Faculty Senate

Northern Kentucky University Highland Heights, Kentucky 41076

FACULTY SENATE MEETING
Monday, March 21, 1988
U.C. Ballroom 3:05 p.m.
AGENDA

I. **Approval of Minutes of February 22, 1988**

II. **Agenda Deletions and/or Additions**
and Section IV.A paragraph 2 of January 25, 1988
CORRECTED AS FOLLOWS:
A copy of the IRS opinion will be investigated by professors in the Law School, Business College, and University Legal Counsel because of the new tax code. The Benefits Committee has been given another $5,000 which must be spent by June 1.

III. .. **Senate President's Report**

IV. **Committee Reports**

A. **Benefits**
Time Table for Development Grants (re-vote)*
(Handbook requirement)
*Included in January 25th packet.

B. **Budget & Commonwealth Affairs**

C. **Curriculum**
Department of Allied Health - Radiologic Technology
New Tracks (Voting item)
Ultrasonography
Advanced Technology
Course deletions: RAD 320
New Courses: RAD 315
RAD 325
RAD 326
RAD 390
RAD 450
RAD 490
RAD 495

D. **Professional Concerns**
1) Performance Review Amendments (voting item)
2) Amendment to Student Handbook (voting item)

F. **Faculty Handbook Revision**

G. **Faculty Development**

V. **Discussion:** Tuition Remission Recommendation (May 12, 1986)
(Proposal and Dr. Boothe's response enclosed)

VI. **Status of '87-88 Senate Recommendations**
A. Advising Recommendation (January 26, 1987)
B. Women's Center Recommendation (November 16, 1987)
C. 1988-90 Budget Priorities Recommendation (Feb. 22, 1988)
D. SIS Priorities Recommendation (February 22, 1988)
E. Part-time Faculty Salaries Recommendation (Feb. 22, 1988)

VII. **Old Business**

VIII. **New Business**

IX. **Adjournment**

NM/pg

Faculty Senate
Northern Kentucky University Highland Heights, Kentucky 41076

FACULTY SENATE MINUTES
Meeting of March 21, 1988

MEMBERS PRESENT: Scottie Barty, Carol Bredemeyer, Gary Cole, David Dunevant, Lynn Ebersole, Allen Ellis, Andrea Gauthier, Lynn Jones, Mike Klembara, David Lavery, Nan Littleton, Nancy Martin, Margaret Myers, Lou Loyd represented by Martin Giesbrecht, Dennis O'Keefe, Jan Prickett, Tom Rambo, Fred Rhynhart, Fred Schneider, Linda Sheffield, Barbara Thiel, David Thomson, Bill Wagner, Bob Wallace, Ted Weiss, Donald Welti, Geraldine Williams, Susan Hollis Nakao.

MEMBERS ABSENT: Rebecca Britton, Jim Gray (excused absence), William Jones, Sharlotte Neely, Dennis Sies, Robert Vitz, Macel Wheeler.

GUESTS: Terry Pence, Bob Bussom, Jerry Legere.

I. Ted called the meeting to order at 3:08 p.m. (Nancy was delayed due to a minor auto accident. She arrived at 3:15 p.m.)

Minutes corrections from February 22: line 4, page 3, "take" should be "table"; line 6, page 3 omit "Students may continue to take 12 credit hours at the 300 level"; page 3 move heading **D.** Professional Concerns - Dennis O'Keefe to page 4 before #1; and members present: add Macel Wheeler.

II Agenda additions: New Business: Dennis O'Keefe addition on administrator evaluation. Tom Rambo - addition on SACS report.

III. Senate President's Report

President Boothe is now considering the provost selection committee recommendation.

Faculty Regent votes due Friday, March 25. Jonathan Gresham has removed his name from the ballot.

Faculty/Staff outing proposed for May 27. Five people reported interest in a spring outing and seven people in a fall meeting. Twelve people were uninterested in any outing.

Kentucky consortium for Faculty Development Steering Committee meets in Elizabethtown on March 24. Nancy will attend.

Dr. Bell sent a thank-you letter from Kentucky Advocates.

Dr. Boothe concurs with the senate SIS priorities.

IV. Committee Reports:

A. Benefits - Timetable correction will be voted on as a change in Faculty Handbook when revisions are presented later this Spring. The current Faculty Handbook revisions have not been distributed to the faculty. Nancy requested that any Handbook revisions which have been approved by the Board of Regents since 1981-82 be distributed to all faculty. The Faculty Regent could report back to the senate on the results of Board of Regents votes.

B. Budget & Commonwealth Affairs - COSFL met March 18-19.

Dennis Taulbee reported that Kentucky House voted on a budget Friday, March 18, with some additional money for higher education. The Kentucky Senate will vote Wednesday, March 23. The proposed NKU budget will be discussed at the April Senate meeting.

No list of names for a Budget Compensation Consultant has been compiled.

C. Curriculum: Mike Klembara

Rad Tech - 2 new tracks; Ultrasonography and advanced technology. Ultrasonography passed unanimously with 2 abstentions. Advanced technology passed unanimously with 2 abstentions.

All new courses passed unanimously with 2 abstentions.

The General Studies subcommittee is sending a draft to all Department Chairs and inviting rsponses from them. It has not yet passed the subcommittee.

D. Professional Concerns - Dennis O'Keefe

1) Performance Review Amendments

a) Faculty on sabbatical. Proposal to allow faculty to request performance review during sabbatical. If faculty do not request a review they must submit goals by September 1 of year they return to teaching.

b) Each department shall set dates marking beginning and ending of 12 month period for which faculty member performance shall be reviewed.

Both amendments passed unanimously.

2) Sexual Harrassment: Student Handbook Revision.

Dennis distributed a proposal for a new procedure for Student Sexual Harrassment Complaints. Barbara Thiel requested that a provision be made to notify the chair of the department at some point in the procedure. Discussion ensued as to the place of the Women's Center in the proposal. The Affirmative Action Officer might be sufficient without the Women's Center. Fred Schneider raised the question whether the lack of a paper trial in the informal procedure met Federal guidelines. Fred Schneider moved we table the motion. Tom Rambo seconded. 17 in favor - 7 opposed. The motion was tabled.

F. Faculty Handbook Revision - Fred Schneider

Fred is meeting with the Provost on proposed revisions next week. Hopefully, most revisions can be finalized this spring.

G. Faculty Developments - Fred Weiss

The committee should have a report this spring. There is a Faculty Development seminar in Louisville. See Nancy if you are interested.

H. SACS - Tom Rambo

The visiting team arrives Tuesday, March 22. Interviews on campus should be Wednesday and Thursday mornings. Please cooperate in interviews and guide them along. Faculty may attend Friday, March 25, 9 a.m. in BEP 110. Call X6573 if you wish to attend.

