



WKU
WINTER
TERM

— 2018 —

ANNUAL REPORT

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WINTER TERM

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Bowling Green, KY 42101

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winter.term@wku.edu
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*A unit of WKU's Division of Extended Learning
& Outreach (DELO)*

ABOUT WKU WINTER TERM



NOTES

The data in this report was extracted January 19, 2018. This was the last day of Winter Term 2018. We used this date as it compares to the dates of previous Winter Terms. The actual census date for Winter Term was moved to the spring semester due to changes in financial aid regulations.

ACKNOWLEDGMENTS

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

MISSION

The Office of Winter Term supports the overall mission of Western Kentucky University by providing opportunities that will benefit both students and faculty. We work to maintain optimal enrollment during Winter Term as we extend access to lifelong learners. We 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 term 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 term.

Course: Courses are different by subject and course number. For example, a single course could encompass 3 sections for ENG 200 taught by 3 instructors.

WKU Extended Learning & Outreach
Dr. Beth Laves, Assoc. Vice President

Academic Outreach
Laura Ricke, Director

Office of Summer Sessions & Winter Term
Alicia Spurlock, Business Analyst & Coordinator for Summer/Winter Sessions

WINTER AT A GLANCE



CALENDAR

October 9
Winter registration began

December 5
Tuition bills sent to students

January 2
Winter classes began

January 15
University closed (MLK day)

January 19
Winter final exams

January 22
Spring semester began

STUDENT COURSE LOAD

Winter Term course load is restricted to a maximum of four (4) semester hours.

TUITION AND FEE SCHEDULE

	<i>Per Credit Hour</i>
Undergraduate	
Resident	\$425
Non-Resident	\$1,063
Online	\$510
TIP	\$562
Graduate	
Resident	\$589
Non-Resident	\$816
Online	\$707

WINTER HOUSING OPTIONS

- Bemis Lawrence
- Bates Runner
- Barnes Campbell
- Northeast

HOUSING COSTS

Double Room (living with a roommate):
\$130 per week

Private Room:
\$195 per week

WINTER 2018 HIGHLIGHTS

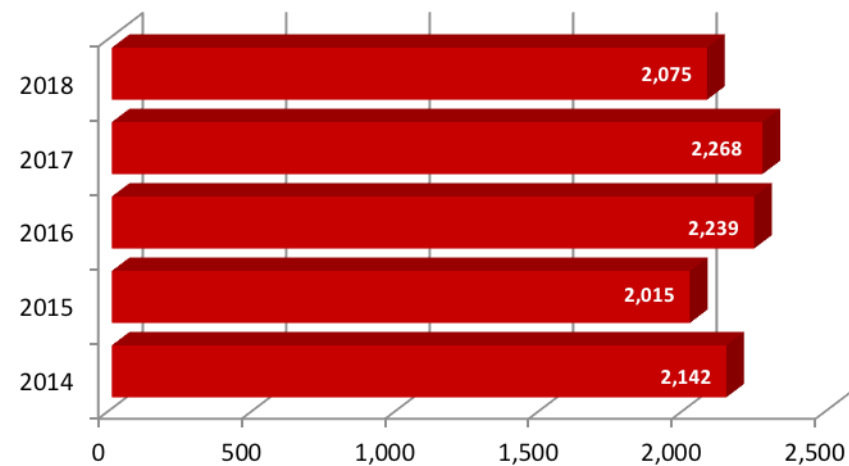


WKU experienced a decrease in first-time first-year students from 2012 to 2015. As these students matriculated, the number of upper classmen at WKU has decreased. WKU Winter Term experienced a 12% decrease in the number of Juniors and Seniors taking Winter Term classes. Overall, undergraduate student count was down 8.8% compared to 2017. There were 2,075 students that took Winter 2018 classes. This was an 8.5% decrease from Winter 2017. Course enrollment was 2,145, which was also down 8.8% from Winter 2017. The student credit hour production for 2018 was 6,198.00, a decrease from 2017 of 7.8%. Areas of growth for 2018 included travel courses, Sophomores (when the Fall 2016 FTFY increased), and graduate, non-degree seeking students.

CAMPUS PARTICIPATION

There were 241 sections of 194 courses offered at the Bowling Green, Glasgow, and Elizabethtown campuses, as well as online, through Study Abroad and Study Away. The number of students taking Winter Term has grown 30% since 2006 when Winter Term began. All colleges participated in Winter Term 2018 including 203 faculty.

STUDENT HEAD COUNT COMPARISON



STUDY ABROAD & STUDY AWAY



STUDY AWAY

Over 40 students participated in domestic travel courses during Winter Term. There were 14 students that traveled to Florida to study hospitality. Another 11 students traveled west to Nevada and Arizona to study immersion floodplain management. Finally, for the first time, domestic and international travel was combined for 16 students studying theatre. This group traveled to London and New York City during Winter Term.

STUDY ABROAD

There were 159 students that studied abroad during Winter Term 2018. The study abroad participation increased 31% over Winter Term 2017.

