

Kentucky State University
Frankfort, Kentucky 40601
Faculty Senate

MEMORANDUM

DATE: October 6, 2016

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

FROM: Kimberly Sipes, President
Faculty Senate

RE: Notice of Faculty Senate Meeting

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

1. Call to Order
2. Approval of agenda [5-minute time limit]
3. Approval of minutes [5-minute time limit] [Page 2](#)
4. Faculty Senate President Report [10-minute time limit] [Page 9](#)
5. Dr. Candice Jackson – VPAA [5-minute time limit]
6. Dr. Erin Wheeler – Advising Policy [15-minute time limit] [Page 35](#)
7. Report of the Academic Policies Committee – Joe Moffett [15-minute time limit] [Page 43](#)
8. Report of the Budget and Academic Support Committee – Reba Rye [10-minute time limit] [Page 11](#)
9. Report of the Curriculum Committee – Ken Andries [15-minute time limit] [Page 52](#)
10. Report of the Professional Concerns Committee – Cindy Glass [10-minute time limit] [Pages 12, 42](#)
11. Faculty Regent Report [10-minute time limit]
12. Student Success [5-minute time limit]
13. Other Business
14. Adjourn

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Assistant Professor
Faculty Senate President 2016-2017
School of Business
Kentucky State University
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**Minutes of Faculty Senate, 9/26/16 Meeting
123 Hathaway Hall**

Senators

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

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

Ex Officio Members and Guests

Mara Merlino (BSS)
Tierra Freeman (BSS)
Shelia Stuckey (Library)
Jennifer Miles (Distance Edu)
Chandee Felder (Senate Admin)
Abdul Turay (Business)
Elgie McFayden (Faculty Regent)
Tom Webster (AFE)
James Obielodan (Grad Director)
Donavan Ramon (WYS)
Cynthia Shelton (WYS)
Fariba Bigdeli-Jahed (Math & Sci)

1. Call to Order

The meeting was called to order at 3:12pm. At that time, fourteen senators were present.

2. Approval of agenda

A motion to approve the agenda was made and seconded. It passed unanimously.

3. Approval of minutes

Minutes from the 9/12/16 Faculty Senate meeting were passed with no amendments.

4. Report of the Academic Policies Committee – Joe Moffett

Chair Moffett said that at APC's last meeting, two items were discussed. The first was a proposal from Suzette Polson. Dr. Polson found that language that indicated how many IGS courses transfer students must take was missing in the most recent catalogue. The last time this language appeared was in 2012-13 catalogue, and there did not appear to be

any official effort to remove it. Her proposal was to restore this language. One senator expressed the opinion that if this information was dropped due to editorial error, it should be restored and therefore did not need to be an action item.

A guest suggested that John Martin should be consulted to see if this change was intentional. Another guest noted the change from 12 hours to 9 for IGS courses happened around that time.

A motion passed to extend discussion for 5 minutes.

A guest suggested that CC might be the better committee to address this issue. Chair Moffett agreed to speak with Chair Andries about the matter.

The other focus of APC's most recent meeting was the revised online program proposal. The committee has been working through each suggestion Jennifer Miles has made on the document. The committee had a few questions for Ms. Miles, which Chair Moffett has asked her to address. President Sipes asked if Chair Moffett expected the item to come before senate at the next meeting. He affirmed that it would.

5. VPAA Dr. Jackson

Dr. Jackson distributed pins celebrating KSU's 130th anniversary. She noted that enrollment looks very good. The university recently picked up around 70 students from ITT, mainly in nursing. She expressed appreciation for the help from faculty in the sciences and psychology to be sure these students were placed in the proper courses.

Dr. Jackson noted that Academic Affairs is working to establish pathways for students to move from the dual credit program toward a degree.

The Graduate Council seeks to strengthen our graduate programs. It too will work to ensure there are pathways from other institutions into our programs. Dr. Jackson then opened the floor for questions.

Chair Glass of PCC stated that her committee had tendered a memo to Academic Affairs that included 8-10 questions about professional concerns pertinent to faculty. Chair Glass asked Dr. Jackson about the wording on page two of the current organization chart. It notes that chairs and deans in the new organizational scheme will be appointed. Dr. Jackson responded that this was the recommendation of the Registry and that in some cases searches will be undertaken. She stressed that the organizational chart is a living document. The VP wants to do whatever is best for the institution, and that will determine when appointments are made and when searches are undertaken. Chair Glass asked when we will know which positions require which approach; Dr. Jackson replied that these matters are yet to be decided.

Faculty Regent McFayden asked if dual admits are considered part of this year's incoming class, to which VP Jackson responded that they are part of the total number of

students, but they are categorized into their own group. Regent McFayden expressed concern that we are including these students in the enrollment number around which we build our budget. He noted this had been done in the past to poor effect. VP Jackson indicated that Greg Rush and his team will work on a budget based on fulltime enrollment. President Sipes asked what that number was and Dr. Jackson replied it was around 1,700.

A senator asked how many associate's degrees we offer, and VP Jackson noted we have two (in nursing and liberal studies).

Regent McFayden then asked if Whitney Young would have a dean or not. He noted that there could be an issue with commensurate salaries if other areas have a dean and WYS has a director. He also expressed concern that all endowed chairs are concentrated in one area. VP Jackson replied that her office is working on the placement of endowed chairs, and she pointed out that WYS is not to be degree-granting; instead it will focus on being a center for global leadership.

President Sipes inquired if faculty will be offered an opportunity to give input about the reorganization. VP Jackson indicated she will meet with colleges and chairs, probably starting in late October.

A senator asked about the organization chart's proposed Division of Mathematics, Computer Science, and Sciences. He wondered how it aligns with the strategic plan. VP Jackson indicated that once the Board approves the strategic plan we can discuss how its parts align with university reorganization. The senator went on to point out that this division would contain 23 faculty members—too large a group. He expressed concern that this could create issues for program-level accreditation in the future. The VP reassured senate that the university would be sure all units are aligned properly, and she stressed that we want to avoid working in a vacuum. As an example of working across the university, she pointed to the proposal for online program still in progress with APC which had most recently been reviewed by Jennifer Miles since her office would need to offer input on any policies regarding online courses.

Regent McFayden asked about the difference between the Office of Faculty Development / QEP and the Office of Continuing and Distance Education. VP Jackson noted that they have separate purposes: Continuing and Distance Education is focused on course delivery; the Office of Faculty Development is intended as a means of offering faculty support.

Regent McFayden inquired as to whether this reorganization was intended to increase efficiency, streamline programming, save money—or if it had some other purpose. The VP confirmed that the change will increase efficiency and university effectiveness.

A guest registered concern about the way, on the organizational chart, chairs are granted a 25% reduction in teaching load. The VP indicated those numbers were recommendations made by the Registry. The guest went on to explain that a STEM

division would be very large to manage, even if the chair had 50% reduction in teaching load. The guest hoped that more release time for chairs and deans would be considered.

The guest then asked if there were job descriptions available for the chair and dean positions. The VP responded that these descriptions will be drafted with faculty input. The descriptions will be sent out for feedback when the time arrives.

The guest went on to comment on the layers of administration (deans, chairs, coordinators) and noted that coordinators need compensation. The VP responded that she is aware that compensation for coordinators is not consistent across the campus and that we need to work to be sure compensation is fair.

A senator pointed out that many of these issues would be good to discuss in a strategic plan committee, and he asked if there were any plans to reform one. The VP noted that the Board of Regents requested a draft of a plan be ready for the October Board meeting, and that we need to be sure all units are aligned. We must break down silos at the university.

Another guest echoed the concern that some coordinators are not compensated and VP Jackson indicated those situations should be reported to her. Chair Glass noted this was an issue she was going to bring up during her committee report.

President Sipes asked if there is an organization chart for the student affairs side of the university, and if so, whether it would be made public. VP Jackson responded that there was some movement in student affairs and she needed to examine its organization again before making a chart public. Nevertheless, she will do so soon and wanted everyone to know that she is invested in transparency.

Chair Glass added that the present conversation had covered many of the issues PCC wanted to raise in its memo. One item, however, that had not been addressed is the Associate Provost position on the chart. VP Jackson responded that that position is connected to her office with a dotted line to indicate it has not been decided if it is necessary; she has no immediate plans to fill this position.

Chair Glass went on to ask for the timeline of any chair or dean searches. VP Jackson said we are looking at the beginning of November.

A guest asked if dual enrollment courses fall under the Office of Continuing and Distance Education, to which the VP replied they do not.

VP Jackson shared that she is looking to acquire a faculty house to serve as a meeting space. A senator asked if the blue house could be used for this purpose, but VP Jackson noted that someone already has designs for it.

A motion was passed to extend time for 10 minutes.

A senator asked about the chart's indication that a single dean would oversee two divisions (AFE and Aquaculture) and Land Grant. The VP confirmed that Land Grant would be separate and that an updated organizational chart reflects this difference.

VP Jackson promised to work on getting caught up on emails. She noted that sometimes work is going on behind the scenes while she is waiting to respond. She said she did not mind read receipts if senders want to be sure she has received emails.

VP Jackson noted that we must be certain to have items to CPE by the deadlines. She has recently submitted two reports to the Council on time.

Chair Rye indicated that BASC is still waiting for documents on the budget from the President's Office, especially information on how the reorganization will affect the budget. VP Jackson promised to check on that request.

6. Report of the Budget and Academic Support Committee – Reba Rye

Chair Rye explained that BASC was still waiting on a line item budget from the President's Office. It also hoped to see copies of any documents/recommendations the Registry had submitted and other documents noted in the BASC report and minutes. Chair Rye said that the representatives of the committee will meet with President Thompson on 10/4. She invited the Senate President to come.

At its meeting, BASC discussed the issue that promotion is still on hold even though tenure has been brought back. There are three ways by which salaries could be raised at the university. One would be a merit-based system. Chair Rye noted that faculty are hired at the bottom of one level and when they get an increase, they are then at the bottom of the next level and even that option has been suspended for a total of 5 years under the Sias, Burse, and now Thompson Administration. Another method would be a COLA increase; the last one was over three years ago and that was the first in several. Chair Rye said that student tuition has been increased and possibly administrative salaries have increased in the interim, but faculty salaries have remained static. She reiterated that BASC needs that data. Finally, the university can undertake an equity study. BASC will review a study that compares budgets and salaries at public Kentucky universities. Chair Rye noted that according to a CPE published chart (2003-2013), KSU is the only state institution without an increase in its instructional budget despite the fact that the overall operating budget has increased \$20m during the same span of years. (See attached document.)

BASC is interested in surveying units about budgets. BASC would like input from faculty and Chair Rye asked for unit coordinators to contact her. President Sipes asked if the current year unit budgets were based on last year's actual spending. Chair Rye replied that she did not know, but that she can confirm that the budget in her area has been cut.

VP Jackson confirmed that the operating budgets for units were based on what they expended last year. A non-senator pointed out that last year we were under an emergency operating budget hold.

VP Jackson explained that the budget will continue to be tight. She noted that she does not approve the budget. Since the university was running a deficit, it needs to be stabilized, financially, before we can see increases in the budget. Nevertheless, if any unit is in need of resources that are mission-critical, faculty are urged to contact the VP to see if accommodations can be made.

