

FACULTY SENATE MEETING

May 4, 2012

Members present: Jim Allen, Seyed Allameh, Michael Baranowski, Richard Boyce, Perry Bratcher, Carol Bredemeyer, Tom Cate, Kim Clayton-Code, Irene Encarnacion, Emily Detmer-Goebel, Richard Fox, Diane Gronefeld, Patrick Hare, David Hogan, Yi Hu, Alar Lipping, Phil McCartney, Kim McErlane, Jacqueline McNally, Joe Mester, John Metz, Teri J. Murphy, Louise Niemer, Patty Schumacher, Jim Thomas, Judy Voelker, Steve Weiss, Jeffrey Williams, Xiaoni Zhang

Members absent: Blas Puente-Baldoceda, Diana Belland, Tobias Brauer, Rich Gilson, Ken Katkin, Caroline Macke, Ausbra McFarland, Sara Runge, Ron Shaw

Guests: Jim Votruba, Gail Wells, Chuck Hawkins, Scott Nutter, Grace Hiles, Mary Lepper

The meeting was called to order by Senate President Alar Lipping at 1:15 pm with a quorum present. The minutes of the April 16, 2012 meeting were approved.

Presentation: Parliamentarian Steve Weiss made the following resolution on behalf of the Faculty Senate:

AN NKU FACULTY SENATE RESOLUTION honoring Dr. James Votruba, President of Northern Kentucky University on the occasion of his retirement.

Whereas, James Votruba has led Northern Kentucky University to become one of the most emulated metropolitan universities in the nation; and

Whereas, James Votruba has managed, even in the toughest economic circumstances, to advance a university that maintains a student-centered, up-close and personal approach to higher education; and

Whereas, James Votruba has supported the university's faculty via collegiality, shared governance, and through the promotion of a campus environment that is tolerant and value-driven; and

Whereas, under James Votruba's leadership NKU has seen unprecedented growth, both in enrollment and quality; and

Whereas, through James Votruba's efforts NKU has become a university widely acknowledged as an exemplar of civic engagement and undergraduate research; and

Whereas, James Votruba has increased diversity and internationalization during his tenure as president; and

Whereas, James Votruba has engaged with the community to make NKU a force that has a profound impact upon the quality of life in the region; and

Whereas, James Votruba has masterfully navigated the political dimensions of being a university president in Kentucky; and

Whereas, James Votruba has overseen transformative physical changes in NKU, making it a more beautiful and expansive place to work and learn; and

Whereas, James Votruba will return to the ranks of the faculty upon becoming President Emeritus;

NOW THEREFORE,

Be it resolved by the NKU Faculty Senate:

This body does hereby commend Dr. James Votruba on his exceptional leadership of Northern Kentucky University for 15 years.

Be it further resolved:

This body congratulates Dr. Votruba on the occasion of his retirement, and;

Be it finally resolved that:

This body welcomes Dr. James Votruba back to the faculty – as colleague, collaborator, and most of all, as friend.

Recorded this day, Friday, May 4, 2012.

Guest Reports:

- **University President** (Jim Votruba):
 - Thanks were expressed to the Senate for support over the past 15 years. Collegiality has been extremely important for the success of various endeavors. Thanks were further expressed to Chuck Hawkins and Alar Lipping for their support. Congratulations were also given to Jacqueline McNally for her election as the new Faculty Regent.
 - During the coming years, the university will face four major challenges:
 - Financial (due to economy, state support, etc.) and its impact on retention
 - Competition within the region and online
 - Public accountability which includes graduation rates, employability, etc.
 - Federal uncertainty in relation to Stafford Loans, Pell Grants, etc.
 - The Senate was encouraged to engage early with the new university president, Mr. Goeffrey Mearns, in order to build a collaborative relationship.
 - The Board of Regents recently met and approved the annual operating budget which included:
 - \$850K in faculty conversions
 - \$500K for smart classroom enhancements

- 3% non-recurring merit pool. NOTE: as an aggregate, faculty salaries are now above CUPA standards.
 - \$198K for systems engineering program
 - \$5M non-recurring funds for University Center renovations
- The University will confer 1,600+ graduates this spring (over 3,000 for the year)
- The filling of Chief Diversity Officer position will be left up to Mr. Mearns.
- **Provost (Gail Wells):**
 - Working on the possibility of increasing summer fellowship and grant funding for the coming year.
 - Two new faculty positions have been created in Engineering Technology and Media Informatics.
 - SACS was recently on campus and expressed strong support for the General Education program.
 - Renewable/Tenure/Tenure-track faculty will see the 3% merit pool raise in the August paycheck. Part-time and temporary faculty will see the raise in their September paychecks.
 - Renovation of the University Center will begin this fall.
 - Summer enrollment is slightly down at this time.
- **Faculty Regent (Chuck Hawkins):**
 - Other news in addition to what was reported above from the recent Board of Regents meeting include the adoption of the schedule for tuition and fees as well as various reappointment, promotion and tenure decisions.

