



Board of Regents

THIRD QUARTERLY MEETING

July 25, 2014 ~ 8:00 a.m. (CDT)

**Augenstein Alumni Center
*Guillaume Executive Board Room***



Board of Regents ~ Third Quarterly Meeting
July 25, 2014 ~ 8:00 a.m. (CDT)
Augenstein Alumni Center ~ Guillaume Executive Board Room

AGENDA

- Call to Order (*Mr. Frederick A. Higdon, Vice Chair*)
- Oath of Office (*Mr. Frederick A. Higdon, Vice Chair*)
 - Nicki Seay, Student Regent
- Special Recognition / Presentation (*President Gary A. Ransdell*)
- Roll Call (*Dr. Melissa B. Dennison, Secretary*)
- Approval of Minutes
 - Second Quarterly Meeting – April 18, 2014
 - Special Called Meeting – July 3, 2014
 - Special Called Meeting – July 10, 2014

ACADEMIC AFFAIRS COMMITTEE (*Dr. Phillip W. Bale*)

Action Items:

- AA-1 Approval of a Master of Science in Environmental and Occupational Health Science [pp 1-6]
- AA-2 Approval of a Bachelor of Arts in Paralegal Studies [pp 7-14]
- AA-3 Approval of Graduate Certificates
 - AA-3.1 Global Pathways to Sustainability [pp 15-19]
 - AA-3.2 Business Sustainability [pp 20-23]
 - AA-3.3 Communicating in Healthcare [pp 24-27]
- AA-4 Approval of Undergraduate Certificates
 - AA-4.1 Food Science [pp 28-30]
 - AA-4.2 Interactive Training Design [pp 31-35]
 - AA-4.3 Bowling Green Chamber of Commerce “An Urgent Call to Action” Programs
 - AA-4.3.1 Automation Certificate [pp 36-38]
 - AA-4.3.2 Manufacturing and Logistics [pp 39-41]
 - AA-4.3.3 Manufacturing Processing and Technology [pp 42-44]
 - AA-4.3.4 Six Sigma and Quality [pp 45-47]
 - AA-4.4 Advanced Professionalism [pp 48-54]
- AA-5 Approval of an Undergraduate Minor in Citizenship & Social Justice [pp 55-61]
- AA-6 Approval of the School of Kinesiology, Recreation & Sport [p 62]
- AA-7 Approval of University Distinguished Professor for 2014 [p 63]
- AA-8 Approval of Emeritus Faculty Appointments [p 64]

Information Items:

- Faculty Handbook, 20th Edition (*Dr. Margaret Crowder*) [p 65]
- Transfer Initiatives (*Dr. Brian Meredith*) [p 66]
- Enrollment Report (*Dr. Brian Meredith*)

EXECUTIVE COMMITTEE (*Mr. Frederick A. Higdon*)

Action Item:

- *EX-1 Approval of a Revised WKU Statement of Purpose [pp 67-68]
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FINANCE AND BUDGET COMMITTEE (*Mr. John W. Ridley*)

Action Items:

- FB-1 Approval of Personnel Actions [p 69 and attached reports]
 - FB-2 Approval of University Reserve Allocation for the Renovate Science Campus Phase IV Project [pp 70-71]
 - FB-3 Approval of FY 2015 Audit Plan [pp 72-79]
-

PRESIDENT'S REPORT (*Dr. Gary A. Ransdell*)

Information Items:

- Alumni and Development Year-End Report (*Ms. Kathryn Costello*) [pp 80-84]
 - Athletics Year-End Report (*Mr. Todd Stewart*) [report enclosed]
 - Construction Progress Update (*Mr. Bryan Russell*) [pp 85-87]
 - Media Year-End Report (*Ms. Robbin Taylor*)
 - Research Year-End Report (*Dr. Gordon Baylis*) [pp 88-91]
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OTHER BUSINESS / ANNOUNCEMENTS (*Mr. Frederick A. Higdon*)

- 2014-15 Board Meeting Schedule
- 2014-15 Board Committee Appointments

Calendar dates:

- Opening Convocation – **August 22 at 8:00 a.m.** (*Van Meter Auditorium*)
 - Committee Meetings – **September 26 at 11:30 a.m.** (*MMTH – Regents Room*)
 - Fourth Quarterly Meeting – **October 31 at 9:00 a.m.** (*MMTH – Regents Room*)
 - Homecoming – **November 8**
 - Committee Meetings – **December 12** (*MMTH – Regents Room*)
 - Commencement – **December 13** (*Diddle Arena*)
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ADJOURNMENT

*EX-1 = Item was not presented at the June 27 Committee meeting



WKU[®]

Board of Regents

ACADEMIC AFFAIRS

July 25, 2014

*Augenstein Alumni Center
Guillaume Executive Board Room*

**MASTER OF SCIENCE
ENVIRONMENTAL AND OCCUPATIONAL HEALTH SCIENCE**

REQUEST:

Approval of a new Master of Science in Environmental and Occupational Health Science through the Public Health Department in the College of Health and Human Services.

FACTS:

The demand for environmental scientists and specialists, including health sciences, is expected to grow faster than the average for all occupations in the United States (U.S. Bureau of Labor Statistics, 2014). In Kentucky, this field is projected to increase by 15% between 2012 and 2022 (Kentucky Labor Market Information, 2014). Public interest in hazards facing the environment and communities is expected to increase demand for this occupation. As the population increases, there will be more opportunities for environmental protection and compliance (Kentucky Labor Market Information, 2014).

The graduate program in Environmental and Occupational Health Science is designed to provide graduate education for careers focused on the protection of human health and prevention of health hazards in built, occupational, and natural environments. A key component of the program is to understand how exposure to environmental and occupational hazards occurs, and discovering ways to reduce and control the risk of exposure. This interdisciplinary field focuses on environmental hazards to human health, assessment of exposures, mechanisms of environmental response, control of risks associated with environmental hazards, improving environmental and occupational health, occupational safety, health protection and promotion, as well as protecting natural systems that support human health.

This 36 credit hour program is designed for working professionals and students desiring opportunities with industry, consulting firms, government agencies, and other environmental and occupational health science professions. Program requirements will provide students a foundation of advanced studies that will increase their skills and knowledge for protecting human health and the environment. The proposed program will be an extension of the existing Environmental Health Science undergraduate program, the Environmental Health and Safety graduate certificate, and the Advanced Worksite Health Promotion Certificate. All courses for the proposed program are existing courses.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Implementation date will be January 2015. Program faculty currently teaching in the Environmental Health concentration of the MPH will be sufficient, while the current laboratory and associated equipment can also support this proposed program.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Master of Science in Environmental and Occupational Health Science.

MOTION:

Approval to establish a Master of Science in Environmental and Occupational Health Science.

**College of Health and Human Services
Department of Public Health Proposal to
Create a New Graduate Program (Action
Item)**

Contact Person: Dr. Vijay Golla, vijay.golla@wku.edu
Dr. Ritchie Taylor, ritchie.taylor@wku.edu
Dr. Cecilia Watkins, cecilia.watkins@wku.edu

1. Identification of program:

- 1.1 Program title: Environmental and Occupational Health Science
- 1.2 Degree Type: Master of Science
- 1.3 Classification of Instructional Program Code (CIP): 51.2202
- 1.4 Required hours in proposed major program: 36
- 1.5 Special information: This program is designed to enhance the educational opportunities for environmental and occupational health science professionals in the service area for Western Kentucky University. Specifically, there are numerous professions that will be supported by this graduate program, including environmental health scientists, environmental health and safety managers, environmental protection specialists, environmental health science professionals, environmental health and safety consultants, and occupational safety and health professionals. Currently, a graduate program in Environmental and Occupational Health Science is not offered within the Western Kentucky University service area. The Department of Public Health offers a Bachelor Degree in Environmental Health Science.
- 1.6 Program admission requirements: In addition to Graduate Studies requirements, admission requires the equivalent of an undergraduate major in environmental health science, including supporting courses in science and mathematics. Exceptions may be made for students with undergraduate degrees in other disciplines. However, additional courses may be required. Admission may be granted to applicants that fulfill one of the following conditions: GAP score of 550 and minimums of 139 for the GRE Verbal Score and 139 for the GRE Quantitative Score, a cumulative GPA from a U.S. accredited university of at least a 3.2 on a 4.0 scale, or a cumulative GPA of greater than 3.0 on a 4.0 scale in the Environmental Health and Safety graduate certificate program. International students must attain a minimum of 550 on the written TOEFL, a minimum of 213 on the computerized TOEFL, a minimum of 79 on the Internet TOEFL, or a minimum of 6.5 on the IELTS.
- 1.7 Catalog description: The graduate program in Environmental and Occupational Health Science is designed to provide graduate education for careers focused on the protection of human health and prevention of health hazards in occupational and natural environments. A key component of the program is to understand how exposure to environmental and occupational hazards occurs, and discovering ways to reduce and control the risk of exposure. This interdisciplinary field focuses on environmental hazards to human health, assessment of exposures, mechanisms of environmental response, control of risks associated with environmental hazards, and improving occupational health. Program requirements will provide students a foundation of advanced studies that will increase their skills and knowledge for protecting human health and the environment. This program is designed for working professionals and students desiring opportunities with industry, consulting firms, government agencies, and other environmental and occupational health science professions.

2. Rationale:

- 2.1 Reason for developing the proposed graduate program: Professionals in the environmental and occupational health sciences fields within the Western Kentucky University service area have limited opportunities for graduate study specific to their profession. Currently, an Environmental and Occupational Health Science graduate program does not exist in the Western Kentucky University service area. An undergraduate Environmental Health Science degree is offered within the Department of Public Health, as well as Master of Public Health degree with a concentration in Environmental Health. The new program will provide graduate studies specific to Environmental

and Occupational Health Science professionals and students. Development of the new program was initiated due to inquiries made by potential students into the MPH Environmental Health program. Many of the inquiries did not result in students pursuing the MPH degree, as they wanted a graduate degree more specific to Environmental and Occupational Health Science.

To assess the need for graduate studies specific to Environmental and Occupational Health Science we conducted a survey of 97 professionals, alumni, and students. The sample was made up of 33.3% students and 66.7% professionals in the environmental and occupational health science fields. A response rate of 38.1% (37) was attained. Survey results indicated that the major fields of study that impact respondents' current job or position are environmental management, occupational safety and health, industrial hygiene, and statistics. Respondents reported major responsibilities to be preparation of technical reports (81.1%) and data analysis (73.0%). Additional responsibilities reported were evaluation of procedures and programs (62.2%), project management (62.2%), occupational safety and health management (56.8%), environmental monitoring (56.8%), policy and regulatory analysis (54.1%), environmental compliance (54.1%), and environmental management (51.4%). Respondents were asked, "What graduate degree would be best suited for your professional advancement?" Responses (35) to this survey question indicated a Master of Science in Environmental and Occupational Health Science (22.9%), Master of Science in Environmental Health and Safety (20.0%), Master of Science in Occupational Safety and Health (17.1%), a Master of Science in Environmental Management (17.1%) or a Master of Science in Environmental Health Science (14.3%). In review of the 35 responses to this question, only 8.6% indicated a Master of Public Health in Environmental Health. Two respondents listed other degrees; these were Master of Science in Safety and Health Management, and Master of Science in Industrial Hygiene. Due to the varied nature of job requirements reported, respondents selected degree titles that included the words environmental and/or occupational. Finally, when respondents were asked, "In your opinion, is a graduate degree specific to your professional field needed in the Western Kentucky region?" a total of 33 (91.7%) respondents selected "Yes" and three (8.3%) respondents selected "No", with one respondent skipping the question. Based upon the market, which includes past experience with students not desiring to pursue the MPH with a concentration in Environmental Health and the results of the survey, stating the need for graduate studies in Environmental and Occupational Health Science, the new graduate degree program is proposed. The proposed program will be an extension of the existing Environmental Health Science undergraduate program, the Environmental Health and Safety graduate certificate, and the Advanced Worksite Health Promotion Certificate. Additionally, all courses for the proposed program are existing courses.

- 2.2 Projected enrollment in the proposed graduate program: It is anticipated that the program will attain an annual enrollment of 20 students with the current faculty resources.
- 2.3 Relationship of the proposed graduate program to other programs now offered by the department: This program is related to the MPH program. An Environmental Health concentration is included in the MPH degree program. Students take a core of courses to include Biostatistics, Environmental Health, Epidemiology, Introduction to Public Health, Public Health Administration, Health Behavior, Health Program Evaluation, and Internship. However, the Environmental and Occupational Health Science program will not require courses in the fields of health behavior, administration, health program evaluation, nor will it require the Introduction to Public Health course. The proposed program will require a core of environmental and occupational health science courses that will better prepare students for research and professional careers as environmental and occupational health scientists for industry, government, consulting firms, and other organizations. This program is developed to meet the need of the market. The core of study will focus on the protection and promotion of human health from hazards found in the built, occupational and natural environments.
- 2.4 Relationship of the proposed graduate program to other university programs: Graduate degrees in the sciences are offered that have an option for environmental science. These programs offer a Master

of Science degree in Biology, Chemistry, and Geosciences. These programs focus on the discipline specific study of the natural environment and the impact of humans on natural systems. The Environmental and Occupational Health Science program will focus on the study of the protection of human health from hazards found in the built, occupational and natural environments.

- 2.5 Relationship of the proposed graduate program to similar programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions): A similar program exists at Eastern Kentucky University. However, it is offered as a concentration within a Master of Public Health Program just as the WKU Department of Public Health has an Environmental Health concentration in the Master of Public Health degree. Eastern Kentucky University does not have a stand-alone Environmental Health Science graduate program. The proposed program would be the first and only Master of Science in Environmental and Occupational Health Science program offered in the WKU service area and in Kentucky. Currently, the nearest accredited program is East Tennessee State University. This program is a Master of Science Program in Environmental Health. Other programs accredited by the National Environmental Health Science and Protection Accreditation Council include California State University, East Carolina University, Mississippi Valley State University, Old Dominion University, University of Findlay, and University of Illinois, Springfield.
- 2.6 Relationship of the proposed major program to the university mission and objectives: As the mission of Western Kentucky University is, “A Leading American University with International Reach”, the Environmental and Occupational Health Science graduate program will be built upon this vision. Already, the faculty and students in the department are extremely diverse, and we have initiatives that extend our reach into our community locally and internationally. For example, we currently are part of an international service-learning program in the Caribbean. The Environmental and Occupational Health Science graduate program at Western Kentucky University will prepare students to be productive and engaged leaders in a global society. As such, the program will follow the mission of WKU. Through the program’s thesis research and internship requirements, opportunities will be provided to students, faculty, and constituents for teaching, research, and service. These opportunities will be local, regional, national and international in scope. Likewise, the Environmental and Occupational Health Science graduate program will foster a high quality of life in the region by providing research and service in the protection of human health and environment, serving to reduce the impact of environmental hazards on human health, and developing innovative solutions.

3. Objectives of the proposed graduate program:

- Students will be able to assess the risk of hazards in the built, occupational, and natural environments.
- Students will be able to engage in applied research and service learning at the local, regional, and global scales.
- Students will be able to explain global scale environmental and occupational issues that impact human health and the environment.
- Students will be able to apply data analysis, monitoring, research, and communication to address environmental and occupational health problems.
- Students will be able to create opportunities for service learning through internships, international programs and research.
- Students will be able to conduct research focused on the protection of human health and prevention of health hazards in occupational and natural environments.

4. Program description:

4.1 Curriculum:

Master of Science, Environmental and Occupational Health Science
Total Hours = 36 credit hours

Core Courses (18 credit hours required)

- PH 520 - Biostatistics for Public Health (3 hrs)
- PH 577 – Environmental Toxicology (3 hrs)
- PH 582 – Epidemiology: Practice and Theory (3 hrs)
- PH 584 - Principles of Environmental Health (3 hrs)
- PH 501 – Research Methods (3 hrs)
- EHS 572 - Environmental and Occupational Epidemiology (3 hrs)

Electives (minimum of 12 credit hours required) – Graduate level elective courses may be selected from the lists below or from other disciplines, given that the course is pertinent to the program of study. The graduate advisor must approve all elective courses.

EOHSElectives

- PH 510 - Watershed Management and Science (3 hrs)
- PH 560 – Environmental Management and Risk Assessment (3 hrs)
- PH 571 - Air Quality Management (3 hrs)
- EHS 580 - Solid and Hazardous Waste Management (3 hrs)
- PH 595 - Public Health Management of Disasters (3 hrs)

WorksiteHealthPromotionElectives

- PH 502 - Health Promotion in the Workplace (3 hrs)
- PH 575 - Health Education/Promotion Program Planning (3 hrs)
- COMM 523 - Health Communication (3 hrs)
- PH 587 – Health Behavior (3 hrs)

Culminating experience - students must choose a thesis or an internship – (6 credit hrs)

Plan A – Thesis Option – (PH 599 – Thesis Research/Writing - 6 credit hours)

Plan A requires that the student complete a thesis according to the requirements of WKU Graduate Studies. A committee of at least three (3) faculty members will direct each thesis. Students will be required to develop a proposal, defend the proposal, complete thesis research, write the thesis document, and then present the thesis to faculty and students. Additionally, each student will orally defend their thesis before their graduate committee.

Plan B – Internship Option (Portfolio Option) – (PH 546 – Graduate Internship - 6 credit hours)

Plan B requires that a student complete an internship experience of 400 hours. As part of this option, each student must develop a portfolio that details the internship experience. Each portfolio will follow a rubric of required elements.

The graduate advisor, in conjunction with the EOHS internship coordinator, must approve the internship. Internships will require that the student keeps a daily log of activities, compiles weekly summaries, and documents the major objectives associated with the internship. The portfolio will include all internship documentation and the final presentation for the internship. Students completing the internship are required to make an oral defense of their portfolio to their graduate committee and present their work to faculty and students. Each portfolio must follow a rubric of required elements.

4.2 Accreditation, certification, approval, and/or licensure:

- This program will be accredited under the Western Kentucky University SACS accreditation.

- Once the program meets qualifications based upon completion of an accreditation report and site review, the program will seek accreditation from the National Environmental Health Science Accreditation Council.
- 4.3 Program delivery:
- The program will be delivered face-to-face, online, and in mixed mode formats. Online and mixed mode formats will be used to provide educational opportunities to working professionals.
 - Program delivery will meet accreditation standards
5. **Resources:**
- 5.1 Faculty: Faculty members in the Department of Public Health will support the EOHS graduate program. Graduate faculty in the University at large will support the program through elective courses in related disciplines. An additional faculty position, to begin Fall 2013, will support this degree. This additional faculty member will ensure that the load of teaching, research, and service is met for the program, department, college, and university. Additional faculty will be requested dependent upon growth of the program.
- 5.2 Technological and electronic informational resources (e.g., databases, e-journals): Western Kentucky University resources are adequate to meet this need. A number of software applications are available that may be used by EOHS students. These include, but are not limited to, SPSS, SAS, ArcGIS, Microsoft products, and environmental and occupational health software installed on Department of Public Health computers. University computer labs are available for student use, as well as a computer lab in the College of Health and Human Services. Electronic informational resources are widely available as described in the WKU Libraries research guide for Public Health, <http://libguides.wku.edu/publichealth>. This guide includes e-books, databases, journals, e-journals, websites, and portals. Printed books relevant to environmental and occupational health science are numerous in the WKU Libraries, as there are titles in support of the existing courses.
- 5.3 Facilities and equipment: A laboratory was built and developed to support the Environmental Health Science undergraduate program. This laboratory and associated equipment will be sufficient to support the program in the near future. Laboratories that include multidisciplinary use are available at the Center for Research and Development to support research. Additional laboratory space and equipment may be available through collaborative research with other departments.
- 5.3.1 Classroom facilities are adequate to support the program and will be facilitated through CHHS and the Department of Public Health.
 - 5.3.2 An Environmental Health Science Research Laboratory exists in the Department of Public Health to support the program.
 - 5.3.4 Distance education resources are supported by the University and DELO.

6. **Proposed term for implementation:** Spring 2014

7. **Dates of prior committee approvals:**

Department of Public Health	March 4, 2013
CHHS Graduate Curriculum Committee	March 25, 2013
WKU Graduate Curriculum Committee	April 11, 2013
University Senate	May 15, 2013
Board of Regents	

**BACHELOR OF ARTS
PARALEGAL STUDIES**

REQUEST:

Approval of a new Bachelor of Arts in Paralegal Studies through the School of Professional Studies in the University College.

FACTS:

An associate's degree has traditionally been considered an entry-level educational requirement for a paralegal/legal assistant; however, market demands are proving certification and more advanced degrees are preferred by many employers. In Kentucky, the Workforce Kentucky Labor Market Information projects a 16.2% growth for legal assistants with an 18.2% growth in the Barren River Region between 2010 and 2020. These numbers translate to long-term projected openings of 110 per year for paralegals/legal assistants in the state of Kentucky, 60 of which are attributed to growth. In north-central Tennessee, in the Local Workforce Investment Areas including Sumer, Robertson and Davidson counties, there are estimated to be an average of 40 annual openings for paralegals/legal assistants attributed to growth from 2012-2020. This data does not include other related professions for which paralegal education is appropriate, including but not limited to government office clerks, title examiners, law office administrators, court reporters, probation and parole officers, loan processors, and insurance adjusters.

During the last on-site visit by the American Bar Association for purposes of approval of the associates degree program, the site team recommended the addition of a bachelor's degree program. Accordingly, the associate degree coordinator consulted with an external Advisory Board, comprised of community leaders and legal practitioners, and surveyed recent graduates. As a result of the data and recommendations garnered from these sources, it was established that overwhelming support and demand exists for a baccalaureate degree in this field.

The Bachelor of Arts degree in Paralegal Studies is designed to provide students with an interdisciplinary education al experience integrating knowledge and skills from multiple subjects including law, history, sociology, political science, technology and business. All students will be required to complete 33 credit hours of core legal specialty/political sciences courses, 15 credit hours of legal specialty electives, and 12 hours of further electives, for a 60 credit hour program.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Implementation will be in January, 2015. Two existing faculty, one hired in 2012 for the express purpose of increasing program options, are sufficient to support the new major.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Bachelor of Arts in Paralegal Studies.

MOTION:

Approval to establish a Bachelor of Arts in Paralegal Studies.

University College
School of Professional Studies Proposal to
Create a New Major Program

Contact Person: Julie Shadoan, julie.shadoan@wku.edu, (270) 780-2539

1. Identification of program:

- 1.1 Program Title: Paralegal Studies
- 1.2 Degree type: Bachelor of Arts
- 1.3 Classification of Instructional program Code (CIP): 22.0302
- 1.4 Required hours in proposed major program: 60
- 1.5 Special information: N/A
- 1.6 Program admission requirements: Students must earn a "C" or above in PLS 190C or equivalent course, and must have a minimum overall GPA of 2.0.
- 1.7 Catalog description:

Paralegals, also called Legal Assistants, work with lawyers in a wide range of professional settings and perform tasks that include legal research, legal writing and document preparation, information gathering, litigation support, legal technology support, and office management.

Paralegals shall not engage in the unauthorized practice of law as proscribed by Kentucky law and the Supreme Court Rules (SCR 3.130 [5.5]) and must be appropriately supervised by a lawyer to ensure the paralegal's conduct is compatible with the professional and ethical standards of the practice (SCR 3.130 [5.3]).

The objectives of the Paralegal Studies Program are: (1) to create, implement, and maintain a strong, flexible program directed to the quality education of occupationally-competent paralegals; (2) to provide a paralegal education program that leads to employment of its graduates by a wide range of employers; (3) to provide paralegals with a well-rounded, balanced education founded on a beneficial mix of general education, theory, and practical courses stressing understanding and reasoning rather than rote learning of facts; (4) to support federal, Kentucky and local Rules of Procedure and general principles of ethical legal practice, professional responsibility, the prohibitions against the unauthorized practice of law by non-lawyers, and the use and supervision of paralegals by lawyers; (5) to provide an educational program that is responsive to the varied needs of the Commonwealth of Kentucky and the region and contributes to the overall advancement of the legal profession; (6) to provide a program which instills respect for the legal profession and its foundations, institutions, and quest for justice; and, (7) to maintain equality of opportunity in the educational program without discrimination or segregation on the grounds of race, color, religion, natural origin, gender, age, disability or economic need.

Credits from other accredited institutions of higher education may be transferred and applied toward the degree. An official transcript from each such college or university attended is required as a part of the admission process. Postsecondary credit will be evaluated on a course-by-course basis for acceptance and applicability to the Program.

General law and legal specialty (PLS) course credits will be accepted only from paralegal programs approved by the American Bar Association or programs in substantial compliance with the ABA guidelines.

The Paralegal Major (PLS) is designed to provide students with an interdisciplinary educational experience integrating knowledge and skills from multiple subjects including law, history, sociology, political science, technology and business. The PLS degree requires 120 credit hours and leads to a Bachelor of Arts degree. Degrees will be awarded to those students who complete all requirements with an overall grade point average of 2.0 (out of 4.0) and receive a grade of “C” or better in all legal specialty (PLS) courses.

Legal Specialty/Political Science Core Requirements to be completed by all PLS majors are:

PLS 190C:	Introduction to Paralegal Profession	3	
PLS 194C:	Legal Technology	3	
PLS 200C:	Legal Ethics	3	
PLS 250:	Research/Writing I	3	
PLS 283C:	Real Estate Law	3	
PLS 291C:	Criminal Law and Procedure	3	
PLS 296C:	Family Law	3	
PS 326:	Constitutional Law	3	
PLS 393:	Civil Procedure	3	
PLS 450:	Research/Writing II	3	
PLS 499:	Internship	3	33 hours

Legal Specialty Electives available to all PLS majors are: (choice of five)

PLS 280C:	Contract Law	3	
PLS 282C:	Tort Law	3	
PLS 294C:	Admin. Law and Procedure	3	
PLS 350C:	Evidence	3	
PLS 360C:	Debtor/Creditor Relations	3	
PLS 381:	Mediation	3	
PLS 392:	Corporate Law	3	
PLS 395:	Estate Planning and Procedure	3	15 hours (12 Upper)

Electives available to all PLS majors are: (choice of four)

BUS 201C:	Organization and Management	3	
BUS 254C:	Office Administration	3	
LEAD 200:	Intro. to Leadership Studies	3	
SOCL 330:	Criminology	3	
SOCL 332:	Juvenile Delinquency	3	
SOCL 380:	Penology	3	
PS 304:	State Government	3	
PS 311:	Public Policy	3	
PS 316:	Legislative Process	3	
PS 412:	KY Gov./Politics	3	
HIST 445:	Amer. Legal History	3	
HIST 446:	Amer. Legal History	3	12 hours (9 upper)

(NOTE: Because a companion associate’s degree in paralegal studies currently exists, the catalog descriptions will be merged to avoid redundancy.)

2. Rationale:

- 2.1 Reason for developing the proposed major program: According to data published by the BLS, the job outlook for paralegals and legal assistants is expected to grow more than average, at about 18.3%, which growth is much more than that expected of the lawyer profession.* U.S News has ranked the paralegal profession in the top twenty-five of best social service jobs.** Forbes magazine has published the rankings by Career Cast for the most underrated jobs in the U.S., and paralegal has been in the top ten for the last three years.*** An associate's degree is considered an entry-level educational requirement; however, market demands are proving certification and advance degrees are preferred by many employers. With these rankings and trends in mind, current students and alumni of the PLS program are surveyed bi-annually as to job preparedness and need for continuing education. In addition, the Program Director consults with an external Advisory Board comprised of community leaders and legal practitioners. As a result of data and recommendations garnered from these sources, overwhelming support and demand exists for a four-year degree option.
- 2.2 Projected enrollment in the proposed major program: 10-15 annually based on current student and alumni surveys and market demand.
- 2.3 Relationship of the proposed major program to other programs now offered by the department: The School of Professional Studies (University College) currently offers an associate's degree in paralegal studies. No other similar program exists within the School.
- 2.4 Relationship of the proposed major program to other university programs: The School of Professional Studies has negotiated a two plus two articulation agreement with the Department of Political Science (Potter College) which seamlessly incorporates the associate's degree in paralegal studies into a four-year political science major/criminology minor. The criminology minor offered in the Department of Sociology (Potter College) includes various courses relevant to the criminal justice system, some of which are being proposed as electives in this major. The Department of History (Potter College) offers a legal studies minor that focuses on theoretical frameworks and historical perspectives of law and justice; while the proposed paralegal major incorporates elements of theory and history but focuses on knowledge and skills requisite for immediate employment in the legal field.
- 2.5 Relationship of the proposed major program to similar programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions): Many paralegal programs approved by the American Bar Association across the country offer an associate's and bachelor's degree option as this is becoming the market standard as stated above. In Kentucky, Eastern Kentucky University, University of Louisville, Sullivan University and Morehead State University offer a bachelor's degree option in paralegal/legal studies with similar curricular requirements. Locally, Daymar College offers an associate's degree in paralegal studies, but the local campus has not been approved by the American Bar Association. Vol State in Hendersonville, Tennessee, offers a traditional

associate’s degree in paralegal studies, and Kaplan Career Institute in Nashville, Tennessee, offers a seventy- two week associate’s degree and a 52 week certificate – all of which are approved by the ABA. No competing four-year program exists in the Nashville area.

2.6 Relationship of the proposed major program to the university mission and objectives: The proposed major incorporates the University mission by providing students practical knowledge and skills in an efficient and effective manner adequately preparing them for the competitive job market. It will also serve to involve students in the identification of the legal needs of diverse populations and to develop and implement legal service outlets to meet those needs in measurable and meaningful ways.

3. Objectives of the proposed major program: The objectives of the proposed major are:

- to create, implement, and maintain a strong, flexible program directed to the quality education of occupationally-competent paralegals;
- to provide a paralegal education program that leads to employment of its graduates by a wide range of employers;
- to provide paralegals with a well-rounded, balanced education founded on a beneficial mix of general education, theory, and practical courses stressing understanding and reasoning rather than rote learning of facts;
- to support federal, Kentucky and local Rules of Procedure and general principles of ethical legal practice, professional responsibility, the prohibitions against the unauthorized practice of law by non-lawyers, and the use and supervision of paralegals by lawyers;
- to provide an educational program that is responsive to the varied needs of the Commonwealth of Kentucky and the region and contributes to the overall advancement of the legal profession;
- to provide a program which instills respect for the legal profession and its foundations, institutions, and quest for justice; and,
- to maintain equality of opportunity in the educational program without discrimination or segregation on the grounds of race, color, religion, natural origin, gender, age, disability or economic need.

4. Program Description:

4.1 Curriculum: The proposed curriculum includes:

Legal Specialty/Political Science Core Requirements to be completed by all PLS majors are:

PLS 190C:	Introduction to Paralegal Profession	3
PLS 194C:	Legal Technology	3
PLS 200C:	Legal Ethics	3
PLS 250:	Research/Writing I	3
PLS 283C:	Real Estate Law	3
PLS 291C:	Criminal Law and Procedure	3

PLS 296C:	Family Law	3	
PS 326:	Constitutional Law	3	
PLS 393:	Civil Procedure	3	
PLS 450:	Research/Writing II	3	
PLS 499:	Internship	3	33 hours

Legal Specialty Electives available to all PLS majors are: (choice of five)

PLS 280C:	Contract Law	3	
PLS 282C:	Tort Law	3	
PLS 294C:	Admin. Law and Procedure	3	
PLS 350C:	Evidence	3	
PLS 360C:	Debtor/Creditor Relations	3	
PLS 381:	Mediation	3	
PLS 392:	Corporate Law	3	
PLS 395:	Estate Planning and Procedure	3	15 hours (12 Upper)

Electives available to all PLS majors are: (choice of four)

BUS 201C:	Organization and Management	3	
BUS 254C:	Office Administration	3	
LEAD 200:	Intro. to Leadership Studies	3	
SOCL 330:	Criminology	3	
SOCL 332:	Juvenile Delinquency	3	
SOCL 380:	Penology	3	
PS 304:	State Government	3	
PS 311:	Public Policy	3	
PS 316:	Legislative Process	3	
PS 412:	KY Gov./Politics	3	
HIST 445:	Amer. Legal History	3	

HIST 446: Amer. Legal History 3 12 hours (9 Upper)

- 4.2 Accreditation, certification, approval and/or licensure: The proposed major is eligible for approval by the American Bar Association, which approval will be pursued upon completion of the WKU and state curriculum/program processes.
- 4.3 Program delivery: The proposed major will be delivered via a combination of face-to-face courses, hybrid courses (60% face-to-face, 40% online), IVS courses and online (100% online) courses.

5. Resources:

- 5.1 Faculty: Two existing FT faculty, one of which was hired in 2012 for the express purpose of increasing program options, are sufficient to support the new major.
- 5.2 Technological and electronic informational resources (e.g., databases, e-journals): The physical space to be utilized by the major includes one computer lab and one IVS classroom which are sufficient to support the technology needs of the new major. In addition, the existing PLS Program provides access to WestlawNext™, an online database of primary and secondary legal resources at the state and federal level sufficient to support the research needs of students. The University provides free access to a similar database – Lexis® Research System - on a much more limited scale.
- 5.3 Facilities and equipment: As stated in §5.2, current resources are adequate.

6. Proposed term for implementation: Fall 2014

7. Dates of prior committee approvals:

Department of Professional Studies:	5/8/13
University College Curriculum Committee	11/11/13
Undergraduate Curriculum Committee	11/19/13
University Senate	12/12/13
CPE Invitation for Full-Proposal	05/22/2014
BOR Approval	

*U.S. Bureau of Labor Statistics (www.bls.gov/ooh/legal/print/paralegals-and-the-legal-assistants.htm)

**U.S. News (www.money.usnews.com/careers/best-jobs/paralegal)

***Forbes (www.forbes.com/pictures/mkl45mehd/7-legal-assistant-5; www.forbes.com/pictures/mkl45hije/7-legal-assistant-4; www.forbes.com/pictures/mkl45efde/1-paralegallegal-assistant)

GRADUATE CERTIFICATE GLOBAL PATHWAYS TO SUSTAINABILITY

REQUEST:

Approval of a new Graduate Certificate in Global Pathways to Sustainability through the Diversity & Community Studies Department in the University College.

FACTS:

The most challenging problems that we are likely to face in the 21st Century are those relating to the environment, access to resources, and related issues of social and cultural disaster (war, inequity, poverty). Providing graduate students with an opportunity to grapple with these issues and to explore solutions is essential to the purpose of higher education and to the mission of WKU. Students in the MA in Social Responsibility & Sustainable Communities (SRSC) have repeatedly indicated a demand for a credential in sustainability. Approximately 80% of these students have responded positively to the prospect of a certificate. In addition to serving these students, the certificate will provide graduate students with a credential that would supplement a master's degree in the sciences, education, business— anyone who has an interest in environmental justice.

The Global Pathways to Sustainability Graduate Certificate prepares professionals to understand complex environmental and social problems and to apply community-based solutions. The certificate offers a multidisciplinary study of the environmental, social, and policy dimensions of sustainability. Students will gain an understanding of theoretical and practical aspects of sustainability and will participate in community-based projects. The program consists of 15 hours, including two core courses, SUST 512, Foundations of Sustainability and SUST 514, Environmental Justice & Public Spaces, and three electives, drawn from three categories: Social and Human Impact; Environmental Health and Education; and Policy and Practice. Courses may be taken in any order, but students are encouraged to take the two core courses early in their certificate program.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Implementation will be Fall 2014. Existing faculty within the discipline are sufficient for the program, with courses already offered throughout the academic year.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Graduate Certificate in Global Pathways to Sustainability.

MOTION:

Approval to establish a Graduate Certificate in Global Pathways to Sustainability.

**University College
Diversity & Community Studies
Proposal to Create a New Certificate Program**

Contact Person: Jane Olmsted, 5787, jane.olmsted@wku.edu

1. Identification of program:

- 1.1 Program title: Global Pathways to Sustainability Graduate Certificate
- 1.2 Required hours in program: 15
- 1.3 Special information: Interdisciplinary program designed for students in the humanities and social sciences.
- 1.4 Catalog description: The Global Pathways to Sustainability Graduate Certificate prepares professionals working in organizations and institutions to understand complex environmental and social problems and to apply community-based solutions. The certificate offers a multidisciplinary study of the environmental, social, and policy dimensions of sustainability. Students will gain an understanding of theoretical and practical aspects of sustainability and will participate in community-based projects. The program consists of 18 hours, including two core courses, SUST 512 Foundations of Sustainability and SUST 514 Environmental Justice & Public Spaces, and three electives, drawn from three categories: Social and Human Impact; Environmental Health and Education; and Policy and Practice. Courses may be taken in any order, but students are encouraged to take the two core courses early in their certificate program.
- 1.5 Classification of Instructional Program Code (CIP): 30.3301 Sustainability Studies.

2. Learning outcomes of the proposed certificate program:

Students completing the Global Pathways to Sustainability Graduate Certificate will:

- Explain the ways in which sustainability concepts can be used to create strategies that are useful at this historical moment;
- Analyze the interconnections of environment, social justice, and policy in the context of institutional and social systems;
- Conduct research on communities and their human-environment systems, drawing on best practices of participatory action research;
- Assess the role of human behavior in creating social, political, and environmental change.

