



I. Call to Order, Adoption of Agenda

II. Approval of Minutes – January 29, 2018 Meeting

III. **Guests**

President St. Amand
Provost Sue Ott Rowlands
Faculty Regent Richard Boyce
Deana Karam, Staff Congress Liaison

IV. **Officer Reports**

President Matthew Zacate

Discussion item: Recommendation from the Executive Committee on how to resolve conflicts in the current final exam schedule (see accompanying memo: *Proposed fixes to conflicts in the current final exam schedule* dated February 21, 2018).

Vice President Carol Bredemeyer
Secretary Laura Sullivan

VOTING ITEM: Acceptance of the January 29, 2018 Election Meeting results (see accompanying memo: *Minutes of the January 29, 2018 Election Meeting* dated February 22, 2018).

Parliamentarian Tamara O'Callaghan
Faculty Advocate Phil McCartney
Graduate Council Chair Steve Crites

V. **Committee Reports**

University Curriculum Committee Richard Fox

VOTING ITEM: Approval of changes to the MSN program
(<https://nku.curriculog.com/proposal:1353/form>, including dozens of new courses. Syllabi for the new courses can be found on Curriculog at <https://nku.curriculog.com/proposal:1817/form>).

VOTING ITEM: Approval of new BA in Law program
(<https://nku.curriculog.com/proposal:1693/form>).

VOTING ITEM: Approval of new Clinical Research certificate
(<https://nku.curriculog.com/proposal:1729/form>).

VOTING ITEM: Approval of new MS in Nutritional Science and Dietetics program
(<https://nku.curriculog.com/proposal:1225/form>).

VOTING ITEM: Approval of changes to the Honors program
(<https://nku.curriculog.com/proposal:1845/form>).



Committee Reports (continued)

Budget Committee	Janel Bloch
Benefits Committee	Debra Patten
Professional Concerns Committee	Ken Katkin

Discussion item: Recommendation to revise the Faculty Handbook (see accompanying memo: *Withdrawal of Application for Promotion During RPT Process* dated 15-FEB-2018).

TEEC	Chris Lawrence
General Education Committee	Steve Weiss

VI. New Business

(Note that there are six voting items and two discussion item in the committee reports. The discussion items will come up for votes in the March senate meeting.)

XIV. Adjournment

FACULTY SENATE MEETING
February 26, 2018

Members present: Janel Bloch, Carol Bredemeyer, Robert Brice, Kathleen Carnes, Steve Crites, Christine Curran, Jacqueline Emerine, Irene Encarnacion, Richard Fox, Yaw Frimpong-Mansoh, Kathleen Fuegen, Steven Gores, Lisa Holden, Ken Katkin, Francoise Kazimierczuk, Jennifer Kinsley, Christopher Lawrence, Kimberly Gelbwasser Lazzeri, Ellen Maddin, Phil McCartney, Carrie McCoy, Ljubomir Nacev, Tamara O'Callaghan, Deborah Patten, Jeanne Pettit, David Raska, Toru Sakaguchi, Gabe Sanders, Cory Scheadler, Ron Shaw, Erin Strome, Laura Sullivan, Lynn Warner, Sharon Vance, Steven Weiss, Matthew Zacate

Members absent: Rachel Banks, Kebede Gemene, Rich Gilson, Morteza Sadat Hossieny, Vanessa Hunn, Stephen Johnson, JC Kim, Marc Leone, Gisele Lorient-Raymer, Jonathan McKenzie, Marcos Misis, Ban Mittal

Guests: Gerry St. Amand (President), Sue Ott Rowlands (Provost), Richard Boyce (Faculty Regent), Deanna Karam, Staff Congress Representative, Erica Bluford (Student Government Association Representative), Grace Hiles (Faculty Senate Office)

The meeting was called to order by Senate President Matthew Zacate at 3:00 pm with a quorum present.

The agenda was adopted as distributed at this meeting. The minutes of the January 29, 2018 meeting were approved.

