this person be Ms. Cheryl Harris, University Counsel. After a motion made a duly seconded, this recommendation was approved.

Council on Academic Affairs

Dr. Lyle Cook, University Provost and Vice President for Academic Affairs, presented the following recommendations to the Board:

1. Program Suspension, College of Education, Specialist in Education Administration and Supervision.

2. Berea-EKU ROTC Affiliation Agreement

3. Awarding Degrees at the end of the first summer session, Summer I and at the end of Summer II.

4. Amendment to the Retirement Transition Policy.


6. Revision to the Sabbatical Policy.

Mr. Oliver made a motion to approve these recommendations and it was seconded by Dr. Schlamann. The roll was called and the following members voted "aye": Mr. Abney, Dr. French, Mr. Gilbert, Ms. Henson, Ms. O’Brien, Mr. Oliver, Ms. Rogers, Dr. Schlamann, Mr. Williams, and Mr. Rice. Details on the approved actions are included in the Official Minutes of the Board of Regents

Approval of Candidates for Degrees

Dr. Cook asked the Board for its approval of awarding degrees to all candidates for degrees in December who successfully met the requirements for those degrees at the end of the term. A record of those earning degrees will be maintained by the Registrar. Ms. O’Brien made a motion for approval which was seconded by Ms. Rogers and passed by voice vote.

Finance and Planning Committee

Mr. Johnston presented the Board with a recommendation for a one-time surcharge of $100 per resident student and $200 per non-resident student to be imposed during the Spring, 2004, semester. This recommendation had already been explained by the President in her remarks and in the information item presented by Dr. Koppes.
Action Agenda

I. Revision to the Sabbatical Policy

II. Issue

The primary purpose of the revisions to the Sabbatical Policy is to streamline the process and to be in compliance with national norms.

III. Background and Process

Faculty will be eligible to apply after six years of continuous service. Clarification was also included on the hierarchy of a preferred sabbatical and that a full year out-of-town sabbatical is preferred.

IV. Alternatives

Continue with the present policy.

V. President’s Recommendation

The President recommends approval.
Sabbatical Policy
September 8, 2003

Purpose and Principles

Eastern Kentucky University maintains and promotes a program of sabbaticals for faculty as a part of its overall efforts to maintain high quality academic programs and an energized faculty. A sabbatical can be a rejuvenating experience for a faculty member, permitting time to investigate avenues for improving academic quality in the pursuit of excellence. All eligible faculty members are strongly encouraged to apply for sabbaticals.

Sabbaticals are designed for professional improvement of current faculty members by providing, for a specified period, time away from the usual contractual obligations. This time enables faculty members to pursue scholarly activities that will strengthen teaching, scholarship, service and/or any combination therein at the department, college, library, or university levels. Sabbatical requests are to be closely related to each faculty member’s teaching area but are not granted for the completion of an advanced degree or for any other activities related to that.

Since a sabbatical is a privilege and not a right, sabbaticals are not granted automatically after the required semesters of service. A sabbatical may be granted to a faculty member who has demonstrated an above-average ability in teaching, scholarship, and service and who has completed an application which meets the sabbatical requirements.

Funding and Salary Payment

University sabbatical pool funds are derived from the University budget and other funds which may be allocated by the University. The distribution of available funds is given to the colleges based on the proportion of full-time, tenure-track faculty. Additionally, individual colleges may fund sabbaticals for faculty members through college development funds, indirect cost allocations, private sources designated for the college, or other approved sources. Faculty members are encouraged to seek outside sources of funding to help supplement their sabbatical request.

The three types of sabbaticals for which eligible faculty members on full-time appointments may apply are as follows: (1) one year at half salary, (2) one semester at full salary, or (3) one-half time for two semesters at full salary. The salary will be based upon the amount that would have been received for the academic year had the sabbatical not been taken. In the application, the faculty member must designate the type of sabbatical requested as well as the effective semester or year.
Since preference is given to one-year sabbatical requests at half salary, these candidates are encouraged to seek scholarships, fellowships, or other honorary stipends to supplement their sabbatical salaries.

Eligibility and Application Process

To be eligible to apply for a sabbatical, faculty members must meet the following requirements:

1. Complete twelve (12) semesters of full-time service to the University before the first sabbatical or between subsequent sabbaticals.

2. Submit an appropriate request document with supporting information in accordance with the faculty member’s college criteria.

3. Submit requests to the department chair no later than September 15 of the year preceding the academic year of the sabbatical. (Requests may be submitted two years in advance for approval. If the request is denied, a new application may be filed the following year.)

4. Obtain all required approvals at the department and college levels and receive written approval from the Provost/Vice President of Academic Affairs.

5. Librarians will submit Sabbatical requests to the Library Dean. The library faculty will comprise their own academic unit and follow the same procedures outlined in this document for the colleges.

College Procedures

Each college will assure that the University-approved procedures have been followed and that the sabbatical recommendations concur with the goals and needs of the college. The following procedures apply to the colleges:

A. Each college will develop specific guidelines regarding the criteria, quality, and weight assigned to specific categories of scholarly activities and service which are the basis for a sabbatical. These guidelines will be clear and concise and will address the process, procedures, and expected results. These guidelines will be published for all faculty members; and each college will establish an education and assistance program to help faculty members in the development of high quality sabbatical requests within one (1) year from the publication of this policy.
Preferred purposes for sabbaticals include, but are not rank-ordered or limited to, the following:

1. A carefully designed scholarly/creative project related to the discipline.

2. Scholarly writing or other comparable form of creative activity with a goal of publication or presentation.

3. A clearly defined program of independent study related to instructional responsibilities.

4. A clearly defined program of a major course revision and/or new course development.

B. Each college will develop policies, procedures, and guidelines approved by a majority of the faculty of the college for the review of sabbatical applications. These policies and procedures will include the following elements:

1. Timetables for receiving the sabbatical request.

2. Parameters for the development of the reasonable request document and supporting materials.

3. Evaluation criteria that will take into account the benefits of the sabbatical for the faculty member, the department, the college, and, ultimately, the students.

4. A departmental review committee for screening and making recommendations to the chair. (A faculty member who will be considered for a sabbatical will not be eligible to serve on this committee. The same rule applies to anyone with a significant conflict of interest, e.g., the candidate is a member of one's immediate family.)

5. A college review committee for making recommendations to the dean.

C. The dean of the college will forward the selected sabbatical requests to the Provost/Vice President of Academic Affairs by November 1.

D. The Provost/Vice President of Academic Affairs will evaluate and forward the selected sabbatical requests to the President by December 15. The President will notify selected faculty members following action by the Board of Regents.
Faculty Rights During a Sabbatical

Successful candidates will retain the following rights during their time spent on a sabbatical:

1. The faculty member may share in the salary increases awarded by the University.

2. Retirement contributions depend on the faculty member's retirement plan. KTRS is a Defined Benefit Plan, and the Non-KTRS programs are Defined Contribution Plans.
   a. If the candidate is a KTRS participant, retirement contributions are not withheld and the University does not make retirement contributions during the sabbatical period. However, as stated in the KTRS guidelines, participants may purchase service credit within the "interest-free period" and the University will continue to pay the difference between the purchase price (8.375%) and the amount that would have otherwise been deducted from the candidate's pay (6.16%). This difference of 2.215% along with the employer match is billed to the University at the end of each fiscal year. By purchasing the service credit, the sabbatical year or semester counts toward retirement service.
   b. Retirement withholdings for non-KTRS, Optional Retirement Program (ORP) participants of 6.16% will continue. University will continue total contributions of 13.84%, which includes a contribution to the employee ORP account and an amount paid to KTRS to cover an unfunded liability. The University contribution to the employee's account in the ORP is subject to change on an annual basis. The amount to be funded to KTRS for the unfunded liability is set each year by the Board of Trustees of KTRS.

3. The candidate who is a member of a University insurance coverage plan or a family plan will continue to receive coverage at the same rates while on a sabbatical.

4. The sabbatical period counts toward requirements for promotion.

Faculty Obligations After a Sabbatical

The successful applicants will accept the following obligations regarding the sabbatical:

1. A faculty member who is approved for a sabbatical is expected to carry out the plan set forth in the application and forward a comprehensive open-file report to the dean of the college identifying the accomplishments within ninety (90) days from the completion of the sabbatical and to publish submit for publication, if appropriate, the findings of the sabbatical within six (6) months.