3. Rationale:

- 3.1 Reason for developing the proposed certificate program:
There are two primary reasons for developing the Global Pathways to Sustainability Graduate Certificate. First, the most challenging problems that we are likely to face in the 21st Century are those relating to the environment, access to resources, and related issues of social and cultural disaster (war, inequity, poverty); providing graduate students with an opportunity to grapple with these issues and to explore solutions is essential to the purpose of higher education and to the mission of this university in particular. Second, students in the MA in Social Responsibility & Sustainable Communities (SRSC) have repeatedly indicated that they want credentials in sustainability. Approximately 80% of the new inquiries specifically ask about the opportunities for courses in sustainability and respond positively at the prospect of a certificate. While the SRSC has only been in existence for three years,

students from each cohort have sought courses that address environmental concerns. In addition to serving these students, the certificate will provide graduate students with a credential that would supplement a master's degree in the sciences, education, business—anyone who has an interest in environmental justice.

The certificate can be taken as a stand-alone program (as other graduate certificates in the department currently function) or as a complement to a master's program. Furthermore, students earning the certificate prior to enrolling in a full master's program would be likely recruits for a range of WKU master's programs.

- 3.2 Relationship of the proposed certificate program to other programs now offered by the department:
Diversity & Community Studies offers several minors, two graduate certificates, one master's program, and an undergraduate major (pending BOR approval in March). Of these programs, the SRSC is the most closely related, with its theme-based approach to the study of sustainable communities. Additionally, the graduate certificate in Gender & Women's Studies also includes courses that address the environment and the impact on women, in particular. The new certificate will, therefore, be placed in a department with a long track record of graduate education with a focus on environmental justice.
- 3.3 Relationship of the proposed certificate program to certificate programs offered in other departments:
Currently, there are no graduate certificates in sustainability. The Department of Geography & Geology hosts an undergraduate minor in sustainability. The MBA program has an emphasis in sustainability. Additional certificates, such as one for the MBA, may be in the planning stage but are not yet approved. The Center for Environmental Education and Sustainability offers an endorsement for K12 teachers. The courses in this certificate would be open to students in other certificate programs, as would other certificate courses be welcome as options in this one.
- 3.4 Projected enrollment in the proposed certificate program:
Based on enrollment in other graduate certificates, interest expressed by current and potential students, and the growing interest in sustainability education nationally, we anticipate an initial enrollment of 10-12, but as the program is publicized nationally (for those seeking the online version of the certificate), we anticipate the enrollment to grow to the low 30s within three years. These students will be both new to WKU and current.
- 3.5 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):
In Kentucky, the University of Louisville offers a dual master's degree in urban planning and public health. Some of their courses have a relation to this program. University of Kentucky has a number of undergraduate programs, but no graduate programs that have the human- environmental focus of this one. Eastern Kentucky University offers an undergraduate minor in environmental stewardship. The following table shows related degrees—either master's or certificates—at benchmark universities and also at several other institutions, where their graduate programs are similar to the one proposed herein.

Among the benchmark institutions, four offer graduate certificates in "sustainability":

- Eastern Michigan offers one on sustainable construction
- Montclair State University: environmental education and environmental forensics

- Northern Arizona State: theory and practice of conservation ecology
- Towson State: environmental issues facing urban settings

Other graduate certificates that more closely match this one are:

- Boston University: Applied Sustainability: how to make urban/economic development compatible with natural environment
- University of Michigan: Environmental Justice
- University of Wisconsin: Humans & the Global Environment
- University of Notre Dame: Environment and **Society**

- 3.6 Relationship of the proposed certificate program to the university mission and objectives: The program is an appropriate addition to the graduate curriculum at WKU due to the mission of the institution, articulated in numerous ways. As Dr. Ransdell said in the Strategic Guide 2010-2012, "As an institution of higher education we have a mandate to model and teach environmental stewardship and social responsibility." Our mission statement, to prepare students "to be productive, engaged, socially responsible citizen-leaders of a global society," can hardly be more clear in its mandate to address global issues of significant magnitude, such as the environment and our relationship with it.

4. Curriculum:

The graduate certificate in Global Pathways to Sustainability requires two core courses and three electives, for a total of 15 credit hours. Courses may be taken in any order, but students are encouraged to take the core courses as soon as possible in the certificate program. Electives must include at least one course from each of three categories. Additional electives may be approved in consultation with the advisor.

Two 3-hour core courses (6 hours)

- 1) SUST 512 Foundations of Sustainability
- 2) SUST 514 Environmental Justice & Public Spaces

Three 3-hour electives (must select at least one from each category):

- 1) Social and Human Impact
 - a. GWS 575 Gender, Justice & Sustainability
 - b. ICSR 515 Utopias, Dystopias, & Intentional Communities
 - c. ICSR 525 Place & the Problem of Healing
 - d. GERO 581 Global Aging
- 2) Environmental Health and Education
 - a. ENVE 560 Investigating and Evaluating Environmental Issues
 - b. ENVE 525 Educating for Sustainability
 - c. PH 584 Principles of Environmental Health
- 3) Policy and Practice
 - a. ICSR 520 Community-based Research
 - b. SWRK 678 Environmental Justice: Theory, Policy, & Practice
 - c. SUST 517 Sustainable Places
 - d. SUST 518 Organizational Change for Sustainability

5. Budget implications:

Most of the courses are either currently offered or are being proposed concurrent with this proposal. Faculty teaching in the summer will be compensated by summer funding (at least one and more likely two courses will be offered every summer). Most courses will be part of instructor load. One new faculty member (search currently in process) is scheduled to teach SUST 514 in the fall 2014.

6. Proposed term for implementation: Fall 2014

7. Dates of prior committee approvals:

Department of Diversity & Community Studies	February 10, 2014
University College Graduate Curriculum Committee	February 24, 2014
Contact with Office of Academic Affairs	January 31, 2014
Graduate Council	March 20, 2014
University Senate	April 17, 2014

**GRADUATE CERTIFICATE
BUSINESS SUSTAINABILITY**

REQUEST:

Approval of a new Graduate Certificate in Business Sustainability through the Gordon Ford College of Business.

FACTS:

One of the fastest growing areas of employment opportunities is the world of sustainability. Business organizations must comply with an increasing set of regulations as well as voluntary standards relating to environmental sustainability. The global, national, and local interest in sustainability creates many opportunities for business innovation and entrepreneurship.

The number of jobs in this field has tripled over the last three years causing an increase of graduate majors, certificates, and undergraduate sustainability courses in the US. There have been many requests from students, prospective students, faculty, and staff for courses in the business college related to sustainability. In reaction to these realities, the MBA program has explored and developed prototype courses in business sustainability.

This proposed graduate certificate in Business Sustainability provides preparation for business professionals and others seeking a background in sustainability issues as related to business. It requires one core course and three electives for a total of 12 credit hours.

Business Core Course (required): BA 545 Survey of Business Sustainability Issues (3 hours)
Business Elective Courses (9 hours):
BA 546 Sustainable Business Operations
BA 547 Sustainability, Innovation, and Entrepreneurship
BA 548 Sustainability Marketing

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Fall 2014. The initial offering will be through the online MBA program. The Sustainability courses will be offered as electives to the online MBA students on a rotation. Since MBA electives are already offered online the net effect is zero since the Sustainability courses are offered in the place of MBA electives.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Graduate Certificate in Business Sustainability.

MOTION:

Approval to establish a Graduate Certificate in Business Sustainability.

**Gordon Ford College of Business
Masters of Business Administration Proposal to
Create a New Certificate Program (Action Item)**

Contact Person: Bob Hatfield, bob.hatfield@wku.edu, 270-745-6581

1. Identification of program:

- 1.1 Program title: Business Sustainability
- 1.2 Required hours in program: 12
- 1.3 Special information: Graduate students could substitute up to 3 credit graduate hours from the Sustainability Certificate offered in the Diversity and Community Studies Department upon prior approval of the MBA Office.
- 1.4 Catalog description: This certificate provides preparation for business professionals and others seeking a background in sustainability issues as related to business. Business organizations must comply with an increasing set of regulations as well as voluntary standards relating to environmental sustainability. Businesses are engaged in creating and following a set of best practices and maintaining metrics important to environmental sustainability. Wise use of resources, attention to the value chain, and careful planning of operations is in the interest businesses interested in maximizing profits and remaining viable over time. The global, national, and local interest in sustainability creates many opportunities for business innovation and entrepreneurship.
- 1.5 Classification of Instructional Program Code (CIP): 52.9999

2. Learning outcomes of the proposed certificate program:

Students completing the graduate certificate in Business Sustainability should be able to:

- Identify the major political, environmental, and business drivers related to sustainability which frame current and future business practices.
- Identify and understand the major regulations about sustainability at all levels which impact business.
- Identify and understand the major voluntary codes and best practices about sustainability which impact business.
- Be able to explain how business activities and reports relating to sustainability fit into the broader policy arena of corporate social responsibility (CSR).
- Explore the business and entrepreneurial opportunities created by sustainability regulations and standards.
- Demonstrate an understanding of how sustainability impacts marketing and how marketing can impact sustainability
- Understand initiatives and opportunities at various stages of supply chain which relate to sustainability
- Evaluate the effects of sustainability initiatives in a logistics and supply chain setting

3. Rationale:

3.1 Reason for developing the proposed certificate program:

There have been many requests from students, prospective students, faculty, and staff for courses in the business college related to sustainability. An increasing number of undergraduate programs in the US contain sustainability courses. Some would argue that environmental sustainability will be among the most important future business issues. Businesses must anticipate and comply with new sustainability legislation and reporting requirements as well as their own developing industry standards. Businesses must analyze their value chain opportunities as related to environmental resources. MBA programs in some regions of the US have had both graduate majors and certificates in business sustainability. In reaction to these realities, the MBA explored and developed prototype courses in business sustainability. A credential in business sustainability will fulfill a growing need in the business community as well as provide the education needed in a growing number of jobs. One of the fastest

growing areas of employment opportunities is the world of sustainability. The number of jobs in this field, which did not exist a decade ago, has tripled over the last three years.

3.2 Relationship of the proposed certificate program to other programs now offered by the department:
The department in this case is the college of business. There are no graduate certificates at this time in the college of business. Individual courses in sustainability do exist in Management and Marketing.

3.3 Relationship of the proposed certificate program to certificate programs offered in other departments:
There is one graduate certificate in sustainability. The “Global Pathways to Sustainability” graduate certificate has just been approved and is designed for students in the humanities and social sciences whose interest is complex environmental and social problems and the application of community-based solutions. By contrast, the graduate certificate in Business Sustainability is designed for students in business or allied fields whose interest is the role of businesses in the various aspects of sustainability. These two different perspectives may be complimented by each other and this certificate allows one class from the Global Pathways to Sustainability graduate certificate to be substituted for one of the business sustainability courses.

3.4 Projected enrollment in the proposed certificate program:
The current planning is to offer all of the courses in the online format. This will allow the certificate to reach the largest audience. We expect each of the courses, which also can serve as MBA electives, to have enrollments around 20. We expect about 50% to apply for the certificate. This would mean about 10 initially.

3.5 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):
We cannot find any graduate certificate in sustainability from a business program in Kentucky. However, there is a new one in our competitive region (Nashville):

Lipscomb University (Institute for Sustainable Practice; not a pure business program):
Certificate of Graduate Studies in Sustainability

There are graduate certificates from business programs across the US which are related. Many of these are affiliated with the Association for the Advancement of Sustainability in Higher Education (AASHE) although almost all of the affiliations are from programs other than those in business.

Pepperdine University (a leader in this area on the West Coast): Certificate in Socially, Environmentally, and Ethically Responsible (SEER) Business Practice (MBA)
University of Wisconsin- Madison (School of Business): Certificate in Business, Environment and Social Responsibility (MBA),
University of New Hampshire: Certificate in Corporate Sustainability
Chatham University: Certificate in Sustainable Management
Arizona State University: Certificate in Sustainable Technology & Management (CSTM)
State University of New York College of Environmental Science and Forestry (includes business courses): Certificate of Advanced Study in Sustainable Enterprise

- University of California, Berkeley: Engineering and Business for Sustainability (EBS) Certificate; also Leadership in Sustainability and Environmental Management
- California State University, San Bernardino: Environmental Management Certificate
- George Mason University: Environmental Management Graduate Certificate
- University of Chicago: Leadership in Sustainability Management Certificate
- University of California, San Diego: Sustainable Business Practices Certificate
- Concordia University: Sustainable Investment Professional Certificate

3.6 Relationship of the proposed certificate program to the university mission and objectives:

President Ransdell said in the Strategic Guide 2010-2012, *“As an institution of higher education we have a mandate to model and teach environmental stewardship and social responsibility.”* In fact, WKU’s “Challenging the Spirit” action plan, Objective 4.4 “Enhance Efficiency and Sustainability in Campus Services and Operations” reports a number of targets and strategies for efficiency and sustainability that look like those employed in most medium and larger businesses. Roxanne Spencer recently commented, *“Education for Sustainability (EfS) is now a core value in Western Kentucky University’s Strategic Plan, and sustainability issues are being incorporated into many programs and disciplines.”* The mission of the WKU Office of Sustainability promotes a culture of sustainability and prepares students to seek innovative solutions to global challenges, be responsible citizens, and learn about best practices in sustainability. These thoughts and goals are reflected in the new certificate.

4. Curriculum:

The graduate certificate in Business Sustainability requires one core course and three electives for a total of 12 credit hours. Courses may be taken in any order, but students are encouraged to take the one core course as soon as possible in the certificate program. One course can be substituted from another sustainability graduate certificate for one of the Business Elective Courses upon approval by the MBA Director. For instance a course may be appropriate from the Global Pathways to Sustainability graduate certificate.

- Business Core Course (required): BA 545 Survey of Business Sustainability Issues (3 hours)
- Business Elective Courses (9 hours):
- BA 546 Sustainable Business Operations
- BA 547 Sustainability, Innovation, and Entrepreneurship
- BA 548 Sustainability Marketing

5. Budget implications:

The initial offering will be through the online MBA program. The Sustainability courses will be offered as electives to the online MBA students on a rotation. Since MBA electives are already offered online the net effect is zero since the Sustainability courses will be offered in the place of MBA electives that would otherwise be offered.

6. Proposed term for implementation: Fall 2014

GFCB Graduate Committee	March 14, 2014
Graduate Curriculum Committee	April 10, 2014
University Senate	May 15, 2014
Board of Regents	

GRADUATE CERTIFICATE COMMUNICATING IN HEALTHCARE

REQUEST:

Approval of a new Graduate Certificate in Communicating in Healthcare through the Communication Department in the Potter College of Arts & Letters.

FACTS:

There is a wealth of research that supports the benefits of effective communication and health outcomes both for patients and for healthcare teams. In 2014, the Institute for Healthcare Communication cited a dearth in communication training for medical professionals. Not only is improved diagnostic accuracy important but also patient compliance to advice, both of which can result from advanced training.

The Communicating in Healthcare Certificate is designed to provide students with a deep understanding of the role of communication in healthcare contexts. This certificate will explore interpersonal as well as organizational factors affecting healthcare and will assist students in developing communication strategies and skills. Students completing the program not only will understand how to communicate more effectively within their health profession but also will know how better to communicate with patients to maximize compliance and enhance advocacy.

The certificate provides 12 hours of advanced coursework in communication within the healthcare context. Students will take 6 credit hours of required courses related to health communication and health campaigns; 3 credit hours of a restricted elective providing broad coverage of communication within contexts relevant to healthcare such as intercultural, group, interpersonal, and organizational communication; and 3 credit hours of a free elective from healthcare administration, public health, or gerontology.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Implementation will be Fall 2014. Current faculty strength is sufficient to offer the programs for the foreseeable future.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Graduate Certificate in Communicating in Healthcare.

MOTION:

Approval to establish a Graduate Certificate in Communicating in Healthcare.

Potter College of Arts & Letters
Department of Communication Proposal to Create a New
Certificate Program (Action Item)

Contact Person: Holly Payne, holly.payne@wku.edu, 745-5876; Ellen Bonaguro, ellen.bonaguro@wku.edu, 745-6354

1. Identification of program:

- 1.1 Program title: Communicating in Healthcare
- 1.2 Required hours in program: 12
- 1.3 Special information: This program is designed for health care professionals seeking advanced training in health communication. This certificate will be offered completely on-line.
- 1.4 Catalog description:
 The Communicating in Healthcare Certificate is designed to provide students with a deep understanding of the role of communication in healthcare contexts. This certificate will explore interpersonal as well as organizational factors affecting healthcare and will assist students in developing communication strategies and skills. Students completing the program not only will understand how to communicate more effectively within their health profession but also will know how better to communicate with patients to maximize compliance and enhance advocacy.

 The certificate provides 12 hours of advanced coursework in communication within the healthcare context. Students will take 6 credit hours of required courses related to health communication and health campaigns; 3 credit hours of a restricted elective providing broad coverage of communication within contexts relevant to healthcare such as intercultural, group, interpersonal, and organizational communication; and, 3 credit hours of a free elective from healthcare administration, public health, or gerontology.
- 1.5 Classification of Instructional Program Code (CIP): 09.0905 Health Communication

2. Objectives of the proposed certificate program:

Specifically, students will

- Analyze and apply communication and health theories to help explain factors that affect the delivery of health care.
- Evaluate communication behaviors in health care relationships, health care teams (multidisciplinary, interdisciplinary, and transdisciplinary), and health care organizations.
- Identify communication variables (i.e., culture, technology) that affect communicating in health care contexts.
- Critique the effectiveness of health communication campaigns.
- Develop a well-rounded understanding of communication processes within contexts that apply to healthcare including interpersonal, organizational, and intercultural.
- Understand the centrality of communication in health care administration, public health, and health behavior.

3. Rationale

- 3.7 Reason for developing the proposed certificate program:
 Understanding the delivery of health care has become increasingly complex. In the early seventies communication scholars recognized the need to teach students about the important role that communication plays in accessing and delivering health care. All of our national organizations today recognize Health Communication as an applied communication discipline. Communication scholars reflect on the importance of communication to the area of health behaviors and health care delivery.

Research has shown that communication influences patient satisfaction and medical adherence (Thompson, Parrott, and Nussbaum, 2011). There is a wealth of research that supports the benefits of effective communication and health outcomes for patients and healthcare teams (Clayton and Ellington,

2011; Levinson, Lesser, and Epstein, 2010; Real and Poole, 2011; United States Department of Health and Human Services [HHS], *Healthy People 2020*). The Institute for Healthcare Communication (2014) cites a dearth in communication training for medical professionals. Not only is improved diagnostic accuracy important but also patient compliance to advice, both of which can result from advanced training.

At WKU, we do not offer a graduate certificate focusing on communication in the health context which is a disadvantage to communication students as well as students seeking advanced degrees in the health professions. This certificate is ideal for graduate students employed in the health professions or studying for advanced health degrees. The certificate prepares students to better understand how culture, technology and other forms of communication (printed materials, health communication campaigns, community outreach, and interpersonal communication) are necessary in order to obtain, process, and understand health information. The study of health literacy focuses on these forms of communication and on how we can enhance a person's knowledge to make better health decisions (Coleman, Hudson, and Maine, 2013). Health communication occurs in a variety of contexts (for example, school, home, and work), through a variety of channels (for example, interpersonal, small group, organizational, community, and mass media) with a variety of messages, and for a variety of reasons. We need to provide education for graduate students in this area so that they have the opportunity to research and examine the need for more effective communication in the delivery of healthcare.

- 3.8 Relationship of the proposed certificate program to other programs now offered by the department: The proposed certificate complements the Master of Arts in Organizational Communication and the Communicating in Organizations Certificate because its content includes communication with clients, communication campaign development, and the assessment of communication programs. This unique combination of interpersonal and organizational communication concepts exemplifies the hallmarks of our program while providing students the opportunity to explore and apply their knowledge within the healthcare context. While this content is especially helpful for those in the health field, students planning to hold a communication position in any organization can benefit from this knowledge.
- 3.9 Relationship of the proposed certificate program to certificate programs offered in other departments: The proposed certificate has minimal overlap with the Advanced Worksite Health Promotion Certificate in Public Health which has been discussed with the department head in Public Health. Specifically, COMM 523: Health Communication is a required course in both certificates and PH: 587 Health Behavior is required in the health promotion certificate but is one of seven elective options in the proposed certificate. The proposed certificate in health communication significantly differs from Advanced Worksite Health Promotion in that it does not focus specifically on creating health programs but rather on communicative concepts and processes relevant to a variety of health relationships particularly between patients and health care providers.
- 3.10 Projected enrollment in the proposed certificate program: We expect that some students enrolled in the M.A. in Organizational Communication with approximately 25 students will have an interest in earning the certificate. This area of study is readily applicable to students in nursing administration, public health, physical therapy, and health care administration so we anticipate that some students in these areas (which have combined enrollment around 200 students) will pick up the certificate. We anticipate enrollment of 10-15 students per year.
- 3.11 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions): Since the 1970s, graduate courses in Health Communication have been on the rise. Many institutions offer concentrations and master's degrees in Health Communication (approximately 25 institutions nationwide according to Healthcommunication.net), other institutions offer certificates including: Eastern Carolina University, University of North Carolina Chapel Hill, Johns Hopkins, University of Southern California, and the University of Utah. Within the state, the University of Kentucky offers a certificate in Health Communication with a focus on research in the behavioral sciences. Our proposed certificate will take a more applied approach to communicating in healthcare contexts and will be offered online. Our proposed certificate will provide students in the

WKU region access to an applied health communication program, and will also be available to a broader population of distance learning students.

- 3.12 Relationship of the proposed certificate program to the university mission and objectives: The Communicating in Healthcare Certificate fits within WKU’s mission in that it provides an opportunity for students to engage in lifelong learning opportunities as the certificate will appeal to current graduate students as well as working healthcare professionals, and it will enhance the quality of life for those within our reach as we work to improve health literacy and promote positive health behaviors.

4. Curriculum:

Graduate Certificate: Communicating in Healthcare (On-Line)

12 Credit Hours

Core Courses (Required: 6 hours)

- COMM 523: Health Communication (3)
- COMM 553: Health Communication Campaigns (New Course) (3)

Restricted Elective (Required: 3 hours)

- COMM 528: Communication in the Nonprofit Sector (3)
- COMM 564: Crisis Communication (3)
- COMM 578: Seminar in Interpersonal Communication (3)
- COMM 581: Applied Organizational Communication (3)
- COMM 586: Processes of Group Communication (3)
- COMM 590: Intercultural Communication (New Course) (3)

Free Elective (Required: 3 hours)

- HCA 540: Health Care Organization and Management (3)
- HCA 541: Strategic Management and Marketing of Health Services (3)
- PH 548: Community Health Organizations (3)
- PH 564: Public Health Issues in Women’s Health (3)
- PH 587: Health Behavior (3)
- GERO 501: Perspectives in Aging (3)

- 5. **Budget implications:** Current staffing is adequate. However, if the program grows as we hope, the department might need to request additional faculty lines.

- 6. **Proposed term for implementation:** Fall 2014

- 7. **Dates of prior committee approvals:**

Department of Communication	February 13, 2014
PCAL Curriculum Committee	March 6, 2014
Contact with Office of Academic Affairs	February 13, 2014
Graduate Council	April 10, 2014
University Senate	May 15, 2014
Board of Regents	

**UNDERGRADUATE CERTIFICATE
FOOD SCIENCE**

REQUEST:

Approval of a new Undergraduate Certificate in Food Science through the Ogden College of Science & Engineering.

FACTS:

The Food Industry is a growing economic sector in Kentucky, particularly in south-central Kentucky; employment for food scientists is projected to grow 11 percent from 2012 to 2022. According to the 2013 Institute for Food Technologists Employment & Salary Survey, the median salary for U.S. members of the Institute of Food Technologists was \$90,000. Potential employers in Kentucky include Unilever, Smucker's, Purdue Farms Inc., Tyson Inc., and Bel Brands. This proposed certificate program is the first step in an interdisciplinary curricular effort in Ogden College to build student interest and infrastructure in Food Science that will lead to a minor and a major in Food Science.

In 2012, a recognized food cluster in Ogden College was established by hiring several new faculty members in Agriculture, Biology, and Chemistry to supplement existing expertise in food science and processing in the Department of Agriculture and the Department of Architecture & Manufacturing Sciences. These faculty members will deliver the proposed program. The objectives of the certificate program are to provide students with a background in biology, chemistry, agriculture, nutrition and/or dietetics, with enhanced credentials related to food science, in order to assist them to gain employment and advancement in the food industry. The certificate requires 12 semester hours with 6 hours (BIOL 336: Food Microbiology, and CHEM 306: Food Chemistry) required, and 6 hours of elective courses from the following list of courses: AGECE 360, AGECE 468, AGRI 101, AGRI 315, AGRI 493, AGRO 110, AGRO 311, AGRO 320, AMS 301, AMS 303, AMS 352, AMS 381, ANSC 140, ANSC 141, ANSC 340, BIOL 470, HMD 151, HMD 152, HMD 211, HMD 251. Other courses may be approved by the advisor.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Implementation will be Fall 2014. These courses will be offered annually as part of the regular faculty schedule. No additional resources are required.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Undergraduate Certificate in Food Science.

MOTION:

Approval to establish an Undergraduate Certificate in Food Science.

**Ogden College of Science & Engineering
Proposal to Create a New Certificate Program**

Contact Person: Ken Crawford, kenneth.crawford@wku.edu, 745-4449

1. Identification of program:

- 1.1 Program title: Food Science Certificate
- 1.2 Required hours in program: 12
- 1.3 Special information: Interdisciplinary program, resides in the office of the Dean of Ogden College
- 1.4 Catalog description: The certificate in Food Science (reference number xxxx) is designed for a student seeking a career in the food industry. The certificate requires 12 semester hours with 6 hours required as BIOL 336 and CHEM 306 and 6 hours of elective courses from the following list of courses: AGEC 360, AGEC 468, AGRI 101, AGRI 315, AGRI 493, AGRO 110, AGRO 311, AGRO 320, AMS 301, AMS 303, AMS 352, AMS 381, ANSC 140, ANSC 141, ANSC 340, BIOL 470, HMD 151, HMD 152, HMD 211, HMD 251, or a course approved by the advisor.

2. Objectives of the proposed certificate program: The objectives of the certificate program are to provide students with a background in biology, chemistry, agriculture, nutrition or dietetics with enhanced credentials related to food science in order to assist them to gain employment and advancement in the food industry.

3. Rationale:

- 3.1 Reason for developing the proposed certificate program: In 2012, a recognized food cluster in Ogden College was established by hiring new faculty members in Agriculture, Biology, and Chemistry in 2012 to supplement existing expertise in food science and processing in the Departments of Agriculture and Architecture and Manufacturing Science. The Food Industry is a growing economic sector in Kentucky, particularly in south-central Kentucky. This proposed certificate program is the first step in an interdisciplinary curricular effort in Ogden College to build student interest and infrastructure in Food Science that will lead to a minor and a major in Food Science.
- 3.2 Relationship of the proposed certificate program to other programs now offered by the department: Food Processing and Technology
- 3.3 Relationship of the proposed certificate program to certificate programs offered in other departments: None
- 3.4 Projected enrollment in the proposed certificate program: 5-10
- 3.5 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions): There are no Food Science certificate programs at any of the other seven public universities in Kentucky, or at WKU's 18 benchmarks. The University of Kentucky has a Food Science major and a minor. No other Kentucky schools have such a program. MTSU

has a Food Science major and minor and is the only benchmark to have a Food Science Program.

- 3.6 Relationship of the proposed certificate program to the university mission and objectives: The proposed food science certificate serves the university mission and objectives and prepares graduates to be “productive, engaged, and socially responsible” by encouraging students to think critically across traditional scientific disciplines and to consider the ethics and socioeconomic inequalities of a safe and nutritious source of food. The food science program has a core focus on enhancing students’ understanding of food production, food processing, food safety as well as the technical and analytical skills that are integral to providing innovative solutions to problems providing safe and nutritious food to the world’s growing population. The certificate program will help prepare students for employment in a wide variety of food related fields within the Commonwealth at the local and state levels, as well as the federal and international level within food production/ processing, governmental regulatory agencies, research institutions and non-profit agencies.

- 4. **Curriculum:** The certificate requires 12 semester hours with 6 hours required BIOL 336 (Food Microbiology), and CHEM 307 (Food Chemistry) and 6 hours of elective courses from the following list of courses: AGECE 360, AGECE 468, AGRI 101, AGRI 315, AGRI 493, AGRO 110, AGRO 311, AGRO 320, AMS 301, AMS 303, AMS 352, AMS 381, ANSC 140, ANSC 141, ANSC 340, BIOL 470, HMD 151, HMD 152, HMD 211, HMD 251, or a course approved by the advisor.

- 5. **Budget implications:** With the establishment of a recognized food cluster in Ogden College by hiring new faculty members in Agriculture, Biology, and Chemistry in 2012 as well as existing expertise in Agriculture and Architecture and Manufacturing Science, all required faculty expertise is currently available. Moreover, it was expected that the faculty in the food cluster would create courses in Food Chemistry and Food Microbiology to support student interest in Food Science. These courses are also electives in Chemistry and Biology and will serve as entry points for the Food Certificate. These courses will be offered annually as part of the regular faculty schedule. No additional resources are required.

- 6. **Proposed term for implementation:** Spring 2014

- 7. **Dates of prior committee approvals:**

Ogden College Curriculum Committee	February 6, 2014
Undergraduate Curriculum Committee	February 27, 2014
University Senate	March 20, 2014

**UNDERGRADUATE CERTIFICATE
INTERACTIVE TRAINING DESIGN**

REQUEST:

Approval of a new Undergraduate Certificate in Interactive Training Design through the School of Teacher Education in the College of Education & Behavioral Sciences.

FACTS:

According to the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2013-14 Edition (<http://www.bls.gov/ooh/>), "Employment of instructional coordinators is expected to be 13% more than other occupations through the year 2022." The Occupational Outlook Handbook provides additional indications of educational program need in the area of Training Development Specialists.

The Instructional Design process involves analyzing learning and performance needs and designing, developing, implementing, evaluating, and managing instructional and non-instructional solutions to improve performance in various settings. This is a skill needed in any topic, discipline, or workplace setting: every business, government agency, nonprofit organization, industry, or educational institution offers some form of training for its employees.

David Merrill, a leader in the field of Instructional Design, indicates that many Instructional Design programs are moving to the undergraduate level for training design skills, reserving the graduate programs for managerial training.

The 12 credit hour Interactive Training Design Certificate prepares students to develop training modules or activities, deliver that training, and evaluate the training, preparing students to become practitioners in training development. The certificate requirements include 3 credit hour courses in the following: Introduction to Instructional Design; Analysis and Design of Training Materials; Development and Evaluation of Training Materials; and Interactive Multimedia for Training.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Implementation will be Fall 2014. Current Instructional Design faculty members are available to teach these courses. Two additional instructors are available if program growth necessitates their assignment.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Undergraduate Certificate in Interactive Training Design.

MOTION:

Approval to establish an Undergraduate Certificate in Interactive Training Design.

**College of Education and Behavioral Sciences
School of Teacher Education
Proposal to Create a New Certificate Program
(Action Item)**

Contact Person: Xiaoxia “Silvie” Huang, xiaoxia.huang@wku.edu, 270-745-4322

1. Identification of program:

- 1.1 Program title: Interactive Training Design
- 1.2 Required hours in program: 12 semester hours
- 1.3 Special information: This certificate would benefit any students interested in developing interactive training for almost any subject or topic.
- 1.4 Catalog description:

The most current program information may be found at www.wku.edu/ste.

The Instructional Design process involves analyzing learning and performance needs and designing, developing, implementing, evaluating, and managing instructional and non-instructional solutions to improve performance in various settings. This 12-hour Interactive Training Design Certificate program will prepare students to analyze learners, learning contexts and skills, and design learning activities. Students will learn to evaluate those learning activities and to revise training activities. Students will develop skills to develop multimedia training modules.

The Interactive Training Design Certificate program prepares and equips practitioners and students in training development. This is a skill needed in any topic, discipline, or workplace setting. Every business, government agency, nonprofit organization, industry, or educational institution offers training for its employees. This program prepares students to develop those training modules or activities, deliver that training, and evaluate the training. Examples encompass print and electronic elements that may include instructional videos, online instructional activities, user manuals for instructors, instruction manuals for commercial products, teaching manuals, professional development curricula, multi-media instructional units, training packs for trainers, instructional modules for vocational/technical courses, instructional modules for classroom instruction, and teaching and training aids in print or electronic formats. These skills make students more employable after completion of this program.

Students who successfully complete the Interactive Training Design Certificate program will possess the following competencies and learning outcomes:

- Identify the steps, subordinate skills and entry behaviors and knowledge required to accomplish an instructional goal and correlated performance objectives.
- Produce an Instructional System Design process that is tailored to the education and training requirements of a specific organization or problem.

- Design a training module for a specific organization or problem to include context and learner analysis, write objectives and test items, prepare instructional strategies, and revise training module based on subject-matter expert feedback.
- Apply principles and strategies of multimedia design, interface design, and visual design to evaluating existing and creating new multimedia products in an instructional design setting
- Design, develop and evaluate a multimedia module using appropriate software applications in training settings

Admission Requirements:

Minimum requirements for acceptance into the Interactive Training Design Certificate program are:

- High School Diploma or Equivalent
- Application and Fee: Students seeking a certificate program must submit an online application with Undergraduate Admissions. The completed form must be submitted along with a one-time application fee of \$40.00 (non-refundable).
- Transcript Record: Graduates/Transfers of accredited institutions other than WKU must submit an official transcript from that institution.

Certificate Requirements:

- ID 460 Introduction to Instructional Design, 3 credit hours
- ID 465 Analysis and Design of Training Materials, 3 credit hours
- ID 470 Development and Evaluation of Training Materials, 3 credit hours
- ID 475 Interactive Multimedia for Training, 3 credit hours

1.5 Classification of Instructional Program Code (CIP): 13.0501 Educational/Instructional Technology

2. Learning outcomes of the proposed certificate program:

Students who successfully complete the Interactive Training Design Certificate program will possess the following competencies and learning outcomes:

- Identify the steps, subordinate skills and entry behaviors and knowledge required to accomplish an instructional goal and correlated performance objectives.
- Produce an Instructional System Design process that is tailored to the education and training requirements of a specific organization or problem.
- Design a training module for a specific organization or problem to include context and learner analysis, write objectives and test items, prepare instructional strategies, and revise training module based on subject-matter expert feedback.
- Apply principles and strategies of multimedia design, interface design, and visual design to evaluating existing and creating new multimedia products in an instructional design setting
- Design, develop and evaluate a multimedia module using appropriate software applications in training settings

3. Rationale:

3.1 Reason for developing the proposed certificate program:

In support of the WKU mission of valuing lifelong learning and providing opportunities for students to be productive and engaged leaders in a global society, and to support the initiation of the Council on Postsecondary Education to develop a college educated and highly skilled work force by 2020, the proposed Interactive Training Design certificate

program is designed to prepare students to analyze learners, learning contexts and skills, and design learning activities. Then students will learn to evaluate those learning activities and to revise training activities. Student will develop skills to develop multimedia training modules. The skills from this program can enhance the skill set of students from almost any undergraduate major. All disciplines and employment businesses or agencies provide training for their employees. Students who complete this certificate program will have the skill set to develop training modules.

According to the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2013-14 Edition (<http://www.bls.gov/ooh/>), "Employment of instructional coordinators is expected to be 13% more than other occupations through the year 2022." The Occupational Outlook Handbook provides further indications of educational program need in the area of Training Development Specialists. The median annual earnings of instructional coordinators in 2012 were \$60,050. (U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2013-14 Edition (<http://www.bls.gov/ooh/>)).

According to David Merrill (2013), a leader in the field of Instructional Design, many of the Instructional Design programs are moving to the undergraduate level for the training design skills and reserving the graduate programs for managerial training. We are proposing to "get our feet wet" with this national movement by offering these skills at the undergraduate level to WKU students from any major.

- 3.2 Relationship of the proposed certificate program to other programs now offered by the department:
The School of Teacher Education does not offer any undergraduate certificates related to Instructional Design. There is an Instructional Design Master of Science degree that offers more skills than the proposed undergraduate certificate program. There are many undergraduate teacher education programs that prepare students to earn a teaching certificate while the proposed Interactive Training Design certificate prepares students to design training for any workplace setting, mostly outside of public school education.
- 3.3 Relationship of the proposed certificate program to certificate programs offered in other departments:
Undergraduate certificate programs offered at WKU include Canadian Studies, Computer Literacy, Cross Cultural Communication in Health Care, Family Home Visiting, Leadership, Occupational Health and Safety, Worksite Health Promotion, and Long-term Care Administration. None of the curriculum of these certificate programs is related to the proposed Interactive Training Design certificate program.
- 3.4 Projected enrollment in the proposed certificate program:
Initial enrollment will be low over the first two years, but should increase to 15 to 20 students and rise beyond that in the following years. Since the program does not require prerequisites, course enrollment may be expected to attract students from WKU and from the business and industry community who are not degree seeking but have need to learn training and development skills.
As we have marketed the Master of Science degree in Instructional Design, many business employers have told us that they would like a similar undergraduate program since some of their employees, who could benefit from such a program, do not have bachelor's degrees.