Guest Reports:

- **President St. Amand**
 - Budget planning is beginning for next year and the outlook is grim. However, he is receiving positive signals from Frankfort that they are hearing our concerns about the disparity with NKU funding. We will see more specific information from the deans in the near future. Cuts to Academic Affairs are potentially large, in the scale of nine to 12 million. He said that we are planning for 10 and 12 percent cuts, and possibly up to 15 percent.
 - Asked what the current Academic Affairs budget is, Provost Rowlands stated that we are just under 100 million and NKU was slightly over that amount when she started at NKU.
- **Faculty Regent (Richard Boyce):**
 - There is nothing new to report on the budget. March is the next meeting for the Board.
- **Staff Congress Liaison (Deanna Karam):**
 - Staff Congress had a budget update at their last meeting.
 - On Valentine's Day they had a Show Your Love for NKU campaign which included an Invest in Success table in the Student Union. Computers were available to send a message to the Governor, Senator, and Representative.
 - They are currently working with Human Resources on employee appreciation week and picnic. These may be impacted by budget cuts.
 - March 28 is the chili cook-off. More faculty participation is needed. Faculty, as well as staff, use emergency funds.

- An upcoming Lunch and Learn is scheduled for April 5 covering tuition waivers. Also, there will be a special meeting for Maintenance and Operations in May or June regarding how to get a good applicant pool for university positions.

Officer Reports:

- **Senate President** (Matthew Zacate):
 - Some faculty have asked him about how harassment complaints are handled. He is hoping to have the relevant individuals attend an upcoming Senate meeting to describe that process and take questions.
 - The Election Committee ruled on candidate eligibility for the upcoming Faculty Regent election. He believes there will be six candidates from three different colleges running for the position. He clarified that there is a well-defined procedure in place for a run-off since there are six candidates, in response to a question from a senator. Candidate forums will take place on March 15, 19, and 20. Voting will take place the week of March 26.
 - President Zacate presented a Discussion item: Recommendation from the Executive Committee on how to resolve conflicts in the current final exam schedule (see accompanying memo: *Proposed fixes to conflicts in the current final exam schedule* dated February 21, 2018).
 - He explained that he worked with the exam schedule to remove overlap and conflicts and believes he has found one or more solutions to the problem. The attached proposal provides a brief explanation, problem background, and solution; there is a Standard Class Time memo as well.
 - President Zacate asked that senators take this recommendation back to their departments for review and feedback.
 - Allen Cole, University Registrar, said that there is a plan in place to address conflicts for spring semester. The fall schedule is to be published later today and remedies to address conflicts are in place as well.
 - Senator McCoy asked if perhaps this issue should be examined for next year so that spring can be used to review the problem. President Zacate is concerned about postponing because of the fall scheduling conflicts.
 - Others mentioned that removing the fifty minute lunch break could be the easiest solution, unless there is some expressed need for it.
 - Another suggestion was to have exam times end later, i.e., 9:30 p.m., rather than 9 pm.
 - President Zacate asked senators to get in touch with him with any other ideas/suggestions.
 - **Secretary** (Laura Sullivan):
 - **VOTING ITEM:** Acceptance of the January 29, 2018 Election Meeting results (see accompanying memo: *Minutes of the January 29, 2018 Election Meeting* dated February 22, 2018). Approval is needed for the minutes that reflect election results for the 2018-19 Faculty Senate officers.
- APPROVED.**

- **Faculty Advocate** (Phil McCartney):
 - He continues to work on issues regarding how the university handles harassment accusations, whether faculty have enough input on the transition of the new president, and to what extent Accelerated Programs (AP) is driving curriculum.
- **Graduate Council Chair** (Steve Crites):
 - Senator Crites stated that due to the new budget model/budget issues that graduate enrollment is not where the Council would like it to be. The new budget model has set up competition, so they have decided to see where they can work together, share more about their programs, and collaboratively determine strategies to increase enrollment. They plan to conduct an overall review.

Committee Reports:

