

FACULTY SENATE MEETING
March 27, 2023

Members present: Ryan Alverson, Terrance Anderson, Kalyani Ankem, Rachael Banks, Janel Bloch, Carole Cangioni, George Carpten, Mike Carrell, Ronnie Chamberlain, Chris Curran, Jacqueline Emerine, Irene Encarnacion, John Farrar, Richard Fox, Kathleen Fuegen, Steven Gores, William Herzog, Lisa Holden, Doug Hume, Steven Johnson, Ken Katkin, Edward Kwon, Kajsa Larson, Chris Lawrence, Kevin Lotz, Debbie Patten, Phil McCartney, Michael Providenti, Chari Ramkumar, Robert Salyer, Patrick Schultheis, Brittany Sorrell, Laura Sullivan, Zach Wells, Darrin Wilson

Members absent: David Childs, Olu Ekundayo, Boshra Karimi, Jennifer Kinsley, Isabelle Lagadic, Andrea Lambert South, Kimberly Yates

Guests: Bonita Brown (Interim President), Matt Cecil (Provost), Grace Hiles (Faculty Senate Office), Amanda Andrews, Amal Said, Suk-hee Kim, Dolores White, Joe Cress, Brooke Buckley, Shauna Reilly, Mehmet Sulu, Abdou Ndoye, Vicki Cooper, Kevin Kirby, Emily Detmer-Goebbel, Diana McGill, Alar Lipping, Yaw Frimpong-Mansoh, Teckerah Washington, Nancy Campbell, Hassan HassabElnaby, Danielle McDonald, Stephanie Klatzke

Call to Order, Adoption of Agenda

The meeting was called to order by Senate President John Farrar at 3:06 pm with a quorum present. The agenda was approved as distributed.

Approval of Minutes

The minutes from the February 27, 2023 meeting were approved.

Guest Reports:

- **Interim President (Bonita Brown):**
 - Enrollment is being followed closely and, though early in the process, NKU is trending in the right direction. Faculty are needed to help with recruiting, including making phone calls via calling rooms that Admissions will set up.
 - The legislation closed session last week; some of the bills she is watching did not make it through the process, such as the Tik Tok bill.
 - She has also been attending Board of Regents (BOR) meetings and working on the budget plan.

- **Provost (Matt Cecil):**
 - President Brown recently sent an email about interim leadership of the Honors College upon the departure of Dean Jim Buss on July 1. He and the president are seeking a strong faculty leader who can help with the day-to-day management of Honors since it is too late to search for an Honors dean this year. The Executive Director of Honors will report to Vice Provost Abdou Ndoye, who he has appointed as temporary Acting Dean of Honors. Any faculty interested in this position can apply by next Friday, April 1. Dr Buss will chair a small committee that will evaluate the candidates and make a recommendation to him.

- The Faculty Voluntary Separation program was offered to 24 faculty; 23 out of 24 have accepted. Savings from the separations will be between \$1.75 and \$2 million. The provost thanked Lori Southwood, Chief Human Resources Officer, and Jeremy Alltop, Vice President for Administration and Finance/Chief Financial Officer (CFO), on putting this incentive program together so quickly. He also said that NKU is losing very experienced people and he wished them the very best.
 - He continues to work on the budget plan, as well as meeting with campus groups, answering questions and providing updates. He would be happy to revisit departments if any are interested. NKU has met their targets for FY24 cuts and these are now being operationalized.
 - Non-tenure track temporary (NTTT) faculty contracts expire at the end of the academic year. No one has been notified yet as to their return; often those positions are not hired until enrollment numbers are known.
- **Faculty Regent (Michael Baranowski):**
 - The BOR met on March 15 and the process for the presidential search was approved. He shares faculty concerns about the search.
 - In response to senator questions, he said he voted for the plan since it is more faculty friendly than the one for the previous presidential search. He also determined he would have more influence at a later stage in the search than with this issue. He explained that the BOR wanted a smaller search committee, but larger involvement with the advisory committee. As far as he knows, a decision has not been made to hire a president who is outside academia.
- **Staff Congress Representative (Steve Slone):**
 - Staff Congress is focusing on what they can do to boost the morale of coworkers. He continues to ask staff to look out for each other. If you see anyone struggling, please reach out to him.
 - The Lunch Hangouts are continuing in the UC Ballroom. This is a wonderful opportunity to reconnect and meet others on campus. The next one is Thursday, March 30, from 11:30 am to 1:00 pm.
 - He has been sharing information about the presidential search. Kara Williams, who is chairing the search committee, is an NKU alum and he believes she is committed to having staff and faculty input in the process.
 - He thanked everyone for all the hard work being done on behalf of our students.
- **SGA (Isaiah Phillips):**
 - SGA is wrapping up the school year by finalizing a number of resolutions.
 - He expressed his appreciation for being able to be part of Senate meetings this year.