3.5 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):
 James Madison University offers the Educational Media minor that focuses on the design of information, instruction and media. However, this program does not equip students with instructional design skills. Bowling Green State University offers the online Bachelor of Science degree completion program in Learning Design and Technology. The program emphasizes theory and communication skills, new technology systems and management. However, it does not focus on the core ID processes like analysis, design, development, and evaluation of instructional materials. Western Illinois University offers Bachelor of Science in Instructional Design and Technology and minors (each 21 credit hours) in Web design, Digital Media, and Photographic Media. The proposed undergraduate ID certificate does not concern web or media development. Rather, it covers the essential ID competencies that undergraduate students can apply for training development in their workplace. University of Southern Mississippi offers a Bachelor of Science in Instructional technology and Design. The learning outcomes of the proposed undergraduate ID certificate represent a subset of the large set of skills taught in the University of Southern Mississippi.

3.6 Relationship of the proposed certificate program to the university mission and objectives:
 In support of the WKU mission of valuing lifelong learning and providing opportunities for students to be productive and engaged leaders in a global society, and to support the initiative of the Council on Postsecondary Education to develop a college educated and highly skilled work force by 2020, the proposed certificate program will offer valuable employment skills in developing training modules or activities. Any business or workplace must train its employees; therefore, these skills will make our graduates more employable upon graduation.

Instructional Design is a valued skill in international businesses because ID programs in the United States are known to empower students with more than just technology skills. Our WKU students who complete this certificate will possess skills in the full systematic instructional design process. As “A Leading American University with International Reach”, WKU graduates will be better equipped to take advantage of international internships and employment opportunities.

4. **Curriculum:** Certificate Requirements:

- ID 460 Introduction to Instructional Design, 3 credit hours
- ID 465 Analysis and Design of Training Materials, 3 credit hours
- ID 470 Development and Evaluation of Training Materials, 3 credit hours
- ID 475 Interactive Multimedia for Training, 3 credit hours

5. **Budget implications:** The two full-time Instructional Design faculty members will teach these courses. Two other qualified part-time instructors have been identified who could also teach courses if needed.

6. **Proposed term for implementation:** Fall 2014

7. **Dates of prior committee approvals:**

School of Teacher Education	February 14, 2014
CEBS Curriculum Committee	March 6, 2014
Undergraduate Curriculum Committee	March 27, 2014
University Senate	April 17, 2014
Board of Regents	

**UNDERGRADUATE CERTIFICATE
AUTOMATION**

REQUEST:

Approval of a new Undergraduate Certificate in Automation through the Architectural & Manufacturing Sciences Department in the Ogden College of Science & Engineering.

FACTS:

In June 2013 the Bowling Green Chamber of Commerce received “An Urgent Call to Action” report on the shortfall of talent pool needed in the region to meet the needs of manufacturing job openings. This reported showed that in by 2016 existing companies will need approximately 4,500 employees; by 2020 this number grows to 9,000.

This report showed that among manufacturers in south central Kentucky

- 88% report limited access to skilled workers as a barrier to expansion
- 74% are concerned about maintaining a skilled and motivated workforce
- 67% can’t find skilled candidates for critical positions
- 63% worry about the employability and work ethic skills of available candidates.

This certificate program is part of a stackable set of four certificates that would allow students quick access to technical skills to meet the growing need of a technically competent workforce in the region. This is a direct answer to several of the recommendations made in this report.

The Automation Certificate will provide an understanding of the skills of direction, definition, design, development/application, deployment, documentation, and support of systems, software, and equipment used in control systems, manufacturing information systems, systems integration, and operational consulting as they apply to automation professionals. The certificate requires 12 credit hours as described below:

Course	Course Content	Credits
AMS 328	Robotics and Machine Vision	3
AMS 343 OR (AMS 343-M1, AMS 343-M2, and AMS 343-M3)	Automated Systems	3
AMS 370 OR (AMS 370-M1, AMS 370-M2, and AMS 370-M3)	Computer Numeric Control	3
Elective	Options listed in proposal	3

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Implementation will be Fall 2014. Current faculty strength is sufficient to offer the program for the foreseeable future.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Undergraduate Certificate in Automation.

MOTION:

Approval to establish an Undergraduate Certificate in Automation.

**Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Create a New Certificate Program**

Contact Person: Bryan Reaka bryan.reaka@wku.edu 270-745-7032

1. Identification of program:

- 1.1 Program title: Automation Certificate
- 1.2 Required hours in program: 12
- 1.3 Special information: Automatic control is the use of various control systems for operating equipment such as machinery, processes in factories, boilers and heat treating ovens, switching in telephone networks, steering and stabilization of ships, aircraft and other applications with minimal or reduced human intervention.
- 1.4 Catalog description: Provide an understanding of the skills of direction, definition, design, development/application, deployment, documentation, and support of systems, software, and equipment used in control systems, manufacturing information systems, systems integration, and operational consulting as they apply to automation professionals.
- 1.5 Classification of Instructional Program Code (CIP): 15.0613

2. Objectives of the proposed certificate program:

Employers: Manufacturers in South Central Kentucky can find the workers they need to prosper, grow, and remain competitive in the global marketplace.

Individuals: Workers in the region have the knowledge and skills required to be productive in the manufacturing jobs of today, but also the critical thinking and innovation skills to advance in the manufacturing careers of tomorrow.

Systems/Accountability: Education and workforce systems are aligned with employer requirements and make both efficient and effective use of resources to achieve improved outcomes for both manufacturers and workers.

Communications: Enhanced communication efforts raise awareness of the value of manufacturing in the region and promote its high-wage career opportunities to potential workers.

3. Rationale:

- 3.1 Reason for developing the proposed certificate program: To support the Chamber of Commerce's Urgent Call to Action to Support Manufacturing by developing a collaborative action plan, driven by regional manufacturers, with strategies that align education and training provider outputs with employer needs.
- 3.2 Relationship of the proposed certificate program to other programs now offered by the department: This is a portion of classes you would take for a degree option concentrating in the automation area to help student gain knowledge to fill the needs of employers.
- 3.3 Relationship of the proposed certificate program to certificate programs offered in other departments: There are no other certificate programs in any other departments dealing with the manufacturing field.
- 3.4 Projected enrollment in the proposed certificate program: 12-15 a semester
- 3.5 Similar certificate programs offered elsewhere in Kentucky and in other states

(including programs at benchmark institutions): None

3.6 Relationship of the proposed certificate program to the university mission and objectives: The certificate program is consistent with WKU mission and objectives by creating new programs and strengthening its curriculum to improve the quality of life and economic well-being of the citizens of Kentucky.

4. Curriculum:

Required (9 hours)

Course	Course Content	Credits
AMS 328	Robotics and Machine Vision	3
AMS 343 OR (AMS 343-M1, AMS 343-M2, and AMS 343-M3)	Automated Systems	3
AMS 370 OR (AMS 370-M1, AMS 370-M2, and AMS 370-M3)	Computer Numeric Control	3

Elective (3 hours)

Course	Course Content	Credits
AMS 301	Intro to Food Science and Technology	3
AMS 342 OR (AMS 342-M1, AMS 342-M2, and AMS 343-M3)	Manufacturing Operations	3
AMS 352 OR (AMS 352-M1, AMS 352-M2, and AMS 352-M3)	Food Processing: Unit Operations	3
AMS 356 OR (AMS 356-M1, AMS 356-M2, and AMS 356-M3)	Systems Design and Operation	3
AMS 394 OR (AMS 394-M1, AMS 394-M2 and AMS 394-M3)	Lean Manufacturing	3
AMS 396 OR (AMS 396-M1, AMS 396-M2, and AMS 396-M3)	Intro to Supply Chain Management	3

5. Budget implications:

Proposed method of staffing: Current faculty

Special equipment needed: None

Expendable materials needed: None

Laboratory materials needed: None

6. Proposed term for implementation: Fall 2014

7. Dates of prior committee approvals:

Architectural and Manufacturing Sciences	February 7, 2014
OCSE Curriculum Committee	March 6, 2014
Undergraduate Curriculum Committee	March 27, 2014
University Senate	April 17, 2014

**UNDERGRADUATE CERTIFICATE
MANUFACTURING AND LOGISTICS**

REQUEST:

Approval of a new Undergraduate Certificate in Manufacturing and Logistics through the Architectural & Manufacturing Sciences Department in the Ogden College of Science & Engineering.

FACTS:

In June 2013 the Bowling Green Chamber of Commerce received “An Urgent Call to Action” report on the shortfall of talent pool needed in the region to meet the needs of manufacturing job openings. This reported showed that in by 2016 existing companies will need approximately 4,500 employees; by 2020 this number grows to 9,000.

This report showed that among manufacturers in south central Kentucky

- 88% report limited access to skilled workers as a barrier to expansion
- 74% are concerned about maintaining a skilled and motivated workforce
- 67% can’t find skilled candidates for critical positions
- 63% worry about the employability and work ethic skills of available candidates.

The Manufacturing and Logistics Certificate will provide an understanding of the relationships between the process and product requirements of a manufacturing activity in order to analyze, design, and develop the concepts needed to put together integrated systems. The focus is on distribution, warehousing and material handling. The certificate requires 12 credit hours as described below:

Course	Course Content	Credits
AMS 356 OR (AMS 356-M1, AMS 356-M2, and AMS 356-M3)	Systems Design and Operation	3
AMS 394 OR (AMS 394-M1, AMS 394-M2, and AMS 394-M3)	Lean Manufacturing	3
AMS 396 OR (AMS 396-M1, AMS 396-M2, and AMS 396-M3)	Intro to Supply Chain Management	3
Elective	Options listed in proposal	3

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Implementation will be Fall 2014. Current faculty strength is sufficient to offer the program for the foreseeable future.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Undergraduate Certificate in Manufacturing and Logistics.

MOTION:

Approval to establish an Undergraduate Certificate in Manufacturing and Logistics.

**Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Create a New Certificate Program**

Contact Person: Bryan Reaka bryan.reaka@wku.edu 270-745-7032

1. Identification of program:

- 1.1 Program title: Manufacturing and Logistics Certificate
- 1.2 Required hours in program: 12
- 1.3 Special information: This program prepares individuals to apply basic manufacturing and material handling skills in support of industrial operations.
- 1.4 Catalog description: Provide an understanding of the relationships between the process and product requirements of a manufacturing activity in order to analyze, design, and develop the concepts needed to put together integrated systems. The focus is on distribution, warehousing and material handling.
- 1.5 Classification of Instructional Program Code (CIP): 15.0613

2. Objectives of the proposed certificate program:

Employers: Manufacturers in South Central Kentucky can find the workers they need to prosper, grow, and remain competitive in the global marketplace.

Individuals: Workers in the region have the knowledge and skills required to be productive in the manufacturing jobs of today, but also the critical thinking and innovation skills to advance in the manufacturing careers of tomorrow.

Systems/Accountability: Education and workforce systems are aligned with employer requirements and make both efficient and effective use of resources to achieve improved outcomes for both manufacturers and workers.

Communications: Enhanced communication efforts raise awareness of the value of manufacturing in the region and promote its high-wage career opportunities to potential workers.

3. Rationale:

- 3.1 Reason for developing the proposed certificate program: To support the Chamber of Commerce's Urgent Call to Action to Support Manufacturing by developing a collaborative action plan, driven by regional manufacturers, with strategies that align education and training provider outputs with employer needs.
- 3.2 Relationship of the proposed certificate program to other programs now offered by the department: This is a portion of classes you would take for a degree option concentrating in the manufacturing and logistics area to help student gain knowledge to fill the needs of employers.
- 3.3 Relationship of the proposed certificate program to certificate programs offered in other departments: There are no other certificate programs in any other departments dealing with the manufacturing field.
- 3.4 Projected enrollment in the proposed certificate program: 12-15 a semester
- 3.5 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions): None
- 3.6 Relationship of the proposed certificate program to the university mission and objectives: The certificate program is consistent with WKU mission and objectives

by creating new programs and strengthening its curriculum to improve the quality of life and economic well-being of the citizens of Kentucky.

4. Curriculum:

Required (9 hours)

Course	Course Content	Credits
AMS 356 OR (AMS 356-M1, AMS 356-M2, and AMS 356-M3)	Systems Design and Operation	3
AMS 394 OR (AMS 394-M1, AMS 394-M2, and AMS 394-M3)	Lean Manufacturing	3
AMS 396 OR (AMS 396-M1, AMS 396-M2, and AMS 396-M3)	Intro to Supply Chain Management	3

Elective (3 hours)

Course	Course Content	Credits
AMS 163/205 OR (AMS 205-M1, AMS 205-M2, and AMS 205-M3)	Architectural Drafting/CADD Manufact	3
AMS 301	Intro to Food science and Technology	3
AMS 310 OR (AMS 310-M1, AMS 310-M2, and AMS 310-M3)	Work Design/Ergonomics	3
AMS 342 OR (AMS 342-M1, AMS 342-M2, and AMS 342-M3)	Manufacturing Operations	3
AMS 352 OR (AMS 352-M1, AMS 352-M2, and AMS 352-M3)	Food Processing: Unit Operations	3
AMS 371 OR (AMS 371-M1, AMS 371-M2, and AMS 371-M3)	Quality Assurance	3
AMS 390 OR (AMS 390-M1, AMS 390-M2, and AMS 390-M3)	Project Management	3
AMS 430 OR (AMS 430-M1, AMS 430-M2, and AMS 430-M3)	Technology Mgt/Sup/Team Bldg	3

5. Budget implications:

- Proposed method of staffing: Current faculty
- Special equipment needed: None
- Expendable materials needed: None
- Laboratory materials needed: None

6. Proposed term for implementation: Fall 2014

7. Dates of prior committee approvals:

Architectural and Manufacturing Sciences	February 7, 2014
OCSE Curriculum Committee	March 6, 2014
Undergraduate Curriculum Committee	March 27, 2014
University Senate	April 17, 2014

**UNDERGRADUATE CERTIFICATE
MANUFACTURING PROCESSING AND TECHNOLOGY**

REQUEST: Approval of a new Undergraduate Certificate in Manufacturing Processing and Technology through the Architectural & Manufacturing Sciences Department in the Ogden College of Science & Engineering.

FACTS:

In June 2013 the Bowling Green Chamber of Commerce received “An Urgent Call to Action” report on the shortfall of talent pool needed in the region to meet the needs of manufacturing job openings. This reported showed that in by 2016 existing companies will need approximately 4,500 employees; by 2020 this number grows to 9,000.

This report showed that among manufacturers in south central Kentucky

- 88% report limited access to skilled workers as a barrier to expansion
- 74% are concerned about maintaining a skilled and motivated workforce
- 67% can’t find skilled candidates for critical positions
- 63% worry about the employability and work ethic skills of available candidates.

This certificate program is part of a stackable set of four certificates that would allow students quick access to technical skills to meet the growing need of a technically competent workforce in the region. This is a direct answer to several of the recommendations made in this report.

The Manufacturing Processing and Technology certificate focuses on the requirements and selection criteria for the integration of technology into simple and complex industrial activities. The certificate requires 12 credit hours as described below:

Course	Course Content	Credits
AMS 342 OR (AMS 342-M1, AMS 342-M2, and AMS 342-M3)	Manufacturing Operations	3
AMS 371OR (AMS 371-M1, AMS 371-M2, and AMS 371-M3)	Quality Assurance	3
AMS 396 OR (AMS 396-M1, AMS 396-M2, and AMS 396-M3)	Intro to Supply Chain Management	3
Elective	Options listed in proposal	3

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE: Implementation will be Fall 2014. Current faculty strength is sufficient to offer the program for the foreseeable future.

RECOMMENDATION: President Gary A. Ransdell recommends approval of the Undergraduate Certificate in Manufacturing Processing and Technology.

MOTION:

Approval to establish an Undergraduate Certificate in Manufacturing Processing and Technology.

**Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Create a New Certificate Program**

Contact Person: Bryan Reaka bryan.reaka@wku.edu 270-745-7032

1. Identification of program:

- 1.1 Program title: Manufacturing Processing and Technology Certificate
- 1.2 Required hours in program: 12
- 1.3 Special information: This program prepares individuals to apply basic manufacturing processing and technology skills in support of industrial operations.
- 1.4 Catalog description: Focusing on the requirements and selection criteria for the integration of technology into simple and complex industrial activities.
- 1.5 Classification of Instructional Program Code (CIP): 15.0613

2. Objectives of the proposed certificate program:

Employers: Manufacturers in South Central Kentucky can find the workers they need to prosper, grow, and remain competitive in the global marketplace.

Individuals: Workers in the region have the knowledge and skills required to be productive in the manufacturing jobs of today, but also the critical thinking and innovation skills to advance in the manufacturing careers of tomorrow.

Systems/Accountability: Education and workforce systems are aligned with employer requirements and make both efficient and effective use of resources to achieve improved outcomes for both manufacturers and workers.

Communications: Enhanced communication efforts raise awareness of the value of manufacturing in the region and promote its high-wage career opportunities to potential workers.

3. Rationale:

- 3.1 Reason for developing the proposed certificate program: To support the Chamber of Commerce's Urgent Call to Action to Support Manufacturing by developing a collaborative action plan, driven by regional manufacturers, with strategies that align education and training provider outputs with employer needs.
- 3.2 Relationship of the proposed certificate program to other programs now offered by the department: This is a portion of classes you would take for a degree option concentrating in the manufacturing processing and technology area to help student gain knowledge to fill the needs of employers.
- 3.3 Relationship of the proposed certificate program to certificate programs offered in other departments: There are no other certificate programs in any other departments dealing with the manufacturing field.
- 3.4 Projected enrollment in the proposed certificate program: 12-15 a semester
- 3.5 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions): None
- 3.6 Relationship of the proposed certificate program to the university mission and objectives: The certificate program is consistent with WKU mission and objectives by creating new programs and strengthening its curriculum to improve the quality of life and economic well-being of the citizens of Kentucky.

4. **Curriculum:**
Required (9 hours)

Course	Course Content	Credits
AMS 342 OR (AMS 342-M1, AMS 342-M2, and AMS 342-M3)	Manufacturing Operations	3
AMS 371OR (AMS 371-M1, AMS 371-M2, and AMS 371-M3)	Quality Assurance	3
AMS 396 OR (AMS 396-M1, AMS 396-M2, and AMS 396-M3)	Intro to Supply Chain Management	3

Elective (3 hours)

Course	Course Content	Credits
AMS 217 OR (AMS 217-M1, AMS 217-M2, and AMS 217-M3)	Industrial Materials	3
AMS 227 OR (AMS 227-M1, AMS 227-M2, and AMS 227-M3)	Manufacturing Methods	3
AMS 271	Industrial Statistics	3
AMS 301	Intro to Food Science and Technology	3
AMS 343 OR (AMS 343-M1, AMS 343-M2, and AMS 343-M3)	Automated Systems	3
AMS 352 OR (AMS 352-M1, AMS 352-M2, and AMS 352-M3)	Food Processing: Unit Operations	3
AMS 356 OR (AMS 356-M1, AMS 356-M2, and AMS 356-M3)	Systems Design and Operation	3
AMS 370 OR (AMS 370-M1, AMS 370-M2, and AMS 370-M3)	Computer Numeric Control	3
AGMC 371/372	Agricultural Mechanics/ Lab	2/1

5. **Budget implications:**
 Proposed method of staffing: Current faculty
 Special equipment needed: None
 Expendable materials needed: None
 Laboratory materials needed: None

6. **Proposed term for implementation: Fall 2014**

7. **Dates of prior committee approvals:**

Architectural and Manufacturing Sciences	February 7, 2014
OCSE Curriculum Committee	March 6, 2014
Undergraduate Curriculum Committee	March 27, 2014
University Senate	April 17, 2014

**UNDERGRADUATE CERTIFICATE
SIX SIGMA AND QUALITY**

REQUEST:

Approval of a new Undergraduate Certificate in Six Sigma and Quality through the Architectural & Manufacturing Sciences Department in the Ogden College of Science & Engineering.

FACTS:

In June 2013 the Bowling Green Chamber of Commerce received “An Urgent Call to Action” report on the shortfall of talent pool needed in the region to meet the needs of manufacturing job openings. This reported showed that in by 2016 existing companies will need approximately 4,500 employees; by 2020 this number grows to 9,000.

This report showed that among manufacturers in south central Kentucky

- 88% report limited access to skilled workers as a barrier to expansion
- 74% are concerned about maintaining a skilled and motivated workforce
- 67% can’t find skilled candidates for critical positions
- 63% worry about the employability and work ethic skills of available candidates.

This certificate program is part of a stackable set of four certificates that would allow students quick access to technical skills to meet the growing need of a technically competent workforce in the region. This is a direct answer to several of recommendations made in this report.

The Six Sigma and Quality certificate covers concepts, principles, and skills related to six sigma, lean, and quality assurance. The certificate requires 12 credit hours as described below:

Course	Course Content	Credits
AMS 271	Industrial Statistics	3
AMS 371OR (AMS 371-M1, AMS 371-M2, and AMS 371-M3)	Quality Assurance	3
AMS 394 OR (AMS 394-M1, AMS 394-M2, and AMS 394-M3)	Lean Manufacturing	3
Elective	Options listed in proposal	3

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Implementation will be Fall 2014. Current faculty strength is sufficient to offer the program for the foreseeable future.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Undergraduate Certificate in Six Sigma and Quality.

MOTION:

Approval to establish an Undergraduate Certificate in Six Sigma and Quality.

**Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Create a New Certificate Program**

Contact Person: Bryan Reaka bryan.reaka@wku.edu 270-745-7032

1. Identification of program:

- 1.1 Program title: Six Sigma and Quality Certificate
- 1.2 Required hours in program: 12
- 1.3 Special information: Industry offers substantial compensation to certified professionals. This holds true particularly for six sigma belts and lean certificate holders. Six sigma and lean principles have been applied successfully in business, engineering, health services, sciences, government, education, and media.
- 1.4 Catalog description: Covers concepts, principles, and skills related to six sigma, lean, and quality assurance.
- 1.5 Classification of Instructional Program Code (CIP): 15.0613

2. Objectives of the proposed certificate program:

Employers: Manufacturers in South Central Kentucky can find the workers they need to prosper, grow, and remain competitive in the global marketplace.

Individuals: Workers in the region have the knowledge and skills required to be productive in the manufacturing jobs of today, but also the critical thinking and innovation skills to advance in the manufacturing careers of tomorrow.

Systems/Accountability: Education and workforce systems are aligned with employer requirements and make both efficient and effective use of resources to achieve improved outcomes for both manufacturers and workers.

Communications: Enhanced communication efforts raise awareness of the value of manufacturing in the region and promote its high-wage career opportunities to potential workers.

3. Rationale:

- 3.1 Reason for developing the proposed certificate program: To support the Chamber of Commerce's Urgent Call to Action to Support Manufacturing by developing a collaborative action plan, driven by regional manufacturers, with strategies that align education and training provider outputs with employer needs.
- 3.2 Relationship of the proposed certificate program to other programs now offered by the department: This is a portion of classes you would take for a degree option concentrating in the six sigma and quality area to help student gain knowledge to fill the needs of employers.
- 3.3 Relationship of the proposed certificate program to certificate programs offered in other departments: There are no other certificate programs in any other departments dealing with the manufacturing field.
- 3.4 Projected enrollment in the proposed certificate program: 12-15 a semester
- 3.5 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions): None
- 3.6 Relationship of the proposed certificate program to the university mission and objectives: The certificate program is consistent with WKU mission and objectives by

creating new programs and strengthening its curriculum to improve the quality of life and economic well-being of the citizens of Kentucky.

4. Curriculum:

Required (9 hours)

Course	Course Content	Credits
AMS 271	Industrial Statistics	3
AMS 371OR (AMS 371-M1, AMS 371-M2, and AMS 371-M3)	Quality Assurance	3
AMS 394 OR (AMS 394-M1, AMS 394-M2, and AMS 394-M3)	Lean Manufacturing	3

Elective (3 hours)

Course	Course Content	Credits
AMS 227 OR (AMS 227-M1, AMS 227-M2, and AMS 227-M3)	Manufacturing Methods	3
AMS 310 OR (AMS 310-M1, AMS 310-M2, and AMS 310-M3)	Work Design/Ergonomics	3
AMS 342 OR (AMS 342-M1, AMS 342-M2, and AMS 342-M3)	Manufacturing Operations	3
AMS 352 OR (AMS 352-M1, AMS 352-M2, and AMS 352-M3)	Food Processing: Unit Operations	3
AMS 356 OR (AMS 356-M1, AMS 356-M2, and AMS 356-M3)	Systems Design and Operation	3
AMS 390 OR (AMS 390-M1, AMS 390-M2, and AMS 390-M3)	Project Management	3
AMS 396 OR (AMS 396-M1, AMS 396-M2, and AMS 396-M3)	Intro to Supply Chain Management	3
AMS 430 OR (AMS 430-M1, AMS 430-M2, and AMS 430-M3)	Technology Mgt/Sup/Team Bldg	3

5. Budget implications:

Proposed method of staffing: Current faculty

Special equipment needed: None

Expendable materials needed: None

Laboratory materials needed: None

6. Proposed term for implementation: Fall 2014

7. Dates of prior committee approvals

Architectural and Manufacturing Sciences	February 7, 2013
OCSE Curriculum Committee	March 6, 2014
Undergraduate Curriculum Committee	March 27, 2014
Senate	April 17, 2014

**UNDERGRADUATE CERTIFICATE
ADVANCED PROFESSIONALISM**

REQUEST:

Approval of a new Undergraduate Certificate in Advanced Professionalism through the Gordon Ford College of Business.

FACTS:

Feedback from employers, alumni, and faculty suggests the Gordon Ford College of Business (GFCB) should concentrate on the level of professional preparedness of students prior to the students entering the job market. Specifically, employers have noted that students' technical business skills meet their needs but that the students' soft skills (written and oral communication, professionalism, networking, time management, leadership, etc.) and professional awareness need to be developed in order for the students to have a successful career start.

A Bentley University survey that found businesses and recruiters perceive workplace preparedness as "adaptability, having a good attitude, and being respectful and maturity." Further, the Bentley survey finds that 80% of business leaders believe soft skills are the most important in an employee and that career advising should begin the student's freshman year. Results from the annual Gallup/Lumina Foundation poll given to a sample of 623 businesses between November 25 and December 13 of 2013 shows that the top two perceived needs are Internships/ Practical Experience and Communication /English & Writing skills.

This certificate program addresses the students' level of professional preparedness by focusing on formal academic training as well as exploration and development of their professional skills through a variety of co-curricular activities. The 12 hours of traditional academic coursework are broken down into three general categories that address the theme of professional preparedness recognized by our employers and those in the studies cited above:

1. Self-Management Skills;
2. Advanced Communication and Leadership; and
3. Applied Career Experiences.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Implementation will be Fall 2014. Existing staffing within the disciplines and career services are sufficient for the first few years. However, with anticipated growth in the program, additional resources will be needed in some academic areas as well as the Center for Career and Professional Development.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Undergraduate Certificate in Advanced Professionalism.

MOTION:

Approval to establish an Undergraduate Certificate in Advanced Professionalism.

**Gordon Ford College of Business
Proposal to Create a New Certificate Program
(Action Item)**

Contact Person: Michelle W. Trawick, michelle.trawick@wku.edu, 745-8803

1. Identification of program:

- 1.1 Program title: Advanced Professionalism
- 1.2 Required hours in program: 12
- 1.3 Special information: This certificate is interdisciplinary by nature and is applicable to all majors in the Gordon Ford College of Business. It will be administered through the GFCB Dean's Office. In addition to traditional coursework, a zero-credit course used to monitor the completion of several co-curricular activities must be passed prior to graduation to obtain the certificate.
- 1.4 Catalog description: Certificate focusing on competencies needed for career readiness and professional development for transitioning to the business field, including assessment, exploration, and experiential components.
- 1.5 Classification of Instructional Program Code (CIP):

2. Learning outcomes of the proposed certificate program:

The program offers student course work and co-curricular activities that will enable them to:

- Develop skills in accountability and responsibility, by fostering self-management and planning;
- Employ best practice communication and/or leadership skills in the context of the professional business environment which may include: self-branding, interviewing skills in the employment context, working in teams delivering formal presentations;
- Engage in relevant business field experiences, through internships and guided applied learning projects to support career decisions and transitions;
- Identify personal values and interests and use them in assessing career options; demonstrate job-search competence by developing job campaign tools, such as a career plan, a resume, and a career portfolio; and build career-related networks by leveraging opportunities for professional interaction with persons in-field, including use of technology such as social media tools.

3. Rationale:

- 3.1 Reason for developing the proposed certificate program: Feedback from employers, alumni, and faculty suggests that our college should concentrate on the level of professional preparedness of our students prior to the students' entering the job market. Specifically, employers have noted that our students' technical business skills meet their needs but that the students' soft skills (written and oral communication, professionalism, networking, time management, leadership, etc.) and professional awareness need to be developed in order for the students to have a successful career start. Our search suggests that these issues are not unique to our GFCB students. The annual Gallup/Lumina Foundation poll states results from a survey given to a sample of 623 businesses between November 25 and December 13 of 2013. The survey asks "In your opinion, what talent, knowledge, or skills should higher education institutions develop in students to best prepare graduates for success in the workforce in the coming years?" The top two responses to the survey are: Internships/on the job and practical experience and Communication skills/English and writing skills (Lumina Foundation/Gallup 30). Grasgreen notes a Bentley University survey that found businesses and recruiters perceive workplace preparedness as "adaptability, having a good attitude, and being respectful and maturity" ("Preparedness"). Further, the Bentley survey finds that 80% of business leaders believe soft skills are the most important in an employee

and that career advising should begin the student's freshman year (Grasgreen, "Preparedness"). An earlier article by Grasgreen notes the significant difference between students and employers perception of preparedness in terms of skills such as public speaking and written communication ("Qualified"). Dostis describes a Chegg/Harris Interactive study indicating that students were not prepared in personal finance, leadership, and organization. Further, schools should make "activities and experiential learning readily available" (Dostis).

This certificate program addresses the students' level of professional preparedness by focusing on formal academic training as well as exploration and development of their professional skills through a variety of co-curricular activities. The 12 hours of traditional academic coursework are broken down into three general categories that address the theme of professional preparedness recognized by our employers and those in the studies cited above: Self Management Skills, Advanced Communication and Leadership, and Applied Career Experiences. Category I, Self-Management Skills, includes the GFCB University Experience course that highlights Steven Covey's 7 Habits of Highly Effective People and a personal finance course. Both of these courses are freshman level courses and have practical skills that can make all students more successful in their college and professional careers. Category II, Advanced Communication and Leadership, includes a variety of courses meant to enhance the professional decision-making, communication, and leadership skills needed to be successful in today's job market. Students will take two courses from this category though the two courses must be from different disciplines/prefixes. Category III, Applied Career Experiences, includes approved internship courses within the college as well as BA 490 which allows for either a general college of business internship or a compilation of several meaningful business experiences approved by the instructor. The certificate also includes a Category IV, Career Development, which is a zero credit hour course used to track participation in a variety of career development activities offered by the Center for Career and Professional Development and the Gordon Ford College of Business.

Other examples of this type of certificate have been found at the University of Georgia (Business Professionalism Certificate), Ball State University (Advanced Professionalism Certificate), and the University of Tennessee-Knoxville (Professional Development Certification). All three of these certificate programs focus solely on the completion of several co-curricular activities sponsored by the career services office at those institutions. Our proposed certificate blends a more traditional academic certificate with these solely co-curricular certificates by requiring both traditional coursework as well as the completion of several co-curricular activities prior to graduation. These activities, tracked in Category IV, include a formal resume review and interviewing workshop with our Center for Career and Professional Development as well as the participation in our career exploration and networking programs sponsored by our college.

This certificate is our college's strategy to create an incentive for our students to pursue professional development and career preparation in an intentional, thoughtful manner. Students who complete this certificate will be better prepared to enter the workforce and will signal to future employers that they are serious about their own professional development.

In theory, a certificate of this nature could be useful to students in a variety of WKU programs. However, given our current resources, this certificate would be open to GFCB majors only. The initial years of the certificate could be used a trial period to determine the success and feasibility of expanding the certificate to more programs on campus.

Works Cited:

Dostis, Melanie. “Degree Alone Not Enough to Prepare Grades for Workforce.” *USA TODAY COLLEGE*, USA TODAY, n. pag. 31 Oct. 2013. Web. 25 Feb. 2014.

Lumina Foundation/Gallup Poll 2013. “What America Needs to Know About Higher Education Redesign.” Gallup, Inc. 25 Feb. 2014. Web. 25 Feb. 2014.

Grasgreen, Allie. “Qualified in Their Own Minds.” *INSIDE HIGHER ED*, Inside Higher Ed, n. pag. 29 Oct. 2013. Web. 25 Feb. 2014.

Grasgreen, Allie. “Preparedness Paradoxes.” *INSIDE HIGHER ED*, Inside Higher Ed, n. pag. 29 Jan. 2014. Web. 25 Feb. 2014.

- 3.2 Relationship of the proposed certificate program to other programs now offered by the department: There are 10 undergraduate majors whose curriculum are administered in our college. None of those majors require either course in Category I: Self-Management Skills. However, several majors in the college accept courses from Category II: Advanced Communication and Leadership as electives in their programs. For example, ECON 490, Practicum in Economics, may serve as a Business Economics elective and either MKT 321, Personal Selling, or MGT 361, Business Communication Fundamentals, can be used to fulfill a “professional elective” within the major. Thus, 6 of the 12 hours can be applied to a Business Economics major. The table below shows the potential overlap in major courses for students completing certificates.

Major	Required Major Hours	Potential Certificate Overlap Hours
Accounting	74	3
Business Informatics	72	9
Economics	31	3
Business Economics	72	6
Mathematical Economics (General/Actuarial Science Concentrations)	49/61	3/0
Finance (Financial Management/Financial Planning Concentrations)	73/79	6/6
Management	73	9
Entrepreneurship	70	3
International Business	73	3
Marketing	73	9

There is no reason to expect students to have the combination of courses that results in the overlap described above. However, channeling these students into coursework that will improve their professional preparedness through improved communication and professional interaction is beneficial to both the students and the programs.

- 3.3 Relationship of the proposed certificate program to certificate programs offered in other departments: The proposed certificate is unlike any other on campus. A certificate in Leadership Studies (#173, 15 hours) is offered through University College and is designed,

“to enhance their leadership knowledge and skills for current or future activities in a broad range of organizations.” While leadership courses are an option in the proposed certificate, three hours are the maximum allowed for completion and the student may easily complete the certificate with no hours of leadership coursework. Like the proposed certificate, the Citizenship and Social Responsibility Certificate (#1710, 18 hours) offered through University College is multi-disciplinary and focuses on preparing students to be effective citizens through both curricular and co-curricular activities. However, the Citizenship and Social Responsibility Certificate approaches our students’ advancement primarily through addressing contemporary social issues. While the proposed certificate consists of existing courses in other programs, these courses along with professional development activities are packaged in a way that our students will see an intentional, thoughtful progression to their career success.

- 3.4 Projected enrollment in the proposed certificate program: 15-20 the first year. Our goal would be to have 10% of our undergraduate majors to add this certificate to their credentials. Current undergraduate enrollment is 2,143. The East Carolina University program described below has 100% participation by its college of business students. However, it is not feasible to expect that many of our students to complete the required internship. Northern Illinois and UNC-Charlotte report 41 and 50 students in their certificate programs, respectively.
- 3.5 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions): The program is similar to programs offered by a number of benchmark institutions, including Indiana State University, “Workplace Professional Skills Certificate”; Northern Illinois University, “Learning and Leadership in the Workplace”; and University of North Carolina at Charlotte, “Career Success Certificate.” These programs provide certificate designation for completion of co-curricular activities in conjunction with campus resources, such as Student Affairs or Career Services. Most similar to our design is the “Leadership and Professional Development Program” certificate program offered by East Carolina University, which requires four formal courses in Leadership in addition to co-curricular activities. All students in their college of business complete this certificate.
- 3.6 Relationship of the proposed certificate program to the university mission and objectives: The proposed program is consistent with both the WKU Mission and Strategic Goal 1 identified in Challenging the Spirit. The WKU Mission reads: “...prepares students to be productive, engaged, and socially responsible citizen-leaders of a global society.” And, Strategic Goal 1 is “Foster Academic Excellence.” Specifically, Objective 1.5 is “Prepare Student for Lifelong Learning and Success.” We believe that reinforcing the importance of highly valued soft-skills and professional preparedness positively impacts our efforts to produce successful WKU graduates and is consistent with WKU’s mission and objectives.

