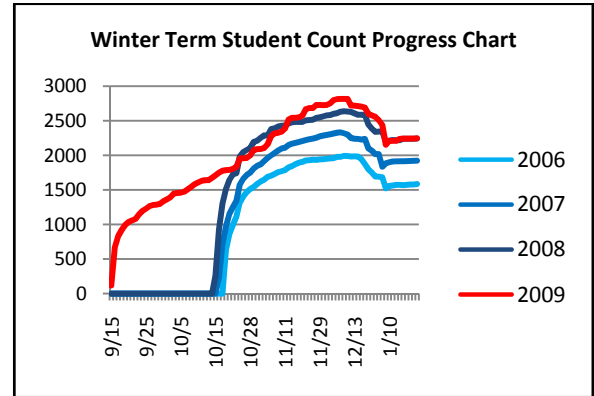
Jennifer Perry, Marketing Specialist

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Executive Summary

Highlights

- There were 2246 students enrolled as of January 29, 2009, and increase of 0.2% from 2008 and up 42% from 2006.
- WKU students studies abroad on trips to Australia, England, France, Belize, Kenya, the Bahamas, Portugal, and Spain.
- Registration began a month earlier than previous years, so students had more time to look at the course list and decide whether or not to take a Winter Term class.



Campus Participation

- There were 223 sections of 180 courses offered at the Bowling Green campus, Community College, Elizabethtown, Glasgow, and Owensboro campuses, as well as online, study abroad, and US travel courses. In 2006, Winter Term began with 175 sections of 124 different courses.
- All colleges participated in Winter Term 2009, including 185 faculty from 42 departments and two interdisciplinary programs (Leadership Studies and Women’s Studies). In 2006, we had 129 faculty from 42 departments.
- Residence Life opened three residence halls (PFT, Southwest, and Northeast).
- The Winter Term office sponsored a Networking Lunch on January 14th for 460 Winter Term students and faculty to further the sense of community on campus.

Graduate Students

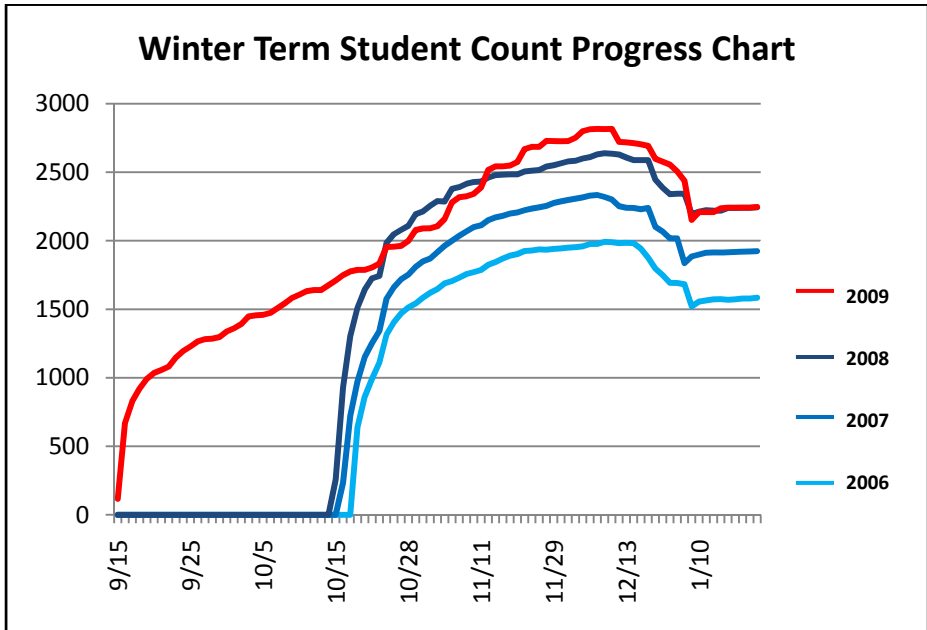
- The graduate student population grew to 444 students; an increase of 16% from last year.
- New Graduate Courses Included:
 - PS 597 (Prof Sem in Public Admin) by Dr. Gordon
 - BA 580 (Contemporary Issues: Entrepreneurship) by Dr. Marvel
 - PSY 510 (Advanced Ed Psy) by Dr. Meyer
 - SEC 539 (Agriculture Education) by Dr. Coffey

Summer/Winter Students

The number of students taking classes in both Summer Sessions and Winter Term is an increasing trend.

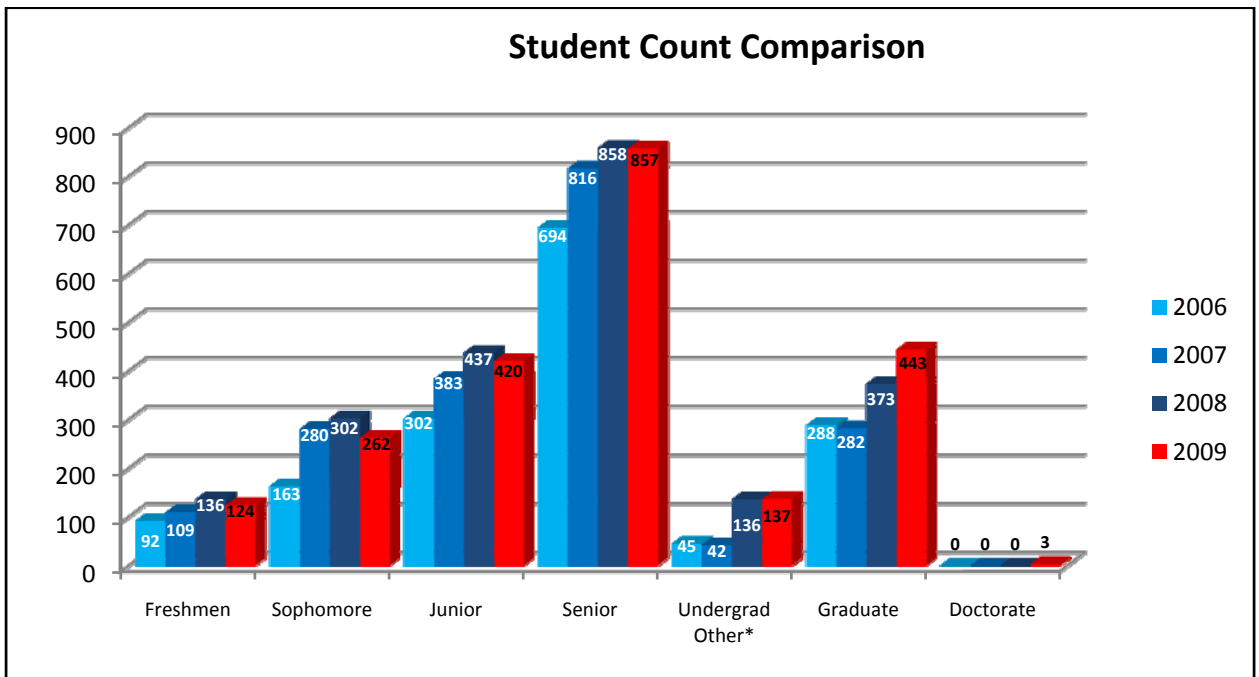
	2006	2007	2008
Undergraduate	628	795	861
Graduate	190	179	222
Total	818	974	1083

Winter Term 2009



Student Count on 1/29/09 was 2246
 Student Count on 1/24/08 was 2242
 Student Count on 1/20/07 was 1922
 Student Count on 2/1/06 was 1584

Winter Term 2009 registration began a month earlier than in years past. Students had more time to view the list of classes and decide which class would better fit their schedule. We had the highest peak of enrollment of any Winter Term so far around early December. However, the number of students dropped for non-payment increased 37% from 2008 to 2009. Enrollments remained level from 2008 to 2009.



2006 Data as of Feb. 1, 2006 2007 Data as of Jan. 20, 2007 2008 Data as of Jan. 24, 2008 2009 Data as of Jan. 29, 2009

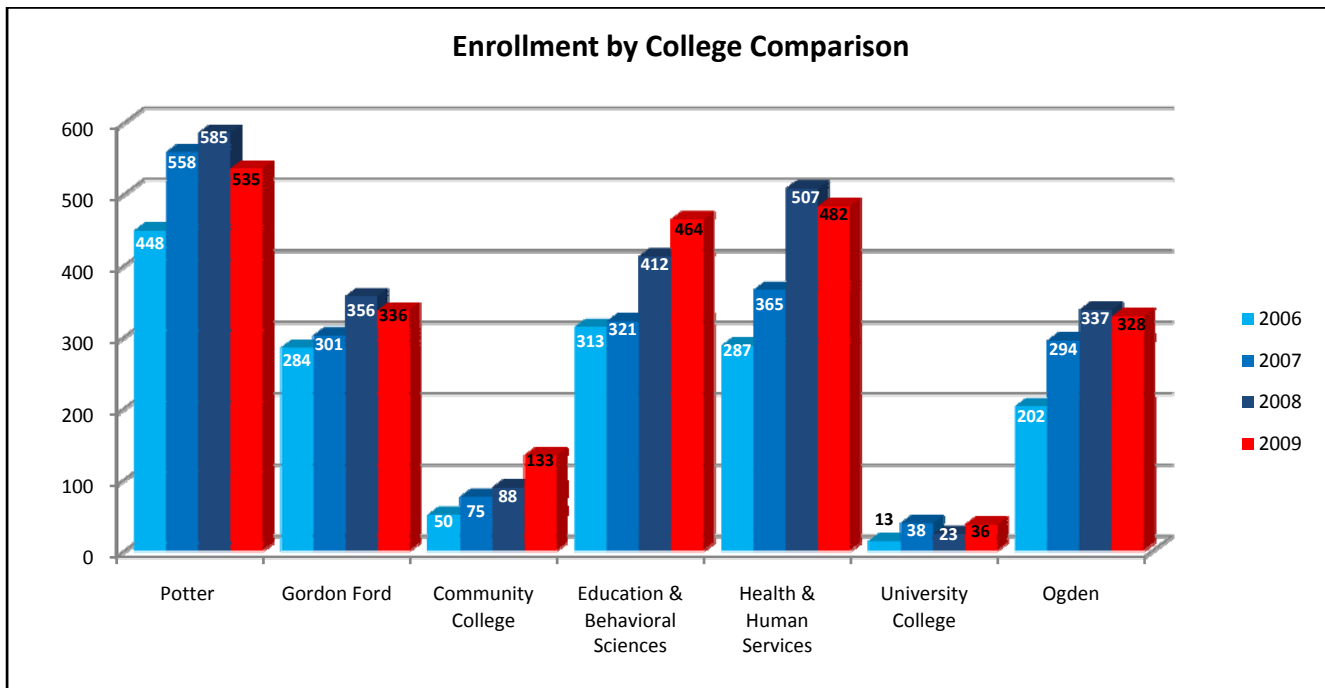
The "Undergrad Other" population has been strong the past two years due to the enrollments of students in the Gatton Academy of Math and Sciences. The graduate population grew 16% from 2008 to 2009. There were at least four new graduate sections available in 2009.