- **University Curriculum** (Richard Fox):
 - Senator Fox reported that this is the last Senate meeting where items can be approved for the fall catalog, which is why there are so many items—these include programs with substantive changes, new degree granting programs, and the Honors College proposal.
 - **VOTING ITEM:** Approval of changes to the MSN program (<https://nku.curriculog.com/proposal:1353/form>, including dozens of new courses. Syllabi for the new courses can be found on Curriculog at <https://nku.curriculog.com/proposal:1817/form>).
 - Concerns expressed from the Mathematics and Statistics Department centered on the elimination of a statistics class and the integration of statistics into other courses (Statistics material will not be taught by a statistician). Michele Teschendorf, the RN to BSN Program Director, responded to a question by saying that while the MSN program currently requires STA 614 in one of their tracks, the program has plans to remove STA 614 from all tracks by the end of next year.
 - Senator McCartney pointed out that the initial justification for removing STA 614 was that AP said doing so was necessary to ensure sufficient enrollment. It was only after it was pointed out at UCC that AP was not supposed to be influencing curriculum decisions that the role of AP was deleted from the final version of the paperwork.
 - Dr. Teschendorf said the reason why the statistics class was removed is due to the common trend across DNP and MSN programs, moving from a research focus to a practice focus. A full-blown statistics course is for a Ph.D., and this is not offered at NKU, as the depth is not required. Other disciplines such as Physical Therapy, Occupational Therapy, and Pharmacology do not offer statistics. This fact, combined with the fact that there were going to be too many program credit hours, led the department to determine the need to focus on more nursing content. Other courses were removed as well, such as an Informatics course, so the department can provide what was necessary in their discipline for students to qualify to sit for their exams.
 - Senator McCoy (Nursing Department), said that a DNP program is for practitioners, not Ph.D. researchers. A practicing person needs to be able to synthesize the literature, analyze it, and develop guidelines based on that. There are two branches to the profession. Dr. Teschendorf reinforced this

point, stating that they are not teaching scientists; they are teaching people treating patients and these students need a broad overview. Adding more nursing courses to support this meant taking courses elsewhere, which were from Informatics and Statistics.

- Senator Gores believes that silos are an issue. For example, Business Writing was dropped as a requirement for some majors within the business college, with the argument that faculty within those departments can teach writing themselves in a unit.

APPROVED.

- The following three items will require approval from the Board of Regents (program changes do not).
- **VOTING ITEM:** Approval of new BA in Law program (<https://nku.curriculog.com/proposal:1693/form>).
 - This is an interdisciplinary program; all courses will be taught through Chase College of Law, with a LAW designator for new courses. Additional core courses will be from English, Sociology, Criminal Justice, and other Arts & Sciences departments.
 - Senator Frimpong-Mansoh expressed concern over the process of creating the program, that there was not sufficient consultation with appropriate faculty.
 - Diana McGill, Dean of College of Arts and Sciences said that this is not a pre-law program in Chase; it is a political science program.
 - Senator Fox said this program serves a different audience; it is not for students who want to be lawyers. It is meant for those who might work in Human Resources, compliance, finance and is meant to be a liberal arts degree. Law degrees do not have prescribed undergraduate majors. The proposal was not submitted as transdisciplinary.
 - Senator Kinsley (Chase), said that the law faculty were consulted a number of times and voted to approve classes for the degree, and are willing to support the degree. In response to a question about whether this program might promote an unauthorized practice of law, she said that not one course will teach students the practice of law.
 - Senator Warner raised concerns about library resources to support the degree, especially in light of the budget. Steely Library's budget is already minimal in support of undergraduate classes. Dean McGill said that Dean Almquist (Steely Library) assured her that Steely will be able to fully support the program. Chase Law Library will support it as well.
 - The proposal was spearheaded by a previous dean and others not actively involved with the proposal anymore.
 - Some senators expressed support for this kind of program being offered to NKU students.

APPROVED.

- **VOTING ITEM:** Approval of new Clinical Research certificate (<https://nku.curriculog.com/proposal:1729/form>).
 - This is a graduate certificate from Allied Health.

APPROVED.

- **VOTING ITEM:** Approval of new MS in Nutritional Science and Dietetics program (<https://nku.curriculog.com/proposal:1225/form>).

APPROVED.

- **VOTING ITEM:** Approval of changes to the Honors program (<https://nku.curriculog.com/proposal:1845/form>).

- The question was asked whether this change meant that a separate Honors degree would be awarded. David Kime, Honors Advising Coordinator, said that any degree works with the Honors program and students will graduate as a University Honors scholar (it will continue to count as a secondary degree area requirement).

APPROVED.

- Senator Fox reported that this is the last Senate meeting for approval of new programs for the fall catalog. There will be two more UCC meetings for anything else to be approved for the fall.
- UCC also addressed the semester change issue and provided feedback to President Zacate to be compiled with other Senate committee feedback on this topic.