4. Curriculum:

Category I	Self-Management Skills	Hours
3 hours from one of the following courses		3
BA 175	University Experience - Business	
FIN 161	Personal Finance	
Category II Advanced Communication and Leadership		6
6 hours from any of the following courses. NOTE: Maximum 3 hours for any prefix.		
COMM 240	Critical Listening	
COMM 263	Fundamentals of Communication and Culture	
COMM 330	Leadership Communication	
COMM 345*	Advanced Public Speaking	
COMM 348	Interpersonal Communication	
COMM 362	Organizational Communication	
COMM 460**	Organizational Interviewing	
COMM 463**	Intercultural Communication	
ENG 306	Business Writing	
ENG 307	Technical Writing	
LEAD 330**	Leadership, Ethics, and Decision-Making	
LEAD 440**	Leading Teams	
LEAD 450**	Leadership in Global Contexts	
MGT 361	Business Communication Fundamentals	
MKT 325	Personal Selling	
Category III Applied Career Experiences		3
3 hours from one of the following courses***		
ACCT 390*	Internship in Accounting	
CIS 369*	Cooperative Education in Information Systems	
ECON 490*	Practicum in Economics	
FIN 440*	Internship in Finance	
MGT 490*	Practicum in Management	
MKT 490*	Practicum in Marketing	
BA 490*	College of Business Internship	
Category IV		0
Students must pass this 0 credit course prior to graduation		
BA 495	Career Development Attendance	
Total Hours		12
*Each of these courses lists prerequisites that are already required in our undergraduate programs.		
**Each of these courses lists prerequisites that could require additional coursework by the student. It is important to note that the prerequisite statement also includes "or permission of instructor."		
***Students may petition the certificate director to use HON 404: Honors Thesis/Project II to satisfy Category I.		

5. Budget implications:

All participating departments have been contacted. Existing staffing within the disciplines and career services are sufficient for our first few years. However, we anticipate that with growth in the program, additional resources will be needed in some academic areas as well as the Center for Career and Professional Development to meet the needs of our students in enrolled in this undergraduate certificate.

6. Proposed term for implementation: Fall 2014

7. Dates of prior committee approvals:

Gordon Ford College of Business Curriculum Committee	March 24, 2014
Undergraduate Curriculum Committee	April 24, 2014
University Senate	May 15, 2014
Board of Regents	

UNDERGRADUATE MINOR CITIZENSHIP & SOCIAL JUSTICE

REQUEST:

Approval of a new Undergraduate Minor in Citizenship & Social Justice through the Diversity & Community Studies department in the University College.

FACTS:

In 2010 the Institute for Citizenship and Social Responsibility (ICSR) created an undergraduate certificate program in Citizenship and Social Responsibility. The ICSR certificate has been successful over the past two years and has attracted a broad spectrum of students. According to survey results, students desire more from ICSR academically. We now have the experience, faculty, and knowledge of student interests to grow this certificate into a minor. The ICSR minor will provide students with opportunities to enhance their major and career choices through curricular efforts and learning experiences. Further, the heart of the minor is the development of thoughtful advocates and leaders of positive societal change in communities across the Kentucky region and around the globe.

A minor in Citizenship & Social Justice provides graduates with a foundational understanding of concepts, issues, strategies, and practices of social justice from interdisciplinary and community-based perspectives. Students will engage citizenship and social justice through multiple lenses of critical theory. The minor in Citizenship & Social Justice requires a minimum of 22 semester hours.

The following courses are required for the minor (10 hours total):

- ICSR 200 Introduction to Social Justice (3 credits)
- ICSR 301 Seminar in Social Justice, (3 credits)
- ICSR 435 Reimagining Citizenship (3 credits)
- ICSR 499 Public Work (1 credit)

Students are required to take an additional 12 hours of electives, selecting from at least three different programs/departments, and ensuring that at least half of their minor credits are from upper level courses. Approved electives appear in a list in the program proposal appended below. Additional courses may be considered upon consultation with the ICSR advisor.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Implementation will be Fall 2014. Current faculty is sufficient to support this new minor.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of the Undergraduate Minor in Citizenship & Social Justice.

MOTION:

Approval to establish an Undergraduate Minor in Citizenship & Social Justice.

University College
Department of Diversity & Community Studies
Proposal to Create a New Minor Program
(Action Item)

Contact Person: Judy Rohrer, judy.rohrer@wku.edu, 745-2093

1. Identification of program:

- 1.1 Program title: Citizenship & Social Justice
- 1.2 Required hours in minor program: 22
- 1.3 Special information: This is an interdisciplinary minor for the Institute for Citizenship & Social Responsibility (ICSR). It draws on courses within ICSR, the Department of Diversity & Community Studies, and across the university.
- 1.4 Catalog description:
A minor in Citizenship & Social Justice provides graduates with a foundational understanding of concepts, issues, strategies, and practices of social justice from interdisciplinary and community-based perspectives. Students will engage citizenship and social justice through multiple lenses of critical theory. The minor requires a minimum of 22 credit hours, 10 in ICSR core courses and 12 in electives.
- 1.5 Classification of Instructional Program Code (CIP): 33.0104 Community Involvement

2. Rationale:

- 2.1 Reason for developing the proposed minor program:
In 2010 the Institute for Citizenship and Social Responsibility (ICSR) created an undergraduate certificate program in Citizenship and Social Responsibility. The certificate proposal included the following specific statement: “Western Kentucky University has long been a leader in civic education and community engagement. These are central to the mission of the institution as well as its strategic plan. The Institute for Citizenship and Social Responsibility builds upon the institution’s commitment to educating reflective and socially responsible citizens. . . . The certificate also builds upon a tradition of interdisciplinary programs at the institution.” The commitment to “educating reflective and socially responsible citizens” and the tradition of interdisciplinary work remain central to our work at WKU and in the ICSR. This new minor is a tangible manifestation of that commitment and tradition.

The ICSR certificate has been successful over the past two years and has attracted a broad spectrum of students. In fact, students desire more from ICSR academically. Two surveys conducted this academic year, along with brainstorming sessions at our Fall 2013 Welcome Back reception, revealed two significant student desires – interest in a minor (even without specifics on curriculum and requirements), coupled with strong interest in increased social justice curriculum. Interest in a minor and interest in increased social justice curriculum are directly interrelated and are addressed here in turn.

In a survey of students who had taken ICSR courses, 32% expressed a definite interest in an ICSR minor, and 47% expressed some interest. In response to a question asking what the benefit of such a minor would be, students wrote: “It would help one be more well rounded”; “More marketable than a certificate program”; “Certificate seems to hold little value to me”; “Increased depth and diversity of study”; “It would give me more time and academic justification to take the ICSR classes that I want to take”; and “For volunteer work, like Peace Corps or AmeriCorps, ICSR seems like such a great place to get started...” Additionally, many students have indicated to ICSR professors a preference for a minor stating it is difficult to meet the requirements of the certificate on top of their major and minor requirements. This sentiment was repeated at the Fall 2013 Welcome Reception.

In addition to desire for a minor, students’ strong interest in increasing social justice curriculum offerings was demonstrated at the Welcome Reception and in a fall survey of ICSR certificate students. Eighty-percent of certificate student respondents indicated a focus on social justice would make ICSR stronger. Social justice topics suggested at the brainstorming sessions during the Welcome Reception included: food justice, debt (including student debt), sustainability, law and legal change strategies, nonviolence history/theory/practice, institutional oppression, intersectional analysis, and power and privilege.

While we were not in a position in 2010 to launch a minor, we now have the experience, faculty, and knowledge of student interests to do so. The ICSR minor will provide students with opportunities to enhance their major and career choices through curricular efforts and learning experiences. Further, the heart of the minor is the development of thoughtful advocates and leaders of positive societal change in communities across the Kentucky region but also around the globe.

The minor in Citizenship & Social Justice will further two of WKU’s current strategic plan objectives. First, Objective 2.2: Increase Student Retention, Persistence & Timely Graduation. Retention, persistence and graduation rates are lowest for under-represented student populations including students of color, low-income students, those with disabilities, and those who identify as LGBTQ. (Data from Dr. Joelle Davis Carter, Assistant Vice President for Retention and Student Services, show graduation rates for students of color are ten to fifteen percent lower than for white students.) When students find their lived experiences reflected and critically engaged in courses, they are more likely to feel invested in and continue with their education. Second, Objective 3.2: Enrich the Cultural Milieu and Quality of Life in the Region. The first target under this objective calls for a 10% increase in regional stewardship projects through the ALIVE Center and ICSR. The capstone course for this minor, ICSR 499, requires students to develop and execute a public work project in the community of their choosing. Furthermore, many other ICSR courses and electives for this minor have community engagement and education components. Thus, fostering regional stewardship and community engagement is integral to this minor.

- 2.2 Projected enrollment in the proposed minor program:
Based on enrollment in the current certificate program, we anticipate enrollment to grow to 20 in the first two years.
- 2.3 Relationship of the proposed minor program to other programs now offered by the department:
The minor in Citizenship & Social Responsibility will be the fourth in the Department of Diversity & Community Studies (DCS). The other three programs in the department – African American Studies, Gender & Women’s Studies, and Gerontology – are already running successful minors. ICSR’s minor will round out the department’s offerings and help in building interest and enrollment in the new DCS major.
- 2.4 Relationship of the proposed minor program to other university programs:
ICSR has built strong collaborative relationships with many university programs and departments and this minor will further enhance those connections for the benefit of WKU students. The minor in Citizenship & Social Justice will provide an excellent complement to many WKU majors across the disciplines. Given its smaller scale, the ICSR certificate was only able to include classes in Political Science and Philosophy & Religion. This minor, on the other hand, will promote courses in these departments as well as Folk Studies & Anthropology, Economics, English, Geography & Geology, History, Psychology, Sociology and Theater.
- 2.5 Similar minor programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):
Currently, four universities in Kentucky offer some form of a social justice minor. In terms of public institutions, University of Louisville has a minor in Social Change, and Northern Kentucky University has an interdisciplinary minor in Social Justice Studies. In terms of private institutions, Bellarmine University and Berea College have programs in Peace Studies and Peace and Social Justice Studies, respectively. Demand for such programs exists among WKU’s benchmark institutions, such as the Civic Engagement and Responsibility minor at Illinois State University and the Civic Leadership minor at Indiana State University, and equivalent programs are also part of major institutions such as San Jose State University, Arizona State University, University of Minnesota, and Indiana University.
- Of the four minor programs currently offered in Kentucky, only one (University of Louisville) currently has a practice-based requirement. ICSR’s existing work with programs such as Public Achievement already sets its program apart from others offered throughout the state. Additionally, ICSR 499 provides students with unique out-of-the-classroom, engaged, active learning and leadership opportunities.
- 2.6 Relationship of the proposed minor program to the university mission and objectives:
The proposed minor program serves the university mission statement by preparing students “to be productive, engaged, and socially responsible citizen-leaders of a global society.” Through coursework and community engagement, the proposed minor program will attract

students who are seeking opportunities for building collaboration skills, engaging with local communities (including but not limited to schools, nonprofits, coalitions, and city agencies/programs), and developing enhanced understandings of the meanings, constructs, and promotion of social justice. (Also see answer to 2.1).

3. Learning outcomes of the proposed minor:

Upon completion of the minor requirements, students will be able to:

- Explain key concepts in social justice including equity, dignity, solidarity, rights, responsibility, recognition, agency, possibility, futurity, and freedom;
- Engage critically with new knowledge about the social world and social change;
- Discuss multiple models of citizenship;
- Contextualize social justice strategies (including individual resistance, policy, law, advocacy, and collective action)

These learning outcomes will serve students in many career paths, particularly as employers are increasingly interested in employees who can think critically, act responsibly, and who embrace diversity. These outcomes make this minor a good complement for a wide-variety of majors.

Further, this minor builds skills and knowledge necessary for students to become active in community engagement and global citizenship, both of which are central to the WKU mission.

4. Curriculum:

The minor in Citizenship & Social Justice requires a minimum of 22 semester hours.

The following courses are required for the minor (10 hours total):

- ICSR 200 Introduction to Social Justice (3 credit new course)
- ICSR 301 Seminar in Social Justice, (301 is a variable credit course; 3 credits will be required for the minor; previously named ICSR 301 Seminar in Social Responsibility)
- ICSR 435 Reimagining Citizenship (3 credit new course)
- ICSR 499 Public Work (1 credit)

Students are required to take an additional 12 hours of electives, selecting from at least three different programs/departments, and insuring that at least half of their minor credits are from upper level courses. The following electives are approved. Additional courses may be considered after consultation with the ICSR Director:

- AFAM 190 The African American Experience
- AFAM 333 Hip Hop & Democracy
- AFAM 343 Communities of Struggle
- ANTH 360 Applied Anthropology: Understanding and Addressing Contemporary Human Problems
- ANTH 343 Anthropology of Gender
- FLK/AFAM 377 African American Folklore
- ANTH/FLK 342 Peoples and Cultures of the Caribbean
- FLK 480 Women's Folklife
- DCS 360 Place, Community and Resilience
- ECON 434 The Economics of Poverty and Discrimination

- ECON 445 Economics of Healthcare
- ENG 360 Gay and Lesbian Literature
- ENG 370 Multicultural Literature
- ENG 393 African American Literature
- FLK 330 Cultural Connections & Diversity
- GEOG 444 Environmental Ethics in Geography
- GEOG 380 Global Sustainability
- GWS 200 Introduction to Gender & Women's Studies
- GWS 301 Feminism, the Arts & Social Change
- GWS 375 American Masculinities
- HIST 379 Gandhi: The Creation of a Global Legacy
- HIST 380 History of Human Rights
- GWS 400 Western Feminist Thought
- HIST 420 History of Sexuality
- HIST 430 The Civil Rights Movement in America
- HIST 446 American Legal History
- HON 251 Citizen & Self
- HON 380 Trends Shaping our Future: Local & Global Perspectives
- ICSR 300 Public Problem Solving
- PHIL 103 Committed Life
- PHIL 202 Racial Justice
- PHIL 212 Philosophy and Gender Theory
- PHIL 333 Marx & Critical Theory
- PHIL 427 Philosophy of Law
- PS 101 American National Government
- PS 373 Minority Politics
- PS 435 American Political Thought
- PSY 355 Issues in Cross-Cultural Psychology
- REL 401 War and Peace in Religious Thought
- SOCL 240 Contemporary Social Problems
- SOCL 312 Collective Behavior
- SOCL 362 Race, Class, & Gender
- SOCL 355 Sociology of Gender
- SOCL 359 Sexuality and Society
- SOCL 452 Social Change
- THEA 349 Sex, Power and Performance

Note: HON 250 and 380 are listed because they fit with the purpose of this minor and are open to Honors students, students with at least a 3.2 GPA, or those with instructor approval. Many Honors students are already taking ICSR courses.

5. Budget implications:

Currently ICSR has one full-time faculty member/director who will teach ICSR 200, 435 and 499. The department is currently in process of hiring another full-time faculty member to start fall 2014 who will also be able to teach these courses and help administer the minor. ICSR 301 is generally taught by faculty from a number of different programs/departments. No additional faculty are necessary for the implementation of this minor.

6. **Proposed term for implementation:** Fall 2014

7. **Dates of prior committee approvals:**

Department: Diversity & Community Studies	<u>January 29, 2014</u>
University College Curriculum Committee	<u>February 6, 2014</u>
Undergraduate Curriculum Committee	<u>February 27, 2014</u>
University Senate	<u>March 20, 2014</u>

RENAMING OF KINESIOLOGY, RECREATION AND SPORT

REQUEST:

Approval to rename the Kinesiology, Recreation & Sport Department to the School of Kinesiology, Recreation & Sport in the College of Health & Human Services.

FACTS:

- The Department of KRS now has over 1,200 students. This growth in majors over recent years has, in part, prompted this *School* designation request. The number of KRS’s faculty and staff, as well as the variety of undergraduate and graduate degree programs offered, keeps the unit consistently branded with Western Kentucky University’s (WKU) benchmark institutions.
- A *School* designation for similar units is a professional trend and therefore keeps WKU consistent with respect to the variety of disciplines offered by KRS (see Benchmark Summary Chart below).

Benchmark Institution	Designation/Unit Name	College
Ball State University	School of Physical Education, Sport, & Exercise Science	College of Applied Sciences & Technology
Bowling Green State University	School of Human Movement, Sport & Leisure Studies	College of Education & Human Development
Illinois State University	School of Kinesiology & Recreation	College of Applied Science & Technology
Ohio University	School of Applied Health Sciences & Wellness	College of Health Sciences & Professions
University of Southern Mississippi	School of Human Performance & Recreation	College of Health

KY Institution	Unit Name	College	Additional Notes
Eastern Kentucky University	Multiple – see additional notes	Health Sciences	Includes: 1) Dept. of Exercise Science & Sport Science and 2) Dept. of Recreation & Park Administration
Kentucky State University	None	Education	Academic programs available, but no dedicated department
Morehead State University	Department of Health, Wellness, & Human Performance	Science & Technology	
Murray State University	Multiple – see additional notes	Health Sciences & Human Services	Includes: 1) Dept. of Applied Health Sciences and 2) Community Leadership & Human Services
Northern Kentucky University	Department of Kinesiology & Health	Education & Human Services	
University of Kentucky	Department of Kinesiology & Health Promotion	Education	
University of Kentucky	Division of Athletic Training	Health Sciences	
University of Louisville	Department of Health & Sport Sciences	Education & Human Development	

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Effective July 1, 2014. No additional funds required.

RECOMMENDATION:

President Gary A. Ransdell recommends renaming the Kinesiology, Recreation & Sport Department to the School of Kinesiology, Recreation & Sport.

MOTION: Approval to establish a School of Kinesiology, Recreation & Sport.

**UNIVERSITY DISTINGUISHED PROFESSOR
APPOINTMENT**

REQUEST:

Approval of University Distinguished Professor appointment for 2014-2015.

FACTS:

Following a review of nominations received and reviewed by the University Distinguished Professorship Selection Committee, Provost Gordon Emslie and President Gary Ransdell are pleased to recommend the appointment of the following faculty member as a University Distinguished Professor, effective the 2014-2015 academic year:

Dr. Beverly Siegrist has provided dedicated service to WKU for more than 25 years. During her tenure, as the Graduate Program Coordinator in Nursing, the number of students has grown from 36 to over 200. Dr. Siegrist has also advised numerous students in the Ed.D. program in Educational Leadership and is a mentor to several junior faculty members. She has played a variety of important service roles on the University Senate, the Graduate Council, and on SACSCOC committees. Dr. Siegrist played a lead role in the development and implementation of WKU's Doctor of Nursing Practice program, which graduated its first students this May.

The Executive Chief Nursing Officer at Vanderbilt University, Dr. Marily Dubree, cites Dr. Siegrist's "steady career of leadership and achievement in nursing education, research, and service." Dr. Dubree adds that Dr. Siegrist has "actively advanced the profession of nursing through her presentation and publications" and that "her commitment to education and the health of communities is evident in her body of work."

RECOMMENDATION:

President Gary A. Ransdell recommends the appointment of Dr. Beverly Siegrist as a University Distinguished Professor, effective the 2014-2015 academic year.

MOTION:

Approval of Dr. Beverly Siegrist as a University Distinguished Professor, effective the 2014-2015 academic year.

**FACULTY EMERITUS
APPOINTMENT**

REQUEST:

Approval of faculty emeritus status for the recommended individual.

FACTS:

Listed below is a faculty member who has been recommended by the tenured faculty, department head, and college dean to be awarded emeritus status. He has served the university for at least ten years and has had distinguished records of achievement and service at the university.

College of Health & Human Services**Public Health**

Dr. C. Wayne Higgins, Professor of Public Health, Emeritus

BUDGETARY IMPLICATIONS:

No funds required.

RECOMMENDATION:

President Gary A. Ransdell recommends awarding the above individual faculty emeritus status.

MOTION:

Approval of faculty emeritus status for the recommended individual.

FACULTY HANDBOOK (20TH edition)

Background:

Faculty Handbook committee is responsible for monitoring and recommending policies and procedures for future Handbook revisions. Proposed changes to the Faculty Handbook are endorsed by the University Senate and approved by the Provost. Revisions approved throughout the year are incorporated into the Faculty Handbook by July 1 of the same calendar year. Examples of changes approved during the 2013-14 academic year and incorporated into the 20th edition (July 1, 2014) of the Faculty Handbook are summarized below.

Lecturer Appointments:

This revision provides clarity in appointments to positions advertised as tenure-track, but for which the successful applicant does not yet hold the doctoral degree. It establishes uniformity and structure to the hiring of an individual with the status of All But Dissertation (ABD) or the equivalent for the discipline. When the doctoral degree is completed, within the first two years of the Lecturer appointment, the individual will be appointed to the rank of Assistant Professor.

Promotion Committee Composition:

Distinguishes between the promotion committee for rank of Professor (only Professors can serve on the Committee) and for the rank of Associate Professor (all tenured faculty members at the Associate or Professor ranks can serve on the Committee). The handbook revision also eliminates possible conflict interest situations on the promotion committee.

Editorial Revisions:

This amendment allows editorial revisions to be incorporated into each new (July 1) edition of the Faculty Handbook, rather than delaying them until the first Senate meeting of the year after a Handbook's adoption.

 WKU TRANSFER INITIATIVES: PATHWAY TO THE HILLTOP

Background:

First time transfer students enrolling in the fall terms have increased by 44% from fall 2008 to fall 2013. This has been due, in large part, to formal articulations with feeder colleges in the KCTC System. The outlook for transfer students continues to look good as the Kentucky Council on Postsecondary Education expects more collaboration and articulation between the Kentucky's two-year colleges and four year universities. In addition, Community and Technical Colleges will remain attractive for low income students and unemployed workers seeking post-secondary education. This means that many students will choose to attend lower cost community colleges with an option to transfer after two years. The WKU Transfer Center and the Pathway to the Hilltop plan will allow the University to position itself in a way that it can maximize these new opportunities. The Transfer Center will provide a one-stop service center for all incoming transfer students, and especially students from the KCTCS institutions. The regional campuses will continue their current successful transfer operations, but programs and services will be coordinated within the central campus Transfer Center. The Pathways to the Hilltop plan delineates the processes for providing additional advising, support services, and outreach to partner institutions.

Summary of the Program and Services:

- 1) Purpose: The "Pathway to the Hilltop" plan proposes developing a collaborative effort to systematically increase the enrollments of all prospective transfer students and especially KCTCS students and students from feeder colleges in Tennessee and Indiana.
- 2) Overall Goals:
 - a) Increase the fall new degree seeking transfer student enrollments from KCTCS students by 40% over five years from 459 in the fall 2012 term (base year) to 642 in the fall 2017 term.
 - b) Increase new transfer students enrollments of all transfer students
 - c) Increase retention and graduation rates of transfer students
- 3) The project will entail the creation of a "Transfer Center" that will be located on the Bowling Green campus, but will serve all WKU campuses and all potential transfer students. The Transfer Center will be located adjacent to the Academic Advising and Retention Center (AARC) in the Downing Student Union and will be administered through the AARC.
- 4) An Associate Director position will be created and coordinate the daily operations of the Transfer Center. Two Transfer Advisors will be hired to travel to community colleges within surrounding region and meet with prospective students on the main and regional campuses.
- 5) The credit evaluation and course articulation function will be relocated from the Admissions Office to the Transfer Center.
- 6) The "Pathway to the Hilltop" project will be an advising based plan that includes the support and enhancement of the Joint Admission agreements that target feeder community colleges in Kentucky, Tennessee, and Indiana. Services provided by the joint agreements will include:

<ul style="list-style-type: none"> ▪ seamless admission ▪ advising at the community colleges ▪ targeted scholarship program ▪ improved course articulations ▪ 2+2 program articulations ▪ reverse articulation ▪ increased use of joint admission 	<ul style="list-style-type: none"> ▪ a boomerang program (two way referrals) ▪ live transfer orientation ▪ transfer student retention programs ▪ evaluation tracking for recruitment, advising, retention, and graduation ▪ faculty sharing
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WKU[®]

Board of Regents

EXECUTIVE

July 25, 2014

*Augenstein Alumni Center
Guillaume Executive Board Room*

WKU STATEMENT OF PURPOSE

REQUEST: Approval of a revised WKU Statement of Purpose.

FACTS: The WKU Statement of Purpose approved by the Board in April 2007 includes language that is either no longer relevant or has changed significantly over the year as WKU's academic offerings have evolved. For example, references are made to the Bowling Green Community College and to "extended" campus, which now are "regional" campuses. Mention is made of "emerging professional programs" that are now fully in place (e.g., WKU's three professional doctorate programs).

In preparation for submission of our decennial SACSCOC Compliance Report, the Board approved in July 2013 a revised mission statement. In the same context, an updated and commensurate Statement of Purpose is now presented for approval.

EXISTING STATEMENT OF PURPOSE: As a nationally prominent university, WKU is engaged internationally in acclaimed, student-and-learning-centered academic programs. An inspiring and talented faculty promotes a high level of scholarship and an entrepreneurial attitude leading to success for all within WKU's reach. The WKU experience occurs on a unique campus and through a spirit which attracts an intellectually exciting and diverse family of the nation's best students. WKU provides students with rigorous academic programs in education, the liberal arts and sciences, business, and traditional and emerging professional programs, with emphasis at the baccalaureate level, complemented by relevant associate and graduate-level programs. The University places a premium on teaching and student learning. Its faculty engage in creative activity and diverse scholarship, including basic and applied research, designed to expand knowledge, improve instruction, increase learning, and provide optimum service to the state and nation. The University directly supports its constituents in its designated service areas of Kentucky with professional and technical expertise, cultural enrichment, and educational assistance. The University encourages applied research and public service in support of economic development, quality of life, and improvement of education at all levels, especially elementary and secondary schools. In particular, WKU faculty contribute to the identification and solution of key social, economic, scientific, health, and environmental problems within its reach, but particularly throughout its primary service area. Maintaining a campus of distinctive history and character, WKU sustains a student population of increasing quality. It fulfills its responsibility for access through its community college, extended campus programs, and distance learning. WKU's commitment is to ensure value in a holistic learning experience through high standards for student achievement and conduct, a strong faculty, technological innovation, personalized attention, broad access, and public accountability for actions and outcomes. Out-of-the-classroom experiences are intentionally created to enhance learning, to promote diversity, and to contribute to the success of students. WKU recognizes that its mission continues to evolve in response to regional, national, and global changes, and the need for lifelong learning.

PROPOSED STATEMENT OF PURPOSE: As a leading American university with international reach, WKU is engaged in internationally acclaimed, student-and-learning-centered academic programs. The WKU experience occurs on several unique campus environments and through an overarching spirit which attracts an intellectually exciting and diverse family of the nation's best students. WKU provides students of all backgrounds with rigorous academic programs in education, the liberal arts and sciences,

the health sciences, and business, with emphasis at the baccalaureate and masters levels, complemented by relevant associate and doctoral level programs. The University places a premium on student learning; it is committed to ensuring value in a holistic learning experience through high standards for student achievement and conduct, a strong faculty, technological innovation, personalized attention, broad access, and public accountability for actions and outcomes. Out-of-the-classroom and study abroad experiences enhance learning, promote diversity, and contribute to the success of students.

The University encourages engaged research and public service in support of economic development, quality of life, and improvement of education at all levels. WKU faculty contribute to the identification and solution of key social, economic, scientific, health, and environmental problems. An inspiring and talented faculty promotes a high level of creative activity and diverse scholarship and an entrepreneurial attitude designed to expand knowledge, improve instruction, increase learning, and provide high-quality service to the state and nation. The University directly supports its constituents in its designated service areas of Kentucky with professional and technical expertise, cultural enrichment, and educational assistance.

Maintaining a campus of distinctive history and character, WKU sustains a student population of increasing quality. It fulfills its responsibility for access through its main and regional campuses, and through extensive distance learning opportunities. WKU recognizes that its mission continues to evolve in response to regional, national, and global changes, and the need for lifelong learning.

IMPLEMENTATION DATE: July 1, 2014

RECOMMENDATION: President Gary A. Ransdell recommends the Board adopt revised WKU Statement of Purpose.

MOTION: Approval of the revised WKU Statement of Purpose.



WKU[®]

Board of Regents

FINANCE AND BUDGET

July 25, 2014

*Augenstein Alumni Center
Guillaume Executive Board Room*

PERSONNEL ACTIONS

REQUEST:

Approval of faculty and staff personnel actions which have been approved through administrative channels and executed through the human resources information system during the period 02/27/2014 – 05/30/2014. One-time compensation payments executed through the payroll system cover the period 03/01/2014 – 05/31/2014.

FACTS:

This request includes a variety of customary actions pertaining to people and positions, except for those actions specifically delegated to the President. Each action is identified by “type” and “funding source”. One-time compensation payments associated with extra duties/special assignments are included in a separate report.

BUDGETARY IMPLICATIONS:

Funding is provided as indicated for each transaction.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of all faculty and staff personnel actions as referenced above.

MOTION:

Approve faculty and staff personnel actions.

Department	Employee	Title	Effective Date	Current Rate/Salary	Proposed Rate/Salary	Type Action	Funding Source	Salary Increase Reason
Agriculture	Jean Dominique Gumirakiza	Assistant Professor	08/15/2014		65,004.00	Initial Appointment	E&G	
Biology	Jessica Ross	Post-Doctoral Fellow	08/15/2014		45,000.00	Initial Appointment	E&G	
Communication	Tammy Jeffreis	Post-Doctoral Fellow	08/15/2014		45,012.00	Initial Appointment	E&G	
Counseling & Student Affairs	Cheryl Pence Wolf	Assistant Professor	08/15/2014		54,000.00	Initial Appointment	E&G	
Diversity & Community Studies	Tiara Na'Puti	Assistant Professor	08/15/2014		50,004.00	Initial Appointment	E&G	
Ed. Admin., Leadership & Research	Marguerita Desander	Department Head	07/01/2014		106,008.00	Initial Appointment	E&G	
English	Christopher Lewis	Assistant Professor	08/15/2014		50,004.00	Initial Appointment	E&G	
English	Alison Youngblood	Assistant Professor	08/15/2014		50,004.00	Initial Appointment	E&G	
Folk Studies & Anthropology	Kate Parker Horigan	Assistant Professor	08/15/2014		50,004.00	Initial Appointment	E&G	
History	Jeffrey Miner	Assistant Professor	08/15/2014		50,004.00	Initial Appointment	E&G	
Honors	Yufen Chang	Assistant Professor	08/15/2014		50,004.00	Initial Appointment	E&G	
Journalism & Broadcasting	Amanda Crawford	Assistant Professor	08/15/2014		50,004.00	Initial Appointment	E&G	
Management	Whitney Peake	Assistant Professor	08/15/2014		50,004.00	Initial Appointment	E&G	
School of Teacher Education	Julia Mittelberg	Professor	08/15/2014		110,004.00	Initial Appointment	E&G	
Sociology	Aramide Kazeem	Instructor	08/15/2014		50,808.00	Initial Appointment	E&G	
Academic Readiness	Patricia Hudson	Post-Doctoral Fellow	08/15/2014		45,012.00	Initial Appointment	E&G	
Public Health	Colin Farrell	Instructor	07/01/2014	34,008.00	35,004.00	Reappointment	E&G	
School of Teacher Education	Elena Novak	Assistant Professor	07/01/2014	52,008.00	55,512.00	Reappointment	E&G	
Geography & Geology	Patricia N. Kambesis	Visiting Assistant Professor	07/01/2014	52,008.00	52,008.00	Reappointment	E&G	
Kinesiology, Recr. & Sport	Zac J. Callahan	Instructor	08/15/2014		44,700.00	Rehire	E&G	
Social Work	April Lynn Murphy	Instructor	08/15/2014		50,004.00	Rehire	E&G	
Architect & Manufacturing Sciences	Mark A. Revels	Assistant Professor	08/15/2014		50,004.00	Rehire	E&G	
School of Teacher Education	Pam Petty	Assistant Professor	07/01/2014	92,148.00	75,000.00	Transfer	E&G	
Dept. of Kinesiology, Recr. & Sport	Thomas Scott Lyons	Professor	07/01/2014	96,456.00	77,940.00	Transfer	E&G	
Architect & Manufacturing Sciences	Kenneth Brent Askins	Associate Dean	03/01/2014	61,800.00	82,404.00	Salary Increase	E&G	ADDED
School of Nursing	William Spencer Cole	Professor	01/01/2014	75,336.00	88,752.00	Salary Increase	E&G	OTHSI
School of Nursing	Diana Wooden	Instructor	07/01/2014	50,004.00	52,008.00	Salary Increase	E&G	REORG
School of Nursing		Instructor	07/01/2014	48,000.00	49,920.00	Salary Increase	E&G	REORG

Funding Source Codes:

E&G - Education and General
Grant - Grant Funded
Aux - Auxiliary
RD - Revenue Dependent
Split - Split between sources
FDN - Foundation

Salary Increase Codes:

ADDED - Added Duties
DEGRE - Degree
DFMCP - Dept of Facilities Mgmt Career Path Program
MKTEQ - Market Equity
MSGIN - Minimum Salary Grade Increase
REORG - Departmental Reorganization
OTHSL - Other Salary Increase

Action Definitions:

INITIAL APPOINTMENT - Used when an employee is added to payroll for the first time.
REAPPOINTMENT - Used when an employee comes to the end date of an appointment and is continued in the same position. Used only when there is no break in employment.
REHIRE - Used when an employee is rehired following a separation from WKU.
REHIRE OF A RETIREE - Used when a WKU retired employee is rehired.
ADDED DUTIES - Used when an employee receives a salary increase due to added responsibilities in their job but when their job is not reclassified.
DEGREE - Used when an employee receives a degree resulting in an increase to their base salary or payment of a lump sum.
DFMCP - Used when an employee receives a salary increase due to participation in the Dept of Facilities Mgmt Career Path Program.
MARKET/EQUITY INCREASE - Used when an employee receives a salary increase as the result of market or equity factors.
MSGIN - Used when an employee receives a salary increase in order to reach the range of the assigned salary grade.
OTHER SALARY INCREASE - Used when an employee receives a salary increase due to reasons not covered by other salary increase reason codes.
FISCAL YEAR RATE INCREASE - Used when a rate increase is effective July 1.
RECLASSIFICATION - Used when an employee's job title, salary grade and/or salary are changed as the result of a material increase in duties/responsibilities.
REORGANIZATION - Used when an employee receives a salary increase as the result of a departmental reorganization.
FISCAL YEAR SALARY INCREASE - Used when a salary increase is effective on July 1.
STATUS CHANGE - used when a staff member goes from part time to full time. (This code is not used for faculty.)
TRANSFER - Used when an employee moves from one position to another position as the result of a search process regardless of department and/or salary change.

Explanation for Salary Increases Greater Than \$5,000

Thomas Scott Lyons - According to Letter of Appointment dated February 14, 2014, employee will serve as Interim Department Head of Kinesiology, Recreation and Sport effective March 1, 2014. Employee will continue to serve in secondary position as Associate Dean for Research with the formerly agreed upon terms. * Dr. Lyons will carry a base compensation of \$82,404 for the additional responsibilities associated with Interim Department Head, representing 12/9th of his nine-month faculty salary and twelve months of effort (including teaching and administrative responsibilities) * All 3 months of summer effort is devoted to these additional responsibilities. * This appointment also carries an annual stipend of \$12,000 (\$1,000 per month). Dr. Lyon's teaching load in AY 15 will be reduced to 3 hours per semester. * For Spring 2014, Dr. Lyons is teaching 6 hours in Exercise Science. Due to the timing of this action, 3 of these credit hours will be considered offload and Dr. Lyons will be compensated ONE TIME ONLY overload pay of \$3,000

Kenneth Brent Askins - Additional salary due to research adjustment. New Appointment letter has been sent.