Heating things up one class at a time.

Student Type Headcount Comparison

	2006		2007		2008		2009
FR-Freshmen	93	17.2%	109	18.3%	129	-3.9%	124
SO-Sophomore	162	72.8%	280	0.7%	282	-7.1%	262
JR-Junior	301	30.6%	393	7.1%	421	-0.2%	420
SR-Senior	697	17.1%	816	10.4%	901	-4.9%	857
P1-Post Baccalaureate Degree Seeking	15	6.7%	16	12.5%	18	66.7%	30
P2-3-Post Baccalaureate Certificate	6	0.0%	6	-16.7%	5	0.0%	5
UN-Undergrad Non Degree Seeking	25	-20.0%	20	15.0%	23	13.0%	26
AJ-Academy Juniors	0	N/A	0	N/A	49	-2.0%	48
AS-Academy Seniors	0	N/A	0	N/A	41	-31.7%	28
Total UG	1299	26.3%	1640	14.0%	1869	-3.7%	1800
MA-Master's Degree	235	-5.1%	223	32.3%	295	18.6%	350
CD-Cooperative Doctorate	2	0.0%	2	150.0%	5	-80.0%	1
GS-Specialist Student	10	-10.0%	9	44.4%	13	-23.1%	10
GN-Grad Non Degree Seeking	14	7.1%	15	106.7%	31	48.4%	46
R1-Rank I Student	14	71.4%	24	-8.3%	22	9.1%	24
R2-Rank II Student	13	-30.8%	9	-22.2%	7	71.4%	12
Total GR	288	-2.1%	282	32.3%	373	18.8%	443
DR-Doctorate Student	0	N/A	0	N/A	0	N/A	3
Total DR	0	N/A	0	N/A	0	N/A	3
WKU Total Student Headcount	1587	21.1%	1922	16.6%	2242	0.2%	2246

The student type chart demonstrates the increase in graduate enrollment and the significant decrease in undergraduate enrollment.



Data collected 1/17/06, 1/24/07, 1/24/08, and 1/29/09

The growth in the College of Education & Behavioral Sciences correlates with the 18% increase in graduate enrollment. The growth in Community College can be attributed to an increase in sections offered.

Winter Term 2009

Winter Data by College

Course Enrollment							
College	2006		2007		2008		2009
AR	445	25.4%	558	4.8%	585	-8.5%	535
BU	279	7.9%	301	18.3%	356	-5.6%	336
CC	50	50.0%	75	17.3%	88	51.1%	133
ED	310	3.5%	321	28.3%	412	12.6%	464
HH	285	28.1%	365	38.9%	507	-4.9%	482
IS	16	137.5%	38	-39.5%	23	56.5%	36
SC	199	47.7%	294	14.6%	337	-2.7%	328
Total	1584	23.2%	1952	18.2%	2308	0.3%	2314

Sections with Enrollment							
College	2006		2007		2008		2009
AR	37	29.7%	48	10.4%	53	-1.9%	52
BU	22	4.5%	23	13.0%	26	-15.4%	22
CC	9	44.4%	13	-23.1%	10	50.0%	15
ED	30	6.7%	32	6.3%	34	5.9%	36
HH	31	29.0%	40	22.5%	49	2.0%	50
IS	2	100.0%	4	50.0%	6	16.7%	7
SC	24	58.3%	38	21.1%	46	-10.9%	41
Total	155	27.7%	198	13.1%	224	-0.4%	223

Open Sections							
College	2006		2007		2008		2009
AR	41	19.5%	49	8.2%	53	0.0%	53
BU	22	13.6%	25	12.0%	28	3.6%	29
CC	9	66.7%	15	-33.3%	10	50.0%	15
ED	39	-7.7%	36	-5.6%	34	5.9%	36
HH	33	33.3%	44	11.4%	49	6.1%	52
IS	7	0.0%	7	-14.3%	6	16.7%	7
SC	28	60.7%	45	2.2%	46	-10.9%	41
Total	179	23.5%	221	2.3%	226	3.1%	233

Credit Hours by College							
College	2006		2007		2008		2009
AR	1303.50	26.9%	1654.50	3.7%	1716.50	-6.5%	1605.00
BU	795.00	13.6%	903.00	18.3%	1068.00	-7.4%	988.50
CC	139.00	54.0%	214.00	12.6%	241.00	45.2%	350.00
ED	888.00	4.4%	927.00	30.3%	1208.00	12.5%	1359.00
HH	768.00	32.9%	1021.00	41.8%	1448.00	-9.3%	1313.00
IS	48.00	56.3%	75.00	-32.7%	50.50	78.2%	90.00
SC	557.00	49.4%	832.00	5.6%	879.00	-2.2%	860.00
Total	4498.50	25.1%	5626.50	17.5%	6611.00	-0.7%	6565.50

Data was collected 1/17/06, 1/20/07, 1/24/08, and 1/29/09. The data comes from ASA Report: CRS SEC ENROLL by College.

"Open Sections may have zero enrollments.

This data includes all campuses, study abroad, and Cohort courses.

Winter Delivery Method Comparison

	2006			2007			2008			2009		
	UG	GR	Total	UG	GR	Total	UG	GR	Total	UG	GR	Total
BG Campus (Day)	674	102	776	897	47	944	839	62	901	757	79	836
BGCC South Campus (Day)	47	0	47	39	0	39	34	0	34	22	0	22
Evening Courses	14	31	45	20	38	58	0	34	34	16	30	46
Weekend Courses	8	0	8	0	72	72	0	60	60	9	103	112
Regional Campuses (Day)	42	18	60	47	24	71	53	8	61	30	2	32
Online Courses	433	127	560	594	107	701	908	197	1105	999	221	1220
Study Abroad	93	5	98	66	1	67	99	14	113	35	11	46
Subtotals	1311	283	1594	1663	289	1952	1933	375	2308	1868	446	2314
Total Course Enrollment			1594			1952			2308			2314

Data was collected 1/17/06, 1/20/07, 1/24/08, and 1/29/09. The data comes from ASA Report: CRS SEC ENROLL by College.

Enrollments in online courses grew 10% from 2008 to 2009, and has grown 118% since 2006. Online enrollment contributed nearly 53% of the total course enrollment in 2009.

Face-to-face enrollments at the Bowling Green campus increased 27% among the graduate student population.

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Tuition Rate Comparison

WKU Winter Term (Jan. 5 – Jan. 23)

UG Resident \$289

UG Non-Resident \$712

UG Tuition Incentive Program \$365

GR Resident \$382

GR Non-Resident (Domestic) \$418

GR Non-Resident (International) \$471

Distance Learning UG \$349

Distance Learning GR \$458

Other Kentucky Schools with Winter Term

UK Winter Intersession (Dec. 22 – Jan. 13)

UG Resident (59 hours or less) \$307

UG Non-Resident (59 hours or less) \$647

UG Resident (60 hours or more) \$316

UG Non-Resident (60 hours or more) \$656

GR Resident \$437

GR Non-Resident \$931

NKU Winter Term (Dec. 22 – Jan. 9)

UG Resident \$272

UG Non-Resident \$498

GR Resident \$369

GR Non-Resident \$649

General Information on Winter Term 2009

- WKU students were allowed to take up to 4 credit hours during Winter Term 2009.
- The maximum credit hours did not have to be linked as a lecture and an associated lab.
- Winter Term 2009, 68 students took more than one class.