- **Budget** (Janel Bloch):

- Senator Bloch gave a brief slide presentation, based on a budget presentation Chief Financial Officer (CFO), Mike Hales, gave to their committee at a recent meeting.
- She reminded everyone that revenue generating and cost savings ideas may be submitted to the designated website. Ideas can be submitted as one group; each idea does not have to be submitted separately.

- **Benefits** (Deborah Patten):

- Due to an open budget meeting day and a snow day the committee has not yet met, so there is no report.

- **Professional Concerns** (Ken Katkin):

- Senator Katkin said he believes that Senate should stand up to represent the views of the faculty in regards to the current budget situation. From 2007 to 2017, NKU's overall budget has grown from \$175 Million to \$225 Million, even while student body size remains the same in 2017 as in 2007. During the same decade, the total instructional budget has remained flat at \$66 Million. Thus, none of the increase in the budget has gone to instruction or to faculty. Even under the worst-case scenarios now being discussed, NKU's budget will remain larger in 2018-19 than in 2007. It is therefore not clear why the instructional budget should be cut, even under the worst-case current situation. It is also not clear as to how monies are allocated, for example, how much is spent on Division 1 athletics, administrative bloat, and new buildings. He reiterated the importance of Senate making a unified statement on behalf of the faculty.
- The administration's proposed draft Consensual Relations policy is currently on Notice and Comment. PCC has vetted this proposal in the past, and will review the current version. The current proposal is inconsistent with the Faculty Handbook, but may be good policy. If the Faculty supports the substance of the proposal, then Senate will need to amend the Faculty Handbook to implement it.

- The Office of Graduate Education & Research has also proposed a new administrative policy on research misconduct. Senator Katkin said that this proposed policy would be inconsistent with the Faculty Handbook and would very substantially relax NKU's rules and procedures that address research misconduct. He said such a policy change appears to be unnecessary and unwarranted, and that he would meet with the Provost over Spring Break to discuss the need for this proposal to move forward.
- Discussion item: Recommendation to revise the Faculty Handbook (see accompanying memo: *Withdrawal of Application for Promotion During RPT Process* dated 15-FEB-2018).

This issue required four PCC meetings before they were ready to vote.

- Discussion revolved around the “10 business days” in this sentence: “After receiving a negative recommendation from the committee, the applicant may elect within ten business days to withdraw the application and terminate the RPT process.”
- Also discussed was whether this would be part of an applicant’s file if he/she chose to withdraw.
- PCC will reexamine in regard to the timing (how many business days) and if this action would be recorded in the applicant’s file.

- **TEEC** (Chris Lawrence):

- A faculty development workshop will be held on March 13, from 12 – 1 pm, on solving ethical dilemmas.
- TEEC will conduct a survey of Chairs and members of RPT committees to better understand the evaluation of teaching at the university.

- **General Education** (Steve Weiss):

- In the interest of time, Senator Weiss deferred his report to the next Senate meeting.

New Business

- Irene Encarnacion introduced a resolution in support of DACA students. The resolution was discussed and changes approved to the first sentence and to the removal of the second sentence to read:

Resolution in Support of DACA Students

NKU Faculty Senate is deeply concerned about the uncertainty revolving around the Deferred Action for Childhood Arrivals (DACA) program.

Recognizing the state of anxiety and uncertainty prevailing among our DACA students, we want them to know that the NKU faculty is committed to supporting all of our students’ journeys to pursue their education and achieve their dreams. As stated in the Faculty Senate’s Statement of Solidarity Resolution approved March 16, 2017, we will continue to provide a safe and welcoming environment for all students, faculty, and staff, regardless of national origin. The repeal of DACA will not change our commitment to support students, faculty, and staff impacted by the decision and our mission to educate all students in our region.

APPROVED.

Adjournment

The meeting was adjourned at 4:50 p.m.

Respectfully Submitted,

Laura A. Sullivan
Secretary

MEMORANDUM

To: Faculty Senate
From: Executive Committee
Re: Proposed fixes to conflicts in the current final exam schedule
Date: February 21, 2018

The problem

Inspection of the full-semester Final Exam Schedule for fall 2017 and spring 2018 reveals a number of conflicts (that is, situations where it is theoretically possible for a student to be enrolled in two classes that have final exams scheduled during overlapping time periods). These are highlighted in the table below.

