

**Kentucky State University**  
**Frankfort, Kentucky 40601**  
*Faculty Senate*

**MEMORANDUM**

**DATE:** September 22, 2016

**TO:** Faculty  
Faculty Senators  
Ex Officio Members of the Faculty Senate

**FROM:** Kimberly Sipes, President  
Faculty Senate

**RE:** Notice of Faculty Senate Meeting (*revised 9/23/16*)

The third meeting of the Faculty Senate will take place Monday, September 26, 2016, at 3:10 p.m. in Hathaway Hall 123. The agenda for the meeting is as follows:

1. Call to Order
2. Approval of agenda [5-minute time limit]
3. Approval of minutes [5-minute time limit]
4. VPAA Dr. Jackson [20-minute time limit]
5. Report of the Academic Policies Committee – Joe Moffett [5-minute time limit]
6. Report of the Budget and Academic Support Committee – Reba Rye [15-minute time limit]
7. Report of the Curriculum Committee – Ken Andries [10-minute time limit]
8. Report of the Professional Concerns Committee – Cindy Glass [10-minute time limit]
9. Faculty Regent Report [15-minute time limit]
10. Other Business
11. Adjourn

**Kimberly A. Sipes**  
Assistant Professor  
Faculty Senate President 2016-2017  
School of Business  
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**Minutes of Faculty Senate, 9/12/16 Meeting  
123 Hathaway Hall**

**Senators**

Abdullah Alhurani (Nursing) A  
Ibukun Amusan (Math & Sci)  
Ken Andries (AFE)  
Nancy Capriles (BSS)  
Rene Desborde (Business)  
Gary Elliott (WYS) E  
Maheteme Gebremedhin (AFE) A  
Caroline Gibson (FIAR)  
Cindy Glass (BSS)  
William Graham (EDU) A  
Robert Griffin (FIAR)  
Buddhi Gywali (AFE)  
Dantrea Hampton (Library)  
Jens Hannemann (Comp Sci)  
Robert Hebble (Math & Sci)  
Ashok Kumar (at large)  
Vikas Kumar (AQU) A  
Li Lu (Math & Sci)  
Joe Moffett (LLP)

Narayanan Rajendran (at large)  
Reba Rye (at Large)  
Kimberly Sipes (at large)  
Peter Smith (LLP)  
Stephen Ulrich (PUA, CJ, SW)  
Changzheng Wang (at large)

**Ex Officio Members and Guests**

Aaron Thompson (President)  
Marquettia Bivens (Registrar)  
David Shabazz (LLP)  
Mara Merlino (BSS)  
James Obielodan (Grad Director)  
Karen Heavin (Math & Sci)  
Donavan Ramon (WYS)  
John Sedlacek (AFE)  
Cynthia Shelton (WYS)  
Fariba Bigdeli-Jahed (Math & Sci)

1. Call to Order

Faculty Senate President Sipes called the meeting to order at 3:12. Sixteen senators were present.

2. Approval of agenda

President Sipes asked for a motion, made by a senator and then seconded, that the Student Regent be added to the agenda after the Faculty Regent.

3. Approval of minutes

A motion to approve the Minutes from the 8/22/16 meeting was made and seconded.

4. Introduction of new members and administrative assistant

This year's Administrative Assistant, Chandee Felder, was introduced, as well as new members Dr. Jens Hanneman from Computer Science, Dr. Caroline Gibson from Fine Arts, and Dr. Donovan Ramon from Whitney Young, a non-Senator member of the Curriculum Committee.

## 5. President Thompson

University President Thompson thanked Senate for allowing him to speak, and he noted he had left another meeting to get to this one. He has heard from many groups and individuals among the faculty and promised to get as much done this year as possible.

While he did not have exact numbers with him, President Thompson noted that overall enrollment looks good and that SACS had given permission for KSU to work with students from the recently closed ITT. These students are mainly in nursing.

We are running behind on returning students due to recent large graduation classes, as well as the decrease in enrollment caused by the departure of non-paying students. Overall these conditions create about an 8.4% decline among returning students.

On the positive side, the university is up about 54% in dual credit students; up 11% in new freshman; and up 30% in new transfers. The vast majority of students meet admission standards; very few (around 24) new students do not meet at least one admissions category, but these students will be closely monitored through mentors, tutors, and participating faculty.