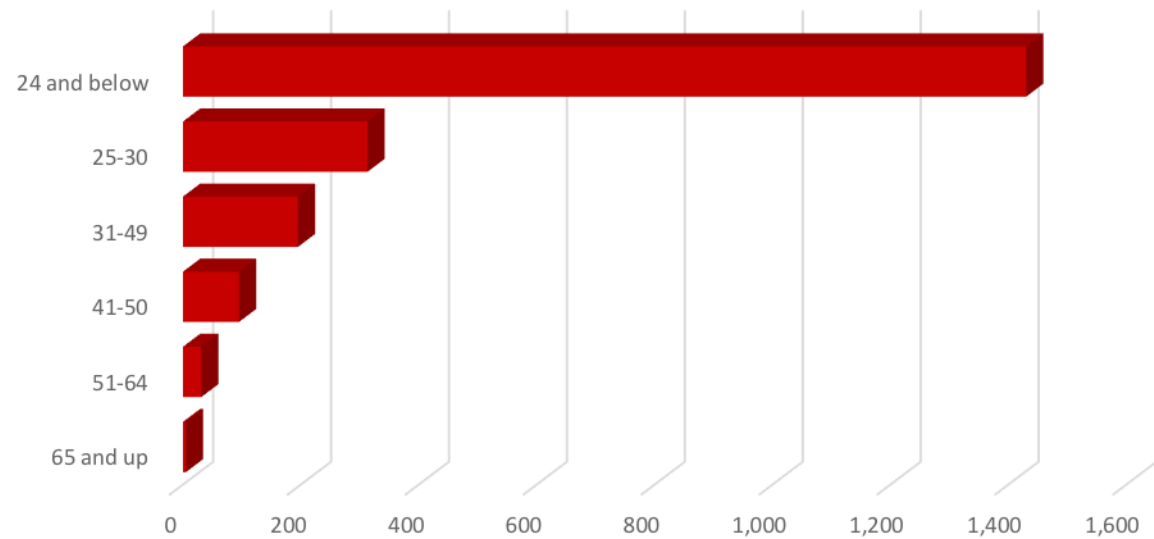
- 119 through WKU Faculty-led programs
- 27 through CCSA
- 4 through KIIS
- 9 through other providers

Locations included: Argentina, Australia, Costa Rica, France, Greece, Italy, Kenya, Mexico, New Zealand, South Africa, and United Kingdom.

