

University Senate Meeting Minutes
Thursday, January 22, 2015-3:45 p.m.
Faculty House

Call to Order:

- Chair Margaret Crowder called the regular meeting of the WKU Senate to order on Thursday, January 22, 2015 at 3:49 p.m. in the Faculty House. A quorum was present.

- **Members Present:**
Cathy Abell, Dora Babb, Barbara Burch, Robert Choate, Ismail Civelek, Krisstal Clayton, Thaddeus Reed Crews, Margaret Crowder, Davis R. Tucker, Martha Day, Laura DeLancey, Richard Dressler, Marko Dumancic, Karin Egloff, Gordon Emslie, Jody Evans, Joseph Evans, Ann Ferrell, Fredrick Grieve, Jennifer Hanley, Kate Hudepohl, Michelle Jackson, Jeffrey Kash, Eric Kondratieff, Hanna Khouryieh, Stephen King, Dominic Andrew Lanphier, Qi Li, Ching Yi Lin, Ling Lo, Kelly Madole, Sean Marstin, Greg McAmis, Lauren McClain, Andrew Mienaltowski, Patricia Minter, Yvonne Petkus, Beth Pyle, Attila Por, Jeff Rice, Janet Nicki Seay, Julie Shadoan, Jonghee Shim, Beverly Siegrist, Douglas Smith, Rebecca Stobaugh, Lizabeth Price Sturgeon, Dick Taylor, Adam West, Andrew West, Blairanne Williams, Kristin Wilson, Elizabeth Winkler, and Dawn Gannett Wright

- **Alternates Present:**
Danita Kelley for John Bonaguro, Steven Gibson for Mike Carini, and Sue Lynn McDaniel for Allison Day

- **Guests Present:**
Michelle Hollis

- **Members Absent:**
Heidi Álvarez, Aly Shahnaz, Erika Brady, Kristi Branham, Imelda Bratton, Jill Brown, Ashley Chance-Fox, Yining Chen, Seth Church, Patricia Desrosiers, Sam Evans, Connie Foster, Lloren Foster, Marilyn Gardner, Dennis George, John Gottfried, Jennifer Lynn Howard, Tom Hunley, Muhammad, Jahan, Angela Jerome, Samantha Johnson, dean JordanJeffrey Katz, Richard Keaster, Thomas Kingery, David Lee, Gayle Mallinger, Alexandria Manglaris, Catherine Martin, Doug McElroy, Richard Miller, Steve Miller, Bella Mukonyora, Evelyn Monteval Oregon, Anthony Paquin, Inma Pertusa, Pam Petty, Shura Pollatsek, Tammera Race, Gary Ransdell, Nancy Ayers Rice, Tiffany Robinson,

Michael Smith, Cheryl Stevens, Kevin Thomas, Rico Tyler, Tamara Van Dyken, Tanya Vincent, Aaron Wichman, and Zhonghang Xia

A. Approve December Minutes

- There were no corrections to the December minutes. The minutes were approved as posted.

B. Reports:

1. Chair – Margaret Crowder

- Chair Crowder reordered the agenda to accommodate guests: Kari Aikens, Wade Pinkard, and Tony Glisson (on agenda under Information Items #1). Chair Crowder announced that the discussion on benefits at this meeting would be limited to a number of things brought up in the January SEC meeting and which are time sensitive: biometric screening and blood tests. That being said, per e-mails sent by chair Crowder, we (senators) should still be collecting information on broader issues related to benefits; there will be time to address those matters at a later meeting. Specific names can be left off so the comments are anonymous. We are still collecting that information through the end of this month. And, Chair Crowder encourages faculty to continue to contact her with issues as they come up even after the deadline.

Tony Glisson (**TG**) takes the microphone to respond to prepared questions asked by Chair Margaret Crowder (**MC**). Wade Pinkard (**WP**) and Kari Aikens (**KA**) add contextual information to some questions:

1. **MC:** Is it possible to extend the deadline for the biometric screening?

TG: No we cannot extend the deadline for the biometric screening. There are a number of things behind the scenes that you don't need to know about that require that deadline. We really would extend the deadline if we could; we've been discussing this since last year.

2. **MC:** Was there bloodwork lost during the open enrollment session?