VP Jackson stressed that she is aware that faculty have not seen salary increases in some time. She hoped that faculty were able to clear at least \$1,000 through the extemp stipend as a measure toward addressing that issue. She is working with HR on salary issues and she shares faculty concerns.

Chair Rye expressed appreciation, and optimism, for a better working relationship with the VP's office. She hopes to see the VP serve as an advocate of instruction, and she would like the VP to meet with BASC.

Chair Rye went on to say that BASC asked Institutional Research for information on fall enrollment, broken down according to full-time, part-time, dual enrollment, and Donovan Scholars. Since the university has a 11/1 deadline for reporting official 'clean' enrollment data to CPE, Director Ms. Susanto said this information would be forthcoming to BASC at that time. Chair Rye wondered if the circulating number of 1,694 students included part-time and dual credit students. She noted we have not seen a breakdown of FTE and its effect on meeting budget projections.

7. Report of the Curriculum Committee – Ken Andries

Chair Andries reported that CC did not meet since it did not have any action items. He anticipated some items for the upcoming meeting date.

CC forms have been sent to the senate administrative assistant to make available on the website. President Sipes confirmed that those forms are on the site.

Chair Andries said that CC sent to the Registrar those action items from last year that were related to course changes. This information included the date the items were passed in senate so that the minutes could be consulted as necessary. Chair Andries anticipates the changes will be in place for the spring term. Curricular changes still need to be processed through the VP's office. The committee is still working on seeing items through that process.

8. Report of the Professional Concerns Committee – Cindy Glass

Chair Glass noted that most of the issues PCC discussed have been covered already. The committee met informally. Aside from questions about the organizational chart, PCC is

still examining tenure and promotion benchmarks. The committee has reviewed the benchmarks for different divisions and is concerned about subjectivity in those standards. Solutions considered by PCC include a kind of expanded Likert scale and a written narrative. PCC is also engaged in a discussion about what to do with evaluation forms.

Chair Glass cited the memo she sent to VP Jackson and that she had also sent to President Sipes. PCC wondered what the duties are of the proposed Associate Provost, and it wanted more details on the role of new offices that have been created. Chair Glass reiterated that PCC discussed the proposed deans and chairs according to the organizational chart and wondered whether those positions would be filled by searches or not. Since the VP has confirmed that the org chart is a living document, some of these questions seem less relevant now. The committee discussed the three year terms listed on the chart as well as echoed the concern regarding one chair serving a very large Division of Mathematics, Computer Science, and Sciences, especially with only a 25% course reduction. The committee wondered if the chart included unfilled lines (PCC found some instances where the number listed does not reflect current staffing). It also wondered if chairs and deans will sign nine month contracts and if all coordinators will be compensated equally.

9. Faculty Regent Report

Faculty Regent McFayden had to leave the meeting early, but President Sipes shared that Regent McFayden said there was nothing new to report.

10. Other Business

New senator Alice Collins was recognized. She will represent Nursing.

VP Jackson reminded senate that her convocation would occur at 11:00am on 9/27 in Bradford.

A motion to adjourn carried at 4:09pm.

Respectfully submitted,
Joe Moffett, Faculty Senate Secretary

Report from Faculty Senate President

October 6, 2016

Presidential Search

Early Monday morning, October 3rd, Christina Leath, KSU's Assistant General Counsel notified me that AcademicSearch, the firm selected for the presidential search process, would like to meet with members of the Faculty Senate to determine our expected criteria for presidential candidates. I then asked all faculty senate committees to discuss this Monday afternoon and prepare a list of criteria to present to the search firm when we met with them.

Our meeting was held Thursday at 11 a.m., where the Executive Committee met with Dr. Mac Stewart, and Dr. Wanda Durrett Bigham, representatives of the AcademicSearch team. Dr. Stewart is a former interim provost at KSU, serving the university in 2011-12 (between Chapman & Thierstein). Dr. Bigham is from Ballard County, Kentucky, received her bachelor's degree at Murray State, master's degree from Morehead State, and held administrative positions at Morehead. (<https://www.academic-search.com/content/wanda-durrett-bigham>)

During the meeting, four specific questions were addressed:

1. What are the current strengths of KSU?
2. What are the challenges?
3. What characteristics would we like to see in the president?
4. What are the points of pride for KSU?

At the end of the meeting, we discussed the role their firm serves in the search process.

Strengths:

- Small size
- Hands on professors
- Mentoring programs
- Emphasis on student support services to promote recruitment and retention
- Free electronic textbooks for students
- Land Grant status – provides extra funding for students
- Liberal Arts focus
- HBCU
- Very diverse institution

Challenges:

- Interim leadership from chair level to President
 - Some chair positions have been interim for more than 15 years.
 - Many problems in the search process
 - High turnover results in zero institutional memory.
- Most of the challenges are affected by our budget.

- Need more money spent on instruction.
- Would like to see a percentage equal to that spent at other Kentucky public institutions.
- More than salaries; operating budgets for departments are lacking.
- Retention rates
- Moral
- Pay
- Transparency
- Application of Indirect Cost Rates

Characteristics of president: We did not have much time to discuss this separately, however, as we discussed our weaknesses, we inserted characteristics we thought were needed in the president. All items listed by the committees were given to Drs. Stewart and Bigham. I have also included a copy of all those items in a later section.

Points of Pride: Very quickly, Dr. Stewart pointed out our main point of pride during his term, and still now.... Our aquaculture program.

We then asked Dr. Stewart and Dr. Bigham to explain to us their responsibility in this process. They replied "We are here to manage the process." Their goal this week was to speak with stakeholder groups, students, staff, and faculty, to gather information that becomes part of the KSU story and helps to create the advertisement for the position.

Academic Search was hired after a RFP was issued, a copy of which is included. They will stay with the process through the end. Dr. Stewart reported their firm worked with the search at Philander Smith (75 applicants) and Ft. Valley State (79 applicants). In addition to posting advertisements in the usual places, they also have their own database of candidates, contact individuals, accept nominations, and "send an email blast to thousands of people."

More detail on the process is included in the RFP.

The Budget & Academic Support Committee (BASC) of the Faculty Senate recommends that the successful candidate for President of KSU:

1. Has an academic background, with extensive teaching experience.
2. Demonstrates a strong commitment to collegial governance and be able to articulate specifics of what that means and how it can be achieved through consistent application of specific policy.
3. Demonstrates skills in communication and professional respect for faculty.
4. Can articulate his/her commitment to the appointment of a VPAA who supports and is an advocate for academics and instruction at the classroom level, and with appropriate autonomy granted to represent the academic units and instructional welfare of the university.
5. Demonstrates a strong understanding and ability to work cooperatively with the Faculty Senate, and commitment to appointment of administrators who will do the same.
6. Demonstrates respect for and complete commitment to established procedures, protocol, and policy, and be able to clearly articulate their essential role in effective and collegial governance. This includes specified Search Committee protocols and procedures.
7. Demonstrates a commitment to full transparency of KSU's operating budget and all related data.
8. Demonstrates a commitment to the formal inclusion of the Budget & Academic Support Committee of the Faculty Senate in the development of the budget.
9. Is committed to raising the percentage of operating budget that KSU allocates to Instruction to a comparable level with other state supported Kentucky universities, over a phased in period of two to three years.

(For the review of the Search Committee, we provide a document prepared by FY1516 BASC. This provides relevant data that we request be presented to shortlist candidates for their consideration and as information regarding the challenges faced by KSU. This will provide candidates the opportunity to address this issue and how they would go about budgetary decisions)

10. Shows leadership in developing a working strategy to retain and enrich KSU's HBCU mission while providing a strong liberal arts education. This includes: What is the candidate's vision for KSU while HBCUs are struggling to compete with other institutions for both students and faculty? How can KSU compete with other institutions to attract and retain quality faculty of color and at the same time provide support to current faculty for equity in pay and position?
11. Values equity across the university in faculty positions, compensation and workload, for both current faculty and new hires.
12. Develops and enforces a clear and fair admission policy that upholds minimum standards while considering a weighted formula for GPA and ACT/SAT that is not subject to arbitrary admission through advocacy.
13. BASC Members present Oct. 2, 2016 Committee Meeting, consensus approval: Reba Rye (Chair), Rene Desborde, LeChrista Finn, Vikas Kumar, Li Lu, Sunday Obi, Peter Smith, Mike Unuakhalu

Presidential Search Criteria –from Professional Concerns Committee

1. The new President should have a career-spanning background in academia.
2. He/She should have extensive experience in academic leadership. Preferable, the President will have served as Provost/VPAA and not have served only in capacities such as VP of student affairs. The PCC strongly recommends that the leadership be from the academic side rather than the student side.
3. He/She should have a strong record of building relationships with members of the community and industry leaders.
4. He/She must have a grasp on the problems that are specific to HBCUs.
5. He/She must show themselves to be culturally competent and able to work fairly with all subgroups (women, all races/ethnicities, disabled, etc).
6. He/She must have a shared governance philosophy and evidence thereof.

Specific to our President search, the PCC is aware of a “faculty rumor” that the Board has said that President Thompson cannot apply for the position. We would like to know if this is true, and if so, what is the reason for that policy? We would also like to know if there is an avenue for the Faculty Senate to override that policy and provide a route for him to apply if he so chooses.

Presidential Search Firm –

Academic Search

1015 18th Street, NW, Suite 510

Washington, DC 20036

Phone: 202-332-4049

Website: <http://www.academic-search.com/>

History *(from website)*

Academic Search is an executive search firm dedicated to serving higher education institutions and related organizations and is the only search firm in the nation with a formal relationship to a premier leadership development program. Originally founded in 1976 as Presidential Search Consultation Service, and later in 1988 as Academic Search Consultation Service, the firm's name was changed to Academic Search, Inc. in 2006.

From its beginning, Academic Search had the ambitious goal to provide all colleges and universities with highly professional, individually focused search services modeled on best practices in other sectors, which at the time, was a new concept in higher education. Success was immediate.

Academic Search has written the book on how to recruit the best and brightest academic leaders through a process that fosters a successful appointment. Through the years, it has also built a dossier of premier clients and earned a reputation for integrity, confidentiality, and excellence.

Based in Washington, D.C., it is the wholly owned subsidiary of the [American Academic Leadership Institute \(AALI\)](#), a not-for-profit organization that provides leadership identification, development, and support programs to academic leaders in various administrative positions across all sectors of higher education. This relationship strengthens the ongoing commitment by Academic Search to leadership development as well as the identification of outstanding candidates for positions.

KSU Presidential Search Committee Members

- E.M. Lysonge, VP and General Counsel at Cafepress. Formerly a vice president at Churchill Downs Inc. -- Chairperson
- Regent Mindy Barfield, partner in the litigation department at Dinsmore and Shohl law firm; Board of Trustees at Transylvania University; Board of Governors, Kentucky Bar Association.
- Houston Barber, Superintendent, Frankfort Independent Schools; Frankfort native; former principal, Jefferson County Public Schools.
- Retired Circuit Court Judge Hubert Grimes; KSU graduate; Director, Center for Law and Social Justice at Bethune Cookman University.
- Venita Hawkins, President, KSU National Alumni Association; Fiscal Review Specialist for Fairfax County, Va., where she manages a budget of more than \$25 million.
- Faculty Regent Dr. Elgie McFayden, Associate Professor, College of Professional Studies, School of Public Administration, Social Work and Criminal Justice.
- Staff Regent Hettie Oldham, Archives Assistant for Academic Affairs and the Library; KSU graduate.
- William May, Mayor of Frankfort, graduate of Frankfort High School and Kentucky State University.
- Ralph Williams, newly elected SGA President; Business Administration major; Served in 2015 on the White House Initiative on HBCUs as KSU's student ambassador.
- Karen Bearden, Board of Regents chairperson, ex-officio member.