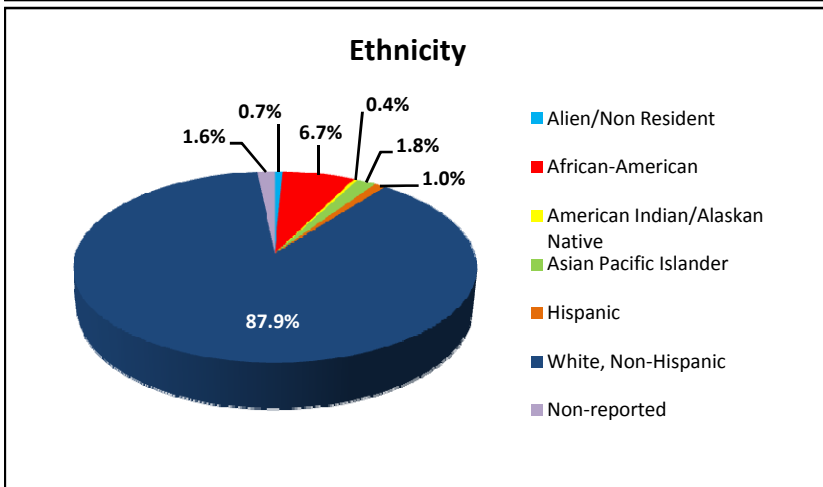
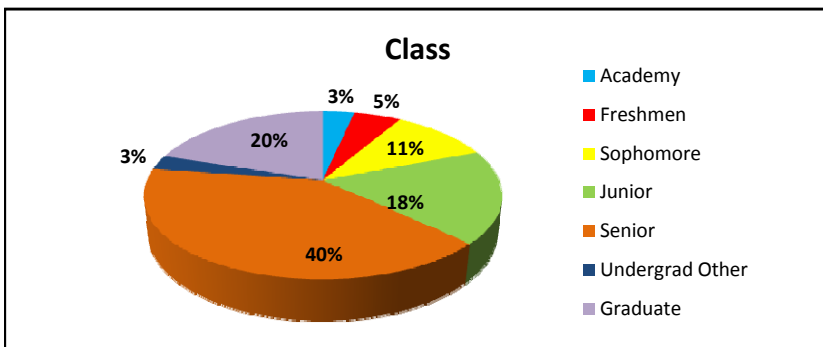
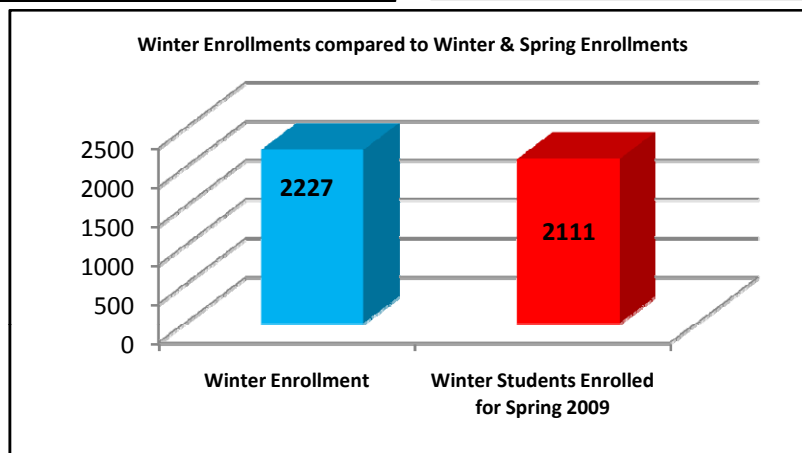
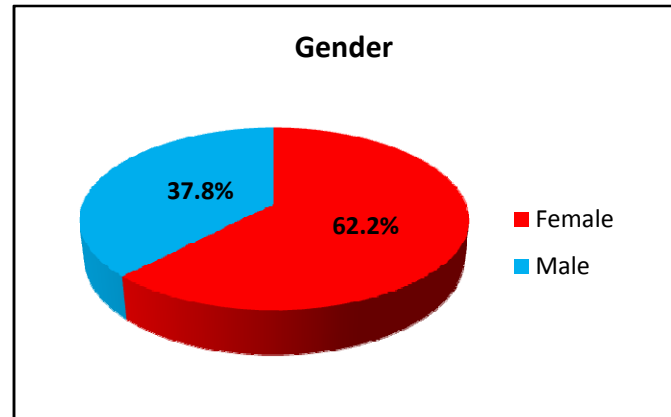
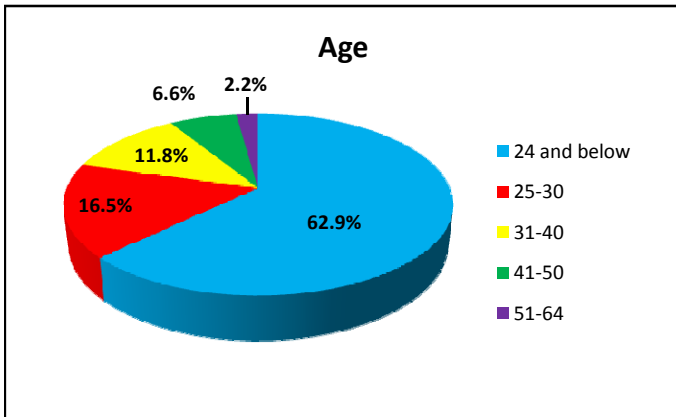
Winter Term Staff Attend Conference in Washington, DC

Dean Don Swoboda, Beth Laves, Alicia Bingham, and Jennifer Perry attended the 45th Annual NAASS (North American Association of Summer Sessions) conference in Washington, DC in November 2008. Institutions from around the country met to discuss the national trends and issues within Summer and Winter sessions. While at the conference, Beth, Alicia, and Jennifer presented on utilizing Google Analytics to understand students' website usage and improve website marketing strategies. Beth also led roundtable and panel discussions during the conference. Beth Laves and Elizabeth Main presented at the North Central Conference on Summer Sessions annual meeting in Chicago, March 2009. The workshop introduced administrators to Google Analytics and other website tools that improve website efficiency.



Winter Term 2009

Winter Term Demographic Profile



Data for Winter Term demographic profile was provided by the Information Technology Division on February 24th, 2009.

Heating things up one class at a time.

College Data: Potter College of Arts & Letters

The following information compares enrollment by department.

Dept	BG Campus/Web			Regional Campus			Study Abroad			Total				
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007		2008		2009
AFAM	0	0	11	0	0	0	0	0	0	0	N/A	0	N/A	11
ART	35	66	62	0	0	0	0	0	0	35	88.6%	66	-6.1%	62
COMM	24	28	20	0	0	0	0	0	0	24	16.7%	28	-28.6%	20
ENG	114	91	62	0	3	1	9	4	1	123	-20.3%	98	-34.7%	64
FLKA	12	21	20	0	0	0	0	0	2	12	75.0%	21	4.8%	22
HIST	11	0	0	0	0	0	0	0	0	11	-100.0%	0	N/A	0
JOUR	53	41	23	0	0	0	0	2	0	53	-18.9%	43	-46.5%	23
MLNG	70	53	53	0	0	0	2	24	0	72	6.9%	77	-31.2%	53
MUS	81	86	102	0	0	0	0	0	0	81	6.2%	86	18.6%	102
PHIL	29	33	21	0	0	0	0	0	0	29	13.8%	33	-36.4%	21
PS	24	48	51	0	0	0	0	7	2	24	129.2%	55	-3.6%	53
SOCL	59	49	72	8	7	9	0	17	0	67	9.0%	73	11.0%	81
THEA	17	0	16	7	5	5	3	0	2	27	-81.5%	5	360.0%	23
College Total	529	516	513	15	15	15	14	54	7	558	4.8%	585	-8.5%	535

College Data: Gordon Ford College of Business

The following information compares enrollment by department.

Dept	BG Campus/Web			Regional Campus			Study Abroad			Total				
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007		2008		2009
BA	0	0	13	0	0	0	8	9	4	8	12.5%	9	88.9%	17
CIS	6	0	0	0	0	0	0	0	0	6	-100.0%	0	N/A	0
ECON	95	109	80	4	6	4	0	2	0	99	18.2%	117	-28.2%	84
FIN	26	32	28	0	0	0	0	0	0	26	23.1%	32	-12.5%	28
MGT	45	90	109	0	0	0	3	2	0	48	91.7%	92	18.5%	109
MKT	96	96	93	0	0	0	0	5	5	96	5.2%	101	-3.0%	98
College Total	268	327	323	4	6	4	11	18	9	283	24.0%	351	-4.3%	336

College Data: Community College

The following information compares enrollment by department.

Dept	BG Campus/Web			Total				
	2007	2008	2009	2007		2008		2009
AS	2	2	20	2	0.0%	2	900%	20
BUS	27	34	37	27	25.9%	34	9%	37
GS	35	29	27	35	-17.1%	29	-7%	27
HEAL	11	23	49	11	109.1%	23	113%	49
College Total	75	88	133	75	17.3%	88	51%	133

Winter Term 2009

College Data: College of Education & Behavioral Sciences

The following information compares enrollment by department.

Dept	BG Campus/Web			Regional Campus			Study Abroad			Total				
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007		2008		2009
CNSA	54	60	101	13	7	0	0	0	0	67	0.0%	67	50.7%	101
CI	16	28	61	11	0	0	0	0	2	27	3.7%	28	125.0%	63
EALR	18	21	34	0	0	0	0	0	0	18	16.7%	21	61.9%	34
PSY	66	116	103	7	0	0	0	0	0	73	58.9%	116	-11.2%	103
SIP	136	180	163	0	0	0	0	0	0	136	32.4%	180	-9.4%	163
College Total	290	405	462	31	7	0	0	0	2	321	28.3%	412	12.6%	464

College Data: College of Health & Human Services

The following information compares enrollment by department.