Fall 2017-Spring 2018 Final Exam Schedule – reformatted w/ conflicts highlighted

Time of Exam	Saturday (S)	Monday (M)	Tuesday (T)	Wednesday (W)	Thursday (R)	Friday (F)
8:00 – 10:00 am		Classes at 9:00 MWF	All sections ACC 200 & 201	Classes at 8:00 MWF	Classes at 8:00 TR	Classes at 7:00 MWF 7:00 TRF
10:10 am – 12:10 pm	Classes at 9:00 S	Classes at 11:00 MWF	Classes at 9:25 TR	Classes at 10:00 MWF	Classes at 10:50 TR	Classes at 12:00 MWF
1:00 – 3:00 pm	Classes at 12:15 S	Classes at 2:00 MWF 2:00 M	Classes at 12:15 TR	Classes at 1:00 MWF	Classes at 1:40 TR	Classes at 2:00 WF 2:00 F
3:10 – 5:10 pm		Classes at 4:00 MWF	Classes at 3:05 TR 3:20 T	Classes at 2:00 MW 2:00 W	Classes at 3:20 R	Classes at 3:00 MWF
4:30 – 6:30 pm		Classes at 4:30 M 4:40 MW	Classes at 4:30 T	Classes at 3:20 MW 3:20 WF 4:30 W	Classes at 4:30 R 4:45 TR	Classes at 4:40 WF 5:00 MWF
6:45 – 8:45 pm		Classes at 6:15 M 6:15 MW	Classes at 6:15 T 6:15 TR	Classes at 6:15 W 7:45 MW	Classes at 6:15 R 7:45 TR	Classes at 6:15 F

The conflicts in the fall 2017-spring 2018 Final Exam Schedule evidently came about with the creation of new standard class meeting times in July 14, 2016 (see accompanying document entitled “New Standard Class Meeting Times Guide-07142016.pdf”). In addition to the new times, some class meeting times were shifted, adding other conflicts.

Why should the faculty senate act?

This is a good opportunity for the senate to contribute meaningfully to improving university operations as authorized in section I.B.4 of the senate constitution: “[One purpose of the faculty senate is to] evaluate university policies, programs, and practices and recommend such improvements as seem warranted.”

Proposed changes to the final exam schedule

Guiding principles used when adjusting the exam schedule to remove conflicts were (1) making as few changes to the current schedule as possible, assuming that the previous version of the schedule was free of errors, (2) ensuring that each final exam is scheduled for one of the days that the regular class meets, and (3) matching the time of the exam to the time of the class as closely as possible.

The conflict that is most difficult to resolve is the one arising due to the creation of the MWF 5:00-5:50pm class. Fortunately, it appears as though there are no sections of this class in spring 2018, so that these changes can wait until the fall 2018 schedule. Furthermore, there appear to be no sections of the 4:40 WF class, which also simplifies the fix for the spring 2018 semester. As such, resolution of the final exam conflicts can be done in two stages, minimizing disruptions caused by mid-semester changes to the exam schedule of spring 2018.

Stage 1. Conflict resolution for spring of 2018.

The following table resolves conflicts that remain after removing the non-existent 4:40 WF and 5:00 MWF classes. There are two changes. (1) The 2:00 MW class was moved back to the M 1:00-3:00pm time slot, which was its location in the previous version of the final exam schedule. (2) The 4:30 T class was moved to the later exam time of 6:45-8:45 pm. It should be noted that the standard 4:30 T class runs until 7:15 pm so that students in that class cannot also be enrolled in classes that start at 6:15 pm; however, there are a number of non-standard sections that run between 4:30 pm and 6:00 pm, for which the change in the table below may create conflicts.

Time of Exam	Saturday (S)	Monday (M)	Tuesday (T)	Wednesday (W)	Thursday (R)	Friday (F)
8:00 – 10:00 am		Classes at 9:00 MWF	All sections ACC 200 & 201	Classes at 8:00 MWF	Classes at 8:00 TR	Classes at 7:00 MWF 7:00 TRF
10:10 am – 12:10 pm	Classes at 9:00 S	Classes at 11:00 MWF	Classes at 9:25 TR	Classes at 10:00 MWF	Classes at 10:50 TR	Classes at 12:00 MWF
1:00 – 3:00 pm	Classes at 12:15 S	Classes at 2:00 MWF <u>2:00 MW</u> 2:00 M	Classes at 12:15 TR	Classes at 1:00 MWF	Classes at 1:40 TR	Classes at 2:00 WF 2:00 F
3:10 – 5:10 pm		Classes at 4:00 MWF	Classes at 3:05 TR 3:20 T	Classes at 2:00 MW 2:00 W	Classes at 3:20 R	Classes at 3:00 MWF
4:30 – 6:30 pm		Classes at 4:30 M 4:40 MW	Classes at 4:30 T	Classes at 3:20 MW 3:20 WF 4:30 W	Classes at 4:30 R 4:45 TR	Classes at 4:40 WF 5:00 MWF (don't exist)
6:45 – 8:45 pm		Classes at 6:15 M 6:15 MW	Classes at <u>4:30 T</u> 6:15 T 6:15 TR	Classes at 6:15 W 7:45 MW	Classes at 6:15 R 7:45 TR	Classes at 6:15 F