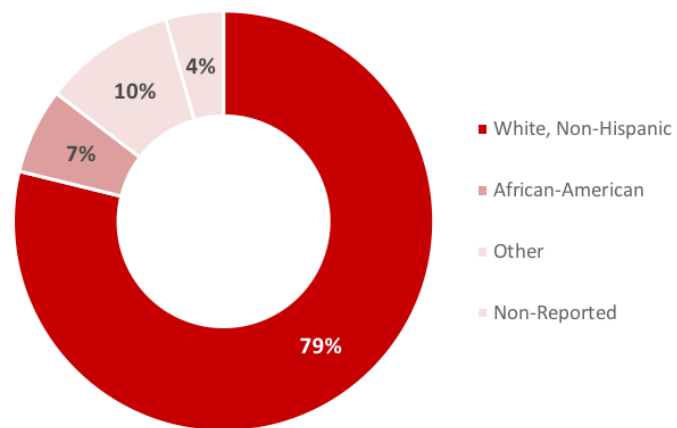


STUDENT DEMOGRAPHIC PROFILE

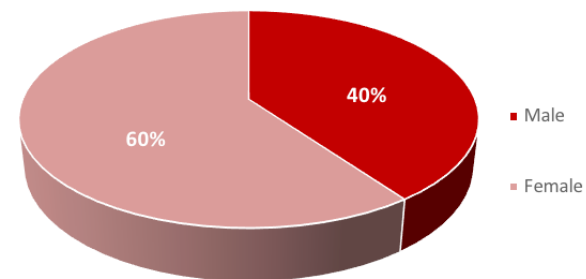
STUDENT AGES



STUDENT ETHNICITY

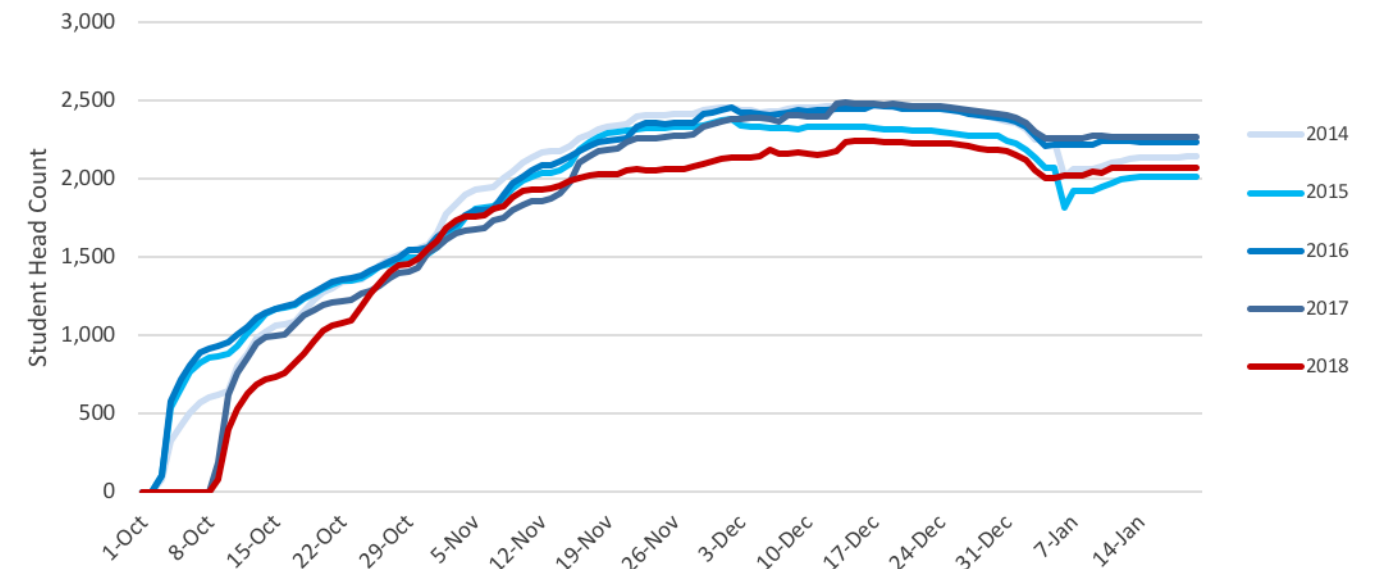


STUDENT GENDER



ENROLLMENT TRENDS

WINTER TERM STUDENT HEAD COUNT TREND



Winter Term registration began on October 9, 2017.

ENROLLMENT TRENDS FROM 2014 TO 2018

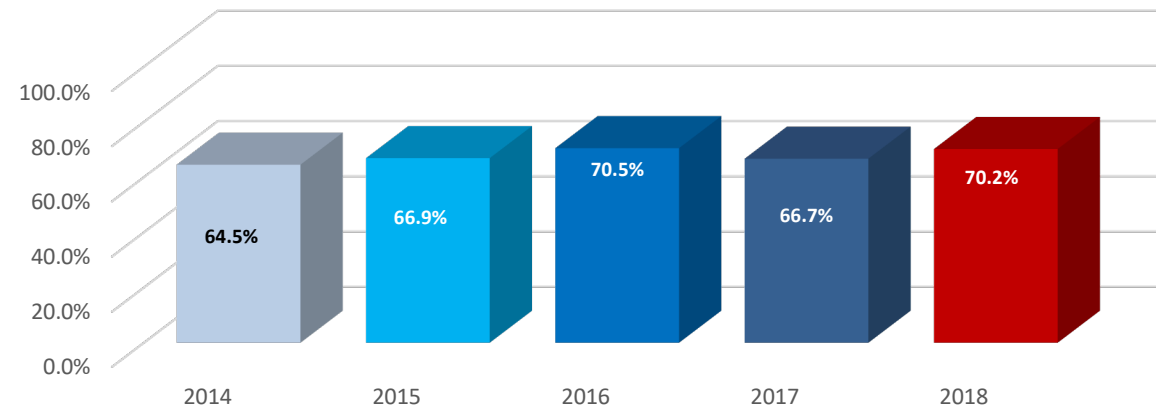
	2014			2015			2016			2017			2018		
	UG	GR	Total	UG	GR	Total	UG	GR	Total	UG	GR	Total	UG	GR	Total
BG Campus	377	72	449	335	95	430	304	34	338	347	54	401	216	26	242
Reg Campus	5	0	5	8	0	8	4	0	4	8	0	8	21	0	21
Evening	20	0	20	3	0	3	15	6	21	0	9	9	0	9	9
Weekend	0	19	19	6	29	35	0	27	27	0	20	20	0	0	0
Spec Loc	12	40	52	0	0	0	89	27	116	0	0	0	0	56	56
Study Abroad	172	16	188	136	18	154	105	7	112	238	10	248	280	8	288
Study Away	63	0	63	55	12	67	63	3	66	85	12	97	23	0	23
Web	1,187	260	1,447	1,096	313	1,409	1,265	371	1,636	1,212	356	1,568	1,179	327	1,506
Totals	1,836	407	2,243	1,639	467	2,106	1,845	475	2,320	1,890	461	2,351	1,719	426	2,145

*Data collected 1/24/14, 1/23/15, 1/22/16, 1/20/17, and 1/19/18. The data comes from Infoview Report: CRS SEC ENROLL by College.

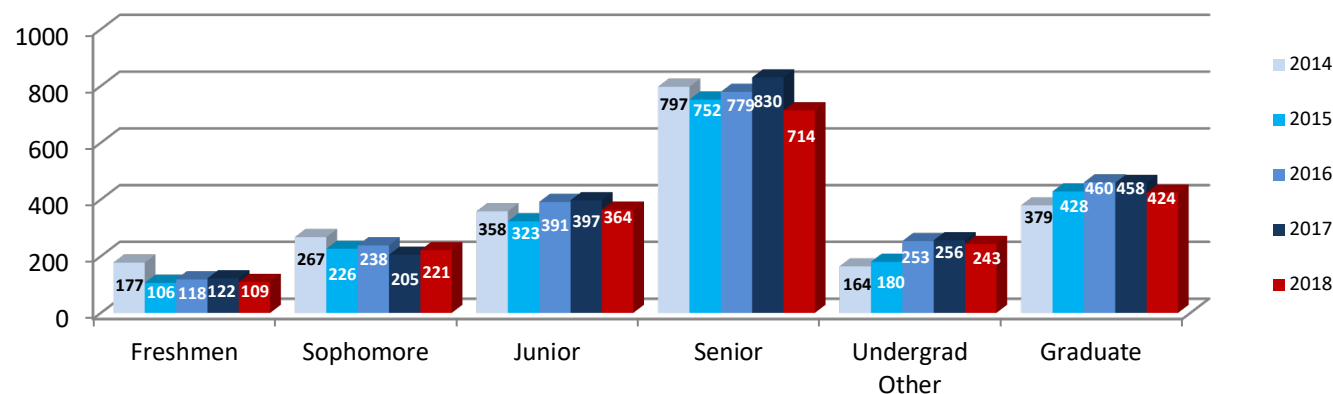
STUDENT TYPE COMPARISON

Online course enrollment represented over 70% of the overall winter term course enrollment in 2018. Enrollment in online and travel courses have steadily increased over the years. The enrollment of students on the Bowling Green campuses during Winter Term was just over 14% of total enrollment (this includes South Campus, evening, and special location courses that occurred at the Knicely Conference Center).