TG: I am not aware of any.

WP: There was one and the individual has since done the screening again. We have done 1318 screenings. As of Monday, 74% of the eligible population have done the on-line assessment, 57% have completed the biometric screening.

3. **MC:** Could you speak to issues and inconsistencies in scheduling appointments?

WP: we encourage you to schedule appointments online through the wellness portal.

There are dedicated times when Graves Gilbert has staffing to do the screening. If those dedicated times don't fit your schedule you can call them, and they will schedule one for

you during their normal office hours. You can also do a walk – in but there may be a wait-time.

4. **MC:** Do we call Graves Gilbert or the clinic directly?
WP: Graves Gilbert's number at the WKU clinic: 270/745-2273(CARE).
5. **MC:** For those who utilize their own doctor, meeting the deadline may be an issue.
KA: One issue we have with that is that we don't want employees to have to pay for the visit. If your scheduled time to go to your doctor for your full physical is not during the time-frame in which the biometric screening must be completed, we don't want employees to have to pay. The quickest and least expensive route for biometric screening is to use the health services on campus.
6. **MC:** Some people have regular blood draws done anyway. Not during the scheduled time biometric screening.
WP: The program here started November 3rd with a 60 day look-back period –so if the screening is dated no earlier than Sept. 1, 2014 it would be accepted. It must be received and processed by February 15th.
7. **MC:** All of the forms that have to be completed are on-line. Some people are more comfortable than others working in an on-line format. Human Resources brought some hard copies of forms to the meeting for distribution.

Chair Crowder opens the floor to comments:

- Lauren McClain, Sociology: You don't have to be concerned about going to Graves Gilbert and your own doctor not getting the information. You can e-mail the results to your own doctor. You own the information, not Graves Gilbert. Also, it is a really quick experience to complete the biometric screening.
- **TG:** Health services is efficient in completing the screening, but your physician can do it as well.
- **WP:** One clarification. Two activities must be completed by 2/15: the on-line health assessment and the biometric screening.
- Kate Hudepohl, Folk Studies and Anthropology: The faculty deserves a better explanation as to why, at least for this year, the deadline for biometric screening cannot be extended.
- **KA & TG:** The insurance premium deadline is the issue and we need to know whether an employee completed the screening. If we wait until a later payroll date to process a failed promise to complete Wellness, the employee could have a substantial accumulated difference in payment to make up in a short period.

- **MC:** Any other questions?
- **TG:** I want to thank you for your cooperation in the Wellness Program. We are doing much better as a campus. Thank you for what you are doing.
- **WP:** There are some biometric screening scheduled in this facility, the Faculty House.
- Jennifer Hanley, History: Are additional screenings scheduled for regional campuses as well?
- **WP:** Lists several locations and dates at various regional campuses. Verify and check the website: wku.livehealthier.com

Chair Crowder thanks the visitors for their time.

Back to reports...

1. Chair – Margaret Crowder
 - SEC ad hoc committee on research has been formed (see agenda Information Item #2). That committee will work in tandem with the research council, administrative in membership, formed by Provost Emslie. One of the things that the SEC has clearly indicated to the ad-hoc committee: what is the research mission of this institution? That question is something that will really guide the discussion. That discussion is faculty-led because research is a central aspect of faculty work. The ad-hoc committee will also talk about the organizational structure of research support on campus.
 - Staff Council passed a smoking policy (see agenda Information Item #4).
 - Forms for Faculty Handbook changes, substantive and non-substantive are posted and available (see agenda Information Item #5).
 - Election results, held at the last Senate meeting, for new member to University Benefits committee: Eric Kondratieff.
2. Vice Chair – Jennifer Hanley
 - February is the time to elect or re-elect department senators. The list of who is eligible to serve for another term is on the faculty website. Talk to your colleagues to ensure good representation. It is an internal election, so there shouldn't be any issues. Let me know if you have any questions.

