Faculty Senate Agenda
March 6, 2023
3:30 p.m.

CALL TO ORDER

ATTENDANCE

APPROVAL OF MINUTES
February 6, 2023

PRESIDENT'S REPORT: David McFaddin

PROVOST'S REPORT: Sara Zeigler

GUEST SPEAKERS:
- Paige Murphy – SGA Update

NEW BUSINESS:
- Tentative 2023-24 Faculty Senate Schedule
- Tentative 2023-24 Faculty Senate List for Review *(information only)*
- Other *(if any)*

ANNOUNCEMENT:
- Reminder that call for nominations for Senate Chair and Vice Chair will occur at the April meeting

REPORTS & QUESTIONS:
Executive Committee: Senator Crosby
Faculty Regent: Senator Marion
COSFL Representative: Senator Cizmar

STANDING COMMITTEES:
Academic Quality Committee: Senator Sands
Budget Committee: Senators Stevenson & Yow, Co-Chairs
Elections/University Nominations Committee: Senator Spira
Information Technology Committee: Senators Fry & Hight
Rights & Responsibilities Committee: Senator Brent
Rules Committee: Senators Bishop-Ross & Kay, Co-Chairs
[Revised Faculty Senate Internal Procedures]
Welfare Committee: Senators Blair & Manning, Co-Chairs

ADJOURNMENT

FACULTY SENATE MINUTES
February 6, 2023
3:30 p.m.

The Faculty Senate of Eastern Kentucky University met on Monday, February 6, 2023 via Zoom. Chair Crosby called the fifth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent: J. Blair*^, A. Burns*^, T. Hartch*, L. Newhart*^, V. Thomas, A. White

** Indicates prior notification of absence*
^ SUB Lee Allison attended for J. Blair
^ALT Raymond Lauk attended for A. Burns
^ALT Rob Wiese attended for L. Newhart

APPROVAL OF MINUTES:

Senator Buck moved to approve the December 5, 2022 minutes as written, seconded by Senator Stevenson. **Motion carried.** *(YE3 = 48 votes NO = 0 votes ABSTAIN = 0 votes) (See also: Individual Votes)*

REPORT FROM THE PRESIDENT: David McFaddin

Mechanical Engineering Program Launch
The official launch of EKU's Manufacturing Engineering Program will occur on February 14, 2023, at 3:30pm in the Capitol Rotunda.

Here are a few details about EKU's Manufacturing Engineering Program that is important for our EKU campus to be aware of:

1. EKU is the only Manufacturing Engineering program in the Commonwealth of Kentucky.
2. EKU is one of 16 Manufacturing Engineering programs in the nation.
3. The first cohort goal is 30 students in Fall 2023.
4. EKU leads as the University for Manufacturing Education with our unique blend of programs including Manufacturing Engineering, Engineering Technology Management, and Global Supply Chain Management.

Colonels at the Capitol
Our EKU delegation will be heading to Frankfort on February 15, 2023 for our annual Colonels at the Capitol.

The delegation will be meeting with the following legislative members:

- Senate Education Chairman Steve West (Paris)
- Senator Brandon Storm – (London)
- Senator Jared Carpenter – (Berea)
- Representative Josh Bray (Mt. Vernon)
- Representative Deanna Frazier Gordon (Richmond)
- House Budget Sub Committee Postsecondary Chairman Bobby McCool (Van Lear)
- House Education Chairman James Tipton (Taylorsville)
- Senate Majority Floor Leader Damon Thayer (Georgetown)
- House Speaker David Osborne (Prospect)
- House Speaker Pro Tem David Meade (Stanford)
- Senate President Robert Stivers (Manchester)

2023 Legislative Session
The legislative session has officially started and Chief Government, Community and Corporate Relations Officer Amy Scarborough has hit the ground running. This is a short session, which means it is a non-budget year running from January 3-March 30, 2023. EKU is making sure our members are aware of our key legislation priorities. *(See: EKU Legislative Briefing for review.)*

Performance Funding
We are now entering the second official lookback period for the Performance Funding Formula that was adopted in Kentucky back in 2017. Through a collaborative effort with the other public four-year institutions we were able to secure a funding floor in the 2020 lookback period. Priorities for EKU entering the 2023 working group include the following:

1. Sector differentiation Research institutions and Regional Comprehensives separated into separate sectors **(preferred)**
2. Removal of factor weights between Research institutions and Regional Comprehensives **(alternative)**
3. Adjust model to reward efficiency in operational components versus sheer volume

The formal recommendations of the working group will be due to the Executive Branch and Legislature in late fall of 2023.

To view our complete performance funding recommendation, please click the link below.
https://drive.google.com/file/d/197PDqKZyySuTZ3F7x0qigrN0LvZkKQiF/view?usp=sharing

Clarification on the State of Hiring at EKU
There has been some recent confusion among faculty regarding the current ability to hire individuals. As you are aware, in December, our university, as do many across the country, halts hiring during the final two weeks of December to ensure we properly onboard employees and don't have confusion for new employees during the time the University is closed. Once campus opens back up, all hiring resumes. I want to be clear that there is no hiring freeze at EKU. If one were to occur, you would receive official communication from my office and to date that is not the case.

2023 Spring Commencement
Commencement ceremonies will take place at 9am and 6pm on Friday, May 12, 2023. Please mark your calendar to join us in celebrating our students' success. In addition, please book your graduation events with Conferencing and Events as soon as possible.

Enrollment Update

- 2023 Spring Semester enrollment was a 1.79% increase in enrollment from Spring 2022.
- A predictor for Fall enrollment is in our applicant numbers. We currently are up 7.4% in applicants and up 37.24% in applicants admitted from a year ago.

Engagement Activities
Board of Regents Meeting: The next Board of Regents Meeting is scheduled for February 15, 2023, at Berry Hill Mansion in Frankfort, Kentucky. This meeting coincides with our Colonels at the Capitol Day. This is an opportunity for us to engage our General Assembly members, members of the Council on Postsecondary Education (CPE), and other higher education leaders on the exciting things happening at EKU.

Office Hours: Over this semester I am going to provide office hours for faculty to have an additional opportunity to talk about things impacting them. I will have Friday office hours on the following dates:

- Friday, February 17, 2023 from 10-11am
- Friday, March 24, 2023, from 10-11am
- Friday, April 21, 2023, from 10-11 am

Lunch and Learns: Last semester's Lunch and Learns were very popular amongst faculty. It provided an opportunity for me to share topics of interest and faculty to share opportunities and strategy recommendations to continue to advance EKU. In the coming weeks, Senate Chair Richard Crosby will forward upcoming dates and topics.

President's Excellence Awards: Celebration is a key value in our Strategic Plan. If you have a colleague deserving of being nominated for the 2023 President's Excellence Award, you have until Friday, February 17 to submit nominations.

After the report, President McFaddin touched on a topic that Chair Crosby asked him to address concerning the recent news coverage on the use of personal email addresses to conduct university business. President McFaddin stressed that university business is not handled outside of the university process. We are committed to making decisions in a transparent and engaged way. We want to make sure that the fiduciary responsibility of decision making, which lies with the Board of Regents, is always explained to them in an open way for them to make decisions.

REPORT FROM THE PROVOST: Sara Zeigler

The spring round of faculty position requests have been approved and the positions should be posted soon.

The call will be going out soon for the next class for the Provost Internship Program. The deadline to apply is April 14 and the application is available at https://fctl.eku.edu/application-process. Our 2022-23 inaugural class of six interns has been working on projects and learning plans with people in my office over the course of the year. At the end of this year, they will form an Advisory Committee to help me keep in touch with faculty concerns.

The second day of the Faculty Leadership Institute is scheduled for Friday, February 24 at the Mule Barn. Registration is available at https://fctl.eku.edu/2023-fli-registration.

The next Provost Reception is scheduled for March 31st at 5pm. This also happens to coincide with the grand reopening of the Giles Gallery. The School of Music will provide us with some wonderful music for the opening of that event.

Finally, the GA allocation process for fall 2023 is beginning now. Dean Baggett sent out the allocation information and the request forms to the Deans early this morning, and so they will be filtering that process down to chairs and faculty and graduate program coordinators. It will be a pretty systematic and organized process like last year. However, this time, since we're getting an earlier start on it, we will be able to solicit a lot more input from deans and colleges on exactly how those vacant GA lines are allocated.

GUEST SPEAKER:

Governmental Relations. President McFaddin introduced Amy Scarborough, our new Chief Government, Community and Corporate Relations Officer, and asked her to talk a little bit about our legislative priorities. Ms. Scarborough shared that in the first week of January, the Legislature introduced 53 bills that EKU is watching that could potentially impact us in some way. The Legislature starts back tomorrow and there are 26 days left in session. Ms. Scarborough plans to reach out to members of the campus community as bills are introduced to get feedback, so she can advocate not only for the University as a whole, but also for students, faculty, and staff.

Ms. Scarborough was excited to share that starting tomorrow seven EKU students will begin working at the Capitol as legislative interns. She also noted that all the legislators she contacted immediately said they would like to work with EKU students.

Rollout of New Laptops. Jeff Whitaker and Jeremy Steele were in attendance to provide a progress report on the rollout of new laptops. This time around there are only two options available—a Dell laptop or a MacBook Pro M2 laptop. In addition, everyone eligible for the rollout can receive one new 27-inch monitor as well as a keyboard, mouse and docking station.

The rollout started around the middle of last September. Staff was targeted first because their rollout expired first. In mid-November faculty were given the opportunity to sign up prior to the winter break. At this point, there are approximately 100^+ staff and about 200^+ faculty who still need to receive a Windows machine. Mac users are expected to be targeted in early March. The rollout for the Macs was delayed because an in-house product had to be created to move data from one Mac to another Mac due to issues with Migration Assistant. The work around is still being tested, but we're hopeful that it will be ready by the first part of March.

IT does require a 24-hour turnaround time for getting laptops back to faculty. However, the amount of time required will be significantly less if faculty back up their documents prior to their appointment. Call 622-3000 if you need assistance to guide you through the backup process.

Aramark Sensors Placed in Offices. AVP Bryan Makinen gave a brief explanation on the sensors that Aramark placed in offices and other areas. An email was sent out on December 7th about installing the sensors, but only two people provided feedback prior to the installation.

AIWX (Aramark Intelligent Workplace Experience) is an Aramark system that Aramark is using to gather quantitative data to evaluate space utilization, so they can allocate the appropriate number of resources in the right place at the right times to ensure that services are being provided as needed. Aramark invested in a 6-month trial with the University and placed sensors in approximately 39 locations throughout campus. The trial period is over now and it was a great success. For example, in the Rowlett building the heaviest utilization is between 11am and 2pm. Custodians were not scheduled to come in until 3pm, so the experience was not good in that space. As a result of the data, the custodians are now coming in at 11am to address the peak utilization that we experienced in the restrooms. So, the sensors are providing Aramark with quantitative data that goes along with the qualitative data gathered from surveys in order to provide better service to our community.

Furthermore, we will probably be expanding the use of the sensors, at the university's expense, as this has proven to be a great way to determine not only the busiest times of the day in buildings but also the areas in those buildings that have the heaviest usage.

Please be assured that these sensors are absolutely not cameras or audio devices. They are absolutely not a measure of productivity in any way, shape or form, because we know productivity occurs in the classroom, in collaboration spaces, oftentimes outside the office. But for those who are in the office, it's not a measure of productivity of what's occurring inside that office. It's simply counting the number of times that sensor threshold is broken to indicate utilization of a space. Again, this is an Aramark system utilized for Aramark purposes only. EKU is not using any of that data.

At the recommendation of several senators, AVP Makinen stated that he will share with others the concerns raised about:

- removing sensors from faculty offices.
- removing sensors from laboratories that Aramark does not have access to.
- considering other technologies available to collect quantitative data rather than using the sensors.

As a side note, AVP Makinen remarked that, at the expense of Aramark, the Library, new Science building, and the Perkins building will be receiving robotic cleaners in the near future to help augment their custodial needs.

