

Faculty Senate

HIGHLAND HEIGHTS KY 41099 859-572-6400

FACULTY SENATE MEETING

Friday, December 12, 2003

UC Ballroom

*****PLEASE NOTE CHANGE IN TIME*****

Lunch Served at 12:00 PM

Followed by Meeting at 1:00 PM

AGENDA

Call to Order, Adoption of Agenda

Approval of Minutes – November 24, 2003 Meeting

Guests

- Interim Vice President for Academic Affairs and Provost—Dr. Jerry Warner

Officer Reports

- President Steven Weiss
- Vice-President Carol Bredemeyer
- Parliamentarian Ed Brewer

Committee Reports

- Professional Concerns Phil McCartney

Voting Items:

- Graduate Faculty Status—See attachments:
 - 1. Graduate Faculty Status HB changes
 - 2. Rationale
- Summer Fellowship Reporting Date—See attachment: Summer Fellowship Reporting Dates

- Curriculum Ron Shaw

Voting Items:

- New Programs: Bachelor of Arts in Liberal Studies
Forms can be viewed at:
<http://access.nku.edu/ucc/2003/reviewall/loilist2.asp?course=Bachelor+of+Arts+in+Liberal+Studies>

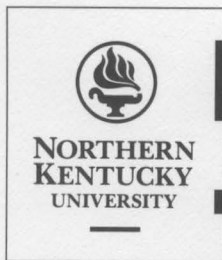
- Benefits David Hogan

- Budget Dennis Lye

Voting Item:

- Budget Priorities (see attached documents)

New Business
Announcements
Adjourn



Faculty Senate

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FACULTY SENATE MEETING DECEMBER 12, 2003

PRESENT: Peter Theuri (for Scottie Barty), Carol Bredemeyer (VP), Ed Brewer (Par.), David Cole, Chuck Frank, Steven Gores, Clinton Hewan, Beth Hickey, David Hogan (Chair, Benefits), Randy Holt, Dennis Lye (Chair, Budget), Caron Martin, Phil McCartney (Chair, Prof. Concerns), Maggie McGatha, Melissa Moon, Kevin Muent, Terry Pence, Michele Roszmann-Millican, Ron Shaw (Chair, Curriculum), Carl Simkonis, Penny Summers, Jin Thomas, Sam Zachary, Claudia Zaher

GUESTS: James Votruba, Jerry Warner, Harold "Trey" Orndorff, Michael Tobergta, Carole Beere, Robert Wilcox, Mark Shanley, Gail Wells, Ken Ramey, Linda Albert, J. Michael Thomson, Kevin Kirby

The meeting was preceded by the end of semester luncheon. In the absence of the President, the meeting was called to order by Vice President Carol Bredemeyer at 1:03pm. Several guests were added to the agenda – President Votruba, Bob Wilcox, chair of the Senate Elections Committee, and Trey Orndorff from the Student Government Association.

The minutes of the November 24 meeting were approved.

President Votruba expressed sympathy for the family of Dr. Ray Richmond who passed away earlier in the week. He wished everyone a happy holiday season. There is lots of uncertainty about the budget situation. There is talk of bonding to pay debt similar to what is being discussed in California. He will be talking with Provost Warner soon about his 3/5/7 budget scenario. He announced that the Provost Search Committee had made its recommendations to him and that he was still considering his choice; he encouraged anyone with comments about the candidates to e-mail him.

Provost Warner mentioned that the RPT process was winding down. Letters to recipients of benefit proposals are going out today. He thanked everyone for their hard work this semester.

Bob Wilcox, chair of the Senate Elections Committee, distributed copies of the report on the fall elections for the 2004-05 Senate.

Trey Orndorff, Academic Vice President of the Student Government Association, invited faculty to attend meetings of their tuition subcommittee which will meet Thursday or Friday of next week.

OFFICER REPORTS

The Vice President reported the status of the slate for next month's election.

