

# Faculty Senate

HIGHLAND HEIGHTS KY 41099 859-572-6400

## FACULTY SENATE MEETING

December 17, 2001

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

Lunch will begin at 12:00 followed by the regular meeting at 12:45 P.M.  
UC Ballroom

### AGENDA

Call to Order, Adoption of Agenda

Approval of Minutes – November 19, 2001 Meeting

#### Guests

Dr. James C. Votruba

#### Officer Reports

- President Jeff Smith
- Vice-President Sam Zachary
- Secretary Claudia Zaher
- Parliamentarian Steve Weiss

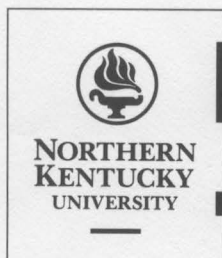
#### Committee Reports

- Curriculum Michele Roszmann-Millican  
Voting Items: See attached document or UCC web site- <http://access.nku.edu/ucc>
  - Sports Business
  - JOU 130 Pre-Requisites
- Professional Concerns Ray McNeil  
Voting Item: See attached RFT. Documents (4)
  - On-Line Syllabi
  - On-Line Evaluations
  - Promotions and Tenure Calendar
- Benefits Clinton Hewan
- Budget Chenliang Sheng
  - Revenue Strategies Proposed by the NKU administration

Old Business

New Business

Adjourn



# Faculty Senate

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## Faculty Senate Meeting December 17, 2001

**Present:** J. Smith, S. Zachary, C. Zaher, S. Weiss, R. McNeil, M. Roszmann-Millican, C. Hewan, S. Barty, E. Brewer, G. Clayton, P. Fairbanks, C. Frank, P. Goddard, D. Gronefeld, R. Holt, B. Houghton, R. Jenisch, V. Kumar, A. Lipping, A. Long, D. Lye, C. McDaniel, M. McGatha, B. Mittal, T. Pence, H. Riffe, B. Thiel, J. Thomas, K. Vogler, T. Weiss, W. Wood.

**Absent:** S. Duggal, M. Gers, G. Sheard-Grout, C. McKenzie, B. Ramjee, M. Stavsky, C. Sheng.

**Guests:** J. Votruba, R. Redding, A. Dollins, M. Huening, P. Connelly, P. Bishop.

1. The meeting was called to order at 12:50 p.m. following a luncheon.
2. Changes in the agenda: Speech pre-requisite, not JOUR130, is on the agenda, as a discussion item.
3. The changes were approved.
4. The minutes of the November 19 meeting were approved as distributed.
5. **Dr. Votruba's comments:**
  - a. He solicited comments about the recent graduation ceremony and asked for nominations for honorary degrees. He said that faculty participation was very good, the music was excellent, and the problem with hoods ordered from the Bookstore is being looked into. Comments included: there were several questions about food at the reception; the reception didn't go well; the video is not good quality (R. Jenisch volunteered to put together a proposal for a more professional video production).
  - b. The governor will not recommend funding for any capital projects in the next budget, meaning the General Assembly will need to figure out funding for any projects it recommends. NKU's first capital priority is renovation of the Natural Science Building, then the new Convocation Center.
  - c. The state is probably about to announce cuts in post-secondary education for this fiscal year. The plan seems to be to allocate the cuts based on each institution's distance from its benchmark funding, meaning NKU will not be hit as hard as other institutions. Additional cuts for the next fiscal year are expected.
  - d. On the Growth as a Revenue Strategy plan: the administration is now looking at the utilization of classroom space; the budget office is analyzing possible programs (perhaps 1-3 programs) to front load for growth; guidelines for summer school are in place and have been communicated at the department level; pricing strategies are extremely complex and are being studied. They are looking at the bundling of tuition and fees, reciprocity agreements and unit pricing (under the current price structure, students taking less than 12 hours are subsidizing those taking more than 12 hours. About 2/3 of the students take 12 hours or less. Most of our competitors offer similar bulk pricing). All decisions should be made by mid-January. The Board of Regents will meet in January in Frankfort and he will recommend a special meeting in February to look at these initiatives. He senses that the Board thinks NKU should charge more and offset the charges with additional financial aid for those in need. The Council on Post-Secondary Education estimates that NKU is \$26 million under funded on a \$100 million budget. The challenge is to balance accessibility with quality. The community college will charge about half of NKU's tuition – we cannot compete on price, and therefore must offer superior quality. In response to a question from S. Barty – fees were earmarked for specific projects, bundled tuition/fees will not be as limited. In response to a comment from P. Goddard about students course shopping, he noted that there was general agreement that students take more credits than their work lives permit. In response to a question from R. Holt, he said that plans about the tuition increases will be communicated to the students as far in advance as possible.
6. **President's Report – J. Smith**
  - a. We will elect new officers in January. We need nominations for the UCC, PCC and Parliamentary positions.
  - b. A committee has been formed in response to last year's Senate resolution about benefits for non-tenure track lecturers.
  - c. A committee has been formed in response to Dr. Votruba's request last spring to look at the issue of faculty responsibilities and academic freedom. The committee's recommendations will go to the PCC. The committee includes S. Zachary, J. Smith, S. Weiss and P. Moynahan.