I. President Boothe reported that we have a new Provost, Dr. David Jorns from W. Texas. A written announcement will be made Tuesday, March 22. Dr. Boothe thanked the search comittee for all their hard work. He also paid tribute to Dr. Poole for his work as Provost this year. Nancy also paid tribute to Dr. Poole for his openness as Provost this year.

Dr. Boothe reported he is lobbying in the Kentucky Senate for a better budget.

V. Discussion: Tuition Remission Recommendation (May 12, 1986)

Dr. Boothe has responded about tuition benefits. Bill Wagner reported that the Benefits Committee is reviewing the response. It was not possible to do a cost analysis due to lack of information on number of faculty dependents who would take advanage of the provision. Barbara Thiel suggested that the Benefits Committee might survey the faculty.

VI. Status of '87-'88 Senate Recommendations.

A. Advising Recommendation (January 26, 1987)

Dr. Poole has written that the SACS self-study has analyzed advising and recommendations will be sent to department chairs along with the Faculty Senate recommendation.

B. Women's Center Recommendation (November 16, 1987)

No written response has been received.

C. 1988-90 Budget Priorities Recommendation (February 22, 1988)

Dr. Boothe has asked Faculty Senate to reconsider the recommendations in light of the impact of a 5% salary increase. Dr. Poole and Dennis Taulbee will meet with the Budget Committee and Faculty Senate Executive Committee to discuss this.

D. SIS Priorities Recommendation - Dr. Boothe concurs.

E. Part-time Faculty Salaries Recommendation - Dr. Boothe concurs.

VII. Old Business - none

VIII. New Business - Dennis O'Keefe will send a correction to the Administrator Evaluation Form for Dr. Boothe.

IX. Meeting adjourned at 4:30 p.m.

LS/pg

MEMORANDUM

TO: Curriculum Committee

FR: Katherine C. Rosenthal, director
Radiologic Technology Program

DA: February 22, 1988

RE: Curriculum Additions for B.S. Program

The radiologic technology faculty proposes the offering of two additional tracks within the major. Both tracks are designed to offer coursework in imaging specialties that are currently unavailable to area technologists. Graduates of these programs will have multi-competency skills that will enhance their career mobility. . .

The two proposed tracks require the addition of seven new courses to the curriculum. The coursework includes three ultrasound courses, a variable topics course in advanced imaging, an advanced pathology course, a practicum, and a senior seminar. One of the new courses replaces a course that was approved in the original curriculum.

In order to explain the need for the curricular additions, a brief history has been included as well as anticipated costs and accreditation requirements. The required courses, course descriptions, and schedule of course offerings are also attached for your review. Proposed courses have been highlighted.

History of Development of the B.S. Degree Program

In 1978 Gil Meredith, program director, wrote a proposal for a "2+2" Bachelor's degree in radiologic technology that was approved by the University Curriculum Committee, faculty senate, university president and the board of regents. The original program was to have educated radiologic technologists for teaching and management positions.

The proposal was sent to Kentucky's Council of Higher Education in early 1979. However, the request was tabled as part of a state-wide freeze on new programs and was not approved by the Council until 1982. At the time of its approval severe state budget cuts prevented NKU from offering the program.

In 1984 a Needs Assessment Survey was done to reevaluate the professional community's interest in the program. The survey showed that area radiographers were very interested in continuing their education and would do so at NKU if the program were offered. The emphasis of interest had changed, however. The survey showed that a significant number of those interested in continuing their education prefered to do so in one of the advanced imaging technologies that had emerged since the original proposal had been written. Ultrasonography

was strongly requested. However, there was no interest in educator training, which had been part of the original proposal.

In fall 1986, two experimental courses in ultrasonography were developed, in part, to test the interest in upper division coursework. The courses, designed to provide classroom instruction for ultrasonographers trained on-the-job, were very successful. Using the enrollment data the program faculty again petitioned to open the B.S. program.

In February 1987 the provost finally recommended implementation of the upper division program in radiologic technology to begin in August 1987. Since there was no time for new curriculum development, the management option from the original curriculum was updated for implementation, the educator option was deleted, and the University Curriculum Committee was informed of the provost's approval.

Justification of New Tracks

The faculty has developed two additional tracks or options in advanced imaging technologies of magnetic resonance imaging, computed tomography, ultrasonography, and digital subtraction angiography that were not included in the original proposal because they were either non-existent in 1978 or in early stages of clinical application.

Today, there is a need for classroom instruction in imaging modalities that, by necessity, are being taught on-the-job. There are no programs in ultrasound, MRI/CT, or DSA in either Kentucky or greater Cincinnati. Even those technologists who have trained "OJT" are eager to receive formal classroom instruction. NKU can easily meet the need in the northern Kentucky area.

Further, NKU program graduates are recognizing the need to continue their college education beyond the AAS degree for both self-satisfaction and potential career advancement. Many have been taking general studies coursework at night for several years while they waited for the B.S. degree program to be offered. With more than 150 graduates, the A.A.S. program has produced a pool of potential students for the B.S. program.

The faculty has discussed the proposed curriculum with area radiology department managers. They have confirmed that it is a strong curriculum that supports the needs and direction of the profession.

Resources Needed

Equipment costs would be minimal. An ultrasound machine was purchased with capital equipment funds when the Albright Health Center was built, and is already available. Clinical practica affiliations would provide access to CT and MRI scanners. St. Elizabeth Medical Center who is already affiliated with the AD program has fine cardiac imaging labs.

The Steely library holdings are adequate to support the program with the possible exception of some applied journals. The faculty has been ordering books on ultrasound, CT, DSA, and MRI for several years to supplement the AD program holdings as well as in anticipation of the upper division needs. Therefore the library already owns a significant number of appropriate references on advanced imaging modalities.

Accreditation Requirements

Presently a sonographer can sit for the registry examination without graduating from an accredited program. Therefore there are no "teeth" in the registry standards. The proposed curriculum would include all required didactic coursework of an accredited program. The faculty believes that high quality education can be achieved with the same results and fewer constraints if accreditation is not sought initially.

The immediate community need can be met since many people who are seeking instruction are unregistered sonographers seeking formal classroom instruction.

There are no accreditation standards for programs in MRI, CT or DSA.