Dept	BG Campus/Web			Regional Campus			Study Abroad			Total				
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007		2008		2009
ALHL	9	14	19	0	0	0	0	3	2	9	88.9%	17	23.5%	21
CFS	71	82	94	0	0	0	4	0	0	75	9.3%	82	14.6%	94
NURS	26	15	24	13	7	0	0	2	7	39	-38.5%	24	29.2%	31
PHY	120	189	190	0	0	0	0	0	0	120	57.5%	189	0.5%	190
PUBH	95	118	84	0	0	5	0	0	5	95	24.2%	118	-20.3%	94
SWRK	27	77	52	0	0	0	0	0	0	27	185.2%	77	-32.5%	52
College Total	348	495	463	13	7	5	4	5	14	365	38.9%	507	-4.9%	482

College Data: University College

The following information compares enrollment by department.

Dept	BG Campus/Web			Regional Campus			Study Abroad			Total				
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007		2008		2009
99IS	0	0	7	0	0	0	0	0	0	0	N/A	0	N/A	7
HON	26	13	2	0	0	0	0	0	0	26	-50.0%	13	-85%	2
LEAD	10	5	19	1	0	0	7	0	0	18	-72.2%	5	280%	19
WOMN	12	10	8	0	0	0	0	0	0	12	-16.7%	10	-20%	8
College Total	48	28	36	1	0	0	7	0	0	56	-50.0%	28	29%	36

College Data: Ogden College of Science & Engineering

The following information compares enrollment by department.

Dept	BG Campus/Web			Regional Campus			Study Abroad			Total				
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007		2008		2009
AGRI	34	31	19	0	0	0	11	10	0	45	-8.9%	41	-53.7%	19
AMS	17	8	14	0	17	17	0	0	0	17	47.1%	25	24.0%	31
BIOL	58	108	141	0	0	0	14	0	13	72	50.0%	108	42.6%	154
CHEM	18	18	17	0	0	0	0	0	0	18	0.0%	18	-5.6%	17
ENGR	37	27	29	0	0	0	0	0	0	37	-27.0%	27	7.4%	29
GEO	34	32	47	3	8	0	6	26	1	43	53.5%	66	-27.3%	48
MACS	42	38	15	4	1	0	1	0	0	47	-17.0%	39	-61.5%	15
PHYA	15	13	15	0	0	0	0	0	0	15	-13.3%	13	15.4%	15
College Total	255	275	297	7	26	17	32	36	14	294	14.6%	337	-2.7%	328

Appendix

- I. Post-Winter Term Surveys
- II. Board of Regents Report
- III. Winter Term eSignature SIA
- IV. Winter Term Weekly Summary
- V. 2009 Winter Term Marketing Plan
- VI. Course List

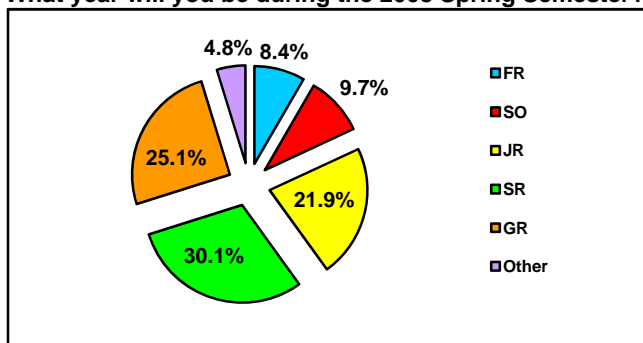
Post-Winter Term 2009 Survey

www.wku.edu/winter

Student Survey

This online survey was sent via email to 2246 Winter Term students February 3, 2009.
Of these students, 442 (19.7%) responded, presenting us with the following information.

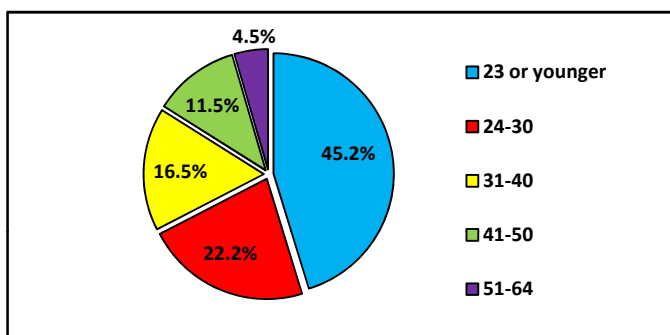
1 What year will you be during the 2008 Spring Semester?



Of the 442 students who responded to the survey, over half were Juniors and Seniors at WKU.

2 What is your current age?

For this survey, traditional is characterized by those 23 years of age and younger. Those 24 and older are considered non-traditional. 45.2% of this survey's respondents are traditional students.



3 What is your major?

The following represents the departments that had the largest number of students participate in the Winter Term Survey

Elementary Education	30	6.8%	Counseling	15	3.4%
Nursing	28	6.3%	Social Work	15	3.4%
Business Administration	24	5.4%	Marketing	13	2.9%
Management	19	4.3%	Exceptional Education	12	2.7%
Biology	17	3.8%	Library Media Education	12	2.7%

4 What type of class did you take during Winter Term 2009?

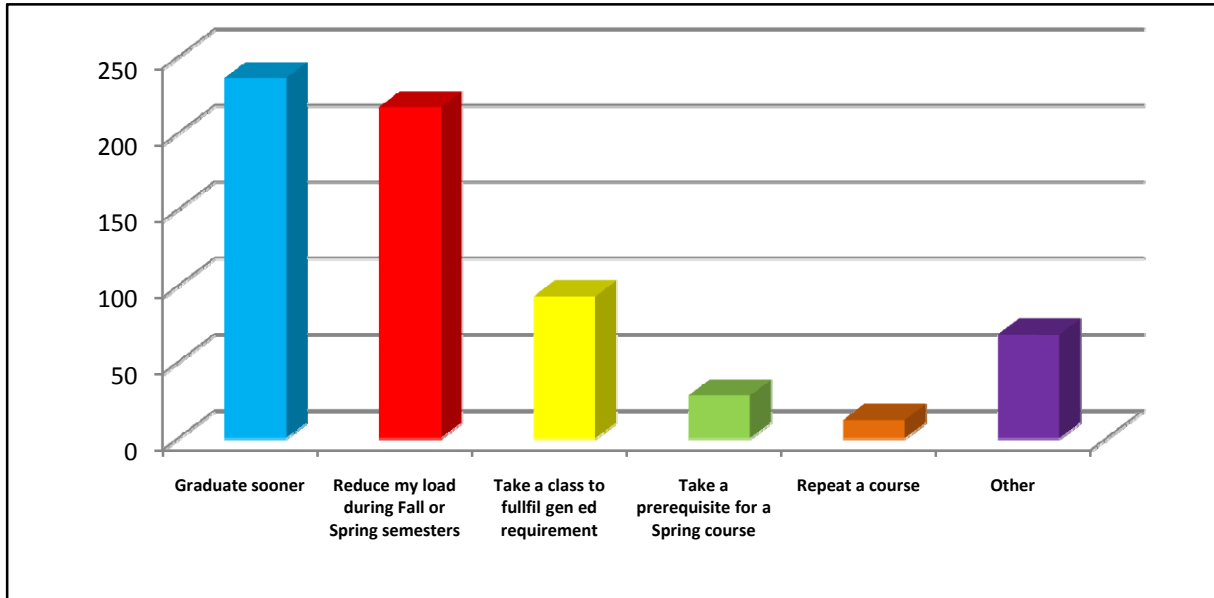
General Education	117	26.5%	Study abroad	3	0.7%
Class in my major or minor	179	40.5%	Travel in the US	0	0.0%
Graduate level	91	20.6%	Personal interest	19	4.3%
Elective	69	15.6%	other	6	1.4%

5 Which type of class would you recommend WKU to offer during Winter Term in the future?

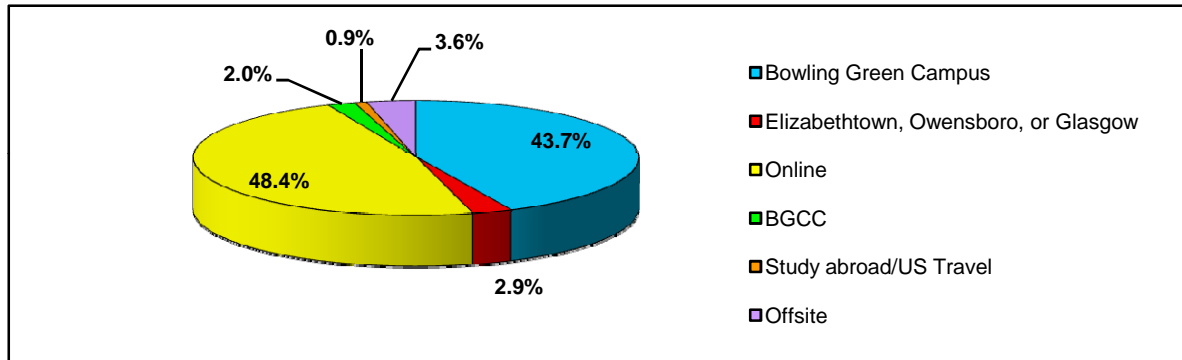
(Check all that apply)

General Education	265	60.0%	Study abroad	82	18.6%
Class in my major or minor	279	63.1%	Travel in the US	72	16.3%
Graduate level	140	31.7%	Personal interest	116	26.2%
Elective	194	43.9%	Other	34	7.7%

6 What reason(s) motivated you to take a Winter Term class?



7 Where was your Winter Term class taught?



8 How did you get information about the WKU Winter Term? (Check all that apply)

Winter Term website	108	24.4%
Email	162	36.7%
Posters/Flyers	46	10.4%
Mail	22	5.0%
The Herald	8	1.8%
Topnet/Schedule of Classes	236	53.4%
Academic advisor/dept	114	25.8%
Instructor	65	14.7%
Family/friends	54	12.2%
Facebook	3	0.7%
Other	10	2.3%

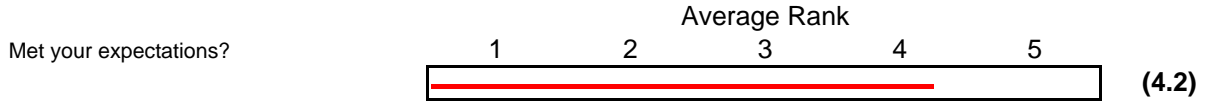
9 Did you take a class during 2008 Summer Sessions?

