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Western Kentucky University  
1 Big Red Way  
Bowling Green, KY 42101-3576

August 27, 2003

**MEMORANDUM**

**TO:** Dr. Douglas Smith  
Chair University Senate

**FROM:** Barbara Burch   
Provost and Vice President  
For Academic Affairs

**SUBJECT:** August 21, 2003 University Senate Minutes

I endorse, without exception the actions of the University Senate at its meeting  
August 21, 2003

/s



**MINUTES  
UNIVERSITY SENATE  
AUGUST 21, 2003  
GARRETT BALLROOM**

Chair Doug Smith called the meeting to order at 3:30 P.M. **The following members were present:** John All, Darlene Applegate, James Berger, Ray Blankenship, Charles Borders, John Bruni, Suzie Cashwell, Debra Crisp, Robert Dietle, Claus Ernst, Elmer Gray, Bill Greenwalt, Richard Hackney, Kacy Harris, Michelle Hollis, Robert Holman, William Howard, Lois Jircitano, Danita Kelley, Dana Lockhart, Connie Mills, Pat Minors, Patricia Minter, John Moore, Russell Moore, Sharon Mutter, Jane Olmsted, Yvonne Petkus, Raymond Poff, Matt Pruitt, Eric Reed, Jeffrey Samuels, Roger Scott, Sherrie Serros, Vernon Lee Sheeley, Fred Siewers, Douglas Smith, Brian Strow, Judy Walker, Jue Wang, Richard Weigel, Mary Wolinski, Uta Ziegler. **Alternate members present were.** John Petersen for Barbara Burch, Brent Askins for Dan Jackson, Larry Snyder for David Lee, David Young for Loren Ruff, Rose Davis for Nelda Sims, Roger Murphy for Edward Yager. **Members absent were:** Katie Alego, Jim Becker, Michael Binder, John Bonaguro, Christopher Brown, Robert Choate, Thad Crews II, Joe Etienne, Sam Evans, Blaine Ferrell, Joe Glaser, Jeffrey Hackett, Robert Jefferson, Pam Jukes, Bruce Kessler, Minwoo Lee, Shirley Lowman, Lora Moore, George Musambira, Anne Onyekwuluje, Richard Parker, Keith Phillips, Gary Ransdell, Sherry Powers, Jo-Anne Ryan, Byron Sleugh, Bill Tseng.

**Approval of the Minutes**

- a. The minutes of April 17, 2003 were approved as editorially corrected.
- b. The July 2003 electronic vote on the University Curriculum Committee's April 24, 2003 Consent Agenda was also approved.

**University Senate Action Approval**

Dr. Barbara Burch, Provost and Vice President for Academic Affairs approved, without exception, the actions taken by the University Senate at its April 17, 2003 meeting.

**Report from the Chair**

1. Chair Smith said that in July the Consent Agenda from the University Curriculum was submitted electronically. The agenda items were approved by the 2002-2003 Senate membership.
2. Next Chair Smith who was elected 2003-04 University Senate Chair introduced the other officers of University Senate:

James Berger, Vice Chair

Pat Minors, Secretary

Lou Stahl will continue to serve as Senate Recorder

3. The chair said he has sent a memo to all Departments asking that they report their University Committees to the University Senate Chair.

4. In a meeting earlier this month, Chair Smith said discussions were held on ways to make the University Governance more transparent, so everyone will know who is on the various committees of the Senate. Chair Smith said this has been an ongoing issue, e.g., people ask about the parking problems etc. We have a University Parking Committee and the Senate has a representative serving on the Committee. Because the Senate community is unaware of the various committees and those serving they feel left out. Chair Smith said that the Senate website has now been updated, and it is in the beginning stages of listing committees that are here on campus so that people know who is involved in decisions and will know who to talk to.

5. The Chair reported on the need to change in the Bylaws or the Charters itself, to accommodate the new College of Health and Human Services. Guidelines for some committees do not include the possibility of new colleges being created within the University. There are a number of other small changes that perhaps should be considered additionally. Under the Charter those things are taken care of by the Executive Committee, which is one of the functions of that committee. There is a list of the Executive Committee members on the website, as well as the Senate Charter. If you have additional changes that you would like proposed to the Charter let Executive Committee know, they will take your proposals into consideration.

6. Chair Smith said he plans to ask the Executive Committee to work with himself and John Bruni to produce a newsletter that would go out to the faculty to make sure they are better informed about the actions of the Senate.

Next, Chair Smith introduced Dr. Richard Kirchmeyer, Vice President for Information Technology. Dr. Kirchmeyer gave the Senate an overview of the IT activities that are being put into place throughout the University:

- a. Internet Speed – working on solutions for faster connection speed
- b. Viruses are presently plaguing the University, and said all possible precautions are being used to correct and prevent the occurrences.
- c. PC replacements over campus are proceeding
- d. CD rom Duplication Facility for Faculty, location TBA will come on-line in Fall 2003.
- e. IT's new location, moving into the new Mass Media and Technology Hall (MMTH) the first of September,
- f. Audio visual equipment for MMTH, should be up and running by the end of semester
- g. Student and Mass email system (information under: QuickLinks, intranet, student mass email)
- h. Social Security Elimination: A committee of 15 has investigated the Senate's charge of the Administration take a look at the elimination of social numbers as an identifying characteristics of students, faculty and staff. Dr. Kirchmeyer said he appointed a committee of 15 people from various departments across campus. This was finished in

April and recommendations were made and approved by the Administrative Council on May 5, 2003. The recommendations are as follows:

1. Eliminate the social security number as the primary key to university computer systems
  2. Use a generated ID as the primary key to access university, person-related computer systems data
  3. Eliminate and/or reduce SSN as the primary ID used to carry out day-to-day operations
  4. Eliminate SSN from as many online & printed reports as possible
  5. Eliminate/reduce SSN from all university online and paper forms except where required by federal/state regulatory interface
  6. Eliminate/reduce SSN from computer display to the extent possible
- Implementation: Summer 2004.