Department	Employee	Begin Date	End Date	Proposed Salary	Type Action	Funding Source
Academic Readiness	Vivian Pearl Baker	06/01/2014	6/30/2014	1,840.00	Reappointment	E&G
Art	Samuel Clay Hunt	04/01/2014	5/31/2014	2,280.00	Initial Appointment	E&G
Chemistry	Tamilselvi Marutharaj	07/01/2014	7/31/2014	6,000.00	Reappointment	E&G
Communication	Susan Mary Fleschner	05/19/2014	6/30/2014	2,280.00	Reappointment	E&G
Communication Sciences & Disorders	Sylva Rae Boyd	01/27/2014	5/31/2014	1,692.00	Initial Appointment	E&G
Communication Sciences & Disorders	Stanley S. Cooke	06/01/2014	6/30/2014	4,500.00	Reappointment	E&G
Dept. of Kinesiology, Recr. & Sport	Christopher L. Gaddis	04/01/2014	5/31/2014	1,360.00	Reappointment	RD
Dual Credit	Sarah Elsa Freeman	06/01/2014	6/30/2014	2,136.00	Reappointment	RD
Ed Leadership Doctoral Program	Joseph P. Cangemi	05/19/2014	6/30/2014	4,500.00	Reappointment	E&G
Ed. Admin., Leadership & Research	Connie L. Mayo	05/19/2014	5/31/2014	2,280.00	Reappointment	E&G
Folk Studies & Anthropology	Christopher W. Antonsen	05/19/2014	5/31/2014	2,280.00	Reappointment	E&G
Folk Studies & Anthropology	Christopher W. Antonsen	06/01/2014	6/30/2014	4,560.00	Reappointment	E&G
Folk Studies & Anthropology	Theresa May Osborne	06/01/2014	7/31/2014	1,692.00	Reappointment	E&G
Liberal Arts & Science	Crystal Hodges Rowland	06/01/2014	6/30/2014	1,840.00	Reappointment	E&G
Modern Languages	Khalidoun A. Almously	05/19/2014	5/31/2014	1,840.00	Reappointment	E&G
Psychology	H. Randall Capps	05/19/2014	7/31/2014	4,500.00	Reappointment	E&G
Psychology	Anna Marie Clayton	01/27/2014	5/31/2014	2,136.00	Reappointment	E&G
Public Health	Rebecca Lynn Bruce	01/27/2014	7/31/2014	6,840.00	Reappointment	E&G
Public Health	Rebecca Lynn Bruce	05/01/2014	7/31/2014	1,500.00	Reappointment	E&G
Public Health	Rebecca Lynn Bruce	06/01/2014	7/31/2014	2,280.00	Reappointment	E&G
Public Health	Ben A. Howard	01/27/2014	5/31/2014	2,280.00	Reappointment	E&G
School of Nursing	Carol B. Bradford	05/19/2014	7/31/2014	2,001.00	Reappointment	E&G
School of Nursing	Leigh Keeton Lindsey	05/19/2014	7/31/2014	3,000.00	Reappointment	E&G
School of Nursing	Rhonda Joy Plumlee	01/27/2014	5/31/2014	6,000.00	Reappointment	E&G
School of Nursing	Sarah Blackburn Woodall	06/01/2014	6/30/2014	6,000.00	Reappointment	E&G
School of Professional Studies	Susan Turner Berry	06/09/2014	6/30/2014	2,280.00	Initial Appointment	E&G
School of Professional Studies	Brandi Michelle Wyatt-Hughes	06/01/2014	6/30/2014	2,136.00	Reappointment	RD
School of Teacher Education	Laura J. Pillow	06/01/2014	7/31/2014	2,136.00	Reappointment	E&G
School of Teacher Education	Terrl Ann Webb	01/27/2014	5/31/2014	2,136.00	Reappointment	E&G
Social Work	Austin Garrett Griffiths	01/27/2014	7/31/2014	2,136.00	Reappointment	E&G
Social Work	Austin Garrett Griffiths	06/01/2014	7/31/2014	4,500.00	Reappointment	RD
Theatre & Dance	Jeffrey Arthur Beard	06/01/2014	6/30/2014	2,136.00	Reappointment	E&G
WKU - E-town/Radcliff/Fort Knox	Timothy M Harner	04/01/2014	5/31/2014	2,136.00	Initial Appointment	E&G
WKU - E-town/Radcliff/Fort Knox	Linda G. Howard	01/27/2014	5/31/2014	2,136.00	Reappointment	E&G
WKU - Glasgow	Robert F. Brock	05/19/2014	5/31/2014	2,136.00	Secondary Appt.	E&G
WKU - Glasgow	Sharon Ann Eagles	05/19/2014	5/31/2014	2,280.00	Reappointment	E&G
WKU - Owensboro	Lee Wayne Maglinger	04/01/2014	5/31/2014	1,140.00	Reappointment	E&G

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Diversity & Community Studies	Patricia Hagler Minter	Associate Professor	5/30/2014	500.00	Awards	FDN
Faculty Award/Waiver Funds	Summer Bateisha	Assistant Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Lorraine Bormann	Assistant Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Dana Burr Bradley	Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Kristi R. Branham	Assistant Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Monica Galloway Burke	Assistant Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Miwon Choe	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Lukas Forbes	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Andrew James Head	Executive-In-Residence	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Kathryn Ann Hudepohl	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Stephen H. Huskey	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Jeanine M. Huss	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Emmanuel Iyiegbuniwe	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	James W. Kanan	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Grace K. Lartey	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Alexander G. Lebedinsky	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Rezaul Mahmood	Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Craig A. Martin	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Jane Olmsted	Department Head	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Virginia Anne Pfohl	Instructor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Marjorie Elizabeth Plummer	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Tammera Marie Race	Assistant Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Bryan Reaka	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Jenni Lynne Redifer	Assistant Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Nancy Carol Richey	Assistant Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Ritchie Don Taylor	Associate Professor	5/30/2014	500.00	Awards	E&G
Faculty Award/Waiver Funds	Megan Kathleen Thompson	Assistant Professor	5/30/2014	500.00	Awards	E&G
Kentucky Museum	Michael Brent Deas	Assistant Professor	4/30/2014	125.00	Awards	FDN
Kentucky Museum	Michael Anthony Nichols	Associate Professor	4/30/2014	250.00	Awards	FDN
Kentucky Museum	Brent T. Oglesbee	Department Head	4/30/2014	175.00	Awards	FDN
Kentucky Museum	Yvonne Petkus	Professor	4/30/2014	175.00	Awards	FDN
PCAL - DELO Distribution	Miwon Choe	Associate Professor	4/30/2014	1,000.00	Awards	E&G
PCAL - DELO Distribution	Kathryn Ann Hudepohl	Associate Professor	4/30/2014	1,000.00	Awards	E&G
PCAL - DELO Distribution	James W. Kanan	Associate Professor	4/30/2014	1,000.00	Awards	E&G
PCAL - DELO Distribution	Marjorie Elizabeth Plummer	Associate Professor	4/30/2014	1,000.00	Awards	E&G
Career & Workforce Development	Aaron Wilson Hugley	Professor	3/31/2014	1,035.00	Consulting	RD
Center for Gifted Studies	David Forrest Almand	Professional-in-Residence	5/30/2014	160.00	Consulting	Grant
Center for Gifted Studies	Robin Latrice Ayers	Instructor	5/30/2014	320.00	Consulting	Grant
Center for Gifted Studies	Nancy Armstrong Button	Instructor	5/30/2014	1,120.00	Consulting	Grant
Center for Gifted Studies	Kathy C. Croxall	Associate Professor	5/30/2014	440.00	Consulting	Grant
Center for Gifted Studies	Kathy C. Croxall	Associate Professor	5/30/2014	160.00	Consulting	Grant
Center for Gifted Studies	Lisa C. Duffin	Assistant Professor	5/30/2014	160.00	Consulting	Grant
Center for Gifted Studies	Linda Heath Fitzpatrick	Instructor	5/30/2014	1,040.00	Consulting	Grant

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Center for Gifted Studies	Pamela M. Jukes	Associate Professor	5/30/2014	320.00	Consulting	Grant
Center for Gifted Studies	Lisa D. Murley	Assistant Professor	5/30/2014	160.00	Consulting	Grant
Center for Gifted Studies	Lester L. Pesterfield	Professor	5/30/2014	320.00	Consulting	Grant
Center for Gifted Studies	Catherine G. Poteet	Professional-In-Residence	5/30/2014	320.00	Consulting	Grant
Center for Gifted Studies	Rebecca R. Stobaugh	Assistant Professor	5/30/2014	480.00	Consulting	Grant
Center for Gifted Studies	Robyn K. Swanson	Professor	5/30/2014	480.00	Consulting	Grant
Lifelong Learning	Roger L. Dennis	Instructor	3/31/2014	300.00	Consulting	RD
School of Teacher Education	Christopher G. Groves	Professor	4/30/2014	400.00	Consulting	Grant
Soc. Science Resrch Cntr- Prof. Ser.	Gerhard K. Daday	Interim Dir, CFD & Assc. Prof.	4/30/2014	957.00	Consulting	RD
21st Century Media - POD	Gordon Donald McKerral	Associate Professor	3/31/2014	1,000.00	Overload	E&G
21st Century Media - POD	Gordon Donald McKerral	Associate Professor	4/30/2014	1,000.00	Overload	E&G
Academic Readiness	Robert T. Davis	Instructor	3/31/2014	1,000.00	Overload	E&G
Academic Readiness	Robert T. Davis	Instructor	4/30/2014	1,000.00	Overload	E&G
Academic Readiness	Robert T. Davis	Instructor	5/30/2014	1,000.00	Overload	E&G
Architect & Manufacturing Sciences	Bryan Reaka	Associate Professor	3/31/2014	1,000.00	Overload	E&G
Architect & Manufacturing Sciences	Bryan Reaka	Associate Professor	4/30/2014	1,000.00	Overload	E&G
Communication Disorders - NY	Barbara R. Brindle	Associate Professor	4/30/2014	3,000.00	Overload	RD
Communication Disorders - NY	Jo L. Shacketford	Associate Professor	4/30/2014	3,000.00	Overload	RD
Communication Sciences & Disorders	Jeffrey Allen Barefoot	Clinical Assistant Professor	4/30/2014	3,000.00	Overload	E&G
Communication Sciences & Disorders	Ashley Chance Fox	Assistant Professor	4/30/2014	3,000.00	Overload	E&G
Communication Sciences & Disorders	Debbie Barnett Parsley	Clinical Assistant Professor	4/30/2014	3,000.00	Overload	E&G
Dept. of Kinesiology, Recr. & Sport	Donna Lynn Hey	Instructor	3/31/2014	1,000.00	Overload	E&G
Dept. of Kinesiology, Recr. & Sport	Donna Lynn Hey	Instructor	4/30/2014	1,000.00	Overload	E&G
Dept. of Kinesiology, Recr. & Sport	Thomas Scott Lyons	Associate Dean	3/31/2014	1,500.00	Overload	E&G
Dept. of Kinesiology, Recr. & Sport	Thomas Scott Lyons	Associate Dean	4/30/2014	1,500.00	Overload	E&G
Diversity & Community Studies	Jane Olmsted	Department Head	3/31/2014	1,000.00	Overload	E&G
Diversity & Community Studies	Jane Olmsted	Department Head	4/30/2014	1,000.00	Overload	E&G
Doctor of Nursing Practice	Colin Farrell	Assistant Professor	5/30/2014	3,000.00	Overload	E&G
English	Lesa Beth Dill	Associate Professor	4/30/2014	3,000.00	Overload	E&G
Geography & Geology	Andrew Howard Wulff	Associate Professor	4/30/2014	1,500.00	Overload	E&G
Honors College	Wieb Vandermeer	Professor	3/31/2014	1,000.00	Overload	E&G
Honors College	Wieb Vandermeer	Professor	4/30/2014	1,000.00	Overload	E&G
Mathematics	Robin Latrice Ayers	Instructor	3/31/2014	1,000.00	Overload	E&G
Mathematics	Robin Latrice Ayers	Instructor	4/30/2014	1,000.00	Overload	E&G
Mathematics	Arthur Dennis Shindhelm	Professor	3/31/2014	1,000.00	Overload	E&G
Mathematics	Arthur Dennis Shindhelm	Professor	4/30/2014	1,000.00	Overload	E&G
Modern Languages	Melba Ivelisse Amador Medina	Instructor	3/31/2014	1,000.00	Overload	E&G
Modern Languages	Melba Ivelisse Amador Medina	Instructor	4/30/2014	1,000.00	Overload	E&G
Modern Languages	Melba Ivelisse Amador Medina	Instructor	5/30/2014	1,000.00	Overload	E&G
Modern Languages	Inmaculada Pertusa	Associate Professor	3/31/2014	1,000.00	Overload	E&G
Modern Languages	Inmaculada Pertusa	Associate Professor	4/30/2014	1,000.00	Overload	E&G
School of Professional Studies	John Kirk Atkinson	Associate Professor	4/30/2014	2,000.00	Overload	E&G
School of Professional Studies	John Kirk Atkinson	Associate Professor	5/30/2014	1,000.00	Overload	E&G
School of Professional Studies	John Paul Baker	Assistant Professor	3/31/2014	1,000.00	Overload	E&G

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
School of Professional Studies	John Paul Baker	Assistant Professor	4/30/2014	1,000.00	Overload	E&G
School of Professional Studies	John Paul Baker	Assistant Professor	5/30/2014	1,000.00	Overload	E&G
School of Professional Studies	Thomas J. Butterfield	Chair	3/31/2014	4,000.00	Overload	E&G
School of Professional Studies	Thomas J. Butterfield	Chair	4/30/2014	2,000.00	Overload	E&G
School of Professional Studies	Mark D. Ciampa	Assistant Professor	3/31/2014	4,000.00	Overload	E&G
School of Professional Studies	Mark D. Ciampa	Assistant Professor	4/30/2014	2,000.00	Overload	E&G
School of Professional Studies	Phillip Duane Coleman	Associate Professor	4/30/2014	2,000.00	Overload	E&G
School of Professional Studies	Phillip Duane Coleman	Associate Professor	5/30/2014	1,000.00	Overload	E&G
School of Professional Studies	Thaddeus Reed Crews	Associate Professor	3/31/2014	2,000.00	Overload	E&G
School of Professional Studies	Thaddeus Reed Crews	Associate Professor	4/30/2014	1,000.00	Overload	E&G
School of Professional Studies	James Hubert Lindsey	Associate Professor	4/30/2014	4,000.00	Overload	E&G
School of Professional Studies	James Hubert Lindsey	Instructor	3/31/2014	2,000.00	Overload	E&G
WKU - Glasgow	Thomas Carlen Noser	Instructor	4/30/2014	750.00	Overload	E&G
WKU - Glasgow	Thomas Carlen Noser	Professor	3/31/2014	750.00	Overload	E&G
WKU - Glasgow	Thomas Carlen Noser	Professor	4/30/2014	750.00	Overload	E&G
AA - CEBS - R&R (04)	David L. Bell	Professional-in-Residence	5/30/2014	250.00	Supplemental Pay	E&G
AA - CEBS - R&R (04)	Jeanne M. Huss	Associate Professor	3/31/2014	250.00	Supplemental Pay	E&G
AA - CEBS - R&R (04)	Rachel E. Leer	Instructor	3/31/2014	250.00	Supplemental Pay	E&G
Applied Research & Technology - POD	Vladimir Dobrokhotov	Instructor	5/30/2014	2,000.00	Supplemental Pay	E&G
Athletic Administration (Academic)	Randall Edward Deere	Associate Professor	3/31/2014	3,100.00	Supplemental Pay	RD
Athletic Administration (Academic)	Randall Edward Deere	Professor	3/31/2014	3,100.00	Supplemental Pay	RD
Athletic Administration (Academic)	Randall Edward Deere	Professor	4/30/2014	3,100.00	Supplemental Pay	RD
Athletic Administration (Academic)	Randall Edward Deere	Professor	5/30/2014	3,000.00	Supplemental Pay	RD
Athletic Administration (Academic)	Fred Wayne Gibson	Associate Professor	3/31/2014	1,000.00	Supplemental Pay	RD
Athletic Administration (Academic)	Fred Wayne Gibson	Associate Professor	4/30/2014	4,000.00	Supplemental Pay	RD
Athletic Administration (Academic)	Fred Wayne Gibson	Associate Professor	5/30/2014	1,000.00	Supplemental Pay	RD
Athletic Administration (Academic)	William T. Hey	Professor	3/31/2014	500.00	Supplemental Pay	RD
Athletic Administration (Academic)	William T. Hey	Professor	4/30/2014	500.00	Supplemental Pay	RD
Athletic Administration (Academic)	William T. Hey	Professor	5/30/2014	500.00	Supplemental Pay	RD
Athletic Administration (Academic)	Kenneth David Payne	Associate Professor	4/30/2014	3,000.00	Supplemental Pay	RD
Athletic Administration (Academic)	Cliff P. Shaluta	Professor	3/31/2014	1,000.00	Supplemental Pay	RD
Athletic Administration (Academic)	Cliff P. Shaluta	Professor	4/30/2014	1,000.00	Supplemental Pay	RD
Athletic Administration (Academic)	David Forrest Almand	Professional-in-Residence	4/30/2014	1,000.00	Supplemental Pay	RD
Career & Workforce Development	Kenneth Brent Askins	Professor	4/30/2014	357.00	Supplemental Pay	E&G
Career & Workforce Development	Dana Mischelle Cosby	Professor	5/30/2014	300.00	Supplemental Pay	RD
Career & Workforce Development	Aaron Wilson Hughey	Executive-in-Residence	4/30/2014	300.00	Supplemental Pay	RD
Career & Workforce Development	Aaron Wilson Hughey	Professor	4/30/2014	900.00	Supplemental Pay	RD
Career & Workforce Development	Ronald L. Mitchell	Associate Professor	5/30/2014	725.00	Supplemental Pay	RD
CFL - Social Work	Patricia L. Desrochers	Associate Professor	5/30/2014	900.00	Supplemental Pay	RD
CFL - Social Work	Allison Gibson	Assistant Professor	3/31/2014	750.00	Supplemental Pay	RD
CFL - Social Work	Dana June Sullivan	Instructor	3/31/2014	750.00	Supplemental Pay	RD
Cohort Programs	John Kirk Atkinson	Associate Professor	3/31/2014	750.00	Supplemental Pay	RD
Cohort Programs	John Kirk Atkinson	Associate Professor	3/31/2014	2,500.00	Supplemental Pay	RD
Cohort Programs	Dana Mischelle Cosby	Associate Professor	4/30/2014	2,500.00	Supplemental Pay	RD
Cohort Programs	Dana Mischelle Cosby	Executive-in-Residence	3/31/2014	2,500.00	Supplemental Pay	RD
Cohort Programs	Dana Mischelle Cosby	Executive-in-Residence	4/30/2014	2,500.00	Supplemental Pay	RD

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Cohort Programs	Gary Wayne Houchens	Associate Professor	3/31/2014	500.00	Supplemental Pay	RD
Cohort Programs	Gary Wayne Houchens	Associate Professor	4/30/2014	500.00	Supplemental Pay	RD
Cohort Programs	Molly Beth Kerby	Assistant Professor	5/30/2014	1,500.00	Supplemental Pay	RD
Cohort Programs	Zubair M. Mohamed	Chair	4/30/2014	900.00	Supplemental Pay	RD
Cohort Programs	Zubair M. Mohamed	Chair	5/30/2014	450.00	Supplemental Pay	RD
Cohort Programs	Jane Howard Simmons	Instructor	5/30/2014	9,000.00	Supplemental Pay	RD
Cohort Programs	Jean C. Snavelly	Executive-in-Residence	3/31/2014	2,500.00	Supplemental Pay	RD
Cohort Programs	Jean C. Snavelly	Executive-in-Residence	4/30/2014	2,500.00	Supplemental Pay	RD
Cohort Programs	Brian Sullivan	Associate Professor	3/31/2014	2,500.00	Supplemental Pay	RD
Cohort Programs	Brian Sullivan	Associate Professor	4/30/2014	2,500.00	Supplemental Pay	RD
Communication	Charlotte Ann Elder	Instructor	5/30/2014	105.00	Supplemental Pay	E&G
Communication	Stacey Durbin Gish	Instructor	5/30/2014	105.00	Supplemental Pay	E&G
Communication	Patricia Lynn Witcher	Instructor	5/30/2014	105.00	Supplemental Pay	E&G
Counseling and Student Affairs	Lacretia Toniece Dye	Assistant Professor	4/30/2014	48.00	Supplemental Pay	RD
DELO - MBA	Thomas J. Butterfield	Chair	3/31/2014	2,000.00	Supplemental Pay	RD
DELO - MBA	Thomas J. Butterfield	Chair	4/30/2014	2,000.00	Supplemental Pay	RD
DELO - MBA	Thomas J. Butterfield	Chair	5/30/2014	2,000.00	Supplemental Pay	RD
DELO - MBA	Cecile Wilson Gammon	Professor	5/30/2014	4,000.00	Supplemental Pay	RD
DELO - MBA	Brian L. Goff	Professor	3/31/2014	2,000.00	Supplemental Pay	RD
DELO - MBA	Brian L. Goff	Professor	4/30/2014	2,000.00	Supplemental Pay	RD
DELO - MBA	Brian L. Goff	Professor	5/30/2014	2,000.00	Supplemental Pay	RD
DELO - MBA	Joshua Hensberger	Assistant Professor	5/30/2014	4,000.00	Supplemental Pay	RD
DELO - MBA	Michael Shane Spiller	Associate Professor	5/30/2014	4,000.00	Supplemental Pay	RD
DELO - MBA	Evelyn Holmes Thrasher	Associate Professor	3/31/2014	2,000.00	Supplemental Pay	RD
DELO - MBA	Evelyn Holmes Thrasher	Associate Professor	4/30/2014	2,000.00	Supplemental Pay	RD
DELO - MBA	Evelyn Holmes Thrasher	Associate Professor	5/30/2014	2,000.00	Supplemental Pay	RD
Dental Hygiene Student Material	Lynn D. Austin	Department Head	5/30/2014	2,800.00	Supplemental Pay	RD
Dental Hygiene Student Material	Joseph William Evans	Assistant Professor	5/30/2014	1,800.00	Supplemental Pay	RD
Department of Marketing	Lukas Forbes	Associate Professor	5/30/2014	5,000.00	Supplemental Pay	FDN
Dept. of Kinesiology, Recr. & Sport	Thomas Scott Lyons	Associate Dean	5/30/2014	2,750.00	Supplemental Pay	E&G
Dept. of Kinesiology, Recr. & Sport	James D. Smith	Assistant Professor	5/30/2014	5,000.00	Supplemental Pay	E&G
Distance Learning	Gayle N. Allison	Instructor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Vicki Susan Bagwell	Associate Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	John Paul Baker	Assistant Professor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Mark F. Baum	Assistant Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Ellen M. Bonaguro	Associate Professor	3/31/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Ellen M. Bonaguro	Associate Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Petra Borchers Collyer	Instructor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Carol Elaine Crowe	Professor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Kathy C. Croxall	Associate Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Gerhard K. Daday	Interim Dir, CFD & Assc. Prof.	5/30/2014	4,250.00	Supplemental Pay	RD
Distance Learning	Anthony Mark Doggett	Associate Professor	5/30/2014	1,500.00	Supplemental Pay	RD
Distance Learning	Paul A. Fischer	Assistant Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Stephanie Kay Gandy	Associate Professor	5/30/2014	2,000.00	Supplemental Pay	RD

Faculty One Time Payments
For the Period March 1, 2014 through May 31, 2014

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Distance Learning	Said Ghezal	Instructor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Margaret Gichuru	Assistant Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Becky A. Gillfillen	Professor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Kimberly W. Harris	Associate Professor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Darbi Jean Haynes-Lawrence	Associate Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Jennifer Lynn Howard	Assistant Professor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Xiaoxia Huang	Assistant Professor	5/30/2014	3,500.00	Supplemental Pay	RD
Distance Learning	Daniel Dow Jackson	Associate Professor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Molly Beth Kerby	Assistant Professor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	George Kontos	Associate Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Bruce Arthur Larson	Associate Professor	5/30/2014	2,000.00	Supplemental Pay	RD
Distance Learning	Craig A. Martin	Associate Professor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Ronald L. Mitchell	Associate Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Elena Novak	Visiting Assistant Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Jane Olmsted	Department Head	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Debbie Barnett Parsley	Clinical Assistant Professor	5/30/2014	4,250.00	Supplemental Pay	RD
Distance Learning	Kenneth David Payne	Associate Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Alexander B. Poole	Associate Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Paula Wurth Potter	Associate Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Ronald D. Ramsing	Associate Professor	5/30/2014	2,000.00	Supplemental Pay	RD
Distance Learning	Bryan Reaka	Associate Professor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Susan Johnson Redick	Assistant Professor	3/31/2014	1,400.00	Supplemental Pay	RD
Distance Learning	Nancy Ayers Rice	Associate Professor	5/30/2014	2,292.00	Supplemental Pay	RD
Distance Learning	Jo L. Shaeckelford	Associate Professor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Julia Frances Shadoan	Assistant Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Cliff P. Shaluta	Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Lynette Sue Smith	Professor	5/30/2014	250.00	Supplemental Pay	RD
Distance Learning	Jean C. Snavely	Executive-in-Residence	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Janet Lynne Tassell	Assistant Professor	5/30/2014	750.00	Supplemental Pay	RD
Distance Learning	Elizabeth Grace Winkler	Associate Professor	5/30/2014	2,750.00	Supplemental Pay	RD
Distance Learning	Charles Terry Borders	Associate Professor	3/31/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Charles Terry Borders	Associate Professor	4/30/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Stacey Durbin Gish	Instructor	3/31/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Stacey Durbin Gish	Instructor	4/30/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Anne Lawson Heintzman	Instructor	3/31/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Anne Lawson Heintzman	Instructor	4/30/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Michelle Sharmaine Hollis	Assistant Dean	3/31/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Michelle Sharmaine Hollis	Assistant Dean	4/30/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Julie Kathryn Lee	Instructor	3/31/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Julie Kathryn Lee	Instructor	4/30/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Jessica Marie McClanahan	Instructor	3/31/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Jessica Marie McClanahan	Instructor	4/30/2014	1,000.00	Supplemental Pay	RD
Dual Credit	Ke Peng	Assistant Professor	4/30/2014	4,000.00	Supplemental Pay	RD
Dual Credit	Carmetta Charlotte Skipworth	Assistant Professor	3/31/2014	1,000.00	Supplemental Pay	RD

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Dual Credit	Cametta Charlotte Skipworth	Assistant Professor	4/30/2014	1,000.00	Supplemental Pay	RD
Folk Studies & Anthropology	Brent Alan Bjorkman	Research Assistant Professor	5/30/2014	2,100.00	Supplemental Pay	FDN
Gatton Academy of Math and Science	Marshall L. Scott	Professor	5/30/2014	150.00	Supplemental Pay	E&G
Gatton Academy of Math and Science	Joseph Newton Stites	Assistant Professor	5/30/2014	150.00	Supplemental Pay	E&G
Geography & Geology	Andrew Howard Wulff	Associate Professor	4/30/2014	750.00	Supplemental Pay	E&G
Health & Fitness Lab	Lacretia Toniece Dye	Assistant Professor	3/31/2014	80.00	Supplemental Pay	E&G
Health & Fitness Lab	Lacretia Toniece Dye	Assistant Professor	5/30/2014	48.00	Supplemental Pay	E&G
Health & Fitness Lab	Elizabeth D. Hall	Assistant Professor	3/31/2014	64.00	Supplemental Pay	E&G
Health & Fitness Lab	Elizabeth D. Hall	Assistant Professor	4/30/2014	80.00	Supplemental Pay	E&G
Health & Fitness Lab	Elizabeth D. Hall	Assistant Professor	5/30/2014	96.00	Supplemental Pay	E&G
Health & Fitness Lab	Quentin Maurice Hollis	Associate Professor	3/31/2014	16.00	Supplemental Pay	Grant
Health & Fitness Lab	Quentin Maurice Hollis	Associate Professor	4/30/2014	96.00	Supplemental Pay	Grant
Health & Fitness Lab	Quentin Maurice Hollis	Associate Professor	5/30/2014	72.00	Supplemental Pay	Grant
Health & Fitness Lab	Jill M. Maples	Assistant Professor	3/31/2014	192.00	Supplemental Pay	Grant
Health & Fitness Lab	Jill M. Maples	Assistant Professor	3/31/2014	240.00	Supplemental Pay	E&G
Health & Fitness Lab	Jill M. Maples	Assistant Professor	4/30/2014	96.00	Supplemental Pay	E&G
Health & Fitness Lab	Jill M. Maples	Assistant Professor	5/30/2014	112.00	Supplemental Pay	E&G
Health & Fitness Lab	Jill M. Maples	Assistant Professor	4/30/2014	100.00	Supplemental Pay	E&G
Honors College	Nikolai Endres	Associate Professor	4/30/2014	200.00	Supplemental Pay	E&G
Honors College	Jane Loring Mathison Fife	Associate Professor	4/30/2014	100.00	Supplemental Pay	E&G
Honors College	William David LeNoir	Professor	4/30/2014	100.00	Supplemental Pay	E&G
Honors College	Judith Szerdahelyi	Associate Professor	4/30/2014	100.00	Supplemental Pay	E&G
Kelly Autism Program	Martha J. Boman	Associate Professor	5/30/2014	5,000.00	Supplemental Pay	FDN
KIIS	Eddy Alain Cuisinier	Instructor	4/30/2014	4,000.00	Supplemental Pay	RD
KIIS	William N. Mkanta	Associate Professor	4/30/2014	4,000.00	Supplemental Pay	RD
KIIS	Inmaculada Pertusa	Associate Professor	5/30/2014	2,000.00	Supplemental Pay	RD
KIIS	Melissa A. Stewart	Professor	5/30/2014	4,000.00	Supplemental Pay	RD
KIIS	Timothy D. Straubel	Instructor	4/30/2014	2,000.00	Supplemental Pay	RD
Lifelong Learning	Roger L. Dennis	Instructor	5/30/2014	300.00	Supplemental Pay	RD
MBA	Ray Blankenship	Professor	3/31/2014	3,000.00	Supplemental Pay	E&G
MBA	Ray Blankenship	Professor	4/30/2014	4,200.00	Supplemental Pay	E&G
MBA	LeAnne Coder	Associate Professor	3/31/2014	3,000.00	Supplemental Pay	E&G
MBA	LeAnne Coder	Associate Professor	4/30/2014	3,900.00	Supplemental Pay	E&G
MBA	Craig A. Martin	Associate Professor	4/30/2014	3,300.00	Supplemental Pay	E&G
MBA	Paula Wurth Potter	Associate Professor	3/31/2014	3,000.00	Supplemental Pay	E&G
MBA	Paula Wurth Potter	Associate Professor	4/30/2014	2,100.00	Supplemental Pay	E&G
Men's Golf	Steven Richard Winger	Professor	4/30/2014	225.00	Supplemental Pay	E&G
MSW Cohorts	James D. May	Department Head	3/31/2014	750.00	Supplemental Pay	RD
MSW Cohorts	James D. May	Department Head	4/30/2014	750.00	Supplemental Pay	RD
MSW Cohorts	James D. May	Department Head	5/30/2014	750.00	Supplemental Pay	RD
MSW Cohorts	Dana June Sullivan	Associate Professor	3/31/2014	1,500.00	Supplemental Pay	RD
MSW Cohorts	Dana June Sullivan	Associate Professor	4/30/2014	1,500.00	Supplemental Pay	RD
Public Health	Gordon Donald McKerral	Associate Professor	4/30/2014	300.00	Supplemental Pay	Grant
RN to BSN (Cohort)	William Spencer Cole	Instructor	3/31/2014	1,250.00	Supplemental Pay	RD
RN to BSN (Cohort)	William Spencer Cole	Instructor	4/30/2014	1,250.00	Supplemental Pay	RD

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
RN to BSN (Cohort)	Kimberly W. Harris	Associate Professor	3/31/2014	900.00	Supplemental Pay	RD
RN to BSN (Cohort)	Kimberly W. Harris	Associate Professor	4/30/2014	900.00	Supplemental Pay	RD
RN to BSN (Cohort)	Robin Renee Madison	Instructor	3/31/2014	900.00	Supplemental Pay	RD
RN to BSN (Cohort)	Robin Renee Madison	Instructor	4/30/2014	900.00	Supplemental Pay	RD
RN to BSN (Cohort)	Leanna Miller	Instructor	3/31/2014	900.00	Supplemental Pay	RD
RN to BSN (Cohort)	Leanna Miller	Instructor	4/30/2014	900.00	Supplemental Pay	RD
RN to BSN (Cohort)	Lora Wills Moore	Associate Professor	3/31/2014	1,250.00	Supplemental Pay	RD
RN to BSN (Cohort)	Lora Wills Moore	Associate Professor	4/30/2014	1,250.00	Supplemental Pay	RD
RN to BSN (Cohort)	Lisa Eileen Stewart	Instructor	3/31/2014	1,250.00	Supplemental Pay	RD
RN to BSN (Cohort)	Lisa Eileen Stewart	Instructor	4/30/2014	1,250.00	Supplemental Pay	RD
RN to BSN (Cohort)	James B. Fulkerson	Instructor	3/31/2014	100.00	Supplemental Pay	E&G
School of Professional Studies	Deborah Carr Linville Shivel	Instructor	3/31/2014	100.00	Supplemental Pay	E&G
School of Professional Studies	Patricia L. Desrosiers	Assistant Professor	3/31/2014	1,368.00	Supplemental Pay	E&G
Social Work	James D. May	Department Head	5/30/2014	2,500.00	Supplemental Pay	Grant
Social Work	Guangming Xing	Professor	3/31/2014	3,200.00	Supplemental Pay	RD
Software Solutions	Guangming Xing	Professor	4/30/2014	3,200.00	Supplemental Pay	RD
Software Solutions	Uta Ziegler	Professor	4/30/2014	800.00	Supplemental Pay	RD
Study Away Program	Paul A. Fischer	Professor	4/30/2014	1,000.00	Supplemental Pay	RD
Study Away Program	Edward Kintzel	Assistant Professor	3/31/2014	1,000.00	Supplemental Pay	RD
Study Away Program	Jerry Walker Rutledge	Assistant Professor	3/31/2014	562.50	Supplemental Pay	RD
WKU Research Foundation	Kenneth Brent Askins	Assistant Professor	3/31/2014	2,250.00	Supplemental Pay	RD
WKU Research Foundation	Patricia L. Desrosiers	Professor	4/30/2014	1,100.80	Supplemental Pay	E&G
WKU Research Foundation	Lance William Hahn	Assistant Professor	3/31/2014	1,083.20	Supplemental Pay	E&G
WKU Research Foundation	Lance William Hahn	Associate Professor	3/31/2014	651.10	Supplemental Pay	E&G
WKU Research Foundation	Peggy D. Otto	Associate Professor	5/30/2014	961.40	Supplemental Pay	E&G
WKU Research Foundation	Peggy D. Otto	Assistant Professor	4/30/2014	1,958.40	Supplemental Pay	E&G
WKU Research Foundation	Amber Nicole Schroeder	Assistant Professor	5/30/2014	1,958.40	Supplemental Pay	E&G
WKU Research Foundation	Sandra H. Starks	Assistant Professor	5/30/2014	1,320.00	Supplemental Pay	E&G
WKU Research Foundation	Tamara Van Dyken	Associate Professor	3/31/2014	1,293.40	Supplemental Pay	E&G
WKU Research Foundation	Tamara Van Dyken	Assistant Professor	4/30/2014	1,938.80	Supplemental Pay	E&G
WKU Research Foundation	Tamara Van Dyken	Assistant Professor	5/30/2014	1,938.80	Supplemental Pay	E&G
Youth Programs	Ching-Yi Lin	Assistant Professor	4/30/2014	1,102.53	Supplemental Pay	RD
Youth Programs	Ching-Yi Lin	Assistant Professor	5/30/2014	590.64	Supplemental Pay	RD

* Funding Source Codes:

E&G - Education and General

Grant - Grant Funded

Aux - Auxiliary

RD - Revenue Dependent

Split - Funding is split between sources

FDN - Foundation

Funding Source Codes:
E&G - Education and General
Grant - Grant Funded
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FDN - Foundation