Source: <http://kysu.edu/2016/05/31/aaron-thompson-named-interim-president-at-kentucky-state-university-as-national-search-begins/>

**KENTUCKY STATE UNIVERSITY
REQUEST FOR PROPOSAL
RFP-17-01
PRESIDENTIAL SEARCH CONSULTING SERVICES**



**Issue Date: July 8, 2016
Due Date: July 29, 2016 at 3:00 p.m.**

**Kentucky State University
Purchasing Department
Academic Services Building, Room 423
400 East Main Street
Frankfort, KY 40601**

KENTUCKY STATE UNIVERSITY PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL (RFP)

ATTENTION: This is not an order. Read all instructions, terms, and conditions carefully.

PROPOSAL NO.:	RFP-17-01	RETURN ORIGINAL COPY OF PROPOSAL TO:
Issue Date:	July 8, 2016	KENTUCKY STATE UNIVERSITY
Purchasing Official:	Tonya Montgomery	PURCHASING DEPARTMENT
Phone:	(502) 597-6434	400 EAST MAIN STREET, ASB ROOM 423
Type of Service:	Presidential Search Consulting Services	FRANKFORT, KENTUCKY 40601

IMPORTANT: PROPOSALS MUST BE RECEIVED BY: July 29, 2016 at 3:00 PM, Eastern Time

1. It is the intention of the Request for Proposal (RFP) to enter into competitive negotiation as authorized by KRS 45A.085.
2. Proposals for competitive negotiation shall not be subject to public inspection until negotiations between the purchasing agency and all Offerors have been concluded and a contract awarded to the responsible Offeror submitting the proposal determined in writing to be the most advantageous to the University. Price and the evaluation factors set forth in the advertisement and solicitations for proposals will be considered.
3. An award of contract may be made upon the basis of the initial written proposals received without written or oral discussions.
4. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
5. The University reserves the right to request proposal amendments or modifications after the proposal receiving date.
6. THE TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL INCLUDE ALL GENERAL CONDITIONS, AS SET FORTH BY KENTUCKY STATE UNIVERSITY PLUS ANY SPECIAL CONDITIONS ENUMERATED HEREIN.

NOTICE

1. Any agreement or collusion among Offerors or prospective Offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to proposal at a fixed price or to refrain from offering, or otherwise, is prohibited.
2. Any person who violates any provisions of KRS 45A.325 shall be guilty of a class D felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF RFP AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

1. That I am the Offeror (if the Offeror is an individual), a partner (if the Offeror is a partnership), or an Officer or employee of the bidding corporation having authority to sign on its behalf (if the Offeror is a corporation);
2. That the attached proposal has been arrived at by the Offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent offering or competition;
3. That the contents of the proposal have not been communicated by the Offeror or its employees or agents to any person not an employee or agent of the Offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
4. That the Offeror is legally entitled to enter into contracts with the Kentucky State University and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 through KRS 45A.340 and KRS 164.390; and
5. That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS

In accordance with KRS 45A.110(2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to an Offeror will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

OFFEROR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The Offeror by signing and submitting a proposal agrees as required by KRS 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the University by the successful Offeror prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Offeror, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, 41 CFR 60-1.8 that prohibits the maintaining of segregated facilities.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the Offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.

Company Name	Authorized Signature	Date
Address	Typed or Printed Name	
City, State, Zip	Title	
Phone Number	Fax Number	Federal Identification Number

**PRESIDENTIAL SEARCH CONSULTING SERVICES
RFP-17-01
INSTRUCTIONS TO PROPOSERS AND TERMS AND CONDITIONS**

1.0 DEFINITIONS

Addenda

Written or graphic instructions issued by the Kentucky State University prior to the receipt of Proposals that modify or interpret the Request for Proposal Documents by addition, deletions, clarification, or corrections.

Competitive Negotiation

The method authorized in the Kentucky Revised Statutes, Chapter 45A.085.

Contractor or Successful Offeror

The individual or entity receiving a contract award.

KAR

Kentucky Administrative Regulations; regulations that are promulgated by state agencies to enhance and clarify procedures that are authorized by a specific statute. After public review and acceptance by the agency, the regulations effectively become law until rescinded or revised by the agency.

KRS References

Kentucky Revised Statutes adopted by the Commonwealth of Kentucky including all laws and related regulations that may have been revised, amended, supplemented, or new laws enacted.

Offer or Proposal

The Offeror(s) response to this Request for Proposal.

Offeror

The individual or entity submitting Proposal.

Purchasing Agency

Kentucky State University Purchasing Department.

Purchasing Official

The University's appointed contracting representative. The Purchasing Official for this RFP is Tonya Montgomery.

Responsible Offeror

A person, company, or corporation who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

Solicitation

This Request for Proposal (RFP).

University

Kentucky State University (KSU).

Work or Services

Includes the construction and/or services required by the Contract Documents, whether completed or partially completed, and includes all labor, supervision, materials, equipment, services, and things provided or to be provided by the Contractor to fulfill the Contractor's obligations.

2.0 OFFEROR'S REPRESENTATIONS

The Offeror by submitting a Response to an RFP, represents and warrants:

1. The RFP Documents have been read and understood and the Proposal is made in accordance therewith.
2. The Proposal submitted is premised upon furnishing the Services required by the RFP documents without exception.
3. The plans and specifications contained in the RFP Documents have been carefully examined and determined by the Offeror to be accurate as well as adequate and sufficient from which to submit a response to an RFP and from which to perform the Services.

3.0 PROPOSAL DOCUMENTS

3.1 Availability of Proposal Documents

- A. Offerors may obtain Proposal Documents from the University Purchasing Department or at <http://kysu.edu/administration-governance/finance-business/purchasing>.
- B. Complete sets of Proposal Documents shall be used in preparing Proposals. The University assumes no responsibility for misinterpretations resulting from the use of incomplete sets of Proposal Documents.
- C. The University in making copies of the RFP Documents available on the above terms does so only for the purpose of obtaining Proposals on the work or services and does not confer a license or grant for any other use.

3.2 Accuracy of RFP Documents

- A. The RFP Documents are complementary and are issued for the convenience of the Offerors. KSU assumes no responsibility for the correctness of said documents. Each Offeror should review the documents for errors or inaccuracies that may affect the Scope of Services implied.
- B. All Offerors shall, upon examination of RFP Documents promptly notify the University's Procurement Official of any ambiguity, inconsistency, or error that they may discover upon examination of the Bidding Documents and/or of the site and local conditions.

3.3 Questions, Interpretations

- A. Questions will be accepted from prospective Offerors and should be submitted in a timely manner to the Purchasing Official only. Email submission of questions is preferable, but questions will also be accepted by mail or facsimile to the Purchasing Official. All questions regarding the meaning or interpretation of the Proposal Documents shall be directed in writing to the Purchasing Official, Tonya Montgomery, no later than **3:00 p.m. Eastern Time on July 18, 2016**. Any questions received after this date and time will be returned unanswered.
- B. Answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all prospective Offerors who are known to have received a copy of this RFP.
- C. Any interpretation, correction, or change of the RFP Documents will be made by Addendum, issued by the Purchasing Official. Interpretations, corrections, or changes of the RFP Documents made in any other manner will not be binding and Offerors shall not rely upon such interpretations, corrections, and changes.

3.4 Addenda

- A. Addenda will be mailed or delivered to all who are known by KSU's Purchasing Department to have requested and were furnished RFP Documents.
- B. Addenda are always posted on the Purchasing Department's website at <http://kysu.edu/administration-governance/finance-business/purchasing>.
- C. Copies of Addenda will be made available for inspection wherever Purchasing Documents are on file for that purpose.
- D. No Addenda of a material nature will be issued later than five (5) working days prior to the date for receipt of Offers, except for postponing the date for receipt of Offers or withdrawing the invitation for Offer or Proposal.
- E. Each Offeror shall ascertain, prior to submitting the Offer or Proposal, receipt of all Addenda issued for the particular RFP. The Offeror shall acknowledge receipt of all Addenda in the Proposal.

- F. It shall be the sole responsibility of the Offeror who received the Addendum, to insure that all of the appropriate Sub-bidders and Sub-contractors are notified in respect to the information contained in the Addendum.
- G. No instructions or changes shall be binding unless documented by a proper and duly issued Addendum.
- H. The University is under no obligation to contact Offerors for clarification but reserves the right to do so.

4.0 PRE-PROPOSAL CONFERENCE

There will be no pre-proposal conference for this RFP.

5.0 OFFEROR COMMUNICATION

To insure that RFP documentation and subsequent information (modifications, clarifications, addendum, written questions and answers, etc.) is directed to the appropriate persons within the Offeror's firm, each Offeror who intends to participate in this RFP is to provide the following information to the Purchasing Official. Prompt, thorough compliance is in the best interest of the Offeror. Failure to comply may result in incomplete or delayed communication of addenda or other vital information. Contact information is the responsibility of the Offeror. Without the correct, prompt receipt of information, any missing information shall be the responsibility of the Offeror.

- Name of primary contact
- Mailing address of primary contact
- Telephone number of primary contact
- Fax number of primary contact
- Email address of primary contact
- Additional contact persons with same information provided as primary contact

This information shall be transmitted via email or fax to: Tonya Montgomery at Tonya.Montgomery@kysu.edu or (502) 597-6588.

All communication with the University regarding this RFP shall only be directed to the University Purchasing Official listed above. Please reference **RFP-17-01 Presidential Search Consulting Services** in the subject line.

From the issue date of this RFP until a Contractor is selected and selection is announced, Offerors are not allowed to communicate about the subject of the RFP with any University administration, faculty, staff, employees or members of the Board of Regents except: The Purchasing Official representing the University administration or others authorized in writing by the Purchasing Department and University representatives during Offeror presentations scheduled by the Purchasing Department.

If violation of this provision occurs, the University reserves the right to reject the proposal.

6.0 OFFEROR RESPONSE AND PROPRIETARY INFORMATION

The Request for Proposal specifies the format, required information, and general content of proposals submitted in response to this RFP. The Purchasing Department will not disclose any portions of the proposals prior to contract award to anyone outside the Purchasing Department, the University's administrative staff, representatives of the State or Federal Government, if required, and the members of the committee evaluating the proposals. After a contract is awarded in whole or in part, the University shall have the right to duplicate, use, or disclose all Proposal data submitted by Offerors in response to this RFP as a matter of public record.

Any submitted proposal shall remain a valid proposal for six (6) months after the proposal due date.

Kentucky State University shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.