APPROVAL FORM FOR A NEW DEGREE PROGRAM/MINOR OR CHANGE/DELETION OF A PROGRAM

1. Department Submitting Proposal: Radiologic Technology

2. Action Proposed: (a) _____ New Degree Program (c) _____ New Minor

(b) x Program Change (d) _____ Program Deletion

3. Title of Proposed New Degree/Minor or Program to be Changed/Deleted: Ultrasonography Track and Advanced Technology Track, added to Bachelor's Degree in Radiologic Technology

4. Proposed Date of Initiation (Semester and Year): Fall, 1988

5. Originator(s) of Proposal: _____

6. Approvals:

Departmental Curriculum Committee	____ Approved	____ Disapproved	_____ Chairperson	Date
Departmental Chair	✓ Approved	____ Disapproved	Katherine O. Rosenthal Chairperson	4/22/88 Date
Teacher Education Committee (if appropriate)	____ Approved	____ Disapproved	_____ Chairperson	Date
College Curriculum Committee	____ Approved	____ Disapproved	_____ Chairperson	Date
Dean	____ Approved	____ Disapproved	_____ Dean	Date
University Curriculum Committee	____ Approved	____ Disapproved	_____ Chairperson	Date
Graduate Council (if appropriate)	____ Approved	____ Disapproved	_____ Chairperson	Date
Faculty Senate (if appropriate)	____ Approved	____ Disapproved	_____ President	Date
Provost	____ Approved	____ Disapproved	_____ Provost	Date
President (if appropriate)	____ Approved	____ Disapproved	_____ President	Date
Board of Regents (if appropriate)	____ Approved	____ Disapproved	_____ Chairperson	Date

Distribution: Registrar, Department Chair, Dean, Provost, University Curriculum Committee Chair, and/or University Editor

This form replaces all forms dealing with new degree programs. (7/87)

CATALOG INFORMATION - COURSE CHANGE FORM

1. CURRENT CATALOG INFORMATION: RAD 320 Advanced Radiographic Procedures (2,2,3) Theory and applications of sonography, computed tomography, digital subtraction angiography, and magnetic resonance imaging; clinical observation of procedures and equipment at an affilliate hospital.

2. Current CIP Code _____ Proposed CIP Code _____

3. PROPOSED COURSE CHANGE(S) INCLUDE(S):

1) Number _____ 4) Prerequisite/Corequisite _____ (circle one)

2) Title _____ 5) Description _____ 7) Deletion of this course X

3) Hours _____ 6) Designator _____ 8) Addition of computer usage _____

Note: Course Change: Any two of the first five
New Course: Three or more of the first five

4. PROPOSED CATALOG INFORMATION: (To be exactly as it is to appear in the catalog, double-spaced, complete, etc.; limit course description to 50 words)

_____

University Editor Signature

5. JUSTIFICATION: RAD 320 is being replaced by RAD 390.

CATALOG INFORMATION - NEW COURSE FORM

DISCIPLINE Radiologic Technology (RAD) NUMBER 315 CIP CODE _____

1. CATALOG INFORMATION: (To be exactly as it is to appear in catalog, double spaced, complete, etc.; limit course description to 50 words)

RAD 315 Ultrasonography: Physics and Instrumentation (3,0,3) Principles of ultrasound production, wave propagation, and ultrasound/tissue interactions; application of principles to image production and equipment controls; bioeffect considerations and quality assurance assessments. Assumes a knowledge of elementary algebra. PREREQ: registered radiographer or consent of instructor

_____ University Editor Signature

2. JUSTIFICATION (Syllabus must be attached):

A 1984 needs assessment survey showed that area radiographers had a strong interest in medical ultrasonography. The success of experimental courses offered by the program in 1987 and spring 1988 have confirmed this need. There are currently no programs in the Greater Cincinnati area or the state of Kentucky. These courses can and should be taught by part-time faculty who are practicing ultrasonographers.

3. ADDITIONAL RESOURCES REQUIRED: None. In 1984 we were equipped with an ultrasound unit in anticipation of offering the courses.

4. The proposed course is a: (Check where appropriate)

University Honors _____ General Studies _____ Non-Western General Studies _____

Major/Minor Requirement X Departmental/Program Honors _____ Free Elective X

5. The department would like instruction of this course to begin in the following academic semester.

Fall 1988 Spring _____ Summer _____

6. SPECIAL RESOURCES:

A. To be filled out by academic department:

Library resources: Excellent (Adequate) Poor

Computer resources (if needed): Excellent (Adequate) Poor

RAD 315 Ultrasonography: Physics & Instrumentation

Cathy Eads, R.T., (R) RDMS, B.S.
Office Hours: By Appointment - AH 244
Home Phone: 431-4694 (Evenings)
Work Phone: 569-6547 (Limited Availability)

Classroom: AH 210
Day:
Time: 6:15 - 9:00 p.m.

Course Description

Principles of ultrasound production, wave propagation, and ultrasound/tissue interactions; application of principles to image production and equipment controls; bioeffect considerations and quality assurance assessments. Assumes a knowledge of elementary algebra.

Course Objectives

This course is designed to provide instruction in the theories of ultrasound generation and image production to include:

1. imaging modalities, general wave properties and characteristics;
2. ultrasound wave properties and characteristics;
3. ultrasound interaction with tissue;
4. transducers - construction and utilization;
5. static imaging systems;
6. real-time imaging system;
7. instrumentation of ultrasound systems;
8. Doppler - technique of ultrasound imaging;
9. ultrasound artifacts - production and prevention;
10. quality assurance of ultrasound imaging systems;
11. bioeffects of diagnostic ultrasound.

Required Text

Kremkau, Frederick W., Diagnostic Ultrasound: Principles, Instrumentation, Exercises, second edition.

Reference Text

Reference texts available through course instructor.

Sanders, Roger C., M.D., Clinical Sonography: A Practical Guide.

Bartrum, Royal J., M.D. & Crow, Harte C., M.D., Realtime Ultrasound: A Manual for Physicians & Technical Personnel.

Kreel, Louis & Steiner, Robert E., Medical Imaging.

Hagen-Ansert, Sandra, Textbook of Diagnostic Ultrasonography.

Method of Instruction

Lecture/discussion and audio-visual presentation.

Evaluation

Two 100-point examinations will be given, one at mid-term and one as a final examination. Periodic quizzes may also be given. All test and quiz formats will be compiled to be consistent with the testing format of the ultrasound registry examination. A pre-test will be given at the beginning of the course to evaluate individual levels of expertise. A post-test will also be given at the end of the course to evaluate individual levels of development.

Grading

At the end of the course, all test and quiz points will be totaled and assigned a percentage value. The University grading system will be used for letter grade assignment.

Attendance

Due to the nature of this course, attendance is mandatory. Two percent will be deducted from the final grade for each unexcused absence. Students are responsible for all in-class material, assignments, and tests/quizzes.

Tentative Schedule of Topics

Date	Topic
	Mathematics review, Including: Exponents, Logarithms, Scientific Notation, Decimals, Abbreviations, and Units
	Imaging Modalities, General Wave Properties and Characteristics
	Ultrasound Wave Properties and Characteristics
	Ultrasound Interaction with Tissue
	Transducers - Construction and Utilization
	Static Imaging Systems
	Real-time Imaging System
	Instrumentation of Ultrasound Systems
	Doppler - Technique of Ultrasound Imaging
	Ultrasound Artifacts - Production and Prevention
	Quality Assurance of Ultrasound Imaging Systems
	Bioeffects of Diagnostic Ultrasound

CATALOG INFORMATION - NEW COURSE FORM

DISCIPLINE Radiologic Technology (RAD) NUMBER 325 CIP CODE _____

1. CATALOG INFORMATION: (To be **exactly** as it is to appear in catalog, double spaced, complete, etc.; limit course description to 50 words)

RAD 325 Ultrasonography: Neck & Thorax Abdomen, (3,0,3) Physiology and sectional anatomy of the upper abdomen including liver, pancreas, biliary tree, abdominal vascular structures, kidneys, spleen, and retroperitoneal structures; scanning techniques and pitfalls; clinical correlations and considerations associated with pathology.