Department	Employee	Title	Effective Date	Current Rate/Salary	Proposed Rate/Salary	Type Action	Funding Source	Salary Increase Reason
Admissions Office	James R Payne	Admissions Associate	03/24/2014		23,088.00	Initial Appointment	E&G	
Advancement Services	Jack Edward McMahon	Director, Prospect Research	05/05/2014		55,008.00	Initial Appointment	E&G	
Athletics	Melisa Jeanette Koch	Assistant to the Athletics Dir	03/17/2014		47,736.00	Initial Appointment	E&G	
Bursar	Julie Griese Emmitt	Assc Bursar (Student Recevbis)	05/19/2014		42,504.00	Initial Appointment	E&G	
Campus Services	Robert Alexander Alvey	Groundskeeper	03/24/2014		17,940.00	Initial Appointment	E&G	
Campus Services	Dustyn J. Brooks	Groundskeeper	04/14/2014		17,940.00	Initial Appointment	E&G	
Child Care	Tina Louise Smajlagic	Component Coordinator	03/05/2014		38,004.00	Initial Appointment	RD	
Distance Learning	Steven S. Kirtley	Instructional Technologist	03/05/2014		51,012.00	Initial Appointment	RD	
Graduate School	David Lee Craig	Technology Support Specialist	04/30/2014		47,004.00	Initial Appointment	E&G	
Internal Auditor	Jennifer Drago Miller	Senior Auditor	04/07/2014		58,008.00	Initial Appointment	E&G	
Libraries	April Dawn McCauley	Archival Assistant	03/05/2014		21,888.00	Initial Appointment	E&G	
Men's Football	Gregory Oscar Brohm	Director, Football Operations	04/29/2014		70,008.00	Initial Appointment	E&G	
Men's Football	Austin R Lewis	Office Associate	03/17/2014		26,004.00	Initial Appointment	E&G	
Office of Research	Justin Michael Kunkle	Director, Green River Preserve	05/01/2014		58,008.00	Initial Appointment	E&G	
Office of the CFO	Kristi Miller Smith	Manager, Payroll	03/26/2014		68,004.00	Initial Appointment	E&G	
Public Radio Services	Laura S Holderfield	Coordinator, Corporate Support	03/12/2014		50,004.00	Initial Appointment	Grant	
Student Financial Assistance	Mary Catherine Yates	Communication Ctr Coordinator	04/01/2014		25,872.00	Initial Appointment	E&G	
Teacher Services	Cindy R. White	Office Associate	04/15/2014		25,008.00	Initial Appointment	E&G	
Agriculture	Annesly Netthisinghe	Research Scientist	06/01/2014	55,968.00	55,968.00	Reappointment	Grant	
Biology	Jerry David Monroe	Post-Doctoral Research Assc.	05/01/2014	38,880.00	38,880.00	Reappointment	Split	
Biology	Devesh Shukla	Post-Doctoral Research Assc.	06/01/2014	33,000.00	33,000.00	Reappointment	Grant	
College of Health & Human Services	Angelyn Brewer Drexler	CPR Training Coordinator	07/01/2014	32,184.00	32,688.00	Reappointment	Grant	
Cyber Defense Lab Professional Serv	Melinda Whitfield Thomas	Manager, CDL Training/RSO	04/01/2014	72,000.00	72,000.00	Reappointment	Split	
Public Radio Services	Laura S Holderfield	Coordinator, Corporate Support	07/01/2014	50,004.00	43,752.00	Reappointment	Grant	
University College	Kent A. Johnson	Military Student Svcs Asst	12/01/2013	28,008.00	28,008.00	Reappointment	E&G	
Educational Television Services	Darius N. Barati	Asst Producer/Videographer	04/01/2014		32,808.00	Rehire	Grant	
Office of Research	Kyle Thomas Moss	Engineering Technician	04/15/2014		62,016.00	Rehire	E&G	
Student Activity, Org & Leadership	Andrew Scott Rash	Coord, Student Activities	02/28/2014		38,508.00	Rehire	Aux	
Campus Services and Facilities	Bryan B. Russell	Chief Facilities Officer	07/01/2014	99,852.00	120,000.00	Reclassification	E&G	
Housing & Residence Life	Joseph David Bledsoe	Supervisor, Maintenance	01/01/2014	32,077.50	45,142.50	Reclassification	Aux	
Office of Internationalization	Sakiba Dzeil	Coord, International Programs	01/01/2014	32,712.00	36,720.00	Reclassification	E&G	
Planning, Design & Construction	Danielle Nicole Burris	Capital Projects Coordinator	07/01/2014	30,720.00	38,004.00	Reclassification	E&G	
Admissions Office	Laura Elizabeth Heidel	Admissions Counselor	05/01/2014	5,000.00	29,868.00	Status Change-PT to FT	E&G	
Building Services	Shannon Read Atwood	Building Services Attendant	05/19/2014	8.26/hr	16,107.00	Status Change-Temp to Reg	E&G	
Building Services	Brian L. Ausbrooks	Building Services Attendant	05/19/2014	8.26/hr	16,107.00	Status Change-Temp to Reg	E&G	
Building Services	Kimberly Ann Daigre	Building Services Attendant	05/19/2014	8.26/hr	16,107.00	Status Change-Temp to Reg	E&G	
Building Services	Sandra Kaye Hagan	Building Services Attendant	05/19/2014	8.26/hr	16,107.00	Status Change-Temp to Reg	E&G	

Department	Employee	Title	Effective Date	Current Rate/Salary	Proposed Rate/Salary	Type Action	Funding Source	Salary Increase Reason
Building Services	Zachary James Norris	Building Services Attendant	04/21/2014	8.26/hr	16,107.00	Status Change-Temp to Reg	E&G	
Building Services	Michael Wayne Sallee	Building Services Attendant	05/19/2014	8.26/hr	16,107.00	Status Change-Temp to Reg	E&G	
Extended Learning & Outreach (DELO)	Abby Meador Scott	Academic Coordinator	03/01/2014	27,516.00	41,280.00	Status Change-PT to FT	RD	
Extended Learning & Outreach (DELO)	Jonathan Scott Wilburn	Academic Outreach Specialist	02/24/2014	15/hr	29,868.00	Status Change-PT to FT	RD	
Physics & Astronomy	Ronn D. Kistler	Hardin Planetarium Coordinator	07/01/2014	34,008.00	34,200.00	Status Change-Temp to Reg	E&G	
President's Office	Julia Johnson McDonald	Senior Administrative Asst.	07/01/2014	42,000.00	52,560.00	Status Change-PT to FT	E&G	
The WKU Store	Trevor Crawford Nunn	Ed Materials Inv Ctrf Coord	03/31/2014	\$17.44/hr	34,000.00	Status Change-PT to FT	Aux	
Police	Sam Clayton Scarborough	Corporal	07/01/2014	36,012.00	37,020.00	Degree	E&G	
Enrollment Management	Brian Wilson Meredith	Chief Enrollment/Grad Officer	05/01/2014	120,000.00	120,000.00	Title Change	E&G	
Human Resources	Kari Anne Aikins	Asst Dir, Total Compensation	05/01/2014	69,828.00	69,828.00	Title Change	E&G	
WKU - Owensboro	Hannah Rene' Thurman	Marketing Assistant	03/17/2014	26,004.00	26,004.00	Title Change	E&G	
Academic Readiness	Stephanie A. Wilson	Administrative Assistant	05/19/2014	36,240.00	33,720.00	Transfer	E&G	
Building Services	Larry E. Cardwell	Building Services Attendant	04/07/2014	20,728.50	20,728.50	Transfer	E&G	
Housing & Residence Life	Sandra Kay Tinsley	Housing Assistant	04/28/2014	23,205.00	27,000.00	Transfer	Aux	
Human Resources	Sondra Elise Humphries	Benefits Analyst	06/01/2014	32,496.00	35,016.00	Transfer	E&G	
Library Technical Services	Crystal Nicole Bowling	Office Coordinator	04/01/2014	25,488.00	31,080.00	Transfer	E&G	
Student Activity, Org & Leadership	Rachel Manning Goodman	Dir/Campus & Community Events	07/01/2014	43,356.00	53,004.00	Transfer	E&G	
Student Disability Services	Veronica Lynn Hazard	Coord/Deaf and Hard of Hearing	04/18/2014	28,272.00	38,400.00	Transfer	Grant	
Teacher Services	Candace Renee Rogers	Certification Officer	05/01/2014	26,004.00	40,008.00	Transfer	E&G	
WKU - E-town/Radcliff/Fort Knox	Jennifer L. London	Office Associate	06/16/2014	26,016.00	27,024.00	Transfer	E&G	
Admissions Office	Holly Hurt Johnson	Admissions Associate	06/01/2014	23,112.00	29,112.00	Temporary Rate Increase Begin	E&G	
Admissions Office	Holly Hurt Johnson	Admissions Associate	07/01/2014	29,112.00	29,616.00	Temporary Rate Increase Begin	E&G	
Admissions Office	Holly Hurt Johnson	Admissions Associate	06/01/2015	29,616.00	23,616.00	Temporary Rate Increase End	E&G	
Advancement Services	Cindy Meador Hancock	Office Assistant	03/01/2014	26,196.00	29,196.00	Temporary Rate Increase Begin	E&G	
Advancement Services	Cindy Meador Hancock	Office Assistant	07/01/2014	29,196.00	26,196.00	Temporary Rate Increase End	E&G	
Advancement Services	Melissa M. Johnson	Office Assistant	03/01/2014	29,832.00	32,832.00	Temporary Rate Increase Begin	E&G	
Advancement Services	Melissa M. Johnson	Office Assistant	07/01/2014	32,832.00	29,832.00	Temporary Rate Increase End	E&G	
Advancement Services	Betty Ann Keown	Records Associate	03/01/2014	33,216.00	34,212.00	Temporary Rate Increase Begin	E&G	
Advancement Services	Betty Ann Keown	Records Associate	07/01/2014	34,212.00	33,216.00	Temporary Rate Increase End	E&G	
Advancement Services	Emily R. McCallister	Office Assistant	03/01/2014	26,196.00	29,196.00	Temporary Rate Increase Begin	E&G	
Advancement Services	Emily R. McCallister	Office Assistant	07/01/2014	29,196.00	26,196.00	Temporary Rate Increase End	E&G	
Advancement Services	Naren Hak Meredith	Office Assistant	03/01/2014	29,520.00	30,516.00	Temporary Rate Increase Begin	E&G	
Advancement Services	Naren Hak Meredith	Office Assistant	07/01/2014	30,516.00	29,520.00	Temporary Rate Increase End	E&G	
Advancement Services	Kathryn Carol Norris	Office Assistant	03/01/2014	26,028.00	29,028.00	Temporary Rate Increase Begin	E&G	
Advancement Services	Kathryn Carol Norris	Office Assistant	07/01/2014	29,028.00	26,028.00	Temporary Rate Increase End	E&G	
Advancement Services	Gregory T. Royalty	Office Assistant	03/01/2014	25,524.00	28,524.00	Temporary Rate Increase Begin	E&G	
Advancement Services	Gregory T. Royalty	Office Assistant	07/01/2014	28,524.00	25,524.00	Temporary Rate Increase End	E&G	

Department	Employee	Title	Effective Date	Current Rate/Salary	Proposed Rate/Salary	Type Action	Funding Source	Salary Increase Reason
Facilities Management	Albert H. Brown	Team Leader, Building Services	05/05/2014	22,503.00	24,453.00	Temporary Rate Increase Begin	E&G	
Facilities Management	Albert H. Brown	Team Leader, Building Services	07/01/2014	24,453.00	24,956.10	Temporary Rate Increase Begin	E&G	
Facilities Management	Albert H. Brown	Team Leader, Building Services	09/21/2014	24,956.10	23,010.00	Temporary Rate Increase End	E&G	
Graduate School	Julie Marie Harris	Admissions Coordinator	02/01/2014	27,276.00	32,736.00	Temporary Rate Increase Begin	E&G	
Graduate School	Julie Marie Harris	Admissions Coordinator	07/01/2014	32,736.00	33,240.00	Temporary Rate Increase Begin	E&G	
Graduate School	Julie Marie Harris	Admissions Coordinator	09/01/2014	33,240.00	27,780.00	Temporary Rate Increase End	E&G	
International Student Office	Dewaker M. Dhandapani	Office Associate	05/01/2014	27,000.00	39,000.00	Temporary Rate Increase Begin	E&G	
International Student Office	Dewaker M. Dhandapani	Office Associate	06/01/2014	39,000.00	27,000.00	Temporary Rate Increase End	E&G	
VP for Finance and Administration	Carolyn Ann Green	Administrative Assistant	04/01/2014	42,516.00	46,116.00	Temporary Rate Increase Begin	E&G	
VP for Finance and Administration	Carolyn Ann Green	Administrative Assistant	07/01/2014	46,116.00	42,516.00	Temporary Rate Increase End	E&G	
VP for Finance and Administration	Katherine Ann Mead	Vice President	07/01/2014	168,000.00	193,008.00	Salary Increase ADDED	E&G	ADDED
Athletics	Joseph R. Carnes	Asst. Strength & Cond. Coach	07/01/2014	27,048.00	32,004.00	Salary Increase MKTEQ	E&G	MKTEQ
Athletics	Leslie D. Forsythe	Dir, Ath Facs & Event Mgmt	07/01/2014	47,280.00	50,004.00	Salary Increase MKTEQ	E&G	MKTEQ
Athletics	Micheal Ray Gaddie	Associate Athletic Trainer	07/01/2014	52,656.00	57,000.00	Salary Increase MKTEQ	E&G	MKTEQ
Athletics	Lisa Ann Powers	Business Operations Associate	07/01/2014	27,588.00	30,588.00	Salary Increase MKTEQ	E&G	MKTEQ
Athletics	John Seibert Stephanski	Strength & Conditioning Coach	07/01/2014	40,812.00	45,000.00	Salary Increase MKTEQ	E&G	MKTEQ
Athletics	Dustin R. Wilson	Associate Athletic Trainer	07/01/2014	37,476.00	42,252.00	Salary Increase MKTEQ	E&G	MKTEQ
Health & Fitness Lab	Alissa Denise Arnold	Coordinator, Student Wellness	07/01/2014	35,376.00	35,640.00	Salary Increase MKTEQ	E&G	MKTEQ
Hoffman Institute - POD	Lee Anne Bledsoe	Environmental Research Assc	05/01/2014	37,356.00	42,864.00	Salary Increase MKTEQ	RD	MKTEQ
Men's Football	Mike Cassidy	Assistant Coach	07/01/2014	75,000.00	110,004.00	Salary Increase MKTEQ	E&G	MKTEQ
Men's Football	Gregory Thomas Nord	Assistant Coach	07/01/2014	58,500.00	95,004.00	Salary Increase MKTEQ	E&G	MKTEQ
Planning, Design & Construction	Alfonso Medardo Casana	Sr. Project Manager-Renovation	07/01/2014	62,412.00	69,540.00	Salary Increase MKTEQ	E&G	MKTEQ
Women's Soccer	Christopher Lee Tinius	Assistant Coach	07/01/2014	28,560.00	32,508.00	Salary Increase MKTEQ	E&G	MKTEQ
Police	Jonathan A Poynter	Police Officer	03/31/2014	28,392.00	31,488.00	Salary Increase OTHSI	E&G	OTHSI
Men's Football	Kedrick Brumfield	Assistant Coach	02/01/2014	53,004.00	55,008.00	Salary Increase REORG	E&G	REORG
School of Nursing	Natalie Nicole Holland	Coord, Clinical Education	07/01/2014	33,696.00	35,040.00	Salary Increase REORG	E&G	REORG
School of Nursing	Michelle Renee Tedder	Office Associate	07/01/2014	29,928.00	31,416.00	Salary Increase REORG	E&G	REORG

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E&G - Education and General
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Aux - Auxiliary
RD - Revenue Dependent
Split - Split between sources
FDN - Foundation

Salary Increase Codes:

ADDED - Added Duties
DEGRE - Degree
DFMCP - Dept of Facilities Mgmt Career Path Program
MKTEQ - Market Equity
MSGIN - Minimum Salary Grade Increase
REORG - Departmental Reorganization
OTHSI - Other Salary Increase

Action Definitions:

INITIAL APPOINTMENT - Used when an employee is added to payroll for the first time.
SECONDARY APPOINTMENT - Used when a PT employee who already has a primary assignment accepts an additional PT assignment.
REAPPOINTMENT - Used when an employee comes to the end date of an appointment and is continued in the same position. Used only when there is no break in employment.
REHIRE - Used when an employee is rehired following a separation from WKU.
REHIRE OF A RETIREE - Used when a WKU retired employee is rehired.
ADDED DUTIES - Used when an employee receives a salary increase due to added responsibilities in their job but when their job is not reclassified.
DEGREE - Used when an employee receives a degree resulting in an increase to their base salary or payment of a lump sum.
DFMCP - Used when an employee receives a salary increase due to participation in the Dept of Facilities Mgmt Career Path Program.
MARKET/EQUITY INCREASE - Used when employee receives a salary increase as the result of market or equity factors.
MSGIN - Used when an employee receives a salary increase in order to reach the range of the assigned salary grade.
OTHER SALARY INCREASE - Used when an employee receives a salary increase due to reasons not covered by other salary increase reason codes.
FISCAL YEAR RATE INCREASE - Used when a rate increase is effective July 1.
RECLASSIFICATION - Used when an employee's job title, salary grade and/or salary are changed as the result of a material increase in duties/responsibilities.
REORGANIZATION - Used when an employee receives a salary increase as the result of a departmental reorganization.
FISCAL YEAR SALARY INCREASE - Used when a salary increase is effective on July 1.
STATUS CHANGE - used when a staff member goes from part time to full time. (This code is not used for faculty.)
TRANSFER - Used when an employee moves from one position to another position as the result of a search process regardless of department and/or salary change.

Explanation for Salary Increases Greater Than \$5,000

Katherine Ann Mead	Administrative reorganization effective July 1 moves Parking and Transportation, Postal Services, Printing Services and Auxiliary Enterprises (WKU Store, WKU Restaurant Group, ID Center and Student Printing Center) to the Finance and Administration Division and under Ms. Mead's areas of responsibility.
Lee Anne Bledsoe	In 2010 she started at a salary that was about \$5,000 less than the previous manager. In the meantime she has excelled and the lab has grown and thrived. I would like to bring her up to an appropriate salary level that is more commensurate with her skillset, experience, value to the laboratory, and salaries for comparable jobs in the region. The lab is completely externally funded, revenue account 262701. - Chris Groves
Mike Cassity	Salary increase due to more responsibility and also based on the industry average in the profession commensurate with experience.
Gregory Thomas Nord	Salary increase due to more responsibility and also based on the industry average in the profession commensurate with experience.
Alfonso Medardo Casana	Compensation analysis conducted by Amber Scott and resulted in a recommended market adjustment.

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Dean, University College	Terry Dewayne Shoemaker	Program Coordinator	5/30/2014	500.00	Awards	E&G
Kentucky Museum	John C. Grismore	Manager, Post Office	4/15/2014	50.00	Awards	FDN
Kentucky Museum	Christopher J. Ratus	Maintenance Technician	4/18/2014	125.00	Awards	E&G
Child Care	Stephanie Lane Elliott	Coordinator, Education	5/30/2014	600.00	Consulting	RD
Training/Technical Assistance Svcs	Yolanda Hunton Bell	Teacher	4/30/2014	600.00	Consulting	RD
21st Century Media - POD	David S. Brinkley	Part-Time Faculty	3/31/2014	460.00	Faculty Part Time	E&G
21st Century Media - POD	David S. Brinkley	Part-Time Faculty	4/30/2014	460.00	Faculty Part Time	E&G
21st Century Media - POD	David S. Brinkley	Part-Time Faculty	5/30/2014	460.00	Faculty Part Time	E&G
21st Century Media - POD	Ami L. Carter	Part-Time Faculty	3/31/2014	460.00	Faculty Part Time	E&G
21st Century Media - POD	Ami L. Carter	Part-Time Faculty	4/30/2014	460.00	Faculty Part Time	E&G
21st Century Media - POD	Ami L. Carter	Part-Time Faculty	5/30/2014	460.00	Faculty Part Time	E&G
21st Century Media - POD	Charles Edward Clark	Part-Time Faculty	3/31/2014	460.00	Faculty Part Time	E&G
21st Century Media - POD	Charles Edward Clark	Part-Time Faculty	4/30/2014	460.00	Faculty Part Time	E&G
21st Century Media - POD	Charles Edward Clark	Part-Time Faculty	5/30/2014	460.00	Faculty Part Time	E&G
Academic Readiness	Lauren Denise Cunningham	Part-Time Faculty	3/31/2014	423.00	Faculty Part Time	E&G
Academic Readiness	Lauren Denise Cunningham	Part-Time Faculty	4/30/2014	423.00	Faculty Part Time	E&G
Academic Readiness	Lauren Denise Cunningham	Part-Time Faculty	5/30/2014	423.00	Faculty Part Time	E&G
Academic Readiness	Brent Allen Fisk	Part-Time Faculty	3/14/2014	230.00	Faculty Part Time	E&G
Academic Readiness	Brent Allen Fisk	Part-Time Faculty	3/31/2014	230.00	Faculty Part Time	E&G
Academic Readiness	Brent Allen Fisk	Part-Time Faculty	4/15/2014	230.00	Faculty Part Time	E&G
Academic Readiness	Brent Allen Fisk	Part-Time Faculty	4/30/2014	230.00	Faculty Part Time	E&G
Academic Readiness	Brent Allen Fisk	Part-Time Faculty	5/15/2014	230.00	Faculty Part Time	E&G
Academic Readiness	Brent Allen Fisk	Part-Time Faculty	5/30/2014	230.00	Faculty Part Time	E&G
Academic Readiness	Matthew James Foraker	Part-Time Faculty	3/31/2014	760.00	Faculty Part Time	E&G
Academic Readiness	Matthew James Foraker	Part-Time Faculty	4/30/2014	760.00	Faculty Part Time	E&G
Academic Readiness	Matthew James Foraker	Part-Time Faculty	5/30/2014	760.00	Faculty Part Time	E&G
Academic Readiness	Crystal Ann Hardeman	Part-Time Faculty	3/31/2014	423.00	Faculty Part Time	E&G
Academic Readiness	Crystal Ann Hardeman	Part-Time Faculty	4/30/2014	423.00	Faculty Part Time	E&G
Academic Readiness	Crystal Ann Hardeman	Part-Time Faculty	5/30/2014	423.00	Faculty Part Time	E&G
Academic Readiness	Elizabeth A. Heller	Part-Time Faculty	3/31/2014	282.00	Faculty Part Time	E&G
Academic Readiness	Elizabeth A. Heller	Part-Time Faculty	4/30/2014	282.00	Faculty Part Time	E&G
Academic Readiness	Elizabeth A. Heller	Part-Time Faculty	5/30/2014	282.00	Faculty Part Time	E&G
Academic Readiness	Mindy Renee Johnson	Part-Time Faculty	4/30/2014	712.00	Faculty Part Time	E&G
Academic Readiness	Mindy Renee Johnson	Part-Time Faculty	5/30/2014	712.00	Faculty Part Time	E&G
Academic Readiness	Cres'Sena S. Manning	Part-Time Faculty	3/31/2014	423.00	Faculty Part Time	E&G
Academic Readiness	Cres'Sena S. Manning	Part-Time Faculty	4/30/2014	423.00	Faculty Part Time	E&G
Academic Readiness	Cres'Sena S. Manning	Part-Time Faculty	5/30/2014	423.00	Faculty Part Time	E&G
Academic Readiness	Leslie Ford Plumlee	Part-Time Faculty	3/31/2014	712.00	Faculty Part Time	E&G
Academic Readiness	Leslie Ford Plumlee	Part-Time Faculty	4/30/2014	712.00	Faculty Part Time	E&G
Academic Readiness	Leslie Ford Plumlee	Part-Time Faculty	5/30/2014	712.00	Faculty Part Time	E&G
Admissions Office	Amy Lynn Fitzpatrick	Part-Time Faculty	3/31/2014	460.00	Faculty Part Time	E&G
Admissions Office	Amy Lynn Fitzpatrick	Part-Time Faculty	4/30/2014	460.00	Faculty Part Time	E&G
Admissions Office	Amy Lynn Fitzpatrick	Part-Time Faculty	5/30/2014	460.00	Faculty Part Time	E&G

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Agriculture	Annesly Netthisinghe	Part-Time Faculty	3/31/2014	423.00	Faculty Part Time	E&G
Agriculture	Annesly Netthisinghe	Part-Time Faculty	4/30/2014	423.00	Faculty Part Time	E&G
Agriculture	Annesly Netthisinghe	Part-Time Faculty	5/30/2014	423.00	Faculty Part Time	E&G
Athletic Administration (Academic)	Jeffrey Alan Younglove	Part-Time Faculty	3/31/2014	875.00	Faculty Part Time	RD
Athletic Administration (Academic)	Jeffrey Alan Younglove	Part-Time Faculty	4/30/2014	875.00	Faculty Part Time	RD
Athletic Administration (Academic)	Jeffrey Alan Younglove	Part-Time Faculty	5/30/2014	875.00	Faculty Part Time	RD
Biology	John Mark Clauson	Part-Time Faculty	3/31/2014	570.00	Faculty Part Time	E&G
Biology	John Mark Clauson	Part-Time Faculty	4/30/2014	570.00	Faculty Part Time	E&G
Biology	John Mark Clauson	Part-Time Faculty	5/30/2014	570.00	Faculty Part Time	E&G
Center for Faculty Development	Abby Meador Scott	Part-Time Faculty	3/31/2014	460.00	Faculty Part Time	RD
Center for Faculty Development	Abby Meador Scott	Part-Time Faculty	4/30/2014	460.00	Faculty Part Time	RD
Center for Faculty Development	Abby Meador Scott	Part-Time Faculty	5/30/2014	460.00	Faculty Part Time	RD
CFL - Social Work	Kellye Marie McIntyre	Part-Time Faculty	3/31/2014	2,250.00	Faculty Part Time	RD
Communication	Jessica Lauren Furgerson	Part-Time Faculty	3/31/2014	460.00	Faculty Part Time	E&G
Communication	Jessica Lauren Furgerson	Part-Time Faculty	4/30/2014	460.00	Faculty Part Time	E&G
Communication	Jessica Lauren Furgerson	Part-Time Faculty	5/30/2014	460.00	Faculty Part Time	E&G
Communication	Denise C. Garner	Part-Time Faculty	3/31/2014	534.00	Faculty Part Time	E&G
Communication	Denise C. Garner	Part-Time Faculty	4/30/2014	534.00	Faculty Part Time	E&G
Communication	Denise C. Garner	Part-Time Faculty	5/30/2014	534.00	Faculty Part Time	E&G
Communication	Denise Murrell Hardesty	Part-Time Faculty	3/31/2014	460.00	Faculty Part Time	E&G
Communication	Denise Murrell Hardesty	Part-Time Faculty	4/30/2014	460.00	Faculty Part Time	E&G
Communication	Denise Murrell Hardesty	Part-Time Faculty	5/30/2014	460.00	Faculty Part Time	E&G
Communication	Kayla M. Riley	Part-Time Faculty	3/31/2014	423.00	Faculty Part Time	E&G
Communication	Kayla M. Riley	Part-Time Faculty	4/30/2014	423.00	Faculty Part Time	E&G
Communication	Kayla M. Riley	Part-Time Faculty	5/30/2014	423.00	Faculty Part Time	E&G
Communication Sciences & Disorders	Janice S. Sandidge	Part-Time Faculty	3/31/2014	423.00	Faculty Part Time	E&G
Communication Sciences & Disorders	Janice S. Sandidge	Part-Time Faculty	3/31/2014	534.00	Faculty Part Time	E&G
Communication Sciences & Disorders	Janice S. Sandidge	Part-Time Faculty	3/31/2014	534.00	Faculty Part Time	E&G
Communication Sciences & Disorders	Janice S. Sandidge	Part-Time Faculty	4/30/2014	534.00	Faculty Part Time	E&G
Communication Sciences & Disorders	Janice S. Sandidge	Part-Time Faculty	4/30/2014	534.00	Faculty Part Time	E&G
Communication Sciences & Disorders	Janice S. Sandidge	Part-Time Faculty	5/30/2014	534.00	Faculty Part Time	E&G
Computer Science	Gopi Chand Nutakki	Part-Time Faculty	3/31/2014	750.00	Faculty Part Time	E&G
Computer Science	Gopi Chand Nutakki	Part-Time Faculty	4/30/2014	750.00	Faculty Part Time	E&G
Computer Science	Gopi Chand Nutakki	Part-Time Faculty	5/30/2014	750.00	Faculty Part Time	E&G
Counseling and Student Affairs	Joelle Davis Carter	Part-Time Faculty	3/31/2014	570.00	Faculty Part Time	E&G
Counseling and Student Affairs	Joelle Davis Carter	Part-Time Faculty	4/30/2014	570.00	Faculty Part Time	E&G
Counseling and Student Affairs	Joelle Davis Carter	Part-Time Faculty	5/30/2014	570.00	Faculty Part Time	E&G
Dean CHHS	Sara Elliotte Pitts	Part-Time Faculty	3/31/2014	460.00	Faculty Part Time	E&G
Dean CHHS	Sara Elliotte Pitts	Part-Time Faculty	4/30/2014	460.00	Faculty Part Time	E&G
Dean CHHS	Sara Elliotte Pitts	Part-Time Faculty	5/30/2014	460.00	Faculty Part Time	E&G
Dean Gordon Ford College Business	Bethany Nanette Smith	Part-Time Faculty	3/31/2014	570.00	Faculty Part Time	E&G
Dean Gordon Ford College Business	Bethany Nanette Smith	Part-Time Faculty	4/30/2014	570.00	Faculty Part Time	E&G
Dean Gordon Ford College Business	Bethany Nanette Smith	Part-Time Faculty	5/30/2014	570.00	Faculty Part Time	E&G
Department of Marketing	Cody James Turner	Part-Time Faculty	3/31/2014	677.00	Faculty Part Time	E&G

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Department of Marketing	Cody James Turner	Part-Time Faculty	4/30/2014	677.00	Faculty Part Time	E&G
Department of Marketing	Cody James Turner	Part-Time Faculty	5/30/2014	677.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Alissa Denise Arnold	Part-Time Faculty	3/31/2014	356.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Lucas O'Rourke Bartlett	Part-Time Faculty	3/31/2014	712.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Lucas O'Rourke Bartlett	Part-Time Faculty	4/30/2014	712.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Lucas O'Rourke Bartlett	Part-Time Faculty	4/30/2014	712.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Lucas O'Rourke Bartlett	Part-Time Faculty	5/30/2014	712.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Lucas O'Rourke Bartlett	Part-Time Faculty	5/30/2014	712.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	LaTishah Nicole Britt	Part-Time Faculty	3/31/2014	211.50	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	LaTishah Nicole Britt	Part-Time Faculty	4/15/2014	211.50	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	LaTishah Nicole Britt	Part-Time Faculty	4/30/2014	211.50	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	LaTishah Nicole Britt	Part-Time Faculty	5/15/2014	211.50	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	LaTishah Nicole Britt	Part-Time Faculty	5/30/2014	211.50	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Lacee Chavonne Carmon-Johnson	Part-Time Faculty	3/31/2014	534.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Lacee Chavonne Carmon-Johnson	Part-Time Faculty	4/30/2014	534.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Lacee Chavonne Carmon-Johnson	Part-Time Faculty	5/30/2014	534.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Billy Tyler Edwards	Part-Time Faculty	3/31/2014	750.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Billy Tyler Edwards	Part-Time Faculty	4/30/2014	750.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Billy Tyler Edwards	Part-Time Faculty	5/30/2014	750.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Stacey A. Forsythe	Part-Time Faculty	3/14/2014	230.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Stacey A. Forsythe	Part-Time Faculty	3/31/2014	230.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Stacey A. Forsythe	Part-Time Faculty	4/15/2014	230.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Stacey A. Forsythe	Part-Time Faculty	4/30/2014	230.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Stacey A. Forsythe	Part-Time Faculty	5/15/2014	230.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Stacey A. Forsythe	Part-Time Faculty	5/30/2014	230.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Elizabeth Jordan Gardner	Part-Time Faculty	3/31/2014	460.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Elizabeth Jordan Gardner	Part-Time Faculty	4/30/2014	460.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Elizabeth Jordan Gardner	Part-Time Faculty	5/30/2014	460.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Lindsay Blaire Thomayer	Part-Time Faculty	3/31/2014	356.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Lindsay Blaire Thomayer	Part-Time Faculty	4/30/2014	356.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Deborah Tomes Wilkins	Part-Time Faculty	3/31/2014	570.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Deborah Tomes Wilkins	Part-Time Faculty	4/30/2014	570.00	Faculty Part Time	E&G
Dept. of Kinesiology, Recr. & Sport	Deborah Tomes Wilkins	Part-Time Faculty	5/30/2014	570.00	Faculty Part Time	E&G
Diversity & Community Studies	V. Lynne Holland	Part-Time Faculty	3/31/2014	570.00	Faculty Part Time	E&G
Diversity & Community Studies	V. Lynne Holland	Part-Time Faculty	4/30/2014	570.00	Faculty Part Time	E&G
Diversity & Community Studies	V. Lynne Holland	Part-Time Faculty	5/30/2014	570.00	Faculty Part Time	E&G
Diversity & Community Studies	Marybeth Gail Hunt	Part-Time Faculty	3/31/2014	846.00	Faculty Part Time	E&G
Diversity & Community Studies	Marybeth Gail Hunt	Part-Time Faculty	4/30/2014	846.00	Faculty Part Time	E&G
Diversity & Community Studies	Marybeth Gail Hunt	Part-Time Faculty	5/30/2014	846.00	Faculty Part Time	E&G
Dual Credit	Tanja N. Bibbs	Part-Time Faculty	3/31/2014	423.00	Faculty Part Time	RD
Dual Credit	Tanja N. Bibbs	Part-Time Faculty	4/30/2014	423.00	Faculty Part Time	RD
Dual Credit	Tanja N. Bibbs	Part-Time Faculty	5/30/2014	423.00	Faculty Part Time	RD
Dual Credit	Brian Nathan Lee	Part-Time Faculty	3/31/2014	423.00	Faculty Part Time	RD
Dual Credit	Brian Nathan Lee	Part-Time Faculty	4/30/2014	423.00	Faculty Part Time	RD

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Dual Credit	Brian Nathan Lee	Part-Time Faculty	5/30/2014	423.00	Faculty Part Time	RD
Economics	Gary A. Meszaros	Part-Time Faculty	3/31/2014	600.00	Faculty Part Time	E&G
Economics	Gary A. Meszaros	Part-Time Faculty	4/30/2014	600.00	Faculty Part Time	E&G
Economics	Gary A. Meszaros	Part-Time Faculty	5/30/2014	600.00	Faculty Part Time	E&G
Ed Leadership Doctoral Program	Matthew James Foraker	Part-Time Faculty	3/31/2014	570.00	Faculty Part Time	E&G
Ed Leadership Doctoral Program	Matthew James Foraker	Part-Time Faculty	4/30/2014	570.00	Faculty Part Time	E&G
Ed Leadership Doctoral Program	Matthew James Foraker	Part-Time Faculty	5/30/2014	570.00	Faculty Part Time	E&G
English	Wren Allen Mills	Part-Time Faculty	3/31/2014	1,140.00	Faculty Part Time	E&G
English	Wren Allen Mills	Part-Time Faculty	4/30/2014	1,140.00	Faculty Part Time	E&G
English	Wren Allen Mills	Part-Time Faculty	5/30/2014	1,140.00	Faculty Part Time	E&G
Family and Consumer Sciences	Amy Hood Hooten	Part-Time Faculty	3/31/2014	1,140.00	Faculty Part Time	E&G
Family and Consumer Sciences	Amy Hood Hooten	Part-Time Faculty	4/30/2014	1,140.00	Faculty Part Time	E&G
Family and Consumer Sciences	Amy Hood Hooten	Part-Time Faculty	5/30/2014	1,140.00	Faculty Part Time	E&G
Family and Consumer Sciences	Sherr Renee Meyer	Part-Time Faculty	3/31/2014	534.00	Faculty Part Time	E&G
Family and Consumer Sciences	Sherr Renee Meyer	Part-Time Faculty	4/30/2014	534.00	Faculty Part Time	E&G
Family and Consumer Sciences	Sherr Renee Meyer	Part-Time Faculty	5/30/2014	534.00	Faculty Part Time	E&G
Family and Consumer Sciences	Roberta S. Parrigin	Part-Time Faculty	3/31/2014	534.00	Faculty Part Time	E&G
Family and Consumer Sciences	Roberta S. Parrigin	Part-Time Faculty	4/30/2014	534.00	Faculty Part Time	E&G
Family and Consumer Sciences	Roberta S. Parrigin	Part-Time Faculty	5/30/2014	534.00	Faculty Part Time	E&G
Honors College	Terry Dewayne Shoemaker	Part-Time Faculty	3/31/2014	920.00	Faculty Part Time	E&G
Honors College	Terry Dewayne Shoemaker	Part-Time Faculty	4/30/2014	920.00	Faculty Part Time	E&G
Honors College	Terry Dewayne Shoemaker	Part-Time Faculty	5/30/2014	920.00	Faculty Part Time	E&G
Liberal Arts & Science	Cassandra Lynn Cantrell	Part-Time Faculty	3/14/2014	230.00	Faculty Part Time	E&G
Liberal Arts & Science	Cassandra Lynn Cantrell	Part-Time Faculty	3/31/2014	230.00	Faculty Part Time	E&G
Liberal Arts & Science	Cassandra Lynn Cantrell	Part-Time Faculty	4/15/2014	230.00	Faculty Part Time	E&G
Liberal Arts & Science	Cassandra Lynn Cantrell	Part-Time Faculty	4/30/2014	230.00	Faculty Part Time	E&G
Liberal Arts & Science	Cassandra Lynn Cantrell	Part-Time Faculty	5/15/2014	230.00	Faculty Part Time	E&G
Liberal Arts & Science	Cassandra Lynn Cantrell	Part-Time Faculty	5/30/2014	230.00	Faculty Part Time	E&G
Liberal Arts & Science	Lynnita Rose Glass	Part-Time Faculty	3/14/2014	375.00	Faculty Part Time	E&G
Liberal Arts & Science	Lynnita Rose Glass	Part-Time Faculty	3/31/2014	375.00	Faculty Part Time	E&G
Liberal Arts & Science	Lynnita Rose Glass	Part-Time Faculty	4/15/2014	375.00	Faculty Part Time	E&G
Liberal Arts & Science	Lynnita Rose Glass	Part-Time Faculty	4/30/2014	375.00	Faculty Part Time	E&G
Liberal Arts & Science	Lynnita Rose Glass	Part-Time Faculty	5/15/2014	375.00	Faculty Part Time	E&G
Liberal Arts & Science	Lynnita Rose Glass	Part-Time Faculty	5/30/2014	375.00	Faculty Part Time	E&G
Liberal Arts & Science	Mindy Renee Johnson	Part-Time Faculty	3/31/2014	460.00	Faculty Part Time	E&G
Liberal Arts & Science	Mindy Renee Johnson	Part-Time Faculty	4/30/2014	460.00	Faculty Part Time	E&G
Liberal Arts & Science	Mindy Renee Johnson	Part-Time Faculty	5/30/2014	460.00	Faculty Part Time	E&G
Liberal Arts & Science	Fredric C. Miller	Part-Time Faculty	3/31/2014	570.00	Faculty Part Time	E&G
Liberal Arts & Science	Fredric C. Miller	Part-Time Faculty	4/30/2014	570.00	Faculty Part Time	E&G
Liberal Arts & Science	Fredric C. Miller	Part-Time Faculty	5/30/2014	570.00	Faculty Part Time	E&G
Modern Languages	Andrea Nicole Cheney	Part-Time Faculty	4/30/2014	920.00	Faculty Part Time	E&G
Modern Languages	Andrea Nicole Cheney	Part-Time Faculty	5/30/2014	920.00	Faculty Part Time	E&G
Physics & Astronomy	Melinda Whitfield Thomas	Part-Time Faculty	3/31/2014	570.00	Faculty Part Time	E&G
Physics & Astronomy	Melinda Whitfield Thomas	Part-Time Faculty	4/30/2014	570.00	Faculty Part Time	E&G