ONLINE AS A % OF TOTAL ENROLLMENT



WINTER STUDENT TYPES



Data collected from Infview Report: CPE Enrollment Summary on 1/24/14, 1/23/15, 1/22/16, 1/20/17, and 1/19/18.

"Undergrad Other" encompasses post-baccalaureate, non-degree seeking, high school, and Gatton Academy students.

STUDENT TYPE COMPARISON FROM 2014 TO 2018

	2014		2015		2016		2017		2018
FR-Freshmen	177	-40.1%	106	11.3%	118	3.4%	122	-10.7%	109
SO-Sophomore	267	-15.4%	226	5.3%	238	-13.9%	205	7.8%	221
JR-Junior	358	-9.8%	323	21.1%	391	1.5%	397	-8.3%	364
SR-Senior	797	-5.6%	752	3.6%	779	6.5%	830	-14.0%	714
P1-Post Baccalaureate Degree Seeking	26	30.8%	34	-26.5%	25	-20.0%	20	80.0%	36
P2/3-Post Baccalaureate Certificate	4	-100.0%	0	N/A	3	0.0%	3	-100.0%	0
UN-Undergrad Non Degree Seeking	68	5.9%	72	131.9%	167	-1.8%	164	-4.9%	156
AJ-Academy Juniors	44	-43.2%	25	64.0%	41	29.3%	53	-24.5%	40
AS-Academy Seniors	22	122.7%	49	-65.3%	17	-5.9%	16	-31.3%	11
Total UG	1,763	-10.0%	1,587	12.1%	1,779	1.7%	1,810	-8.8%	1,651
MA-Master's Degree	224	31.7%	295	14.2%	337	8.0%	364	-13.5%	315
GS-Specialist Student	8	0.0%	8	-25.0%	6	66.7%	10	10.0%	11
GN-Grad Non Degree Seeking	78	9.0%	85	-1.2%	84	-28.6%	60	31.7%	79
R1-Rank I Student	3	166.7%	8	12.5%	9	0.0%	9	-11.1%	8
DR-Doctoral Student	66	-51.5%	32	-25.0%	24	-37.5%	15	-26.7%	11
Total GR	379	12.9%	428	7.5%	460	-0.4%	458	-7.4%	424
WKU Total Student Headcount	2,142	-5.9%	2,015	11.1%	2,239	1.3%	2,268	-8.5%	2,075

Student Frequencies	2014	2015	2016	2017	2018
Students who took 1 course:	96.29%	95.24%	95.44%	97.28%	95.94%
Students who took 2 courses:	3.33%	4.02%	4.52%	2.72%	3.96%
Students who took 3 courses:	0.39%	0.74%	0.04%	0.00%	0.10%
Overall Average Course/Student	1.05	1.05	1.04	1.04	1.03