3. Secretary – Kate Hudepohl for Heidi Álvarez
No report.
4. Coalition of Senate and Faculty Leadership for Higher Education – Molly Kerby
No report.
5. AAUP President – Eric Reed
No report.
6. Advisory
 - a. Faculty Regent – Barbara Burch
 - Sent the Secretary my full report so it will be available on-line.
 - Regents meeting this coming Friday (1/23/2015)
 - Comments about MFA degree in Creative Writing being approved. Discusses competitiveness of applications from English majors in Fulbright process. Mentions the story of Saeed Jones, a writer and English major, who has a powerful piece in the NYT this week in relation to MLK week. He has also won a Pushcart Prize.
 - Agenda items are posted. She has question about changing the research structure at WKU.
 - Compliments Senate leadership for forming the ad hoc committee to focus on research.
 - In reference to continuing rumor/discussion regarding salary increase in Academic Affairs
 - Some controversy about that - cannibalizing Academic Affairs for salary. She expressed concern about how a raise would be distributed and what is going to be cut.
 - Healthcare benefits
 - Has received a number of comments questioning University priorities
 - Institutional priorities differ based on where you sit
 - There are choices. But you need to find meaningful ways to come together to talk about those things.
 - Feels good about...
 - Discussion with Ransdell to allow discretionary money from the Foundation to be used, on a case-by-case basis, for any level employee. Prior to her discussion, it was limited to administrators. Such a decision would still have to be approved by the Academic Council, but it is no longer hierarchical in application.
 - b. Provost – Gordon Emslie

- Also read article by Saeed in NYT. Very good.
- The MFA will be fifth terminal degree at WKU, if approved by the Board of Regents tomorrow.
- Pile on kudos:
 - WKU ranked second equal in terms of on-line BA programs. It particularly ranked highly in competence of faculty involved in on-line curriculum.
 - DELO has a grant to test an experimental competency-based education program.
 - Harlaxton College named #1 study abroad experience in the country.
- SACSCOC
 - Working on 4 issues to meet total compliance. Issues related to lack of clarity rather than lack of compliance. Corrections to report will be submitted next week.
 - QEP, Evidence and Argumentation, due march 2nd. Doug McElroy is working on it. On-site team will be here April 7-9. They will be randomly stopping people to ask them about QEP. The provost is asking faculty to do something in classes the week before on-site team are here so that students can respond to random inquiries.
- Staffing Plan
 - Phase 2 under way
 - 34 positions being searched for Fall 2015.
 - Total of 50 searches because of mortgages against previous year's plan and some programs that have their own budget for staffing.
- Faculty Recognition committee met this morning
 - 5 new initiatives
 - That committee will present a report to SEC in February and will be on the Senate agenda in a month.
- Space Committee
 - Today is the deadline to submit requests for additional space.
- Research (see handouts available on research website)
 - Will be sending out campus-all e-mail tomorrow.
 - Distributed copies of organizational chart research and academic affairs.
 - Have added handouts to research website and can access via live link.
 - Have also added things that might be helpful to research committees.
 - Business as usual in Office of Sponsored Programs.
 - RCAP, same deadlines
 - FUSE grants, same deadlines
 - Link on research website to send information to Provost's Committee on Research and to SEC ad-hoc committee on research.

- Technically not a listserv, but only folks on that committee have access.
 - Patti Minter, History: Will that thing that's not a listserv include the alternates on the SEC ad-hoc committee as well?
 - Chair Crowder: yes.
 - Provost Emslie: Effectively a committee of 15 then?
 - Chair Crowder: Alternates will have to work closely with the members because of the short deadline.
- c. SGA President – Nicki Taylor
 - Hopes everyone had a good holiday break. Because of Winter Break SGA has not met but is still planning to do:
 - study abroad scholarship and research grants
 - summer term scholarship
 - Feel free to contact Nicki with any questions about SGA activities.

C. Committee Reports and Recommendations

1. Graduate Council – Beverly Siegrist, Chair; report posted
Siegrist moves approval of report. No discussion. Report approved as posted.
2. Undergraduate Curriculum Committee – Andrew Mienaltowski for Ashley Chance-Fox, Chair; report posted
Mienaltowski moves approval of report. No discussion. Report approved as posted.
3. Faculty Welfare and Professional Responsibility: Patti Minter, Chair; report posted
Minter moves approval of report.
 - Kelly Madole, Psychological Sciences: Trying to figure out if the report includes the handbook change?
 - Minter: That's in the next report.
 - Madole: Just curious if it's just changing language or making a substantive change?
 - Minter: Mac Mckerrall came to Faculty Welfare to discuss cleaning up language to make it clear what the duties of individuals were - cleaning up and adding specificity. Today we're just voting on the FWPR report; the actual handbook changes will come through next time.
 No further discussion. Report approved as posted.