JWT 22Feb-88
University Editor Signature

2. JUSTIFICATION (Syllabus must be attached):

In 1984 a needs assessment survey showed that area radiographers had a strong interest in medical ultrasonography. The success of experimental courses by the program in 1987 and spring 1988 have confirmed this need. There are currently no programs in the Greater Cincinnati area or the state of Kentucky. These courses can and should be taught by part-time faculty who are practicing ultrasonographers.

3. ADDITIONAL RESOURCES REQUIRED: None. In 1984 we were equipped with an ultrasound unit in anticipation of offering the courses.

4. The proposed course is a: (Check where appropriate)

University Honors ____ General Studies ____ Non-Western General Studies ____

Major/Minor Requirement x Departmental/Program Honors ____ Free Elective x

5. The department would like instruction of this course to begin in the following academic semester:

Fall 1988 Spring ____ Summer ____

6. SPECIAL RESOURCES:

A. To be filled out by academic department:

Library resources: Excellent (Adequate) Poor

Computer resources (if needed): Excellent (Adequate) Poor

RAD 325 Ultrasonography: Abdomen

Cathy Eads, R.T. (R), RDMS, B.S.
Office Hours: By Appointment - Room AHC 244
Home: 431-4694 (Evenings)
Work: 569-6547 (Days - Limited Availability)

Classroom: AHC 210
Day: Thursday
Time: 6:15 - 9:00 p.m.

Course Description

Physiology and sectional anatomy of the upper abdomen including: liver, pancreas, biliary tree, abdominal vascular structures, kidneys, spleen and retroperitoneal structures; physiology and sectional anatomy of the neck, thyroid, breast, prostate and scrotum; scanning techniques and pitfalls; clinical correlations and considerations associated with pathology.

Course Objectives

This course is designed to provide instruction to the student in:

1. The identification of anatomical structures in cross-sectional and parasagittal planes, for diagnostic imaging.
2. The physiology of the various abdominal organs and systemic interactions.
3. The correlation of theoretical and background information with the clinical setting.
4. General scanning procedures and pitfalls.

Required Texts

Anderhub, Beth, Manual of Abdominal Sonography.

Reference Texts

Reference texts available through course instructor.

Sanders, Roger C., M.D., Clinical Sonography: A Practical Guide.

Gray, Henry, Gray's Anatomy.

Berkow, Robt., M.D., editor, Merck Manual.

Bartrum, Royal J., M.D. & Crow, Harte C., M.D., Realtime Ultrasound: A Manual for Physicians & Technical Personnel.

Kreel, Louis & Steiner, Robert E., Medical Imaging.

Hagen-Ansert, Sandra, Textbook of Diagnostic Ultrasonography.

Sarti, Dennis, Diagnostic Ultrasound: Text and Cases, second edition.

Methods of Instruction

Lecture/discussion and audio-visual presentation.

Evaluation

Two 100-point examinations will be given, one at mid-term and one as a final examination. Periodic quizzes may also be given. All test and quiz formats will be compiled to be consistent with the testing format of the ultrasound registry examination. A pre-test will be given at the beginning of the course to evaluate individual levels of expertise. A post-test will also be given at the end of the course to evaluate individual levels of development.

Grading

At the end of the course, all test and quiz points will be totaled and assigned a percentage value. The University grading system will be used for letter grade assignment.

Attendance

Due to the nature of this course, attendance is mandatory. Two percent will be deducted from the final grade for each unexcused absence. Students are responsible for all in-class material, assignments, and tests/quizzes.

Tentative Schedule of Topics

The following schedule of class topics is designed to serve as a guideline. The course instructor reserves the right to alter specific assignments and/or the course schedule as needed. Students will be notified of any changes during regularly scheduled class meetings.

Date	Topic
	Anatomical Regions and Landmarks; Standardized Ultrasonographic Labeling System; General Upper Abdominal Anatomy
	Upper Abdominal Vascular Anatomy
	The Liver: Anatomy, Physiology, Clinical Correlations, and Ultrasonographic Patterns
	The Gallbladder and Biliary Tree: Anatomy, Physiology, Clinical Correlations, and Ultrasonographic Patterns.
	The Pancreas: Anatomy, Physiology, Clinical Correlations, and Ultrasonographic Patterns.
	The Kidneys and Adrenal Glands: Anatomy, Physiology, Clinical Correlations, and Ultrasonographic Patterns.
	The Spleen: Anatomy, Physiology, Clinical Correlations, and Ultrasonographic Patterns.
	The Aorta and Retroperitoneum: Anatomy, Physiology, Clinical Correlations, and Ultrasonographic Patterns
	Ultrasonographic Imaging of the Breast
	Ultrasonographic Imaging of the Male Pelvis Including Prostate and Testicular Scanning
	Ultrasonographic Imaging of the Thyroid and Other Superficial Structures

CATALOG INFORMATION - NEW COURSE FORM

DISCIPLINE Radiologic Technology NUMBER 326 CIP CODE _____

1. CATALOG INFORMATION: (To be exactly as it is to appear in catalog, double spaced, complete, etc.; limit course description to 50 words)

RAD 326 Ultrasonography: Obstetrics and Gynecology (3,0,3) Physiology and sectional anatomy of the female pelvis; embryological and fetal development; identification of normal and abnormal fetal structures and associated pathology; antepartum monitoring techniques; scanning techniques and pitfalls; clinical correlations and considerations associated with pathology.

_____ University Editor Signature

2. JUSTIFICATION (Syllabus must be attached):

A 1984 needs assessment survey showed that area radiographers had a strong interest in medical ultrasonography. The success of experimental courses offered by the program in 1987 and spring 1988 have confirmed this need. There are currently no programs in the Greater Cincinnati area or the state of Kentucky. These courses can and should be taught by part-time faculty who are practicing ultrasonographers.

3. ADDITIONAL RESOURCES REQUIRED: None. In 1984 we were equipped with an ultrasound unit in anticipation of offering the courses.

4. The proposed course is a: (Check where appropriate)

University Honors _____ General Studies _____ Non-Western General Studies _____

Major/Minor Requirement X Departmental/Program Honors _____ Free Elective X

5. The department would like instruction of this course to begin in the following academic semester:

Fall _____ Spring 1989 Summer _____

6. SPECIAL RESOURCES:

A. To be filled out by academic department:

Library resources: Excellent (Adequate) Poor

Computer resources (if needed): Excellent (Adequate) Poor

RAD 326 Ultrasonography: Obstetrics and Gynecology

Cathy Eads, R.T. (R), RDMS, BS
Office Hours: By Appointment - AH 244
Home Phone: 431-4694 (Evenings)
Work Phone: 569-6547 (Limited Availability)

Classroom: AH 210
Day: Monday
Time: 6:15-9:00 p.m.