WINTER DATA BY COLLEGE



DATA BREAKDOWN BY COLLEGE

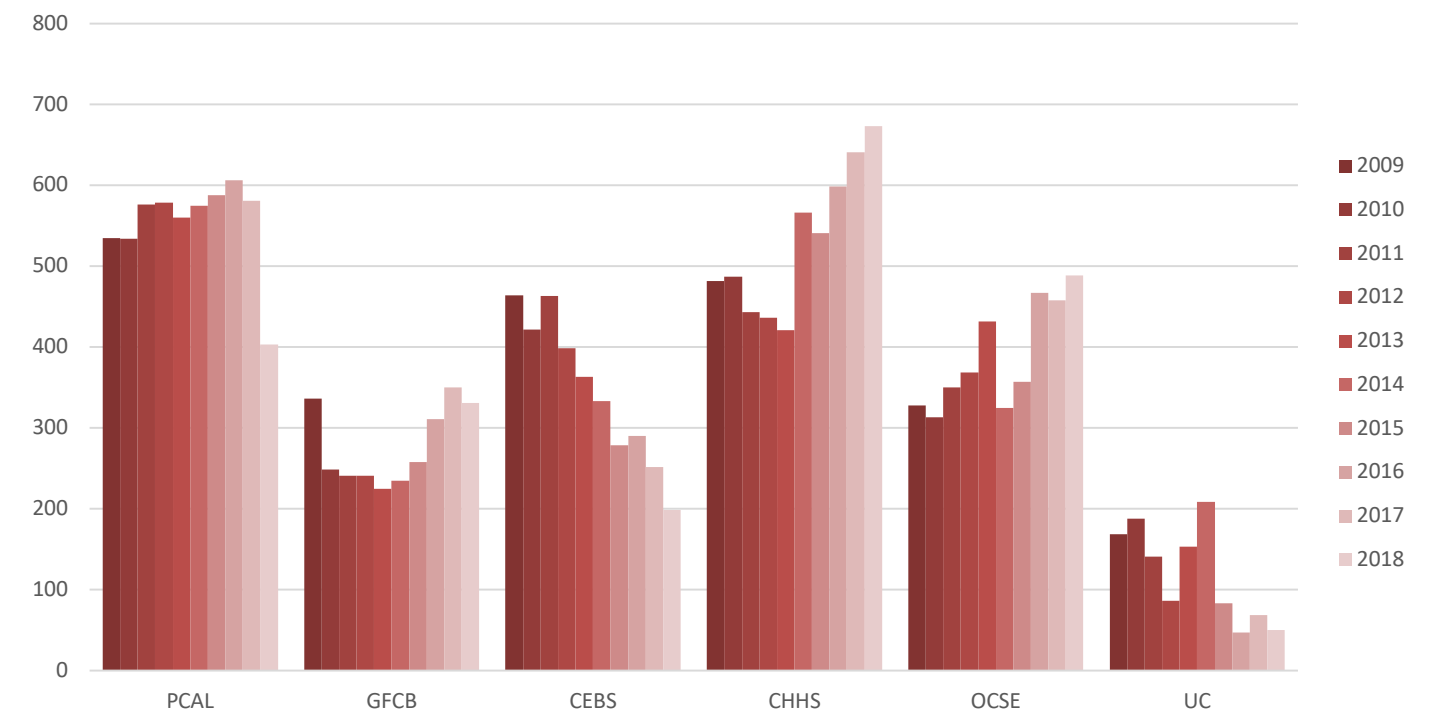
Course Enrollment					
College	2016		2017		2018
PCAL	606	-4.1%	581	-30.6%	403
GFCB	311	12.5%	350	-5.4%	331
CEBS	290	-13.1%	252	-21.0%	199
CHHS	599	7.0%	641	5.0%	673
UC	47	46.8%	69	-27.5%	50
OCSE	467	-1.9%	458	6.8%	489
Total	2,320	1.3%	2,351	-8.8%	2,145

Open Sections					
College	2016		2017		2018
PCAL	98	-24.5%	74	-17.6%	61
GFCB	24	20.8%	29	-17.2%	24
CEBS	39	-17.9%	32	3.1%	33
CHHS	66	10.6%	73	-15.1%	62
UC	9	-11.1%	8	25.0%	10
OCSE	49	-8.2%	45	13.3%	51
Total	285	-8.4%	261	-7.7%	241

Sections with Enrollment					
College	2016		2017		2018
PCAL	73	-6.8%	68	-23.5%	52
GFCB	20	40.0%	28	-17.9%	23
CEBS	39	-17.9%	32	3.1%	33
CHHS	60	16.7%	70	-12.9%	61
UC	6	33.3%	8	12.5%	9
OCSE	46	-2.2%	45	8.9%	49
Total	244	2.9%	251	-9.6%	227

Credit Hours by College					
College	2016		2017		2018
PCAL	1,818.00	-4.1%	1,743.00	-30.8%	1,207.00
GFCB	933.00	12.5%	1,050.00	-5.4%	993.00
CEBS	836.00	-12.4%	732.00	-20.6%	581.00
CHHS	1,704.00	2.6%	1,748.50	9.4%	1,913.00
UC	158.00	39.9%	221.00	-30.3%	154.00
OCSE	1,266.00	-3.0%	1,228.00	9.9%	1,350.00
Total	6,715.00	0.1%	6,722.50	-7.8%	6,198.00

ENROLLMENT TREND BY COLLEGE



Data collected 1/22/16, 1/20/17, and 1/19/18 from Infoview Report: CRS SEC ENROLL by College

Open Sections may have zero enrollment. This data includes all campuses, study abroad, and cohort courses.

FACULTY STIPEND DATA BY COLLEGE



Full-time faculty stipend rates remained the same as 2017 rates. The supplemental pay rate for a full-time faculty member was \$1,600 per credit hour or \$4,800 for a three credit-hour class.

Part-time faculty rates, which increased in 2011, remained the same in 2018. The amount for a three-credit hour class in Winter Term for a part-time faculty member is as follows:

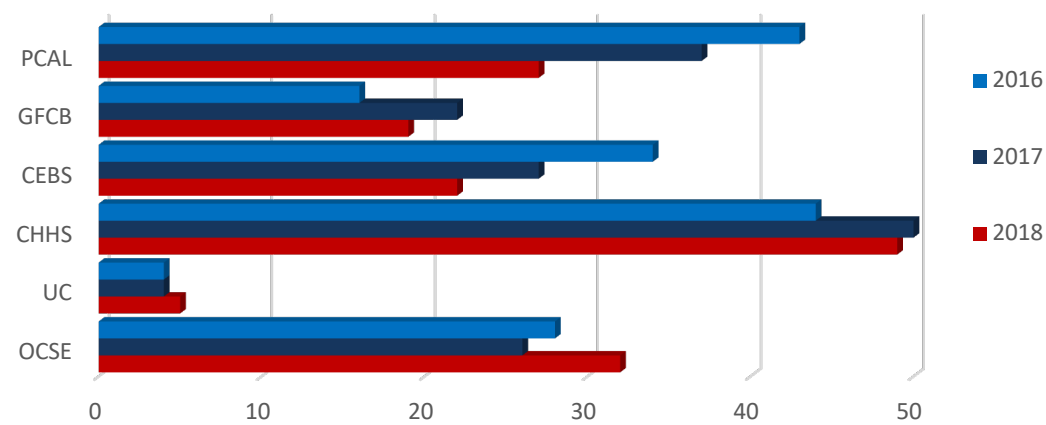
- **Level 1:** \$1,692
- **Level 2:** \$1,840
- **Level 3:** \$2,136
- **Level 4:** \$2,280