In terms of enrollment, we need to focus on a number areas: international students, in-state, and out-of-state. We have increased our dual credit courses, but offering these courses alone is not enough; we need to have a pathway for students to matriculate. We are currently close to our enrollment goal, and our retention of first and second year students looks promising.

A senator asked if dual enrollment will have an impact on the performance metrics by which we will be judged. President Thompson responded that the enrollment will help us, not hurt us. Dual enrollment has some financial impact on the university since students pay \$154.00 a class. Setting up pathways will help in the longer view. Dual enrollment students will be entering freshman, not transfer students, upon matriculation. They will have a positive impact on our four and six year graduation rates.

The president noted he serves on the performance rating committee, and that its volume-based metrics will not work well for us given our size. He has argued that there also needs to be a small school metric, and he has asked for us to be measured on our progress, not against others. Looking ahead, we will fall short in three years for graduation rates due to the non-paying students who have left. A year ago we dropped 130 students for non-payment. This year we had to drop only 73, and that number ultimately was cut in half. Only about 5 had to leave from residence halls.

President Thompson noted that the Board of Regents wants an updated Strategic Plan by 9/15. A senator asked if the Board had not already approved a plan presented by President Burse. President Thompson responded that the plan had not been approved, and so he was currently working with Mary Pat Wolford of The Registry to complete a plan he hopes will be acceptable to the Board.

President Thompson stressed that it is important to understand that we are operating under a tight budget. He plans to look at what could be done for faculty or staff raises, but stressed the importance of a merit based system.

We need to work with Derrick Gilmore's office for more grants. We need to look at how sponsored programs is administered, and we need to be sure we are using technology to aid our work.

We need budget committees in place for next year; many things need to be set in good working order. The president stressed that we are trying to build the plane and fly it at the same time.

A motion to add five minutes to the time was made by a senator. It was then seconded.

A guest asked the president about faculty's role in the enrollment plan. President Thompson responded that when he worked in enrollment management at EKV, he made faculty part of the plan and enrollment quickly increased. He went on to say that we need to get an enrollment team together. Faculty will be involved. Students come for quality programs—if we want to be a first choice school we need faculty involvement in recruitment.

A guest mentioned the development of an associate's degree in STEM so that dual enrollment students can complete an associate's degree while in high school. They could then matriculate with only two years to finish. Another guest asked how we can guarantee they will come, to which the president responded that we cannot. But if we have clear pathways developed and be sure to visit the programs and keep communication and connections going, they are likely to matriculate.

A senator noted that while he appreciated the concept of merit pay, there was already a longstanding problem with low salaries. President Thompson responded that we could build a graduated system of equity in pay, but we still have to think about merit.

#### 6. VPAA Dr. Jackson

Dr. Jackson was not present.

#### 7. Mr. Daryl Lowe, Associate Dean for Student Affairs for Student Conduct and Title IX

Mr. Lowe noted that he wanted to visit senate to introduce himself and inform about his office. Aside from Title IX issues, he will deal with student conduct issues. We should inform him of any disruptive behavior. He wants to empower faculty to manage the classroom. Mr. Lowe noted a student can be asked to leave class. He is working on how long their absence might be.

He noted that Title IX addresses gender bias and sexual harassment or assault. Anyone on campus can report issues to him. He will investigate the problem, stop it, and remedy its effects. If a student says she wants something she shares to remain confidential, faculty should remind the student that we have a duty to report issues. We cannot promise confidentiality because

something like sexual assault will impact all members of campus. If there is an immediate threat, we should call police.

President Sipes informed Mr. Lowe that the Academic Policies Committee should be consulted on any changes of policy.

Mr. Lowe noted his office is working to be sure the Title IX policy is online. He will be offering training for faculty and staff to attend. He has pamphlets to share and noted he is located in room 330 in the Student Center.

#### 8. Report of the Academic Policies Committee

Chair Moffett indicated that APC discussed work it will undertake this year, including typical tasks for the committee, such as creating the academic calendar. President Sipes has indicated she envisions APC and PCC working together on projects, including updating the Faculty Handbook.

The committee went through the changes the Director of Distance Education, Jennifer Miles, had made over the summer to the proposal for the online program that APC had worked on in 2015-2016. The committee decided it needed more time to look at the document before it made decisions about the changes.

The Registry has produced a draft handbook of policies for the university. The committee will look at this document and discuss in coming meetings.

