

FACULTY SENATE MEETING

September 20, 2010

Members present: Seyed Allameh, Margaret Anderson, Blas Peunte-Baldoceda, Scottie Barty, Richard Boyce, Perry Bratcher, Carol Bredemeyer, Kim Clayton-Code, Paul Cooper, Rich Gilson, Chuck Hawkins, David Hogan, Yi Hu, Ken Katkin, Marc Leone, Alar Lipping, Caroline Macke, Lisa MacQueen, Phil McCartney, Kim McErlane, Jacqueline McNally, Joe Mester, John Metz, Teri Murphy, Louise Niemer, Tamara O'Callaghan (for Emily Detmer-Goebel), K.C. Russell, Toru Sakaguchi, Patty Schumacher, Steve Weiss, Jeffrey Williams

Members absent: Heather Bullen, Ken Engebretson, Richard Fox, Nancy Hancock (sabbatical), MaryCarol Hopkins, Ausbra McFarland, Jonathan McKenzie, Ban Mittal, Phil Moberg, Sara Runge, Vance Wolverton

Guests: Gail Wells, Greg Hatchett, Mary Lepper, Grace Hiles

The meeting was opened by Faculty Senate President Alar Lipping at 3:05 pm. The minutes of the August 23, 2010 meeting were approved.

Guest Reports:

- **Provost** (Gail Wells):
 - Three Dean searches are currently underway: College of Informatics, College of Business, Graduate Programs & Research
 - Griffin Hall tours are available. Contact Robert Knarr
- **Faculty Regent** (Chuck Hawkins):
 - Board of Regents met on 9/15/10. The meeting focused on a presentation from the VP of Student Affairs and Provost regarding student recruitment and retention
 - Changes to the Faculty Handbook approved by Faculty Senate in the spring regarding the faculty development process were approved by the Board of Regents
- **Senate Elections Committee Chair** (Greg Hatchett):
 - Elections for At-Large Senators and for membership on various committees will soon be underway. The nomination process will be completely electronic. Deadline for submissions is Oct. 8 with the voting process taking place from Oct. 20 – Nov. 13. Results will be announced at the Nov. 15 Faculty Senate meeting. Lisa MacQueen (College of Health Professions) and Ken Katkin (College of Law) agreed to fill vacant positions on the Elections Committee.
- **Online Evaluations Update** (Mary Lepper):
 - During the summer of 2010 the following activities took place:
 - Leased and tested Digital Measures *Course Response* module and signed a 3 year contract

- Added the “Opt-Out” option to the survey
- Tested the process with 2 surveys: original and new survey for online courses
- Tested automatic notices regarding evaluations sent to faculty and students
- Designed reports with evaluation responses and comments
- Lessons learned included: need to clean up procedures for the overlapping of summer sessions, need for two different reports for online vs. face-to-face questions, need to rework email notices sent to faculty and students, need for a decision whether or not to make the online summer evaluation process mandatory
- Activities for this academic year (Fall 2010/Spring 2011) include:
 - Design notification and build reports which will be automatically sent to faculty once evaluations are closed
 - Rework email notifications
 - Redesign reports to include summary of courses by faculty member with a summary for all courses and not just a summary by instructor for each course. Also include department, college, and university totals in one report.
 - Create and send out instructions to deans, chairs and faculty showing how to pull evaluation reports
 - Implement Hold option for student records if they do not complete the survey. This was approved by the Provost.
 - Rework surveys to allow analysis of results from both surveys in one
 - Design system to analyze results based on major and other demographical information captured
 - Develop system to add additional questions for colleges, departments and other units
 - Approve bank of questions
 - Plan response rate report comparing colleges, departments, and university
 - Implement other suggestions from TEEC (TEEC will be reviewing the content of the questions)

Officer Reports:

- **Faculty Senate President (Alar Lipping):**
 - **VOTING ITEM:** The Executive Committee recommends that on line evaluations be adopted as the continuing method for course and instructor evaluation at NKU. PASSED. (Note: an amendment to the motion adding “subject to successful implementation of the holds policy” at the end of the motion failed to pass)
 - **Constitution Review Committee:** This committee, a subcommittee of the Faculty Senate Executive Committee, has the following membership: Steven Weiss (Chair), Scottie Barty, Chuck Hawkins, Carol Bredemeyer and Ken Rhee. **Charge:** During the 3/22/10 meeting of Faculty Senate, a resolution on general education was adopted. Among the items of this resolution was that “The Faculty Senate should establish a standing committee responsible for the general education program”. As a result, a change in the Constitution of the Faculty

Senate is required and the following needs to be conducted according to Article XV. Amendments: “This constitution may be amended at any meeting of the General Faculty by a two-thirds majority of those present and voting, provided the proposed amendment was available to the members of the General Faculty for one week prior to the meeting. The approved amendment becomes operative upon ratification by the Board of Regents.” Since any change in the constitution involves the General Faculty, this provides an opportunity to look at other areas in the constitution that may need reform. Specifically, are there any changes in the structure of the standing committees of Faculty Senate that would lead to greater effectiveness and efficiency?

Committee Reports:

- **Benefits** (K.C. Russell): Sabbatical/Summer Fellowship, Project Grant applications are due Oct. 5.
- **Budget** (John Metz for Ken Engebretson):
 - The priority survey process has begun – looking at targeting questions for adjuncts.
 - Looking into getting someone to address the group regarding accountability for the parking process.
- **Curriculum** (David Hogan for Richard Fox):
 - Curriculum items will be on the next agenda
 - A Structure Review Subcommittee has been formed (Roxanne Kent-Drury, Chair) which will also report findings to the Constitution Review Committee
 - A Curriculum Policy Subcommittee has been formed (Keith Walters, Chair)
 - The question arose regarding the “one year wait” period for submission on new general education courses. It was suggested that Ron Shaw be consulted regarding the discussions which took place regarding this process.
- **Professional Concerns** (Scottie Barty):
 - The Committee met with Andy Meeks regarding bookstore concerns
 - Review will be made of statistics regarding the plus/minus grading system

Announcements:

- Two representatives are needed for the Transportation Advisory Committee
- Thanks to funding provided by the Provost, Carol Bredemeyer will be attending the AAUP Shared Governance conference (11/12-14, Washington, DC)

The meeting was adjourned at 4:15 pm

Respectfully Submitted,

Perry Bratcher, Secretary