For Winter 2018, there were 36 stipends adjusted down due to low enrollment. The high enrollment incentive changed in 2017. Additional stipends were awarded to:

- Courses with 20 - 24 students, an additional \$100 per credit hour
- Courses with 25 - 29 students, an additional \$200 per credit hour
- Courses with 30 or more students, an additional \$300 per credit hour

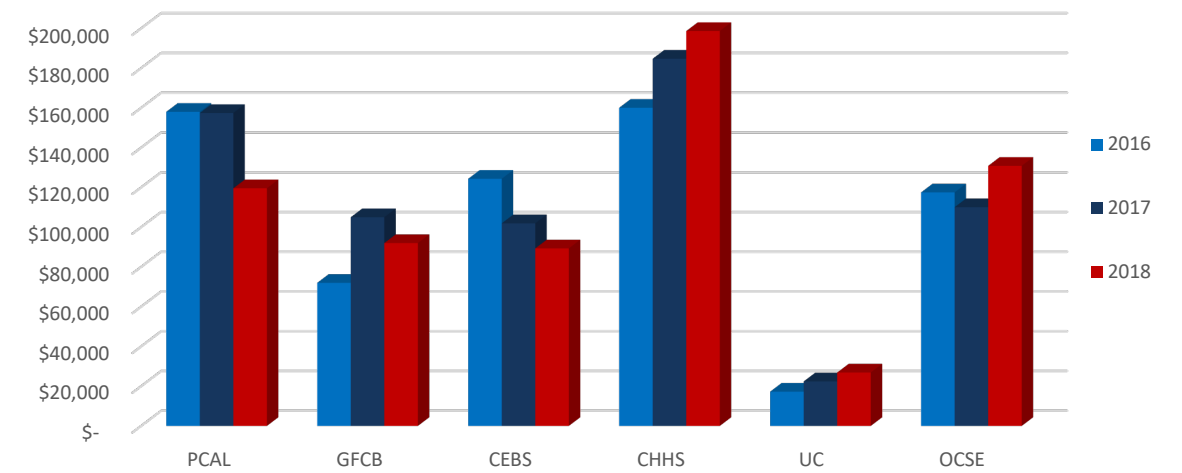
There were 18 instructors that received the additional compensation for a highly enrolled class.

NUMBER OF STIPENDS



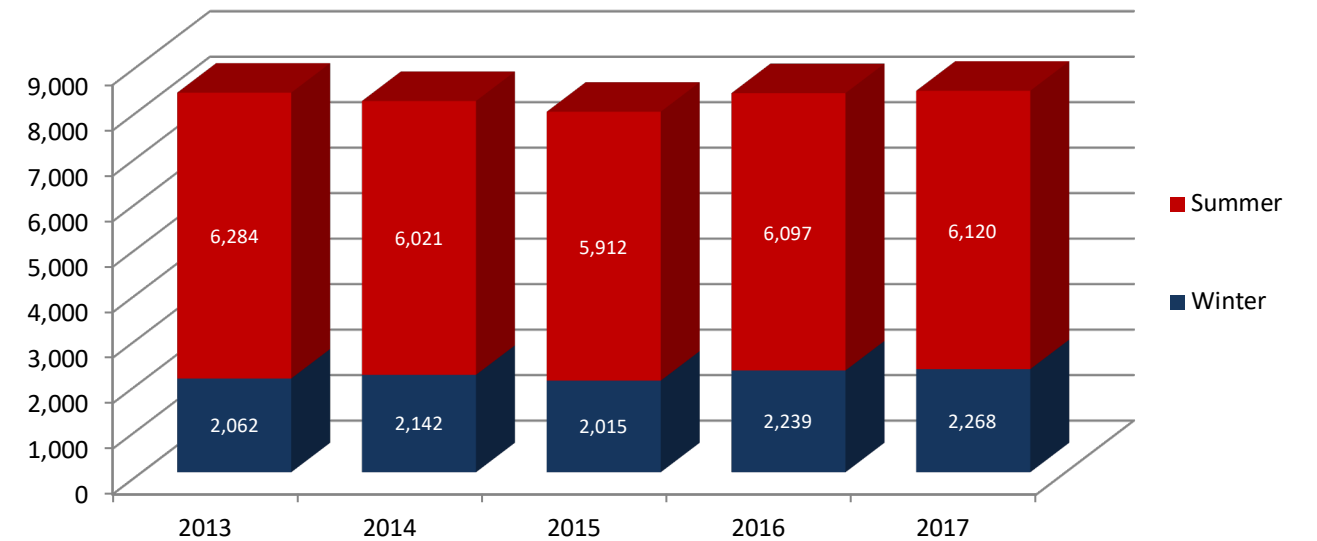
Stipend data generated 1/19/18 and includes information from Regional campuses and Cohort programs. Fringe benefits are NOT included in these amounts.

