FACULTY SENATE MEETING
MONDAY, FEBRUARY 22, 1999
MEETING 3:00 P.M.
UC BALLROOM

AGENDA

I. Call to Order

II. Adoption of Agenda

III. Approval of the Minutes from the December 21, 1998 meeting

IV. NKU President's Comments - President Votruba

V. Committee Reports

    A. Professional Concerns Committee
- Evaluation of Administrators Form (Attachment – Voting Item)
- Faculty Handbook Amendment – Terms of Office for Financial Exigency & Complaint Advisory Committee (Attachment – Voting Item)

    B. Budget and Commonwealth Affairs Committee

    C. Curriculum Committee (Attachment)
- Approved Articulation Agreement (Information Item)
- SCI 110, 111 as new courses for general studies (Voting Item)
- Program change for the graduate degree in technology (Voting Item)
- New program for the MA in Education – Instructional Leadership (Voting Item)

    D. Faculty Benefits Committee

VI. Reports
- Environmental Resource Management Center & Program of Distinction – Paul Gaston
- Math Core Group – Steve Newman & Gail Wells (Attachment)
- COSFL – Carol Bredemeyer
- Reform – Barbara Holland

VII. Adjournment

FACULTY SENATE MEETING
FEBRUARY 22, 1999

The Northern Kentucky University Faculty Senate was called to order at approximately 3:00 p.m. on Monday, February 22, 1999, by President Chuck Frank.

Present for the meeting (*based on sign-in sheet*): {**Senators**} D. Agard, K. Booher, C. Bredemeyer, J. Churchill; Y. Datta, L. Ebersole; C. Frank, R. Holt, M. Huelsmann, R. Kelm, B. Kempton, B. Lorenzi, R. McNeil, B. Mittal, J. Niewahner, L. Olasov, R. Pennington, G. Ragsdale, J. Roeder, F. Schneider, G. Scott, A. Seed, C. Sheng, J. Smith, B. Thiel, J. Thomas, and T. Weiss

{**Guest**} J. Votruba, P. Gaston, B. Holland, J.M. Thomson, D. Garber, D. Curtin, M. Huening, S. Newman, R. Appleson, S. Bess, C. Newman, M. Winner, M. Gorbandt, and P. Riechardt

Absent (***based on sign-in sheet***): {**Senators**} G. Clayton, S. Cortez, R. Garns, P. Goddard, C. Hewan, P. McCartney, L. Noyd, and S. Zachary

ADOPTION OF AGENDA: Approved as distributed.

APPROVAL OF MINUTES: Minutes for the December 21, 1998, Faculty Senate meetings were approved, with correction of date:

GUEST: President James Votruba provided information about several university related activities issues, such as: Work of the consultants from Collegius (sp?) who will be submitting a report on such things as how to re-configure computing operations on campus, possible merge of Academic and Administrative Computing, who the newly constructed entity will report to, services of an Advisory Council – A potential way to move is to hire a consultant for 3-5 years to "bring it together." Additionally President Votruba discussed the planning process for a potential convocation center and his work with outside constituents – difficult to justify for only campus but positive for regional use plus university; budget hearings have concluded; sought consensus from Senate on appointing Mike Baker as Vice President for Administration and Finance instead of conducting a national search, nothing that Mike's previous position would not be filled.

COMMITTEE REPORTS:
C. Bredemeyer, Chair of *Professional Concerns*, reported that nominations of *Who's Who* seemed to go well and was a successful venture. She reviewed the upcoming Evaluation of Administrators process, noting that the question "length of time evaluator had known administrator," and that there was only one section for comments. After some discussion on a PCC

proposal to not include the optional signature section of evaluation, Fred Schneider moved and Gary Scott seconded to add the optional signature section back into the form. Discussion ensued – it was noted, among other things, that the signatures will not be forwarded to the administrator but comments will be divided into two groups – those which were signed and those not. Motion passes. The form, as presented for review, was approved, as amended (with optional signature). Two proposed Handbook changes were presented: Financial Exigency Committee – change term limits to "who shall serve staggered three year terms," and Complaint Advisory Committee – delete "for that year," and add "The members shall served staggered two year terms." Motion approved.

D. Agard, Chair of *Budget and Commonwealth Affairs*, had no voting items for the Senate today.

L. Olasov, Chair of *Curriculum*, presented (1) articulation agreement with Southern Ohio College (informational); Science 110 and 111 – approved with three abstentions; Technology program change adding an additional track within existing degree (informational); and new M.A. program in Education was approved with three abstentions.

J. Smith, Chair of *Faculty Benefits*, had no voting items.

Additional

Provost Gaston reviewed two recent items approved by the Board of Regents: the Environmental Services Center and the Integrative Science and Math program. He and representatives of the Math Department also discussed the Council of Partners in Math.

Carol Bredemeyer gave an update on a recent COSFL meeting, noting that benchmarking of institutions would now be on a university by university plan.