Course Description

Physiology and sectional anatomy of the female pelvis; embryological and fetal development; identification of normal and abnormal fetal structures and associated pathology; antepartum monitoring techniques; scanning techniques and pitfalls; clinical correlations and considerations associated with pathology.

Course Objectives

This course is designed to provide instruction to the student in:

1. The identification of anatomical structures in cross-sectional and parasagittal planes for diagnostic imaging.
2. The physiology of the pelvic organs and fetal development.
3. The correlation of theoretical and background information with the clinical setting.
4. General scanning procedures and pitfalls.

Required Text

Callen, Peter W., Ultrasonography in Obstetrics and Gynecology.

Reference Texts (Available through course instructor)

Sanders, Roger C., Clinical Sonography: A Practical Guide.

Gray, Henry, Gray's Anatomy.

Berkow, Robert, Editor, Merck Manual.

Bartrum, Royal J. & Crow, Harte C., Realtime Ultrasound: A Manual for Physicians and Technical Personnel.

Kreel, Louis & Steiner, Robert E., Medical Imaging.

Hagen-Ansert, Sandra, Textbook of Diagnostic Ultrasonography.

Sarti, Dennis, Diagnostic Ultrasound: Text and Cases, second edition.

U.S. Department of Health and Human Services, Diagnostic Ultrasound Imaging in Pregnancy.

Lavery, J. Patrick, The Human Placenta.

Bowerman, Richard A., Atlas of Normal Fetal Ultrasonographic Anatomy.

England, Marjorie, Color Atlas of Life Before Birth Normal Fetal Development.

Lin, Chin-Chu & Evans, Mark I., Intrauterine Growth Retardation.

Romero, Roberto et al, Prenatal Diagnosis of Congenital Anomalies.

Methods of Instruction

Lecture/discussion and audio-visual presentation.

Evaluation

Two 100-point examinations will be given, one at mid-term and one as a final examination. Periodic quizzes may also be given. All test and quiz formats will be compiled to be consistent with the testing format of the Ultrasound Registry examination.

Grading

At the end of the course, all test and quiz points will be totaled and assigned a percentage value. The University grading system will be used for letter grade assignment.

Attendance

Due to the nature of this course, attendance is mandatory. Two percent will be deducted from the final grade for each unexcused absence. Students are responsible for all in-class material, assignments, and tests/quizzes.

Tentative Schedule of Topics

The following schedule of class topics is designed to serve as a guideline. The course instructor reserves the right to alter specific assignments and/or the course schedule as needed. Students will be notified of any changes during regularly scheduled class meetings.

Date	Topics
	Anatomical Regions and Landmarks; Standardized Ultrasonographic Labeling System; General Pelvic Anatomy
	Normal Female Pelvic Anatomy and Physiology
	Guidelines of Female Pelvic Ultrasound Scanning; Correlation of Anatomy and Ultrasound Images
	Female Pelvic Pathology and Ultrasound Image Correlation
	First Trimester Pregnancy Including Embryological Development, Ultrasound Imaging, and Clinical Correlations.
	Normal Fetal Growth and Ultrasound Anatomy
	Fetal Anatomical Anomalies: Neural Tube and Skeletal Defects; Clinical Considerations.
	Fetal Anatomical Anomalies: Abdominal, Thoracic, and Other Defects; Clinical Considerations
	Multiple Gestations.
	Placentation - Normal Variants and Problem Patterns
	Maternal Complications and Fetal Well-Being Assessment
	Fetal Doppler Studies

CATALOG INFORMATION - NEW COURSE FORM

DISCIPLINE Radiologic Technology (RAD) NUMBER 390 CIP CODE _____

1. CATALOG INFORMATION: (To be exactly as it is to appear in catalog, double spaced, complete, etc.; limit course description to 50 words)

RAD 390 Topics in Advanced Imaging (3,0,3) In-depth study of the theory, principles, and applications of magnetic resonance imaging, computed tomography, or vascular imaging. Offered according to the demand and interest of students at the discretion of the radiologic technology faculty. Topic will be announced in the Schedule of Classes. May be repeated when topics vary for a maximum of 9 semester hours.

JWT 22 Feb 88
University Editor Signature

2. JUSTIFICATION (Syllabus must be attached):

This course meets the needs for formal instruction in the advanced imaging technologies that have emerged and are continuing to evolve in the field of radiology. A variable topics course will allow the program to be responsible to the technological advancements and student needs/interests. This course replaces RAD 320.

3. ADDITIONAL RESOURCES REQUIRED: None.

4. The proposed course is a: (Check where appropriate)

University Honors _____ General Studies _____ Non-Western General Studies _____

Major/Minor Requirement X Departmental/Program Honors _____ Free Elective X

5. The department would like instruction of this course to begin in the following academic semester:

Fall _____ Spring 1989 Summer _____

6. SPECIAL RESOURCES:

A. To be filled out by academic department:

Library resources: Excellent (Adequate) Poor

Computer resources (if needed): Excellent (Adequate) Poor

RAD 390: Topics in Advanced Imaging - MRI
Spring 1989

Catalog Description

In-depth study of the theory, principles and applications of magnetic resonance imaging, computed tomography or vascular imaging. Offered according to the demand and interest and students at the discretion of the radiologic technology faculty. Topic will be announced in the Schedule of Classes. May be repeated when topics vary.

Course Description

This course will be an overview of magnetic resonance imaging to include: electricity and magnetism, principles of nuclear magnetic resonance, MRI parameters and hardware, and MR imaging techniques.

Course Objectives

Following course instruction the student will be able to:

1. Understand the basic principles of nuclear magnetic resonance.
2. Explain the applications of NMR to medical imaging.
3. Describe the equipment components and their use.
4. Describe potential hazards when using MRI.
5. Compare the uses of MR imaging to other imaging modalities.
6. Identify indications and constraints for using MRI.
7. Discuss the application of MRI to specific body parts.

Required Textbook

Bushong, S. C. Magnetic Resonance Imaging: Physical and Biological Principles. St. Louis: C.V. Mosby, 1988.

Method of Instruction

The course will be taught using lecture, audio-visual aids, guest speakers, and discussion.

Evaluation

Achievement in the course will be measured in the following ways: three 100 point examinations, and a 200 point comprehensive final.

