

MINUTES OF MEETING OF BOARD OF REGENTS

WESTERN KENTUCKY UNIVERSITY

March 1, 1980

Required statutory notice having been timely and properly given, a special meeting of the Board of Regents of Western Kentucky University was held on Saturday, March 1, 1980, at 10:30 a.m., CST, in the Regents Conference Room of the Wetherby Administration Building on the Western campus. Mr. John David Cole, Chairman, presided.

The meeting opened with a prayer of invocation by Dr. John D. Minton, Vice President for Administrative Affairs.

The following members were present:

Dr. William G. Buckman
Mr. Ronald W. Clark
Mr. John David Cole
Mr. James Earl Hargrove
Mr. Carroll Knicely

Absent were Mr. Tom Emberton, Mr. Michael Harreld, Mr. William Kuegel, Mr. Hugh Poland, and Mr. Ronald G. Sheffer. Upon completion of the roll call, Chairman Cole stated that a quorum of the Board was not present.

(Secretary's Note: Severe weather conditions prevented attendance by a number of the Board members.)

Also present, in addition to Dr. Minton, were Dr. Donald W. Zacharias, President; Dr. James L. Davis, Vice President for Academic Affairs; Mr. Harry K. Largen, Vice President for Business Affairs and Treasurer; Mrs. Mary Sample, Secretary; Dr. Paul B. Cook, Assistant to the President for Resources Management and Director of the Budget; Dr. Randall Capps, Assistant to the President and Parliamentarian; Mr. William E. Bivin, University Attorney; and Mr. Dee Gibson, Director of Community Affairs and Special Events.

As the first item of business, Chairman Cole reported that it was the feeling of members of the Board that an appropriate ceremony should be held inaugurating Dr. Donald W. Zacharias as the sixth President of Western Kentucky University. To make plans for and to accomplish the inauguration, Chairman Cole appointed the following Inauguration Committee composed of members from the Board and from the University faculty and staff:

Board - Mr. Ronald W. Clark, Cochairman
Dr. William G. Buckman
Mr. James Earl Hargrove
Mr. Carroll Knicely

University faculty
and staff - Dr. Randall Capps, Cochairman
Mrs. Patricia Bowen

Dr. L. D. Brown
Miss Sheila Conway
Mr. Dee Gibson
Mrs. Frances Haydon
Dr. Wayne Hobbs
Mrs. Gladis Jacobs
Mr. Kemble Johnson
Dr. Sam McFarland
Dr. Charles Ray
Mr. Lee Robertson

Chairman Cole instructed the committee to proceed with appropriate planning that would result in the inauguration being successfully scheduled for the last week of April.

Following comments by President Zacharias in which he pointed out that implementation of the plan for College Faculty Excellence Awards would provide some recognition of outstanding faculty performance, the proposal as outlined below was considered:

COLLEGE FACULTY EXCELLENCE AWARDS

Number and Nature of the Awards

A College Faculty Excellence Award, consisting of a \$500 award and an appropriate certificate of commendation signed by the President of the University, will be given annually to one faculty member in each of the academic colleges of the University. The purpose of these awards is to recognize truly extraordinary faculty performances and to acknowledge to the University and to the public that the professional life of each of the recipients reflects the highest standards of faculty excellence. The awards will be presented by the President and the respective college deans at the spring commencement.

Eligibility

1. To be eligible for this award, the faculty member must have full-time faculty status and hold faculty rank.
2. To be eligible the faculty member must have completed two consecutive years of full-time service at Western Kentucky University prior to being nominated for the award with a minimum teaching load of twelve hours in each of those two consecutive years; a faculty member on sabbatical leave or temporary administrative assignment not to exceed one year will not be excluded from eligibility.
3. Any faculty member who has received the award will not be eligible for it again until the beginning of the sixth academic year following the year of the award.