- d. The Senate's recommendations about promotion for lecturers and post-tenure review will go to the Board of Regents in January. The Student Honor code is still under review by the Office of Student Affairs and may or may not go to the Board in January.

**7. Committee Reports:**

**a. University Curriculum Committee (M. Roszmann-Millican).**

- i. A new Sports Business major, a multidisciplinary program in the College of Business, has been approved by the UCC. There was no discussion. The item passed unanimously, with one abstention.
- ii. Discussion item - prerequisites and program minimum requirements. The UCC passed a change on prerequisites for speech majors, and one member asked to have the item brought to the Senate for discussion. Discussion followed: Many programs are becoming more selective and requiring minimum GPA and ACT scores; selective admissions help the programs; the confusing possibility of every major having different requirements; question whether stricter re-requisites or stricter grading be more likely to produce the desired effects; the community college will allow NKU to have selective admission standards to the university; can there be a place for a student with lower ACT scores who is now committed to his/her education; GPA requirements discriminate against students who take more challenging courses; what about transfer students, and transfers from community college.

**b. Professional Concerns Committee (R. McNeil)**

- i. The committee recommends extending the pilot project on online syllabi, which was requested by Student Government in Fall 2000. The project is voluntary. There will be a link to a single source for all course syllabi from the NKU web site and would include the disclaimer that current syllabi are not valid for future semesters. Faculty can participate by sending syllabi electronically to the IT office, or a link to their own web sites. It will be administered by Craig Agneberg. Syllabi will be available to guest access, no PIN is required. (Only students can log into Blackboard sites) There will be a time lag between the time students are looking at syllabi for purposes of course selection and posting of current semester's syllabi. Recommendation passed unanimously.
- ii. The committee (from the Academic Affairs Subcommittee) recommends expansion of the pilot project for online student evaluations. Additional software is needed and additional pilot studies will be necessary after adequate software is in place, followed by full campus participation and discussion. Discussion followed: Few students participated in the pilot project so far, there were technological problems with submitting the evaluations; students seem to give more and better comments in an online forum; it is important to preserve the integrity of the process and assure that only students currently registered in a class can utilize the online evaluations system; students want to be assured of their anonymity. P. McCartney of the Teaching Effectiveness Task Force spoke of the need for an online system as staff had difficulty managing the number of forms, comments tended to be more thoughtful, students will accept the new system if faculty and chairs are enthusiastic, professors can encourage use with some form of incentive. More discussion: the software chosen will dictate the questions asked on the evaluations; lecture and performance and seminar classes may require different kinds of questions; forms should be customizable and usable. There was a motion (R.Holt) to table the discussion, no second. Clarification – pilot project was approved by the Senate, this is a committee recommendation to expand the pilot project. Call to question (C. Hewan). The recommendation passed with one abstention.
- iii. The proposed Reappointment Promotion and Tenure calendar has been revised by the Provost in response to concerns expressed by the Senate. The revised calendar still separates the time for Promotion and Tenure decisions from the time for Reappointment decisions, but all would be completed by the end of the calendar year. C. McDaniel applauded the compromise and noted that the proposal includes 21 days for Reappointment decisions and only 9 days for Promotion and Tenure decisions. E. Brewer remarked that there are generally fewer people applying for Promotion and Tenure. The recommendation to approve the revised calendar was approved with one nay vote and no abstentions.