2. A recipient of a sabbatical will return to EKU for a minimum of one (1) academic year following the sabbatical. (Unless otherwise agreed in advance by the faculty member and chair or dean, the sabbatical recipient will return to his or her former position within the University.) In the event that the faculty member does not return to EKU for the specified period, the recipient will reimburse EKU in full
Exceptions to the University Policy

The President, in concurrence with the Provost/Vice President of Academic Affairs, has the option of making exceptions to the above-stated policy when deemed in the best interest of the University.
Senator Cropper moved, seconded by Senator Kelley, to strike the following sentence from number three: "For example, to insure that at least fifty salaries are adjusted, the maximum salary adjustment would be set at 2% of the funds available." The motion to delete this statement carried with a vote of 17 to 16 in favor.

The salary adjustment motion, in its amended state, was approved by the senate.

NEW BUSINESS:

**Plus/Minus Grades Final Report.** Dr. Daniel Thorne was present to introduce the plus/minus grades final report. Senator Flanagan moved, seconded by Senator Dunston, to accept the report and the recommendations made by the committee. Senator Johnson ruled the motion substantive and deferred further discussion to the November Senate meeting.

**Council on Academic Affairs Report.** Senator Cook moved, seconded by Senator Sexton, to delete the Specialists in Education Ed & Ad Supervision program. The motion was approved by the Senate.

**Sabbatical Leave Motion.** Senator Cook moved, seconded by Senator Sexton, to approve the Sabbatical Leave Motion. Senator Johnson ruled the motion as substantive and deferred further discussion to the October Senate meeting.

ADJOURNMENT:

Senator Cook moved to adjourn at approximately 5:30 p.m.
Senator Sefton discussed the matter of sabbatical leave funding. He made the following motion:

1. That the basic funding of $40,000.00 be increased to $61,500.00 plus a percentage equal to the percentage increase in the faculty salary pool for 1990-91. $61,500.00 is the amount to which the university contribution would have grown if it had been increased proportionate to salaries since 1982-83 when the $40,000.00 figure was established.

2. That the university contribution to the sabbatical pool be increased each year by a percentage equal to the percentage increase in faculty salary.

3. That any funds from the sabbatical pool not used for replacement costs be carried over to the pool for the following year.

The motion was seconded by Senator Stebbins. In response to questions, Senator Sefton stated that this committee did not look at other faculty benefits because their charge related only to sabbatical leaves, and he reviewed the data attached to the agenda materials to clarify the meaning of the figures stated therein. After discussion, the question was called for and the motion was approved by voice vote with no dissenting votes.

**REPORT FROM THE COMMITTEE ON PROFESSIONAL GROWTH AND FACULTY WELFARE**

The issue of tuition waivers for faculty and administrator's spouses and children which the Faculty Senate was asked to look into last year at the request of Dr. Kuhn and Dr. Blanchard was discussed. The report to the Faculty Senate on this matter was presented by Dr. Tom Reed and Dr. Gil Bickum. The Committee is preparing and will circulate a questionnaire surveying faculty concerning their attitudes toward this matter and to determine how many spouses and how many children would be involved in such a tuition waiver program.

Dr. Bickum presented an economic analysis attempting to determine the cost of such a program. He noted that it is extremely difficult to get an exact figure because of variations in the types of classes involved, whether those classes were already filled or whether there was space available in the classes, and whether the classes involved laboratory equipment and various other kinds of costs which might vary from program to program. He felt the results of the proposed survey of faculty would be helpful, although it still would be extremely difficult, if not impossible, to determine the exact cost.

During the discussion of this matter, it was noted that some faculty members expressed a preference for fringe benefits which all faculty members would receive, while others expressed the opinion that a benefit to some faculty members is not necessarily an unbenefit to other faculty members. Other opinions expressed were that this might bring in additional students, and this would also bring in additional funding from the state. On the other side of the coin, it should be noted that although such a situation would be of benefit to Eastern, it may not necessarily be a benefit costwise to the state of Kentucky who would have to provide additional funding for these students. There was also discussion of the matter
Sabbatical and Professional Leaves

Dr. Funderburk called the Board's attention to the Sabbatical and Professional Development Leaves policy sent to them recently. In response to questions, Vice President Kowlett noted that summer sabbaticals are eliminated. It was also noted that exceptions to the sabbatical leaves policy would be brought to the Board for its review and/or approval. At this point, Dr. Gray expressed concerns with the portion of the policy that applies to professional development leaves.

Dr. Gray moved that the sabbatical leave portion of the policy as applies to faculty and those holding academic rank under the Office of Academic Affairs be approved. The motion was seconded by Mr. Spurlock, and was passed by roll call vote, without dissent.

The portion of the policy as applies to professional development leaves was tabled for further study, to be brought to the Board at a later date. The policy that applies to sabbatical leaves is as follows:

Eastern Kentucky University maintains a program of sabbatical leaves for faculty and professional development leaves for managerial staff as a part of its efforts to maintain high quality academic programs and support services on the campus.

Sabbatical leaves are designed for professional improvement by providing released time for a specified period from assigned contractual obligations for faculty members to pursue scholarly activities which will strengthen the teaching, research, service, or any combination of functions of the department, college, and institution.

University sabbatical leave pool funds are derived from the savings from full-year sabbatical leaves and other funds as may be allocated by the University. In addition, individual colleges may fund sabbatical leave replacement costs through college and faculty development funds, indirect cost allocations returned to the departments and colleges, or from funds from private sources designated for the departments and colleges.

A. After fourteen semesters of service, tenured faculty members on full-time appointment may apply for a sabbatical leave of two semesters at half salary, one semester at full salary, or one-half time leave for two semesters at full salary. However, sabbatical leaves are not automatic with accumulation of fourteen semesters of service.

B. The policy does not provide for accumulation of more than seven years of service to be counted for either the first sabbatical leave or for subsequent sabbatical leaves.

C. It is expected that the recipient of a sabbatical leave will return to Eastern for a minimum of one academic year, but if not, the recipient shall reimburse the University in full for the salary received and fringe benefits paid during the leave.

D. Academic administrators who hold academic rank under the Office of Academic Affairs and Research are eligible for sabbatical leaves. The number of these sabbatical leaves shall not exceed the proportionate number of sabbatical leaves granted to faculty on nine-month appointments.

E. The President may make exceptions to the sabbatical leave policy when deemed to be in the best interest of the University.

Procedures

A. In cases of approximately equal meritorious requests, attempts will be made to support leaves from as many departments and colleges as possible.

B. A one-semester sabbatical leave shall be taken during a semester which best serves the department and college (usually the spring semester).

C. Each college shall develop policies and procedures, approved by a majority of the faculty in the college, for the submission and review of sabbatical leave requests. These policies and procedures shall include the following elements:
recipients will not have been notified by that time.

REPORT OF STANDING COMMITTEES

COMMITTEE TO ADMINISTER THE EXCELLENCE IN TEACHING AWARD

Dr. Fredonna Cox, Chair, presented the recommendations of the Committee and the underlying rationale plus a copy of a summary of the responses of the faculty to a questionnaire on the Excellence in Teaching Award in 1986-87. (See Attachment 1). She added that 50 to 100 letters to alumni asking them to serve on the Alumni Selection Committee had been sent in the last two years and that only seven alumni had agreed to serve.

Senator Bette Fox moved to postpone action on the recommendations of the ETA Committee until the March meeting and in the interim to have distributed to the faculty-at-large the July 1985 Report of the Excellence in Teaching Award Study Committee so that faculty who wish to do so may express their opinions on the matter to their Senators. Senator Heberle seconded the motion.

Senator LeVan moved to amend the motion to postpone to include in the circulated materials a description of the changes that have been made in the procedure for administering the award since 1965. Senator Heberle seconded.

Senator Costello pointed out that information on the revised procedures has been circulated twice. Senator Heberle said that the faculty-at-large should have its attention called to the fact that the Senate is considering abolishing the award and should discuss the proposed action in department meetings after having reviewed all relevant information.

The motion to amend passed.

The vote was taken on Senator Fox's motion amended as follows: to postpone consideration of the recommendations of the Excellence in Teaching Award Committee until the March meeting and in the interim to circulate to the faculty-at-large the July 1985 Report of the ETA Study Committee and all other relevant material.

On a division of the house, the motion passed with 32 affirmative and 20 negative votes. The secretary was charged with the responsibility to obtain and distribute the relevant materials.