#### 9. Report of the Budget and Academic Support Committee

Chair Rye related that at its first meeting BASC went over its responsibilities according to the constitution. She noted that for the last two years the committee has not had access to detailed budget information, such as a line item budget. Until BASC can gain access to the finances of the university, it cannot make recommendations about how to allocate funds.

The committee also discussed pay equity, particularly new hires coming in at rates much higher than existing faculty. The committee hopes the administration is sensitive to that issue. The ratio of administrators to enrolled students was discussed, but Chair Rye noted it is difficult to do a thorough analysis since administrators work in different capacities at the university.

BASC would like a copy of The Registry's report of recommendations for the university. Faculty Senate President Sipes asked President Thompson if The Registry had submitted specific recommendations, to which Dr. Thompson replied that what he has are bits and pieces of reports, not a cogent document like BASC would be looking for. He would be happy to sit down with representatives of the committee to share what he does have. He noted he had only three weeks to put together a budget upon arriving on campus and so it may not be the ideal document BASC would like to see. He stressed again, however, that he is a believer in shared governance. Chair Rye noted that a Registry member had recommended BASC review its report, and that was the context for the committee's request.

A motion to extend time for five minutes was made and seconded.

A guest asked if we are still contracted with an enrollment management firm, to which President Thompson replied that we are not.

Chair Rye noted that the strategic plan Mary Pat Wolford was working on had been shared with BASC. President Thompson replied that he had requested that Mary Pat reach out to members of the faculty. He noted it is an ambitious plan. Chair Rye asked about how the budget going forward would affect the plan, to which President Thompson replied that the plan is responsive to performance funding.

A guest asked if there could be faculty-wide input on the plan. President Thompson replied that time was short and that he was happy to share the plan widely once approved.

A senator pointed out that the group responsible for putting together the original plan had made sure to gather input from constituents across campus. He wanted to know why, precisely, the plan was not accepted. President Thompson responded that the Faculty Regent should be able to provide that information. He went on to note that the Board wanted to see a detailed timeline and clearer indication of who was responsible for seeing portions of the plan to completion.

Time was again extended through a motion.

A guest noted that two years had been invested in preparing the original plan and that while it may not have been the ideal plan it carried many significant goals. The guest admitted that the scholarship of teaching section was weak in the original version; President Thompson indicated that it would be strengthened now. He stressed that the essence of the plan has not changed; it has simply been made more robust, particularly with regard to enrollment management and teaching and learning.

#### 10. Report of the Curriculum Committee

Chair Andries said that CC met but did not have action items to discuss. There was discussion about where items were in the approval process from last year. He noted the committee is looking into that issue. Some items would have been minor changes that would have been point of information for Academic Affairs, but the changes did not make it to the Registrar's office for fall implementation.

A senator pointed out that this is an ongoing issue. A guest suggested that we need to implement an electronic process for monitoring where documents are in the approval process. The suggestion was made that this might be a use for PeopleSoft. A senator pointed out that we might also use shared drives for this purpose.

A guest asked if it was still forbidden for 100 level courses to be offered as online courses. President Sipes asked if APC had covered this issue in its in-progress proposal for online courses. Chair Moffett replied that it had not.

A guest commented on a lack of written reports on Board meetings from the Faculty Regent. President Sipes indicated she had requested the Faculty Regent to provide written reports of Board meetings, to which Regent McFayden agreed.

Chair Andries noted that he was working to be sure CC forms would be put on the senate website. He reminded senate about the deadlines for submitting requests, which should be around mid-October for spring implementation.

President Sipes noted that the Administrative Assistant was tasked with updating the senate website.

#### 11. Report of the Professional Concerns Committee

Chair Glass reported that PCC discussed the Registry's suggestions for revising the Faculty Handbook, particularly with regard to tenure and promotion. The Handbook has been updated over the years on an ad hoc basis. A committee in 2014, led by Todd Davis, had worked on revisions. While they were submitted to the provost, these revisions were never approved, nor were they sent back to Senate for discussion. Therefore they have not been integrated into the current document. PCC received a file containing these revisions and will consider them as the committee moves forward.

The Registry had suggested we look at the practices of other universities our size with regard to promotion and tenure practices. At present we have an approach more in common with much larger universities such as the University of Kentucky or the University of Louisville. They suggested we look at universities with student enrollment of 2,000 or fewer as well as teaching faculties of around 100.