Committee Reports:

- **Interim General Education Committee (Steve Weiss):**
 - The following individuals have served on this committee: Kent Johnson (Director of Gen. Ed., ex-officio), Pat Moynahan (Office of the Provost, ex-officio), Steven Weiss, Chair (College of Informatics), Greg Martin (College of Business), Kris Pfendt (College of Health Professions), Tara McLendon (College of Education and Human Services), Jennifer Smith (Steely Library), Burke Miller (College of A&S), Jennifer Cellio (College of A&S), Kereen Monteyne (College of A&S), T.J. Murphy (College of A&S), Jennifer Webster (College of A&S), Mike Hatton (College of A&S)
 - Foundation of Knowledge Policies and Procedures Proposal process: A spring draft was sent to chairs in the Arts & Sciences departments for review. Those recommendations were reviewed, revisions made, and the proposal was then circulated to all departmental chairs for feedback (2 responses). The proposal was then circulated to all departments and chairs for final responses. The final document is now presented for voting.
 - The final Foundation of Knowledge Policies and Procedures Proposal presented below was passed by the Senate:

The Foundation of Knowledge Program is designed to be dynamic, maintaining enough flexibility to adapt to changing needs of students while also maintaining enough stability to facilitate:

- a focus on enhancing student learning in courses over time,
- integration of student learning from the knowledge areas into other courses (*e.g.*, learning communities, vertical integration in a major, minor, or area of concentration), and
- assessment of student performance relative to the stated outcomes of the Foundation of Knowledge program so that efforts to increase student learning are based on evidence-driven inquiry.

This evidence-driven practice will come from an assessment strategy that emphasizes both formative and summative evaluation at the overarching program level, as well as at the level of the individual courses that make up the program.

Section 1: New Course Approval and Ongoing Review and Re-approval of Existing Courses:

1. A guiding principle of the changes to the general education program resulting in the Foundation of Knowledge Program was creating a coherent learning experience that prepares students for life and work in a rapidly changing 21st Century environment.

The Foundation of Knowledge Program is capped at 125 courses to include up to 12 unique Honors Program courses. The Interim General Education Committee (IGEC) will periodically reevaluate the course limit based on program evaluation findings to determine the number of courses to satisfy institutional needs, student needs, and changes in total student enrollment.

2. For the purposes of this limit, Honors sections of existing courses, the first course in alternate versions of the calculus sequence in mathematics, and writing courses specific to a discipline meeting the requirements for ENG 291, are treated as sections rather than courses.
3. Faculty/departments/programs may propose general education pilot courses to provide the flexibility needed for programmatic improvement and to uphold the shared governance principle that faculty control the curriculum. Courses proposed as pilot courses go through the established UCC process, and are then forwarded to the IGEC for approval as pilot courses.

4. The pilot course process will serve as the point of entry for proposing new permanent courses for the Foundation of Knowledge Program.
 - a. Faculty/departments/programs proposing pilot courses will submit a course design and assessment plan for review to the Office of General Education. Upon request, the Office of General Education will offer support in the design and/or assessment of the proposed course.
 - b. IGEC will review pilot courses every semester offered, for a maximum of four offerings. During the review period, the pilot courses will demonstrate how the outcomes for the proposed Foundation of Knowledge category are being met. Students successfully completing pilot courses earn credit for the categories the courses propose to satisfy.
 - c. At the end of the review period, IGEC will determine if a pilot course may be proposed as a new permanent course in the Foundation of Knowledge Program. This determination will include an analysis of current curricular needs relative to improving the program's ability to provide for achievement of the student learning outcomes, an analysis of current offerings in the category in which the course is proposed, and needs related to student enrollment.
 - d. If the cap prevents the course from entry into general education as a permanent course, the committee may decide to increase the cap, recommend to the University Curriculum Committee replacing an existing course in the category with the new course, or make a determination that the pilot course may be offered for two additional semesters to allow time to collect data on programmatic needs and current offerings to guide the decision on final inclusion of the course in the general education program. Proposals are required to conform to the requirements set forth by UCC for Course Certification.
 - e. If recommended by IGEC, pilot courses will be forwarded to UCC for final certification and inclusion in the Foundations of Knowledge Program.
 - f. Students taking pilot courses to complete general education requirements will be held harmless should those courses subsequently not be approved for inclusion in the Foundation of Knowledge Program.
5. All current Foundation of Knowledge courses are required to complete the General Education Course Review Form as specified in the General Education Assessment Plan. The Office of General Education will provide

an annual report to IGEC summarizing the findings from the Course Review process. The Department Chair or Program Director, in consultation with the Director of General Education, may initiate a review of a course by IGEC. The IGEC committee will make recommendations, based on the outcome on the review.