**c. Benefits (C. Hewan)**

- i. The committee has sent its recommendations to the Provost.
- ii. The committee recommends that any monies not utilized for sabbaticals, summer fellowships or project grants be made available to fund requests in the other categories. For example, this year there was additional money in the sabbatical line. The committee requests that it be made available for unfounded requests for summer fellowships or project grants.

**d. Budget (D. Lye for C. Sheng)**

- i. The committee reported on its response to the Revenue Strategies proposed by the administration. There was general agreement with Strategy Four on reviewing the pricing structure. The other three strategies (Growth at the Margins, Growth in Targeted Programs and Entrepreneurship) were favored by some departments by not by all. C. Hewan moved to accept the committees report (second, A. Long). The motion passed unanimously.

**8. Old Business. None**

**9. Adjournment, 2:35 p.m.**



## Proposal for Pilot Project for On-Line Syllabi

Recommend endorsement by PCC of on-line syllabi pilot project covering the Spring '02 and Fall '02 semesters.

### Specific Points Of Information

- 1) Participation is open to all part-time and full-time faculty but is not mandatory for any faculty member.
- 2) Disclaimer will be posted on site covering issues such as change of instructor, accuracy of syllabi information when posted, and changes in class offering for other reasons which may arise.
- 3) Syllabi can be electronically transmitted as e-mail attachments to designee in academic computing or a direct link to individual course web-pages may be posted on the on-line syllabi site.
- 4) Access for students and faculty will be through blackboard- with access at [www.nku.edu](http://www.nku.edu) through the "on-line learning" link.
- 5) Tracking of faculty posting syllabi which are part of the pilot study will be maintained. Ability to track student usage has not been worked out at this point.
- 6) Sample instructions have been distributed to PCC members and through those members to most faculty to access the demo site.

## Voting Items:

The Academic Standards Subcommittee believes there are compelling reasons to continue the effort to design and implement an on-line system for conducting the student evaluation of teaching at Northern Kentucky University.

## Recommendations:

1. The Learning Systems Advisory Committee should investigate the purchase or development of appropriate computer software for the purpose of implementing the on-line student evaluation project as described in the report of the Teaching Effectiveness Task Force.

2. Prior to attempting university wide implementation, pilot studies should be run in which the software selected by the Learning Systems Advisory Committee is utilized.

3. The University administration should be asked to support a campus-wide discussion of the on-line student evaluation project described in the report of the Teaching Effectiveness Task Force. Formal discussion should be initiated in department meetings, early in Spring Semester 2002.

Specific ideas that The Academic Standards Subcommittee recommends be included in the discussion of the on-line student evaluation project:

a) The Faculty/Course Evaluation forms should be redesigned to gather more specific information from students and to allow more written comments. The form should consist of three sections of approximately six questions each. The first section will contain questions that are uniform across the University. The second section will contain questions that are uniform across each department (or discipline). The third section will contain questions selected by the instructor.

b) In the pilot studies of the on-line student evaluation system, prior to the last opportunity to conduct teaching evaluations in their classrooms, those faculty whose classes are to complete on-line evaluations should receive a report stating how many of their students have completed on-line evaluations. Thus, if student participation in the on-line process is lacking, in-class evaluations could still be completed.

c) On-line student evaluation presents a potentially greater time-window of opportunity for students to participate in the evaluation. There should be discussion of the length of that opportunity and its placement during the semester. All students enrolled in a class should have a chance to complete the on-line forms, not just those who happen to be in class on a particular day.

December 6, 2001

To: Ray McNeil, Chair  
Professional Concerns Committee

Fr: Rogers Redding  
Vice President for Academic Affairs and Provost

Re: Revision of RPT Calendar

The action by the Faculty Senate in returning to your committee the changes I have suggested in the Reappointment, Promotion, and Tenure calendar has given me an opportunity to re-examine the proposal. Informed by the discussions in the PCC and at the most recent Senate meeting, and my conversation with you, I have modified my original proposal. Let me add a word of thanks to both bodies for good advice and counsel in this matter. The discussions have been both constructive and informative. While the Faculty Handbook makes clear that the provost is responsible for the RPT calendar, I continue to feel that it is very important for me to have a clear understanding of the wisdom of the faculty, as expressed through the PCC and the Senate, before making any change; this, I believe, represents collegial governance at its best.