UNFINISHED BUSINESS

Consideration was resumed on the motion by Senator Kirkpatrick, postponed from the December meeting, to amend the Proposed Changes in Sabbatical Leave Policies/Procedures by replacing Item B under "Procedures" with the following wording: A one-semester sabbatical leave shall be taken during the term which best serves the individual, the department, the college and the university (usually the spring semester)," and to add the
phrase "or summer school leave at full salary" at the end of the first sentence in Item A under "Policies."

Vice-President Rowlett stated that there is a provision in the document, Item F, for the President to make exceptions to the policy and that any proposal involving a unique time frame should be considered under the exceptions rather than continuing to offer summer sabbaticals as a matter of policy. The discontinuance of summer sabbaticals is due to the large replacement costs: each summer sabbatical granted consumes about 10 or 11 percent of the money available for sabbaticals.

Senator Gray inquired whether the proposed policy would cover persons outside of Academic Affairs. Vice-President Rowlett responded that there is a draft proposal that would apply to individuals in non-academic areas, but that no action has been taken on it since the proposal under consideration is considered the core document.

Senator Ewers pointed out that some faculty can do their research only in the summer and inquired whether some way can be devised to reduce the replacement costs of summer leaves and, in that case, to allow them. Senator Heberle observed that most institutions have never offered summer sabbaticals, that faculty are normally expected to do research in the summer and that the purpose of sabbaticals is to free faculty to do research at times when they would normally be teaching.

The motion to amend was put to a vote and failed.

In response to inquiries, Vice-President Rowlett made the following clarifications about the proposed changes: first, that the function of the University Sabbatical Leave Committee will be to receive recommendations from college committees and to make recommendations to the President based on the college recommendations and on the amount of money available for replacement costs; and, second, that the number of leaves granted to academic administrators will not exceed the proportionate number of leaves granted to nine-month faculty.

Senator McDowell moved, and Vice-President Rowlett seconded, to add the following sentence to Item F under "Procedures": A faculty member who is applying for a sabbatical leave may not serve as a member of the University Sabbatical Leave Committee. The motion carried.

Senator Schuster asked whether Item F under "Procedures" means that the President can change the policy. Vice-President Rowlett responded that the President cannot change the policy but can make exceptions in individual cases where there are unique circumstances.

The motion to adopt the Proposed Changes in the Sabbatical Leave Policies/Procedures as amended carried.

**NEW BUSINESS**

Senator Surplus reported that the Music Department, at its meeting on January 8, voted its unanimous opposition to the proposed increase in the Richmond Occupational Tax to 2 1/2 percent, and, in accord with the wishes
Procedures
(con'd)

1. A timetable for receiving the sabbatical leave request.
2. A departmental review committee for screening and making recommendations to the chair.
3. A college review committee for screening and making recommendations to the dean. The committee shall include at least as many faculty as administrators.

The dean of the college shall transmit the sabbatical leave requests recommended for approval to the Vice President for Academic Affairs and Research by November 20 preceding the academic year in which the leave will begin. The Vice President shall forward the recommendations to the University Sabbatical Leave Committee for review.

The University Sabbatical Leave Committee shall review sabbatical leave requests and make recommendations to the Vice President for Academic Affairs and Research no later than December 20. This Committee shall be composed of: the deans of the academic colleges, one tenured faculty member from each college elected by the full-time faculty of the college, and the Associate Vice President for Academic Affairs and Research who shall chair the Committee.

The Vice President for Academic Affairs and Research will submit his/her recommendations to the President. The President of the University will notify faculty members following action by the Board of Regents.

Sabbatical and Professional Development Leaves

G. Major modifications of the sabbatical leave request and plan for carrying out the objectives of the leave must be approved by the College Sabbatical Review Committee.

H. A faculty member who is approved for a sabbatical leave is expected to carry out the plan set forth in the leave request and to file with the President of the University, through customary channels, a comprehensive, open-file report setting forth that which was accomplished. This report is due within two months upon return to contractual assignment.

Executive Session

Upon a motion duly made and seconded, the Board went into Executive Session.

Upon return from Executive Session, Chairman Stratton stated that President Randal Ponderbuck's current contract would expire June 30, 1989. It was the unanimous opinion of the Board that President Ponderbuck had performed his duties in a superb manner and all were exceedingly pleased with his performance. The motion was made by Mr. Robert Begley that the Board of Regents approve a four-year contract for President Ponderbuck, beginning at the expiration of his current contract and ending June 30, 1993. Mr. Cooper seconded the motion and the following Board members voted "aye": Mr. Begley, Mr. Cox, Mr. Gillis, Dr. Gray, Dr. Gross, Mr. Cooper, Mrs. Moore, Mr. Nuss, Mr. Spurlock and Mr. Stratton. There were no nay votes.

ADJOURNMENT

There being no further business to discuss, upon a motion duly made and seconded, the Board stood adjourned at 3:37 p.m.

Respectfully submitted,

Charles D. Whitlock
Secretary
OLD BUSINESS

AD-HOC COMMITTEE ON PATENTS AND COPYRIGHTS

Senator Heberle moved, and Senator Fox seconded, to adopt the report.

Senator Reavis moved, seconded by Senator Reed, to amend the policy by adding the word "significant" in front of the word "facilities" on page three, III, A, 1, first sentence.

Senator Reavis accepted a friendly amendment by Senator Sigelman to also add the word "significant" in front of the word "facilities" in the first sentence on page two.

After lengthy discussion the motion was withdrawn by Senator Reavis with Senator Reed in agreement.

Senator Ewers moved, seconded by Senator Cook, to amend the report by inserting the phrase "unusual levels of" in all appropriate places in conjunction with the words "funds" or "support".

Senator J. Fox moved, seconded by Senator Surplus, that the motion to adopt the Revised Patents and Copyrights Policy be tabled until reviewed by an attorney. The motion passed by a "show of hands" with 37 for and 12 against.

REPORT FROM THE COUNCIL ON ACADEMIC AFFAIRS: VICE PRESIDENT ROWLETT

Vice President Rowlett moved, seconded by Senator Jennings, acceptance of the Proposed Changes in the Sabbatical Leave Policies and Procedures.

Senator Schuster questioned the intention of eliminating the summer sabbatical as many faculty in the biological sciences must do seasonal research and summer may be the optimal time to collect data for their projects.

Senator Ewers expressed concern that the "combined salary" provision of the Policies would discourage applications for sabbatical and furthermore that sources of compensation independent of the university should not be the university's concern.

Senator Schulz pointed out that intent of Item "C" (the combined salary provision) is to prevent sabbatical leave abuse. It should be of no concern to the institution how much money is made on sabbatical but rather the institution should base its decision to grant a sabbatical solely on whether the activity represents a valid learning experience. If the intended purpose of the request is to act as a paid consultant then the faculty should apply for a leave of absence.

Senator Heberle moved, and Senator Ewers seconded, an amendment that Item "C" under the Sabbatical Leaves Policies be stricken.

The amendment passed.

Senator Heberle moved, and Senator Williams seconded, an amendment to strike the second sentence on page 2 Item "A" ("Overstaffed departments...sabbatical leaves."). Senator Heberle pointed out that the validity of a sabbatical leave request by an individual faculty ought not to be judged in the context of the staffing levels of the department.
The amendment passed.

Senator B. Fox moved, and Senator J. Fox seconded, an amendment to add the phrase "and shall be available to the faculty." at the end of the last sentence of Item "H" in the Procedures. Senator Ewers moved a friendly amendment, accepted by Senators Fox and Fox, to delete the original additive phrase and insert the words "open file" after the word "comprehensive" in the first sentence of Item "H".

The amendment passed.

Senator Schulz moved, and Senator Heberle seconded, an amendment that the date of November 20 in Item "D" be changed to January 1 and the date of December 20 in Item "E" be changed to February 1.

After Senator Masagatani pointed out that the time limit for taking action on meeting was rapidly approaching, Senator Rowlett moved suspension of the rules by extending the meeting time. The motion passed.

Senator Batch commented that even under the earlier original deadline dates many faculty have found it difficult to organize a sabbatical leave in that period of time. President Funderburk also pointed out that the new request deadline of February 1 would not allow any potential action by the Board of Regents at its January meeting.

The amendment was defeated.