Procedure

1. College Faculty Excellence Award Committees
 - a. Selection of the recipient of the award in each academic college will be made by the College Faculty Excellence Award Committee in that college.
 - b. By November 1 of each academic year the faculty of each department will elect one departmental representative to serve on the College Faculty Excellence Award Committee of the appropriate academic college. No faculty member may serve two successive years on this committee.
 - c. Committee members must meet eligibility criteria numbers "1" and "2" above but cannot be considered for the award. A replacement will be elected if a member of the committee is nominated for the award and wishes to be considered.
 - d. The chair of the committee will be selected by its members.

2. Nominations

- a. Nominations for awards will be made to the College Faculty Excellence Award Committee of the appropriate academic college no later than February 1 of each spring semester.
- b. Alumni, faculty members, and students are eligible to make nominations. The committee will actively solicit nominations from these groups.
- c. Upon receipt of a nomination, the committee will notify the nominee in writing of the nomination and will request written acceptance of the nomination from the nominee. The committee will also request that the nominee make available for the committee's examination the results of any student evaluations of teaching performance sponsored by the nominee, the department, the college, or the university. However, the nominee's declining to furnish the committee with results of student evaluations will not cause the nominee to be declared ineligible. The nominee will also be requested to furnish the committee with the names of all students enrolled in his or her classes over the past three to five years in order that the committee may randomly select current and past students of the nominee for consultation regarding the nominee's consideration for the award. The nominee and individuals making nominations will also be invited by the committee to furnish any other supporting materials related to faculty performance which are pertinent to the committee's consideration of his or her nomination for the award.

3. Final Selection

- a. The committee will make its decision based on the supporting documentation provided to it by the nominees and by the individuals making the nominations and through the examination of supporting documentation as suggested below.
- b. All nominations and other materials related to the nominees will be held in strict confidence and in the exclusive custody of the committee.
- c. After the recipient of the award is selected, all supporting materials furnished by the nominees and individuals making nominations will be returned to them. The chair of the committee will be responsible for ensuring that all other materials related to the committee's deliberations and considerations of the nominees is destroyed.

Selection Criteria

1. Consistent demonstration of superior teaching by:
 - a. Thorough and current knowledge of subject area
 - b. Organization and presentation of subject matter
 - c. Stimulation of student interest and student thinking and development of student understanding
 - d. Demonstration of resourcefulness
 - e. Contribution to and support of the intellectual and cultural growth of students beyond the classroom
2. Contribution to the welfare and academic climate of the university, as evidenced by such activities as:
 - a. Participation in department, college, and university affairs
 - b. Participation in community affairs
 - c. Participation in the activities of professional organizations
 - d. Scholarly and creative productivity

e. Student advisement

f. Public service

Examples of Supporting Documentation

1. Letters of nomination received prior to February 1
2. Student course and teaching evaluations if supplied by the nominee
3. Statements from fellow faculty members selected by the committee
4. Statements from present and past students and advisees randomly selected by the committee
5. Reports of the performance of students on standardized examinations where applicable and available
6. List of professional publications, papers read, shows, performances, demonstrations, and other scholarly and creative productivity and recognition
7. Samples of professional publications
8. List of activities in professional associations and learned societies
9. Description of public service and community activities
10. Description of participation in department, college, and university affairs

Operating Principles for College Committees

1. The selection criteria for recipients of these awards should be heavily weighted on teaching excellence.
2. A candidate's longevity of service to the University should not be a major factor in the selection.
3. The quantity of nominations and letters submitted in support of a candidate should not be a factor in the selection. Instead, the quality of individual performance should be the principal concern of the selection committees.
4. Innovative teaching should, of course, be considered but not with such emphasis as to overshadow the individual excellence of the "traditional" teacher.
5. Though a candidate may not excel in all areas of service other than teaching, the variety, quality, and significance of the candidate's contributions should be major considerations in the selection.

Implementation

The procedures for the selection of recipients of these awards will be implemented in the Spring Semester of 1980 as follows:

1. College Faculty Excellence Award Committees in each of the academic colleges will be selected by February 15, 1980.
2. The deadline for the receipt of nominations by these committees will be March 15, 1980.
3. The Department of Government and the Department of Sociology, Anthropology, and Social Work will be considered as part of the Bowling Green College of Business Administration for the purpose of these awards until such time as these departments are assigned to another college in the University.