NEW BUSINESS:

<u>Face-to-Face or Zoom Meetings Next Year</u>. After discussion, Chair Crosby stated that the Executive Committee would invite someone from Conferencing and Events to their next meeting to find out if it's feasible given our current technology to have hybrid meetings for large groups with in-person and Zoom participants and if so, what facilities should be scheduled for those meetings. He will provide a recommendation to the Senate at the March meeting.

<u>Executive Committee Election (1 vacancy)</u>. Chair Crosby announced that Jamie Shaffer has taken another position elsewhere and Alternate Sheri McGuffin will be completing the part-time representative's term. Ms. Shaffer's exit leaves a vacancy on the Executive Committee. Senator McGuffin self nominated. Senator Sands moved to elect by acclamation. **Motion carried unanimously.**

ANNOUNCEMENTS:

The Faculty Senate Social is scheduled for Monday, February 13 at 3:30pm in Walnut Hall, Keen Johnson. Please bring your appetites and your conversation. There will be some standing tables and some sitting tables and plenty of beverages and snacks.

There will be an open AAUP forum on Thursday, February 16 at 4pm in Walnut Hall, Keen Johnson building to discuss the Faculty Grievance Policy.

GENERAL & STANDING COMMITTEE REPORTS:

REPORT FROM SENATE CHAIR: Senator Crosby

The Executive Committee met on Monday, January 20. The bulk of meeting was discussing the format for next year's Senate meetings.

Chair Crosby also informed the members of his decision to retire from the university in the spring of 2024.

REPORT FROM FACULTY REGENT: Senator Marion

The last meeting of the Board of Regents was on December 1. The next meeting of the Board of Regents remains scheduled for Wednesday, February 15.

The location of the meeting occurring on February 15th will be in Frankfort corresponding with the Colonels at the Capitol event that morning. The Board meeting is scheduled to start at 1:30 p.m. in the Music Room at Berry Hill Mansion, which is managed by the Kentucky Division of Historic Properties, and is also proximal to the State Capitol Complex.

There was limited Board activity over the holiday break and since the beginning of this academic term. At the request of the Board Chair, I summarized the results of the Board's self-assessment and shared my draft summary to the Board Chair for his review. The draft has not been vetted by the Board or Ad Hoc Governance and Evaluation Committee, but the execution of survey methodology was conducted as directed by the Board and Committee at the last Board meeting. The Chair may choose to have the draft summary discussed at the February 15 meeting. In addition to this work, I've had two regular check-in meetings with the President, and the Board Chair, who both independently meet with the staff regent and me to discuss any potential agenda items or topics either of them should consider. For the February 15 meeting, I've been advised by the Chair and President, that the agenda is likely going to be light.

In addition to this brief update, I am thankful for the opportunity to engage with you and my faculty colleagues, and I'm appreciative of the Provost's recent receptions this last term and this term. Through these events, I've been able to not only catch up with colleagues, meet new faculty members, and learn updates about lives and programs, but I also get to hear candid feedback on issues and topics impacting our efficiency, performance, and morale as faculty. Many of these I've been able to share with Chair Crosby, President McFaddin, Chief of Staff Colleen Chaney, and/or Chair Eaves. Several topics have been addressed by our Problem Solvers meetings. Some have been discussed by the Faculty Senate Executive Committee, the Problem Solvers group (Chair Crosby, Vice-Chair Kay, Provost Zeigler, and I) or have made it on the Faculty Senate agenda. When needed or upon request, I have forwarded or shared these concerns in a manner to respect confidentiality. While there are still existing challenges or problems impacting our efficiency and our quality of life as faculty, and while new ones will emerge, I am humbly obliged to learn from my colleagues and work to find solutions or route issues appropriately.

STANDING COMMITTEES

Academic Quality Committee. Senator Sands reported that the committee is busy working on their charges. There should be a couple of surveys ready for send out in early March. One is on Bartleby and the other is from the Provost Ad Hoc Committee regarding the calendar.

Budget Committee. Senator Stevenson stated that the committee continues to work on their report and the goal is to present it to Senate for review next month.

Elections & University Nominations Committee. Senator Spira reported that the committee met on January 30th for a second review of their internal procedures. The draft was then shared with the Rules Committee for further review. A finalized version should be available for Senate review later in the spring semester.

Information Technology Committee. Senator Hight stated that at their January 30th meeting they worked on the voting forms needed for today's Senate meeting. In addition, they followed up on information on myEKU. That discussion will continue at the next meeting on Monday, February 27.

Faculty Rights and Responsibilities Committee. Senator Brent stated that the committee continues to cover the status of the Grievance policy. He reminded that on February 16th, the AAUP is holding an open forum to discuss the policy. In addition, Lauren Keeler has held various listening sessions on campus on the policy. Related to that, we are still working on what the Ombud/Faculty Advocate position is going to look like within that policy and how that's going to fit within the university infrastructure.

During discussions at our last meeting and given the gravity of the Grievance policy, our committee would like to identify how draft team committees are formed and the processes through which that takes. We hope to work with the Provost Office and Lauren Keeler to learn more about that process.

We're also keeping tabs on what's going on with the open education resources initiative on campus and how that's going to affect the rights and responsibilities among faculty members.

The next meeting is scheduled for tomorrow.

Rules Committee. Senator Kay announced that the next meeting is scheduled for February 8th.

Welfare Committee, Senator Manning stated that the committee is working on updating last year's survey and working on the IRB process. Once approved through IRB, the survey will be distributed to faculty.

ADJOURNMENT:

Senator Kelley moved to adjourn at approximately 5:30pm, seconded by Senator Cizmar.

Timestamp	Email Address	Do you approve of the minutes for the December 5th, 2022 meeting of the Faculty Senate?
2/6/2023 15:37:36	jessica.price@eku.edu	YES
2/6/2023 15:37:38	vonia.grabeel@eku.edu	YES
2/6/2023 15:37:39	james.kirby.easterling@eku.edu	YES
2/6/2023 15:37:39	lindsay.cormier@eku.edu	YES
2/6/2023 15:37:39	rachel.bishop-ross@eku.edu	YES
2/6/2023 15:37:40	alison.buck@eku.edu	YES
2/6/2023 15:37:40	raymond.lauk@eku.edu	YES
2/6/2023 15:37:40	lisa.jones@eku.edu	YES
2/6/2023 15:37:41	fontaine.sands@eku.edu	YES
2/6/2023 15:37:41	joanne.mcglown@eku.edu	YES
2/6/2023 15:37:42	vigs.chandra@eku.edu	YES
2/6/2023 15:37:43	abby.brooks@eku.edu	YES
2/6/2023 15:37:43	michael.fore@eku.edu	YES
2/6/2023 15:37:43	pat.calie@eku.edu	YES
2/6/2023 15:37:43	curtis.streetman@eku.edu	YES
2/6/2023 15:37:43	brian.clark@eku.edu	YES
2/6/2023 15:37:44	john.brent@eku.edu	YES
2/6/2023 15:37:44	james.keller@eku.edu	YES
2/6/2023 15:37:44	tricia.kelley@eku.edu	YES
2/6/2023 15:37:45	elizabeth.underwood@eku.edu	YES
2/6/2023 15:37:45	karim.abdelhay@eku.edu	YES
2/6/2023 15:37:45	sheri.mcguffin@eku.edu	YES
2/6/2023 15:37:45	adam.lawson@eku.edu	YES
2/6/2023 15:37:46	kim.parsons@eku.edu	YES
2/6/2023 15:37:46	anne.cizmar@eku.edu	YES
2/6/2023 15:37:47	don.yow@eku.edu	YES
2/6/2023 15:37:47	matthew.winslow@eku.edu	YES
2/6/2023 15:37:48	julie.george@eku.edu	YES
2/6/2023 15:37:50	jason.fry@eku.edu	YES
2/6/2023 15:37:50	jilliane.mccardle@eku.edu	YES
2/6/2023 15:37:51	geela.spira@eku.edu	YES
2/6/2023 15:37:54	nedim.slijepcevic@eku.edu	YES
2/6/2023 15:37:55	bill.mcclanahan@eku.edu	YES
2/6/2023 15:37:57	lisa.kay@eku.edu	YES
2/6/2023 15:38:00	jennifer.hight@eku.edu	YES
2/6/2023 15:38:01	erin.stevenson@eku.edu	YES
2/6/2023 15:38:02	carolin.walz@eku.edu	YES
2/6/2023 15:38:03	erin.eliassen@eku.edu	YES
2/6/2023 15:38:05	laura.edwards@eku.edu	YES
2/6/2023 15:38:07	jackie.couture@eku.edu	YES
2/6/2023 15:38:08	mary.henton@eku.edu	YES
2/6/2023 15:38:09	richard.crosby@eku.edu	YES
2/6/2023 15:38:24	kenneth.foltz@eku.edu	YES
2/6/2023 15:38:25	laura.rowe@eku.edu	YES
2/6/2023 15:38:26	marie.manning@eku.edu	YES
2/6/2023 15:38:27	melanie.johnson@eku.edu	YES
2/6/2023 15:38:35	julie.hensley@eku.edu	YES
2/6/2023 15:38:39	sarah.feltus@eku.edu	YES

David T. McFaddin
President

TO: Eastern Kentucky University Faculty Senate

FROM: President David T. McFaddin

DATE: March 6, 2023

RE: Faculty Senate March Report

It has been a busy spring semester filled with academic program launches, bills and resolutions moving through the legislative process, and students preparing for midterms. I am sure that everyone's classes are hitting stride with students…and faculty…anxiously awaiting Spring Break.

2023 Legislative Session Update
I want to thank everyone for coming out last month for Colonels at the Capitol. We had a great turn out and everyone represented our campus well. There are a variety of bills that we are tracking during this session. Amy Scarborough, EKU's Chief Government, Community and Corporate Relations Officer is working with our legislative members ensuring EKU is at the table during these discussions

Here are multiple higher education and K-12 bills that are moving:

- SJR 98-CPE study placement and services provided by public universities & community and technical colleges. (Stivers)
- HJR 71-Create a common application and direct admission administered by CPE (Callaway)
- HB 200-Healthcare worker shortage (Fleming)
- HB 319-Teacher shortage (Tipton)
- SB 20-TikTok ban, higher ed should be exempted (Mills)
- SB 9-Stronger penalties for hazing (Mills)
- HB 18-Dual Credit scholarships (Tipton)
- SB 156-Establish state reading research center, direct KDE to establish annual goals and objectives (West)
- SB 70-Pilot for K-12 performance-based professional development (Givens)
- HB 331-Require portable defibrillators in each middle and high school building and at sporting events (Palumbo)

There are multiple bills about the use of KEES funds, K-12 student and teacher discipline moving through the Session. The Performance Funding Working Group held its second meeting last week. They will continue to meet monthly until December. The findings may be addressed in the 2024 legislative session.

Colonels Engaging Legislative Members and Committees
Having Colonels at the Capitol to advocate and meet with legislative members. It is important, however, for all parties to be on the same page. If you, a member of your department, or a group of faculty or students from your college are 1) would like to meet with a legislator 2) going to the Capitol for a legislative day 3) have scheduled meeting with a legislator and/or 4) have been asked to comment on legislative topics, please email Amy Scarbourgh at amy.scarbourgh@eku.edu.

2023 Spring Commencement
As a reminder, 2023 Spring Commencement ceremonies will take place at 9am and 6pm on Friday, May 12, 2023. If you are hosting graduation events anytime during the week of Commencement, please contact Conferencing and Events at least one month prior to Graduation week.

Coates CP0 1A • 521 Lancaster Avenue • Richmond, KY 40475 • (859) 622-2101 • david.mcfaddin@eku.edu

Facilities Update
We are working actively on a variety of projects across campus. There are a variety of projects coming to a close this Spring.