Senator Heberle moved, and Senator Schuster seconded, an amendment to add the phrase "unless a sabbatical is not granted because of a lack of funds" to the end of Item "B" under Sabbatical Leave Policies.

There was some concern that the amendment would set up a priority system that would have to be taken into account at the following year's discussions on sabbaticals but Senator MacKinnon interpreted the motion to only establish a clearer cycle of eligibility for sabbaticals.

The amendment was defeated.

Senator Kirkpatrick moved, seconded by Senator J. Fox, an amendment to replace Item "B" under Procedures with "A one-semester sabbatical leave shall be taken during the term which best serves the individual, the department, the college and the university (usually the spring semester)." and to add the phrase "or summer school leave at full salary" at the end of the first sentence in Item "A" under Policies.

Senator Grise moved, and Senator Heberle seconded, to postpone further action on the Sabbatical Leaves Proposal. The motion passed.

The Senate Chair thanked Connie Jemilew for her contributions to the Senate as the Secretary to the Faculty Senate Secretary.

Vice President Rowlett moved for adjournment, seconded by Senator Reed. The Senate was adjourned at 5:26 p.m.

Respectfully submitted,

John L. Flanagan
Faculty Senate Secretary
The following proposed revision of procedures for administering transfer options has been approved by the Council on Academic Affairs and the Faculty Senate:

C.2 (a) Transfer credits will be accepted from accredited junior and senior colleges with appropriate grade points reflecting the grades that have been earned. The transfer student's complete academic record will be entered on the student's permanent record at Eastern in accordance with Eastern's policies. A transfer student's grade point standing at the University will be based on all academic work attempted at Eastern and at the institution(s) from which the student transferred. As a condition for meeting graduation requirements of the University, the student must have a minimum of 2.0 standing on all coursework completed at Eastern.

(b) Transfer students who are admitted with a grade point average less than 2.0 will have the credits earned at an accredited institution evaluated on the basis of a 2.0 (c) average. All transfer work will be recorded, but the maximum number of earned credit hours that will be accepted will be the number that will bring the student to a "C" standing. All transferred courses will be evaluated by the appropriate college dean in terms of applicability in meeting specified degree requirements.

Report of Committee on Sabbatical Leave Procedure

President Powell presented a proposed system for the review of sabbatical leave applications which had been developed by the Sabbatical Leave Study Committee.

In recommending formal approval of the committee report, President Powell informed the Board that the proposed procedure did not constitute a change in sabbatical leave policies. A discussion of the current procedures for the approval of sabbatical leaves ensued. During this discussion, President Powell reviewed the position of the Board that leaves are privileges and not rights of faculty, and thereby do not accrue as sick leave or vacation, meaning that when an individual takes a leave that person returns to "base zero" for service credit toward leave. In response to a question from Dr. Gentry, President Powell indicated it was his hope to maintain sabbatical leave support at the level of past experience. A motion was made by Mr. Yeiser, seconded by Mr. Combs, that the Report of the Sabbatical Leave Study Committee, which will be copied into the Official Minutes Book of the Board of Regents, be approved as submitted. A roll call vote showed voting aye: Mr. Egley, Mr. Hay, Mr. Combs, Mr. Phelps, Mr. Stratton, Mr. Ikerd, Mr. Yeiser, Dr. Gentry. Voting nay: None.

The University Handbook for Faculty and Staff provides for faculty leaves as follows:

"It is the policy of the Administration of Eastern Kentucky University to grant leaves to its faculty as follows:

(1) A faculty member shall become eligible to receive a leave for one summer term at full salary at the beginning of the first summer after eight semesters of service, and subsequent leaves after eight additional semesters of service.

(2) A faculty member shall become eligible to receive a Sabbatical Leave for two semesters at half-salary or one semester at full salary after fourteen semesters of service, and subsequent leaves after fourteen semesters of additional service.

The purpose of these sabbatical leaves shall be:
(1) For study
(2) For restoration of health
(3) For travel

To implement this plan a committee shall be appointed by the President of the University to screen the applicants and to make recommendations to the administration as to the prospective recipients.

The faculty member desiring a sabbatical leave files with the above committee an application and a prospectus covering his plans. These shall have been previously approved by the head of the department in which the applicant is teaching.

It is anticipated that the recipient will return to teach at Eastern for a minimum of one year, but if not, he shall reimburse the University in full for the salary received during his leave."

The following guidelines are proposed to implement the committee review process for sabbatical leave applications:

A. Requests for sabbatical leaves will be filed in accordance with a prescribed formal and in keeping with the following timetable:

1) Requests for summer leaves should be filed with the Department Chairman by January 1 preceding the summer for which the leave is requested.

2) Requests for academic year or fall or spring semester leaves should be filed with the Department Chairman by January 1 preceding the academic year for which the leave is requested.

B. Submission and review of sabbatical leave requests:

1) Sabbatical leave requests will be submitted to the Department Chairman.

2) A system approved by the majority of the faculty of each college will be used for screening and making recommendations regarding sabbatical requests. One element of this system will be a college-wide review committee.

3) A system annually approved by a majority of the faculty of each college will be used for recommending the proportion of each college's sabbatical leave fund allocation to be reserved for leave requests in Category 1, Category 2 and Category 3. The recommendation regarding the proposed distribution of funds, by categories, will be transmitted to the President of the University via the college dean and the Vice President for Academic Affairs and Research.

4) In reviewing a request for a sabbatical leave, the college review committee should take into account the number and recency of previous sabbatical leaves granted to the applicant. A faculty member who has been previously granted a sabbatical leave(s) should provide in his request for a subsequent leave a detailed statement of that which was accomplished during the prior leave(s).

5) Each college, through the Office of the Dean, will transmit to the university-wide committee (deans of the colleges and Vice President for Academic Affairs and Research) by February 1 those requests recommended for approval. The requests must be within the fiscal limits described in (c) below.

The university-wide committee will not make recommendation for approval or disapproval but will transmit all proposals received to the President of the University with such comments as may be deemed appropriate.

6) Faculty members will be notified not later than March 1 of the actions taken by the President on sabbatical leave requests.
C. Each year a dollar amount will be placed in the university budget for the support of sabbatical leaves. This amount will be allocated to the colleges and other units on a proportional basis, computed annually: the ratio of faculty members in the college or unit who are eligible for sabbatical leaves to the total number of university faculty/administrative staff members who, by the nature of these positions, are eligible for consideration for sabbatical leaves.

D. A faculty member who is approved for a sabbatical leave is expected to carry out the plan set forth in the sabbatical leave request and to file with the President of the University, through customary channels, a comprehensive report setting forth that which was accomplished. This report is due within three months following the completion of the sabbatical leave.

E. It is suggested that the following categories be considered for approving sabbatical leaves:

Category 1. Sabbatical leaves for those possessing terminal qualifications who wish to engage in activities such as:

a) pursue a carefully designed research project related to the discipline.

b) engage in scholarly writing (or other comparable form of creative activity) as outlined in sabbatical request with a goal of publication.

c) enroll for formal coursework in an area supportive of instructional responsibilities.

d) engage in a clearly defined program of independent study related to instructional responsibilities.

e) engage in a clearly defined program of course revision and/or new course development.

Category 2. Sabbatical leaves for the purpose of pursuing a terminal degree.

Category 3. Sabbatical leaves for those who do not hold terminal degrees but who wish to engage in activities such as:

a) pursue a carefully designed research project related to the discipline.

b) engage in scholarly writing (or other comparable form of creative activity) as outlined in sabbatical request with a goal of publication.

c) enroll for formal coursework in an area supportive of instructional responsibilities.

d) engage in a clearly defined program of independent study related to instructional responsibilities.

e) engage in a clearly defined program of course revision and/or new course development.

F. A request for a leave for restoration of health (not just rest) and/or terminal leave immediately prior to retirement will be reviewed differently from sabbatical leave requests. Such requests will continue to be routed to the President via the Chairman, Dean and Vice President for Academic Affairs and Research.

G. The present policy does not provide for the accumulation of more than seven years of service to be counted for sabbatical leave eligibility. It is proposed that no change be made in this policy.
Old Business

Organization of the Faculty of Eastern Kentucky University

Chairman Culross, on behalf of the Executive Committee of the Faculty Senate, presented proposed non-substantive changes to the revised document, Organization of the Faculty. A copy of these changes had been distributed to Senators and Department Chairmen as an accompanying document to the Agenda for this meeting. Mr. Thames moved acceptance of these changes to the document and Mr. Metley seconded the motion. Following a discussion of the changes, the Senate unanimously approved. These changes are to be transmitted to the President in response to his letter request, dated October 3, 1977, so that the document may be included in the next publication of the University Handbook for Faculty and Staff.