Section 2: Programmatic Review of Foundation of Knowledge

1. Every five years a programmatic review of the Foundation of Knowledge Program will be completed under coordination by IGEC and the Office of General Education.
2. As part of the Review, the Director of General Education will review all programmatic assessment data collected across all categories and prepare a report for IGEC. The report will include enrollment data and analysis of the extent to which outcomes of the Foundation of Knowledge Program are being met and provide recommendations for improving the program.

Appendix A (previously approved by UCC)

Course Certification

While the charge of both GEEC and GEPSC did not specifically request policy for the process of implementing and maintaining the proposed general education program, several of the GEPSC subcommittees chose to include some ideas in their proposals. We feel it necessary to develop such policy simultaneously with the proposed program structure, and offer the following suggested guidelines for further discussion:

- The UCC and college curriculum committees will be responsible for general education course certification.
- Certified general education courses must be offered at least once every academic year.
- Faculty submitting courses for general education certification must address in their application paperwork how the baseline SLOs for their submission category will be addressed in the course activities. Assessment methodologies for these SLOs must also be presented.
- Faculty must submit a syllabus for each course certification proposal that clearly indicates the SLOs and assessment methodologies, along with some indication as to how multiple section offerings of the course will support these statements.
- Courses may only be certified in a single category, unless the course is listed in both the “Elective in Global Viewpoints” category and the “Culture and Creativity” or “Self and Society” categories.

- Following initial certification, all general education courses must be recertified every four years.

To be considered for recertification, faculty must provide assessment results to demonstrate that students have mastered the baseline SLOs to some proficiency. (NKU General Education Proposal – 9/15/09 10)

- **University Curriculum (Richard Fox):**

- The following University Curriculum Committee by-laws changes were approved (For items 2 and 5, Graduate Council permission will be sought to include graduate courses):
 1. Honors sections of already existing courses will not be treated as separate courses, merely separate sections. New sections will require form H submission for tracking purposes and approval by UCC chair. If the course is an already existing General Education course, it will also require approval by the General Education director.
 2. Courses not offered in at least 5 years as generated by SAP report will be noted by the catalog editor. These courses will be shared with all department chairs to permit any courses to remain active. All other courses will be sent to the UCC for permission to delete en masse but will bypass the rest of the curriculum process (form K submission, approval at the college level, etc)
 3. x99 (undergraduate) courses can be created by submitting a form H and receiving UCC chair approval, bypassing the rest of the curriculum process. X99 (undergraduate) courses can be changed by submitting a form K and receiving UCC chair approval but bypassing the rest of the curriculum process. The form is used for tracking purposes.
 4. 1xx-4xx course term (semester) changes can be made by submitting a form K and receiving UCC chair approval bypassing the rest of the curriculum process. The form is used for tracking purposes.
 5. The catalog editor will prepare a list of course description editorial changes for a given department and be sent to that department's chair and UCC representative for approval. Accepted editorial changes will be forwarded to the registrar's office for implementation, bypassing the curriculum process. Substantive changes will have to go through the curriculum process. Rejected changes will be discarded.
 6. The UCC will no longer have a general education subcommittee. All general education course changes and new courses will first go to the UCC for approval and then be passed on to the [Interim] General Education Committee for approval prior to reaching Faculty Senate.

- **Benefits (Scott Nutter):**

- The Faculty Handbook changes approved at the last meeting are now being implemented.
- Will be working with the Provost's Office on the increase in funding for the summer fellowships and project grants.
- Faculty Senate Scholarships were presented at the luncheon prior to the Faculty Senate meeting. Recipients were:
 - Virginia Shelly (Scholarship)
 - Kevin Smith (Scholarship)
 - Salena McKenzie (Book Award)
 - Jessica Kerby (Book Award)
- **Teaching Effectiveness and Enhancement Committee** (Jacqueline McNally for Ken Rhee):
 - A draft of the new student evaluation form was distributed for review as a non-voting item. The form will be presented as a voting item in the fall. The draft form will be piloted this summer.

Officer Reports:

- **President** (Alar Lipping):
 - Congratulations were expressed for Jacqueline McNally's election as Faculty Regent.
 - A review of the 2008 faculty survey showed that the Mr. Mearns addressed many issues expressed in the document. Examples of Mr. Mearns' activities in faculty governance can be found in the minutes of the Cleveland State University Faculty Senate meetings, which can be found on their website.
 - The Executive Committee has established an ad hoc exploratory committee to consider the issue of post-professor faculty awards. The committee will be working on this over the summer and will report back to the Faculty Senate in early fall. The committee will be chaired by Scott Nutter (Physics) and will include Bob Wallace (English), Perry Bratcher (Library), Diane Gronefeld (Radiological Technology), Tamara O'Callaghan (English), and Stephanie Klatzke (Communication).

The meeting was adjourned at 2:40 pm.

Respectfully Submitted,

Perry Bratcher
Secretary