- Bypass Pedway-The pedway on the bypass is scheduled to be completed next month. While it has taken longer than any of us anticipated, it will serve as a great way to provide safe crossing for students, especially those that will live in Keene Hall, a dormitory we anticipate turning back online in 2025.
- Asset Preservation Funds-Many have seen the construction on University Drive. The facilities team is making great progress on getting our pipes upgraded.

Presidential Office Hours
There was a great response to the open office hours I hosted in February. I encourage anyone wanting to discuss issues impacting the University to stop in for a visit. Upcoming dates are:

- Friday, March 24, 2023, from 10-11am
- Friday, April 21, 2023, from 10-11am

I appreciate all that each of you do to support our students and advance EKU's mission to foster personal growth and prepare our students to not only be working professionals but collaborators in improving the vitality of their communities, the Commonwealth, and the world.

One Eastern,

David T. McFaddin

Dr. David T. McFaddin
President

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Tentative 2023-2024 Faculty Senate Schedule

Executive Committee Meetings

Executive Committee meetings are at 3:30 p.m. via Zoom for the academic year.

Faculty wishing to submit items for inclusion on the Senate agenda should contact either the Senate Chair or a member of the Executive Committee of the Senate at least two weeks prior to the Senate meeting.

Fall 2023	**Spring 2024**
August 28	January 22
September 25	February 19
October 23	March 18
November 20	April 22

Faculty Senate Meetings

Senate meetings are at 3:30 p.m. The first and last meetings for the academic year will be held on campus. All remaining meetings will be held via Zoom.

Fall 2023	**Spring 2024**
September 11 *(in-person - Perkins Quads)*	February 5
October 2	March 4
November 6	April 1
December 4	May 6 *Regular* *Organizational* *(in person – both meetings – Powell 219)*

Faculty Senators for 2023-2024

The term for those highlighted in red ends at the conclusion of the regular May meeting. Replacements (and alternates) should be elected no later than the end of April so that new senators are available to attend the May organizational meeting which begins immediately after the conclusion of the regular meeting.

Please also inform the secretary if there will be replacements for anyone that will be out on sabbatical or other leave or if department names have changed or if departments have merged and the number of representatives on Senate has changed.

College of Letters, Arts & Social Sciences (CLASS)

SENATOR	DEPARTMENT	TERM EXPIRES
Brooks, Abby	School of Communication	2025
Buck, Alison	Lang. & Cultural Studies, Anthr. & Sociology	2025
Cizmar, Anne	Government	2023
Hartch, Todd	History, Philosophy & Religious Studies	(2023)*
Hensley, Julie	English	2025
Keller, James	English	(2024)*
Kelley, Tricia	School of Communication	2023
Lawson, Adam	Psychology	2024
Newhart, Laura	History, Philosophy & Religious Studies	2024
Parsons, Kim	English	2024
Siler, Nathan	Music	(2024)*
Slijepcevic, Nedim	School of Art & Design	2025
Stevenson, Erin	Social Work	(2024)*
Streetman, Curtis	Music	(2024)*
Underwood, Elizabeth	Lang. & Cultural Studies, Anthr. & Sociology	2024
Walz, Carolin	English	2023
Winslow, Matthew	Psychology	2023

(*) Nathan Siler replaces T. Couvillon [sabbatical] for 2022-2023 [term ends 2024]
(*) James Keller replaces G. Nachtwey for remainder of term [term ends 2024]
(*) Julie Hensley replaces C. Neumann [term ends 2023] but begins a new 3-year term [ends 2025]
(*) Todd Hartch will replace T. Smit for the remainder of term [term ends 2023]
(*) Erin Stevenson will replace P. Litzelfelner for the remainder of term [term ends 2024]
(*) Curtis Streetman will replace R. Crosby [serving as chair] during 2022-2023 year [term ends 2024].

College of Science, Technology, Engineering & Math (STEM)

SENATOR	DEPARTMENT	TERM EXPIRES
Abdelhay, Karim	Chemistry	2025
Bishop-Ross, Rachel	Mathematics & Statistics	2023
Cabaniss, Haley	Physics, Geosciences & Astronomy	2026
Calie, Pat	Biological Sciences	2025
Chandra, Vigs *	Computer Science & Information Technology	2025
Cormier, Lindsay	Biological Sciences	2023
Foltz, Kenneth	Applied Engineering & Technology	(2024)*
Fry, Jason	Physics, Geosciences & Astronomy	2025
Kay, Lisa	Mathematics & Statistics	2023
Rowe, Laura	Chemistry	2025
Sexten, Andrea	Agriculture	2024

(*) Kenneth Foltz replaces N. Wang for remainder of term [term ends 2024]
(*) Vigs Chandra will replace L. Kong but will begin a new 3-year term [term ends 2025]

College of Business

SENATOR	DEPARTMENT	TERM EXPIRES
Blair, James	Management, Marketing & International Business	2024
Easterling, James Kirby	Management, Marketing & International Business	2025
Feltus, Sarah	Accounting, Finance & Information Systems	2024
Fore, Michael	Management, Marketing & International Business	2023

College of Education & Applied Human Sciences

SENATOR	DEPARTMENT	TERM EXPIRES
Burns, Ann	Teaching, Learning & Ed. Leadership	2023
Eliassen, Erin	Applied Human Sciences	2024
Henton, Mary Elizabeth	Model	2024
Hughes, Charles	Clinical Therapeutic Services	2023
Manning, Marie	Teaching, Learning & Ed. Leadership	2024
Mayer, Jana	Model	2024
McCardle, Jilliane	Model	2024
Moore, Katie	American Sign Language & Interpreter Education	2025
White, Alexander	Model	2023

College of Health Sciences

SENATOR	DEPARTMENT	TERM EXPIRES
Clark, Brian	Parks, Recreation, Exercise & Sport Science (PRESS)	2024
Grabeel, Vonia	Env. Health Science & Clin. Lab. Science	2024
Hight, Jennifer	Occupational Therapy	2023
Johnson, Melanie	School of Nursing	2025
Jones, Lisa	School of Nursing	2024
Price, Jessica	Health Promotion & Administration	2024
Sands, Fontaine	School of Nursing	2023
Spira, Geela	Occupational Therapy	2024

College of Justice, Safety & Military Science

SENATOR	***DEPARTMENT***	***TERM EXPIRES***
Brent, John	School of Justice Studies	2024
Fifer, David	Emergency Management Care	2025
McClanahan, Bill	School of Justice Studies	2024
McGlown, Joanne	Safety & Security	2025
Thomas, Vincent	Military Science	2024

(*) LTC Thomas replaces MSG LaPlante but begins a 3-year term [term ends 2024]

Library

SENATOR	***DEPARTMENT***	***TERM EXPIRES***
Couture, Jackie	Library	2023
Edwards, Laura	Library	2025

Academic Deans

SENATOR	***COLLEGE***	***TERM EXPIRES***
Cannon, Mercy *(2-year appointment)*	(Dean's Rep) CLASS ***NOTE:*** *Dean Rep automatically serves on the Budget Committee*	2025

Part-Time Faculty

SENATOR	***DEPARTMENT***	***TERM EXPIRES***
McGuffin, Sheri ** *(2-year appointment)*	Part-Time Rep. (Instruct-Science, Tech, Eng & Math)	2024

** 1st ALT Sheri McGuffin will complete remainder of J. Shaffer's term beginning January, 2023.

Report of the Senate Chair
3-6-23

The Senate Executive Committee met on 2-20-23 by Zoom. A good deal of meeting time was invested in discussion of the feasibility of a hybrid (in-person and Zoom) setup for next year's Senate meetings. We were joined by Jesse Hood and Brian Popa from Conferencing and Events, and they said that the results would be less than satisfactory to do the hybrid approach. They cited the challenges faced by the Board of Regents trying to do the same thing, and it was noted that the Regents are no longer doing a hybrid approach.

In the end the EC decided that the best option would be to recommend that the Senate adopt a plan where the first and last meetings of the year would be in person and all other meetings continue to use Zoom. I met with Brian Popa in Powell 219 and we agreed that it would work as well as the South Ballroom in Keen Johnson. However, since it is used for classes, it is not available for the September 11, 2023 first meeting. The conversation then shifted to Perkins which 1) is available, 2) is both large enough and has the needed equipment on hand to meet our needs, and 3) it has parking. Therefore, that will be the recommendation when we discuss the issue today.

I have spent a considerable amount of time consulting with Senator Brent about his report from the Faculty Rights and Responsibilities Committee which you will hear today. It contains many items of concern to faculty, and I've given him my consent to have both Dana Fohl and Lauren Keeler present as guests of the Committee to answer questions about a number of things, including the Grievance Policy. Hopefully some valuable clarity will begin to emerge from this presentation.

The EC also discussed upcoming Senate Vacancies. A letter from Senator Spira, Chair of the Elections and University Nominations Committee, went out on 3-1 to all Department Chairs alerting them to the upcoming vacancies so that they may fill those vacancies by election in time for the May 1st Organizational Meeting.

I was pleased to be able to participate in the Colonels at the Capitol on 2-15 with other members of the EKU community, the administration and the Board of Regents. It was interesting to meet the Legislators upon whose decisions our future rests and to get a sense of the forces at work in Frankfort. It was clear that EKU has invested a great deal of time in cultivating relationships with key legislators, many of whom are EKU alumni and are devoted both to higher ed and to their alma mater. We also had a chance to meet briefly with Governor Beshear, a strong and enthusiastic supporter of education. Details of the meetings will be shared by the President in his report during this meeting.

I need to correct an assertion I made at our last meeting. When I discussed that nominations for Chair and Vice Chair would be solicited at the April meeting, I incorrectly stated that the election would take place in the REGULAR meeting on May 1. In fact, it will take place first thing in the ORGANIZATIONAL meeting immediately following the regular meeting. As soon as the new officers are elected, they take over the remainder of the Organizational meeting.

As always, it is an honor to serve as your Chair.

Sincerely yours,

Richard A. Crosby
EKU Foundation Professor
Chair of Faculty Senate

Faculty Regent Report to Faculty Senate

March 6, 2023

Dear Senators,

The Board of Regents met on Wednesday, February 15th in Frankfort in conjunction with the regents joining a large group of EKU faculty, staff, students, and administrators attending Colonels at the Capitol that morning. The **Board Agenda** document from February 15 is available at the Board of Regents website. The Board meeting started at 1:30 p.m. at Berry Hill Mansion, which is managed by the Kentucky Division of Historic Properties, and the meeting was brief compared to most Board meetings.

The next Board meeting will occur on Wednesday, May 24. Typically, the May meeting is among the most consequential for Board actions, as the May meeting includes the budget, setting of tuition and fees, among many other items.

The day before the meeting, Feb. 14, members of the Board gathered with a delegation from EKU in the Capitol Rotunda to celebrate the kickoff of the Manufacturing Engineering program. Speaking at the event were the Governor, leaders the Kentucky Association of Manufacturer (KAM), and many local and state-elected officials. The following morning (Feb. 15), EKU kicked off Colonels at the Capitol in the Capitol Rotunda, again with Governor Beshear. During that morning time, the Governor committed to working within his ability to bring equity to the performance-based funding system in place. The majority of the day thereafter was spent interacting with elected officials and educating our state leaders on the value of higher education and Eastern Kentucky University. Most of the time was spent listening to elected officials, and many of them were well-apprised and supportive of necessary reforms to the performance-based funding model.

For a Board Meeting Recap:

In accordance with the agenda , there were usual reports and financial updates from several areas of the university including academic affairs, financial affairs, the President, and the leadership of Faculty Senate, Staff Council, and SGA. The meeting finished with a touching send-off of positive comments from President McFaddin and many of the Board members for Senate Chair, Dr. Crosby as he completes his tenure as Faculty Senate Chair this term and a new Chair will be at the May 24 meeting.

For additional information, the report from **Academic Affairs** to the Board is linked here.
The report from **Athletics** to the Board is linked here.
The **Financial Update** to the Board is linked here.