Stage 2. Conflict resolution for fall of 2018 and later.

Two possibilities are presented. Option 1 results in classes that meet back-to-back at 2pm and 3pm on MWF having final exams that are back-to-back on Monday at 1pm and 3:10pm. Option 2 rearranges exam times so that such a back-to-back situation does not arise. Enrollments in classes should be examined by the Office of the Registrar to see which option leads to the fewest number of students who will have back-to-back final exams. Again, these options only eliminate conflicts among classes scheduled in standard time slots.

Option 1. New exam times in underlined bold.

Time of Exam	Saturday (S)	Monday (M)	Tuesday (T)	Wednesday (W)	Thursday (R)	Friday (F)
8:00 – 10:00 am		Classes at 9:00 MWF	All sections ACC 200 & 201	Classes at 8:00 MWF	Classes at 8:00 TR	Classes at 7:00 MWF 7:00 TRF
10:10 am – 12:10 pm	Classes at 9:00 S	Classes at 11:00 MWF	Classes at 9:25 TR	Classes at 10:00 MWF	Classes at 10:50 TR	Classes at 12:00 MWF
1:00 – 3:00 pm	Classes at 12:15 S	Classes at 2:00 MWF <u>2:00 MW</u> 2:00 M	Classes at 12:15 TR	Classes at 1:00 MWF	Classes at 1:40 TR	Classes at 2:00 WF 2:00 F
3:10 – 5:10 pm		Classes at <u>3:00 MWF</u>	Classes at 3:05 TR 3:20 T	Classes at 2:00 W <u>3:20 MW</u> <u>3:20 WF</u> <u>4:00 MWF</u>	Classes at 3:20 R	
4:30 – 6:30 pm				Classes at 4:30 W <u>4:40 MW</u>	Classes at 4:30 R 4:45 TR	Classes at 4:40 WF 5:00 MWF
6:45 – 8:45 pm		Classes at <u>4:30 M</u> 6:15 M 6:15 MW	Classes at <u>4:30 T</u> 6:15 T 6:15 TR	Classes at 6:15 W 7:45 MW	Classes at 6:15 R 7:45 TR	Classes at 6:15 F

Option 2: Alternative that avoids back-to-back 2pm MWF and 3pm MWF exams on Monday

Time of Exam	Saturday (S)	Monday (M)	Tuesday (T)	Wednesday (W)	Thursday (R)	Friday (F)
8:00 – 10:00 am		Classes at 9:00 MWF	All sections ACC 200 & 201	Classes at 8:00 MWF	Classes at 8:00 TR	Classes at 7:00 MWF 7:00 TRF
10:10 am – 12:10 pm	Classes at 9:00 S	Classes at 11:00 MWF	Classes at 9:25 TR	Classes at 10:00 MWF	Classes at 10:50 TR	Classes at 12:00 MWF
1:00 – 3:00 pm	Classes at 12:15 S	Classes at <u>1:00 MWF</u>	Classes at 12:15 TR	Classes at <u>2:00 MWF</u> <u>2:00 MW</u> <u>2:00 W</u>	Classes at 1:40 TR	Classes at 2:00 WF 2:00 F
3:10 – 5:10 pm		Classes at <u>2:00 M</u> <u>3:00 MWF</u>	Classes at 3:05 TR 3:20 T	Classes at <u>3:20 MW</u> <u>3:20 WF</u> <u>4:00 MWF</u>	Classes at 3:20 R	
4:30 – 6:30 pm				Classes at 4:30 W <u>4:40 MW</u>	Classes at 4:30 R 4:45 TR	Classes at 4:40 WF 5:00 MWF
6:45 – 8:45 pm		Classes at <u>4:30 M</u> 6:15 M 6:15 MW	Classes at <u>4:30 T</u> 6:15 T 6:15 TR	Classes at 6:15 W 7:45 MW	Classes at 6:15 R 7:45 TR	Classes at 6:15 F

Recommendation

The executive committee recommends that the senate review the proposed changes and, if found satisfactory, vote affirmative to a resolution to recommend that the proposed changes be sent to the Provost to pass along to the Office of the University Registrar.