Officer Reports:

- **Senate President (John Farrar):**
 - The Academic Commons Work Group has developed three surveys that will be emailed soon to unit heads, faculty/staff in those units, and to students. The purpose is to gather information as to the work in the units to determine an appropriate fit for the Commons.

- He has been meeting with BOR member Kara Williams, chair of the presidential search committee, on behalf of the faculty and their concerns about the minimal faculty representation on the search committee. He does feel hopeful about the advisory committee and their involvement in the process. He believes that that it was not possible to change the shape of the search committee, so hopes the faculty voice will come through via open forums and survey.
- **Vice President** (Kalyani Ankem):
 - No report.
- **Secretary** (Laura Sullivan):
 - No report.
- **Faculty Advocate** (Phil McCartney):
 - He has been asked a number of questions that he cannot answer, including why isn't the Faculty Senate president on the presidential search committee. So, he is raising those questions here.
 - It appears that many decisions are being made at the university, yet deans are not consulted and they should be. For example, this occurred with deans not being consulted about Academic Partnerships until after the contract was signed, and when merit scholarships were eliminated.

Committee Reports:

- **University Curriculum Committee** (Richard Fox):
 - UCC approved 85 curriculum changes (some were mass changes) at UCC's last meeting, 18 of which have not yet been approved by Graduate Council (GC) so the committee approved them "contingent on GC approval in April." This wraps up the curriculum business for the fall catalog. There are two meetings scheduled for April but he suspects there will not be enough business for the April 6 meeting so it will likely be canceled, leaving one last meeting for the semester on April 20.
 - The meeting last Thursday was the last one to get items approved for the fall catalog.
 - There are two initiatives that he wants the UCC to work on next academic year; one was brought to Senate before:
 - Have departments compare their course SLOs (from recent syllabi) to those approved by the UCC to find out which SLOs have either never been approved or have changed without approval. Once we have all of the approved SLOs for all courses, we will build an SLO bank like our syllabus bank. Senators, please share with your faculty that they may need to contribute to the effort by supplying recent syllabi and look at any approved SLOs to see if changes should be made.
 - In working through some of the forms he has noticed that some have subtotals, and some don't. The catalog has some inconsistencies with respect to the credit hour breakdown for programs when those programs consist of multiple parts (e.g., core classes, electives, tracks). Some do not list subtotals for these parts, and some totals do not add up. He would like all departments to look through their catalog copy to see if there are errors in the hours and have all listings be consistent with category subtotals.