- For the action items, the Board approved previous meeting minutes, personnel actions, degree candidates for Spring 2023, a six-year plan update, and the acquisition of real property acquisition. Additionally, the Board dedicated time to discussing the Board self-assessment survey instrument and results.

- In regard to the real property acquisition item on the agenda, the Board approved WEKU to take advantage of an opportunity related to expanding their reach in the Maysville area servicing Mason, Bracken, Fleming, and Lewis Counties in Kentucky, and portions of Southern Ohio counties (Brown, Adams and portions of Clermont). The presentation on the matter is linked here.

- Six-Year Capital Plan: The **six-year capital plan document** that was presented documented EKU's planned or ongoing requests related to capital construction. The top-five ranked projects include obtaining gap funding to cover projects already budgeted with general fund dollars to occur in this biennium. The fifth project on the list is to construct a $215M academic complex. The gap funding request is related to significant cost increases that have occurred due to sustained inflation after the final state budget's approval in the last (2022) legislative session. An additional list of projects on the capital projects list are provided, but not necessarily ranked. When or how the gap funds and new construction funds for the academic complex are expected to be obtained from state general funds will be part of EKU's government affairs engagements related to the 2024-2026 budget process that will occur in the next year's legislative sessions.

Per a request at the last Faculty Senate meeting, to provide more detail

- Reforming Performance-Based Funding: In a related matter to the legislative agenda is the opportunity for reform aspects of the performance-based funding model. In recent legislative sessions, the ability to revisit the model for improvement was made possible. Upon assessing areas for improvement, EKU (and presumably all the regional universities) are seeking reforms to bring what I believe are equity and common sense to the model that was first put in place in the 2016-2018 state budget. **Equity** is of concern because the regional universities do not play by the same set of rules for funding due to a weighting system which provides greater rewards to the Kentucky's two research universities for 10 of the 11 metrics used in the model. The other issue is that the model rewards the amount of facilities and space on a campus rather than being more efficient with less space. Accordingly, the university has put forward a recommendation for decision-makers where they believe policymakers can make the model more equitable, especially for our regional universities which collectively educate and award more undergraduate degrees to Kentuckians than the research universities, yet receive less performance funds which are supposedly aimed at increasing undergraduate degree production among Kentuckians. The university's document on this topic, including data and recommendations, is linked here. This EKU report, as linked, was included in the President's last report to the Faculty Senate, whereby EKU is seeking that the regional universities not compete for the same pool of dollars with the research universities, particularly if the current weight scheme remains in place, and that the model no longer rewards physical building space (area) as a means of performance over efficient use of space. The most recent data from a CPE Work Session in November on the allocations of performance-based funding dollars shows how funding has changed at Kentucky universities since the model was implemented. An excerpt from that portion of their work session is summarized using numerical **data here.** Changes to this model are our greatest opportunity for enhancing investments in our faculty and staff and for recruiting and retaining our people.

In closing, please know you can always share your thoughts and concerns with me, and I'll do my best to address or forward regent-related matters to the Board as a whole and/or Board Chair. I can be reached by phone (513-317-9508) or email (jason.marion@eku.edu) As always, please know I appreciate your commitment to EKU and the students we positively impact daily. Your support also continues to mean a lot and I'm honored to serve on the Board as your representative.

Sincerely,
Jason

~~Faculty Senate Internal Procedures~~¶

FACULTY SENATE INTERNAL PROCEDURES

Updated: ~~February 15, 2022~~~~March 2022~~March 2023

(submitted by Rules Committee)

PROCEDURES ALL FACULTY SENATORS SHOULD FOLLOW:

All Senators should report Senate activities to their election unit at least semi-annually.

PROCEDURES THAT ALL FACULTY SENATE COMMITTEES MUST FOLLOW:

General internal procedures found at:

http://facultysenate.eku.edu/internal/all-committees

http://facultysenate.eku.edu/rules/standing-rules

http://facultysenate.eku.edu/sites/facultysenate.eku.edu/files/files/committees/CommitteeChecklist_REVISED_02-01-17.pdf

All Senate Standing Ccommittees are required to provide the Senate Secretary with written or electronic copies of their reports. Senators may serve on no more than two Senate Standing Committees.

Election of a Chair

The convener should call the committee into session as soon as possible and certainly before the September meeting. As soon as the Committee Chair is elected, he or she should inform the Senate Chair and the Senate Secretary.

Institutional Knowledge

To ensure the continuation of institutional knowledge, the new chair (or designee) should contact the previous chair (or a previous committee member if the previous chair is no longer available) to transfer any relevant materials.

Before Each Executive Committee Meeting

The Committee Chair should notify the Senate Chair and Executive Committee liaison as to whether there will be a committee report.

Circulating Material to the Senate

If the committee wishes to have any material circulated either with the Agenda (which goes to all faculty) or the Agenda materials (which go to senators only) this material must be given to the Executive Committee liaison prior to the Executive Committee meeting. If the committee specifically wants the material to go either with the Agenda or the Agenda materials they must so inform the Executive Committee, prior to the Executive Committee meeting, **in writing**.

Any motions [see below] must be listed on the Agenda and circulated prior to the Senate meeting if they are to be acted upon at the Senate meeting. Motions to be considered at a future meeting may be circulated by having a committee member arrive at least fifteen minutes early to a Senate meeting and put one copy at each place with several extras to the Secretary. This will take about 80 copies. ~~If the Senate meeting takes place via Zoom, motions (as Word or Google document) must be emailed to every senator~~Motions may be distributed electronically. ~~.~~

Giving Committee Reports

Committee reports should be given at Senate meetings whenever the committee has taken action(s) since the previous Senate meeting. A written report should be submitted to the Secretary, even if no conclusions have been reached. Reports should be on the Agenda, but if something suddenly happens, the Committee Chair should tell the Senate Chair prior to the meeting. If Senate action is required immediately and the necessary information has not been circulated, the committee will first have to ask for a suspension of the rules (requiring a two-thirds vote) in order to have any motion acted upon. Such an action should be used only in the case of an emergency.

When Making a Motion for Senate Action: Be extremely specific in the motion made. Ask the following questions about the motion before deciding to bring it forward to the Senate:

~~Be extremely specific in the motion made.~~¶

~~Questions to answer when making a motion: Is it a motion that~~¶

1. Does the motion require the ~~The~~ Senate to make a direct recommendation to the President regarding a specific action?
2. Does the motion require the~~The~~ Senate to adopt a resolution?
3. Does the motion involve a ~~A~~ problem that should be considered by another Senate committee? If so, when are they to report back to the Senate?
4. Does the motion involve a request for a ~~A~~ University committee to consider a question?
5. Does the motion require ~~Requires~~ a response from ~~the~~ any committee?

Write the motion as short and explicit as possible, and keep the justification separate.

The motion should follow the form below.

* *

To: Faculty Senate

From: The Committee on ______________

Date: _____________

The Committee on ___________ requests that the Faculty Senate adopt the following motion at its meeting on ___(date)___.

MOTION:

A short, explicit statement of what is to be passed by the Senate.

JUSTIFICATION OF THE MOTION:

As long as necessary.

¶

~~**Chair and Vice Chair Roles in Faculty Senate¶**~~

CHAIR AND VICE CHAIR ROLES IN THE SENATE

During the May Organizational Meeting of the New Senate

By tradition, the new Chair may preside over the following Organizational Meeting of the Senate.

Elections will be held to fill all vacancies in the Standing Senate Committees.

Nominations and elections of the COSFL representative and two alternates for COSFL are also required. These nominations must be made from members of the Faculty Senate. (There are three other COSFL representatives from Eastern Kentucky University: the Senate Chair, the Faculty Regent, and the AAUP President.)

After the May Senate Meetings

Meet with past Faculty Senate Chair and new Vice Chair to review responsibilities.

The new Chair should remind the new COSFL representatives to meet with the former COSFL representatives to determine how names are added to the COSFL Listserv.

The new Chair should notify each of the following that they can find a copy of the Senate Internal Procedures on the Senate website and copy the procedures as necessary for members of their committees:

1. Conveners of all Senate committees.
2. All new members of the Executive Committee.
3. New COSFL representatives. (Notify them of the link to the COSFL website on the Senate website.)
4. The new Senate Chair responsibilities.

The President's office will invite the new Senate Chair to carry the Mace at May Graduation.

Work with the outgoing Chair of the Committee on Elections and University Nominations and the Secretary of the Senate to prepare an updated membership roster.

Send a request to the Provost to ask that the ~~email addresses of the current adjunct faculty be given to the~~current Adjunct Senator be given the ability to email adjunct faculty. ~~and verify that the Adjunct Senator receives that email list.~~

Other committees on which the Senate Chair (and/or Vice Chair) is an ex officio member:

- Senate Executive Committee (Senate Chair will also chair this committee)

- Senate Committee on the Budget
- Council on Academic Affairs (or Vice Chair may serve)
- University Budget Committee (if called)
- Provost Council
- University Strategic Planning Committee
- General Education Committee (Vice Chair)
- Academic Quality Committee (Vice Chair serves as noted in Bylaws)

The Senate Chair will work with the incoming Vice Chair to decide how to share duties. Arrange to work together in a way that is comfortable and reflects the ratio of course releases given to both people. The Chair has two releases, the Vice Chair one, so the arrangement should give about one-third of the burden to the Vice Chair.

During the Summer

The outgoing Chair should have prepared a listing of dates of the Senate and Executive Committee meetings for the upcoming year. If this has not been done, the new Senate Chair will have to prepare a list.

In either case, the new Senate Chair will choose where the Executive Committee will meet. Circulate a copy of all dates and places to the members of the Executive Committee (or delegate to the Senate Secretary). Request that the Secretary post the dates on the Senate website and attach a copy to the September Agenda.

The Secretary will work with the Elections & University Nominations Committee to make an updated copy of the membership, and in late August, the Elections & University Nominations Committee will email it to each of the academic deans for verification of the names of any senators who will not be serving in the fall semester. Each of the departments involved should elect a replacement as soon as possible during the fall semester and submit the name to the Senate Chair; these changes should be forwarded to the Secretary as soon as they are known. When the amended roster is compiled, clearly indicate if replacements are temporary or permanent. If permanent, replace the names. Have as complete a copy as possible ready for the September Agenda and post it on the Senate website.

If any Senate committee members have been replaced, then there must be an election at the September meeting to fill the open position on the committee. Contact the Elections and University Nominations Committee to inform senators and ask for nominations of people who are able to serve. Send notice of elections with the Agenda materials if pressed for time. The nominations can be placed on the Senate Agenda as unfinished business. Note, however, that when a one-semester committee vacancy occurs, such as in the case of a senator's sabbatical, the person replacing the senator for the semester on the Senate shall fill the senator's position on the committee.

Contact the President and Provost to schedule dates and times for meetings; begin meeting regularly as needed. Meetings with the President may be with entire Executive Committee, as a vetting group for issues. Meetings with the Provost are as needed.

The Secretary will distribute the list of senators and Senate committee members with the Agenda material for the September meeting.

~~**Chair/Vice Chair Internal Procedures**~~

CHAIR AND VICE CHAIR INTERNAL PROCEDURES

The Chair ~~will need to~~must appoint someone to serve as Parliamentarian. In concert with the Executive Committee, the Chair will interview prospective candidates. The Parliamentarian is a voluntary position. The Chair and the Executive Committee are responsible for the Administrative Review of the President. It is the responsibility of the Chair to find out if the current academic year is the year in which the President will be evaluated.

Before Each Executive Committee Meeting

The liaisons to the Senate Standing Committees, the Faculty Regent, and the COSFL representatives should notify the Chair of any impending reports. Prepare background materials and invite interested and knowledgeable faculty to share information related to topics being considered for upcoming Senate meetings. Review Bylaws to identify Standing Committee Chairs that need to report each semester. Remind liaisons to review Bylaws and report effectively.

After Each Executive Committee Meeting

Working with the Senate Secretary, the Chair prepares the Agenda for the next Senate meeting. The Secretary will distribute an email, ~~to each senator prior to the next Senate meeting~~ which contains a link to the Agenda and all pertinent attachments (~~,~~including the Minutes of the previous meeting, any information from the Provost's office, etc.), to each senator prior to the next Senate meeting.