Grading Scale

A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = below 60

Tentative Schedule of Topics

Jan	10	Overview of Magnetic Resonance Imaging; Review of Electricity and Magnetism
	17	Nuclear Magnetism
	24	NMR Signals and Spectroscopy
	31	MRI Parameters
	31	MRI Hardware
Feb	7	Exam I
	14	Digital Imaging Relevant Features of the Magnet
	21	Function of the Gradient Coils; Pulse Sequence Diagrams
	28	Magnetic Resonance Imaging and Techniques
Mar	7	Exam II
	14	Spring Break
	21	Establishing Scanning Protocols
	28	Safety Precautions and Patient Hazards
Apr	4	MRI Artifacts; Quality Assurance
	11	Biologic Effects of MRI
	18	Exam III
	25	Review
May	2	Comprehensive Final Examination

CATALOG INFORMATION - NEW COURSE FORM

DISCIPLINE Radiologic Technology (RAD) NUMBER 450 CIP CODE _____

1. CATALOG INFORMATION: (To be exactly as it is to appear in catalog, double spaced, complete, etc.; limit course description to 50 words)

RAD 450 Advanced Imaging Pathology (2,0,2) Anatomy, pathology, and mechanisms of disease with its radiological manifestation in CT, MRI, vascular, and ultrasound studies; case studies; radiology presentations. PREREQ: RAD 350 or consent of instructor.

University Editor Signature

2. JUSTIFICATION (Syllabus must be attached):

RAD 450 will focus on the diagnosis of disease processes using the special imaging modalities of CT, MRI and ultrasonography. It is a sequel to RAD 350, Clinical Pathology for Radiographers, that deals with pathology seen on general diagnostic x-rays.

3. ADDITIONAL RESOURCES REQUIRED: None.

4. The proposed course is a: (Check where appropriate)

University Honors _____ General Studies _____ Non-Western General Studies _____

Major/Minor Requirement X Departmental/Program Honors _____ Free Elective X

5. The department would like instruction of this course to begin in the following academic semester:

Fall 1989 Spring _____ Summer _____

SPECIAL RESOURCES:

A. To be filled out by academic department:

Library resources: Excellent (Adequate) Poor

Computer resources (if needed): Excellent (Adequate) Poor

RAD 450: Advanced Imaging Pathology
Fall 1989

Course Description

Anatomy, pathology, and mechanisms for disease with its radiological manifestation in CT, MRI, vascular and ultrasound studies; case studies; radiology presentations. PREREQ: RAD 310 and RAD 350 or consent of instructor.

Course Objectives

1. Identify the imaging modalities that are most appropriate for the suspected pathology or body part.

2. Correlate pathology seen on diagnostic radiographic images with sectional images.

3. Evaluate the success of the procedure used to image the pathology.

4. Identify pathology of the head and neck, thorax, abdomen, pelvis, and skeleton using the appropriate imaging modalities.

Required Textbook

Students will not be required to purchase textbooks for this course. Assigned readings will be made from texts that are placed on reserve in the Steely Library. Additional texts are available in the medical libraries at the local hospitals.

Method of Instruction

The course will be taught using lecture, audio-visual aids, guest speakers, and discussion.

Evaluation

Achievement in the course will be measured in the following ways: five written reports, one major paper, and attendance and participation.

written reports	50%
research paper	30%
attendance	20%

Tentative Schedule of Topics

Aug	30	Review of Head and Neck Anatomy and Imaging Techniques
Sep	6	Scanning of Head and Neck Pathology using CT & MRI & Us
	13	Vascular Imaging of Head and Neck Pathology
	20	Review of Abdominal Anatomy and Imaging Techniques
	27	Scanning of Abdominal Pathology using Us and CT
Oct	4	Vascular Imaging of Abdominal Pathology
	11	Vascular Imaging of Abdominal Pathology, cont.
	18	Review of Pelvic Anatomy and Imaging Techniques
	25	Scanning Pelvic Pathology using CT and US
Nov	1	Review of Vertebral and Skeletal Anatomy and Scanning Techniques
	8	Identification of Vertebral, Skeletal, Extremity Pathology using MR, CT and/or Vascular Imaging
	15	Review of Thoracic Anatomy and Imaging Techniques
	22	Identification of Thoracic Pathology using CT, US (echo) and Vascular Imaging
	29	Miscellaneous Imaging Procedures
Dec	6	Research Paper Due.
	13	Oral Reports of Research Papers

CATALOG INFORMATION - NEW COURSE FORM

DISCIPLINE Radiologic Technology (RAD) NUMBER 490 CIP CODE _____

1. CATALOG INFORMATION: (To be exactly as it is to appear in catalog, double spaced, complete, etc.; limit course description to 50 words)

RAD 490 Senior Seminar (2,0,2) Discussion of current issues and problems related to the health care professions. PREREQ: senior standing and consent of instructor.

JWT 22Feb88
University Editor Signature

2. JUSTIFICATION (Syllabus must be attached):

There is a need for a course that integrates the radiology department issues with those of the hospital and the community. The seminar format will allow discussion of the current health care issues and fulfill the need.

3. ADDITIONAL RESOURCES REQUIRED: None.

4. The proposed course is a: (Check where appropriate)

University Honors ____ General Studies ____ Non-Western General Studies ____

Major/Minor Requirement x Departmental/Program Honors ____ Free Elective x

5. The department would like instruction of this course to begin in the following academic semester:

Fall ____ Spring 1991 Summer ____

SPECIAL RESOURCES:

A. To be filled out by academic department:

Library resources: Excellent (Adequate) Poor

Computer resources (if needed): Excellent (Adequate) Poor

RAD 490: SENIOR SEMINAR
Spring 1991

Catalog Description

Discussion of current issues and problems related to the health care professions. PREREQ: senior standing and consent of instructor.

Course Description

The students will examine community health care delivery using northern Kentucky as a laboratory. Services and organizations that will be examined include: resident patient care facilities, insurance programs, industrial health care delivery programs, patient support groups, community service organizations, public health programs and facilities, and social services.

Course Objectives

1. Identify the components of the health care delivery system.
2. Discuss types of health care institutions/organizations and their importance in the health care delivery system.
3. Identify community services and organizations available to northern Kentucky residents.
4. Discuss the role of insurance companies in the health care delivery system.
5. Discuss the role of employers in providing and/or supporting health care.
6. Evaluate the health care delivery system in northern Kentucky and identify its strengths and weaknesses.
7. Make recommendations for changes in northern Kentucky to improve the health care delivery system.

Textbook Required

None; reading material will be provided through handouts and library assignments.

Method of Instruction

Course will be taught through discussion, field assignments, and community research.

Evaluation

Working in small groups, the class will examine the health care delivery system of northern Kentucky using the course objectives as a guide. The group members will write a series of papers that can be compiled as a final project report of their findings. In addition each group will submit a self-evaluation of the group process that was used to complete the project. The final grade will be based on the quality and completeness of the project report as well as the self-evaluation.