Review

The guidelines for these awards will be reviewed at the end of the 1979-80 academic year to determine if revisions are necessary or desirable.

It was the position of the Board members present through unanimous concurrence that the President should proceed with implementing the College Faculty Excellence Awards as presented. Based on information provided by Mr. William Bivin, University Attorney, it was understood that approval of the expenditure of funds for the \$500 awards should come before the Board for ratification at the next meeting at which a quorum is present.

Inasmuch as a quorum was not present, consideration of personnel changes subsequent to the January 26, 1980, Board meeting was delayed until the next meeting at which a quorum is present.

For the information of the Board, President Zacharias presented a brief report on the Internships in Administration Program. Among the goals set forth for the program were (1) identification of persons with high potential for administrative work in higher education and provision of an opportunity to actively work with current administrators on specific projects and (2) to serve as a step toward fulfilling the University's commitment to enhance the opportunities for minorities and women. It is anticipated that four interns will be selected for the 1980-81 school year—one in each of the vice presidents' offices and one in the office of the President. A comprehensive written report relative to the program was provided to members of the Board. The report included goals of the program, location, terms of the internship, criteria for selection of persons receiving internships, selection committee, and salary.

Following comments by President Zacharias, Mr. Harry Largen, Chairman of the Employee Communications Advisory Committee, gave a brief progress report on the Employee Communication Program. Mr. Largen stated that the first phase of the program is directed toward improvement of communications with the staff and the second phase is aimed at improvement of communications on a university-wide level. The 15-member Employee Communications Advisory Committee has been charged with the responsibility of identifying employee communications needs at Western and designing, implementing, and evaluating communications activities which will meet these needs. The committee will have the responsibility of providing administrative and practical guidance to Professors Barbara R. Johnson and Evan E. Rudolph, members of the committee and the Communication and Theatre Department faculty, in the development of the program. It will be the committee's responsibility to ensure that the interests of all areas of the University are represented by the program.

Relative to improvement of university-wide communications, Dr. Zacharias reported that he hopes to submit to the Board for consideration on April 26 the recommendation of an individual for appointment to the position

of Director of Public Information.

For the information of members of the Board, Dr. Zacharias presented a brief report on the Presidential Advisory Committee. He explained that the purpose of the committee is to discuss with the President issues that have university-wide implications and offer insights from a variety of viewpoints. The composition of the committee will provide a cross-section representation.

The report from the President included the following:

1. Relative to the 1980-82 budget request, it was reported that an excellent relationship exists with the Legislature. Appreciation was expressed to Mr. Tom Jones, Faculty Regent Buckman, members of the University staff, and members of the Board for their efforts in behalf of the University. The President expressed optimism tempered with caution relative to receipt of funding for the needs presented by the University. He conveyed the feeling that the staff of the Council on Higher Education had done a good job in support of the items the University had suggested such as salary increases for all employees and faculty retirement benefits.

2. The National Championship in Individual Speaking Event sponsored by the National Forensic Association will be held on the campus on April 23-27, 1981, and the choice of Western as the site for this event is an honor which will bring national attention and focus on academic quality.

3. The Council on Higher Education has approved with minor changes the proposal for the Owensboro Consortium for Graduate and Continuing Education presented by Western Kentucky University with an effective date of July 1, 1980. Funding of the Consortium will be included in the University's 1980-81 budget and funds allotted to the Council's budget for the Consortium will be shifted to Western's budget. The President reiterated that every effort will be made to make certain that the Consortium is administered in the most effective manner possible. Appreciation was expressed to members of the Board for their efforts in getting the situation resolved with assignment to Western of primary responsibility for the Consortium.

4. It was reported that the Council on Higher Education deferred action on a proposal for a doctoral degree in education at the University of Louisville. A copy of the proposal has been forwarded by the President to Dr. Sandefur, Dean of the College of Education, for his reactions and recommendations.