The committee discussed the VPAA's suggestion at the previous senate meeting that faculty who had applied for tenure in 2014 pick up their dossiers for additions. The committee noted that those dossiers had already been vetted and that faculty may not want to resubmit, particularly since they may want to cite the work they have done since that time in an application for promotion once it is restated.

A senator asked if those eligible for tenure had been notified as the VPAA had indicated. Chair Glass said they were. A senator confirmed that he had received a letter and indicated that he had no intention of reworking his dossier since he had met the requirements three years ago when the moratorium on tenure was put in place.

Discussion ensued about the VPAA's previous remarks about going up early for tenure. There was ambiguity about whether or not applications for early tenure would be considered. A senator noted that dates of the tenure process should be made public. A guest confirmed that those dates should have been made public on the first day of the academic year.

A guest commented that the university tenure and promotion committee had forwarded the dossiers of people ready for review in 2014 and there was no reason to redo the process for them; the matter is in the VPAA's hands now.

Time was extended through a motion.

A senator pointed out that the tenure process for those in his division had been worked on, but not yet added to the Faculty Handbook.

Another senator expressed concern about the current moratorium on promotion. It was pointed out that promotion is currently the only way faculty can get raises and that administrators are routinely being promoted upon their arrival at the university.

President Sipes Kim indicated that PCC needs to work on tenure and promotion benchmarks. The movement from Associate to Full Professor is particularly problematic. Chair Glass asked if each division has its own benchmarks, to which a senator replied that some do not and consistency across the university is a problem. There is the problem of what constitutes a “substantial” body of scholarship or creative work, and there has been concern that this criterion has been applied selectively in the past.

#### 12. Faculty Regent Report

Faculty Regent McFayden was not present.

#### 13. Student Regent

Student Regent Ralph Williams requested faculty involvement in Operation Turnout. He noted that last year candidates for governor had visited campus, and although this event was not organized by KSU, we hosted it. Another event is being planned for candidates in senate and house races. He asked faculty to consider if they might make the event a requirement or worth extra credit to bolster student participation. The event will take place Saturday, October 8<sup>th</sup>.

#### 14. Other Business

President Sipes reminded senators that they represent their units and so it is incumbent upon them to report back to those units what is discussed in senate.

A senator asked if the issue with a possible conflict of interest for the Faculty Regent has been resolved. President Sipes indicated that the issue is still in the process of review.

#### 15. Adjourn

A motion to adjourn carried at 4:45pm.

Respectfully submitted,  
Joe Moffett, Faculty Senate Secretary



## Budget & Academic Support Committee

Sept. 19, 2016

### Minutes

Present: Sunday Obi, Rene Desborde, Vikas Kumar, Li Lu, Mike Unuakhalu, Reba Rye

Absent: William Graham, Peter Smith, LeChrista Finn

BASC convened with a quorum at 3:15 pm, September 19, 2016 in 104 Shauntee Hall. (Meetings will alternate between Shauntee 100 and 104 with location clearly posted for guests.)

Agenda was approved with no additions.

Chair Rye reported that there has not yet been a written response from President Thomson to the committee's request for:

1. A copy of the full line-itemed KSU budget FY16-17.

*We realize this is a bulky document and request only one copy.*

2. A copy of the full Registry Report and Recommendations.
3. A list of expenditures from the KSU Foundation Fund FY15-16 and FY16-17, purpose and amounts.
4. Data and attending documents in support of the reorganization plan scheduled for implementation Fall 2017 and projected impact on the budget.

Discussion ensued regarding interpretations of President Thompson's response to these requests during the full Senate meeting on Sept. 12. The general consensus was that President Thompson indicated he would share all information that existed and was available, excluding information that could not be shared for legal reasons. It was not delineated which documents/information are not available and which cannot be legally shared. The BASC's consensus was that all information requested should be of public record. The committee will wait for President Thompson's response before considering other options.

The BASC requested a meeting with President Thompson to discuss our work for this academic year. Response forthcoming.

BASC discussed potential action items dealing with the suspension of promotion under the Sias administration (two years), Burse administration (2 years) and on-going FY16-17. We delineated three distinct categories under consideration: 1.) merit promotion, 2.) cost of living tied to inflation increases and 3.) pay equity study per unit ranks/positions. The committee is working on two separate potential action items, with attending support material. One deals with lack of

increases due to suspension of promotion (merit) for a total of five years, and the other that addresses across the board cost-of-living adjustments. We are looking at increases in administrative salaries per position (not necessarily individual) as supportive documentation.