- Both of these initiatives will be announced early in the fall, but if any department wants to get started during the spring, have the chair (or program director) contact him.
- **Budget** (Janel Bloch):
 - At their last meeting, CFO Alltop said that he will have three parking options for the committee's input. He will also be asking for input from Staff Congress. At the next meeting he will have a draft version of the FY24 budget for their review and input.
- **Benefits** (Debbie Patten):
 - There was an oversight in which the committee's bylaws have not been brought to Senate for approval. They are included with this meeting's materials. Changes are very minor (numbering, grammar), with no substantive content change.
- **Professional Concerns** (Kathleen Fuegen):
 - The PCC discussed intellectual property policy at its most recent meeting. The IP policy in the Handbook was last revised in 2009. A workgroup that includes the Senate president and Budget committee chair has created draft revisions to the existing policy. The drafts divide the IP policy into 2 parts: 1) copyrights, 2) inventions and patents. PCC reviewed these drafts last year. Each of those concerns was addressed to their satisfaction. There remains a minor disagreement regarding royalties. Of more importance are questions regarding who retains copyright when traditional work was created with the assistance of start-up funds or instructional design support. They also have questions regarding ownership of instructional material used in courses that are part of an accelerated online program. Members of the committee will be discussing these issues with the university legal counsel, Grant Garber, in the next few weeks. He seems amenable to working with PCC on the policy. PCC will eventually vote on the two new IP drafts and the drafts will be brought to Senate for discussion, maybe later this spring or next fall depending on how discussions go with legal counsel.
 - The PCC addressed the same issues raised today during its discussion of the presidential search process. She will not add to what has already been said about the presidential process in today's meeting.
- **TEEC** (Chris Lawrence):
 - They are continuing to roll out the new course evaluation system, which will be used this semester.
 - The committee is also reviewing the common course syllabus and syllabus template.
- **General Education Committee** (Andrea Brooks):
 - As shared at the last Senate meeting, the committee took on scoring the 200 or so artifacts that were submitted for assessment last semester. They did not end up meeting on March 20th to allow more time for scoring, so they *will* meet next Monday. At that meeting, they will debrief from scoring.

New Business:

- Voting item from PCC, RPT in multi-disciplinary departments, changes to section 3.2 (1 attachment). PCC chair, Kathleen Fuegen, explained the impetus for this discussion came from a

faculty member from a combined department who wondered if they could be evaluated appropriately through the RPT process. There are a number of departments with multiple disciplines, such as the Department of Political Science, Criminal Justice and Organizational Leadership. The question is whether an RPT committee for multiple departments should contain at least one member of appropriate rank with subject matter expertise on the RPT committee. The vote today is to revise the Handbook to have a mechanism whereby someone outside a combined department would be able to serve on the department's RPT committee. Other changes relate to clarifying "affinity" for a discipline – recommendation is to change to "expertise" (3.2.3) and committee eligibility (3.2.4).

MOTION PASSES.

- Voting item from Benefits Committee, updates to bylaws. (1 attachment)

MOTION PASSES.

Old Business:

- There was no old business.

Announcements (John Farrar):

- Administrator evaluation surveys are open until March 24.
- Faculty Advocate nominations for 2023-2024 will be open from March 24 to April 24. All full-time, tenured faculty are eligible to run for Faculty Advocate. There will be an election once the nominations close, April 24, probably between April 26 and May 3. The winner of the election will then be announced at the last Senate meeting on May 6.
- A General Faculty (all tenured, tenure-track, and full-time non-tenure-track-renewable faculty) virtual voting meeting (voting on Qualtrics) to consider amendments to the Faculty Senate Constitution (approved by Senate in December 2022) will be held on April 24, which is when Senate meets in April. The election will be open until 5:00 pm. More details are forthcoming. Constitution changes were passed.
- Please participate in the NKU Presidential search process:
 - More information at <https://www.nku.edu/presidential-search.html>.
 - Complete survey ASAP at <https://www.surveymonkey.com/r/NKU-President-Startup>
 - Attend open forums on March 28 and 29 in SU Ballroom. More info and Zoom link at <https://www.nku.edu/presidential-search/leadership-team/open-forums.html>
- Faculty Senate scholarships are currently open; please encourage those who are eligible to apply.
- Administrator evaluation closed on Friday. However, only 88 participated so he will extend the deadline to Wednesday, March 29, at midnight.

Adjournment

The meeting was adjourned at 4:46 pm.