7.0 PROPOSAL PROCEDURES

- 7.1** Timeliness of Proposals. RFPs shall be delivered prior to the official time and date for receipt of Proposal indicated in the Request for Proposal, or any extension thereof made by Addendum.
- 7.2** Request for Proposal responses are **due July 29, 2016 at 3:00 p.m. Eastern Time**. Submit to:
Kentucky State University
Purchasing Department
Academic Services Building, Room 423
400 East Main Street
Frankfort, Kentucky 40601
- 7.3** Late Proposals. Proposals received after the official closing time and date for receipt of Proposals may be considered for evaluation and award only if: (i) no other Offers were received within the legal advertisement period; and (ii) the re-advertisement time delay would seriously affect the operations of the Owner; and (iii) in the judgment of the Purchasing Official, the Offer was finalized prior to the official closing time and date for receipt of Offers. The Offeror shall assume full responsibility for timely delivery at the location designated for receipt of Offers.
- 7.4** Proposals Not In Writing. Oral, emailed, telephonic, or telegraphic RFPs or changes in RFPs by such methods are not permitted and will not receive consideration.
- 7.5** Withdrawal. Proposals may be withdrawn prior to the closing time and date for receipt of Proposal by: (i) a properly identified representative of the Proposer whose name appears on the RFP envelope, or (ii) by written request by an authorized representative of the Proposer, received by the Purchasing Department prior to the RFP closing date and time. Withdrawn Proposals may be resubmitted up to the closing time and date designated for the receipt of RFPs.
- 7.6** Proposed Deviations from the Request for Proposal. Any proposed deviations from the RFP must be specifically identified. Such proposed deviations must not be in conflict with the basic nature of this RFP. Respondents should be aware that significant deviations may result in disqualification.

8.0 CONSIDERATION OF OFFERS

- 8.1** Proposal Opening. Unless stated otherwise in the Request for Proposal, all properly identified timely RFPs **WILL NOT** be opened publicly.
- 8.2** Request for Proposal responses are due at the appointed time but are not opened and read. They are first checked for responsiveness.
- 8.3** Waiver of Irregularities/Rejection of Proposals. The right to cancel the Request for Proposal, to reject any and all Proposals, and to waive technicalities and minor irregularities in Proposals is maintained and preserved in all Request for Proposals issued by KSU when such action is determined to be in the best interest of KSU.
- 8.4** Grounds for Rejection. Grounds for the rejection of Proposals include, but shall not be limited to:
- A. Failure of a Proposal to conform to the essential requirements of the Request for Proposal;
 - B. Any Proposal that does not conform to the specifications contained or referenced in any Request for Proposal shall be rejected unless the invitation authorized the submission of alternate Proposals and the items/services offered as alternates meet the requirements specified in the RFP;
 - C. Any Proposal that fails to conform to the delivery or completion schedule established in the Proposal Documents;
 - D. A Proposal imposing conditions or qualifications which would modify the terms and conditions of the Request for Proposal, or limit the Proposer's liability to the Owner in a manner inconsistent with the provisions of the Proposal Documents;
 - E. Any Proposal determined by the Purchasing Department in excess of funds available;
 - F. Failure to furnish a Proposal security in accordance with the requirements of the Request for Proposal;
 - G. For other cause as documented by the Purchasing Official pursuant to a written determination and finding;
 - H. Proposals received from Proposers determined by the Procurement Official to be non-responsive Proposers;
 - I. Proposals containing terms and conditions not in conformity with the Statutes of the Commonwealth of Kentucky.
- 8.5** Minor Irregularities. Minor irregularities or technicalities in a Proposal may be waived by the Purchasing Official on behalf of the University when all of the following circumstances are present:

- A. The Purchasing Official determines that it will be in the University's best interest to do so; and the technicalities or irregularities are mere matters of form not affecting the material substance of a Proposal;
 - B. Represent an immaterial deviation from, or variation in the precise requirements of the Request for Proposal, and have no effect on price, quality, quantity or delivery of supplies or performance of services being procured; and, the correction or waiver of the technicality or irregularity will not affect the relative standing of, or prejudice, other Offerors. If the University does not waive technical deficiencies and irregularities, the deficient Proposal shall be rejected.
- 8.6** Competitive Negotiation. The University reserves the right to exercise the provisions of KRS 45A.085 regarding competitive negotiation when it is considered to be in the best interest of the University. It is the intent of the Purchasing Official to award a contract in due course and after a reasonable Offer evaluation period to the Responsive and Responsible Offeror offering the best value to the University, provided the acceptable Proposal sum is within budgeted funds. In the event that all Proposals submitted result in prices in excess of funds available, KSU may enter into competitive negotiations subject to the guidelines and restrictions of KRS 45A.090.
- 8.7** Rejection of Alternate Proposals. The University reserves the right to accept or reject any or all alternate Proposals if provided for in the Proposal Documents.

9.0 QUALIFICATION OF OFFEROR

- 9.1** Inquiries. The Purchasing Official shall have the right to make any inquiry deemed necessary to determine the ability of the Offeror to perform the work in a prompt and efficient manner and in accordance with the RFP Documents. Failure of an Offeror to promptly supply information in connection with the Purchasing Official's inquiry may be grounds for a determination that Offeror is nonresponsive.
- 9.2** Rejection. The right is reserved to reject any Proposal where an investigation and evaluation of the Offeror's qualifications would give reasonable doubt that the Offeror could perform prompt and efficient completion of the work and services in accordance with the requirements of the RFP Documents.

10.0 AWARD OF CONTRACT

- 10.1** The issuance of an award of the Contract is contingent upon (i) securing an acceptable Response that is responsive and from a responsible Offeror and is within the amount of budgeted funds and (ii) determining that the award of Contract will be in the best interest of Kentucky State University.
- 10.2** Unless otherwise provided in the RFP Documents, the resulting Contract will consist of the RFP with any issued addenda, drawings, specifications, the Offeror's submitted Proposal, and the Notice of Award letter.
- 10.3** The Contract between Kentucky State University and the Contractor will be final and binding when the parties have executed the Agreement between the Owner and Contractor.

11.0 BASIS LEGAL REQUIREMENTS

- 11.1** Forms Required. An Authentication of RFP, Statement of Non-Collusion and Non-Conflict of Interest documents are bound with and included as part of the Request for Proposal. The Offeror is required to sign the document and submit it as part of the Proposal. Failure to comply with these requirements shall invalidate the Proposal.
- 11.2** Foreign Corporations. Foreign Corporations are defined as corporations that are organized under laws other than the laws of the Commonwealth of Kentucky. Foreign Corporations doing business within the Commonwealth of Kentucky are required to be registered with the Secretary of State, New Capitol Building, Frankfort, Kentucky, and must be in good standing.
- 11.3** The Foreign Corporate Offeror, if not registered with the Secretary of State at the time of the Proposal submittal, shall be required to become registered and be declared in good standing prior to the issuance or receipt of a Contract. However, the Contractor need not be registered as a prerequisite for responding to the RFP.
- 11.4** Domestic Corporations. Domestic corporations are required to be in good standing with the requirements and provisions of the Office of the Secretary of State.

12.0 TAXES

- 12.1** Kentucky State University, through the Commonwealth of Kentucky, is entitled to exemption from Federal Excise Tax. All Offerors shall take this into consideration in their Proposal.
- 12.2** Liability for Employee-Related Taxes. The Offeror and Subcontractors will be required to accept liability for payment of all payroll taxes or deductions required by local, state, and federal law, including but not limited to old age pension, social security, or annuities. Worker's Compensation Insurance shall be carried to the full amount as required by Kentucky Statutes. The Offeror shall be in full compliance with KRS Chapters 341 and 342.

13.0 CONTRACTOR PRESENCE ON CAMPUS

Contractor agrees that all persons working for or on behalf of the Contractor whose duties bring them on campus shall obey the rules and regulations that are established by the University and shall comply with the reasonable directions of the University's officers.

Contractor shall be responsible for the acts of Contractor's employees and agents while on campus. Accordingly, Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located on campus. Contractor shall be responsible for all damages to persons or property caused by Contractor or any of Contractor's agents or employees.

14.0 INDEPENDENT CONTRACTOR

The Contractor is engaged as an Independent Contractor and shall be responsible for any federal, state, and local taxes and fees applicable to payments hereunder.

15.0 ENTIRE AGREEMENT

The RFP shall be incorporated into any Contract. The Contract, including the RFP and those portions of the Offeror's response accepted by the University, shall become the entire agreement between the parties.

16.0 ASSIGNMENT

Neither party to the Contract shall assign the Contract, or any portion thereof without the written consent of the other, nor shall the Contractor assign any monies due or to become due to him hereunder without the previous written consent of the Owner.

17.0 USE OF NAMES AND LOGOS IN ADVERTISING

Contractor agrees not to make reference to this Contract, use the University's name in any advertising or promotion, or use any University logos without the express written consent of the University.

18.0 INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Owner and their agents and employees from and against all claims, damages, losses and expenses, including attorney's work, provided that any such claim, loss, damage or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not is caused in part by a party indemnified hereunder. This basic obligation to indemnify shall not be construed to nullify or reduce other indemnification rights which the Owner would otherwise have.

19.0 LAW, FORM, AND FORUM

Terms and provisions of this contract shall be construed in accordance with the laws of the Commonwealth of Kentucky. Any legal action entered against the University on the Contract by the Contractor shall be brought in the Franklin County Circuit Court, Commonwealth of Kentucky, and shall be tried by the court sitting without a jury. All defenses in law or equity, except the defense of government immunity, shall be preserved to the University.

20.0 TERMINATION OF CONTRACT

20.1 The University may terminate the contract upon the occurrence of any one or more of the following events:

- A. If the Contractor refuses or fails to prosecute the Work (or any separable part) with such diligence as will insure its completion within the agreed upon time; or if the Contractor fails to complete the Work within such time;
- B. If the Contractor is adjudged bankrupt or insolvent, or makes a general assignment for the benefit of creditors, or if the Contractor or a third party files a petition to take advantage of any debtor's act or to reorganize under the bankruptcy or similar laws concerning the Contractor, or if a trustee or receiver is appointed for the Contractor or for any of the Contractor's property on account of the Contractor's insolvency, and the Contractor or its successor in interest does not provide adequate assurance of future performance in accordance with the Contract within 10 days of receipt of a request for assurance from the Owner;
- C. If the Contractor repeatedly fails to supply sufficient, qualified staff;
- D. If the Contractor repeatedly fails to make prompt payments to Subcontractors;
- E. If the Contractor disregards laws, ordinances, rules, codes, regulations, orders, or similar requirements of any public entity having jurisdiction;
- F. If the Contractor disregards the authority of the Consultant or the Owner;
- G. If the Contractor performs Work or Services which deviates from the Contract Documents, and neglects or refuses to correct rejected Work or Services; or
- H. If the Contractor otherwise violates in any material way any provisions or requirements of the RFP or Contract Documents.

20.2 Once the Owner determines that sufficient cause exists to justify the action, the University may terminate the Contract without prejudice to any other right or remedy the University may have, after giving the Contractor and its Surety three days' notice by issuing a written Declaration of Default. The Owner shall have the sole discretion to permit the Contractor to remedy the cause for the contemplated termination without waiving the University's right to terminate the contract.