Mr. Burkhart requested that Chairman Culross report back to the Senate regarding faculty participation in the revision of the University Handbook for Faculty and Staff.

Mr. Webb asked if a report had been received by the Senate regarding the revised Coal Mining Administration Program. Mr. Thompson replied that at Mr. Rowlett's direction an inter-college committee was formed in July 1977. Their revised proposed curriculum had cleared the departmental faculty, the College of Business Curriculum Committee and was to be presented to the Council on Academic Affairs, December 8, 1977. Mr. Thompson concluded by stating that he hoped the revision would be ready for the Senate's consideration at the January meeting.

Address to the Senate by Mr. Whitlock

Chairman Culross recognized Mr. Whitlock, Executive Assistant to the President, to report to the Faculty Senate on three subject matters on behalf of President Powell.

Mr. Whitlock's first reported on the proposed academic reorganization change. After reviewing the process of faculty participation in the development of this reorganizational plan by the Planning Council, Mr. Whitlock requested that the Senate consider a resolution of support for the Academic Reorganizational Plan.

Next, Mr. Whitlock called the Senate's attention to the Report on Commencement Exercises* and requested their endorsement.

The last report dealt with proposed changes in procedures for reviewing sabbatical leave requests.* Mr. Whitlock stated that the proposal makes no change in policy concerning sabbatical leaves but does provide a procedure for review of requests for these leaves. Further the proposal does not designate the level of sabbatical leave activity which will be maintained; rather it provides an equitable basis for the distribution of available funds for sabbatical purposes.

*Copies of the Report on Commencement Exercises and the Sabbatical Leave Study Committee Report were distributed to all Senators and Department Chairpersons along with the Agenda for the Faculty Senate meeting. Copies are also on file with the Official Minutes of this Meeting.
In this context the procedures recognized the variations in types of needs among the colleges in the allocation of available funds. A sabbatical leave is therefore viewed as a privilege, rather than a right which accrues with service; while the level of funding for these leaves is to be addressed in the normal budgetary process.

Mr. Rowlett moved approval of the Proposed Changes in Procedures for Reviewing Sabbatical Leave Requests with the stipulation that adjustments will be made in January 1 submission date for leaves beginning in the Summer 1978. Mr. S. Jones seconded the motion. Mr. Burkhart proposed an amendment which was seconded to implement the proposal with the beginning of the next academic year. Mr. Burkhart stated his concern about changes in the middle of the academic year. Mr. Rowlett pointed out the need for some procedure prior to the fall of next year. After further discussion the Senate voted on the amendment by separation of the house: nine (9) for and 31 opposed. Mr. Wise requested to know if the sabbatical leave could still be used for restoration of health and terminal leave. Mr. Rowlett replied that the uses of a sabbatical leave as stated in the policy statement in the University Handbook for Faculty and Staff would remain. After further discussion, Mr. Myers called for the vote which was approved by the Senate. The Senate then voted on the previous motion and approved unanimously its passage.

Mr. Rowlett moved approval of the Proposed Changes in Commencement Exercises and Mr. Hayes seconded the motion. Mr. Thompson urged improvement of the sound system. Mr. Rowlett asked the Senators to have faith as Mr. Whitlock has been appointed to deal with this sound system problem. Following other discussion of the considered alternatives, the Senate voted unanimously to approve.

Mr. S. Jones moved that "the Faculty Senate hereby advises the President, that it endorses the proposal for reorganization as proposed by the Planning Council and further requests that adequate provisions be made for faculty involvement in the process of selecting the Deans and Associate Deans of the new colleges. Mr. Laird seconded the motion and the Senate approved.

Faculty Petition on Social Security

Chairman Culross noted that the Executive Committee recommended that the Chairman appoint an ad hoc fact-finding committee to determine and promulgate the pros and cons of Eastern dropping out of the Social Security System. The motion was made by Mr. Wise to appoint this committee and was seconded by Mr. Taylor. With one dissent, the motion was approved.

Chairman Culross also noted that the Executive Committee had recommended that the Committee on Elections design and administer a poll measuring faculty interest in remaining in the Social Security system. This poll should be administered during the first full week of classes, spring semester, 1978, with the Committee to report the results at the February, 1978 meeting of the Senate. A motion for the above was made by Mr. Ellis, and seconded by Mr. Rowlett. Mr. McKenney reported that the deadline seemed inappropriate in that the findings of the ad hoc Committee should be received by the faculty prior to a poll. Mr. Hayes moved to amend the motion so that the poll could be conducted after distribution of the ad hoc Committee findings. Following a second by Mr. S. Jones, the Senate approved,
TO: President J. C. Powell
FROM: John D. Rowlett
SUBJECT: Report of the Sabbatical Leave Study Committee
DATE: November 21, 1977

I have attached a report of the committee appointed to review sabbatical leave policies and procedures. The committee has recommended no changes in policies. The committee has recommended a structure for reviewing sabbatical leave applications.

I will be happy to discuss this report with you at your convenience.

lsb
Attachment
REQUEST FOR SABBATICAL LEAVE

<table>
<thead>
<tr>
<th>Summer Year</th>
<th>Fall Year</th>
<th>Spring Year</th>
<th>Full Pay</th>
<th>Half Pay</th>
</tr>
</thead>
</table>

Name ___________________________ Department ___________________________

Highest earned degree ___________________________ Tenure Yes ___ No ___

Rank ___________________________

Date of Employment ___________________________

Sabbatical leaves granted during tenure at Eastern (term and year) ___________________________

In accordance with established policies for sabbatical leaves, I am requesting leave with pay for term indicated. I believe that the plan, as outlined in the attached narrative, dealing with points listed below, will substantially contribute to develop my capabilities as a member of the faculty (or staff) at Eastern Kentucky University.

1. A detailed statement of what was accomplished during prior leave(s).

2. The purpose or purposes for this request. (Include specific objectives)

3. The plan by which objectives will be achieved. (Describe the activity or activities and how these will contribute to the achievement of the objectives.)

It is also my understanding that I must submit, through customary channels, a comprehensive report setting forth what was accomplished. This report is due within three months following the completion of the sabbatical leave. It is anticipated that I will return to Eastern for a minimum of one year, but if not, I shall reimburse the University in full for the salary received during my leave.

Signature ___________________________

Date ___________________________

Approval Recommended by:

Department Chairman ___________________________

Dean ___________________________

Vice President for Academic Affairs and Research ___________________________

Attachment
The University Handbook for Faculty and Staff provides for faculty leaves as follows:

"It is the policy of the Administration of Eastern Kentucky University to grant leaves to its faculty as follows:

(1) A faculty member shall become eligible to receive a leave for one summer term at full salary at the beginning of the first summer after eight semesters of service, and subsequent leaves after eight additional semesters of service.

(2) A faculty member shall become eligible to receive a Sabbatical Leave for two semesters at half salary or one semester at full salary after fourteen semesters of service, and subsequent leaves after fourteen semesters of additional service.

The purpose of these Sabbatical Leaves shall be:

(1) For study
(2) For restoration of health
(3) For travel

To implement this plan a committee shall be appointed by the President of the University to screen the applicants and to make recommendations to the administration as to the prospective recipients.

The faculty member desiring a Sabbatical Leave files with the above committee an application and a prospectus covering his plans. These shall have been previously approved by the head of the department in which the applicant is teaching.

It is anticipated that the recipient will return to teach at Eastern for a minimum of one year, but if not, he shall reimburse the University in full for the salary received during his leave."

The following guidelines are proposed to implement a committee review process for sabbatical leave applications:

A. Requests for sabbatical leaves will be filed in accordance with a prescribed format and in keeping with the following timetable:

1) Requests for summer leaves should be filed with the Department Chairman by January 1 preceding the summer for which the leave is requested.

2) Requests for academic year or fall or spring semester leaves should be filed with the Department Chairman by January 1 preceding the academic year for which the leave is requested.

B. Submission and review of sabbatical leave requests.

1) Sabbatical leave requests will be submitted to the Department Chairman.