Any material intended for distribution to all faculty must be posted on the Senate website.

Before Each Senate Meeting

The Secretary provides a draft of the minutes from the Executive Committee meeting for the Chair. The Chair prepares a report of the Executive Committee to be delivered at the next Senate meeting with a digital copy to be given to the Secretary.

Post Open Meeting notices (or designee—Vice Chair).

Work with the IT Committee to make sure that procedures are in place to conduct voting via the current voting method.~~Set up software/computer for voting purposes (or designee).~~

Prepare visual agenda and support materials.

Adjust gallery seating to provide an inclusive atmosphere.

After Each Senate Meeting

Following the Senate meeting, the Chair will send any approved policy or action via memo to the President and Provost. Also, if 10% of faculty petition for a meeting to address any Faculty-at-Large motions, send a memo to the President in June regarding any Senate-approved action(s) which require Faculty-at-Large voting after the August convocation. If documents were included with the Agenda or the Agenda materials, they will not normally be attached to the Minutes. If the Chair specifically wants something included with the Minutes, notify the Secretary.

Run voting tally reports (or IT Committee designee) and send to the Secretary for inclusion in the Minutes. Do not leave the meeting without this task completed.

Report to the Board of Regents

The Faculty Senate Chair will prepare a short report of activities to be presented at the quarterly Board of Regents Regular Meetings. Reports should be written and forwarded to the Secretary of the Board.

During the August Executive Committee Meeting

The Chair appoints an Executive Committee member to act as a liaison to each of the Standing Senate Committees and Senate Ad Hoc Committees. The Vice Chair automatically serves as liaison to the Academic Quality Committee. The Chair (or designee) serves as the liaison to the Senate Budget Committee. Set the Standing Committee charges with the Executive Committee.

Before the September Executive Committee Meeting

The Senate Secretary should check the list of senators who have been replaced since May and see if any of the outgoing senators were on Senate Committees. If a newly elected senator is replacing an elected committee member, schedule a new election (either temporary or permanent) for the September meeting and include it on the Agenda (see above). If committee members are appointed, have their names ready to announce at the September meeting.

Develop and maintain a membership list for each of the Senate committees. The Secretary should post the lists on the Senate website and circulate them with the Agenda. If any committee chairs have been elected, indicate who they are on the membership lists.

The Chair should ensure that the Committee on Elections and University Nominations and the Secretary agree on the current membership roster. The Chair and Secretary should work together to ensure the roster is kept current and accurate and that the roster is posted on the Senate website.

The Chair should ~~Contact the Information Technology (IT) Committee and ask that they schedule a meeting with an IT representative for training and assistance with the computer voting processes.~~ contact returning members of the IT Committee and request that they train the new IT Committee members on how to conduct Senate voting. If all members of the IT Committee are new, arrange for the previous IT Committee Chair (or designee) to train new IT Committee members on how to conduct Senate voting.

Conduct a New Senator Orientation prior to the first Senate meeting to review policy and process used in the Senate.

After the September Senate Meeting

Ask the Secretary for a list of the names of senators who were absent and had not previously notified either the Chair or the Secretary of their intended absence. The Senate Chair or the Chair of the Committee on Elections and University Nominations must check to see if any need to be replaced, either permanently or for the semester. This should be done immediately in case the department needs to complete an election prior to the October meeting. Make sure the Secretary is kept apprised of the names of any new or retiring members.

Before the November Senate Meeting

Ask the Chair of the Committee on Elections and University Nominations to request that senators who are unable to serve during the spring semester notify the Committee on Elections and University Nominations as soon as possible. The committee must ensure that replacements are elected before the January meeting. If any of the senators are on Senate committees, schedule an election or appointment during the first spring meeting to find either a temporary or permanent replacement. If a senator is unable to serve for one semester due to sabbatical or other reasons and that senator is serving on a committee, the person replacing the senator shall fill the senator's position on the committee. The Senate Chair should forward the names of replacement senators to the Secretary as soon as they have been received.

In December

Contact the Secretary to discuss and confirm respective responsibilities. (This may not be necessary if the present Secretary is continuing in the position.)

In January

The Chair sends an email to the Committee on Elections and University Nominations to remind them to begin circulating questionnaires requesting faculty to self-nominate for University and appropriate Senate committees for the next academic year.

Before the February Executive Committee Meeting

If any senators have not returned for the spring semester, determine whether they are on any Senate committees. If so, there must be a (temporary or permanent) replacement, either by appointment or by an election at the February Senate meeting. In the latter case, include the upcoming election on the February Agenda. See "Before November Senate Meeting" regarding one-semester replacements.

¶

At the February Senate Meeting

Remind the senators that the Senate Chair is elected from all members who have previously served on the Senate. This includes former senators who are not currently serving. If an election is to be held for a new senator, it should be done before the March meeting of the Executive Committee, so he/she can be included in a list (with the April Agenda) of possible persons to be nominated.

Remind the senators that any elections for new senators should be done before the March Executive Committee meeting so that the names of those eligible for Chair can be circulated. This includes senators whose terms have expired and any who know they will need a permanent replacement for the next year.

At the March Senate Meeting

Remind the senators that nominations will be taken for Senate Chair at the April meeting.

Ask any continuing senators currently serving on a committee to notify the Chair if they will not be able to serve in the fall semester without delay.

In Early April

Obtain a copy of the official University Calendar for the next year from the Provost's Office, and if possible, set the Senate meeting for the first Monday in each month (September through May) in which the University is in session. Schedule the Executive Committee meetings as near as possible to two weeks before the Senate meetings. Send an email listing these dates to the President, all returning members of the Executive Committee, and the Provost. The Provost’s office will add the Senate meeting dates to the University Calendar. Attach a copy to the May Agenda of the new Senate. Send a copy to the new Senate Chair immediately after the May election.

Before Sending the Agenda Materials for the April Meeting

The Senate Secretary and Chair should compile a list of all new senators who have previously served on the Senate and include it in the Agenda materials. These people, as well as any returning senators, are eligible to be elected as Senate Chair.

Check with the Committee on Elections and determine which Senate committees will have openings in the fall. Add any additional positions from senators who are no longer able to serve. Check to see if any senators informed the Secretary they may not be able to serve. Send out a list of committee vacancies and list the names of continuing members on each committee.

¶

Before the May Executive Committee Meeting

The Senate Secretary should compile a list of returning members on all Senate committees, and the Chair should prepare to appoint one of them as a convener for the next year. If a committee has no returning members, the Chair chooses a convener as soon as the election has been held.

The Secretary should circulate with the May Agenda a list of all positions to be filled by election at the May meeting of the New Senate, including the nominees for new Senate Chair.

Include a list of the new Senate membership with the May Agenda of the new Senate.

Before the May Senate Meeting

Compile a list of all senators whose terms are expiring or who will not return the next year for any other reason. Request that the Secretary print Senate Appreciation Certificates for them. These need to be signed by the Chair and the President before the May Senate meeting.

During the May Senate Meeting

Give out the Senate Appreciation Certificates.

Elect the new Chair of the Faculty Senate at the beginning of the organizational meeting which will convene immediately after the regularly scheduled meeting.

The outgoing Chair will then turn the gavel over to the newly appointed Chair along with a list of vacancies that still need to be filled.

After the May Senate Meeting

The Senate Chair should work with the incoming Vice Chair to decide how to share duties. Arrange to work together in a way that is comfortable and reflects the ratio of course releases given to both people. The Chair has two releases, the Vice Chair one, so the arrangement should give about one-third of the burden to the Vice Chair.

~~**Executive Committee Internal Procedures**~~¶

EXECUTIVE COMMITTEE INTERNAL PROCEDURES

The Executive Committee (XC) of the Faculty Senate consists of the Chair of the Senate (~~,~~who serves as Chair of the Executive Committee), the Vice President for Academic Affairs/Provost, the Faculty Regent, and six members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's term.

The Executive Committee meets typically 1−2 weeks prior to each Faculty Senate meeting. The Executive Committee also meets with the President on a monthly basis. Should the need arise, the group may meet other times than the regularly scheduled monthly meeting in order to advise the President.

Members of the Executive Committee will be assigned liaison functions per Faculty Senate Bylaws. Liaisons are expected to share pertinent information about the committee work. If necessary, they will notify the Faculty Senate Chair of the need to invite Committee Chairs to Executive Committee meetings.

The Executive Committee serves as a leadership group that assists with informing faculty of pertinent issues. The group vets policy and assists with determining first reading of Agenda items prior to action.

The Executive Committee is the group that implements the evaluation of the President (Policy 4.8.1P).

Before Each Executive Committee Meeting

Liaisons to the Senate Standing Committees, the Faculty Regent, and the COSFL representatives should notify the Chair of any impending reports and/or action items.

~~**Academic Quality Committee Internal Procedures**~~

ACADEMIC QUALITY COMMITTEE INTERNAL PROCEDURES

The Academic Quality Committee has primary responsibility for fundamental areas such as curriculum, subject matter, methods of instruction, research, faculty status, and those aspects of student life that relate to the educational process.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. One member of the committee is selected to serve on the Council of Academic Affairs (CAA). Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's ~~Liaison~~ liaison to the ~~Rules~~ Academic Quality Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The ~~Committee~~ committee ~~Chair~~ chair shall submit a written annual report to the Faculty Senate at the May meeting.

~~**Budget Committee Internal Procedures**~~

BUDGET COMMITTEE INTERNAL PROCEDURES

The purpose of the ~~Committee on the Budget~~Budget Committee shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to the formulation of the University budget. The committee shall be available as an advisory agency to the President of the University in those matters relating to the budget-formulation process and will meet with the President at least once each semester to receive information about budgetary matters.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. The Chair also serves on the President's Administrative Council. Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's ~~Liaison~~ liaison to the ~~Rules~~ Budget Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The ~~Committee~~ committee ~~Chair~~ chair shall submit a written annual report to the Faculty Senate at the May meeting.

~~Elections and University Nominations Committee Internal Procedures¶~~

ELECTIONS AND UNIVERSITY NOMINATIONS COMMITTEE INTERNAL PROCEDURES

At the first meeting of the academic year, the committee should do the following:

1. Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary.
2. Set monthly meeting day, time, venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.
3. Review the primary duties of the committee as stated in Faculty Handbook, Section Seven VII E 2 as well as,
   http://facultysenate.eku.edu/internal/elections-committee
   http://facultysenate.eku.edu/internal/all-committees
   http://facultysenate.eku.edu/rules/standing-rules
   http://facultysenate.eku.edu/sites/facultysenate.eku.edu/files/files/committees/CommitteeChecklist_REVISED_02-01-17.pdf
4. Work to complete the charges of the committee as received from the Faculty Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders regarding faculty elections.
5. ~~Advise the Chair on appointment of Faculty-at-Large standing committees and conduct~~ Conduct nominations/elections for ~~(see detailed descriptions below)~~:
   a. Faculty Senate Membership
   b. Faculty Senate Committees
   c. Adjunct Senator
   d. Faculty Senate Chair/Vice
   ~~University Standing Committees (Graduate Council, General Education, Library, Research)~~
   e. Faculty Regent

This committee has an Appendix that includes the following:

- Sample Letter to Department Chairs
- Sample Timeline and Email to Faculty Senate Chair Re: Adjunct Election
- Sample Email to Department Chairs Soliciting Adjunct Names
- Sample Email to Eligible Adjunct Candidates

Check Faculty Senate Membership

In mid-March, the Committee Chair, the Senate Chair and the Senate Secretary should work together in compiling a current list of Senate membership for the upcoming year. After the committee has the updated membership list, an email must be sent to all the departments who need a replacement for the fall semester reminding them to hold an election as soon as possible. Remind them to also elect an alternate or alternates to serve in case the elected senator is unable to attend any meetings. In addition, be sure to ask if any of their elected senators will be out on sabbatical or other leave in the fall and/or spring and if the elected replacement(s) will be temporary or permanent. Each department should review their number of full-time faculty to see if they have the right number of representatives on the Faculty Senate. Include the table below in your correspondence.