- A. In the event the Contract is terminated, the University may contract with another to take over and complete the Work on the Contract. If the unpaid balance of the Contract Price exceeds the direct and indirect costs and expenses of completing the Work including compensation for additional professional and Consultant services, such excess shall be used to pay the Contractor for the cost of the Work it performed and a reasonable allowance for overhead and profit. If such costs exceed the unpaid balance, the Contractor or the Contractor's Surety shall pay the difference to the Owner. In exercising the Owner's right to prosecute the completion of the Work, the Owner shall have the right to exercise its sole discretion as to the manner, methods, and reasonableness of the costs of completing the Work and the Owner shall not be required to obtain the lowest figure for Work performed in completing the Contract. In the event that the Owner takes offers for remedial Work or completion of the project, the Contractor shall not be eligible for the award of such Contract.
- B. The Contractor shall be liable for any damage to the Owner resulting from the termination or the Contractor's refusal or failure to complete the Work, and for all costs necessary for repair and completion of the project above the amount of the Contract. The Contractor shall be liable for all attorney's fees, costs and expenses incurred by the Owner to enforce the provisions of the Contract.
- C. In the event the Contract is terminated under this Section, and it is determined for any reason that the Contractor was not in default under the provisions of this Section, the termination shall be deemed a Termination for Convenience of the Owner.

20.3 Termination for Convenience. If it is determined to be in the University's best interest to do so, the Contract may be terminated, upon thirty (30) days' notice, at the convenience of the University.

20.4 Procedure for Termination. Upon delivery by certified mail to Contractor of a Notice of Termination specifying the nature of the termination, the extent to which performance of Work under the Contract is terminated, and the date upon which such termination becomes effective, the Contractor shall stop work under the Contract on the date and to the extent specified in the Notice of Termination, except where Contractor is notified to continue Work until Contractor can be relieved by a successor Contractor.

21.0 FORCE MAJEURE

Neither party will be liable for any delays or failures in performance due to any acts of God, fire, governmental order or any other circumstances beyond the reasonable control of either party. In the event any such delay continues for a period of thirty (30) days and there is no acceptable plan agreed to by KSU to fully provide the Services described herein to completion, KSU may terminate this Agreement.

22.0 DISPUTES

Any dispute concerning performance of the contract shall be decided by the University's Attorney who shall reduce the decision to writing and serve a copy on the Contractor. The decision of the University's Attorney shall be final and conclusive unless within 30 days from the date of service the Contractor files with the University's Attorney a petition for administrative hearing. The University's Attorney's decision in the event of any such petition shall be final subject to the Contractor's right to administrative review pursuant to Kentucky Statutes.

Pending final determination of any dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the University's Attorney's direction.

23.0 CONFLICT OF INTEREST

No official or employee of Kentucky State University and no other public official of the Commonwealth of Kentucky or the federal government who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall, prior to completion of the Contract, voluntarily acquire any personal interest, direct or indirect, in this Contract or proposed Contract.

Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of the Contract no person having any such known interests shall be employed.

24.0 SEVERABILITY

If any provision or provisions of the RFP, response to the FRP, any Contract or Personal Services Contract, or similar document executed as a result of this RFP is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provision(s) will be automatically reformed and construed so as to be valid, legal, operative and enforceable to the maximum extent permitted by applicable law while preserving its original intent. The invalidity, illegality, or unenforceability of any part of this RFP, related documents, or Contract will not render invalid the remainder of the Documents. These documents shall be deemed amended to thereof in order to render it valid and enforceable.

25.0 SECTION TITLES IN THE RFP

Titles of paragraphs used herein are for the purpose of facilitating ease of reference only and shall not be construed to infer a contractual construction of language.

26.0 NO CONTINGENT FEES

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of the Offeror or bona fide established commercial or selling agencies maintained by the Offeror for the purpose of securing business. For breach or violation of this provision, the University shall have the right to reject the Proposal, annul the contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee or other benefit.

27.0 EMPLOYMENT PRACTICES

- 27.1** Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sexual orientation, age (except for minors), national origin, ethnicity, citizenship status (except as required by law), disability, military service status, marital status, or any other status protected by law, absent a bona fide occupational qualification. Contractor must take affirmative action to ensure that employees, as well as applicants for employment, are treated without discrimination. Such action shall include, but is not limited to, recruitment, hiring, placement, promotion, transfer, training and apprenticeship, compensation, layoff, termination, and physical facilities. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this clause.
- 27.2** Contractor shall comply with the nondiscrimination clause contained in Federal Executive Order 11246, relative to Equal Employment Opportunity for all persons with regard to race, color, religion, sex, national origin, and the implementation of rules and regulations prescribed by the Secretary of Labor and with Title 41 Code of Federal Regulations, Chapter 60. Contractor shall comply with all related Commonwealth of Kentucky laws and regulations.
- 27.3** Contractor shall comply with the regulations issued by the Secretary of Labor of the United States in Title 20, Code of Federal Regulations, Part 741, pursuant to the provisions of Executive Order 1178 and the Federal Rehabilitation Act of 1973.
- 27.4** Contractor shall comply with the Civil Rights Act of 1964, any amendments thereto, and the rules and regulations there under; Section 504 of Title V of the Vocational Rehabilitation Act of 1973 as amended; and the Kentucky Civil Rights Act.
- 27.5** Contractor shall comply with the Americans with Disabilities Act of 1990 as amended.
- 27.6** Contractor shall comply with any future federal acts, laws, and regulations, and Kentucky state acts, laws, and regulations as they relate to employment programs when such acts, laws, and regulations become effective.

28.0 INSURANCE

The successful Contractor shall procure and maintain, at its expense, the following minimum insurance coverages insuring all services, work activities, and contractual obligations undertaken in this contract. These insurance policies must be with insurers acceptable to the University.

COVERAGES	LIMITS
Workers' Compensation	Statutory Requirements Commonwealth of Kentucky
Employer's Liability	\$500,000/\$500,000/\$500,000
Commercial General Liability, including operations/completed operations, defense costs, products, and contractual including this contract.	\$1,000,000 each occurrence (BI & PD combined) \$2,000,000 general aggregate
Business Automobile Liability, covering owned, leased or non-owned autos.	\$1,000,000 each accident (BI & PD combined)
Misc. Professional Liability/Errors & Omissions Liability Insurance	\$1,000,000 per wrongful act; \$1,000,000 annual aggregate

The successful Offeror agrees to furnish Certificates of Insurance for the above described coverages and limits to the Kentucky State University Purchasing Department. Kentucky State University and its trustees and employees must be added as Additional Insured on the Commercial General Liability policy with regards to the scope of this RFP/Contract. Any deductibles or self-insured retention in the above-described policies must be paid and are the sole responsibility of the Contractor. Coverage is to be primary and non-contributory with other coverage, if any, purchased by the University. All of these required policies must include a Waiver of Subrogation, except Workers' Compensation, in favor of the University, its trustees, and employees.

29.0 PERSONAL SERVICES CONTRACT

This RFP is for consulting or other personal services. Kentucky law requires a Personal Services Contract to be signed by the vendor and filed with the Legislative Research Commission in Frankfort prior to any work beginning. Kentucky Revised Statute 45A.690 defines a Personal Service Contract as "an agreement whereby an individual, firm, partnership, or corporation is to perform certain services requiring professional skill or professional judgment for a specified period of time at a price agreed upon."

After determination but prior to award, a Personal Services Contract will be sent to the selected Offeror for signature. Please be sure to sign and return the **original** contract promptly to Kentucky State University. A Notice of Award will not be issued until the signed Personal Services Contract has been received by the Purchasing Department and filed with the Legislative Research Commission in Frankfort, Kentucky.

Regarding Personal Service Contract Invoicing

House Bill 387 has now amended Kentucky Revised Statute 45A.695(10)(A) with the following language, "No payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee."

It is the intent of the University to award a Contract to the qualified Successful Offeror whose offer, conforming to the conditions and requirements of the RFP, is determined to be the most advantageous to the University, cost and other factors considered in accordance with KRS 45A.085.

Notwithstanding the above, this RFP does not commit the University to contract for any requirements detailed in this document. The University reserves the right to reject any or all offers and to waive formalities and minor irregularities in the Proposal(s) received.

End – Instructions to Offerors

**PRESIDENTIAL SEARCH CONSULTING SERVICES
RFP-17-01
SPECIAL INSTRUCTIONS AND CONDITIONS**

30.0 CONTRACT ADMINISTRATOR

All notices, requests and other communications that a party to any Contract, personal services contract, or similar document executed as a result of this RFP is required or elects to deliver shall be in writing and shall be delivered personally, by facsimile (provided such delivery is confirmed), by email clearly identifying the source of notice, or by recognized overnight courier service to the other party at the address set forth below, or to such other address as such party may hereafter designate by notice given pursuant to this section.

Upon award of Contract, the sole point of contact for administration of the Contract will be:

Primary Contact

Christina Leath
Kentucky State University
Hume Hall
400 East Main Street
Frankfort, KY 40601
(502) 597-5054
(502) 597-7021 (fax)
Christina.Leath@kysu.edu

Copy to

Gordon Rowe
Kentucky State University
Hume Hall
400 East Main Street
Frankfort, KY 40601
(502) 597-5945
(502) 597-7021 (fax)
Gordon.Rowe@kysu.edu

31.0 TIME FOR ACCEPTANCE

Each Proposal shall state that it is a firm offer, which may be accepted within a period of 60 days. Although the contract is expected to be awarded prior to that time, the 60-day period is requested to allow for unforeseen delays.

32.0 CANCELLATION

The resulting Contract, from this Request for Proposal, may be cancelled by the University for non-compliance with the terms and conditions of any part of the agreement

33.0 PROPOSAL INSTRUCTIONS

The proposal should be prepared simply and economically, providing a straightforward and concise description of the offeror's capabilities to satisfy the requirements of the Request for Proposal. Emphasis should be on completeness and clarity of content. Attach copies of specification sheets, references, and other supporting documentation.

Proposals shall be prepared one sided on 8-1/2" x 11" paper, with all text clear of binding. The text type size shall not be less than a 12-point font. The proposals shall be indexed and all pages sequentially numbered throughout, or by section. Elaborate graphics and expensive paper and bindings are not necessary, nor encouraged. Neatness, clarity and completeness are what are desired. All text and exhibits should be succinct and relevant to the RFP requirements.

Pricing should be provided for each section of the requested services in addition to a combined price for the entire proposal. In addition, at least three references should be provided from institutions of higher education similar to Kentucky State University in size (student body, faculty, and administrative staff), demographic composition, and/or diversity.

Any costs incurred by Offeror in preparing or submitting Offer are the Offerors' sole responsibility. The University will not reimburse any Offeror for any costs incurred prior to award.

Telegraphic or faxed proposals or modifications of RFP by fax or email are not acceptable.

Offerors must provide the following materials:

- one (1) electronic copy of Proposal on a jump drive or compact disc
- one (1) printed copy of Proposal marked "Original" under a sealed cover
- five (5) printed copies of Proposal marked "Copy" under a sealed cover

Proposals shall be enclosed in sealed envelopes to the below referenced address and must clearly show the closing time and date specified, the solicitation number, and the name and address of the Offeror on the face of the envelope. Please indicate which envelope contains the original proposal.

Proposals must be received by **July 29, 2016, 3:00 PM Eastern Time** and addressed to:

Ms. Tonya Montgomery
Kentucky State University
Academic Services Building, Room 423
400 East Main Street
Frankfort, KY 40601

Proposals received after the closing date and time specified in this RFP will not be considered.

In accordance with KRS 45A.085 and 200 KAR 5, there will be no public opening of Proposals. All Proposals will be kept confidential until such time that a contract is awarded. After a contract is awarded, all Proposals will become public record, as described herein.

Any Proposal containing terms and conditions not in conformity with the Statutes of the Commonwealth of Kentucky may be rejected.