Mark Stanley, Vice President for Student Affairs and Enrollment Management gave a brief overview of the student fee increase – "Investment to Success," which will help fund advising, student development programs, first year services, and student organizations..

Barbara Holland, Associate Provost for Strategic Planning and Outreach reviewed the activities of the Reform '98 Committees and the actions of the Steering Committee.

Senate meeting was adjourned at 4:42 p.m.

Respectfully Submitted

Gary D. Scott, Secretary

FACULTY SENATE
EVALUATION OF ACADEMIC ADMINISTRATORS

Administrator: James Votruba – President

Part 1: Instructions

Every two years, the Faculty Senate evaluates the performance of senior academic administrators. This form is to be used for reviewing the performance of President James Votruba. Please take the few minutes required to complete this evaluation; a high return rate will greatly improve the reliability and usefulness of the information received. Complete the form and **return it in the same envelope in which it was received. Please return it prior to Friday, March 12, 1999 to the Faculty Senate Office.** Don't forget to sign under *your* address label for verification.

Keep in mind that the purpose of this review is to acquire insights which will lead to improve administrative performance and accountability. Not only weaknesses, but also strengths, should be identified. There is room at the end of the form for written comments.

Members of the Executive Committee of Faculty Senate will tabulate the responses and transcribe all comments. This summary will be transmitted to President Votruba and to the Board of Regents. The original evaluation forms will be destroyed. The evaluation will remain confidential.

Part II: Respondent Information:

Please check the appropriate response. Responses will be reported.

College:

_____ Arts and Sciences _____ Business _____ Law _____Professional Studies

Rank:

_____ Instructor/Lecturer _____ Assistant _____ Associate _____ Full

Frequency of Contact With Administrator Over the Past Year:

_____ Rarely   _____ Monthly   _____ Frequently   _____ Weekly

(0-3 Times)   *(4-12 Times)*   *(13-24 Times)*   *(25 Times, More)*

Part III: Respondent Ratings

Please check the appropriate response to each of the six dimensions. General definitions of each dimension are provided below.

Area	Behavioral Examples
I. **Leadership**	•Maintains morale; exhibits integrity; generates and supports new ideas; offers vision; builds trust; builds and maintains external support; responds to faculty concerns; chooses competent subordinates; is visible and accessible; is credible.
II. **Management**	•Has plans for accomplishing long and short term goals; includes others in planning and alternatives; delegates authority; finds means to implement programs; coordinates groups to accomplish tasks; evaluates performance; obtains/distributes resources to further personnel development.
III. **Communications**	•Clearly articulates goals/programs of NKU and/or college; is willing to disseminate pertinent information; uses appropriate channels to convey information on a timely basis; is willing to engage in open dialogue with faculty; provides channels/encourages flow of information from faculty and administrators; is aware of staff and faculty attitudes and problems.
IV. **Personal Relations**	•Shows respect for students, faculty, staff and other administrators; seems genuinely concerned with the needs of others; shows consideration for other's time and effort; profits from well-founded criticism; facilitates other development; provides encouragement and recognition as well as constructive criticism; avoids intimidation.
V. **Fairness**	•Adheres to procedures in the faculty handbook; avoids preferential treatment of individuals, departments or colleges; honors commitments and agreements; informs those affected of decisions promptly; candidly explains the reasoning behind decisions; is compassionate; provides an opportunity for appeal.
VI. **Overall Evaluation**	•The total rating based upon the five criteria above, and other criteria you feel important in job success.

Criteria	Rating: (Check one rating for each dimension.)					
	Unable to Evaluate	Very Positive	Positive	Neutral	Negative	Very Negative
Leadership						
Management						
Communication						
Personal Relations						
Fairness						
Overall Rating						

Part VII: Written Comments.

Please provide any written comments you feel important to the evaluation. Be specific, where possible.

Signature (Optional)

FACULTY SENATE
EVALUATION OF ACADEMIC ADMINISTRATORS

Administrator: Rogers Redding – Dean of Arts & Sciences

Part 1: Instructions

Every two years, the Faculty Senate evaluates the performance of senior academic administrators. This form is to be used for reviewing the performance of Dean Rogers Redding. Please take the few minutes required to complete this evaluation; a high return rate will greatly improve the reliability and usefulness of the information received. Complete the form and **return it in the same envelope in which it was received. Please return it prior to Friday, March 12, 1999 to the Faculty Senate Office.** Don't forget to sign under *your* address label for verification.

Keep in mind that the purpose of this review is to acquire insights which will lead to improve administrative performance and accountability. Not only weaknesses, but also strengths, should be identified. There is room at the end of the form for written comments.

Members of the Executive Committee of Faculty Senate will tabulate the responses and transcribe all comments. This summary will be transmitted to Dean Redding and to Provost and Executive Vice President Paul Gaston. The original evaluation forms will be destroyed. The evaluation will remain confidential.