- i. Identity Thief – Dr. Kirchmeyer said the social security number protection program is a big step in reducing personal information being vulnerable to others using your identity. Dr. Kirchmeyer asked if personal information should be published in the campus phone directory and online?

It was the consensus of the Senate that this subject should be a charge of the Faculty Welfare and Responsibilities Committee to study this question and prepare a resolution to be brought before the Senate at a future meeting.

- j. Student Survey - Survey of Students about IT at WKU will go out in September
- k. Faculty Survey - Survey on Instructional Technology Use by Full-Time Faculty at WKU will go out in September
- l. ITAC - Instructional Technology Advisory Council - 20 faculty, 2 students advise on instructional technology issues
- m. Netscape Calendar - will pilot a new calendaring system "MeetingMaker" in fall.
- n. New Telephone system - Avaya S8700 System
- o. Banner HR Web for Employees, new feature of Banner for personal information system, will be implemented soon. TBA
- p. Portals for personalized homepages in progress
- q. Computer/Printer Inventory Problem Resolutions. IT will offer a Student Scholarship Award for Fall 2004
- r. Technology Team's Project Lab - students will utilize the lab to complete multi-media based projects.
- s. IT Capital Projects to be completed.
- t. Dr. Kirchmeyer announced a competitive one-year academic scholarship, funded by the IT Division, for a person, team or class focused on the computer equipment inventory that faces the university each year. An email will be set to all faculty and administrators with the details.

For further information on any of the above items, contact the Information Technology office.

## Report from the Faculty Regent

Regent Robert Dietle said the Regents met on August 8, 2003, which was very routine, however one promising sign at the morning workshop before the business session, President Ransdell personally gave a presentation comparing teaching loads and faculty salaries to our benchmark schools. He repeatedly made a point to the Regents that our salaries and benefits and our teaching loads are not where they should be because we are consistently below average for the benchmarks. On October 2, 2003 there will be Committee meeting for the BOR and once again there will be a morning workshop and that will be specifically devoted to working on a plan that President Ransdell is formulating to allow us to fix some of these problems on the academic side. Regent Dietle will report on this meeting at the September Senate meeting.

## New Business

Senator Patricia Minter gave a report from the General Education Committee. Dr. Minter moved to place SPAN 372 Latin American Civilization in Culture into Category "E" and to place SPAN 376 Literature and Culture of Latin America in to Category "B-2". Dr. Minter said these changes would rectify a mistake that took place during 2001-02 year.

The motion carried.

Senator James Berger asked the Senate about the possibilities of reestablishing the AAUP (American Association of University Professors) membership at WKU. Senator Berger asked that feedback to be communicated to him.

Chair Smith announced the following conferences that will be held this fall:

- a. October 18, 2003, AAUP (American Association University Professors) and COSFL (Coalition of Senate Faculty Leadership.) This conferences will be held in Frankfort, KY. Information is posted on the Senate website.
- b. November 18, 2003, The Kentucky Long-Term Policy Research Center which is part of the Legislative Research Commission, will conduct a conference "At the Crossroads; Prospects for Kentucky's Educational Future from Pre-School to Postsecondary. This conference will be held in the International Convention Center, downtown Louisville. Information is posted on the Senate website.

Senator Darlene Applegate reminded each College to meet and elect their representatives to their College Curriculum Committees, the UCC and GenEd Committees. Senator Applegate said that because these Committees have not been elected the UCC could not meet for their first meeting until September. Dr. Applegate said that according to the provisions of the Charter, she would remain Chair of the UCC until the Committee meets to elect their officers.

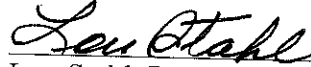
Next, Chair Smith asked that CEBS caucus after the meeting to elect a member to the Executive Committee, and asked that other Committees who have enough members present to caucus to elect Chairs, so that the Executive Committee can be constituted.

The meeting adjourned at 4:55 P.M.

Respectfully submitted,



Pat Minors, Secretary



Lou Stahl, Recorder

**Results of the Caucuses:**

Caucus of CEBS:

Senator Bill Greenwalt was elected to the Executive Committee

Caucus of the General Education Committee:

Senator Patricia Minter was elected Chair

Caucus of the Faculty Welfare and Professional Responsibilities Committee:

Senator Mary Wolinski was elected Chair

Note: The University Curriculum Committee Chair to be announced.

**University Curriculum Committee**

Darlene Applegate (Jo-Anne Ryan) – PCAHSS  
Kacy Harris ( ) – BGCC  
Bill Howard (Suzie Cashwell) – CHHS  
Bruce Kessler (Fred Sievers) - OCSE  
Cynthia Mason ( ) – CEBS  
Richard Parker ( ) – GFCOB  
Jue Wang (Connie Mills) – University Libraries

**General Education Committee**

John Bruni ( ) – CEBS  
Danita Kelley (Patricia Minors) – CHHS  
Patricia Minter (Yvonne Petkus) – PCAHSS  
Roger Scott (Robert Choate) - OCSE  
Brian Strow ( ) – GFCOB  
Judy Walker – BGCC

**Faculty Welfare and Professional Responsibilities Committee**

John All - OCSE  
Chris Brown – GFCOB  
Claus Ernst - OCSE  
Bill Greenwalt – CEBS  
Michelle Hollis – BGCC  
Connie Mills – University Libraries  
Sharon Mutter - CEBS  
Raymond Poff – CHHS  
Eric Reed – PCAHSS  
Mary Wolinski - PCAHSS