NOTE: Kentucky State University, as an agency of the Commonwealth of Kentucky, is prohibited from entering into contracts that require the University to indemnify the other party.

34.0 SUBMISSION REQUIREMENTS

These instructions describe the required format for the Proposal. Offerors may include any additional information deemed pertinent. An identifiable tab sheet must precede each Section for easy reference. All pages, except pre-printed technical inserts, shall be sequentially numbered.

Proposals must address each of the requirements listed below in the same order as listed to be considered responsive. Proposals should reference each identified requirement explaining how the Offeror's solution meets the specified requirement.

Narratives should provide a concise description of capabilities to satisfy the requirements of this Request for Proposal. Emphasis should be on clarity, brevity, and completeness of response. All materials submitted in response to this Request for Proposal will become the property of KSU and will not be remitted.

The following list specifies the items to be included in the Proposal. The location of the various Sections must be referenced in the Proposal's Table of Contents, tabbed accordingly, and in the sequence listed:

Table of Contents

<u>Tab</u>	<u>Content</u>
A	Cover Letter
B	Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form (Page 2)
C	Offeror Response for Scope of Services
D	Offeror Experience and References
E	Financial Proposal

35.0 EVALUATION CRITERIA PROCESS

The University's evaluation of each Proposal will be based upon the information provided in the Proposal, additional information requested by the University, information obtained from references and independent sources, and formal presentations. The University Presidential Search Committee will evaluate Proposals in accord with the requirements and criteria set forth in this RFP, including any Addenda issued. The University may award the Contract to the Successful Offeror submitting the Proposal determined to be the most advantageous to the University.

Proposals will be evaluated based on the following criteria, listed in priority order:

- Likelihood of producing a successful search
- Scope of services
- Past effectiveness as indicated in the proposal and by references
- Cost effectiveness

The University will evaluate proposals as submitted and may not notify Offerors of deficiencies in their responses.

Proposals must contain responses to each of the criteria, listed in Sections 42.0-45.0 even if Offeror's response cannot satisfy those criteria. A proposal may be rejected if it is conditional or incomplete in the judgment of the University.

Fees and compensation will be an important factor in the evaluation process. The Contract will be awarded to the firm that, in the opinion of the University Presidential Search Committee, represents the best and most responsive proposal that meets the needs of the Board of Regents and the University. The Board of Regents and Presidential Search Committee reserves the right to select the best and most responsive overall proposal, which may or may not be the lowest cost proposal.

36.0 OFFEROR PRESENTATIONS

After the initial evaluation, formal presentations will be scheduled. Only two to four (2-4) selected Offerors will be required to appear before the University Presidential Search Committee to discuss and explain their proposal and to respond to questions from the Committee. The Committee reserves the right to request additional information.

Offerors should be prepared to present a web-based presentation on August 15-17, 2016, and appear on campus for a final interview on August 19, 2016.

37.0 CLARIFICATION

Questions or comments regarding this RFP must be in writing and must be received in the Purchasing Department no later than July 18, 2016 at 3:00 p.m. Eastern Time.

Any changes to this RFP will be made by written Addendum. Verbal modifications will not be binding. See Section 3.4.

38.0 CONTACT PERSONNEL

Respondents to this RFP shall NOT talk to, call, or email anyone at the University about the project, except for the designated University spokesperson as identified herein.

For questions concerning the method of procurement, method of evaluation, or general proposal requirements, the Offeror's sole point of contact for this Proposal is:

Tonya Montgomery
Kentucky State University
Academic Services Building, Room 423
400 East Main Street
Frankfort, Kentucky 40601
(502) 597-6434
(502) 597-6588 (fax)
Tonya.Montgomery@kysu.edu

39.0 CONFIDENTIALITY

In accordance with KRS 45A.085 Competitive Negotiation, all proposals received or information derived there from remain confidential until a contract is awarded or all proposals are rejected.

End – Special Instructions and Conditions

PRESIDENTIAL SEARCH CONSULTING SERVICES
RFP-17-01
SCOPE OF SERVICES

40.0 INTENT AND SCOPE

The Kentucky State University Board of Regents (Board of Regents) requests Proposals from qualified search firms to provide consulting services to assist the Board of Regents in identifying and recruiting qualified candidates for the position of President of Kentucky State University.

This RFP solicits proposals to establish a personal services contract with a search firm that will advise and assist the Kentucky State University Board of Regents in the selection and hiring of the University's next President. The successful firm will be awarded a personal services contract in accordance with the Commonwealth of Kentucky Finance and Administration Cabinet's established procedures.

41.0 UNIVERSITY INFORMATION

Kentucky State University was founded in 1886 as a normal school for the training of African-American teachers in Kentucky. Today, KSU is one of two historically black institutions of higher education in the Commonwealth of Kentucky and one of only two land grant institutions in the state. Now in its 130th year of educational service to Kentucky and the nation, KSU is the most diverse institution of higher education in Kentucky.

Kentucky State University is located in Frankfort, the state's capital with a population of about 27,000. Frankfort is approximately 25 miles from Lexington and 50 miles from Louisville. The main campus consists of 513 acres and 34 academic, residential, athletic, and service buildings, in addition to the south campus and research farm. KSU employees approximately 500 faculty and staff, including 125 faculty members.

Kentucky State University enrolls a diverse population of approximately 1,600 full-time and part-time students from around the world. KSU is also home to more than 40 student organizations and 12 NCAA Division II sports programs. The University sponsors numerous intramural sports and recreational activities.

KSU offers 27 Baccalaureate degree programs, 2 Associate degree programs, 8 Master degree programs, and one Doctorate degree program.

Additional information about Kentucky State University is available at www.kysu.edu.

42.0 INFORMATION ABOUT THE FIRM

The Proposal should include the following information about the consulting firm:

1. Describe the firm including its location and main telephone number and provide an organizational chart for the firm;
2. Provide the name, title, and contact information of the individual who will have primary responsibility for this search; if a contract is awarded, it will specify that the person with primary responsibility cannot vary without the consent of KSU;
3. Provide a resume for each of the individuals who will be involved with the search; specify each person's experience and length of service related to this type of search, particular skills, education, other experience, significant accomplishments, and any other pertinent information; include contact information for each individual; indicate the role of each in the search;
4. Describe the firm's experience in recruiting and successfully placing presidents in institutions of higher education, particularly those that are similar to KSU; describe the firm's experience in identifying and successfully placing a qualified pool of presidential candidates;
5. Provide data showing the success the firm has had in conducting presidential searches; that is, how many presidential searches has the firm conducted over the past 5 years; how many were successfully completed; how many were successfully completed according to the timeline originally set for the search; how many were handled by the person who would have primary responsibility for KSU's search; how many institutions were similar to KSU (size, demographics, and/or population); and how many of the presidential candidates successfully placed are still in the position or held the position for more than 5 years.
6. Explain the firm's policies as they relate to confidentiality during and after the search;

7. Provide three references from presidential searches the firm has successfully completed in the past 3 years; references are preferred from universities that are similar to KSU; provide the name of the person at the firm who had primary responsibility for each of these searches and the name and contact information of the person to be consulted at the university serving as a reference;
8. Provide client contacts and telephone numbers for any Historically Black College and University (HBCU) executive level administration searches in the last five (5) years.
9. Provide the average length of time from initiation of search activities to successful search completion (selection of a candidate and acceptance of the position) as facilitated by the firm.

43.0 SCOPE OF SERVICES

The Scope of Services expected to be provided include:

1. Development, review, and finalization of the position profile and description, qualifications, and performance standards, including a detailed description of the process for developing the profile, description, qualifications and performance standards;
2. Development, review, and finalization of an overall search methodology, including a detailed description of how the overall search process will be conducted and managed;
3. Development of key competency areas for evaluating candidates; development, design, review and finalization or competency evaluation tool with scoring system;
4. Development and design of interview questions for potential telephone interviews, off-campus interviews, and on-campus interviews, with a response scoring system for all questions;
5. Development and placement of national advertisements for the position;
6. Active national outreach and recruitment of interested individuals having superior qualifications and meeting all requirements as set forth in the position profile and description, including outreach to candidates with experience working with Historically Black Colleges and Universities;
7. Advising and supporting the Presidential Search Committee;
8. Initial screening of candidates for the position, based upon agreed upon criteria; preparation of a written summary of 10-15 candidates with the most promising qualifications based upon the position profile and key competencies;
9. Evaluation with the University Search Committee and recommendation of candidates for additional consideration;
10. Review of candidates' curriculum vitae and résumés; verification of credentials; performance of reference checks (including, during the immediately-prior-to-public phase of the search, off-list reference checks), background checks, educational credentials checks, and criminal, financial, media, and civil litigation checks of each finalist;
11. Development and finalization of a process with the Board of Regents and University Search Committee for interviews and coordination of candidate participation in interviews, including logistics (i.e., travel arrangements, etc.) and coordination and management of any telephonic or web-based interviews, off-campus interviews, and on-campus interviews;
12. Provide administrative and clerical support to the University Search Committee and the Board of Regents for the entire search process and related activities;
13. Communication with all candidates acknowledging their application or nomination and informing them of their ongoing, as well as their final status, in the search;
14. Assist with the identification of strengths and shortcomings of each finalist;
15. Assist the Board of Regents in developing an appropriate compensation package and negotiating with the identified candidate;
16. Reinitiate a one-time additional executive search in accordance with the specifications, terms, and conditions of this RFP at no fee to the University if the successful candidate leaves the employment of the University within two years of placement;
17. Management of the search process in a manner consistent with the requirements of all applicable state and federal laws, which to the extent possible and permitted under applicable law, preserves the confidentiality of all interested prospects and candidates throughout the search process up to selection as a finalist for an on-campus interview;
18. Advise and assist the Board of Regents and University Presidential Search Committee with communications with the campus community and public from the initiation of the search process to its conclusion and the Board of Regents' appointment of the next President of the University.

The Proposal must provide a detailed description of the services to be provided by the firm and address, at a minimum, the above listed items. Other services, not directly related to the above list, should also be described in detail. Additional services or alternative approaches that are in the best interest of the University are welcomed and may be proposed.

During the development of the position profile, the search firm should plan to meet with the campus community to provide for an inclusive process, and to gather ideas and input. Search firms should plan no less than three (3) meetings with the University Search Committee and Board of Regents during the search process.

44.0 ADDITIONAL QUESTIONS RELATED TO WORK PLAN

The following questions should also be addressed in the Proposal:

1. What if any subcontractors would be involved in the search?
2. What happens if the search is unsuccessful?
3. What information or services are expected from the University?
4. What is a realistic timeline for the successful completion of this search? Provide a detailed timeline for the various stages in the search.

45.0 FINANCIAL PROPOSAL

Provide a complete description of all costs for services, including hourly rates if applicable, commensurate with the detailed list of services. Estimate the cost of using the firm to support the search and explain the basis for the estimate. Also identify other costs that most effectively could/should be incurred by the firm and be reimbursed by the University. For example, candidate confidentiality can best be preserved if travel expenses are paid by the search firm and reimbursed by the university to the search firm.

46.0 PRESENTATIONS

After the written proposals are evaluated, the firms judged most highly will be asked to make a web-based presentation and an in-person presentation. In each case, the individual having primary responsibility for KSU's search must be present and participate in the presentations. All costs associated with the firm's presentations and visit to campus must be borne by the firm.