Number of Faculty	Number of Senators
1-14	1
15-29	2
30-39	3
40-49	4
50-59	5
etc.	

FYI: Regular Senate terms are for 3 years and faculty can serve 3 consecutive terms. After that they have to sit out one year before they can be re-elected to serve again. (NOTE: The dean's term and the adjunct faculty term are for two years only)

(See the **E&UN Internal Procedures Appendix** for a sample letter to send out to departments on getting updates for outgoing senators.)

Check Faculty Senate Committees

Review the monthly Faculty Senate agenda to see if there will be any elections at the Senate meeting for vacancies on Senate Committees. Correspond with the Chair of Information Technology Committee (IT) to set up electronic voting for the election. Ensure that all incoming senators have the latest information available on the voting process. Voting is facilitated by the Senate Chair.

Election for Faculty Senate Chair/Vice

The Elections and University Nominations Committee of the Faculty Senate will oversee the annual nomination and election of Faculty Senate Chair and Vice Chair. Nominations are taken at the April Faculty Senate meeting. Elections are held at the organizational meeting of the new senate in May.

Solicitation for Volunteers for Policy/Regulation Drafting Teams and Unexpected Vacancies on University Committees

Faculty are limited to serving on a maximum of two University standing committees during the academic year.

Throughout the year, it is possible that the Senate Chair will ask the Committee to solicit volunteers, who may or may not be serving on the Faculty Senate, to serve on policy/regulation drafting teams or to fill unexpectedly vacant faculty positions on university standing committees. Ask the Associate Provost and the Senate Chair for recommendations. If that yields no one, advertise the opening on EKU Today. For vacancies designated for representatives of specific colleges, the Committee must ask the dean of the college or the chair of the given committee for nominations. For certain committees, membership is identified in accordance with a specific policy provision.

Election for Adjunct Faculty Senator

The Elections and University Nominations Committee of the Faculty Senate will oversee the nomination and election of the adjunct faculty representative on Faculty Senate. The adjunct faculty representative shall serve a two-year term that is contingent upon the adjunct representative's being contracted by the University to teach again.

If the adjunct faculty representative is unable to complete the full two-year term, the first runner-up in the election process will be offered the opportunity to fulfill the remainder of the term. If the first-runner up is not available, the second runner-up will be offered the opportunity to fulfill the remainder of the term.

In February: Establish a timeline for the election process and contact chairs of each department (or request that the Faculty Senate Chair initiate contact) requesting names of eligible adjunct faculty to serve as the adjunct faculty representative on Faculty Senate.

(See **E&UN Appendix** for sample timeline email and sample email to department chairs.)

In March: Contact the candidates requesting a short bio that includes their reason for wanting to serve on Faculty Senate.

(See **E&UN Appendix** for sample email to candidates.)

In April: Correspond with the Office of Institutional Research for dissemination of an election ballot listing the nominees and their bios. Forward the results to the Faculty Senate chair and Secretary.

Election of Faculty Regent

Term of Office

The Faculty Regent shall serve a three-year term, which begins on April 1 of the academic year in which the election is held and ends on March 31. The Faculty Regent shall serve for a term of three years and until a successor is elected and qualified. The Faculty Regent shall be eligible for reelection but shall not be eligible to continue to serve as a member of the Board if no longer a member of the teaching or research faculty staff of the University. Elections to fill vacancies shall be for the unexpired term and shall be held in the same manner as the original election.

Eligibility to Vote for Faculty Regent

All full-time faculty members, clinical faculty, and university librarians holding comparable rank are eligible to vote for the Faculty Regent. However, faculty with administrative assignments at or above the level of department chair are not eligible to vote in the Faculty Regent election.

Eligibility to Serve as Faculty Regent

In order to serve as the faculty member on the Board of Regents the faculty member must:

1. Hold the rank of Assistant Professor or higher;
2. Be a full-time member of the teaching or research faculty whose faculty-load assignment includes 50 percent or more teaching and/or research. (KRS statute 164.321).

Nomination of Faculty Regent

1. A faculty member is nominated by the submission of a petition for nomination to the Faculty Senate Committee on Elections. The petition must be signed by at least twenty (20) members of the faculty who are eligible to vote and who have signed no other petition for nomination in the current election.
2. The Committee on Elections and University Nominations shall certify the validity of the nominating petitions prior to making up the ballot for the election.
3. Each eligible voter may vote for one of the persons nominated.
4. If no person receives a simple majority of the votes (50% + 1) cast on the first ballot, the Committee on Elections and University Nominations shall prepare a second ballot, which will contain the names of the two persons receiving the highest number of votes on the first election ballot, and conduct a second election. The candidate receiving a simple majority of votes (50% + 1) shall be elected to the position.
5. The Committee on Elections and University Nominations shall certify the results of the election and deliver the results to the Chair of the Senate.
6. The Chair of the Senate shall certify the results of the election and deliver the results to the Secretary of the Board of Regents.

FACULTY REGENT NOMINATION PETITION

for the term April 1, 20____

through March 31, 20____

(Change dates as appropriate)

We, the undersigned, are eligible to sign a petition of nomination for candidates for the position of Faculty Regent, support the nomination of the below named faculty member, and certify that we have signed no other nomination for a candidate for the cited term of office.

____

Nominee's Name Academic Rank Department

Petitioners

Signature Printed Name Rank Unit

____

____

____

Provide as many lines as you can on the page, but space them far enough apart to be easily read.

A brief (100 word) biographical sketch including educational background and professional experience should accompany this petition.

Page _____ of _____

November Executive Committee meeting

Have a copy of the Criteria and Procedures and a sample nomination petition sent to the Executive Committee for inclusion with the December Senate Agenda. Request that the Senate sponsor the Regent's Forums.

December Senate Meeting

Announce to Faculty Senate that there is to be a Regent's election.

December Meeting of the Committee on Elections and University Nominations

Have a meeting to establish exact dates for the balloting. Set up several tentative times and dates for the Forums. It would be best to have several alternatives. Draft an email and EKU Today notice to all faculty giving them the following information: the exact times the petitions will be sent and when they are due back to the Committee on Elections and University Nominations; the date the first ballot will be held; and, assuming it is necessary, when the second ballot will be held. Explain that voting will be done electronically via a link in an email to eligible faculty. Ballots will then be tallied by the Office of Institutional Research with the results reported to the Elections and University Nominations Committee and the Chair of the Senate.

Immediately after this meeting

Reserve rooms for all the possible dates for the Forums. Two different periods on different class patterns are necessary, plus some additional times since you will have to adjust to the candidates' schedules.

Immediately at the start of spring semester

E-mail your letter, a copy of the Criteria and Procedures and a sample petition to all eligible faculty.

January Executive Committee meeting

Ask the Chair of the Senate to make an announcement that the Senate is sponsoring the Forums. The Senate Chair and Chair of the Elections and University Nominations Committee must decide who will be moderator.

By February 1

The petitions should be returned to the Committee on Elections and University Nominations.

By the February Senate meeting

The Committee should have met, verified the signatures of eligible voters and eliminated any that appeared on more than one petition. The Committee should compile a list of the candidates. As soon as the eligible candidates have been identified, call each of the people who submitted petitions and tell them whether or not they had sufficient signatures. For those who did, ask each about the times set up for the Forum. Eliminate any times that any one of the candidates cannot be present. Determine the two best times for the Forum to be scheduled. Call the Chair of the Senate and the Office of the President and provide the names of the candidates and the times of the Forum. Prepare an announcement of the scheduled times for the Forums and send an email to all faculty with this announcement.

By February 20

The Forums should be completed and the Elections and University Nominations Committee should have drafted the cover letter for the ballots. Check with the Office of Institutional Research about creating the ballots and doing the tabulations of the vote. The cover letter should be taken to the Office of Institutional Research, and they will then send out the ballots with the cover letter to all eligible faculty.

By the March Senate Meeting

The first ballots should be tabulated by Institutional Research and the eligible voting faculty verified. Immediately after the votes have been counted inform the Chair of the Senate, the candidates, and the Office of the President of the results. The results of the election should then be posted on the Senate website by the Senate Secretary. At the Senate meeting give a complete account of the voting, including the number of votes received, the number that had to be discarded (and why), and the results.

By March 10

The second ballot (which has typically been necessary) should be emailed. You will again need a very brief cover letter with a link to the second ballot emailed to all eligible faculty by the Office of Institutional Research.

By March 25

The second ballots should be back and tabulated by Institutional Research. Immediately after the votes have been counted inform the Chair of the Senate, the candidates and the Office of the President of the results. The results of the election should then be posted on the Senate website by the Senate Secretary.

At the April Senate meeting

If a second ballot is needed, provide another report to the Senate. It is extremely unlikely this will be fresh information since the new Regent has been seated since April 1.

(end of Faculty Regent section)

Before the Regular Meeting in May

The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

E&UN Appendix:

Sample Letter to Department Chairs

(Request for replacement Senators before May Organizational meeting – Share revised letter when available with Senate Chair who will distribute the letter via listserv.)

DEPARTMENT CHAIRS

At the time you elect a senate replacement, please be sure to elect an alternate (or alternates) who can attend meetings if your elected representative cannot attend. Remember, elected alternates have the same voting rights as your elected representative. (Substitutes, who attend for the representative but have not been elected as an alternate, may speak on issues but are not eligible to vote on actions.) Please forward the names of your elected representative and alternate(s) to Chair (insert chair name) (chair email address) and Secretary (insert secretary name) (secretary email address).

All chairs, inform the Senate Chair and Secretary if you have a senator whose term is still current but will be unable to serve for the 2022-2023 (adjust years as needed) academic year (examples: sabbatical, medical leave, etc.) and identify who will be filling in for them for the fall and/or spring semester or completing the rest of the elected term.

All chairs should review their total number of full time faculty to see if their number of elected representatives has changed. This is especially important if areas or departments have combined as this may affect the total number of representatives for your area. Be sure to let us know of any changes that will affect the number of representatives your area is entitled to serve on Faculty Senate. Also, please let us know if your area or department name has changed and/or college location so we can update our records.

Number of Faculty	Number of Senators
1-14	1
15-29	2
30-39	3
40-49	4
50-59	5
etc.	

FYI: Regular Senate terms are for 3 years and faculty can serve 3 consecutive terms. After that they have to sit out one year before they can be re-elected to serve again.

Sample Timeline and Email to Faculty Senate Chair Re: Adjunct Election

The Elections Committee is in the process of filling the Adjunct Faculty Senator seat. We will solicit names from the department chairs through February (insert date). On March (insert date), we will ask for short biographies from the candidates to create the ballot. We will then have the election beginning on April (insert date) in order to have an elected Adjunct Senator in place for the May organizational meeting.

The first step in the process is to send the message below to the department chairs. In the past, the Senate Chair initiates this contact. Would you please send the message below to the department chairs?

Thank you,

E&UN Committee

Sample Email to Department Chairs Soliciting Adjunct Names

(Send to the Senate Chair, who will distribute the letter via listserv.)

Dear Chairs,

The Elections & University Nominations Committee of Faculty Senate is looking for an adjunct faculty member to serve as Adjunct Faculty Senator. Moving forward, we need a list of eligible adjunct faculty members in your department. In order to be eligible, the faculty member must be currently contracted by the University to teach.

Please submit a list at your earliest convenience or before February (INSERT DATE) to (INSERT NAME OF COMMITTEE CHAIR) (INSERT EMAIL ADDRESS).

Thank you very much for your participation in the shared governance of EKU.