STANDARD CLASS MEETING TIMES GUIDE

UPDATED 7/14/2016

Effective Fall 2017

Rationale for creation of standard class times:

- Shortage of classroom space during the hours of 9:00AM-2:00PM on MWF and 9:25AM – 2:55PM on TR. This shortage limits class availability for many students and forces erratic classroom assignment patterns for some faculty.
- The long-term solution to this problem is the addition of more classroom facilities on campus or at off-campus sites. Until these additional sites are acquired or built, the short-term solution to the problem is to plan utilization of existing classroom space with great care.
- This planning has two components:
 - allocation of classroom **space** and
 - managing **times** classes are offered.
- The goal of efficient management of class **times** is to minimize occurrences of classroom space remaining vacant.
- Efficient management of class **times** should follow for flexibility of offerings in order to meet the diverse needs of student populations: traditional, non-traditional, weekend, and others.
- **Example of alleviation of classroom shortage by class times management:**
 - Data on classroom availability indicates classrooms unused from 2:15-3:00PM on MW due to the number of classes scheduled from 1:00-2:15 on these days. By making the **standard class time** for regular lecture/seminar classes meeting for 75 minutes on MW afternoons 2:00-3:15PM, additional classes can be scheduled from 2:00-2:50PM on MWF, thus reducing classroom vacancy during this near-peak hour.

STANDARD CLASS TIME GUIDE

(Excluding Classes Meeting in Designated Laboratory Space)

*Designated rooms only-limited availability

**1. Classes meeting 50 minutes on MWF,
daytime-16 weeks**

7:00-7:50 AM
8:00-8:50 AM
9:00-9:50 AM
10:00-10:50 AM
11:00-11:50 AM
12:00-12:50 PM
1:00-1:50 PM
2:00-2:50 PM
3:00-3:50 PM
4:00-4:50 PM
5:00-5:50 PM

**2. Classes meeting 75 minutes on MW or WF,
daytime-16 weeks**

2:00-3:15 PM
3:20-4:35 PM
4:40-5:55 PM

**3. Classes meeting 75 minutes on TR or TRF
daytime-16 weeks**

7:00-7:50 AM (TRF only)
8:00-9:15 AM
9:25-10:40 AM
10:50AM-12:05 PM
12:15-1:30 PM
1:40-2:55 PM
3:05-4:20 PM
4:45-6:00 PM

**4. Classes meeting 75 minutes,
evening-16 weeks***

6:15-7:30 PM MW or TR*
7:45-9:00 PM MW or TR*

**5. Classes meeting 2 hours, 45 minutes,
daytime-16 weeks**

2:00-4:45 PM M, W, or F
3:20-6:05 PM T or R
4:30-7:15 PM M, T, W, or R

**6. Classes meeting 2 hours, 45 minutes,
evening-16 weeks**

6:15-9:00 PM M
6:15-9:00 PM T
6:15-9:00 PM W
6:15-9:00 PM R
6:15-9:00 PM F

**7. Classes meeting 2 hours, 45 minutes,
Saturday only-16 weeks**

9:00-11:45 AM
12:15-3:00 PM

**8. Classes meeting daytime-
8 weeks***

9:00-11:45 AM MW*
12:00-2:45 PM MW*
3:00-5:45 PM MW*
9:30AM-12:15 PM TR*
12:30-3:15 PM TR*
3:30-6:15 PM TR*

**9. Classes meeting evening-
8 weeks**

6:15-9:00 PM MW
6:15-9:00 PM TR
6:15-9:00 PM MR
6:15-9:00 PM TF

**10. Classes meeting evening/daytime/weekend
combination- 1st or 2nd Sessions**

6:15-9:00PM - F & 9:00-11:45AM S
9:00-11:45AM & 12:15-3:00PM S

MEMORANDUM

To: Faculty Senate
From: Professional Concerns Committee (PCC)
Re: Withdrawal of Application for Promotion During RPT Process
Date: February 15, 2018