For consideration by the PCC, I am submitting the attached revised suggested calendar for the RPT process (2001-2002 dates are used simply to show the current year as an example). I believe this new proposal responds to the concerns raised by the Senate while preserving the principal outcome that I am trying to achieve, namely, separating in time the reappointment decisions from those on promotion and tenure. If this calendar is established it would have the virtue that at the committee level the reviewers would not be examining reappointment materials and promotion/tenure materials simultaneously, although there is a bit of overlap at the chair, dean and provost levels. Furthermore, insuring that the process is completed by the end of December allows time for appeals.

After hearing the discussion, I believe it is useful to clarify the matter of early tenure. Under the proposed calendar early tenure cases would move along with all other tenure cases, with the provost's decision rendered by late December. An applicant for early tenure would need only submit materials for tenure (and promotion, if applicable) and not for reappointment. In the event that early tenure is not granted, the faculty member would be considered for reappointment with continued probation.

I recommend that the PCC endorse this proposal and send it to the Faculty Senate for its approval.

Xc: President James Votruba

## Reappointment Schedule – Calendar 2001-02 FY

2001

### Deadline

August 22, 2001	Notification to Dean and Provost of Department RP&T Committee specifying Chair
August 29, 2001	Reappointment, promotion, and tenure communication to Deans, Department Chairs, and Department RPT Committees from Provost
September 12, 2001	Notification by faculty to Chair of RP&T Committee of intent to apply for promotion to full professor
September 19, 2001	Reappointment material due to RP&T Committee by candidates
October 10, 2001	Department RP&T Committee decisions due to Department Chair
October 31, 2001	Department Chair's decisions on reappointment due to Dean
November 21, 2001	Dean's decisions on reappointment due to Provost
December 14, 2001	Provost renders decisions on reappointment, to candidates
December 14, 2001	Last day for Provost to notify second year probationary faculty of termination

**\*Note:** All decisions will become effective with the 2002-03 Appointment Form



## **Reappointment - First Year Faculty Reviews - Calendar 2001-02 FY**

### **2001**

<b>December 10, 2001</b>	Call for reappointment, promotion, and tenure materials from first year faculty due to RP&T Committee
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### **2002**

<b>January 2, 2002</b>	Reappointment, promotion, and tenure materials from first year faculty due to RP&T Committee
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<b>January 16, 2002</b>	Department RP&T Committee decisions on first year faculty due to Department Chair
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<b>January 31, 2002</b>	Department Chair's decisions on first year faculty due to Dean
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<b>February 14, 2002</b>	Dean's decisions on first year faculty due to Provost
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<b>March 1, 2002</b>	First year faculty notification deadline
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**\*Note: All decisions will become effective with the 2002-03 Appointment Form**



## Promotion and Tenure Schedule - Calendar - 2001-02 FY

2001

October 10, 2001	Department Promotion and Tenure materials due to RP&T Committee by candidates
October 19, 2001	Department Promotion and Tenure Committee decisions Due to Department Chair
November 9, 2001	Department Chair's decisions on promotion and tenure Due to Dean
November 30, 2001	Dean's decisions on promotion and tenure due to Provost
December 21, 2001	Provost renders decisions on promotion and tenure to Candidates

**\*Note:** All decisions will become effective with the 2002-03 Appointment Form

- **Response to Revenue Strategies Proposed by NKU Administration**

The Faculty Senate appreciates the opportunity to participate in discussions concerning strategy formation before actual implementation of such policies at the administrative level. There is general support for each of the strategies forwarded by the administration but there is still concern about increased instructional responsibilities for faculty members without incentives at the individual level especially in regards to existing research/scholarship requirements and commitments to university/community service.

- **Strategy Four- Pricing**

The Faculty Senate recognizes that a review of the cost of education at NKU is a most appropriate strategy for future growth of the university. We also recognized that there are a variety of means to address these issues. For example, policies concerning refunds of tuition for late withdrawals might be reviewed. We support the general concept of this strategy but anticipate that future endorsements will depend upon detailed information when available.

- Each of these three remaining strategies may be attractive to some programs but not to others. Endorsements of each of these strategies will not be university-wide but will most likely occur among certain program levels.

Strategy One- Growth at the Margins-increased student enrollment in existing classes

Strategy Two- Growth in Targeted Programs-new program offerings

Strategy Three- Entrepreneurship