Under other business Dr. Buckman expressed concern relative to the length of time elapsing between submittal of University programs and their consideration by the Council on Higher Education, calling special attention to the computer science program. He proposed that the Academics Committee consider meeting and then present the consensus feeling of the Board to the Council.

Dr. Davis reported that it was his understanding that no recommendation will be going from the Council staff to the Council on Higher Education until the legislative session is concluded. Dr. Davis shared Dr. Buckman's concerns relative to priorities inasmuch as one program, the doctorate in education for the University of Louisville, had been chosen for consideration prior to the conclusion of the legislative session.

As Convener of the Faculty Regents Faculty Advisory Committee to the Executive Director of the Council on Higher Education, Dr. Buckman revealed that he planned to call a meeting of the group on March 9. Chairman Cole then

suggested that Mr. Harreld, Chairman of the Board's Academics Committee, be contacted to determine if it was feasible for the Academics Committee to meet concerning the issues under discussion.

Dr. Buckman commended those responsible for the successful conclusion of the Owensboro Consortium concern with Western being assigned primary responsibility for the program, characterizing it as quite an accomplishment.

Following explanatory comments, Chairman Cole presented the following recommendation for consideration. As background for the recommendation which came to the President from the Vice President for Academic Affairs, it was pointed out that the reasons for the recommended change were outlined in a memorandum, a copy of which is made an attachment to these minutes.

RECOMMENDATION:

President Zacharias recommended that the statement adopted by the Board of Regents on April 29, 1978, pertaining to the requirement of 54 hours of upper division course work necessary for graduation be amended as follows:

For more than a year, committees of the Academic Council and the Council of Academic Deans have studied possible changes in the course requirements for baccalaureate degree students. Following extensive study and discussion, the Academic Council approved a change in the course requirements policy statement which is to be included in the next University Catalog. ~~This policy is to become effective for all students graduating after August, 1980.~~ This policy will apply to baccalaureate degree students who entered Western Kentucky University after January 1, 1979.

Following brief comments and based upon discussion of the Board members in attendance, Chairman Cole directed that the amendment be made as recommended and that it be implemented immediately subject to approval of the Board at its next meeting.

In addition, Dr. Davis reported that he had requested the deans of the colleges to work with the department heads in obtaining written reports of how the 54-hour rule was working in the individual departments. Upon receipt of this information, a report will be made to the President by the Vice President for Academic Affairs. Following receipt of the report, the matter is to be reviewed by the Academic Requirements and Regulations Committee of the Academic Council providing an ongoing review of this policy; and the Board will be kept advised.

Relative to the FM radio station, President Zacharias reported that a representative of the Corporation for Public Broadcasting had been on campus for the purpose of reviewing the request on file for assistance for the radio station. Dr. Cook reported that some equipment is on order, some is being installed, and work on the studio is under way.

Relative to the 1980-81 budget, Chairman Cole stated that the item of salaries overall is the highest priority, emphasizing that this included all salaries, both faculty and nonfaculty. He also pointed out that the Owensboro Consortium is a great opportunity and requires the University's best effort.


Special thanks were extended by the Board members to Ralph Carey for his performances as "Big Red" during the current basketball season; and the Chairman requested that a letter of appreciation, commendation, and best wishes be directed to him on behalf of the Board.


There being no further business to come before the Board, the meeting adjourned at 11:25 a.m.

CERTIFICATION OF SECRETARY

I hereby certify that the minutes herein above set forth an accurate record of votes and actions taken by the Board of Regents of Western Kentucky University in its special meeting held on March 1, 1980, in the Regents Conference Room of the Wetherby Administration Building on the Western campus and further certify that the meeting was held in compliance with KRS 61.810, 61.815, 61.820, and 61.825 (enacted as Sections 2, 3, 4, and 5 of House Bill 100, 1974 Regular Session, General Assembly).


Chairman


Mary Sample, Secretary


Secretary