Part II: Respondent Information:

Please check the appropriate response. Responses will be reported.

College:

_____ Arts and Sciences _____ Business _____ Law _____ Professional Studies

Rank:

_____ Instructor/Lecturer _____ Assistant _____ Associate _____ Full

Frequency of Contact With Administrator Over the Past Year:

_____ Rarely _____ Monthly _____ Frequently _____ Weekly

(0-3 Times)   *(4-12 Times)*   *(13-24 Times)*   *(25 Times, More)*

Part III: Respondent Ratings

Please check the appropriate response to each of the six dimensions. General definitions of each dimension are provided below.

Area	Behavioral Examples
I. **Leadership**	•Maintains morale; exhibits integrity; generates and supports new ideas; offers vision; builds trust; builds and maintains external support; responds to faculty concerns; chooses competent subordinates; is visible and accessible; is credible.
II. **Management**	•Has plans for accomplishing long and short term goals; includes others in planning and alternatives; delegates authority; finds means to implement programs; coordinates groups to accomplish tasks; evaluates performance; obtains/distributes resources to further personnel development.
III. **Communications**	•Clearly articulates goals/programs of NKU and/or college; is willing to disseminate pertinent information; uses appropriate channels to convey information on a timely basis; is willing to engage in open dialogue with faculty; provides channels/encourages flow of information from faculty and administrators; is aware of staff and faculty attitudes and problems.
IV. **Personal Relations**	•Shows respect for students, faculty, staff and other administrators; seems genuinely concerned with the needs of others; shows consideration for other's time and effort; profits from well-founded criticism; facilitates other development; provides encouragement and recognition as well as constructive criticism; avoids intimidation.
V. **Fairness**	•Adheres to procedures in the faculty handbook; avoids preferential treatment of individuals, departments or colleges; honors commitments and agreements; informs those affected of decisions promptly; candidly explains the reasoning behind decisions; is compassionate; provides an opportunity for appeal.
VI. **Overall Evaluation**	•The total rating based upon the five criteria above, and other criteria you feel important in job success.

Criteria	Rating: (Check one rating for each dimension.)					
	Unable to Evaluate	Very Positive	Positive	Neutral	Negative	Very Negative
Leadership						
Management						
Communication						
Personal Relations						
Fairness						
Overall Rating						

Part VII: Written Comments.

Please provide any written comments you feel important to the evaluation. Be specific, where possible.

_____

Signature (Optional)

Faculty Senate Agenda Items
For
February 22, 1999

On January 21 and February 4, 1999 the UCC took the following actions:

1. Approved an articulation agreement– Bob Appleson will explain. **Information item for Senate**
   See attachment.

2. Approved SCI 110, 111 as new courses for general studies – **voting item**
   See attachment.

3. Approved a program change for the graduate degree in technology. **Information item**
   The Department of Technology has already implemented a Masters of Science in Technology (MST), which has a mission in Quality Management. The additional track in the MSTwill allow the department to offer a Quality Assurance track that would be offered via Distant Learning methodology. This approach would be based upon an agreement with East Carolina University (ECU), Department of Industry and Technology, and NKU's Department of Technology, whereby NKU would ofer a Quality Assurance track and ECU would offer a Digital Communication track leading to a masters degree.

   The Quality Assurance (QA) option would prepare professionals for the tasks of quality planning, quality system implementation, and evaluation of a company's program. The QA track emphasizes the specific technical skills and managerial competencies needed to analyze a present quality needs, develop a comprehensive plan to account for that company's quality goals, facilitate the successful implementation of quality elements, and determine the effectiveness and efficiency of the overall quality program throughout the organization in question.

4. Approved a new program for the MA in Education – Instructional Leadership **- voting item**
   This program is designed to prepare school principals at the master's level of advanced education coursework. It responds to changes in certification requirements by the Kentucky Education Professional Standards Board and a need in the state. It will enable master's level graduate students to

complete Level I principal certification in one year and one additional summer term through intensive summer coursework and bridge courses over the fall and spring utilizing technology.

The program plan consists of a minimum of thirty-three hours of graduate credit at two levels. All courses are required.

Level One Course Sequence (21 semester hours)

Course Number	Course Title (semester hours)
EDA 601	Introduction to School Leadership and Administration (3)
EDA 628	School Law and Ethics (3)
EDA 624	Technology and Best Practices for School Improvement (3)
EDA 631	Leadership for School Program Collaboration (3)

Course Number	Course Title (semester hours)
EDA 669	Leadership for School Problem Solving (3)
EDA 610	School Leadership Practicum (3)
EDU 618	Schools and Curriculum (3)

Level Two Course Sequence (12 semester hours)

Course Number	Course Title (semester hours)
EDA 634	Leadership for Human Resources Development in Schools (3)
EDA 627	School Finance and Support Services (3)
EDA 650	Leadership for School Improvement (3)
EDA 646	Leadership for School Community Relations (3)