Yes	42.5%
No	56.1%

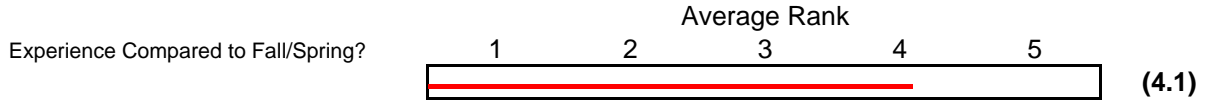
10 Do you plan on taking a class during the 2009 Summer Sessions?

Yes	59.5%
No	21.7%
Undecided	18.3%

11 With 1 being the lowest and 5 the highest, how did your 2009 Winter Term class compare to your expectations?



12 With 1 being the lowest and 5 the highest, how would you rate your Winter Term learning experience compared to Fall or Spring semester classes?



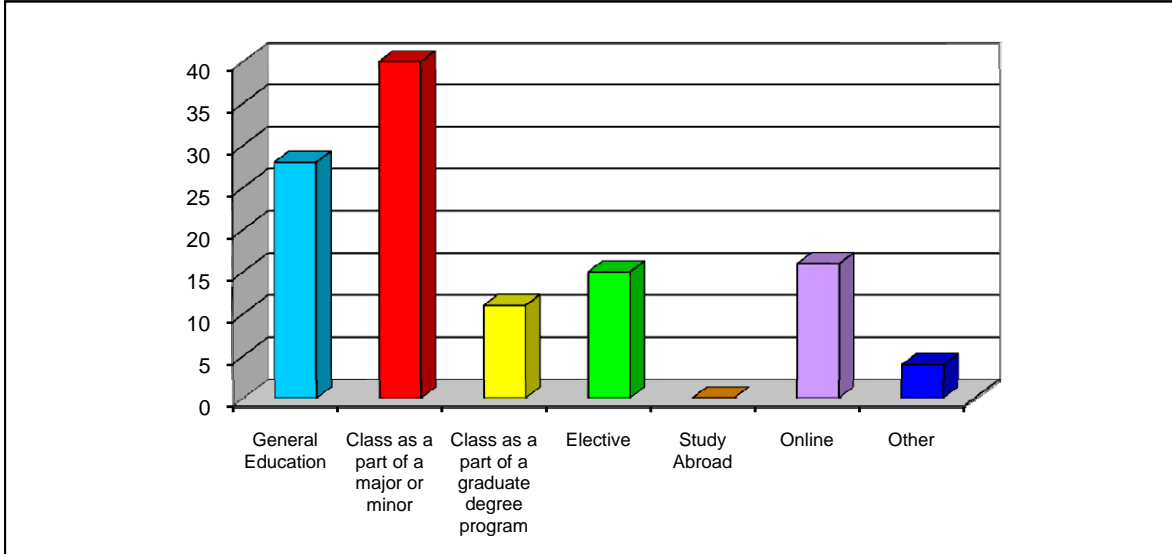
Post-Winter Term 2009 Survey

www.wku.edu/winter

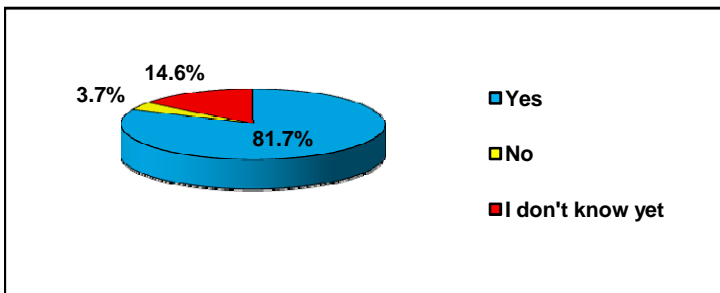
Faculty Survey

An online survey was also sent via email to WKU faculty teaching during Winter Term.
Of the 170 Faculty, 82 responded, presenting us with the following information.

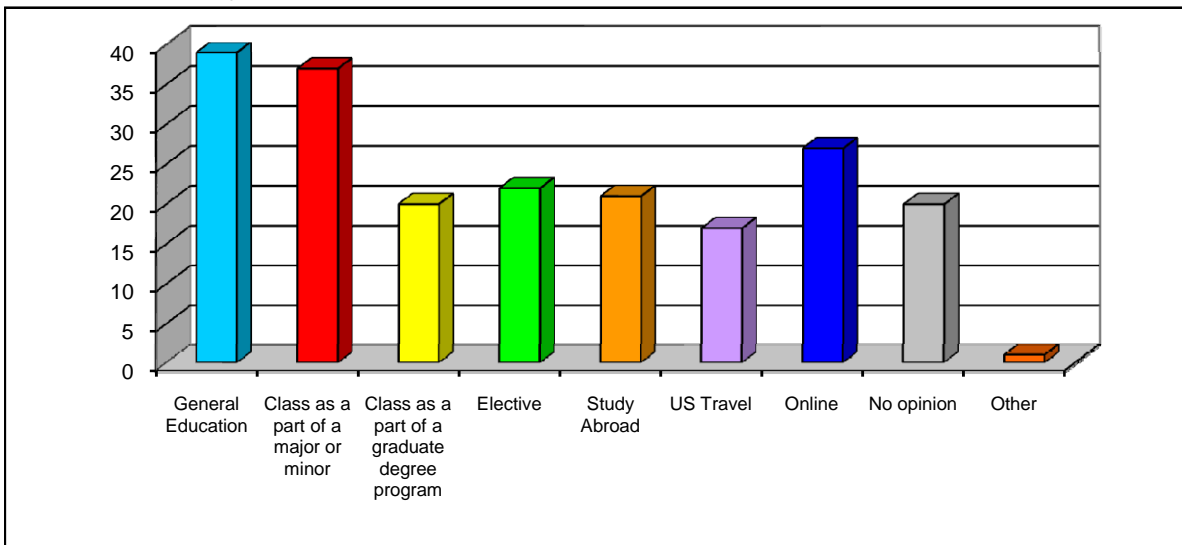
What type of class did you teach during Winter Term 2009? (Check all that apply)



Will you offer this class in a future winter term?



What type of classes would you recommend WKU offers more of in the future winter terms? (Check all that apply)



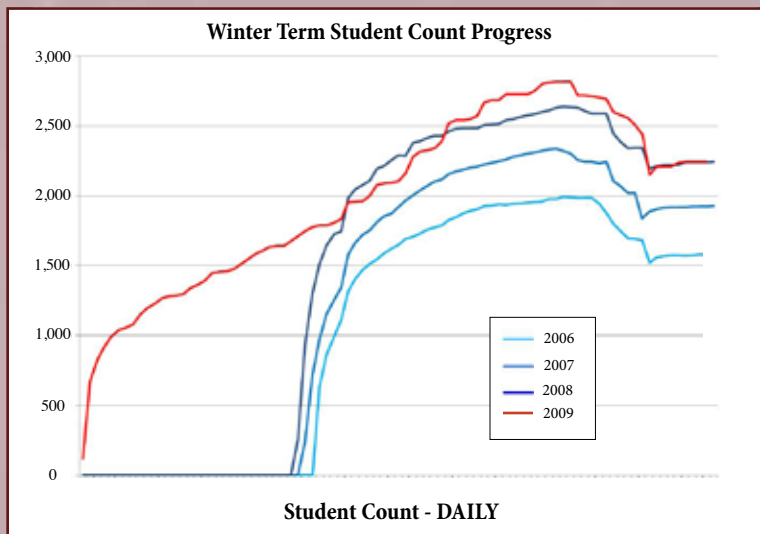
WKU Winter Term 2009

Heating things up one class at a time

ENROLLMENT

WKU has just completed the fourth Winter Term, an optional three week session that began January 5th and ended January 23rd, 2009. Students took up to 4 credit hours and most participated in order to graduate sooner or reduce their Fall/Spring loads.

STUDENT COUNT	2006	2007	2008	2009
Undergraduate	1296	1640	1869	1803
Graduate	288	282	373	444
TOTAL	1584	1922	2242	2247



• 2,247 students participated in Winter Term 2009. Student count is up 0.2% from 2008 and up 42% from 2006. Winter Term continues to grow in spite of the 37% increase in the number of students dropped for non-payment this year. This appears to be a direct result of the economic struggles students are facing. Even with the huge drop, enrollments maintained at levels near Winter Term 2008.

- Registration began a month earlier than previous years, so students had more time to look at the course list and decide whether or not to take a Winter Term class.