The Faculty Advocate referred to PCC a question concerning promotion or tenure in a non-mandatory year. **Should a faculty member be allowed to withdraw the application for promotion and/or tenure and materials after receiving a negative recommendation from the departmental review committee?** The Faculty Handbook is silent on this question. According to the Faculty Advocate, over time different Provosts at NKU have adopted varying stances on this issue. Accordingly, the Faculty Advocate recommended that PCC consider whether Faculty Senate should recommend that the Faculty Handbook be amended to provide a definitive answer to this question. At its November 16, 2017 meeting, PCC agreed to take up this issue. The PCC then deliberated on this issue at its meetings of December 7, 2017, January 18, 2018, and February 15, 2018.

After due deliberation, the PCC recommends that Faculty Senate approve the following amendment to the NKU Faculty Handbook. This amendment would provide that a faculty member may withdraw the application and materials after receiving a negative recommendation from the departmental review committee.

Proposed Amendment to Faculty Handbook Section 3.2.6:

To enable a faculty member to withdraw the application and materials after receiving a negative recommendation from the departmental review committee, a sentence should be added to the end of current Faculty Handbook Section 3.2.6 that might read:

After receiving a negative recommendation from the committee, the applicant may elect within ten business days to withdraw the application and terminate the RPT process.

As amended, Section 3.2.6 would thus read:

3.2.6. DEPARTMENT/SCHOOL COMMITTEE: VOTING AND REPORTING

Each member of the committee shall have one vote. Each member is required to vote on each matter before the committee. A member who has not reviewed materials submitted by the applicant or fully participated in the committee discussion of the applicant cannot vote on that applicant. The recommendation of the committee shall be reported

in writing to the department chair or school director and must be characterized as either unanimous or non-unanimous. The recommendation of the committee will reflect the committee's deliberations and must be signed by all committee members. In cases where the committee vote is not unanimous, support for both positive and negative votes must be included in the recommendation. In the case of a tie vote, the committee's recommendation will be deemed a positive recommendation. A copy of the recommendation will be given to the applicant. **After receiving a negative recommendation from the committee, the applicant may elect within ten business days to withdraw the application and terminate the RPT process.**

CONCLUSION

The PCC recommends that Faculty Senate should approve the preceding amendment to Section 3.2.6 of the NKU Faculty Handbook.

FACULTY SENATE: ELECTIONS OF EXECUTIVE TEAM MEETING

January 29, 2018

Members present: Matt Albritton (alternate for Rachel Banks), Janel Bloch, Richard Boyce, Carol Bredemeyer, Robert Brice, Kathy Carnes, Susannah Coaston, Christine Curran, Richard Fox, Yaw Frimpong-Mansoh, Kathleen Fuegen, Dorea Glance, Francoise Kazimierczuk, JC Kim, Eric Knechtges (alternate for Kimberly Lazzeri), Gisele Lorient-Raymer, Jonathan McKenzie, Marcos Misis, Jeanne Pettit, Morteza Sadat-Hossieny, Toru Sakaguchi, Ron Shaw, Erin Strome, Laura Sullivan, Sharon Vance, Lynn Warner

Members absent: Debra Bryant, Steven Cronin, Jacqueline Emerine, Irene Encarnacion, Doug Feldmann, Kebede Genene, Rich Gilson, Steven Gores, Lisa Holden, Stephen Johnson, Ellen Maddin, Phil McCartney, Ban Mittal, Ljubomir Nacev, Cathy Pence, David Raska, Cory Sheadler

Guests: Grace Hiles (Elections Assistant), Tamara O'Callaghan (Parliamentarian & Election Chair Ex-Officio), Steven Crites (Graduate Programs), Steven Weiss (General Education Chair), Ken Katkin (PCC Chair), Matthew Zacate (Faculty Senate President)

The meeting was called to order by Senate President Matthew Zacate at 2:56 pm with a quorum present.

Senator Boyce moved that the Secretary cast a ballot on behalf of the Assembly. Senator Warner seconded. **MOTION PASSED.**

Adjournment

The meeting was adjourned at 3:01 p.m.

Respectfully Submitted,

Laura A. Sullivan
Secretary