INSTRUCTIONAL AMOUNTS BY COLLEGE



Stipend data generated 1/19/18 and includes information from Regional campuses and Cohort programs. Fringe benefits are NOT included in these amounts.

STUDENTS ENROLLED IN SUMMER & WINTER COURSES



Many students are taking both summer and winter courses in order to graduate sooner. In fact, 45% of the Winter 2017 students enrolled in a class in summer 2017.

WINTER TUITION RATES AROUND KY



WKU Winter Term (January 2 - January 19)

UG Resident	\$425
UG Non-Resident	\$1,063
UG Online	\$510
GR Resident	\$589
GR Non-Resident	\$873
GR Online	\$707

Murray State (December 11 - January 3)

UG Resident	\$347.50
UG Non-Resident	\$947
UG Online	\$367.50
GR Resident	\$528
GR Non-Resident	\$1,489.50
GR Online	\$672

UK Winter Intersession (December 18 – January 9)

UG Resident (Lower Division)	\$477
UG Resident (Upper Division)	\$490
UG Non-Res (Lower Division)	\$1,145
UG Non-Res (Upper Division)	\$1,161
GR Resident	\$674
GR Non-Resident	\$1,644

NKU Winter Term (December 18 – January 5)

UG Resident	\$390
UG Non-Resident	\$780
UG Online	\$425
GR Resident	\$584
GR Non-Resident	\$898
GR Online	\$624

EKU (December 18 - January 12)

UG Resident	\$375
UG Non-Resident	\$782.25
UG Online	\$409
GR Resident	\$550
GR Non-Resident	\$825
GR Online	\$535

Morehead State (December 11 – January 8)

UG Resident	\$374
UG Non-Resident	\$561
UG Online	\$374
GR Resident	\$579
GR Non-Resident	\$579
GR Online	\$579

WINTER 2018 MARKETING



TACTICS INCLUDED:

- Booth at New Faculty Orientation
- Brochures in Learning Centers around campus
- Winter ads on campus digital screens
- Ads in College Heights Herald and online
- Banners around campus
- Registration Rallies around campus
- Mass emails to students
- Emails to advisors



APPENDIX

- Winter Term Weekly Progress Report
- Special Instructional Assignment Form
- Correction Form

Winter 2018 Weekly Report Winter Term Enrollment, Head Count, and Credit Hour Summary

1/19/2018

College	Course Enrollments			Credit Hours		
	2017	2018	Difference	2017	2018	Difference
Potter College	581	403	-30.6%	1,743.00	1,207.00	-30.8%
College of Business	350	331	-5.4%	1,050.00	993.00	-5.4%
College of Education	252	199	-21.0%	732.00	581.00	-20.6%
College of Health & Human Services	641	673	5.0%	1,748.50	1,913.00	9.4%
University College	69	50	-27.5%	221.00	154.00	-30.3%
Ogden College	458	489	6.8%	1,228.00	1,350.00	9.9%
Totals	2,351	2,145	-8.8%	6,722.50	6,198.00	-7.80%

Student Profile Information	Course Enrollments			Credit Hours		
	2017	2018	Difference	2017	2018	Difference
Online	1,598	1,519	-4.9%	4,524.00	4,390.00	-3.0%
Study Abroad	259	288	11.2%	777.00	864.00	11.2%

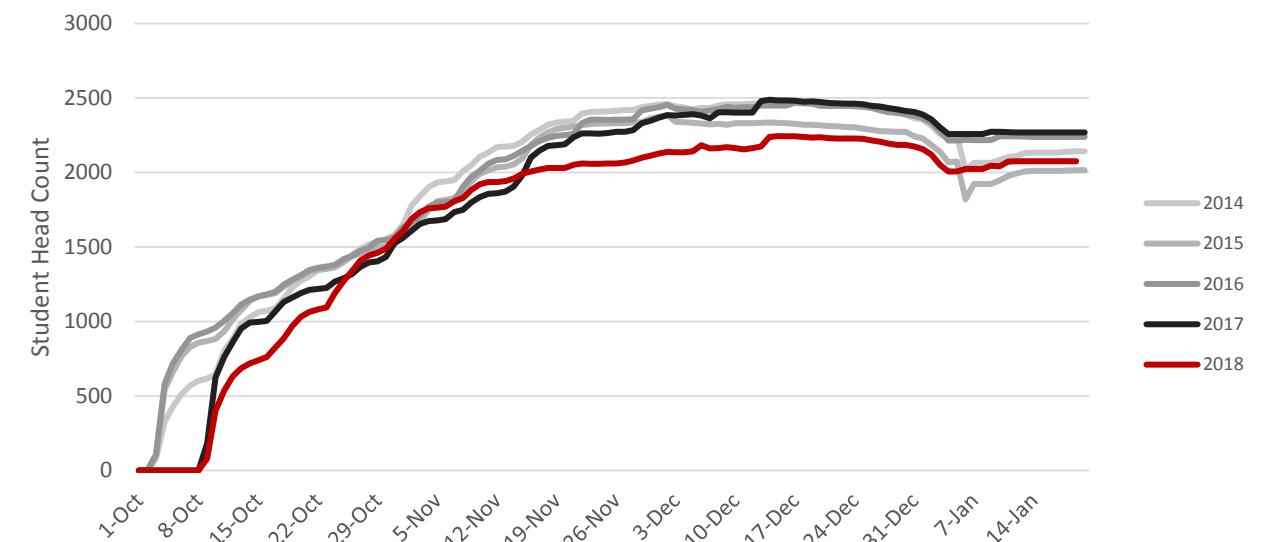
Head Count by Student Type	2017	2018	Difference	
FRESHMEN	122	109	-13	-10.7%
SOPHOMORES	205	221	16	7.8%
JUNIORS	397	364	-33	-8.3%
SENIORS	830	714	-116	-14.0%
UG P1-POST BACCALAUREATE DEGREE SEEKING	20	36	16	80.0%
UG P2-3	3	0	-3	-100.0%
UN-UNDERGRADUATE NON DEGREE SEEKING	164	156	-8	-4.9%
AJ-ACADEMY JUNIORS	53	40	-13	-24.5%
AS-ACADEMY SENIORS	16	11	-5	-31.3%
UG Total	1,810	1,651	-159	-8.8%
MASTERS DEGREE	364	315	-49	-13.5%
GS-SPECIALIST STUDENT	10	11	1	N/A
GR GN - GRADUATE NON DEGREE SEEKING	60	79	19	31.7%
GR RANK 1	9	8	-1	-11.1%
GR DOCTORAL STUDENT	15	11	-4	-26.7%
GR Total	458	424	-34	-7.4%
Total Head Count	2,268	2,075	-193	-8.51%