Sample Email to Eligible Adjunct Candidates

(Committee Chair sends memo to candidates)

Hello,

My name is (INSERT NAME), and I am the Chair of the Faculty Senate Elections & University Nominations Committee. Your name was provided by your department chair as someone eligible for, and perhaps interested in, the vacant Adjunct Faculty Representative position on Faculty Senate. If you are not interested in this position, you may delete this email. If you are interested and are indeed an adjunct faculty member, please respond with a short bio that includes your reasons for wanting to serve on Faculty Senate before (INSERT DATE).

The next step in the process will be the actual election to fill the vacant seat.

Thank you very much for your time!

¶

~~**Check Faculty Senate Membership**~~¶

~~Early in the summer, the Committee Chair, the Senate Chair, and the Senate Secretary should work together in compiling a current list of Senate membership for the upcoming year. Circulate a copy to all the academic deans prior to the end of Summer Schoolthe spring semester with a request that the deans identify any names of people on the roster who will not be available to serve during the Fall/Spring semesters. In each case, it will be necessary to determine if the replacement is to be temporary or permanent. An email must be sent to all the departments who need a replacement for the fall semester reminding them to hold an election as soon as possible. Include the table below in your correspondence. You may have to remind them about two weeks into the semester.~~

~~Number of Faculty~~	~~Number of Senators~~
~~1-14~~	~~1~~
~~15-29~~	~~2~~
~~30-39~~	~~3~~
~~40-49~~	~~4~~
~~50-59~~	~~5~~
~~etc.~~	

~~Check Faculty Senate Committees~~

~~Review the monthly Faculty Senate agenda to see if there will be any elections at the Senate meeting for vacancies on Senate Committees. Correspond with the Chair of Information Technology committee Committee (IT) to set up electronic voting for the election. Ensure that all incoming senators have the appropriate devices for voting. Voting is facilitated by the Senate Chair.~~

~~Election for the Adjunct Senator~~

~~The Elections and University Nominations Committee of the Faculty Senate will oversee the nomination and election of the adjunct faculty representative on Faculty Senate. The adjunct faculty representative shall serve a two-year term that is contingent upon the adjunct representative's being contracted by the University to teach again.~~

~~**In February**, contact chairs of each department (or request that the Faculty Senate Chair initiate contact) requesting names of eligible adjunct faculty to serve as the adjunct faculty representative on Faculty Senate.~~

~~**In March,** contact the candidates requesting a short bio that includes their reason for wanting to serve on Faculty Senate.~~

~~**In April,** correspond with the Office of Institutional Research for dissemination of an election ballot listing the nominees and their bios. Forward the results to the Faculty Senate chair and Secretary.~~

~~Election for Faculty Senate Chair/Vice~~

~~The Elections and University Nominations Committee of the Faculty Senate will oversee the annual nomination and election of Faculty Senate Chair and Vice Chair. Nominations are taken at the April Faculty Senate meeting. Elections are held at the organizational meeting of the new senate in May.~~

~~Elections for University Standing Committees~~

~~Faculty are limited to serving on a maximum of two University standing committees during the academic year.~~

~~University Standing Committees for which the Faculty Senate Elections and University Nominations Committee is responsible for making recommendations to the President include the following: General Education, Graduate Council, Library, and Research Committees. Due to term lengths, not all university committees will require senate nominations every year. Duties for this responsibility resume in the Spring semester.~~

~~**In January**, the Faculty Senate Elections and University Nominations Committee should obtain from the Office of the Associate Provost the updated membership list of University Standing Committees. Schedule a meeting with Chairs of General Education, Graduate Council, Library, and Research Committees to review description of committee, vacancies, and any other details that will appear on the election ballot.~~

~~**In February and March**, Faculty Senate Elections and University Nominations Committee corresponds with the Office of Institutional Research for dissemination of self-nomination survey for faculty member vacancies on specified committees. It may be decided that regardless of vacancies, a nomination is made for all committees in case an unexpected vacancy occurs. Results of self-nominations are verified by the Faculty Senate Elections and University Nominations Committee and relevant committee chairs.~~

~~Membership on University Standing Committees: Faculty are limited to serving on a maximum of two University standing committees during the academic year. The Elections and University Nominations Committee is responsible for determining whether a faculty member is likely to be chosen to serve on more than two such committees and take appropriate action, such as noting this on the nomination list.~~

~~Thereafter, a ballot that includes all eligible self-nominees and their brief statements of interest and qualifications is disseminated via email to all eligible voters by the Office of Institutional Research. Each eligible voter may vote for one nominee to fill each of the vacant seats on the committee; i.e., if there are two faculty member vacancies within a college, two nominees may be elected from that college.~~

~~**In April**, results of the elections are verified by the Faculty Senate Elections and University Nominations Committee and relevant committee chairs. Those faculty with the most votes for each committee vacancy will be forwarded to the Associate Provost for recommendation to the President for approval of appointment. The remaining names are filed in case there is an opening during the upcoming year. You may be asked for nominees for replacements for any of these committees by either the President or the Chair of the Senate. Some of the Standing University Committees have appointed chairs, co-chairs and/or "continuing members." There is no recommendation from the Elections Committees for these people, but only for the persons serving rotating three year terms.~~

~~**Eligibility to vote:** Any faculty member with the rank of instructor or above is eligible to vote. This includes librarians holding faculty rank, visiting faculty who hold "rank" at EKU, and faculty holding academic rank above that of an instructor regardless if instruction, research, or administration is the primary responsibility (e.g., a dean holding academic rank is eligible).~~

~~**Unexpected Vacancies on University Committees and Policy Drafting Team:** Throughout the year, it is possible that the Senate Chair or the Chief of Staff will ask the Committee for nominations of faculty to serve on University Committees or on policy drafting teams. In such an event, the following steps should be followed until the Committee finds a willing and qualified candidate. First, ask the Chief of Staff to check the previous year's survey to see if anyone self-nominated for this or a related committee and was unable to serve at that time. If there is such a candidate, contact him/her to determine if he/she is interested in this opening. If that process yields no one, then ask the Associate Provost and the Senate Chair for recommendations. If that too yields no one, advertise the opening on EKU Today. For vacancies designated for representatives of specific colleges, the Committee ought to ask the dean of the college or the chair of the given committee for nominations. For certain committees, membership is identified in accordance with a specific policy provision.~~

~~**Election for Faculty Regent (link to website, if needed)**~~

~~Once every three years, the Committee on Elections must oversee the election of a new Faculty Regent. If a member of the Elections Committee is a candidate for Faculty Regent, that member may not participate in any of the functions of the Committee on Elections during the entire process.~~

~~**November Executive Committee meeting** Have a copy of the Criteria and Procedures and a sample nomination petition sent to the Executive Committee for inclusion with the December Senate Agenda. Request that the Senate sponsor the Regent's Forums.~~

~~**December Senate meeting** Announce to Faculty Senate that there is to be a Regent's election.~~

~~**December meeting of the Committee on Elections** Have a meeting to establish exact dates for the balloting. Set up several tentative times and dates for the Forums. It would be best to have several alternatives. Draft an email and EKU Today notice to all faculty giving them the following information: the exact times the petitions will be sent and when they are due back to the Committee on Elections; the date the first ballot will be held; and, assuming it is necessary, when the second ballot will be held. Explain that voting will be done electronically via a link in an email to eligible faculty. Ballots will then be tallied by the Office of Institutional Research with the results reported to the Elections Committee and the Chair of the Senate.~~

~~**Immediately after this meeting** Reserve rooms for possible dates for the Forums. Two different periods on different class patterns are necessary, plus some additional times since you will have to adjust to the candidates' schedules.~~

~~**Immediately at the start of spring semester** Email your letter, a copy of the Criteria and Procedures and a sample petition to all eligible faculty.~~

~~**January Executive Committee meeting** Ask the Chair of the Senate to make an announcement that the Senate is sponsoring the Forums. The Senate Chair and Chair of the Elections Committee must decide who will be moderator.~~

~~**By February 1** The petitions should be returned to the Committee on Elections.~~

~~**By the February Senate meeting** The Committee should have met, verified the signatures of people eligible voters and eliminated any that appeared on more than one petition. The Committee should compile a list of the candidates. As soon as the eligible candidates have been identified, call each of the people who submitted petitions and tell them whether or not they had sufficient signatures. For those who did, ask each about the times set up for the Forum. Eliminate any times that any one of the candidates cannot be present. Determine the two best times for the Forum to be scheduled. Call the Chair of the Senate and the Office of the President and provide the names of the candidates and the times of the Forum. Prepare an announcement of the scheduled times for the Forums and send an email to all faculty with this announcement.~~

~~**By February 20** The Forums should be completed and the Elections Committee should have drafted the cover letter for the ballots. Check with the Office of Institutional Research about creating the ballots and doing the tabulations of the vote. The cover letter should be taken to the Office of Institutional Research, and they will then send out the ballots with the cover letter to all eligible faculty.~~

~~**By the March Senate meeting** The first ballots should be tabulated by Institutional Research and the eligible voting faculty verified. Immediately after the votes have been counted inform the Chair of the Senate, the candidates, and the Office of the President of the results. The results of~~

~~the election should then be posted on the Senate website by the Senate Secretary. At the Senate meeting give a complete account of the voting, including the number of votes received, the number that had to be discarded (and why), and the results.~~

~~**By March 10** The second ballot (which has typically been necessary) should be emailed. You will again need a very brief cover letter with a link to the second ballot emailed to all eligible faculty by the Office of Institutional Research.~~

~~**By March 25** The second ballots should be back and tabulated by Institutional Research. Immediately after the votes have been counted inform the Chair of the Senate, the candidates and the Office of the President of the results. The results of the election should then be posted on the Senate website by the Senate Secretary.~~

~~**At the April Senate meeting** If a second ballot is needed, provide another report to the Senate. It is extremely unlikely this will be fresh information since the new Regent has been seated since April 1.~~

~~**If Faculty Regent Vacates Office During Term** The Faculty Regent resigns or prematurely vacates the office, a new election should be held following the procedure described above but with a revised time line set by the Chair of the Senate.~~

~~CRITERIA AND PROCEDURES FOR FACULTY REGENT ELECTION~~

~~**Term of Office:** The Faculty Regent shall serve a three-year term which begins on April 1 of the academic year in which the election is held and ends on March 31. The Faculty Regent shall serve for a term of three years and until a successor is elected and qualified. The Faculty Regent shall be eligible for reelection but shall not be eligible to continue to serve as a member of the Board if no longer a member of the teaching staff of the University. Elections to fill vacancies shall be for the unexpired term and shall be held in the same manner as the original election.~~

~~CriteriaCRITERIA~~

~~**Eligibility to Vote for Faculty Regent**~~

~~All faculty members of the rank of instructor or above, or librarians holding comparable ranks, are eligible to vote for the Faculty Regent. However, faculty with administrative assignments at or above the level of department chair are not eligible to vote in the Faculty Regent election.~~

~~Eligibility to Serve as Faculty Regent~~

~~In order to serve as the faculty member on the Board of Regents the faculty member must:~~

1. ~~Hold the rank of Assistant Professor or higher;~~
2. ~~Be a member of the teaching or research faculty whose faculty-load assignment includes 50 percent or more teaching and/or research.~~
3. ~~not have a relative[1] who is currently employed at Eastern Kentucky University (anti-nepotism statute, KRS 164.360 (2))[2]~~

~~[1] "relative," as defined by KRS 164.001, includes "a person's father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law."~~

~~[2] This statute is under review by the Office of the Attorney General and a decision is expected before the 2013 election. Candidates who may be affected by this criterion are therefore currently eligible to run with the understanding that in the event the review changes the interpretation of the statute the candidate could be allowed to serve if elected.~~

~~PROCEDURES~~Procedures

~~Nomination of Faculty Regent~~

1. ~~A faculty member is nominated by submission of a petition for nomination to the Faculty Senate Committee on Elections. The petition must be signed by at least twenty (20) members of the faculty who are eligible to vote and who has signed no other petition for nomination in the current election.~~
2. ~~The Committee on Elections shall certify the validity of the nominating petitions prior to making up the ballot for the election.~~
3. ~~Each eligible voter may vote for one of the persons nominated.~~
4. ~~If no person receives a majority of the votes cast on the first ballot, the Committee on Elections shall prepare a second ballot, which will contain the names of the two persons receiving the highest number of votes on the first election ballot, and conduct a second election.~~