CAMPUS PARTICIPATION

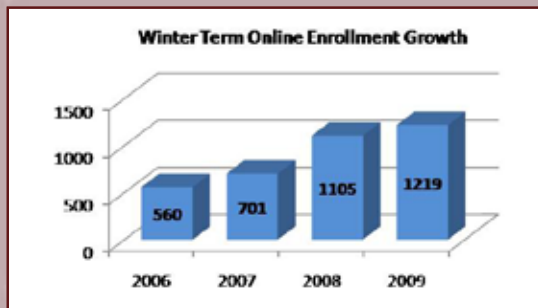
- There were 223 sections of 180 courses offered at the Bowling Green campus, Community College, Elizabethtown, Glasgow, and Owensboro campuses, as well as online, study abroad, and US travel courses. In 2006, Winter term began with 175 sections in 124 different courses.
- All colleges participated in Winter Term 2009, including 185 faculty from 42 departments and two interdisciplinary programs (Leadership Studies and Women's Studies). In 2006, we had 129 faculty from 41 departments.
- Residence Life opened three residence halls (PFT, Southwest, and Northeast).
- The Winter Term office sponsored a Networking Lunch for 460 Winter Term students and faculty to further the sense of community on campus.

STUDY ABROAD

- There were 79 WKU students who studied abroad in Winter Term. There were 15 students who went on trips through the consortium, and 64 students who went on faculty led trips to Australia, England, France, Belize, Kenya, and the Bahamas.
- The Gatton Academy of Mathematics and Science took students to Portugal and Spain in Winter 2009.



ONLINE COURSES



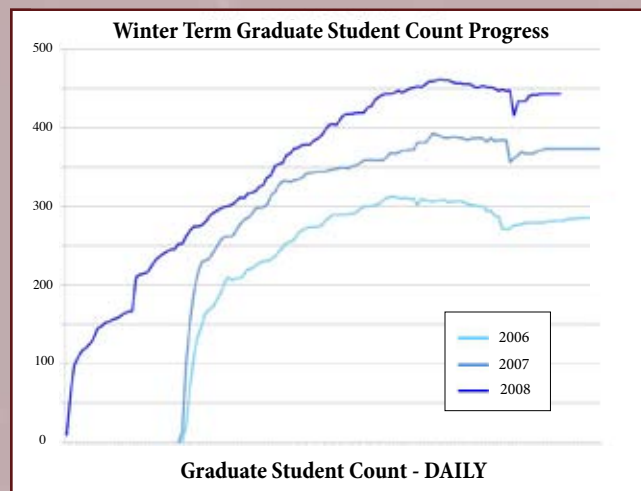
- Online course enrollment represented 53% of the overall Winter Term enrollment in 2009.
- Winter Term online course enrollment grew 10% from 2008 to 2009 and has grown 118% since 2006.

GRADUATE STUDENTS


- The graduate student population grew to 444 students; an increase of over 16% from last year.

New Graduate Courses Included

- **PS 597** (*Prof Sem in Public Admin*) by Dr. Gordon
- **BA 580** (*Contemporary Issues: Entrepreneurship*) by Dr. Marvel
- **PSY 510** (*Advanced Ed Psy*) by Dr. Meyer
- **SEC 539** (*Agriculture Education*) by Dr. Coffey



Winter Term is a unit of the Division of Extended Learning & Outreach ~ www.wku.edu/delo

Term:		Form Instance:			Prepared by (WKUID)		Date
Pay ID	Amount	Index	Account	Campus Location	Name: _____		
					Phone: _____		
					Office of the Provost and Vice-President for Academic Affairs		
Terms of Employment for Special Instructional Assignments							
NOTE: This form is to be completed for all PT Faculty Instructional Assignments and for FT Faculty Instructional Assignments for FT faculty teaching in summer. Do NOT complete this form unless a stipend is being paid for the assignment. Only ONE Banner Index Number can be reported on each individual form. Only ONE Location can be reported on each individual form. Only ONE Part of Term can be reported on each individual form.							

Employee Information			
WKUID		Employee Name	
Home Address		City	State Zip Code
Home Phone		Background Check Completed?	

Course Information								
On which campus will the courses listed below be taught? _____								
Which Term? _____								
NOTE: If courses listed below are web-based or IVS, select the location from which the course is broadcast.								
CRN	Course Subject, Number & Section	Prev. Taught	Work Load	Credit Hours	Part of Term	Web Class?	Level, Salary or Emeritus	Projected Stipend*
	Course Title:							
	Department:	Cohort or Dual Credit:			Campus:			
	Course Title:							
	Department:	Cohort or Dual Credit:			Campus:			
	Course Title:							
	Department:	Cohort or Dual Credit:			Campus:			
Banner Index from which the courses listed will be paid:						Adjustment to the amount paid:		
Make general comments in the space below and/or provide an explanation for any amount listed in the "Adjustment" field above:								
Total amount paid for this Special Instructional Assignment:								
*The stipend amount on this form represents the projected amount that could be paid to the faculty member based on the course reaching a minimum enrollment of 15 undergraduates or 11 graduate students. Stipends for low-enrolled courses will be calculated based on the Winter Stipend Schedule attached.								

This is to certify my agreement to teach the classes(es) indicated above according to the conditions and expectations of Western Kentucky University. I understand that the class(es) may be held, at the University's discretion, on Main Campus, at the Community College and/or Extended Campus sites or other designated locations.

I agree to teach this course if the enrollments are below minimum and I understand that my stipend will be set according to the enrollment based stipend schedule. If more students enroll by the last add date, I understand that my stipend may be increased.

yes, I agree no, I do not agree

PLEASE READ and CERTIFY: I certify that the above named individual is fully qualified to teach the course(s) assigned. If the faculty member chose "yes" in the block above, then enrollment must be at least for the course to be offered.

Get Data

Terms of Employment

1. The instructor agrees to abide by the rules and policies of the academic unit and the University set forth in official publications or announced by the Dean's office or the Provost and Vice President for Academic Affairs.
2. The instructor affirms that he/she is fully qualified and prepared to teach the courses assigned and that all representations in his/her vita, resume, or credentials are accurate.
3. The instructor agrees to meet each scheduled class at the time and place assigned by the Dean or Department Head and to administer the final course examinations and any required course evaluations as scheduled. In the event of an unavoidable absence, the instructor will notify the Department Head in time to arrange a substitute or to cancel the class. The instructor agrees to make arrangements with students so that work missed due to class cancellations may be made up.
4. For Part-Time Faculty: The instructor agrees to meet, as needed, before classes begin with the Department for orientation (including discussion of guidelines and syllabus preparation, selection and use of textbooks and materials, examination schedules, and specific requirements). Students are to be provided a complete copy of the class syllabus, course requirements and basis for grading during the first week of classes, and to be given written notice of all subsequent changes in the syllabus, course requirements, and basis for grading. The instructor also agrees to post the syllabus on TopNet. The University reserves the right to terminate part or all of the agreement (i.e., one or more courses) at any time with prorated payment for classes already met by the instructor. Reasons for termination of this contract include, but are now limited to: insufficient enrollment, failure to adhere to academic unit and University policies, or unsatisfactory performance. An instructor may appeal employment termination or take grievances regarding unfair conditions to the Department Head for review. Such appeals or grievances are subject to final review by the Dean of the academic unit or his/her designee. In non-departmentalized colleges, the initial review shall be by the Dean with final review by the Provost and Vice President for Academic Affairs. This contract confers no credit toward tenure or any right of re-employment. This contract represents the entire agreement between the parties regarding this teaching assignment and supersedes all other understandings, written, or oral.

I understand that by addressing this eSignature form to another party affiliated with WKU and clicking the Send button, I am providing my electronic signature to this document.

Winter Term Enrollment Based Stipend Schedule

This table is based on a 3-credit course for faculty who opt to teach low- or high- enrolled courses. Full-time and Emeritus faculty rates will max according to 8% of base salary or a cap of \$4000 plus incentives for higher enrolled classes. Part-time faculty rates will max according to the part-time faculty pay schedule.

# Undergraduate Enrollments	Stipend	# Graduate Enrollments	Stipend
1	350	1	350
2	700	2	700
3	1000	3	1350
4	1250	4	1800
5	1500	5	2200
6	1750	6	2700
7	2000	7	3000
8	2250	8	3250
9	2500	9	3500
10	2750	10	3750
11	3000	11	4000
12	3250	12-15	4000
13	3500	16-20	4300
14	3750	21-25	4600
15-20	4000	26 >	4900
21-25	4300		
26-30	4600		

31 > 4900

WKU eSignature Forms	
Main Saved Forms Sent Forms Sent Forms Archive Received Forms Received Forms Archive Email List Log Off	
Send to email address	<input type="text" value="And"/>
Comment	
<input type="text"/>	
<input type="button" value="Send"/> <input type="button" value="Save"/>	

Winter 2009 Weekly Report

Winter Term Enrollment, Head Count, and Credit Hour Summary

1/29/2009

College	Course Enrollments	Credit Hours
Potter	535	1605.00
Gordon Ford	336	988.50
Community College	133	350.00
Education	464	1359.00
Health & Human Services	482	1313.00
University College	36	90.00
Ogden	328	860.00
Totals	2314	6565.50