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Physics & Astronomy	Melinda Whitfield Thomas	Part-Time Faculty	5/30/2014	570.00	Faculty Part Time	E&G
Political Science	Robert C. Owen	Part-Time Faculty	3/31/2014	570.00	Faculty Part Time	E&G
Political Science	Robert C. Owen	Part-Time Faculty	4/30/2014	570.00	Faculty Part Time	E&G
Political Science	Robert C. Owen	Part-Time Faculty	5/30/2014	570.00	Faculty Part Time	E&G
Public Health	Anita Ann Britt	Part-Time Faculty	3/14/2014	285.00	Faculty Part Time	E&G
Public Health	Anita Ann Britt	Part-Time Faculty	3/31/2014	285.00	Faculty Part Time	E&G
Public Health	Anita Ann Britt	Part-Time Faculty	4/15/2014	285.00	Faculty Part Time	E&G
Public Health	Anita Ann Britt	Part-Time Faculty	4/30/2014	285.00	Faculty Part Time	E&G
Public Health	Anita Ann Britt	Part-Time Faculty	5/15/2014	285.00	Faculty Part Time	E&G
Public Health	Anita Ann Britt	Part-Time Faculty	5/30/2014	285.00	Faculty Part Time	E&G
Public Health	Angelyn Brewer Drexler	Part-Time Faculty	3/14/2014	307.00	Faculty Part Time	E&G
Public Health	Angelyn Brewer Drexler	Part-Time Faculty	3/31/2014	307.00	Faculty Part Time	E&G
Public Health	Angelyn Brewer Drexler	Part-Time Faculty	4/15/2014	307.00	Faculty Part Time	E&G
Public Health	Angelyn Brewer Drexler	Part-Time Faculty	4/30/2014	307.00	Faculty Part Time	E&G
Public Health	Angelyn Brewer Drexler	Part-Time Faculty	5/15/2014	307.00	Faculty Part Time	E&G
Public Health	Angelyn Brewer Drexler	Part-Time Faculty	5/30/2014	307.00	Faculty Part Time	E&G
Public Health	Dean Todd Misener	Part-Time Faculty	3/31/2014	534.00	Faculty Part Time	E&G
Public Health	Dean Todd Misener	Part-Time Faculty	4/30/2014	534.00	Faculty Part Time	E&G
Public Health	Dean Todd Misener	Part-Time Faculty	5/30/2014	534.00	Faculty Part Time	E&G
Public Health	Stacie Marie Sutter	Part-Time Faculty	3/31/2014	423.00	Faculty Part Time	E&G
Public Health	Stacie Marie Sutter	Part-Time Faculty	4/30/2014	423.00	Faculty Part Time	E&G
Public Health	Stacie Marie Sutter	Part-Time Faculty	5/30/2014	423.00	Faculty Part Time	E&G
School of Nursing - Growth Budget	Renee Fuqua Kilgore	Part-Time Faculty	3/31/2014	1,500.00	Faculty Part Time	E&G
School of Nursing - Growth Budget	Renee Fuqua Kilgore	Part-Time Faculty	4/30/2014	1,500.00	Faculty Part Time	E&G
School of Nursing - Growth Budget	Renee Fuqua Kilgore	Part-Time Faculty	5/30/2014	1,500.00	Faculty Part Time	E&G
School of Professional Studies	Cindy Lou Ehresman	Part-Time Faculty	3/31/2014	570.00	Faculty Part Time	E&G
School of Professional Studies	Cindy Lou Ehresman	Part-Time Faculty	4/30/2014	570.00	Faculty Part Time	E&G
School of Professional Studies	Cindy Lou Ehresman	Part-Time Faculty	5/30/2014	570.00	Faculty Part Time	E&G
School of Professional Studies	Roberta S. Parrigin	Part-Time Faculty	3/31/2014	534.00	Faculty Part Time	E&G
School of Professional Studies	Roberta S. Parrigin	Part-Time Faculty	4/30/2014	534.00	Faculty Part Time	E&G
School of Professional Studies	Roberta S. Parrigin	Part-Time Faculty	5/30/2014	534.00	Faculty Part Time	E&G
School of Teacher Education	Ellen Durbin Micheletti	Part-Time Faculty	3/14/2014	267.00	Faculty Part Time	E&G
School of Teacher Education	Ellen Durbin Micheletti	Part-Time Faculty	3/31/2014	267.00	Faculty Part Time	E&G
School of Teacher Education	Ellen Durbin Micheletti	Part-Time Faculty	4/15/2014	267.00	Faculty Part Time	E&G
School of Teacher Education	Ellen Durbin Micheletti	Part-Time Faculty	4/30/2014	267.00	Faculty Part Time	E&G
School of Teacher Education	Ellen Durbin Micheletti	Part-Time Faculty	5/15/2014	267.00	Faculty Part Time	E&G
School of Teacher Education	Ellen Durbin Micheletti	Part-Time Faculty	5/30/2014	267.00	Faculty Part Time	E&G
Social Work	Austin Garrett Griffiths	Part-Time Faculty	3/31/2014	534.00	Faculty Part Time	E&G
Social Work	Austin Garrett Griffiths	Part-Time Faculty	4/30/2014	534.00	Faculty Part Time	E&G
Social Work	Austin Garrett Griffiths	Part-Time Faculty	5/30/2014	534.00	Faculty Part Time	E&G
WKU - E-town/Radcliff/Fort Knox	Lorraine Gail Ledford	Part-Time Faculty	3/31/2014	534.00	Faculty Part Time	E&G
WKU - E-town/Radcliff/Fort Knox	Lorraine Gail Ledford	Part-Time Faculty	4/30/2014	534.00	Faculty Part Time	E&G
WKU - E-town/Radcliff/Fort Knox	Lorraine Gail Ledford	Part-Time Faculty	5/30/2014	534.00	Faculty Part Time	E&G
WKU - Glasgow	Richard C. Fitzpatrick	Part-Time Faculty	3/31/2014	460.00	Faculty Part Time	E&G

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
WKU - Glasgow	Richard C. Fitzpatrick	Part-Time Faculty	4/30/2014	460.00	Faculty Part Time	E&G
WKU - Glasgow	Richard C. Fitzpatrick	Part-Time Faculty	5/30/2014	460.00	Faculty Part Time	E&G
WKU - Glasgow	Alpha Amber Scott	Part-Time Faculty	3/31/2014	632.50	Faculty Part Time	E&G
WKU - Glasgow	Alpha Amber Scott	Part-Time Faculty	4/30/2014	632.50	Faculty Part Time	E&G
WKU - Glasgow	Alpha Amber Scott	Part-Time Faculty	5/30/2014	632.50	Faculty Part Time	E&G
21st Century Media - POD	Charlotte Hill Turtle	Talisman Advisor	3/31/2014	750.00	Supplemental Pay	E&G
21st Century Media - POD	Charlotte Hill Turtle	Talisman Advisor	4/30/2014	750.00	Supplemental Pay	E&G
AKA-MEP Professional Services	Timothy J Vickers	Adved Manufacturing Specialist	4/30/2014	2,400.00	Supplemental Pay	RD
Arena Management	Bryant Keen Bloodgett	Coordinator, Events	3/31/2014	200.00	Supplemental Pay	RD
Arena Management	Bryant Keen Bloodgett	Coordinator, Events	4/30/2014	435.00	Supplemental Pay	RD
Arena Management	Bryant Keen Bloodgett	Coordinator, Events	5/30/2014	150.00	Supplemental Pay	RD
Arena Management	Jason A. Dailey	Coord. Facilities & Event Mgmt	5/30/2014	105.00	Supplemental Pay	RD
Arena Management	Leslie D. Forsythe	Dir, Ath Facts & Event Mgmt	5/30/2014	105.00	Supplemental Pay	RD
Arena Management	Rachel Manning Goodman	Asst Dir/Campus & Comm. Events	5/30/2014	105.00	Supplemental Pay	RD
Arena Management	Sarah E. Thomas	Events Associate	5/15/2014	105.00	Supplemental Pay	RD
Arena Management	Jeffrey Alan Younglove	Dir/Campus & Community Events	4/30/2014	375.00	Supplemental Pay	RD
Arena Management	Jeffrey Alan Younglove	Dir/Campus & Community Events	5/30/2014	360.00	Supplemental Pay	RD
Athletic Facilities	Jason A. Dailey	Coord. Facilities & Event Mgmt	4/30/2014	513.00	Supplemental Pay	E&G
Athletic Facilities	Jason A. Dailey	Coord. Facilities & Event Mgmt	5/30/2014	484.50	Supplemental Pay	E&G
Athletic Facilities	Justin Shaun Rexing	Coord, Classroom Technology	4/30/2014	1,037.50	Supplemental Pay	E&G
Athletic Facilities	Stephen Van Rey	Director	4/30/2014	75.00	Supplemental Pay	E&G
Athletic Facilities	Zachary K. Ryle	Coord, Tech & Communications	5/30/2014	150.00	Supplemental Pay	E&G
Athletic Facilities	Michael Jeffrey Schroeder	Dir, Comm & Media Relatio	4/30/2014	30.00	Supplemental Pay	E&G
Athletic Facilities	Katherine T. Tolbert	Director of Housing Operations	4/30/2014	816.00	Supplemental Pay	E&G
Athletic Facilities	James Anderson Wagoner	Assistant Dir., Scholarships	4/30/2014	535.50	Supplemental Pay	E&G
Athletic Facilities	Jeffrey Alan Younglove	Dir/Campus & Community Events	4/30/2014	72.00	Supplemental Pay	E&G
Athletic Facilities	Jeffrey Alan Younglove	Dir/Campus & Community Events	5/30/2014	60.00	Supplemental Pay	E&G
Athletic Facilities	Jeffrey Alan Smith	Technical Dir/AV Coordinator	4/30/2014	1,999.95	Supplemental Pay	E&G
Campus Activity Board	Jeffrey Alan Smith	Technical Dir/AV Coordinator	5/30/2014	500.00	Supplemental Pay	E&G
Campus Activity Board	Jeffrey Alan Smith	Technical Dir/AV Coordinator	4/30/2014	350.00	Supplemental Pay	RD
Campus and Community Events	Jeffrey Alan Smith	Technical Dir/AV Coordinator	5/30/2014	650.00	Supplemental Pay	RD
College Heights Herald	Jason P. Thompson	Manager, Advertising and Sales	3/31/2014	1,655.87	Supplemental Pay	RD
College Heights Herald	Jason P. Thompson	Manager, Advertising and Sales	4/30/2014	1,541.41	Supplemental Pay	RD
College Heights Herald	Jason P. Thompson	Manager, Advertising and Sales	5/30/2014	2,875.40	Supplemental Pay	RD
Continuing & Prof Development Admin	Peggy Ann Crowe	Assc Director, Residence Life	5/30/2014	225.00	Supplemental Pay	RD
Dean Gordon Ford College Business	Kristina Marie Harvey	Administrative Assistant	4/30/2014	500.00	Supplemental Pay	FDN
Dental Hygiene Student Material	Daniel Morgan Carter	Dental Director/Dentist	5/30/2014	300.00	Supplemental Pay	RD
Director of Athletics	Miles Levi Ormon	Events & Athletics Coordinator	5/30/2014	75.00	Supplemental Pay	E&G
Dual Credit	Tuesdi Leigh Heibig	Director	4/30/2014	1,500.00	Supplemental Pay	RD
Dual Credit	Brittney Denise Jones	Dual Credit Program Specialist	4/30/2014	800.00	Supplemental Pay	RD
Dual Credit	Alicia Michele Pennington	Instructional Support Spec.	4/30/2014	800.00	Supplemental Pay	RD
Dual Credit	Rebecca L. Tinker	Associate Director	4/30/2014	800.00	Supplemental Pay	RD
Equal Opportunity/AA/University ADA	Huda Nakhla Melky	Director	3/31/2014	1,666.80	Supplemental Pay	E&G

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
Equal Opportunity/AA/University ADA	Huda Nakhai Melky	Director	4/30/2014	1,666.80	Supplemental Pay	E&G
Equal Opportunity/AA/University ADA	Huda Nakhai Melky	Director	5/30/2014	1,666.80	Supplemental Pay	E&G
ETV Proposed Programming	John W. Campbell	Manager, Radio Operations	3/31/2014	1,900.00	Supplemental Pay	RD
ETV Proposed Programming	John W. Campbell	Manager, Radio Operations	5/30/2014	1,000.00	Supplemental Pay	RD
Girls Sweet 16	Bryant Keen Blodgett	Coordinator, Events	4/30/2014	150.00	Supplemental Pay	RD
Girls Sweet 16	Larry Wayne Cash	Assistant Director	4/30/2014	200.00	Supplemental Pay	RD
Girls Sweet 16	Jason A. Dalley	Coord, Facilities & Event Mgmt	4/30/2014	105.00	Supplemental Pay	RD
Girls Sweet 16	Rachel Manning Goodman	Asst Dir/Campus & Comm. Events	4/30/2014	105.00	Supplemental Pay	RD
Girls Sweet 16	Elizabeth Ann Brown Leftwich	Coord, Membership Services	4/30/2014	150.00	Supplemental Pay	RD
GMAT Course	April O'Neil Schlegel	MBA Admissions Dir/Advisor	4/30/2014	2,000.00	Supplemental Pay	RD
Greek Activities	Jeffrey Alan Smith	Technical Dir/AV Coordinator	4/30/2014	1,800.00	Supplemental Pay	RD
Greek Activities	Jeffrey Alan Smith	Technical Dir/AV Coordinator	5/30/2014	1,800.00	Supplemental Pay	RD
Health & Fitness Lab	Alissa Denise Arnold	Coordinator, Student Wellness	3/31/2014	102.00	Supplemental Pay	E&G
Health & Fitness Lab	Rachel Manning Goodman	Asst Dir/Campus & Comm. Events	3/31/2014	64.00	Supplemental Pay	E&G
Health & Fitness Lab	Rachel Manning Goodman	Asst Dir/Campus & Comm. Events	4/30/2014	32.00	Supplemental Pay	E&G
Health & Fitness Lab	Rachel Manning Goodman	Asst Dir/Campus & Comm. Events	5/30/2014	80.00	Supplemental Pay	E&G
Health Services	Elizabeth P. Unsell	Coordinator, Quality Assurance	4/30/2014	1,000.00	Supplemental Pay	RD
Housing & Residence Life	Oluwafemimi Gbemisoeye Amusan	Residence Hall Director	4/30/2014	419.63	Supplemental Pay	Aux
Housing & Residence Life	Lisa M Brun	Residence Hall Director	5/30/2014	419.63	Supplemental Pay	Aux
Housing & Residence Life	Catherine Faye Denton	Asst Residence Hall Director	5/30/2014	300.00	Supplemental Pay	Aux
Housing & Residence Life	Virginia Anne Durakovich	Asst Residence Hall Director	5/30/2014	307.50	Supplemental Pay	Aux
Housing & Residence Life	Minnette Caroline Ellis	Coordinator, HRL	3/31/2014	1,467.61	Supplemental Pay	Aux
Housing & Residence Life	Minnette Caroline Ellis	Coordinator, HRL	4/30/2014	490.58	Supplemental Pay	Aux
Housing & Residence Life	Minnette Caroline Ellis	Coordinator, HRL	5/30/2014	490.58	Supplemental Pay	Aux
Housing & Residence Life	Nikki Noel Eversole	Asst Residence Hall Director	5/30/2014	280.50	Supplemental Pay	Aux
Housing & Residence Life	Samantha Mae Hartman	Residence Hall Director	5/30/2014	451.88	Supplemental Pay	Aux
Housing & Residence Life	Tori Ann Holmes	Residence Hall Director	5/30/2014	419.63	Supplemental Pay	Aux
Housing & Residence Life	Bradley Dennis Kerschner	Residence Hall Director	5/30/2014	408.38	Supplemental Pay	Aux
Housing & Residence Life	Kathryn Michelle Looft	Asst Residence Hall Director	5/30/2014	300.00	Supplemental Pay	Aux
Housing & Residence Life	Sarah Jessica Rigby	Residence Hall Director	5/30/2014	419.63	Supplemental Pay	Aux
Housing & Residence Life	Amber R. Sellers	Asst Residence Hall Director	5/30/2014	280.50	Supplemental Pay	Aux
Housing & Residence Life	Ethan Allen Sykes	Asst Residence Hall Director	5/30/2014	307.50	Supplemental Pay	Aux
Housing & Residence Life	Heather N. Thomas	Residence Hall Director	5/30/2014	471.00	Supplemental Pay	Aux
Housing & Residence Life	Genia Paige Wilson	Asst Residence Hall Director	5/30/2014	307.50	Supplemental Pay	Aux
International Student Office	Kevin LaVern Werner	Information Tech Consultant	5/30/2014	281.34	Supplemental Pay	E&G
Kelly Autism Program	Sarah E. McMaine-Render	Manager, Program (KAP)	5/30/2014	1,000.00	Supplemental Pay	FDN
Library Public Services	Krista Shartzter Steenbergen	Senior Director of Development	5/31/2014	198.00	Supplemental Pay	E&G
Library Public Services	Krista Shartzter Steenbergen	Senior Director of Development	5/30/2014	231.00	Supplemental Pay	E&G
Music	Jeffrey Alan Smith	Technical Dir/AV Coordinator	5/30/2014	3,750.00	Supplemental Pay	FDN
Music Dept. Concert and Performance	Jeffrey Alan Smith	Technical Dir/AV Coordinator	5/30/2014	750.00	Supplemental Pay	RD
PCAL - DELO Distribution	Wren Allen Mills	Instructional Technology Spec	3/31/2014	125.00	Supplemental Pay	E&G
Public Radio Services	Laura S Holderfield	Coordinator, Corporate Support	5/30/2014	1,337.70	Supplemental Pay	E&G
School of Professional Studies	Adrienne Evitts Browning	Assistant Director	3/31/2014	400.00	Supplemental Pay	E&G

Department	Employee	Title	Effective Date	Payment Amount	Payment Type	Funding Source
School of Professional Studies	Elizabeth A. Heller	Assistant Director	3/31/2014	600.00	Supplemental Pay	E&G
School of Professional Studies	Lana J. Kunkel	Assistant Director	3/31/2014	600.00	Supplemental Pay	E&G
School of Professional Studies	Tess Delores Dennis McKinley	Assistant Director	3/31/2014	400.00	Supplemental Pay	E&G
School of Teacher Education	Brandon Alan Wilson	Office Associate	4/30/2014	500.00	Supplemental Pay	E&G
School of Teacher Education	Brandon Alan Wilson	Office Associate	5/30/2014	500.00	Supplemental Pay	E&G
Student Radio	Erik Costa	TV Assistant Chief Engineer	3/31/2014	2,145.00	Supplemental Pay	E&G
Study Away Program	Jianjun He	Director	3/31/2014	1,000.00	Supplemental Pay	RD
Teacher Services	Ellen C. Gott	Certification Officer	3/31/2014	96.00	Supplemental Pay	E&G
Teacher Services	Ellen C. Gott	Certification Officer	4/30/2014	96.00	Supplemental Pay	E&G
Teacher Services	Ellen C. Gott	Certification Officer	5/30/2014	96.00	Supplemental Pay	E&G
University Centers	Dewaker Maruthachalam Dhandapani	Office Associate	5/15/2014	197.50	Supplemental Pay	Aux
University Centers	William A. Elliott	Testing Specialist	4/15/2014	415.00	Supplemental Pay	Aux
University Centers	William A. Elliott	Testing Specialist	4/30/2014	175.00	Supplemental Pay	Aux
University Centers	William A. Elliott	Testing Specialist	5/15/2014	250.00	Supplemental Pay	Aux
University Centers	Thomas L. Harris	Marketing Specialist	4/30/2014	210.00	Supplemental Pay	Aux
University Centers	Thomas L. Harris	Marketing Specialist	5/30/2014	140.00	Supplemental Pay	Aux
Women's Basketball	Candye Michelle Bingham	Assistant Coach	4/30/2014	3,334.00	Supplemental Pay	FDN
Women's Basketball	Ronitta Michelle Clark-Heard	Head Athletic Coach	4/30/2014	16,667.00	Supplemental Pay	FDN
Women's Basketball	Gregory Thomas Collins	Assistant Coach	4/30/2014	7,917.00	Supplemental Pay	FDN
Women's Basketball	Peggy Burris Fishback	Office Associate	4/30/2014	500.00	Supplemental Pay	FDN
Women's Basketball	Margaret Marie Richards	Assistant Coach	4/30/2014	5,417.00	Supplemental Pay	FDN
Women's Basketball	Ervin Lamont Williams	Coord, Basketball Operations	4/30/2014	3,334.00	Supplemental Pay	FDN
Women's Volleyball	Daniel T. Hudson	Head Athletic Coach	5/30/2014	1,500.00	Supplemental Pay	E&G

* Funding Source Codes:
 E&G - Education and General
 Grant - Grant Funded
 Aux - Auxiliary
 RD - Revenue Dependent
 Split - Funding is split between sources
 FDN - Foundation

Funding Source Codes:
E&G - Education and General
Grant - Grant Funded
Aux - Auxiliary
RD - Revenue Dependent
Split - Split between sources
FDN - Foundation

RENOVATE SCIENCE CAMPUS AND TEMPORARY FUNDING

REQUEST:

Approval to draw up to \$2.4 million from the University Reserve and supplement with University Funds if needed, contingent upon the Finance and Administration Cabinet's approval of reimbursement to the University, for design, abatement and demolition costs associated with Renovate Science Campus Phase IV project.

FACTS:

The State Budget Office, working in conjunction with the Office of Financial Management (Finance and Administration Cabinet), is preparing to issue the General Fund bonds that were authorized by the General Assembly for capital projects at universities in the next biennium. The projects authorized in the 2014-16 Enacted Budget include state bonds (\$48 million) to complete the Renovate Science Campus Phase IV capital project.

The University has provided the State Budget Office with a planned schedule for the Renovate Science Campus Phase IV project. Due to the complexity of the project and the critical need for academic space on the Ogden College Campus, the University desires to start the project as early as feasible. In this regard, and depending on the timing of the Commonwealth of Kentucky's issuance of bonds, the University has requested permission from the State to start the project using University Reserve funds and be reimbursed with bond proceeds.

The University Reserve is approximately \$3.5 million. The amount of funds proposed to be drawn from the University Reserve to start the Science Campus project is projected to be no more than \$2.4 million. As this project moves forward, it may be necessary to allocate University funds for demolition. No funds will be drawn from the Reserve or from University funds until such time as the State provides written confirmation that the University will be reimbursed from the bonds proceeds, and the funds reimbursed to the University from the bond proceeds will be returned to the University Reserve upon receipt.

BUDGETARY IMPLICATIONS: Temporary reduction in the University Reserve funds and University funds.

RECOMMENDATION: President Gary A. Ransdell requests approval of and authorization to draw up to \$2.4 million from the University Reserve and supplement with University Funds if needed for design, abatement and demolition costs associated with Renovate Science Campus Phase IV project,

contingent upon written confirmation that the University will be reimbursed from the bonds proceeds, and with the assurance that the funds reimbursed to the University from the bond proceeds being returned to the University Reserve upon receipt.

MOTION:

Approval of a draw of up to \$2.4 million from the University Reserve and supplement with University Funds if needed for design, abatement and demolition costs associated with Renovate Science Campus Phase IV project at such time as the University is provided with written confirmation that the University will be reimbursed from the bonds proceeds; further, that funds in an amount equal to the draw on the Reserve will be returned to the University Reserve upon receipt reimbursement from the bond proceeds.

FY 2015 INTERNAL AUDIT PLAN

REQUEST: Approval of FY 2015 Internal Audit Plan.

FACTS:

Grant Thornton LLP has successfully completed the second year of a contract designed to improve Western Kentucky University's internal audit function. In the second year, internal audit policies and procedures have been implemented, and a senior internal auditor has been hired. The Administration is recommending that the University continue with a partially outsourced internal audit function. Grant Thornton will continue to do some limited audits where an independent assessment is beneficial and would oversee several routine audits to be performed by a senior staff auditor.

The proposed FY 2015 Internal Audit Plan has been developed in consideration of WKU's importance assessment developed in consultation with Administrative Council. A memo summarizing the importance assessment and the proposed audit plans are attached.

Audits will be reviewed by respective departments and divisions, and auditee's responses to findings will be included in each final report. Quarterly audit reports will be submitted to the Board of Regents.

BUDGETARY IMPLICATIONS:

The WKU budget for Internal Audit is approximately \$193,000. The Grant Thornton proposal is estimated to cost \$103,500 which includes a reserve of \$6,000 to be maintained for emergent audit issues and ad hoc requests.

RECOMMENDATION: President Gary A. Ransdell recommends that the FY 2015 Internal Audit Plan be approved.

MOTION: Approval of FY 2015 Internal Audit Plan.

Memorandum

Date: June 27, 2014

To: Finance and Budget Committee
Board of Regents

CC: Ann Mead, Senior Vice President for Finance and Administration

From: Bailey Jordan, Partner – Grant Thornton
Jennifer Miller, Senior Staff Auditor – WKU

RE: Importance Mapping Process and Results for FY2015

Purpose

The purpose of this memorandum is to explain the importance mapping process and summarize the current year's results.

Background

Annually, the Office of Internal Audit will perform a university-wide importance assessment with the University's Administrative Council members to identify areas of the University where potential events may occur and adversely affect the achievement of objectives. The Administrative Council forms a consensus regarding the assessment and the approved assessment is communicated to the Finance and Budget Committee and the Board of Regents.

The areas are assigned importance ratings, each having a different weight when calculating the overall rating, based on four factors: significance, recent changes, probability of occurrence and complexity. The overall ratings are also assigned to a category of high, medium or low based on the outcome of the calculation.

Objectives

The assessment process is a tool used to accumulate and evaluate the University's areas of importance and assist the University in managing the potential adverse events within those areas. Internal Audit created the importance mapping process to provide a visual representation of the annual importance assessment.

Process

The areas of importance were placed in a two-by-two matrix based on the area's rating for significance (the "y" axis) and the average likelihood (the "x" axis). The average likelihood is a combination of the recent changes, probability of occurrence and complexity factors. The areas were also color coded to represent the overall categories of high, medium and low. A gray scale combination where the darkest gray is indicative of a high importance rating to the lightest gray being indicative of the low importance rating. The mapping also includes notations for auditable areas, areas on the 2014 audit plan and areas on the 2015 audit plan.

Western Kentucky University

Importance Map
Fiscal year 2014-2015

High	Western Kentucky University Importance Map Fiscal year 2014-2015				Low			
High	<ul style="list-style-type: none"> Fixed assets / depreciation Administration Fraud Unauthorized use / disclosure Employee fraud Catastrophic event Lease agreements by WKU and the WKU Foundation 	<ul style="list-style-type: none"> Purchasing Personnel turnover / morale Leadership training Financial reporting & disclosure Business continuity Parking & transportation Whistleblower procedure 	<ul style="list-style-type: none"> Payroll Employee safety Pedestrian safety Knowledge sharing/cross-training Tuition collections Vendor obsolescence Systems not managed by IT Employee benefits 	<ul style="list-style-type: none"> Compliance with laws/regulations IT general controls IT Governance Bond & Debt Capacity IT system support for critical applications Payables Student publications Availability of systems 	<ul style="list-style-type: none"> Facilities Mgmt DELO Export control Public/private partnerships Visitor safety ID Center Athletics (Football and ATPs) Disaster recovery Data security Greek safety Accreditation/Licensure Bad debt allowance 	<ul style="list-style-type: none"> Public funding constraints / enrollment variances Faculty/Staff workload & compensation Full grant limits Office of Development IRU compliance Dining Services Economy Human Resources HIPAA privacy WKU Score MAIT745 Marketing 	<ul style="list-style-type: none"> Enrollment & retention International and out-of-state enrollment University electronic grid Third party contracts Office of Housing & Residence Life/SLF Succession Planning Emergency preparedness Financial Aid (FISAP) Bursar's office Intern/ student support services IT Infrastructure & operations 	<ul style="list-style-type: none"> Planning, Design & Construction Federal grants compliance Contracts/grants financial accounting Fraud Adequacy of space Loss of tax status due to UBI OSPO Student fees Non-technology security/privacy PCI compliance Title IX Compliance
	Low	<ul style="list-style-type: none"> Inventory Debt covenants Student Life Services Kelly Autism Program Post Office Risk management & insurance Special License Plate Program 	<ul style="list-style-type: none"> Scholarships International travel Faculty & administration travel Segregation of duties Summer Camps Other fraudulent acts Reorganization of Admissions 	<ul style="list-style-type: none"> Tuition & tax filing Mgmt agreement b/t University and Foundations 3rd party interfaces / connectivity Blackboard readiness Unauthorized bank accounts Health Services Affirmative Action & Equal Opportunity 	<ul style="list-style-type: none"> Litigation Green River Reserve Environmental Health & Safety Security & privacy (FERPA) Intellectual property 	<ul style="list-style-type: none"> Strategic planning/RFPs Hiring / retention / competency skills Donor requests IT Complety / maintainability President's T&E Regulatory Budgeting Study abroad 		
Average Likelihood					High			

Legend

- Low Importance Rating
- Medium Importance Rating
- High Importance Rating

Auditable by IA
Audit Plan FY 2014
Audit Plan FY 2015

Western Kentucky University
Importance Map
Fiscal year 2014-2015

Significance		High	
Facilities Mgmt	Public funding constraints / enrollment variances	Enrollment & retention	<i>Planning, Design & Construction</i>
DELO	Faculty/Staff workload & compensation	International and out-of-state enrollment	Federal grants compliance
Export control	Pell grant limits	University electrical grid	Contracts/grants financial accounting
Public/private partnerships	Office of Development	Third party contracts	<i>Peard</i>
Visitor safety	IRB compliance	Office of Housing & Residence Life/SLF	Adequacy of space
ID Center	Dining Services	Succession Planning	Loss of tax status due to UBI
<i>Athletics (Football and AUPs)</i>	Economy	Emergency preparedness	Office of Sponsored Programs
Disaster recovery	Human Resources	<i>Financial Aid (FISAP)</i>	Student fees
<i>Data security</i>	HIPAA privacy	<i>Bursar's office</i>	Non-technology security/privacy
Greek safety	<i>WKU Store</i>	Intern'l student support services	<i>PCI compliance</i>
Accreditation/Licensure	<i>NAVITAS</i>	IT infrastructure & operations	Title IX Compliance
Bad debt allowance	Marketing		
Average Likelihood		High	

Legend
Not Yet Audited
Not Auditable
Prior Audit
2015 Audit Plan

Process	Sub-Process	Residual Importance (H, M or L)	Scope of Audit/Review	Audit Type	Month	Year	Performed by: Internal / External	Required Hours			Required Dollars	
								Internal	External	Total	Internal	External (A)
FY2015 Audit Plan												
Finance & Administration	Internal Audit Administration	N/A	Facilitate risk assessment, develop audit plan; supervise and direct WKU audit staff person, as needed; prepare for and attend meetings with SVP of Finance & Administration, Finance and Budget Committee, Board of Regents, and other meetings, as necessary; other administrative tasks to carry out CAE roles and responsibilities	N/A	July to June	2014-2015	Internal/External	400	60	460	19,500	
Office of President	President's Travel and Entertainment Expenses	M	Review supporting documentation for the President's T&E and confirm they are in accordance with University policy	Mandatory / Annual	August	2014	Internal	80	0	80	-	
Chief Facilities Office	Planning, Design & Construction	H	Conduct a construction audit for a significant contract to confirm agreement with contract terms and pricing	Annual Risk Assessment	September	2014	Internal / External	200	80	280	16,000	
Athletics	NCAA Agreed Upon Procedures	M	Conduct a review of Athletic Events Ticket Revenue for the 2011-2012 athletic season for: <ul style="list-style-type: none"> • Football • Men's Basketball • Women's Basketball • Baseball Conduct the review in accordance with the guidance detailed by NCAA Agreed Upon Procedures (dated September 11, 2012)	Mandatory / Annual	October	2014	Internal	60	0	60	-	
Finance & Administration	Office of the Bursar	M	Review cash handling process for operational improvements and internal control efficiency and effectiveness	Annual Risk Assessment	November	2014	Internal	120	0	120	-	
Finance & Administration	Financial Aid, FISAP Report	M	Review supporting documentation of calculation provided by Finance & Administration	Mandatory / Annual	December	2014	Internal	20	0	20	-	
Finance & Administration	Bonding and Debt Capacity	M	Review the university's bonding and debt capacity	Annual Risk Assessment	January	2015	External	0	80	80	16,000	
Athletics	Football Ticket Reconciliation	M	Perform an internal audit of the Athletic Department's compliance with bylaw 20.9.7.3 of the NCAA Division I Manual. Bylaw 20.9.7.3 requires all members of the Football Bowl Subdivision ("FBS") to maintain an average actual or paid attendance of at least 15,000 over the number of home games played in a given season	Mandatory / Annual	January	2015	Internal	60	0	60	-	
Finance & Administration	Certification of Revenue/Expenses, Special License Plates	M	Review supporting documentation of calculation provided by Finance & Administration	Mandatory / Annual	February	2015	Internal	1	0	1	-	
Finance & Administration	Procurement Card Processing	H	Select a sample of transactions for review against policy	Mandatory / Annual	March	2015	Internal	80	0	80	-	

Department	Category	Month	Activity	Assessment	Year	Internal/External	40	120	160	30,000
IT	IT Security	M	Conduct internal and external penetration tests to determine opportunities for breach of WKU systems	Annual Risk Assessment	2015	Internal/External	40	120	160	30,000
IT	PCI Compliance	M	Take an inventory of where on campus credit cards are accepted. Confirm compliance with PCI standards	Annual Risk Assessment	2015	Internal/External	120	80	200	16,000
Finance & Administration	WKU Store	M	Follow-up review of purchasing, receiving, inventory and cash receipt processes and procedures based on most recent audit report issued during 4Q2014	Annual Risk Assessment	2015	Internal	160	0	160	-
Academic Affairs	NAVITAS Program	M	Review process for operational improvements and validate cash flow between university and program adheres to the contract	Annual Risk Assessment	2015	Internal	80	0	80	-
Ad Hoc Requests	Ad Hoc Requests		TBD	TBD	TBD	TBD	200	20	220	6,000
							1,621	440	2,061	103,500

(A) Includes travel expenses (approximately 10% of fees)

Western Kentucky University
Internal Audit Plan July 2014 through June 2015
as of April 30, 2014

Process	Sub-Process	Residual Importance (H, M or L)	Scope of Audit/Review	Audit Type	Month	Year	Performed by: Internal / External	Required Hours		Required Dollars	
								Internal	External		Total
FY2015 Audit Plan											
Finance & Administration	Internal Audit Administration	N/A	Facilitate risk assessment, develop audit plan; supervise and direct WKU audit staff person, as needed; prepare for and attend meetings with SVP of Finance & Administration, Finance and Budget Committee, Board of Regents, and other meetings, as necessary; other administrative tasks to carry out CAE roles and responsibilities	N/A	July to June	2014-2015	Internal/External	400	60	460	19,500
Chief Facilities Office	Planning, Design & Construction	H	Conduct a construction audit for a significant contract to confirm agreement with contract terms and pricing	Annual Risk Assessment	September	2014	Internal / External	200	80	280	16,000
Finance & Administration	Bonding and Debt Capacity	M	Review the university's bonding and debt capacity	Annual Risk Assessment	January	2015	External	0	80	80	16,000
IT	IT Security	M	Conduct internal and external penetration tests to determine opportunities for breach of WKU systems	Annual Risk Assessment	March	2015	Internal/External	40	120	160	30,000
IT	PCI Compliance	M	Take an inventory of where on campus credit cards are accepted. Confirm compliance with PCI standards	Annual Risk Assessment	April	2015	Internal/External	120	80	200	16,000
Ad Hoc Requests	Ad Hoc Requests		TBD	TBD	TBD	TBD	TBD	200	20	220	6,000
								960	440	1,400	103,500

(A) includes travel expenses (approximately 10% of fees)

Western Kentucky University
Internal Audit Plan July 2014 through June 2015
as of April 30, 2014