The committee discussed ways to determine a viable system/formula for identification of quantity (and costs) of administrative positions at KSU relative to student population.

Chair Rye has requested data for BASC from Institutional Research on student enrollment Fall 2016 per FTE first year admits, dual credit students, and Donovan scholars, as well as number of students who qualified for full-tuition waiver with 4.0 GPA Spring 2016.

Other:

One Senator voiced concern for adequate immigration support services as it relates to desired hires. He will send that concern to PCC.

Meeting was adjourned at 5:05 p.m.

Minutes prepared by Reba Rye due to excused absence of Secretary LeChrista Finn.

Since the BASC met on Monday, Sept. 19, 2016 the following information became available , which is in addition to the submitted unapproved minutes:

A meeting is scheduled with President Thomson on Tues, Oct 4, 10:30 with all BASC members who will be able to attend for discussion of BASC's role in the budgetary process and issues going forward, what we can constructively contribute, and our requested documents.

Yuliana Susanto, Director University Research and Effectiveness, has responded to our request for data on enrollment this semester (FTE as calculated by CPE, # of dual credit students, Donovan Scholars and # of students on 4.0 scholarships earned last semester). She will be able to send such verified data on Nov. 1, which is the CPE's deadline for KSU, and would prefer to send out only such verified data, which is understandable.

The stated 1,694 enrollment as of Sept. 15 seems to be a total of all students enrolled, regardless of status, and not FTE. We will have that data Nov. 1.

Submitted by Reba Rye, Chair BASC

## Curriculum Committee Meeting

Library Conference Room 219

8/29/16

Roll Call – Ken Andries, Donovan Ramon, Narayanan Rajendran, Robert Griffin and Dantrea Hampton

- Absent – Changzheng Wang

Meeting Called to order

– 3:11pm

Approval of the agenda

Introductions

New Business

-Review of action items passed the last two years –status of items that have already approved through Faculty Senate are still unknown. Contact has been made with VPAA Office

-VETTech option and Exercise Science are awaiting final approvals

Action Items were sent to the new senate secretary for review.

Forms

- Create forms that are PDF fillable –electronic signatures possible

Discussion of documents used for CC, possible revisions and posting

- Forms will remain the same until required changes are needed

Adjourn

- 3:52pm

**PCC Meeting Notes  
September 19 2016**

**Attendees**

<b>PCC members</b>	<b>Ex Officio/Guest</b>
Cindy Glass- Chair	
Stephen Ulrich –Vice Chair	
Buddhi Gyawali- Secretary (absent – excused)	
Jens Hannemann (absent)	
Mara Merlino	
Fariba Bigdeli-Jahed	
Robert Hebble (absent – excused)	
Abdullah Alhurani (absent)	

With only four committee members in attendance, we did not have a quorum to conduct official business. However, those who were present remained in the meeting area until approximately 4:30 to discuss general concerns, unofficially. The following is a report of that unofficial business:

First, we would like clarification that Abdullah Alhurani is on our committee. He has not been to either, has given us no notification that he would not be there, and we cannot recall seeing him in regular Senate meetings either.

We discussed the Tenure and Promotion Benchmarks set forth by each of the divisions, specifically trying to determine a system for faculty evaluation that would reduce subjectivity and bias. Various ideas were floated, including an expanded Likert scale and “no ratings” whatsoever, with that form of evaluation taking a reflective approach, such as a detailed narrative of what the faculty member had done according to their DEA. One member noted that some of this research, including evaluation procedures used elsewhere, had begun during a prior academic year and is already included in a PCC binder from a past year.

We also discussed that the VPAA had clarified that dossiers of faculty who had been placed in moratorium did need to be re-submitted, but that was an area of contention as it appears that at least one faculty member had been instructed differently by the President’s Office. This matter remains an area of professional concern.

We focused primarily on the Organizational Chart. There are questions about the job duties associated with the administrative positions, and clarification is requested regarding whether positions will be appointed or hired through a search. The notes on page two of the organizational chart contradict the information that had been passed along to faculty in other communications. Concerns also exist about the limited release time granted for Chairs, particularly Chairs of units which will be very large. Other concerns include, but are not limited to issues of compensation for coordinators, the procedure for appointment to positions, and the

statement which indicates the faculty vote is non-binding. A memorandum will be drafted to administration seeking clarification of these matters.

We dismissed at approximately 4:30 p.m.

Notes prepared by  
Cindy Glass, Chair