4. General Education/Colonnade Implementation Committee – Lloren Foster/Molly Dunkum; no report
5. Budget and Finance Committee – Andrew West; report posted
West moves approval of report. Report approved as posted.
6. Faculty Handbook Committee – Dana Bradley for Mac McKerral; report posted
Bradley not a senator, so Patti Minter moves approval of report (seconded by Jennifer Hanley).
No discussion. Report approved as posted.

D. Old business

None.

New business

1. Policy 1.4180 Course-Related Field Trips

Approved Dick Talyor , Marilyn Garnder

Stephen King, Agriculture: Foresees some problems with IIA – 14-day prior notice of fieldtrip section. That length could pose a problem in various situations that come up unexpectedly and cannot accommodate delay. For example, go to a sinkhole that suddenly opened or go see a decomposing animal. Fourteen day prior notification will not work for some situations.

Patti Minter, History: The links on the policy are out of date. The correct information is not there at this point. Also, I know that we've actually increased the insurance and coverage quite a bit BUT there are 3 pages of things that could invalidate your policy per Mr. Lewis in risk management. Minter suggests that we table the conversation definitely, update links, and give everyone a chance to review the policy more thoroughly.

Patti Minter, History, makes a motion to table approval of the policy definitely. Motion seconded by Stephen King, Agriculture.

Lauren McClain, Sociology: Would it be possible to add some sort of statement to address his concern about exceptions.

Provost Emslie: If approval of the policy is tabled we cannot discuss it.

Patti Minter, History agrees to withdraw the motion temporarily so discussion can continue.

Dawn Wright, Nursing: Based on the wording of the policy every day of clinical courses is a field trip. Not opposed to the policy, but most classes are off-site every day.

Dick Taylor, Journalism and Broadcasting: Our students go out all of the time to cover stories

Rico Tyler, Teacher Education: The policy has some issues for us as well. By the time we know the names of the 30 schools where our students will be placed for student teaching, and get 14-day advanced approval for placement, there would not be enough time to complete a meaningful experience.

Kisstal Clayton, Pedagogical Assistant Professor: Could it be one form for the semester or is it a form for every trip?

Chair Crowder: There is a blanket form

Patti Minter, History: There is a blanket form.

Julie Shadoan, Professional Studies: This needs to be coordinated with risk assessment management in order to assure the policy is consistent with our actual liability insurance.

Rico Tyler, Teacher Education: In nursing classes with clinical experiences – there is a recurring form for classes that habitually off-site.

Provost Emslie: First of all, I'm not the author of the policy. Having blanket approval for some courses– absolutely. We already do that. The fourteen day thing is a combination of Steven and Julia. Couple of things: we could add “normally” in there but perhaps authorize other folks like deans to make approvals in real time for situations that need quick turn-around. Regarding the School of Journalism and Broadcasting question, would such story chasing be considered part of the syllabus for the course – just take the course for the whole semester and ask for permission for all enrolled to be off campus. A “field trip” is defined as something authorized by a faculty member (CAD definition).

Julie Shadoan, Professional Studies: Are internships covered by this policy?

Provost Emslie: No. That's a separate thing.

Julie Shadoan, Professional Studies: Internships are a concern of mine. When students are not technically employees because they're not paid, who is responsible? I've never gotten a straight answer on that.

Danita Kelly, Family and Consumer Sciences: The electronic form can link to the class and populate students for you.

Julie Shadoan, Professional Studies: What about emergency contact information?

Provost Emslie: Emergency contact information is provided by students at ATP. If they don't provide it then, then yes the first person to take the student on a field trip has to get it.

Patti Minter, History, made a motion to table approval of the policy definitely. The motion, seconded by Jennifer Hanley, History, passed.

Jennifer Hanley, History, moved to adjourn the meeting. Eric Kondratieff, History, seconded.

The meeting adjourned 5:05 p.m.

Respectfully submitted,

Kate Hudepohl (substituting for Heidi Alvarez, Secretary)