Respectfully submitted,

Laura A. Sullivan

Secretary

**Faculty Benefits Committee
By-Laws**

11.4.3. BY LAWS

The Faculty Benefits Committee will maintain By Laws for the evaluation of faculty development program applications. These By Laws must be approved by the Faculty Senate and the provost. Copies of the By Laws must be available to any faculty member from the chair of the Faculty Benefits Committee.

Benefits b By-laws

Faculty Senate Benefits Committee By-Laws

ARTICLE I

NAME: Faculty Benefits Committee (FBC)

ARTICLE II

OBJECT:

A. The Faculty Benefits Committee shall review, evaluate, and make recommendations concerning those policies, procedures, and programs related to faculty benefits; in particular those policies dealing with insurance, retirement, salary schedules, academic leaves, summer fellowships, institutional project grants, deferred compensation, the credit union, travel allowance, and reassigned time.

B. It shall process applications of and make recommendations on candidates for Faculty Development Awards (FDA); Faculty Sabbatical Leaves, Faculty Project Grants, Faculty Summer Fellowships and other programs assigned by the Faculty Senate.

ARTICLE III

OFFICERS:

With approval of the committee majority, the chairperson shall appoint a secretary to keep minutes of all meetings. Except for presiding in the chairperson's absence, the secretary shall not be required to perform additional duties.

ARTICLE IV.

MEETINGS:

A. The chairperson shall call meetings by notifying the committee members approximately one week in advance. To assure maximum attendance by committee members, the chairperson shall be consistent in the scheduling of meetings and choose times convenient to as many members as possible.

B. A committee majority shall constitute a quorum, and unless otherwise specified, decisions shall be made by the majority in attendance

C. Proxy votes will not be considered nor counted toward the quorum.

ARTICLE V

STANDING SUBCOMMITTEES AND THEIR APPOINTMENT:

A. ~~The chairperson shall appoint members, with their consent to the subcommittees for~~

FBC members will choose to serve on one of the FDA subcommittees. The FBC chairperson will request one subcommittee member to serve as subcommittee chair.

- 1) Faculty Sabbatical Leaves
- 2) Faculty Summer Fellowships
- 3) Faculty Project Grants
- 4) Faculty Senate Scholarship Award
- 5) Any other programs assigned by the Faculty Senate.

B. Each subcommittee shall consist of at least five members, one of whom shall be recommended subcommittee chairperson by the subcommittee members and approved by the FBC chairperson.

C. Whenever possible, each program cluster from which one or more proposals originate shall have at least one FBC member represent it in the FDA subcommittee.

D. Each subcommittee should be composed of faculty from diverse disciplines.

E. Committee members who are applicants for a leave, fellowship or grant shall not be a member of the subcommittee reviewing the proposal nor shall they be present at the meeting of the full committee at the time their proposal is discussed and voted upon.

F. Procedures for evaluating and rank-ordering faculty proposals submitted to the committee shall be as follows:

1) Applications from NKU Faculty for Faculty Sabbatical Leaves, Faculty Summer Fellowships, and Faculty Project Grants shall be received by the committee and subcommittees according to the form prescribed in the Faculty Policies and Procedures Handbook (FPPH).

2) Applications received after the deadline stated in the FPPH will not be considered.

3) Proposals submitted to the FBC, including comments from the program's chairperson and/or dean, shall be provided to all members electronically.

4) a. All proposals will be initially read and evaluated by each member of the subcommittee independently and without consultation.

(indented) b. Each proposal shall be assigned a numerical value by each subcommittee member using the evaluation instrument approved by the ~~Committee~~ FBC

c. After each subcommittee member has read, evaluated, and assigned a numerical value to each proposal the subcommittee will then meet to discuss their evaluations and rank-order proposals.

(indented) 1. The initial rank-ordering shall be arrived at by calculating the average numerical value for each proposal.

2. This initial rank-ordering may be adjusted by the subcommittee to reconcile marked differences among subcommittee members in the evaluation of a given proposal(s).