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

# Sections Offered by College	2017	2018	Difference	
Potter College	74	61	-13	-17.6%
College of Business	29	24	-5	-17.2%
College of Education	32	33	1	3.1%
College of Health & Human Services	73	62	-11	-15.1%
University College	8	10	2	25.0%
Ogden College	45	51	6	13.3%
Total Sections	261	241	-20	-7.7%

**Dates for data are 1/20/17 and 1/19/18.

Winter Term Student Head Count Trend



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?		KTRS Retiree?	


Course Information								
On which campus will the courses listed below be taught? <input type="text"/>								
Which Term? <input type="text"/> Part of Term <input type="text"/>								
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	Calculated WorkLoad	Credit Hours	Part of Term	Web Class?	Level, Salary or Emeritus	Projected Stipend*
	Course Title:							
	Cohort or Dual Credit:		Campus:					
	Department:							
	<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.							
	Course Title:							
	Cohort or Dual Credit:		Campus:					
	Department:							
	<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.							
	Course Title:							
	Cohort or Dual Credit:		Campus:					
	Department:							
	<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.							
	Course Title:							
	Cohort or Dual Credit:		Campus:					

Department:	
<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.	
Banner Index from which the courses listed will be paid: <input type="text"/>	Adjustment to the amount paid: <input type="text"/>
Explanation: Make general comments in the space below and/or provide an explanation for any amount listed in the "Adjustment" field above:	
<input type="text"/>	
Total amount paid for this Special Instructional Assignment:	
INSTRUCTORS: 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 South Campus and/or Regional Campus sites or other designated locations.	
*I agree to teach this course with the understanding that my stipend will be set according to the enrollment based stipend schedule as determined by my college. If more students enroll by the last add date, I understand that my stipend may be increased. If fewer students enroll by the last add date than the required minimum set by my college, I understand my stipend may be pro-rated.	
DEPARTMENT HEADS: PLEASE READ and CERTIFY: I certify that the above named individual is fully qualified to teach the course(s) assigned. Enrollment must be at least <input type="text"/> 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. Normally, University full-time staff members are permitted to teach only one 3 credit hour class per term. Instructors who are retirees from Kentucky Teachers Retirement System (KTRS) shall not be employed to teach more than 12 semester hours per fiscal year (July 1 – June 30). Questions about the 12 hour teaching limit for KTRS retirees should be directed to the retirement section in the Department of Human Resources.	
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). Instructors shall not be employed to teach more than 12 semester hours at the undergraduate level or 6 hours at the graduate level (with the exception of KTRS retirees).	
5. 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 not 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.	

Enrollment Based Stipend Schedule	
For courses with high enrollment (based on the second day of class), an additional stipend will be paid to the instructor.	
<ul style="list-style-type: none"> • Courses with 20 to 24 students, an additional \$100 per credit hour. • Courses with 25 to 29 students, an additional \$200 per credit hour. • Courses with 30 or more students, an additional \$300 per credit hour. 	

Term:		Part of Term:			Prepared by (WKUID)	Form #
Pay ID	Amount	Index	Account	Campus Location	Name:	
					Phone:	Date:
				Office of the Provost and Vice-President for Academic Affairs		
Terms of Employment for Special Instructional Assignments CORRECTION FORM <i>(Use this form to cancel stipends or make any changes to stipends already submitted on an SIA form)</i>						

Employee Information					
WKUID		Employee Name			
Home Address		City	State	Zip Code	
Home Phone		Email Address			

Course Information					
Which Term?	<input type="text"/>	Part of Term:	<input type="text"/>		
Location:	<input type="text"/>	Banner Index:	<input type="text"/>		
CRN:	<input type="text"/>	Calculated Workload:			
Credit Hours:					
In the space below, provide an explanation of the correction that needs to be made:					
<input style="height: 30px;" type="text"/>					

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"/> And <input type="text"/> NOTE: Email addresses must include @wku.edu or @topper.wku.edu at the end.
Comment	<input style="height: 20px;" type="text"/>
<input type="button" value="Send"/> <input type="button" value="Save"/>	





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