- President – Carol Bredemeyer, Phil McCartney
- Vice-President – Vacant

- Secretary – Vacant
- Parliamentarian – Steve Weiss
- Chair, Benefits Committee – David Hogan
- Chair, Budget Committee – Vacant
- Chair, Curriculum Committee – Ron Shaw
- Chair, Professional Concerns Committee – Chuck Frank

Additional nominations can be made to the Executive Committee prior to the January special meeting of the 2004-05 Senate. Nominations from the floor will also be accepted at that meeting.

COMMITTEE REPORTS

Professional Concerns (Phil McCartney):

- VOTING ITEM on proposed changes to the Faculty Handbook dealing with Graduate Faculty Status. A letter was distributed from Senator Scottie Barty who was unable to attend the meeting. The proposal PASSED.
- VOTING ITEM on proposed changes to the Faculty Handbook dealing with Summer Fellowship Reporting dates PASSED.

As an informational item dealing with online evaluations, Phil noted that for levels of participation, there is an @70% response rate for paper evaluations. That rate also held up in the pilot study done here in math classes. Brigham Young University had a 70% response rate for its first online evaluations, which also included more written and thoughtful comments.

Curriculum (Ron Shaw)

- VOTING ITEM – New Program – Bachelor of Arts in Liberal Studies
The committee offered one correction to the materials posted on the website:
On the last page of the FPPS form:
Curricular requirements for the major - Liberal Studies Bachelor
Two areas of concentration or minor programs taken from disciplines within the College of Arts and Sciences. Each area of concentration or minor must be entirely within a single discipline. An additional area of concentration or minor taken from a discipline within the College of Arts and Sciences or in one of these related disciplines housed outside the college : as an example economics (ECO), journalism (JOU), and speech communications (SPE). The proposal PASSED.

Benefits Committee (David Hogan) No report

Budget Committee (Dennis Lye)

- VOTING ITEM – Budget Priorities which had been referred back to the committee at the November meeting were reintroduced with changes to the preamble. The priorities PASSED.

There was no new business and no announcements. The meeting was adjourned at 1:45pm.

Respectfully submitted,

Carol Bredemeyer

K. GRADUATE FACULTY

All graduate courses must be taught by graduate faculty appointed to do so by a specific department. Graduate faculty members may only teach courses bearing designators for which they have been specifically approved with the one exception of graduate Education methods courses within their discipline.

The Graduate Council is responsible for granting graduate faculty status. The application process for this status is initiated by faculty request to the Council.

1. FULL GRADUATE FACULTY STATUS

Faculty appointed to full graduate faculty status may:

- a. teach or supervise graduate students;
- b. chair a thesis committee or serve as a committee member;
- c. advise graduate students;
- d. serve on Graduate Council;
- e. serve as a graduate program director;
- f. vote upon any issue that is presented for a vote by all graduate faculty.

The term for full graduate faculty status is four years.

Criteria for full graduate faculty status are:

- a. appointment as a tenured or tenure track faculty member;
- b. a Ph.D. or other appropriate terminal degree;
- c. evidence of active scholarship within the last four years. Active scholarship is defined as work that has led to, or has been accepted for, outcomes such as: refereed publication, refereed conference presentation (to the disciplinary group at the state or broader level), invited conference presentation (to the disciplinary group at the state or broader level), recitals, or production and display of works of art;
- d. evidence of activity as an effective educator at the graduate level. Within the four years prior to application, applicants must have either taught graduate classes or supervised graduate students (e.g., in independent research projects, theses, or practica). There must be evidence that work with graduate students was effective.

2. ASSOCIATE GRADUATE FACULTY STATUS

Faculty appointed to associate graduate faculty status may:

- a. teach or supervise graduate students;
- b. advise graduate students;
- c. serve on thesis committees as a member but not as a chair.

The term for associate graduate faculty status is two years.