—5) 3.) The rank ordering shall be approved by three-fourths vote of the ~~entire~~ subcommittee. The subcommittee chairperson shall then be responsible for reporting the decision to the FBC. Should any irresolvable differences of opinion occur within the subcommittee, the chairperson will inform the full committee of the circumstances and specific points of disagreement. Should no agreement on a rank-ordering be forthcoming, the

subcommittee chairperson will state so and submit his/her rank-ordering of applicants to the full committee.

65) The FBC shall then approve by a two-thirds vote the rank-ordering of applicants as submitted by the sub-committee chairperson, or as amended.

76) At least two weeks before the FBC is to report its findings to the Provost, the subcommittee shall have made available its decision to the full committee.

87) All proposals, chairperson's comments and recommendations of the subcommittee and the full committee for each faculty development program shall be considered confidential until the decision on funding of the program is announced by the Provost.

98) Project Grant Recipients may not request reconsideration from the ~~Faculty Benefits Committee~~ FBC regarding changes in line item funding of approved grants. If the recipient does not agree with the changes in funding by the ~~FBC Faculty Benefits Committee~~, he/she may seek additional funding from the appropriate Department Chair, Dean, and/or the Provost.

ARTICLE VI TEMPORARY SUBCOMMITTEES:

For other matters, the committee may consider, such as development of new policies, recommendations, or various other issues, the chairperson may appoint other subcommittees upon approval of the committee majority. In the same way ad hoc committees may be appointed to include, if desired, administrators, students and faculty not already members of the FBC.

ARTICLE VII METHOD OF AMENDING THE BYLAWS:

Bylaws may be amended at any regular committee meeting by a majority vote of the full committee provided the amendment was submitted in writing at the previous regular meeting.

Adopted: Academic year 1984-85

Revised 2013

Revised 2018

Solid Second Draft of Academic Commons Mission Statement (BOR audience)



The Academic Commons Workgroup recognizes that the Academic Commons complements many existing units and initiatives across campus. Our aim is to build upon the ongoing successful efforts begun by Success by Design's Coordinated Care initiative.

Why do we need it?

NKU has a broad range of existing academic support services; however, many of these units exist in various locations. The creation of an Academic Commons at NKU would centralize these related student-learning resources. The Academic Commons will make these resources convenient and accessible to all learners as well as enhance classroom experiences (regardless of modality) and promote the free exchange of ideas.

We believe that a strategic reorganization of these resources will increase student use and may help to normalize the act of seeking help and support. In addition, we believe that unifying these resources will improve communication between units and foster a sense of community, in turn creating more opportunities for collaboration and innovation.

We envision our Academic Commons as vibrant, welcoming physical and virtual spaces where each NKU student can socialize, collaborate, receive academic support, and obtain the resources they need to excel both within college and beyond. The Commons will nurture an atmosphere of intellectual curiosity and creativity, encouraging cross-disciplinary dialogue and innovative scholarship.

What is it?

The Academic Commons at NKU is a coordinated group of student-focused learning resources designed to give students convenient access to academic support services in a student-friendly environment designed to enhance access and collaboration. The Academic Commons brings together units that complement the classroom learning experience and empower students to achieve their academic goals.

The Academic Commons, comprised of spaces, tools, and support for learning and teaching, peer-to-peer collaboration, and co-curricular support for students, includes three clusters of support units:

- **Peer Academic Support:** Units that train and support students to provide peer and near-peer academic support, such as tutoring and mentoring.
- **Professional Academic Support:** Units that facilitate typical student learning experiences through co-curricular and extra-curricular support, such as academic planning, resource utilization, and research assistance.
- **Extended Academic Experiences:** Units that facilitate specialized opportunities (e.g., study abroad, undergraduate research, community engagement) to offer students an enhanced learning experience.