2) A system approved by a majority of the faculty of each college will be used for screening and making recommendations regarding sabbatical requests. One element of this system will be a college-wide review committee.
3) A system annually approved by a majority of the faculty of each college will be used for recommending the proportion of each college's sabbatical leave fund allocation to be reserved for leave requests in Category 1, Category 2 and Category 3. The recommendation regarding the proposed distribution of funds, by categories, will be transmitted to the President of the University via the college dean and the Vice President for Academic Affairs and Research.

4) In reviewing a request for a sabbatical leave, the college review committee should take into account the number and recency of previous sabbatical leaves granted to the applicant. A faculty member who has been previously granted a sabbatical leave(s) should provide in his request for a subsequent leave a detailed statement of that which was accomplished during the prior leave(s).

5) Each college, through the Office of the Dean, will transmit to the university-wide committee (deans of the colleges and Vice President for Academic Affairs and Research) by February 1 those requests recommended for approval. The requests must be within the fiscal limits described in (C) below.
   The university-wide committee will not make recommendations for approval or disapproval but will transmit all proposals received to the President of the University with such comments as may be deemed appropriate.

6) Faculty members will be notified not later than March 1 of the actions taken by the President on sabbatical leave requests.

C. Each year a dollar amount will be placed in the university budget for the support of sabbatical leaves. This amount will be allocated to the colleges and other units on a proportional basis, computed annually: the ratio of faculty members in the college or unit who are eligible for sabbatical leaves to the total number of university faculty/administrative staff members who, by the nature of those positions, are eligible for consideration for sabbatical leaves.

D. A faculty member who is approved for a sabbatical leave is expected to carry out the plan set forth in the sabbatical leave request and to file with the President of the University, through customary channels, a comprehensive report setting forth that which was accomplished. This report is due within three months following the completion of the sabbatical leave.
E. It is suggested that the following categories be considered for approving sabbatical leaves:

**Category 1.** Sabbatical leaves for those possessing terminal qualifications who wish to engage in activities such as:

a) pursue a carefully designed research project related to the discipline.
b) engage in scholarly writing (or other comparable form of creative activity) as outlined in sabbatical request with a goal of publication.
c) enroll for formal course work in an area supportive of instructional responsibilities.
d) engage in a clearly defined program of independent study related to instructional responsibilities.
e) engage in a clearly defined program of course revision and/or new course development.

**Category 2.** Sabbatical leaves for the purpose of pursuing a terminal degree.

**Category 3.** Sabbatical leaves for those who do not hold terminal degrees but who wish to engage in activities such as:

a) pursue a carefully designed research project related to the discipline.
b) engage in scholarly writing (or other comparable form of creative activity) as outlined in sabbatical request with a goal of publication.
c) enroll for formal course work in an area supportive of instructional responsibilities.
d) engage in clearly defined program of independent study related to instructional responsibilities.
e) engage in a clearly defined program of course revision and/or new course development.

F. A request for a leave for restoration of health (not just rest) and/or terminal leave immediately prior to retirement will be reviewed differently from sabbatical leave requests. Such requests will continue to be routed to the President via the Chairman, Dean and Vice President for Academic Affairs and Research.

G. The present policy does not provide for the accumulation of more than seven years of service to be counted for sabbatical leave eligibility. It is proposed that no change be made in this policy.
Policy for the "Pre-Final Exam Week" as approved by the Faculty Senate is:

"It shall be the policy of the University that no major examination or major assignment be given during the week immediately preceding the week of final examinations. Exceptions to this policy shall be approved by the Department Chairman and shown in the course syllabus distributed to students at the beginning of the semester."

**Proposed Senate Resolution requesting travel funds for faculty members on Sabbatical Leave**

Mr. Blanchard moved approval of the Proposed Resolution and Mr. Laird seconded the motion. Mr. Ogden asked if the proposal included summer sabbatical. Mr. Blanchard replied that it would be satisfactory to include this in the proposal. Mr. Lewis asked if faculty members hired as one semester replacements for those on sabbatical leaves would be permitted to utilize available travel funds. Mr. Blanchard replied in the affirmative if monies are available.

Mr. Batch asked if a departmental budget cut occurs when a faculty member goes on leave. Mr. Rowlett responded that if there is no replacement for him, it is cut; if there is a replacement for him, it is not cut.

A Senator suggested to Mr. Blanchard that the motion include a consideration of other departmental resources in addition to travel monies. Mr. Blanchard and Mr. Laird concurred. Following other discussion of the proposed Resolution, the Senators voted to approve the Resolution, 21 in favor, 13 opposed. A statement of the Resolution as approved by the Faculty Senate follows:

"The Faculty Senate recommends to the President of the University that the following policy be established: Faculty members who are on sabbatical leaves are entitled to consideration for departmental resources including travel money equal to that consideration given to full-time faculty members not on sabbatical leave."

**Proposed Senate Resolution for the compilation and codification of University policy**

Mr. Burkhart moved adoption by the Senate of the Resolution requesting that the Executive Committee undertake a compilation and codification of University policies not printed in the present Faculty/Staff Handbook. Following a second to the motion, Mr. Rowlett asked if this included both academic and non-academic policies. Mr. Burkhart replied in the affirmative. Mr. Ogden asked if this would be a supplement to the Handbook. Mr. Burkhart replied in the affirmative and stated that the material would be used to update the next edition of the University Handbook for Faculty and Staff. The Senate then unanimously approved the Resolution.

**Other New Business**

Mr. Blanchard asked for a statement of the policy on the number of final examinations which can be given to a student during any one day of the final exam week. Mr. Rowlett stated that the policy of the University is that no student will be expected to take more than three (3) examinations during any one day.

* * * * *

*A copy of these materials was distributed to Senators and Department Chairpersons. These materials also are filed with the Official Minutes of this meeting.*
Resolution

The Faculty Senate recommends to the President of the University that the following policy be established: Faculty members who are on one-semester or one-year sabbatical leaves are entitled to consideration for departmental travel money equal to that consideration given to full-time faculty members not on sabbatical leave.

Justification:

There is no written policy in the Faculty Handbook on whether faculty members who are on sabbatical are entitled to consideration for departmental travel money. However, some faculty members on sabbatical who have requested travel money to attend professional conferences have been denied consideration on the basis that there was a "policy" against providing departmental travel money to faculty members on sabbatical leave.

There do not appear to be compelling reasons for the apparently prevailing unwritten policy. Often during a sabbatical period, opportunities will arise to attend professional conferences closely related to an individual's sabbatical project, where he or she will find several potential resource people in one location. Also, the faculty member, for once free from the press of teaching duties, will probably find it much easier to devote his/her full time and attention to a three or four-day conference, instead of the usual practice of arriving late or leaving early or carrying along a briefcase full of papers or exams to read.

Economically, there do not seem to be large amounts of money involved in this question, since relatively few faculty members are on a semester or one-year sabbatical in a given academic year and the individual travel allotment per faculty member is not large.

Implicit in this proposal is the assumption that if the faculty member on sabbatical is replaced, and if the departmental travel budget remains constant, the faculty member on sabbatical would have priority consideration to travel money over his/her replacement; if the faculty member is not replaced, this proposal assumes (explicitly) that the departmental travel budget will not be reduced proportionately.

The proposed recommendation seems to be consistent with the new procedures for awarding sabbatical leaves. Since faculty on sabbatical are held accountable for what they accomplish while on sabbatical, this should insure against their using travel money on frivolous travel not related to their sabbatical project; in fact, they could justifiably be required by their departmental chairman to demonstrate such a relationship. In short, providing financial assistance for professionally-related travel seems to be at least as defensible during sabbatical periods as at any other time in the academic career.

Submitted by: Mr. Blanchard
SUMMER AND SABBATICAL LEAVES

President Martin reported to the Board that the Faculty Committee on Professional Growth and Faculty Welfare has made the following recommendation:

"That it be the policy of the Administration of Eastern Kentucky State College to grant leaves to its faculty as follows:

1. A faculty member shall become eligible to receive a leave for one summer term at full salary at the beginning of the first summer after eight semesters of service, and subsequent leaves after eight additional semesters of service.

2. A faculty member shall become eligible to receive a sabbatical leave for two semesters at half salary or one semester at full salary after fourteen semesters of service, and subsequent leaves after fourteen semesters of additional service.