For initial appointment, a minimum of an appropriate terminal degree, or a master's degree plus at least five years of professionally relevant work experience, is required. No graduate teaching experience is required for an initial appointment to associate graduate faculty status.

For reappointment, there must be evidence that the faculty member is an effective educator at the graduate level (unless the person has had no opportunity to work with graduate students while holding this status).

Associate graduate faculty members may apply for full graduate faculty status as soon as they have satisfied the criteria listed in part 1.

3. TEMPORARY APPOINTMENT

When departmental exigencies require that a faculty member without graduate faculty status must be assigned to teach a graduate course, a temporary appointment can be approved for a period not to exceed one semester. Temporary appointment requires a review and recommendation by the department chair and approval of the college dean with a copy of the approval submitted to the Office of Graduate Programs. If the faculty member intends to teach graduate students in subsequent academic terms, then, during the period of the emergency appointment, the individual should apply for associate or full graduate faculty status, as described above.



Political Science and Criminal Justice Department

Memorandum

TO: Chair Phil McCartney, Professional Concerns Committee

FR: Graduate Council Chair J Michael Thomson

DT: 10/2/2003

RE: Proposed Changes in Faculty Handbook: Graduate Faculty Status

Under SACS requirements,

It is the responsibility of the institution to keep on file, for all full-time and part-time faculty members teaching graduate courses, documentation of academic preparation, such as official transcripts and, if appropriate for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications, and certifications and other qualifications.

A full copy of that requirement is attached to this rationale.

The Graduate Council is the faculty body responsible for implementing this requirement. As such, we have created policies for reviewing and recognizing Full and Adjunct graduate faculty status (see Section I.K pg. 6 of the Faculty handbook). Last year the Graduate Council revised the policy for Graduate Faculty status. For faculty who teach graduate classes who are not in tenure-track positions, we created an Associate category that spanned four years rather than ask the Deans to author a temporary letter each semester. The temporary status would be for one semester only to permit faculty to get full or associate status. The revisions were read, discussed, voted and approved at the January, February and March Graduate Council meetings last year. A copy of the Graduate Council By-Laws is attached.

Please note that the Graduate Council's proposed handbook revisions specifies the privileges for each level of faculty status. It is the opinion of the council that since its members decide graduate program policy and exceptions to that policy, Graduate Council faculty members should possess full graduate faculty status. By defining the duties of full and associate status, the policy also implies that graduate program directors, selected according to the Chair's handbook (Section Four, pg. 16, Department Coordinators) must now have full graduate faculty status.

If you have any questions about the proposed changes, please feel free to contact me (Dr. J Michael Thomson, thomson@nku.edu, x5321).

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PCC Voting Item: Summer Fellowship Reporting Dates

Problem:

The Handbook states conflicting deadlines for submitting a final report by Summer Fellowship applicants (Compare and contrast Part one, Sections XII.B. 3.c, 5 & 6 on pages 76-77). Sections 3.c and 6 indicate that the deadline is September 1 but Section 5 indicates that the report is due within two months of completing the fellowship and omits any reference to September 1.

3.c. STIPEND

Reports should be submitted no later than September 1, following the summer fellowship period.

5. REPORTING

Within two months of completing a faculty summer fellowship, the faculty member shall submit a report summarizing what she/he accomplished on the faculty summer fellowship.

6. BEGINNING OF FELLOWSHIP

The remainder will not be paid until after the Provost receives the final report, which should be no later than September 1.

Proposed Deletion (underlined) and Insertion (italics) for Section 5:

Within two months of completing a faculty summer fellowship,
No later than October 1, the faculty member shall submit a report summarizing what she/he accomplished on the faculty summer fellowship.

For reappointment, there must be evidence that the faculty member is an effective educator at the graduate level (unless the person has had no opportunity to work with graduate students while holding this status).

Associate graduate faculty members may apply for full graduate faculty status as soon as they have satisfied the criteria listed in part 1.