Student Profile Information

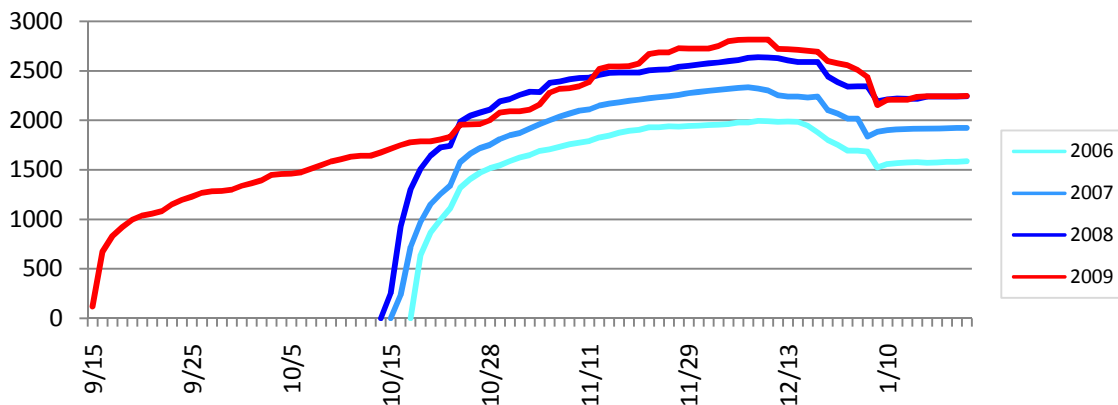
	Course Enrollments	Credit Hours
Online	1222	3580.50
Study Abroad	41	122.00

Head Count by Student Type

UG	FRESHMEN	124	UG Total
	SOPHOMORES	262	
	JUNIORS	420	
	SENIORS	857	
	P1-POST BACCALAUREATE DEGREE SEEKING	30	
	P2-3	5	
	UN-UNDERGRADUATE NON DEGREE SEEKING	26	
	AJ-ACADEMY JUNIORS	48	
	AS-ACADEMY SENIORS	28	
GR	MASTERS DEGREE	350	GR Total
	CD - COOPERATE DOCTORATE	1	
	GS-SPECIALIST STUDENT	10	
	GN - GRADUATE NON DEGREE SEEKING	46	
	RANK 1	24	
	RANK 2	12	
DR	DOCTORAL STUDENT	3	3
Total Head Count			2246

*These Student Type numbers are head count numbers, not course enrollments.

Winter Student Count Progress



College	# Sections
Potter College	52
College of Business	22
Community College	15
College of Education	36
College of Health & Human Services	50
University College	7
Ogden College	41
Total Sections	223



2009 Winter Term Marketing Plan

Marketing Objective:

Increase awareness of Winter Term features and benefits among faculty, staff & students in order to reach an enrollment increase of 10% over 2008 enrollment.

Important Dates:

September 1???: Tentative Class schedule published on Winter Term website

August 27: Welcome Back Western

August xx: Classes available on TopNet for student review

September 15: Registration Begins with outdoor Registration Rally

January 5 - 23: Winter Term classes

January 14: Networking Lunch

Goals, Strategies and Tactics

A. Goal:

Increase enrollment numbers for the 2009 Winter Term to 2,530.

B. Goal:

Develop a marketing plan designed to pique interest of students and faculty in Winter Term courses in order to offer desirable classes and to reach the enrollment goal.

1. Strategy: Create a theme/tagline and creative marketing materials to attract student and faculty attention.

- a. **Tactic:** Use theme *“Heating things up one class at a time”* on all print materials, on the website and other promotional items
- b. **Tactic:** Big Red to again be the “face” of Winter Term
- c. **Tactic:** Add Financial Aid statement to all print pieces

2. Strategy: Launch the 2009 Winter Term website to promote all important information and update frequently as more information becomes available. (7/20)

- a. **Tactic:** Include Important Dates to Remember
- b. **Tactic:** Tentative Class List
- c. **Tactic:** Winter Term Survey to assess student interest and what classes would be more desirable.

- d. **Tactic:** Info on Financial Aid availability, housing and meal plans
3. **Strategy: Participate in campus events involving students and/or faculty such as the Deans & Department Heads Work Day (8/11), the new faculty orientation fair (8/15), Welcome Back Western (8/27) and Focus on Western (???)**
- a. **Tactic:** Use large banner display sign and prize wheel when appropriate to garner attention
 - b. **Tactic:** Publish tentative class list to use as handout
 - c. **Tactic:** Use Winter Term t-shirts, pens, chapstick, etc. as prizes
4. **Strategy: Utilize creative print, radio and web advertisements**
- a. **Tactic:** Advertise in the College Heights Herald print version
 - i. Be watching for Winter Term registration ads to begin on 9/1
 - ii. Winter Term registration now available ads to begin 9/18
 - iii. Reminder ads to begin on 11/14
 - b. **Tactic:** Display over-sized awareness banners in prominent locations around campus (9/10) *Note: Alicia to pull class list on or around 9/1*
 - i. Garrett Food Court
 - ii. FAC
 - iii. Grise Hall – 4th Floor
 - iv. Cherry Hall
 - v. South Campus
 - vi. Regional Campuses to get smaller banners
 - c. **Tactic:** Distribute awareness flyers to residence halls to display on each floor's bulletin board (9/10)
 - d. **Tactic:** Send direct mail piece to the parents/guardians of traditional freshmen and sophomores to make them aware of the benefits of Winter Term classes for their child(ren) (9/24)
 - e. **Tactic:** Send a postcard reminder to sign up for Winter Term classes (target audience: juniors, seniors, grad students) (11/20)
 - f. **Tactic:** Advertise on Facebook (set up group?) (Sept, Oct, Nov)
 - g. **Tactic:** Send :30 radio spot to WKYU (to run Sept 1-30)
 - h. **Tactic:** Editorial in Herald (may need to send fact sheet – focus on 4th year of Winter Term!)
 - i. **Tactic:** Send press release to Tommy Newton (9/15)
5. **Strategy: Send e-mail reminders to faculty and students who have expressed an interest in Winter Term**
- a. **Tactic:** Mass e-mail all students with general information about Winter Term features and benefits, important dates, etc. (8/9)

- b. Tactic:** Mass e-mail to students on Winter Term opening day for registration (10/15)
- c. Tactic:** Online survey to students that asks about both Summer and Winter. Capture e-mail addresses to use for next tactic
- d.**
- e. Tactic:** Send targeted e-mails to students who expressed interest in Winter Term through the print and online survey. To include Meal Plan info, financial aid info, dates of registration, new classes added to list, etc.
- f. Tactic:** Send reminder e-mails to department heads with specific information for their department, timelines, etc. (Sept, Oct, Dec)
- g. Tactic:** Send targeted e-mails to faculty who are teaching Winter Term courses to include specific information for their department, timelines, stipends, etc.
- h. Tactic:** E-mail to registered students reminding them to purchase their books before they leave for Christmas break, low-enrolled classes drop date, Networking lunch date, class start date, MLK day (12/3)

Potter College of Arts & Letters

AFAM 190 700	African Amer Experience	Dawson, Nancy
ART 100 001	Art Appreciation	Tullis, Matthew
ART 106 001	Art Survey	Jordan, Guy
ART 310 001	Art Educ/elem School	Choe, Miwon
ART 340 002	Drawing	Ouzounova, Neli
ART 341 002	Drawing	Ouzounova, Neli
ART 440 002	Drawing	Ouzounova, Neli
COMM 247 001	Voice & Diction	Elder, Charlotte
COMM 595 001	Ind Study In Comm	Garmon, Cecile
COMM 599 001	Thesis Research/writing	Garmon, Cecile
ENG 200 001	Introduction Literature	Rutledge, Jerry
ENG 304 001	English Language	Glaser, Joseph
ENG 399 001	Topic Eng: Arthurian Tradition	Ganze, Alison
ENG 598 610	Advanced Directed Study	Ganze, Alison
FLK 280 700	Cultural Diversity In Us	Antonsen, Christopher
HIST 491 850	Studyabroad:london	,
BCOM 325 001	Writing/tv/radio	Carter, Ami
BCOM 369 001	Co-Op Brdcst Comm	White, Stephen
JOUR 355 700	Public Relations	Payne, Kenneth
GERM 101 001	German I: Fund Communication	Straubel, Timothy
SPAN 101 001	Elem Spanish I	Maestre, Eder
SPAN 102 001	Elem Spanish Ii	Obeso, Gustavo
MUS 119 001	Jazz Appreciation	Scott, Marshall
MUS 120 700	Music Appreciation	Cipolla, John
MUS 277 700	Intro To World Music	Berry, Mark
MUS 314 001	Comp Arts Elem Teach	Swanson, Robyn
PHIL 320 700	Ethics	Pinnick, Cassandra
RELS 102 001	Intro Rel St	Mukonyora, Isabel
PS 110 700	American National Govt	Kiasatpour, Soleiman
PS 210 700	State Government	Turner, Joel
PS 260 700	Intro To Comparative Politics	Murphy, Roger
PS 460 851	Sel Tpcs Comparative Politics	Petersen, John
PS 580 001	Ind Directed Study	Chappell, James
PS 597 700	Prof Sem In Public Admin	Gordon, Victoria
SOCL 300 001	Using Statistics In Sociology	Faine, John
SOCL 324 700	Sociology Of Sport	Kanan, James
SOCL 330 700	Criminology	Daday, Gerhard
SOCL 345 001	Sociology Of Popular Music	Groce, Stephen
SOCL 410 620	Socialization	Monin, Dana
SOCL 595 001	Directed Study	Smith, Douglas
THEA 151 630	Theatre Appreciation	Brock, Robert