"The purpose of these sabbatical leaves shall be:

1. For study.
2. For restoration of health.
3. For travel.

"To implement this plan a Committee shall be appointed by the President of the Institution to screen the applicants and to make recommendations to the Administration as to the prospective recipients.

"The faculty member desiring a sabbatical leave shall file with the above Committee an application and a prospectus covering his plans. These shall have been previously approved by the head of the department in which the applicant is teaching.

"It is anticipated that the recipient will return to teach at Eastern for a minimum of one year, but if not, he shall reimburse the College in full for the salary received during his leave."

President Martin stated that this recommendation has been approved by the Council on Instruction and the general faculty of the College.

President Martin stated that since upgrading the faculty is one of the opportunities which any administration has--and this is a significant means of upgrading the faculty--he was pleased to make this recommendations to the Board of Regents for its approval at this time.
On motion by Mr. Blackburn, seconded by Mr. Codell, the policies governing sabbatical and sick leaves were approved by the Board, with all members voting "aye" upon roll call.

FINANCIAL STATEMENTS

President O'Donnell took up a study of the financial statements for the year 1947-48, calling particular attention to the Balance Sheet of Current Assets and Current Liabilities.

FACULTY FOR 1948-49

Before nominating faculty members for 1948-49 and recommending increases in salaries, President O'Donnell said: "For several years I have hoped that we might reach a stabilizing point in the cost of instruction service, but because of the continued rise in the cost of living and the shortage of college teachers everywhere, I find it advisable to recommend further increases in the salaries paid to members of our staff.

"At a meeting of the presidents of the state institutions of higher learning held last fall it was the consensus of opinion of those present that the salary range for the four classifications of staff members in the teachers colleges should be as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructors</td>
<td>$2400-3000</td>
</tr>
<tr>
<td>Assistant Professors</td>
<td>3200-3800</td>
</tr>
<tr>
<td>Associate Professors</td>
<td>3600-4200</td>
</tr>
<tr>
<td>Full Professors</td>
<td>4200-4800</td>
</tr>
</tbody>
</table>

Nearly all of the salaries recommended for the coming year fall within these ranges. The increases recommended total $15,940.

Dr. Janet Murbeck, who has been head of our French Department for many years, is not included in the list, although I am hoping that she will be able to return to her work this fall. She has been on leave of absence because of illness since last November.

In fixing the salary of Mr. A. B. Carter, who teaches agriculture and acts as farm manager, I have estimated that his house is worth $600 a year. This amount, together with the recommended salary of $3300, will give him $3900 a year for his services. For a long time we have been trying to put the farm on a more profitable basis and to do this it may be necessary to relieve Mr. Carter of his close supervision of the farm and place the responsibility in other hands.
The President then stated that legislatures and private institutions have not faced up to this enrollment problem. The number of students enrolling in private institutions are percentage-wise, rapidly falling behind in total enrollment.

As this information relates to Eastern, the college is getting caught up with its building program and the President noted the new dormitories and new classroom building of 59 classrooms and 122,461 sq. ft. of space inside the building, the four-story library addition, in which will provide seating space for ½ of the largest number of students at any period of the day, and indicated that he had consulted with the Science faculty and requested them to begin thinking of additional space. He further stated that the building program was now becoming routine and that in the future, he was going to interest himself in the academic program, bringing to this matter the same interest and enthusiasm that he has previously brought to the building area. The President considers the improvement of the faculty and the academic program of supreme importance to the institution at this period.

It was then brought out that 195 staff members, only 40 hold the Doctorate.

- 21 hold the AB
- 105 hold the MA
- 24 hold the MA and one year
- 5 hold the MA and two years

The Southern Association requires that 35% of the total staff hold the earned Doctorate. He then urged those who are within striking distance of a Doctorate to move immediately towards completion of their work. He then mentioned the MA degree and stated that he was interested in all instructors obtaining said degree as soon as is possible.

Relative to sabbatical leaves, there is a faculty committee working on the program. President stated that he is ready to go to the Board of Regents relative to a sabbatical leave to improve training of the Eastern staff. The President indicated that another State institution has a program in which the fourth summer of each four years is a considered sabbatical summer and the instructor is given a leave with pay. The President hopes that perhaps one year in eight (8) with half pay, or full pay for a semester, can be worked into a sabbatical type program. The President further stated that this program would be for training and for rest, but he would frown on a leave whereby a person could draw a double salary.

The President stated a foundation program for colleges was being worked on, similar in purpose to the present foundation program to be found in the public schools. He stated that this program is now very popular among the public school people and citizenry of the Commonwealth of Kentucky. He noted that higher education usually starts too late toward developing an acceptable program for budget hearings in Frankfort and after the last budget, this idea, early presentation, was implemented. The foundation formula is now being developed to enable presentation to the school faculties for their reaction and approval.

Problems that remain to be worked out relative to this foundation program for higher education involve preparing a fair budget formula and the creation of a formula which can also reflect the needs of the University of Kentucky.
Mrs. Jane Oldham Lander for leave of absence without pay beginning
January 1, 1948. The work which she was doing was assigned temporarily

to other members of the staff. President O'Donnell stated that it is

not expected that she will return to her work here.

Mr. Frank Schrockter, of the Industrial Arts Department, leave of
absence without pay for two semesters beginning in the fall of 1948 to
attend graduate school.

Miss Margaret Neals, teacher of English and social science in the
Model High School, leave of absence without pay during the summer quarter.

On motion by Judge Kaufman, seconded by Mr. Codell, with all
members voting "aye" upon roll call, leave of absence with pay was approved
for Miss Katherine Morgan, long-time secretary to the president, from
March 1, 1948, to July 1, 1948.

SABBATICAL AND SICK LEAVES

President O'Donnell submitted to the Board his recommendations
governing sick leaves and sabbatical leaves for members of the college
staff.

A professor, associate professor or assistant pro-

fessor who has served 4 consecutive years, and requests it, may have a leave of absence for the purpose of travel or
study for one semester at one half pay. If the service has
been for 7 consecutive years, a leave of absence may be
granted, upon request, for one semester with full pay or
for one year with one half pay.

These permits, however, shall be given only on the
recommendation of the President and shall be open only to
persons on continuous appointment. They shall not be given
so as to conflict with one another in any way or to hamper
the work of the institution. The purpose of leaves of ab-
sence is to increase the usefulness of the members of the
college staff, and no leave of absence shall be granted
until the grantee shall agree to teach in the college for
at least one year thereafter.

Leaves of absence without pay may be granted for
study, travel, or temporary assignments in other institu-
tions upon request. Each such leave shall be granted by
the Board of Regents on recommendation of the Dean and the
approval of the President.

Sick leave with pay for members of the faculty may
be granted by special arrangement approved by the Board of
Regents on the recommendation of the President.

Employees in the administrative offices or in the
division of maintenance and operation shall be given one
day of sick leave each month with the right to accumulate
not more than 90 days of such leave. Applications for
leave under this provision shall be supported by a physi-
cian's certificate, but this requirement may be waived by
the President in cases of brief illness.
quarter for each student amounts to approximately $13.00; but that
the total payment would not be greatly reduced since the veteran
enrollment has increased. He stated that at the present time we
have 625 veterans in college.

President O'Donnell stated that this report did not require
formal action of the Board but was for their information.

LIGHTING OF FOOTBALL FIELD COMPLETED

President O'Donnell further reported that our football field had
been lighted at a cost of $23,393. He stated that we took bids
four times on lighting this field and that the low bid on the fourth
letting was approximately $10,000 under the low bid we received at
the first advertising.

President O'Donnell stated that we expect football admission
receipts to increase approximately $1,000 this season as a result
of the lighting of the field. He said that we had charged the Madison
County Horse Show $600 for the use of the field in August and that we
are extending temporary use of the field to Madison High School of
this city on the payment of 20 per cent of the gross admission receipts
with a minimum of $100 per game. No formal action was taken on this
matter.

SABBATICAL AND SICK LEAVES

President O'Donnell stated that in the last meeting we had discussed
briefly policies governing sick and sabbatical leaves. He submitted
the following recommendations for consideration and appropriate action
at the next meeting:

"A professor, associate professor or assistant professor
who has served 4 consecutive years, and requests it, may have a
leave of absence for the purpose of travel or study for one
semester on one-half pay. If the service has been for 7 consecu-
tive years, a leave of absence may be granted, upon request, for
one semester with full pay or for one year on one-half pay.