3. TEMPORARY APPOINTMENT

When departmental exigencies require that a faculty member without graduate faculty status must be assigned to teach a graduate course, a temporary appointment can be approved for a period not to exceed one semester. Temporary appointment requires a review and recommendation by the department chair and approval of the college dean with a copy of the approval submitted to the Office of Graduate Programs. If the faculty member intends to teach graduate students in subsequent academic terms, then, during the period of the emergency appointment, the individual should apply for associate or full graduate faculty status, as described above.

NKU Faculty Senate Budget Priorities

The faculty senate budget committee recommends that the following budget priorities for the year 2004-2005 be taken into consideration by the Faculty Senate.

We utilized a ranking system of 1 being the most important item and 10 being the least important item. We polled the faculty from all departments and averaged scores for each item listed.

The top areas of importance were:

to provide the highest possible annual increases to existing faculty salaries at or above cost-of-living increases. We strongly recommend that recent gains in salaries not be eroded by a current weak state economy with resulting poor state support.

to continue recent progress made in increasing the budget of academic units to accommodate accumulated gains in enrollment.

to continue to decrease the reliance on part time and temporary faculty by hiring terminally qualified, tenure-track faculty with new hires being paid at CUPA averages.

We have included the list of all budget priority recommendations, broken down into broad categories, with their associated scores.

During the course of the polling, some additional items were added by individual faculty members but it was too late for these items to be voted upon by the entire faculty. These new items include concern over faculty workload, the option of early retirement, and faculty on-line evaluations. These items will be submitted as possible budget priorities for consideration next year.

2004-2005 BUDGET PRIORITIES RECOMMENDATION

Category	Ranking (1-10)	Item
Staffing	3.4	Continue recent progress made in increasing the budget of academic units to accommodate accumulated gains in enrollment.
	4.0	Continue to decrease the reliance on part time and temporary faculty by hiring terminally qualified Tenure Track faculty. New hires should be paid at appropriate CUPA averages.
	5.8	Continue recent progress in increasing the number of full-time and support staff in the academic departments and in the libraries. Such increases should be based on previous planning efforts that occurred at appropriate academic units.
	New Item not voted	Faculty Workload
Salaries & Benefits	5.4	Provide a higher quality benefit package including health, life, and dental insurance and the Wellness program while not increasing net costs to employees. The health insurance coverage should provide adequate coverage and broader options with regard to selection of physicians and hospitals in Northern Kentucky and Greater Cincinnati area.
	6.2	We also recommend that equity issues (i.e. among colleges, among departments, and among discipline) and compression issues continue to be addressed with consideration of the spirit of Faculty Senate recommendations passed in prior years.
	7.6	We have questions concerning the formula for summer teaching regarding academic quality and fairness to full time faculty.
	8.0	Continue to increase funding for Faculty Development Programs (i.e. summer fellowships, project grants, and sabbaticals) and programs and initiatives leading to improve teaching, improved teaching evaluation, and greater professional development in teaching as suggested in 1997 report submitted to the Faculty Senate by the Student Evaluation Task Force.
	9.2	Increase the level of tuition waiver for the spouses and dependents of faculty/staff. Provide in-state tuition rates to spouses and dependents of employees.
	New Item not voted	Early Retirement
Technology and Equipment	5	Provide adequate funds to maintain and repair the instructional equipment (for example, natural and behavioral sciences labs). Also provide adequate funding to cover for continued lab upgrades in Technology, Business, and Arts and Sciences.
	5.8	Continue funding for upgrading and maintaining appropriate technology for faculty and staff
	6.4	Continue recent progress made in increasing the funding level for NKU libraries to develop a core collection of books, periodicals, and electronic resources supporting teaching and research.
	New Item not voted	Faculty on-line Evaluations
Facilities	8.6	Provide funding for the reconstruction/refurbishment of Old Natural Science building.