Total # Courses: 41

Gordon Ford College of Business

BA 220 851	Study Abroad Australia	Vesey, Reed
BA 580 731	Contemp Issues Entrepreneurshp	Marvel, Matthew
BA 592 852	Special Topics In Bus	Capps, H.
ECON 150 700	Intro Economics	Strow, Brian
ECON 202 700	Prin Economics-Micro	Lile, Stephen
ECON 206 001	Statistics	Trawick, Michelle
ECON 302 001	Microeconomic Theory	Borland, Melvin
ECON 414 001	Managerial Economics	Howsen, Roy
FIN 350 700	Risk Mgt/insurance	Wolfe, Edward
MGT 200 001	Legal Environment Of Business	Sullivan, Brian
MGT 210 700	Organization And Management	Spiller, Michael
MGT 305 700	Critical Thinking In Mgt	Droege, Scott
MGT 313 700	Decision Modeling	Lane, Michelle
MGT 361 700	Business Comm Fundamentals	Mcdonald, Michael
MKT 220 700	Basic Marketing Concepts	Martin, Craig
MKT 323 700	Services Marketing	Forbes, Lukas
MKT 324 001	International Marketing	Todd, Patricia
MKT 420 001	Product Mgt/new Prod Intro	Hall, Allan
MKT 491 851	Mkt Study Abroad London/dublin	Vesey, Reed

Total # Courses: 19

Bowling Green Community College

DRDG 080C 001	College Reading Strategies	Miller, Brenda
ENGL 200C 700	Intro To Literature	Hall, Elizabeth
BT 250C 700	Basic Bus Communications	Mays, Freda
BUS 257C 700	Mgt Human Resources	Mitchell, Ronald
CSCI 145C 700	Intro To Computing	Kontos, George
ECO 150C 001	Intro To Economics	Staynings, Mark
OST 220C 700	Word Processing	Todd, Linda
HCIS 290C 700	Medical Terminology	Hunt-Shepherd, Janice
HCIS 292C 701	Pharmacology & Lab Diagnostics	Sansom, Karen
NUR 230C 700	Nursing Roles & Responsi	Green, Mary
CFSC 111C 580	Human Nutrition	Graham, Christabell
COMN 145C 001	Fund Of Public Speaking	Cunningham, Kimberly
COMN 161C 700	Bus & Professional Speaking	Strode, Heather
PSYC 199C 700	Development Psychology	Jensson, Laura

Total # Courses: 14

University College

UC 499 001	Gen Studies Capstone Exper	Olmsted, Jane
HON 403 001	Honors Thesis/project	Cobane, Craig
LEAD 200 702	Intro To Leadership Studies	Baker, John
LEAD 500 001	Effective Leadership Studies	Gonzales, Linda
LEAD 600 001	Capstone Leadership Experience	Garmon, Cecile
WOMN 200 700	Intro Women's Studies	Kerby, Molly

Total # Courses: 6

College of Education & Behavioral Sciences

CNS 553 500	Comm Resources In Cns	Sheeley, Vernon
CNS 554 501	Group Counseling	Burch-Ragan, Kelly
CNS 556 500	Developmental Career Cns	Duba, Jill
CNS 560 700	Prof St/cns/marriage/fam	Shaffer, Tammy
CNS 567 500	Mental Health Diag & Treat	Nims, Donald
CNS 568 500	Counseling Children/adoles	Stickle, Fred
CNS 581 700	International Student Services	Hughey, Aaron
EDU 250 001	Intro To Teach Ed	Pierce, Judy
EDU 400 850	Investigations In Education	Daniel, Tabitha
EDU 501 500	Prof Dev Plan Mae/rk li	Matthew, Kathleen
EDU 596 500	Sem Port Dev Prof Growth	Matthew, Kathleen
ELED 345 001	Teach Strat I	Jukes, Pamela
SEC 539 500	Agriculture Education	Coffey, David
SMED 101 001	Step 1: Inquiry-Based Teaching	Rudloff, Melissa
EDAD 690 500	Principalship	Wagner, Christopher
EDFN 570 500	Covey: 7 Habits Eff. People	Ecton, Gayle
PSY 100 001	Intro Psy	Graves, Mark
PSY 199 700	Development Psy	Pack, Shana
PSY 340 001	Sport Psychology	Wininger, Steven
PSY 350 750	Social Psychology	Pope-Tarrence, Jacqueline
PSY 510 750	Advanced Ed Psy	Meyer, Lakeisha
PSY 541 001	Profession Issues/ethics	Grieve, Frederick
EXED 330 700	Intro Sp Ed Diversity Learning	Battles, Andrew
EXED 516 700	Except Child: Perspect/ Issue	Boman, Martha
EXED 517 700	Trans Svcs Indiv Disabilities	Ferguson, Janice
EXED 532 700	Families,prof & Exceptionali	Applin, Janet
EXED 630 700	Special Educ Law & Finance	Atwell, Nedra
LME 318 700	Children's Literature	Fiehn, Barbara
LME 501 700	Program Organization & Admin	Smith, Robert
LME 535 700	Survey Of Ed Tech Practices	Maxwell, Margaret
LTCY 518 700	Ltcy Learning And Technology	Petty, Pamela

Total # Courses: 31

College of Health & Human Services

DH 115 001	Independent Clinical Study	Dean, Terry
DH 360 800	Intl Comm Hlth & Serv Learning	Carter, Daniel
GERO 100 700	Introduction To Gerontology	Bradley, Dana
CFS 111 001	Human Nutrition	Lee, Julie
CFS 310 001	Mgt Of Family Resources	Sikora, Doris
CFS 311 700	Family Relations	Neal, Rachel
CFS 494 700	Parenting Strategies	Haynes-Lawrence, Darbi
DMT 346 750	Architecture & Culture	Flener, Sheila
NURS 317 850	Intl Comm Hlth & Serv Learning	Lindsey, Leigh
NURS 451 700	Gerontological Nursing	Abell, Cathy
NURS 490 700	Parish Nursing	Garrett, Dawn
NURS 590 001	Special Topics In Nursing	Jones, Myra
PE 100 700	Life Fitness/wellness	Deere, Randall
PE 101 003	Weight Training	Arnold, Ryan
PE 311 700	Exercise Physiology	Navalta, James
PE 313 700	Motor Development	Arnett, Scott
PE 343 700	Baseball Coaching	Murrie, Joel
PE 354 700	P E /elem Schools	Whitlock, Sharon
REC 220 700	Intro Nonprofit Service Org	Poff, Raymond
REC 426 700	Facility Planning & Design	Gibson, Fred
REC 482 002	Recreation Workshop- Wfr	Spencer, Steven
REC 494 700	Am Humanics Mgt Institute	Poff, Raymond
SPM 200 700	Intro To Sport Management	Larson, Bruce
ENV 280 700	Intro/environmental Sci	Golla, Vijay
HCA 347 001	International Health Care	Wyant, David
PH 100 700	Personal Health	Gardner, Marilyn
PH 165 700	Drug Abuse	Watkins, Cecilia
PH 383 001	Biostatistics/health Sci	Lartey, Grace
PH 530 850	Indep Invest In Comm Hl	Taylor, Ritchie
PH 546 001	Graduate Internship	Nagy, Stephen
SFTY 270 700	General Safety	Iyiegbuniwe, Emmanuel
SWRK 101 700	Fndtns Of Hum Svcs	Peeler, Janelle
SWRK 521 200	Soc Wrk Clinic Assess/interven	Cappiccie, Amy

Total # Courses: 33

Ogden College of Science & Engineering

AGEC 366 001	Agric Sales/service	Scudder, Cris
AGRI 369 001	Coop In Agriculture	Woosley, Paul
HORT 475 003	Floriculture In California	Dennis, Roger
AMS 331 610	Methods In Vocational Educ	Askins, Kenneth
AMS 367 001	Supervised Work Exp Industry	Arbuckle, Gregory
AMS 398 001	Internship I	,
AMS 430 700	Technology Mgt/team Building	Arbuckle, Gregory
BIOL 113 001	General Biology	Mcdaniel, Kerrie
BIOL 114 001	General Biology Lab	Mcdaniel, Kerrie
BIOL 120 700	Biol Conc Cells Metab Genetics	Smith, Michael
BIOL 122 001	Biol Conc Evol Div Ecol	Grubbs, Scott
BIOL 123 001	Lab Biol Conc Evol Div Ecol	Grubbs, Scott
BIOL 131 001	Human Anatomy & Physiol	Do Amaral, Jose Pedro
BIOL 207 001	Gen Microbiology	Sharma, Nilesh
BIOL 399 002	Research Prob/biology	Crawford, Kenneth
BIOL 475 850	Fire Management	Meier, Albert
BIOL 485 850	Kenyan Medicine	Rice, Nancy
BIOL 599 002	Thesis Research/writing	Crawford, Kenneth
BIOL 675 850	Adv Fire Management	Meier, Albert
CHEM 116 001	Intro To College Chemistry	Pesterfield, Lester
CHEM 299 002	Intro To Chemical Resrch	Webb, Cathleen
CHEM 399 001	Lab Research Prob/chem	Webb, Cathleen
CHEM 475 003	Hon: Selected Topics Chem	Dahl, Darwin
CHEM 560 001	Chemical Agents	Webb, Cathleen
EM 221 001	Wku - Statics	Palmquist, Shane
ME 494 001	Wku Me Selected Topics	Schmaltz, Kevin
ME 495 500	Wku Me Selected Projects	Moore, Christopher
GEOG 110 001	World Regional Geography	Yan, Jun
GEOG 360 001	Geography/n America	Blackburn, William
GEOG 495 001	Supervised Practicum	Keeling, David
GEOG 510 851	Quaternary Stratigphy Bahamas	Florea, Lee
GEOL 111 500	The Earth	Wulff, Andrew
CS 145 701	Intro Computing	Shen, Chun
MATH 212 001	Math/elem Tchr li	Marchionda, Hope
ASTR 108 001	Descriptive Astronomy	Tyler, Rico
ASTR 275 001	Astronomy Research Methods	Strolger, Louis

Total # Courses: 36