"These permits, however, shall be given only on the recom-
mendation of the President and the Dean and shall be open only
to persons on continuous appointment. They shall not be given
so as to conflict with one another in any way or to hamper the
work of the institution. The purpose of leaves of absence is
to increase the usefulness of the members of the college staff,
and no leave of absence shall be granted until the grantee shall
agree to teach in the college for at least one year thereafter."
Leaves of absence without pay may be granted for study, travel or temporary assignments in other institutions on request. Each such leave shall be granted by the Board of Regents on recommendation of the Dean and the approval of the President.

Sick leave with pay for members of the faculty may be granted by special arrangement approved by the Board of Regents on recommendation of the President.

Employees in the administrative offices or in the division of maintenance and operation shall be given one day of sick leave each month with the right to accumulate not more than 90 days of such leave. Applications for leave under this provision shall be supported by a physician's certificate, but this requirement may be waived by the President in cases of brief illness.

President O'Donnell stated that these recommendations follow substantially the policy of the University of Kentucky governing sick leave and sabbatical leave. It was agreed that action be taken on this matter at the next meeting of the Board.

OFF-CAMPUS WORKSHOPS

President O'Donnell stated that for the record it was necessary to have approval of the personnel and the cost of the off-campus workshops even though this work had been done some months ago. He submitted the following for the approval of the Board: (See Page 1330-A)

Mr. Evans asked if we lost money on these workshops. President O'Donnell stated that we did lose money on the Hazard workshop but that he believed we would break even when the reports are in on all the workshops, including the one at Irvine, which he explained was a different type of workshop.

Upon motion of Dr. Hume, second by Judge Kauffman, which motion was put and carried with each member voting "aye" upon roll call, the report as submitted on Page 4 regarding the summer workshops was approved.

FOSTER MUSIC CAMP - 1947

President O'Donnell stated that the Foster Music Camp had been conducted from June 15 to July 19. He said that it was always necessary to employ extra personnel for five weeks to assist Mr. Van Peursem with the Stephen Foster Music Camp. He submitted the following report on the personnel and salaries paid for persons assisting Mr. Van Peursem.
The duties of the Normal Executive Council are limited to fixing the course of study to be taught and the educational qualifications for admission to and graduation from the school.

The State Board of Education under the present law prescribes the course of study in the common schools, but no one contends that they have the authority to fix the length of the school term.

Yours very truly,

MARTIN T. KELLY,
Assistant Attorney General

On the basis of the above report and ruling of the Attorney General, President Coates made the following recommendation in regard to the length of the school year:

"I recommend that the school year be fixed at forty-eight weeks, divided into two semesters of 18 weeks each, and a summer school of 12 weeks; and that the time of opening the school be fixed at a time that will enable the most students to take advantage of its services. I further recommend that, in the future, teachers be employed for 36, 42, and 48 weeks, respectively, as the needs of the school may demand."

Upon motion of H. M. Brock, seconded by J. A. Sullivan, which motion was put and carried, the recommendations of President Coates were accepted and approved.

President Coates made the following report in regard to the teachers' sabbatic year:

"In a past year when the school was on a ten-week term basis, it was voted that a teacher who had been in the service of the Board for three years, might have a term off on full pay for the purpose of study in college; and that teachers who had been in the employ of the Board for six years, might have a year off on half pay for the same purpose; provided, in each case, that the Board desires to retain such teacher and the teacher pledges himself to return to the school at least one year on an agreed salary. I want to recommend that the rule be changed to accord with the changes in the divisions of the school year, and that it shall provide that teachers who have been with the school three years, may have a semester off on half pay or a summer term off on full pay under the same conditions as aforesaid. The sabbatic year should be defined as a regular year of 36 weeks."

Upon motion of H. M. Brock, seconded by J. W. Cammack, which motion was put and carried, the above recommendation of President Coates was accepted and approved.

Came Paul Burnam, Treasurer, and offered his Quarterly Report from July 1st, 1922 to March 31st, 1923. Upon motion
members of the faculty and stated that generally
the work had been satisfactory. He recommended the
employment of the following teachers at the salaries
set opposite their names, for the year beginning
September 1, 1922:

<table>
<thead>
<tr>
<th>TEACHER</th>
<th>SALARY</th>
</tr>
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<tbody>
<tr>
<td>Dean Donovan</td>
<td>$4000.00</td>
</tr>
<tr>
<td>Prof. C. A. Keith</td>
<td>3000.00</td>
</tr>
<tr>
<td>Prof. C. D. Smith</td>
<td>3000.00</td>
</tr>
<tr>
<td>Prof. W. L. Jayne</td>
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<tr>
<td>Prof. W. J. Grinstead</td>
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</tr>
<tr>
<td>Prof. C. E. Caldwell</td>
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<tr>
<td>Prof. R. A. Foster</td>
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<tr>
<td>Prof. R. A. Edwards</td>
<td>2750.00</td>
</tr>
<tr>
<td>Prof. R. W. Cox</td>
<td>2400.00</td>
</tr>
<tr>
<td>Prof. A. B. Carter</td>
<td>2400.00</td>
</tr>
<tr>
<td>Prof. C. L. McClain</td>
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<tr>
<td>Prof. J. R. Robinson</td>
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</tr>
<tr>
<td>Prof. N. C. Denison</td>
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<td>Prof. I. H. Booth</td>
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</tr>
<tr>
<td>Prof. C. N. Hembree</td>
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<tr>
<td>Mrs. M. B. Deans</td>
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<tr>
<td>Mrs. S. B. Hume</td>
<td>1500.00</td>
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<tr>
<td>Miss Mary E. Reid</td>
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<tr>
<td>Miss Carrie Waters</td>
<td>1500.00</td>
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<tr>
<td>Miss Marie L. Roberts</td>
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<td>Miss Miriam Noland</td>
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<tr>
<td>Miss May C. Hansen</td>
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<tr>
<td>Miss Germania Wingo</td>
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<tr>
<td>Miss Elizabeth Burnam</td>
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<tr>
<td>Miss Edna Zellhoefzer</td>
<td>2300.00</td>
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<tr>
<td>Miss Brown E. Telford</td>
<td>1800.00</td>
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<tr>
<td>Miss Bucie Miller</td>
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<tr>
<td>Miss Katharine Hammond</td>
<td>2200.00</td>
</tr>
<tr>
<td>Miss Elvina Gibson</td>
<td>1650.00</td>
</tr>
</tbody>
</table>

President Coates asked that he be given
permission to retain Prof. Barnes or employ another
to take his position as head of the Department of
Music at a salary not to exceed $2400.00. President
Coates requested that he be permitted to employ for
the Department of Education, a lady teacher at a
salary not to exceed $2500.00. On motion of J. W.
Cammack, seconded by Judge Sullivan, which motion
was put and carried, President Coates was authorized
to employ Prof. Barnes or another in his stead, at a
salary not to exceed $2400.00 and to employ a lady
teacher for the Department of Education at a salary
not to exceed $2500.00.

President Coates asked the Board to make a
definite policy as to whether the teachers should have
the benefit of sabbatical years on half pay, provided they attended an institution of learning and return to this Institution to teach. After much discussion, motion was made by H. M. Brock, seconded by Judge Sullivan, which motion was put and carried, to allow teachers sabbatical years on one-half pay, provided they attend an institution of learning during the year and return to the Institution to teach. Also teachers would be allowed one term of ten weeks on full pay every third year to attend school.

President Coates stated that Prof. R. W. Cox wanted six months' leave of absence for the purpose of attending school, and he recommended that he be allowed the same but not to receive any salary while attending school. On motion of H. M. Brock, seconded by J. A. Sullivan, which motion was put and carried, Prof. R. W. Cox was given six months' leave of absence to attend school at his own expense.

President Coates reported that Prof. Chas. Lewis had resigned his position as head of the Extension Department and had been employed to do the same kind of work in the State Department of Education. He stated that there was a balance due Prof. Lewis. On motion of C. F. Weaver, seconded by J. W. Cammack, which motion was put and carried, the resignation of Prof. Lewis was received and Paul Barnum was directed to pay him the balance due him on his salary when same was properly certified by President Coates.

President Coates stated that Mrs. Tyng had done satisfactory work and recommended her employment and asked that her salary be not fixed for the present. On motion of Judge Sullivan, seconded by H. M. Brock, which motion was put and carried, President Coates was directed to employ Mrs. Tyng as a teacher for the year beginning