Process	Sub-Process	Residual Importance (H, M or L)	Scope of Audit/Review	Audit Type	Month	Year	Performed by:		Hours
							Internal /	External	
FY2015 Audit Plan									
Office of President	President's Travel and Entertainment Expenses	M	Review supporting documentation for the President's T&E and confirm they are in accordance with University policy	Mandatory / Annual	August	2014	Internal		80
Athletics	NCAA Agreed Upon Procedures	M	Conduct a review of Athletic Events Ticket Revenue for the 2011-2012 athletic season for: • Football • Men's Basketball • Women's Basketball • Baseball Conduct the review in accordance with the guidance detailed by NCAA Agreed Upon Procedures (dated September 11, 2012)	Mandatory / Annual	October	2014	Internal		60
Finance & Administration	Office of the Bursar	M	Review cash handling process for operational improvements and internal control efficiency and effectiveness	Annual Risk Assessment	November	2014	Internal		120
Finance & Administration	Financial Aid, FISAP Report	M	Review supporting documentation of calculation provided by Finance & Administration	Mandatory / Annual	December	2014	Internal		20
Athletics	Football Ticket Reconciliation	M	Perform an internal audit of the Athletic Department's compliance with bylaw 20.9.7.3 of the NCAA Division I Manual. Bylaw 20.9.7.3 requires all members of the Football Bowl Subdivision ("FBS") to maintain an average actual or paid attendance of at least 15,000 over the number of home games played in a given season	Mandatory / Annual	January	2015	Internal		60
Finance & Administration	Certification of Revenue/Expenses, Special License Plates	M	Review supporting documentation of calculation provided by Finance & Administration	Mandatory / Annual	February	2015	Internal		1
Finance & Administration	Procurement Card Processing	H	Select a sample of transactions for review against policy	Mandatory / Annual	March	2015	Internal		80
Finance & Administration	WKU Store	M	Follow-up review of purchasing, receiving, inventory and cash receipt processes and procedures based on most recent audit report issued during 4Q2014	Annual Risk Assessment	May	2015	Internal		160
Academic Affairs	NAVITAS Program	M	Review process for operational improvements and validate cash flow between university and program adheres to the contract	Annual Risk Assessment	May	2015	Internal		80



WKU[®]

Board of Regents

PRESIDENT'S REPORT

July 25, 2014

*Augenstein Alumni Center
Guillaume Executive Board Room*



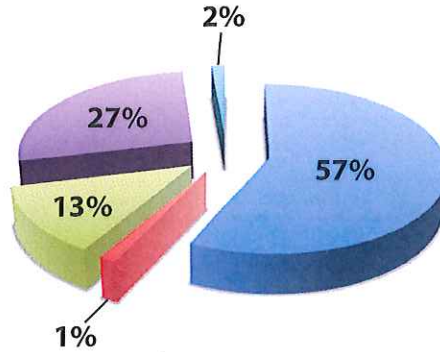
2014 | HIGHLIGHTS

WKU DIVISION OF DEVELOPMENT AND ALUMNI RELATIONS

TOTAL GIVING HIGHLIGHTS

WKU's combined endowment reached an all-time high of **\$131.9 million** (as of March 31, 2014)

WKU's cash receipts totaled **\$15.2 million** (unofficial number)



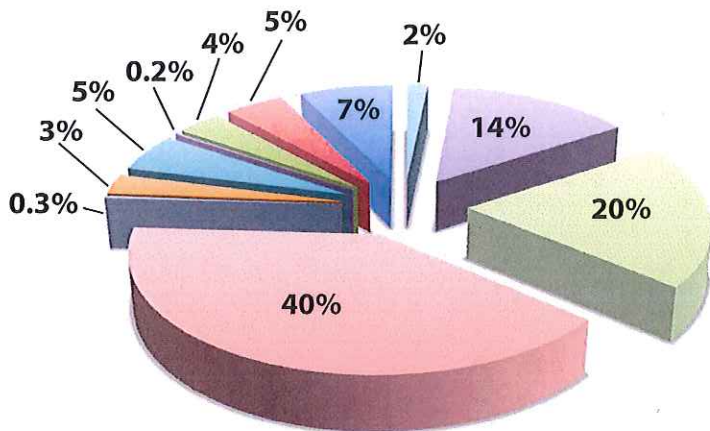
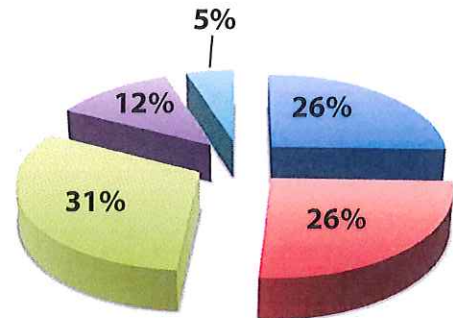
WKU Giving by Foundation

WKU Foundation	\$8,675,666
WKU Direct Gifts	\$212,152
Hilltopper Athletic Foundation	\$1,945,116
College Heights Foundation	\$4,140,904
WKU Real Estate Corporation	\$225,000

Combined total \$15,198,839

WKU Giving by Source

Alumni	\$3,891,472
Friends	\$3,905,627
Foundations	\$4,740,446
Corporations	\$1,870,119
Groups and Societies	\$757,175



WKU Giving by College/Division

College of Education & Behavioral Sciences	\$1,101,807
Unrestricted	\$242,397
Other Non-Academic Areas**	\$2,159,032
Athletics	\$3,094,243
Other Academic Areas*	\$6,051,725
University College	\$41,129
Potter College of Arts & Letters	\$424,492
Ogden College of Science & Engineering	\$819,363
Honors College	\$33,467
Gordon Ford College of Business	\$522,894
College of Health & Human Services	\$707,290

*Include regional scholarships, scholarships with criteria that cross colleges, 3rd party custodial scholarships, Gatton Academy, Library, Museum, research, SkyTeach, Student Publications, etc.

**Include dollars donated to non-academic areas, including the Augenstein Alumni Center, the Chandler Memorial Chapel, Student Affairs, etc.

OVERALL PERSPECTIVE ON NATIONAL AND WKU TRENDS:

According to the Giving USATM annual report, of the estimated \$335.17 billion given in U.S. charitable contributions in 2013, just 16% was distributed to educational institutions. By far the largest sector of recipient organizations remains religion, claiming 31% of total gifts.

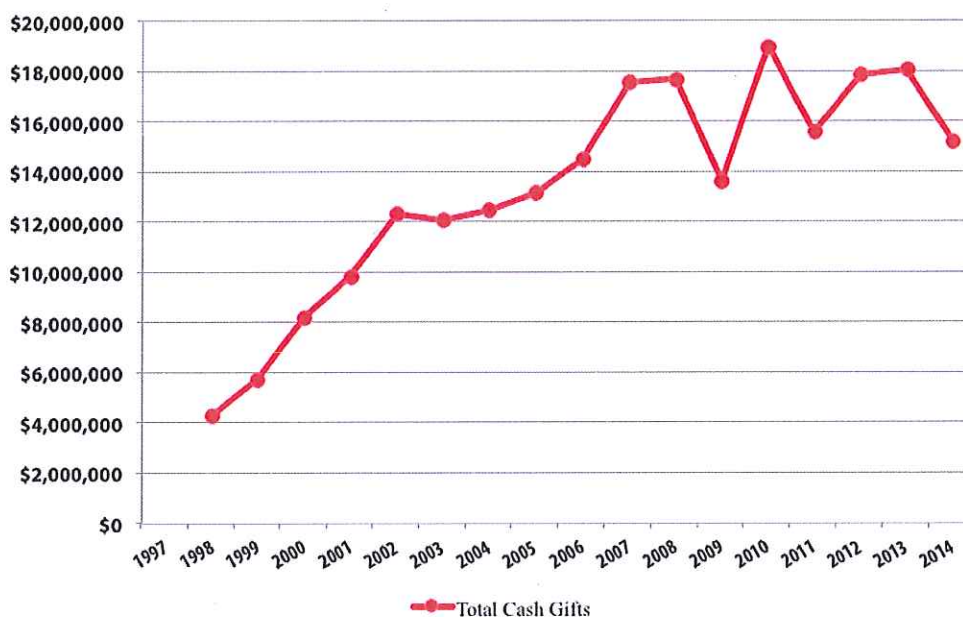


An Overview of Giving History

Most institutions experience a decrease or slowing of cash flow coming out of a campaign as pledge payment plans are completed. WKU is now two years removed from its most recent comprehensive campaign and is experiencing that trend. **From a historical perspective, the same dip in funding occurred in Fiscal Year 2008-2009, after the conclusion of WKU's first comprehensive campaign, when cash flow dropped from \$17.7 million to \$13.6 million.**

In addition, during the 2012-2013 Fiscal Year, WKU received two one-time gifts totaling \$2,286,995, which were tied to the SKyTeach campaign. This bump in funding received last year was a one-time increase, which was not repeated in fiscal year 2013-2014. Fiscal Year 2014-2015 is already off to a strong start, with one \$2 million major gift already credited in the first full week of the fiscal year.

Historical Perspective of WKU Fundraising History



Total Fundraising Effort: Annual, Major, and Planned Giving Highlights:

OVERALL:

In addition to \$15.2 million in cash receipts, \$2.6 million in donated services and committed bequests and pledges were secured by the DAR staff.

Annual Giving (gifts <\$10,000) Highlights:

- Raised **\$6.9 million** during Fiscal Year 2013-2014 from 14,864 individual donors
- **President's Circle** membership (annual gifts of \$1,000 or more) totaled 2,435
- Number of alumni donors was **8,905**
- **TopperTalk** (Phonathon) had \$372,784 pledged during Fiscal Year 2013-2014, with an average pledge of \$75.55
- TopperTalk attempted **412,398** calls and reached 25,296 individuals
- **Direct mail** solicitations are becoming more specialized and segmented for each audience with specific asks. More than 20,000 pieces were mailed in August 2013, as well as 70,000 pieces in December 2013, followed by mailings in March and May of 2014.

Major Gift Highlights: Key Gifts and Pledges

- Robert James Oppitz (dec.) - **\$1.2 million** endowment in the form of a documented estate expectancy in fiscal year 2014-2015 for the Gordon Ford College of Business
- Confidential - **\$550,000** current combined endowment and deferred gift for scholarships, the WKU Alumni Association, and the WKU Sisterhood
- Irene and Don Dizney - **\$500,000** endowment pledge for the Dizney Clinical Learning Center in memory of Helen Turner
- Confidential - **\$250,000** endowment pledge for the Confucius Institute, the Chinese Friendship Garden, and study abroad initiatives
- PNC Bank - **\$150,000** for Innovate KY
- William Randolph Hearst Foundation - **\$100,000** for Journalism
- Susan Summers - **\$100,000** for the Gifted Studies Travel Program

Deferred Giving:

WKU's Deferred Gift Inventory of 338 documented estate gifts (including bequests, annuities, trusts, etc.) grew from \$90 million to an all-time high of \$97.8 million

Scholarships:

A total of 38 new scholarships were created, and \$746,342 were received for these funds

Current Activity:

Currently 115 major gift proposals are pending, totaling more than \$17.4 million

Alumni Programming Highlights:

The WKU Alumni Association Board of Directors wrote and approved a new Strategic Plan, which focuses on four primary goals:

- Cultivate the WKU Spirit
- Build lifelong relationships
- Engage the WKU Family in the life of the institution
- Enhance the financial capacity of the Alumni Association

In support of these goals, 146 events impacting 29,639 attendees were planned and successfully executed in Fiscal Year 2013-2014.

A number of new events were created with the opening of the Augenstein Alumni Center

- **Opening Act**, sponsored by US Bank, allowed alumni and friends to gather and tailgate prior to all home football games
- The Alumni Association hosted its first post-game Homecoming Dance, **5th Quarter**
- **Commencement Celebration** offered graduates the opportunity to dine with family and friends at their new alumni home
- **Graduation Fair** was moved to the Augenstein Alumni Center, beginning with Fall 2013 graduates, which allows students and future alumni to understand the Center and the Alumni Association.

Key special events included:

- The unveiling of the **Lee Robertson Statue** outside the Robertson Ballroom on Dec. 20 in front a 400+ crowd
- The dedication and unveiling of the **Big Red Statue** at the Alumni Plaza on April 19 before a crowd of 250

Successful partnerships created and continued with:

- The Office of Conferencing and Catering for booking the **Augenstein Alumni Center**
- Service One Credit Union gifted a **Big Red Golf Cart** for the Alumni Association

Signature traditional events continued to be a success:

- Homecoming
- Hall of Distinguished Alumni
- Summit Awards
- Athletic Programming
- Reunions

Events were hosted in a number of cities, including:

- Northern Kentucky/Cincinnati
- Louisville
- Central Kentucky/Lexington
- Owensboro
- Nashville
- Knoxville
- Glasgow
- Atlanta
- West Point
- San Antonio
- Austin
- Orlando
- New Orleans

Marketing and Communication Initiatives:

Mission: To create, maintain, attract and inspire a sense of attachment among WKU Alumni and Friends.

- Launched rebranding strategy for the WKU Alumni Association
- Designed new logo to coordinate with the Augenstein Alumni Center
- Initiated communication with all Colleges and Deans to segment alumni communication and alumni areas of interest
- Created more than 460 individual jobs

Marketing and Communication in support of fundraising:

- Launched **Legacy of Spirit** rebranding strategy for Office of Planned Giving
- Researched, wrote, and coordinated design of new fundraising publication for the **College of Education and Behavioral Sciences**
- Began rebranding and fundraising strategy planning for the **Downing Student Union** and the **Honors College/International Center**

Magazine – WKU SPIRIT

- Produced 3 issues of WKU SPIRIT (Fall, Spring, Summer) reaching more than **116,000** alumni and friends
- Launched **redesign** of WKU SPIRIT with an updated look, advanced story board of ideas, and new regular departments, including “The Professor Who Changed My Life,” “Thumbs-Up,” “Athletics,” and “Before & After”
- WKU SPIRIT **mobile app** has more than 15,000 downloads for the Apple iPad

Welcome Center

- Augenstein Alumni Center Traffic Counts for Fiscal Year 2013-2014: just over **30,000**
- Admission Tours for Spring 2014 increased from 7 tours a week to **10 tours a week**
- **Technology upgrade** for campus operators helped streamline call times and transfer rates, decreasing operator call abandonment rate from more than 15% to less than 5%

Social Media:

- Twitter: 4,706 followers/5,000+ tweets
- Facebook: 5,623 friends / 500+ posts
- LinkedIn: 5,241 members

Email Marketing:

- Emails reached more than 2.1 million email addresses with an open rate of more than 19%
- Monthly News from the Hill eNewsletter reaches 45,000+ alumni and friends each month

Website:

New website will be deployed in late Summer 2014 which will encompass more interactive tools and mobile device capabilities, as well as career development tools and a job portal

Affinity/Partnerships/

Membership Programs:

Partnerships and new affinity relationships include the Bowling Green Area Chamber of Commerce, Fruit of the Loom, Blue Cotton, US Bank, and Service One Credit Union

Direct Mail:

Direct mail solicitations of more than 280,000 pieces to all alumni, including at least 5 touchpoints to recent graduates.

Project Name/PM	Scope	Budget	Source of Funds	Schedule	Status
High Voltage Phase VII (BJ)	This phase of the high voltage upgrade will change Bates-Runner, Northeast, Southwest, McLean and Minton Halls and Fine Arts Center from the aging 4,160 volt to the 12,470 volt underground electrical distribution system.	\$1,000,000	E & G	Start: 9/1/13 Complete: 8/15/14	Construction 50%
Ogden College Construction and Renovation (DC/B)	This project will include: demolition of Thompson Complex North Wing; construction of a new science building to take the place of TCNW; and, a renovation of Thompson Complex Center Wing. The new facility is scheduled for completion by 6/30/17 and the renovation will be complete by 1/30/18.	\$48,000,000	State Bond	Start: 10/1/14 Complete: 1/30/18	Programming
Academic Complex Renovation (JP)	Renovating 10,000 sqft that was vacated by the Nursing Department. Communication Disorders will be moved from Tate Page Hall to this space.	\$750,000	E & G	Start: 2/10/2014 Complete: 08/15/14	Construction 75%
State Street Lighting (BJ)	Add six (6) WKU standard lighting fixtures to State Street to improve pedestrian and vehicular lighting.	\$130,000	E & G	Start: 5/19/14 Complete: 6/30/14	Complete
WKU-Community Bikeway (BR/HS)	Develop a network of bicycle and pedestrian facilities that connects area schools, parks and shopping areas to low- and medium-density residential neighborhoods and residence halls. This project is funded by an equally shared Federal Grant with the City of Bowling Green. WKU is Section I and BGKY is Section II. This project is being coordinated with the Downing University Center renovation.	\$1,111,500	Federal Grant	Start: 12/01/11 Complete: 8/15/14	WKU Section I: Construction 15%
Renovate Downing University Center (DC)	Opening in time for the fall semester of 2014, this project consists of a building-wide renovation, as well as expansion of approximately 35,000 square feet. The exterior has been renovated and upgraded. All building systems including utilities have been replaced, and the new building layout will improve service to users of the Union. Furniture, fixtures, and equipment are also replaced throughout the facility.	\$58,323,000	Approved Agency Bonds \$50.0M Restricted \$4.3M Auxiliary \$4.0M	Start: 2/28/11 Complete: 8/15/14	Phase A Construction is to be complete by 08/2013 Phase B Construction is to be complete by 08/2014

Project Name/PM	Scope	Budget	Source of Funds	Schedule	Status
Topper Café Removal/South Lawn Restoration (DC)	As planned, the removal of the Topper Café has been completed and the South Lawn is now being restored to green space.	Inc. in DSU Renovation	Approved Agency Bonds \$50.0M Restricted \$4.3M Auxiliary \$4.0M	Start: 5/19/14 Complete: 8/15/14	Construction 85%
Pave CHB and AOC (DC)	Upon the completion of Dero Downing Student Union, Avenue of Champions and College Heights Blvd will be repaved.	\$250,000	E & G	Complete: 8/15/14	Planning
Raymond Cravens Library Roof and Building Rehabilitation PH II (DP)	In this 2nd phase of four, the masonry and porticoes will be repaired, brick cleaned, and a possible replacement of the roof on the connector between the libraries is being planned. Additionally the Grise Hall Pedestrian bridge will receive some concrete patching and waterproofing as part of this project.	\$600,000	E & G	Start: 3/15/14 Phase II Complete: 8/15/14	Construction 75%
Construct Honors College Facility (KO)	Construct 75,000 gsf Honors College Building to support Honors College, Office of Scholar Development, Navitas, Chinese Flagship and International Programs.	\$22,000,000	Agency Bonds	Start: 2/1/13 Complete: 7/30/15	Construction 10%
Feix Field Turf Replacement (AC)	The scope of this project includes demo and disposal of the existing artificial turf, improving the field drainage, and installing new artificial turf.	\$597,000	HAF	Start: 4/21/14 Complete: 5/31/14	Complete
Steam Line Repairs (BJ)	This maintenance project will focus on these targeted areas this summer: Pearce-Ford Tower, and the area between Meredith and Zacharias Hall.	\$460,000	E & G	Start: 05/19/14 Complete: 08/15/14	Construction 60%
Replace Avenue of Champions Lighting (BJ)	This project will replace the existing eleven (11) roadway lights with eighteen (18) acorn light fixtures to improve both pedestrian and vehicular lighting. The new lights will match the WKU standard light fixtures. The area is on AOC from Dero Downing Student Union to University Blvd.	\$300,000	E & G	Start: 5/19/14 Complete: 6/30/14	Complete
Campus Roof Repairs (DP)	Several roof repairs and replacements are completed or are in progress at this time including: Garrett Conference Center, Ag Expo Arena, and Helm Library.	\$785,000	E & G	Start: 5/19/14 Complete: 8/15/14	Construction 70%



Project Name/PM	Scope	Budget	Source of Funds	Schedule	Status
Roundabout US31W @ US 231X (JP)	With the addition of the roundabout at US 31W By-Pass, University Blvd and Chestnut Street, the center island will contain a WKU campus entrance sign. This project is concurrent with the Kentucky Department of Transportation roundabout project. KDOT has provided WKU with a tentative completion date in August.	\$385,000	Revenue from Sale of Land to KDOT	Start: 7/28/14 Complete: 8/28/14	Construction 65%
Gatton Academy Expansion (KO)	The expansion of Florence Schneider Hall will expand the current Gatton Academy bed count from 120 to 200. In addition a new multipurpose meeting/conference room and additional administrative offices for The Gifted Studies program and Gatton Academy are planned. This project will add approximately 17,000 square feet and renovate 9,000 square feet of the existing building.	\$10,000,000	Private Funds	Start: 4/1/14 Complete: 7/31/16	Design Phase B
Renovation Projects (ALL)	Renovation projects in process, currently totaling 190. 873 are funded @ \$2,214,370 and active, 53 are estimated @ \$911,317 and awaiting customer approval to proceed, and 50 are being evaluated.	\$2,214,370	E & G	Various	Various
PROJECT MANAGER LEGEND:		\$146,905,870			
(BR) - Bryan Russell	(DEM) - Facilities Management	(DC) - Dan Chaney	(TH) - Tiffany Hayes		
(BJ) - Ben Johnson	(HS) - Helen Siewers	(AC) - Alfonso Casana	(SLF) - Student Life Foundation - Brian Kuster		
(KO) - Kerri Ogden	(JP) - Jed Peterson	(DP) - Debbie Pace			

WKU A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Office of Research:

Annual Report 2014

Gordon C. Baylis
Vice President for Research

WKU A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Three Numbers to Discuss

- 1) Total Extramural Funding
This includes all funding for research, instruction, and service
- 2) NSF HERD (Higher Education Research & Development) Survey
This is the total of expenditures on research & development
- 3) F&A (Facilities & Administrative) Collections
These are funds that the federal government gives to support the (hidden) costs of research. These represent crucial funds to support and stimulate research.

WKU A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

It's (not) all about the dollars...

A student-centered mission of research and regional engagement.

- Faculty scholarship informs teaching
- Student research represents unparalleled training for almost every career
- Engagement in the region provides great education for students
- Engagement enhances the quality of life of our region.

- But this mission needs to be financially sustainable

WKU A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

The Challenge

Extramural Funding hit in many ways

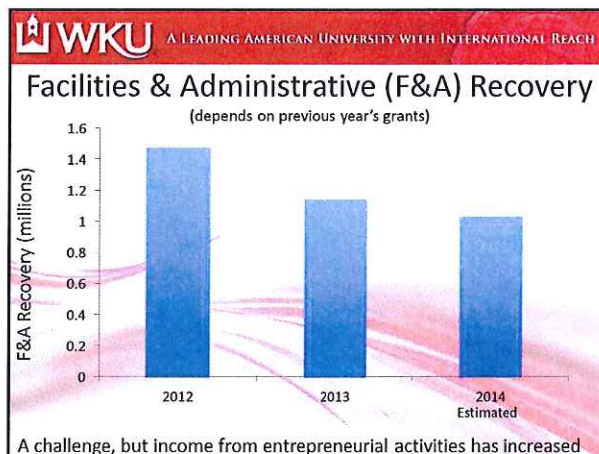
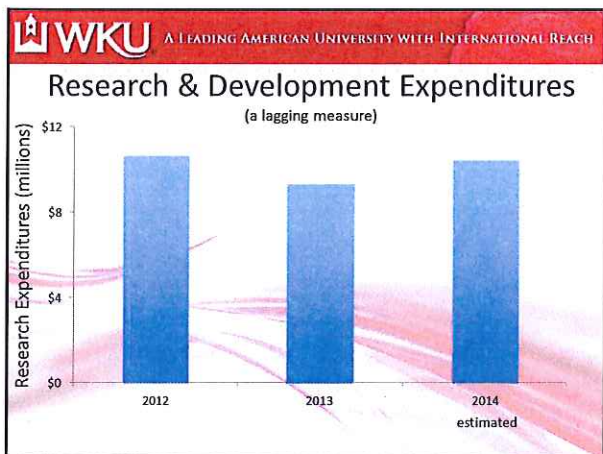
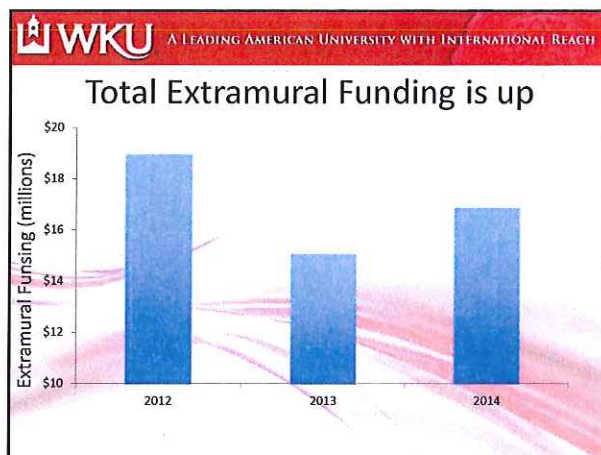
1) Earmarks	2011
2) Quasi-earmarks	2012
3) Sequestration	2013
4) Fully competitive funding	

WKU A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

The Response

- 1) Invest in physical infrastructure
- 2) Invest in human infrastructure
- 3) Internal grants programs
- 4) Grow interdisciplinary teams

Strong faculty who stepped up
Outstanding Sponsored Programs Staff



WKU A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Growing Funded Researchers

Professional Development Stages:

- 1) Startup
- 2) Internal grants
- 3) External (early stage) grants
 - EPSCoR
 - INBRE
 - Subcontracts with established PIs
- 4) External major grants
- 5) Multi-investigator large grants

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Growing Funded Researchers

2010	Startup	\$20,000	
2011	Proposal with other		
2012	RCAP-1 funded	\$18,000	
2013	Proposal as P.I.		
2014	Proposal with other		\$20,000
2014	Proposal as P.I.		\$50,000
2015	Major Proposal		
2015	RCAP-supplement	\$10,000	
2016	Major Proposal		\$300,000

Interdisciplinary and international collaboration adds time

WKU A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

REU and FUSE

Research Experiences for Undergraduates
a high priority for NSF
depend on faculty with funded research programs

FUSE grants
student-initiated research grants
depend on research-engaged faculty

These important parts of undergraduate education at WKU are enriched as research funding increases

WKU A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

What is next?

Continue to grow faculty competitiveness

Institutes for Major Foci

- Materials and Manufacturing
 - Advanced manufacturing
 - Automotive
 - Motorsports
 - Dave Tatman
- Environment
 - External expert review
 - Lisa Graumlich

WKU A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Commercialization

Faculty inventions can:
 address problems of region and Commonwealth.
 make money for WKU
 make money for faculty

Underwater Robot	\$75,000 CF, sales
HazWatch	\$100,000 CF
Bingocize	\$75,000 CF, Sales
VoidX	\$70,000 in sales
Estrus Detector	\$75,000 CF

WKU A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Commercialization

Students can be engaged entrepreneurs also

Innoplexx was launched two years ago
 38 new business started by students
 First "graduating" company Hangout Creative

WKU A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Conclusion

Engaged Research a Vibrant Part of Education at WKU

- state-of-the-art infrastructure
- unparalleled support
- increasing extramural funding
 especially involving students
- increased contracting with industry
 providing more opportunities for students
- robust faculty commercialization
- robust student entrepreneurship

**MINUTES
OF THE BOARD OF REGENTS
WESTERN KENTUCKY UNIVERSITY**

July 25, 2014

• **CALL TO ORDER**

Required statutory notice having been given, the special budget approval meeting of the Board of Regents of Western Kentucky University was held in the *Guillaume Executive Board Room* of the Augenstein Alumni Center on the Western Kentucky University campus. The meeting was called to order by Vice Chair Freddie Higdon at approximately 8:00 a.m., (CDT).

• **OATH OF OFFICE**

The Constitutional Oath of Office was administered by Vice Chair Higdon to Ms. Janet “Nicki” Seay from Bowling Green. President Gary A. Ransdell presented Ms. Seay with the official Regent’s pin which was designed specifically for members of the Board.

• **ROLL CALL**

The following Regents were present, representing a quorum of the Board:

Mr. Frederick A. Higdon, Vice Chair
Dr. Phillip W. Bale
Ms. Keyana Boka
Dr. Melissa B. Dennison, Secretary
Mr. Gillard B. Johnson III

Mr. James Kennedy, Staff Regent
Dr. Patricia H. Minter, Faculty Regent
Mr. John W. Ridley
Mr. Laurence J. Zielke

Absent from the meeting:

Ms. Cynthia Harris
Mr. J. David Porter, Chair

Others in attendance included the following:

Dr. Gary A. Ransdell, President
Mr. Howard Bailey, Vice President for Student Affairs
Dr. Gordon C. Baylis, Vice President for Research

Dr. Randy Capps, Parliamentarian
Ms. Kathryn R. Costello, Vice President for Development & Alumni Relations
Dr. A. Gordon Emslie, Provost and Vice President for Academic Affairs
Mr. Gordon Johnson, Chief Information Technology Officer
Ms. Julia McDonald, Assistant to the President for Board & Executive Relations
Ms. K. Ann Mead, Senior Vice President for Finance and Administration
Dr. Brian Meredith, Chief Enrollment & Graduation Officer
Dr. Richard C. Miller, Vice Provost / Chief Diversity Officer
Mr. Bryan Russell, Chief Facilities Officer
Mr. Todd Stewart, Director of Athletics
Ms. Robbin Taylor, Vice President for Public Affairs
Ms. Deborah T. Wilkins, General Counsel

In keeping with the policy of the Board, the agenda for the meeting and information and materials pertinent to items thereon had been mailed in advance of the meeting to members of the Board.

• **APPROVAL OF MINUTES**

The minutes of the second quarterly meeting held on April 18, 2014, were presented for adoption.

MOTION

Motion to approve the minutes of the second quarterly meeting held on April 18, 2014, was made by Regent Larry Zielke and seconded by Regent Patti Minter.

VOTE / ACTION TAKEN

Approved Not Approved Other _____

Page numbers reflect where the items are located in the meeting agenda book.

CONSENT AGENDA STATEMENT:

Vice Chair Higdon announced that the Committees of the Board met on June 27, 2014, and discussed each item on their respective agendas with the exception of item EX-1 under the Executive Committee. This item is exempt from the consent agenda and shall be discussed and voted on separately.

ACADEMIC AFFAIRS COMMITTEE – ACTION ITEMS

Regent Phillip Bale suggested voting on items AA-1 through AA-4.4 as a group and AA-5 through AA-8 as a group. There were no objections.

- AA-1 Approval of a Master of Science in Environmental and Occupational Health Science [pp 1–6]
- AA-2 Approval of a Bachelor of Arts in Paralegal Studies [pp 7–14]
- AA-3 Approval of Graduate Certificates

- AA-3.1 Global Pathways to Sustainability [pp 15–19]
- AA-3.2 Business Sustainability [pp 20- 23]
- AA-3.3 Communicating in Healthcare [pp 24-27]
- AA-4 Approval of Undergraduate Certificates
 - AA-4.1 Food Science [pp 28-30]
 - AA-4.2 Interactive Training Design [pp 31-35]
 - AA-4.3 Bowling Green Chamber of Commerce “An Urgent Call to Action” Programs
 - AA-4.3.1 Automation Certificate [pp 36-38]
 - AA-4.3.2 Manufacturing and Logistics [pp 39- 41]
 - AA-4.3.3 Manufacturing Processing and Technology [pp 42-44]
 - AA-4.3.4 Six Sigma and Quality [pp 45–47]
 - AA-4.4 Advanced Professionalism [pp 48–54]

MOTION

Motion to approve items AA-1 through AA-4.4 was made by Regent James Kennedy and seconded by Regent Larry Zielke.

VOTE / ACTION TAKEN

Approved Not Approved Other _____

- AA-5 Approval of an Undergraduate Minor in Citizenship & Social Justice [pp 55 -61]
- AA-6 Approval of the School of Kinesiology, Recreation & Sport [p 62]
- AA-7 Approval of University Distinguished Professor for 2014 [p 63]
- AA-8 Approval of Emeritus Faculty Appointments [p 64]

MOTION

Motion to approve items AA-5 through AA-8 was made by Regent Patti Minter and seconded by Regent Gil Johnson.

VOTE / ACTION TAKEN

Approved Not Approved Other _____

ACADEMIC AFFAIRS COMMITTEE – INFORMATION ITEMS

- Dr. Margaret Crowder and Mr. Mac McKerral presented information regarding the Faculty Handbook, 20th Edition.
- Dr. Brian Meredith and Dr. Dennis George provided a Transfer Initiatives report.
- Dr. Brian Meredith provided the Enrollment Report.

EXECUTIVE COMMITTEE – ACTION ITEM

- EX-1 Approval of a Revised WKU Statement of Purpose [pp 67-68]

MOTION

Motion to approve was made by Regent Larry Zielke and seconded by Regent John Ridley.

DISCUSSION

Regent Phillip Bale:

I have read it and like it but subsequent to our discussion yesterday at the Retreat with Dan Pelino, the word “applied” seems to be something on people’s radar. I thought it would be nice if we add the word “applied” in there somewhere. I might suggest that in the next to the last paragraph, we add: ...and provide **applied solutions toward** high quality service.

AMENDED MOTION #1

Regent Larry Zielke moved to amend the motion to include the verbiage “**applied solutions toward**” in the next to the last paragraph of the statement. The amended motion was seconded by Regent Phillip Bale.

President Gary Ransdell:

Based on yesterday’s discussion, Gordon, I too have a suggested edit. In the first sentence of that paragraph, I suggest we add: ...engaged research, **particularly at the undergraduate level.**

AMENDED MOTION #2

Regent Larry Zielke moved for a second amendment of the motion to also include the verbiage “**particularly at the undergraduate level**” in the first sentence of the next to the last paragraph of the statement. The second amendment to the motion was seconded by Regent Phillip Bale.

Vice Chair Freddie Higdon:

Would it be politically correct for our motion to be approved, subject to the approval of the Senate Executive Committee?

Regent Patti Minter:

I think a contingency on this motion is entirely appropriate here and I think we should definitely have the concurrence and buy-in from the Senate Executive Committee.

AMENDED MOTION #3

Regent Patti Minter moved for a third amendment of the motion that the approval of the Statement of Purpose is subject to the concurrence of the Senate Executive Committee. The third amendment to the motion was seconded by Regent Phillip Bale.

VOTE / ACTION TAKEN – AMENDED MOTION #3

Approved **Not Approved** **Other** _____

VOTE / ACTION TAKEN – AMENDED MOTION #2

Approved **Not Approved** **Other** _____

VOTE / ACTION TAKEN – AMENDED MOTION #1

Approved **Not Approved** **Other** _____

FINANCE AND BUDGET COMMITTEE – ACTION ITEMS

Regent John Ridley suggested voting on items FB-1 through FB-3 as a group. There were no objections.

FB-1 Approval of Personnel Actions [p 69 and attached reports]

FB-2 Approval of University Reserve Allocation for the Renovate Science Campus Phase IV Project [pp 70-71]

FB-3 Approval of FY 2015 Audit Plan [pp 72-79]

MOTION

Motion to approve items FB-1 through FB-3 was made by Regent Larry Zielke and seconded by Regent Melissa Dennison.

VOTE / ACTION TAKEN

Approved Not Approved Other _____

PRESIDENT’S REPORT – INFORMATION ITEMS

- Ms. Kathryn Costello provided the Alumni and Development Year-End Report.
 - Mr. Todd Stewart provided the Athletics Year-End Report.
 - Mr. Bryan Russell provided an update on construction progress.
 - Ms. Robbin Taylor provided the Media Year-End Report.
 - Dr. Gordon Baylis provided the Research Year-End Report.
-

OTHER BUSINESS / ANNOUNCEMENTS

Vice Chair Higdon distributed the 2014-15 Board meeting schedule and the 2014-15 Board Committee appointments.

Vice Chair Higdon announced the following upcoming dates:

- Opening Convocation – **August 22 at 8:00 a.m. (Van Meter Auditorium)**
 - President’s Gala – **September 5 (Downing Student Union)**
 - Committee Meetings – **September 26 at 11:30 a.m. (MMTH – Regents Room)**
 - Fourth Quarterly Meeting – **October 24 at 9:00 a.m. (MMTH – Regents Room)**
 - Committee Meetings – **December 12 (MMTH – Regents Room)**
 - Commencement – **December 13 (Diddle Arena)**
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ADJOURNMENT

With no further business, Vice Chair Higdon adjourned the meeting at approximately 11:15 a.m. (CDT).

CERTIFICATION OF SECRETARY

I hereby certify that the minutes herein above set forth an accurate record of votes and actions taken by the Board of Regents of Western Kentucky University in the special budget approval meeting held July 25, 2014, in the Guillaume Executive Board Room in the Augenstein Alumni Center on the Western campus, and further certify that the meeting was held in compliance with KRS 61.810, 61.815, 61.820, and 61.825 (enacted as Sections 2, 3, 4 and 5 of House Bill 100, 1974 Regular Session, General Assembly).



Mr. J. David Porter, Chair
WKU Board of Regents

Approved on October 31, 2014



Dr. Melissa B. Dennison, Secretary
WKU Board of Regents

Approved on October 31, 2014