47.0 KEY EVENT DATES

Request for Proposal Issued	Friday, July 8, 2016
Last Date for Written Questions	Friday, July 18, 2016, 3:00 p.m. Eastern Time
Request for Proposal Due	Friday, July 29, 2016, 3:00 p.m. Eastern Time

48.0 TENTATIVE TIMELINE FOR SELECTION OF SEARCH FIRM

Invite selected firms to make presentations	August 8, 2016
Search firm presentations*	August 15-17, 2016
Selection of search firm**	August 19, 2016
Negotiate and finalize search firm contract	August 19-23, 2016

*Selected Offerors are required to provide a web-based presentation.

**Selected Offerors are required to visit Kentucky State University for a final interview.

Presentations and interviews, whether in person or web-based, will be conducted in an open, public environment.

49.0 TENTATIVE TIMELINE FOR THE SEARCH

Search firm is hired and contract signed	August 31, 2016
Vacancy announcement is issued	September 1, 2016
Open forums are held for faculty, staff, students, alumni, and off-campus community	September 6-23, 2016

October-November 2016

Application materials are received. Those who clearly do not meet minimum qualifications are notified.

January

Identify a pool of approximately 10-15 top candidates.

References are checked on the group of 10-15.

Reviews applications and identifies a pool of semi-finalists.

Conduct off-site interviews with the semi-finalists.

With permission of the candidates, a deeper reference check is conducted including names off the list. In addition, a background check is done for each remaining candidate.

Reduce pool of semi-finalists to a group of finalists.

Applicants not considered viable are notified of their status in the search.

February

Names of finalists are released to the public along with information about each finalist.

Finalists are invited to campus to meet with various constituent groups.

Optional: One or two Presidential Search Committee members visit the campus of some or all finalists.

Gather feedback from those who meet with the candidates.

Consolidate information on each candidate: candidate's application materials; Presidential Search Committee's assessment of each candidate; feedback from constituent groups; and anything else that is relevant.

Presidential Search Committee submits a list of names to the Board of Regents and includes all of the relevant information about each candidate.

March

Board of Regents identifies their preferred candidate.

Board of Regents negotiates a contract with preferred candidate.

Board of Regents announces the new president.

All steps beginning with the issuance of the vacancy announcement will be done with the assistance of the search firm.

All dates are estimated. Any change in dates will be announced to all parties.

End – Scope of Services



Transition to a Centralized and Proactive Advising Model

I. Executive Summary

Kentucky State University is currently experiencing below average retention and graduation rates (59.0% and 22.4% respectively). Among the ways the administration is transforming the institution is in the process of advising. The following document describes rationale and process of transitioning to a centralized advising model at Kentucky State University in efforts to improve retention and graduation rates. Research suggests that the Proactive Advising model is the most beneficial model to increase retention and support first-generation, minority, and low-income students. The model requires advisors to go beyond simply scheduling classes to initiate contact with students at critical times throughout the semester and to help students develop key skills for academic, personal, and career success.

In order to effectively facilitate this type of advising, Kentucky State University will move from a decentralized/shared model to a centralized delivery model. Centralized advising allows advisors to build a relationship based on the proactive advising model that begins during the admissions process and continues through graduation. The centralized advising model features an advising team approach that includes two professional advisors and a faculty mentor per student. Each member of the advising team will be responsible for addressing specific factors associated with retention and student success.

On October 1st the following changes will be made:

- To improve recognition and to reflect the change in advising, the Center for Academic Success and Persistence (CAPS) will be known as the Academic Advising Center.
- All students will be advised by the staff in the Academic Advising Center.
- October 1st – October 28th will be Registration Preparations month in which students will verify and update contact information and major field of study. All students will receive their assigned advisors and be allowed to schedule registration appointments. Juniors and Seniors will also receive their degree audits.

- Advising staff will begin meeting with department chairs and faculty to discuss specific transition plans.
- October 31st- December 2nd will be Spring Registration. There will be specific registration periods for each classification.
 - Senior Registration: Monday, October 31 – Friday, November 4, 2016
 - Junior Registration: Monday, November 7 – Friday, November 11, 2016
 - Sophomore Registration: Monday, November 14 – Friday, November 18, 2016
 - Freshman Registration: Monday, November 28 – Friday, November 2, 2016
- Advisors in the Academic Center are: Sherrie Lyons (Director), Travis Haskins, Stephanie Cramer, Sophia Ellis, Whitney Milton, and Walter Malone.

The changes presented in this document are based on recommendations from the National Academic Advising Association, The Global Academic Advising Community (NACADA).

II. Selecting an Advising Model for Kentucky State University

Three major advising models are validated by research and used in various higher education institutions: prescriptive advising, developmental advising and proactive advising.

- According to Barron & Powell, 2014, *prescriptive advising* is the traditional approach, where the advisor is perceived to be the authority figure who makes suggestions and tells the student what to do, and the student is expected to follow this advice (Crookston, 1972).
- *Developmental advising* on the other hand requires a deeper degree of interaction between the advisor and the student (Crookston, 1972). This style focuses on the student's potentials, develops the student's self-direction, joint decision-making and problem-solving, and utilizes a shared division of control and responsibility.
- *Proactive advising* (formally known as intrusive advising) is similar to developmental advising but calls for the advisor to initiate contact at key points during the student's postsecondary education (Glennen, 1975; Varney, 2012).

Currently, there is not a consistently used advising model at Kentucky State University. The Center for Academic Persistence and Success philosophy has some characteristics of prescriptive and proactive models, while faculty advising can be characterized solely as prescriptive. Using a specific advising model allows for effective training, assessment, and evaluation.

In selecting an advising model, student and university characteristics must be major deciding factors. Kentucky State University has a large proportion of students considered at-risk for not completing a college degree (i.e. low-income, minority, 1st-generation). Moreover, the University recognizes nurturing and being student-centered as two of its primary qualities and has retention as its chief focus. ***The proactive advising model best fits the needs of the University at this time.*** Research posits, proactive advising is the best method for improving the success of at-risk students by providing social, emotional, and academic support before an academic intervention is needed.

Advantages of proactive advising include:

- increase in retention rates and number of credit hours completed (Bray, 1985; Brophy, 1984; Nichols, 1986)
- increased gpa demonstrated by students (Schultz, 1989; Spears, 1990)
- increase in use of study skills, time management strategies, and in classroom attendance (Spears, 1990)

Proactive advising involves:

- deliberate intervention to enhance student motivation
- using strategies to show interest and involvement with students
- intensive advising designed to increase the probability of student success
- working to educate students on all options
- approaching students before situations develop
- contacting students at critical points during the semester (i.e. the first 3 weeks of the semester, at midterm, during the preregistration period, and in between semesters.)
- assisting students in developing a personalized plan of long-term and short-term goals

Proactive advisors are able to work with students through:

- early intervention at the first sign of any type of difficulty (risk factors can be identified in the admissions process);
- introduction of rules, policies and procedures, along with clear explanations and expectations of students;
- monitoring progress of students to determine how well they are using information provided; and
- customizing intervention and targeting it specifically toward student needs.

III. Advising Delivery: Transition to Centralized Advising

Models for delivering advising services may be categorized as one of three organizational structures (Pardee, 2004):

- Centralized: where professional and faculty advisors are housed in one academic or administrative unit
- Decentralized: professional or faculty advisors are located in their respective academic departments.
- Shared: where some advisors meet with students in a central administrative unit (i.e., an advising center), while others advise students in the academic department of their major discipline

KSU is currently utilizing the shared model. Beginning October 1, 2016, we will transition into centralized advising. Research validates that centralized advising increases retention and improves students' university experience (ACT, 2010; Noel-Levitz, 2009; Swecker, Fifolt, & Searby, 2013; Tinto, 2012).

Centralized advising at Kentucky State University will:

- Allow advisors to effectively deliver proactive advising in a consistent manner.
- Allow retention initiatives to be implemented more effectively.
- Concentrate the accountability for advising.
- Allow faculty to focus on mentoring and graduate school preparation.

IV. Centralized Advising Roles and Responsibilities

There are six advisors in the Academic Advising Center (See Figure 3). Each student will have an advising team that will be composed of a Success Coach, an Academic Advisor and a Faculty Mentor. A Faculty Advising Liaison will be responsible for fostering communication and collaboration between Academic Advising and each academic department.

Success Coach

A Success Coach is professional advisor that will be responsible for monitoring the persistence, retention and graduation rates for a cohort of students (first-time, full-time students). Through UNV 101, individual meetings, small groups, interventions, workshops, and seminars, Success Coaches will be responsible for ensuring that all cognitive, metacognitive, and social factors affecting retention and success are addressed from freshman to senior year. Coaches will also ensure that all students are properly progressing in their career and professional school pathways.

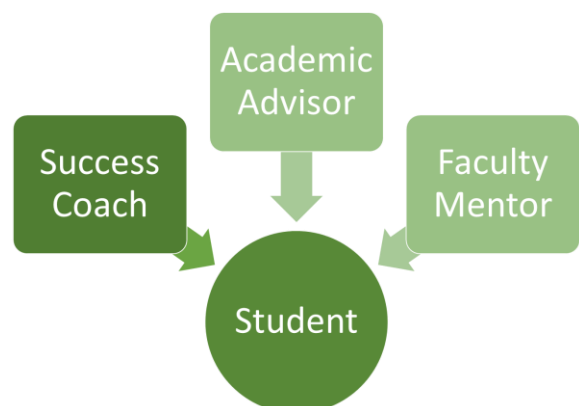


Figure 1 3:1 Advising Team Model

Academic Advisor

The Academic Advisor is a professional advisor that will be responsible for assisting students with academic planning and registration, graduation applications, course substitutions and transcript evaluations. The Academic Advisor will work closely with the Faculty Advising Liaison to implement initiatives aimed at improving retention and graduate rates within designated academic departments.

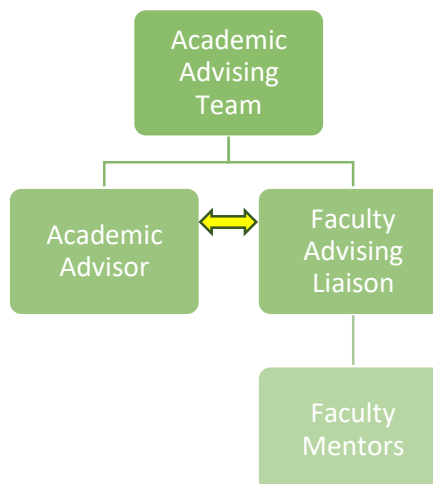


Figure 2 Academic Advising and Academic Department Relationship

Faculty Mentor

In collaboration with the department Advising Liaison, Faculty Mentors will be responsible for preparing students for graduate and professional schools and careers. Chairs will select one faculty mentor for each academic program in each department.

Responsibilities:

- Encourage and monitor student participation in professional student organizations.
- Collect, distribute and assist students with applying for internships, undergraduate research opportunities and other professional development opportunities.
- Facilitate workshops to help students apply for graduate and professional schools.
- Facilitate workshops to or other learning opportunities to help students learn about career paths in their field.
- Work with the Career and Professional Development Center to outreach to possible employers that would be interested in employing students in the field.
- Assist with data collection and reporting on graduate school and career preparation.
- Attend advisor trainings.