Tentative Schedule of Topics

Jan	9	Introduction to Health Care Delivery
	16	Types of Resident Patient Care/Health Care Institutions
	23	Discussion of Resident Care in Northern Kentucky
	30	Community Health Services
Feb	6	Discussion of Public Health Services in Northern Kentucky
	13	Discussion of Privately Owned Health Services
	20	Home Health Care Delivery
	27	Group Progress Reports
Mar	6	Patient Support Groups/Organizations
	13	Spring Break
	20	Guest Panel - support group representatives
	27	Role of Employer in Providing Health Care
Apr	3	Role of Insurance Companies in Health Care Delivery
	10	Guest Speaker - health insurance representative
	17	Open - students may select topic/speaker
	24	Oral Group Reports
May	1	Written Projects Due;

CATALOG INFORMATION - NEW COURSE FORM

DISCIPLINE Radiologic Technology NUMBER 495 CIP CODE _____

1. CATALOG INFORMATION: (To be exactly as it is to appear in catalog, double spaced, complete, etc.; limit course description to 50 words)

RAD 495 Advanced Imaging Practicum (0,24,3) Clinical application of principles of ~~either~~ ultrasound, CT, MRI, or DSA; image production and scanning techniques. Conducted under the supervision of registered technologists and clinical faculty. PREREQ: senior standing and consent of instructor. May be repeated for a maximum of 9 semester hours.

JWT 22 Feb 88
University Editor Signature

2. JUSTIFICATION (Syllabus must be attached):

There is a need for practical instruction in the advanced imaging modalities of CT, MRI and ultrasonography. This course offers students the opportunity to practice what they have learned in the related didactic courses.

3. ADDITIONAL RESOURCES REQUIRED: None.

4. The proposed course is a: (Check where appropriate)

University Honors ____ General Studies ____ Non-Western General Studies ____

Major/Minor Requirement X Departmental/Program Honors ____ Free Elective X

5. The department would like instruction of this course to begin in the following academic semester:

Fall ____ Spring 1989 Summer ____

SPECIAL RESOURCES:

A. To be filled out by academic department:

Library resources: Excellent (Adequate) Poor

Computer resources (if needed): Excellent (Adequate) Poor

RAD 495: Advanced Imaging Practicum
Spring 1989

Catalog Description

Clinical application of principles of ultrasound, computed tomography, magnetic resonance imaging, or vascular imaging; image production and scanning techniques. Conducted under the supervision of registered technologists and clinical faculty. PREREQ: consent of instructor.

Course Description

The course will provide individual placement of qualified students for directed experience in ultrasound, computed tomography, magnetic resonance imaging, or vascular imaging in a clinical setting under the supervision of qualified diagnostic radiologic technologists and/or medical sonographers. The clinical experience will be structured with specific rotations designed to allow for competency development anbd achievement in the clinical area to which the student is assigned. Assignments will require the student to apply information and concepts from previous didactic courses.

Course Objectives

1. Demonstrate knowledge of appropriate patient care and patient preparation for required procedures.

2. Demonstrate appropriate use of equipment and accessories.

3. Perform the requested procedures, using appropriate prescribed technique.

4. Identify the appropriate patient and/or equipment position for the requested examination.

5. Demonstrate techniques for making and storing permanent copies of the images produced.

6. Identify equipment malfunctions and perform appropriate quality control tests to verify cause.

7. Evaluate the image produced for gross pathology or imaging errors that would necessitate a change in procedure.

Required TextBook

None

Method of Instruction

Clinical instruction will entail a transfer of learning from classroom instruction to the clinical setting. Direct supervision by qualified technologists specializing in these advanced modalities will ensure this transfer and allow for evaluation of competency.

Evaluation

Each student will be required to demonstrate competency in ten different procedures. Evaluation of competency will be conducted by the clinical supervisor to whom the student is assigned.

General performance evaluations will be completed monthly by the clinical supervisor in consultation with the NKU coordinator.

Attendance is required. No grade will be submitted until all assigned days have been completed.

Competency Examinations	60%
General Performance Evaluations	40%

Faculty Senate
Northern Kentucky University Highland Heights, Kentucky 41076

Performance Review Amendments
Voting Items

Faculty on sabbatical:

1 "Faculty members have the right to request a performance review during a full-year sabbatical leave, or during a sabbatical leave which occurs at the same time as the regularly scheduled performance review. Any faculty member not requesting a review must submit performance goals by September 1 of the year they return to teaching.

2) Establishing dates for the 12 month period in which department faculty will be evaluated in the annual performance review.

Each department shall set dates marking the beginning and ending of the 12 month period for which faculty members performance shall be reviewed.

EXPLANATION

1) Faculty on sabbatical
There is currently no explicit statement in the Faculty Handbook permitting a faculty member who is on sabbatical to receive a performance review. A faculty member may be interested in being reviewed particulary if he or she has produced a scholarly or creative work which would warrant a salary increase above the average for the department.

2) By establishing dates for demarking the 12 month period, the department will be providing notice to each faculty of what activities will be counted within the review.

DO/pg

STUDENT SEXUAL HARASSMENT COMPLAINTS

FORM & PROCEDURE	PRESENT THE COMPLAINT FORM AND PROCEDURE IS THE SAME AS THE ONE USED FOR "APPEAL OF ACADEMIC MATTERS"	PROPOSED A SPECIFIC FORM AND PROCEDURE WHICH RECOGNIZES THE SENSITIVE NATURE OF THE COMPLAINT
STEPS (informal)	STUDENT MUST TALK TO INSTRUCTOR WITHIN 10 DAYS OF INCIDENT. STUDENT will PROVIDE A WRITTEN STATEMENT THAT EXPRESSES THE CONCERN IN VERY SPECIFIC TERMS TO THE INSTRUCTOR. THE INSTRUCTOR MUST MAKE A WRITTEN REPLY TO STUDENT WITHIN 5 WORKING DAYS.	STUDENT MUST CONTACT WOMEN'S CENTER "AS PROMPTLY AS POSSIBLE" AFTER EVENT. WOMEN'S CENTER COUNSELOR WILL NOTIFY RESPONDENT OF CHARGES, WHAT COMPLAINANT WANTS DONE ABOUT IT, ETC. RESPONDENT MUST REPLY WITHIN 10 WORKING DAYS. THE WOMEN'S CENTER COUNSELOR MAY SERVE AS A MEDIATOR. (THE COMPLAINANT NEED NOT HAVE DIRECT CONTACT WITH RESPONDENT)
	[BECOMES FORMAL]	
IF UNRESOLVED	STUDENT FILES "APPEAL OF ACADEMIC MATTERS" FORM WITHIN 10 WORKING DAYS. COPIES TO INSTRUCTOR, CHAIR, DEAN, STUDENT, STUDENT REP. DEPARTMENT CHAIR ATTEMPTS TO RESOLVE ISSUE. (STUDENT GOVT. REP. MAY BE PRESENT) (NO TIME LIMIT SPECIFIED) RESPONSE IS WRITTEN	RESPONDENT MAY TAKE COMPLAINT TO AFFIRMATIVE ACTION OFFICE AAO WILL DETERMINE IF THE COMPLAINT IS A PRIMAFACIE CASE OF SEXUAL HARASSMENT, INFORM BOTH PARTIES OF PROCEDURES AND RIGHTS, ATTEMPT TO RESOLVE ISSUE WITHIN 10 DAYS OF CONTACT WITH COMPLAINANT.
IF UNRESOLVED	STUDENT FILES APPEAL WITH DEAN WITHIN 10 WORKING DAYS OF RECEIPT OF CHAIR'S RESPONSE. DEAN ATTEMPTS RESOLUTION (NO TIME LIMIT SPECIFIED)	[BECOMES FORMAL] SEXUAL HARASSMENT COMPLAINT FORM IS FILED COMPLETED AND FILED.