3.2. PROCEDURES FOR DECISIONS ON REAPPOINTMENT, PROMOTION, AND TENURE

As stated in Kentucky law, all persons involved in evaluation of personnel shall consider all information received and all deliberations as confidential unless disclosure is required by law. For purposes of communication of written recommendations, electronic versions of the documents are acceptable replacements.

3.2.1. Time Schedule

(no changes)

3.2.2. Initiation of Request

(no changes)

3.2.3. Departmental/School Committee

Each department or school, or in the case of School of the Arts (SOTA), program, shall have a reappointment, promotion, and tenure (hereinafter, RPT) committee consisting of at least five tenured faculty members elected at a regular or special department or school faculty meeting. If necessary, a separate committee may be formed to consider promotion to Professor. Each department or school, or, in the case of SOTA, program, committee must have the same membership in a given year, with the exception of additional external members (see Section 3.2.4). Additionally, for promotion committees, these five faculty members must be at least one rank above the level of the applicants.

The RPT committee shall be formed from faculty within the department or school, if five or more tenured faculty of appropriate rank are available to serve. If there are not enough faculty members of appropriate rank available to form a committee of five, those faculty initially chosen to serve, in consultation with the department chair or school director, shall prepare a list of tenured faculty of appropriate rank from other departments, schools, or colleges.

In departments and schools that include multiple disciplines, the committee must include at least one faculty member of appropriate rank within the candidate's discipline. If there is not at least one faculty member of appropriate rank within the candidate's discipline, those faculty initially chosen to serve, in consultation with the candidate and the department chair or school director, shall prepare a list of tenured faculty members of appropriate rank from other departments, schools, or colleges.

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When choosing additional faculty members, preference shall be given to faculty members with specific subject-matter expertise that qualifies them to review the merits of the candidate's teaching and scholarly or creative activity. The addition of a faculty member will augment the size of the committee. ~~in departments or schools with affinity to the applicant's department or school.~~

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The RPT committee will fill its membership by appointing faculty from this list.

The members of the committee shall elect their own chair. The committee chair shall notify the department chair or school director of committee membership within ten working days of election.

3.2.4. Departmental/School Committee: Eligibility

All full-time, tenure-track faculty in the department or school are eligible to vote to elect the committee membership. Only tenured faculty may serve on the committee. The department chair or school director may not serve on the committee. Department chairs or school directors in other departments or schools may serve on the committee provided that they are in a different college. Assistant and associate deans with faculty appointments serving as administrators with reassigned time may serve on the committee provided that they are serving as administrators in a different college. Tenured faculty with appointments in more than one department/school or discipline may serve on the committee of any department/school or discipline in which they hold an appointment. Faculty on sabbatical or paid leave are eligible but not required to serve on the committee. Faculty on unpaid leave are not eligible to serve on the committee. The Faculty Senate President will not serve on a department/school RPT committee unless there are fewer than five eligible faculty members available, in which case the Faculty Senate President can serve but will not chair the committee.

Upon agreement of RPT committee members, the department chair or school director, the appropriate dean, and the applicant, faculty external to [department/school or](#) the University and of suitable rank and tenure may serve as an additional member on the committee. Persons holding full-time administrative appointments, as defined in Section 1.8.1, are not eligible to serve on the committee.

In departments or schools where no faculty members are eligible to serve on a needed RPT committee, the department or school faculty shall serve in place of the department or school committee members to elect suitable RPT committee members.

Proposed by UCC for discussion and possible vote in our February 27 Faculty Senate meeting.

This would replace the current definition of the Focus.

A focus consists of at least 12 credit hours of courses in the same designator that are numbered 300 or higher. An interdisciplinary focus may also be available from interdisciplinary programs within some departments. See the department/school's catalog description for details of availability. A focus that contains courses with differing designators may also be permissible if all courses are related to a single discipline/topic. In such a case, approval is required from the department/school that will house the focus. When a focus consists of courses with differing designators, students should seek approval in advance. Minimum grade restrictions may apply, see the department's entry in the catalog for more detail.