5. ~~The Committee on Elections shall certify the results of the election to the Chair of the Senate.~~

6. ~~The Chair of the Senate shall certify the results of the election to the Secretary of the Board of Regents.~~

~~FACULTY REGENT NOMINATION PETITION~~ (top)

~~for the term April 1, 2_____~~

~~through March 31, 2_____~~

~~(Change dates as appropriate)~~

~~We, the undersigned, being eligible to sign a petition of nomination for candidates for the position of Faculty Regent, support the nomination of the below named faculty member and certify that we have signed no other nomination for a candidate for the cited term of office.~~

____

~~Nominee's Name Academic Rank Department~~

~~Petitioners~~

~~Signature Printed Name Rank Unit~~

____

____

____

~~Get as many lines as you can on the page, but space them far enough apart to be easily read.~~

~~A brief (100 word) biographical sketch including educational background and professional experience should accompany this petition.~~

~~Page ______ of ______~~

~~**Rights and Responsibilities Committee Internal Procedures**~~

RIGHTS AND RESPONSIBILITIES COMMITTEE INTERNAL PROCEDURES

The ~~Committee on~~ Faculty Rights and Responsibilities Committee shall make recommendations to the Senate on matters including, but not limited to, promotion, tenure, grievance, and workload.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Schedule monthly meetings by September 1 for the fall semester. Forward days, times, and venues of meetings to the Faculty Senate Chair and Secretary for posting on the Faculty Senate website. Elect committee Chair/Co-chairs and inform the Faculty Senate Chair and Secretary. Receive charges from the Senate Chair.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's ~~Liaison~~ liaison to the ~~Rules~~ Rights and Responsibilities Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

¶

In May The ~~Committee~~ committee ~~Chair~~ chair shall submit a written annual report to the Faculty Senate at the May meeting.

~~Faculty Welfare Committee Internal Procedures¶~~
FACULTY WELFARE COMMITTEE INTERNAL PROCEDURES

The primary function of the Faculty Welfare Committee is to sit on the University Benefits Advisory Committee, raise appropriate questions, and become knowledgeable about all benefit programs and communicate (explain) that information to the Senate in a timely manner.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's ~~Liaison~~ liaison to the ~~Rules~~ Faculty Welfare Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The Committee Chair shall submit a written annual report to the Faculty Senate at the May meeting. The committee must meet briefly after the May organizational meeting to select a committee member to meet with a representative from HR over the summer.

In Summer ~~A~~ The selected member ~~(usually the Chair of the committee)~~ must meet with a representative from Human Resources to preview updates on any changes to benefits packages.

~~**Information Technology Committee Internal Procedures**~~¶

INFORMATION TECHNOLOGY (IT) COMMITTEE INTERNAL PROCEDURES

The ~~Committee on~~ Information Technology Committee performs the following duties:

- Provide a channel of communication among the Faculty Senate, the Faculty-at-Large, the Academic Technology Advisory Committee, and the Administration on faculty perspectives regarding information technology services and policy.
- Be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on information technology matters.
- Make recommendations to the Senate on matters including, but not limited to, information technology practices in the university environment.
- ~~Operate the voting software for~~Conduct voting at the monthly meetings of the Faculty Senate

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

Detailed Schedule of Weekly Duties

1st Week of Each Month

- IT Committee Meeting (Friday before the Monday Faculty Senate meeting each month)
- Faculty Senate Meeting (1st Monday of Month–3:30 PM)

2nd Week of Each Month

- Submit the previous month's meeting notes/minutes that were approved at the previous week's meeting to Faculty Senate Secretary.
- Draft meeting minutes for this month and submit to committee members for comment/feedback.
- Identify and send questions from the IT Committee meeting for the Executive Committee representative to bring to the Executive Committee.

3rd Week of Each Month

- Faculty Senate Executive Committee meeting is held.

4th Week of Each Month

- Prepare and distribute the meeting Agenda for the next week's IT Committee
- Develop the Overview Report (the ~~high level~~ written report) that the IT Committee will orally present to the Senate during the next month's meeting.
    - Submit this report to the Senate Secretary by end of day on the Wednesday prior to the Monday meeting (possible second mailing late Friday evening).

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's ~~Liaison~~ liaison to the ~~Rules~~ IT Committee). Then monthly accept additional charges as distributed.

In February Begin revisions and development of the Faculty Information Technology Survey. In coordination with EKU Information Technology and the Office of Institutional Research, the Information Technology Committee shall annually distribute a survey to all EKU faculty that allows faculty to provide their perspectives regarding information technology.

In March Distribute Faculty Information Technology Survey via the Office of Institutional Research.

In April Present findings on Information Technology Survey to Faculty Senate.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

~~Rules Committee Internal Procedures~~¶

RULES COMMITTEE INTERNAL PROCEDURES

The ~~Committee on~~ Rules Committee shall review and recommend to the Senate rules of procedure for the Senate. Rules must be codified by the Committee. It is the responsibility of the Committee on Rules to distribute an updated, codified copy of the Rules to the Senate along with its annual report at the May meeting.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

¶

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's ~~Liaison~~ liaison to the Rules Committee). Then monthly accept additional charges as distributed. The Committee Chair will email the website link to the current Senate Internal Procedures to the chairs of all Senate committees.

¶

In November The ~~Committee~~ committee ~~Chair~~ chair will email other the committee chairs and ask for updates to ~~committee~~ each committee's internal procedures (available on the Senate website), giving a deadline of January 31 of the next calendar year. A member of the Rules Committee ~~committee~~ will volunteer to collect updates and make changes to the Internal Procedures.

¶

In March Send updated Internal ~~procedures~~ Procedures to the Senate Chair and Secretary for review. Once reviewed and approved by the Senate Chair, Secretary, and Executive Committee, add updated Internal Procedures to the Agenda to be voted on by the Senate. ~~and posting on the website.~~

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.¶

In May The ~~Committee~~ committee ~~Chair~~ chair shall submit a written annual report to the Faculty Senate at the May meeting.

~~**Faculty Senate Secretary Internal Procedures¶**~~

FACULTY SENATE SECRETARY INTERNAL PROCEDURES

The Secretary is responsible for scheduling interpreter services, if needed, for the Senate meetings. Use the online form to submit a request for the next academic year in May or June. (If interpreter services are needed for committees, it is the responsibility of the committee chairs to schedule those.)

Disseminating the Agenda

Although the Senate Chair prepares the Agenda, it is the responsibility of the Secretary to electronically distribute the Agenda and attachments each month the Senate is in session (September through May).

Disseminating Agenda Materials

The agenda, previous month's minutes, and agenda attachments are emailed to the Senators the Wednesday before the Senate meeting.

The Senate Chair should give the Secretary any Agenda materials needed for electronic distribution to the Senators. On occasion, a Senate committee chair may give Agenda materials to the Secretary. Call the Provost's Office at least two weeks before the next Senate meeting and see if there are any materials coming from the Council on Academic Affair. If so, materials should be electronically sent to the Secretary.

Make a list of all senators who call, write, or email that they are unable to attend the meeting and duly note on the roster provided to the Senate Chair. Make sure that the lectern with a microphone and a long extension cord is at the head table where the Chair presides. The custodians set up the lectern the morning of the scheduled meeting.

The Secretary is responsible for recording the Senate meeting. The recording is the official record of the meeting. The Secretary should arrive at the meeting about 30 minutes early to check that the room is set up properly. Put out the name place cards according to the seating chart and set up external microphones and the digital recorder.

Bring extra copies of the Agenda for senators or visitors to pick up if necessary. Bring some ballots (blank sheets of paper) in case they are needed.

Check off senators on the seating chart as they enter. Note any senators who have previously notified that they will not be at the meeting. Pick up name place cards and clean up the room after the meeting is completed.

After Senate Meetings

Before transcribing the Minutes of the meeting, at the Chair's request, send any approved policy or action to the Chair to pass on to the President and others.

Minutes are posted on the Senate website, and links are provided therein to any Agenda materials referenced in the minutes. Usually any materials which are circulated either with the Agenda or with the Agenda materials are not included with the Minutes unless they have been amended; they are just referenced in the text of the Minutes. Amended materials are to be included in their entirety, including the changes noted. If the Senate Chair tells the Secretary that something is to go with the Minutes, even if it has been previously circulated, include it.

All Senate committees are required to provide the Secretary with a written or an electronic copy of their reports, and a link will be provided in the online Minutes to those reports. Usually, the Secretary will reference reports in the text. For example, "Senator Jones gave the report on the Committee of the Budget. See attachment III." If the report is very short, such as, "Senator Jones reported that the Committee on the Budget met on October 7, and he was elected chair of the committee for 1995 to 1996," the Secretary may type it in the online Minutes.

Senators who notified the Secretary or Senate Chair of their absence prior to the Senate meeting are designated by an asterisk (*) in the listing of members absent. Bring to the attention of the Chair any senators who miss successive meetings.

Proofread the Minutes carefully. Allow the Senate Chair to review the entirety of the Minutes so that he/she may make any corrections. Include the completed Minutes along with the Agenda and attachments for the next month's meeting. Once the Minutes are approved by the Senate, place the Minutes on the Senate website.

Keep files for each month including the Agenda, Agenda materials, the Minutes, and any other documentation associated with the meeting. Also, keep files of all committee reports and actions, any correspondence with the University administration, roster of members, seating charts, and committee lists. This may be accomplished through electronic means.

Before the January Meeting

The new Secretary will inherit the previous Secretary's files. It is the new Secretary's responsibility to confer with the Chair for any assignment that may be necessary. Changes to the seating chart, roster of members, and committee lists may be needed. Make any new name place cards.

Before the May Meeting

The Secretary is responsible for seeing that Certificates of Appreciation are completed for any retiring Senate member. (Check with the Chair of the Elections Committee to determine who is retiring at the May meeting or consult the senators list on the Senate website.) The Secretary is also responsible for purchasing a gavel on which is engraved the name of the outgoing Senate Chair, title of position, Eastern Kentucky University, and year(s) as Chair. (The gavel can be purchased online through Crown Trophy in Lexington. Send the bill to the Chair.) Prepare a new roster of Senate members and a seating chart for the organizational meeting, which the newly elected Chair will use.

May Meeting

The Chair will give out the certificates individually at the beginning of the regular meeting. The gavel will be presented to the outgoing chair by either the Parliamentarian or the University President. Make sure all newly elected Senators have name place cards (check with the Chair of the Elections Committee for the names and departments of the new Senators or consult the Senator list on the Senate website). At the organizational meeting which follows the May meeting, the name place cards will be rearranged to remove out-going Senators and insert in-coming Senators.

After the May Meeting

As soon as possible, post the new Senate roster and the newly elected committee members for the next academic year on the Senate website.

When the Senate meeting dates for the new academic year are known, contact Conferencing and Events in Perkins to reserve the South Room of the Keen Johnson Building for the eight Senate meetings and post the meeting dates on the Senate website.

In May, provide a list of next year’s Senate meeting dates and a table arrangement diagram to the Keen Johnson custodians.

In August

The Secretary is responsible for preparing an up-to-date roster of Senate members, including the name of the Parliamentarian. Make a new alphabetically arranged seating chart (except for the Secretary, Chair, and Parliamentarian [who sit at head table] and the President, Provost, and Regent) for use by the Secretary and Chair.

Check with the President's Office to see if they will cover the cost of refreshments for meetings. If so, provide a schedule of meetings so they can coordinate with catering.

After the September Meeting

Be vigilant for any changes in Senate membership, especially senators who are on sabbatical, leave, or have a conflict which prevents them from attending Senate meetings or committee assignments. Report any changes to the Senate Chair.

Send all digital audio and data files from the previous year on a disk or CD to the University Archives (Library 126) for preservation.