IF UNRESOLVED	DEAN CONVENES APPEALS PANEL TO DETERMINE IF THERE IS A PRIMA FACIE CASE. (THE APPEALS PANEL CONSISTS OF 3 FACULTY [ONE FROM INSTRUCTOR'S DEPARTMENT] AND 2 STUDENTS FROM STUDENT GOVERNMENT. IF THE PANEL DECLARES THERE IS NO PRIMA FACIE CASE, THE DECISION IS FINAL. IF THERE IS A CASE THE PANEL INVESTIGATES AND MAKES A REPORT (NO TIME LIMIT SPECIFIED). REPORT SENT TO STUDENT, INSTRUCTOR, STUDENT REPRESENTATIVE, DEPARTMENT CHAIR AND PROVOST	STUDENT HAS CHOICE OF HEARING PROCEDURES. EITHER ALLOW AAO DETERMINE CASE OR ALLOW APPEALS PANEL TO DO IT. UNDER THE APPEALS PANEL PROCEDURE HOWEVER THE NUMBER OF PEOPLE CARBONED IS RESTRICTED TO THOSE INVOLVED. ALSO THERE IS A 15 DAY TIME LIMIT.
APPEAL	APPEAL BY EITHER PARTY CAN BE MADE TO THE PROVOST WITHIN 5 WORKING DAYS. THE PROVOST'S DECISION IS FINAL. THIS EXHUSTS UNIVERSITY REMEDIES.	APPEAL BY EITHER PARTY CAN BE MADE TO THE PROVOST WITHIN 5 WORKING DAYS THE PROVOST DECISION IS FINAL. THIS EXHUSTS UNIVERSITY REMEDIES (AFFECTED FACULTY MAY STILL USE GRIEVANCE PROCEDURE)
OTAL NUMBER OF PEOPLE NVOLVED IN PROCESS	MINIMALLY – 10 (NOT COUNTING THE AAO, OR STUDENT REP, OR WITNESSES) – COMPLAINANT, RESPONDENT (INSTRUCTOR), CHAIR, DEAN, 5 MEMBER PANEL, PROVOST.	MINIMALLY 5 (RESPONDENT, COMPLAINANT, W.S. COUNSELOR, AAO) PROVOST
TATUS OF DOCUMENTS	THEY ARE UNIVERSITY RECORDS, REGARDLESS OF THE MERIT OR OUTCOME OF COMPLAINT.	ALL DOCUMENTS OF UNFOUNDED. UNPURSUED OR INFORMALLY RESOLVED COMPLAINTS ARE

NORTHERN KENTUCKY UNIVERSITY

SEXUAL HARASSMENT COMPLAINT

Definition: Sexual harassment is any unwelcome sexual advance, any request for sexual favors and any other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or classroom evaluation, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decision or decisions related to a student evaluation affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or classroom performance or creating an intimidating, hostile, or offensive working or classroom environment.

Sexual harassment is a form of sex discrimination and a violation of your civil rights as covered under Title VII, 1964 Civil Rights Act, and Title IX, 1972 Educational Amendments. These federal acts protect your civil rights as an employee and as a student in an educational institution. The University is obligated to treat such complaints seriously.

The University will not tolerate sexual harassment. In its policies and procedures the University seeks to deal effectively with the problem and to preserve the rights and privileges of all involved in cases of alleged sexual harassment.

Resolution of sexual harassment complaints involves two stages. In stage one, no records are kept, hence it is an informal process. The first page of this form must be used as a guide in seeking an informal resolution of the problem. In stage two, the entire form is to be completed.

The procedures used in handling student sexual harassment complaints are described in the Student Handbook, Code of Student Rights and Responsibilities, III,4. "Sexual Harassment."

STAGE ONE

1. Women's Center complaint notification — Yes _____ No _____ Date _____
2. Notification to respondent by Women's Center — Yes _____ No _____ Date _____
3. Respondent's reply to Women's Center — Yes _____ No _____ Date _____
4. Resolution of complaint — Yes _____ No _____ Date _____

If the complaint is resolved, the Women's Center counselor should initial the complaint, send the original to the complainant, and the copy to the respondent. If the complaint is unresolved, complainant should contact the Affirmative Action Office.

Complainant:

_____ _____

Name Date

_____

Address

_____

Telephone number

Respondent (person against whom the complaint is being made):

Account of complaint: In very specific terms describe the event or events which you believe to be sexual harassment. Include location(s), date(s), and all the evidence you have to support your complaint in detail. (Attach additional pages if needed.)

Effect of the Harassment: Describe how the above events made you feel and/or affected your performance (academic, work, teaching) at N.K.U.

Resolution: What would be a satisfactory resolution to this problem? (Be specific.)

(Note to respondent: If this page is being used as part of the stage one process, you must reply to the charges within ten working days of receipt of complaint. The reply is to be made to the Women's Center counselor. He/she will then notify the complainant of the reply. **Any information related to this complaint will be destroyed, if the complaint is informally resolved.** See Student Code, III,4. "Sexual Harassment.")

STAGE TWO

[Note: This form is to be entirely completed only if the informal process of resolution (stage one) has not resolved the issue.]

Procedural Steps:

Describe the things you have done to resolve the issue such as:

Directly speaking with the respondent: Yes _____ No _____

Or written contact with the respondent: Yes _____ No _____

Or other (Be specific.) _____

Describe the results of the attempts to resolve the issue. (Be specific.):

Have you discussed the issue with the Affirmative Action Officer and he/she has confirmed that this is a prima facie case of sexual harassment? Yes _____ No _____

If the Affirmative Action Officer is unable to informally resolve this matter, which hearing procedure would you prefer?

_____ The Affirmative Action Officer should investigate the complaint and make the determination. (See Student Code, Section III,4. "Sexual Harassment.")

_____ An appeals panel (two students, three faculty) should investigate the complaint and make a determination. (See Student Code, Section III,1. "Appeal of Academic Matters.")

_____ _____

Signature of person making the complaint — Date

_____ _____

Signature of Affirmative Action Officer — Date

_____ _____

Signature of Dean (if Appeals Panel hearing procedure is used) — Date

Copies: Affirmative Action Officer, Respondent, Complainant, and if Appeals Panel hearing procedure is used, the appropriate Dean.