Faculty Advising Liaison

Faculty Advising Liaison is a faculty member selected to serve as the official faculty representative for their department. In collaboration with the assigned academic advisor, the Liaison will assist with academic planning and registration, graduation applications, course substitutions, and transfer equivalencies. Liaisons will also assist in creating and implementing departmental or college specific retention initiatives. Liaisons will be responsible for working with faculty mentors to improve and assess graduate school and career preparation of their students.

Responsibilities

- Meet regularly (at least 2-3 times per month) with assigned academic advisor.
- Attend advisor trainings.
- In collaboration with the academic advisor, facilitate small group meetings with students.
- Review course schedules and academic plans with academic advisor.
- Coordinate the creation of departmental graduate school and career preparation plans.
- Meet regularly (at least once per month) with faculty mentors.
- Collect and report assessment data on graduate school and career preparation activities.

	Sherri Lyons	Travis Haskins	Stephanie Cramer	Sophia Ellis	Whitni Milton	Walter Malone
Cohort	All	Cohort 2015, 2019	Cohort 2012, 2014	Cohort 2011, 2013	Cohort 2016	Cohort 2016, 2020
Academic Department	Undeclared, Home-school, Non-degree seeking	Behavioral and Social Sciences, Criminal Justice, Social Work	Fine Arts, Education	Liberal Studies, Business and Honors	Math, Science, Computer Science, Nursing, Ag	Literature, Language and Philosophy
Special responsibilities	Academic Probation, High Achieving Students	Thorobred Tracker, High risk-students, Advisor training	Living/Learning Community	Liberal Studies, Honors	Living/Learning Community	2+2 Program, Marketing

Figure 3 Academic Advising Center Staff and Responsibilities

V. Advisor Evaluation Process

All faculty and staff involved in advising (advisors, advising liaisons, faculty mentors) will be evaluated each semester by various members of the advising community. Evaluations will be discussed and made available to the advisor and their immediate supervisor as well as the Provost/Vice President for Academic Affairs. Advising portfolios should be created and updated each year that documents advising effectiveness. The portfolio would include a philosophy of advising; self-evaluation; reflective essay responding to peer, student, and supervisor's reviews; description of strongest and weakest advising case and professional development plan highlighting strengths, weakness and development goals. All hard copies of portfolios should be submitted to the department chairs or director by June 1 of each academic year. The advising portfolio should be included in the tenure/promotion review packet. Portfolios will also be reviewed as part of employee evaluations for professional advising staff.

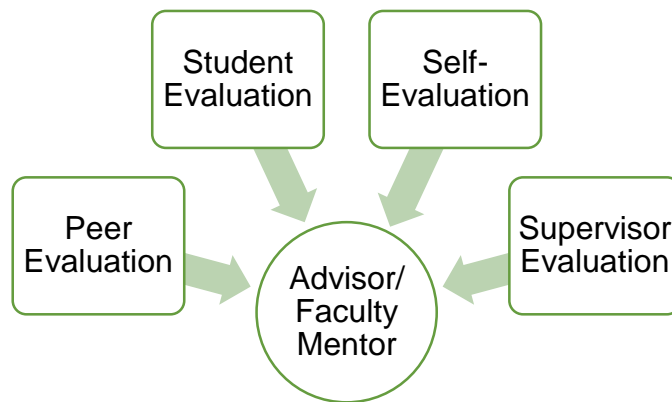


Figure 4 Advising Evaluation Process

VI. Timeline and Upcoming Changes

On October 1st the following changes will be made:

- To improve recognition and to reflect the change in advising, the Center for Academic Success and Persistence (CAPS) will be known as the Academic Advising Center.
- All students will be advised by the staff in the Academic Advising Center.
- October 1st – October 28th will be Registration Preparations month in which students will verify and update contact information and major. All students will receive their assigned advisors and be allowed to schedule registration appointments. Juniors and Seniors will also receive their degree audits.
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 - Freshman Registration: Monday, November 28 – Friday, November 2, 2016
- Advisors in the Academic Center are: Sherrie Lyons (Director), Travis Haskins, Stephanie Cramer, Sophia Ellis, Whitney Milton, and Walter Malone.

To: Dr. Erin Wheeler

From: Professional Concerns Committee

Re: Advising Policies

Date: October 3, 2016

Members of the PCC have developed several questions and outlined various concerns with respect to the memorandum which was circulated late last week which outlined our new advising policies and procedures. We would like to invite you to address the many concerns at the Faculty Senate meeting on Monday, October 10, 2016, if you are available on that date.

In particular, we would like to have more information regarding the following:

1. We are concerned that faculty input was not sought in this new process. This new procedure, particularly in the first semester of implementation, is not clearly defined and seems to have much room for error as we transition between faculty advising and centralized advising. Can you explain to us about the decision-making process behind this new policy?
2. We are unclear on who will serve as the success coaches. Are these new positions being created, at a time when we are already in a budget crisis?
3. We are concerned that there were some broad generalizations made when implementing this new plan, specifically the charge in the memorandum that faculty engage in only prescriptive advising. We do not believe administration clearly appreciates or understands the role that faculty play in the advising process and we would like to have a better understanding of what our new role, as faculty mentors will be.
4. We are concerned about the many duties which appear to be tasked to the Faculty Liaison. There appears to be many hours of additional work tasked to this individual, meeting in focus groups with students, meeting with centralized advising, etc. without regard for the teaching or research duties of that faculty member. This will be true across all divisions, but will be quite burdensome for small departments which may have few faculty, thus rendering one person as both a Liaison and also a Mentor for several students, and also for larger departments which have many declared majors.
5. We do not understand the portion of the memorandum (Roman Number V) which specifies a plan for evaluation which is to be included as part of the annual review process and in the tenure/promotion process. It is not clearly defined who will be evaluating whom, or the criteria to be used for such evaluation. In particular, it is the position of PCC that any such plan that would impact the tenure and promotion policies would have to be approved by the Faculty Senate and not come in the form of an administrative directive. We believe this item needs to be discussed with the full Faculty Senate.

We recognize and appreciate that this new model of 3:1 advising is intended to be a benefit to the student, and allow for the possibility of higher retention and graduation rates. While the theory behind this is sound, we are concerned about the practical implementation of it, especially so hastily.

We welcome you to the Senate, and hope that you will be able to provide us with more information on this new policy and procedure, especially given that the time for implementation is in the immediate future. Thank you for your willingness to discuss this with Faculty Senate in further detail.



**ACADEMIC POLICY COMMITTEE
NEW PROPOSAL**

ACADEMIC UNIT: All Academic Units _____

DATE PREPARED: 2/24/16 (original); 10/3/16 update (current version) _____

PRIMARY AUTHOR(S): APC _____

1. DESCRIPTION OF CHANGE:

The proposed policy statements attempt to create consistency for the delivery of online course content at the University.

2. STARTING WITH:(Excluding exceptional circumstances proposals will take effect Fall of the following year).

__ Fall, __X__ Spring, ____ Summer, 2017 Year

3. CURRENT POLICY: (Please See Current Catalogue, Faculty Handbook...)

There is no set of policy statements that covers the issues below, including defining different types of courses, noting who should review online courses and by what process those courses are developed, as well as distinguishing those students who should not take online courses.

4. PROPOSED CHANGES:

I. Definitions of Course Modalities:

Traditional courses: Courses that meet in a regular fashion at a particular meeting time and location. This includes lecture, laboratory, seminar, performance, and studio courses with regular face-to-face meetings each week where those meetings are the primary method of delivering course content and assessing student learning. The number of face-to-face meetings is based upon course credit hours. Traditional courses may be supplemented by announcements, notes, or assignments distributed through an online learning management system, such as Blackboard. Some courses may require at least one assessment given on campus or at an approved testing location; students will be given notification of this requirement on the syllabus.

Hybrid courses: Courses that meet a reduced number of times at a particular time and location during the semester compared to traditional courses. Also known as “blended courses”. The number of face-to-face meetings may vary according to the number of credit hours, course design and objectives, but hybrid courses will require at least the following number of on-campus meetings for the semester: [3] three sessions should course be offered at 1 day a week, [6] six sessions should course be offered twice weekly, or [9] nine sessions should course be offered three times weekly. The number of meetings, their days, and times should be published on

WIRED/Banner or any other appropriate course registration system used by the University prior to semester start. Face-to-face meetings for hybrid courses may include, but are not limited to, presentations, performance-based assessments, discussion sessions, individual or group meetings with the instructor, or examinations. 60% to 80% of the course content will be distributed through an online learning management system, such as Blackboard. Email may also be used only as a supplement to communication, not instruction.

Hybrid courses should be designated on the course schedule with an H beside the section number. For example, “English Comp II – Eng 102 – H1.”

Virtual courses: Courses that have no face-to-face meetings. Also known as “online courses”. The entire delivery of course content and assessment of student learning is distributed through an online learning management system, such as Blackboard. Instructors of virtual courses should set aside time to communicate with students via discussion boards, email, chat, skype, or some other method.

Such virtual courses should continue to be designated on the course schedule with a V beside the section number. For example, “English Comp II – Eng 102 – V1.”

Dual Credit: Any course offered as Dual Credit with a modality of online or hybrid should be considered against the policies that follow. This includes course development, quality assessment, and criteria for instruction. Other outstanding factors are to be set by the Dual Credit Coordinator.

II. Changes in Course Modality

Once students have begun enrolling in a course, an instructor should not alter the modality of the course—that is, change an on-campus course into hybrid or virtual course, or vice versa—except under extenuating circumstances and as approved by the Chair of the department offering the course in consultation with the Director of Online Programs, in the event this position becomes available. Such changes must be approved by the Vice President of Academic Affairs.

III. First Day of Classes for Hybrid and Virtual Courses

Hybrid and virtual courses will begin on the first day of classes per the University Academic Calendar for the appropriate semester or summer session.

IV. Reporting Non-Attendance for Hybrid and Virtual Courses

In order for a student in a hybrid or virtual course to be considered attending for federal financial aid reporting purposes, the student must either: 1) attend a designated hybrid course meeting that occurs prior to the reporting date and complete and sign the acknowledgement page from the course syllabus or 2) log onto the online course management system, such as Blackboard, and complete the acknowledgement page from the syllabus as directed, or complete a course assignment. Note: Logging into the course by itself does not confirm attendance.

Students who have not 1) verified their attendance by either method above and 2) failed to communicate with the instructor by the reporting deadline, will be designated as non-attending and requested to be removed from the course by the university Registrar.

Faculty members are encouraged to indicate on the syllabus any other specific requirements for attendance.

V. Director of Online Programs

A Director of Online Programs should be appointed. This person need not be a new hire but rather could be a staff or faculty member with extended (at least five years') experience in online education, including developing and conducting online courses. Degree, certification(s) and other required qualifications should be in line with national standards, approved by the Director of Human Resources and Vice President of Academic Affairs.

Duties of the Director would include serving as a go-to person for questions regarding all distance education initiatives, including hybrid and virtual courses; offering training and professional development opportunities for faculty interested in online teaching; working with the Chairs to identify areas of growth for online courses or programming; and reviewing courses for completeness before the semester begins, including sharing the results of the review with each instructor.

The Director should establish an office where faculty and students can find help for technology issues related to teaching and learning online. The Director should be given the resources needed (staff equipment, etc.) to support the educational objectives of the university.

VI. University-wide Distance Education Committee

A University-wide Distance Education Committee should be formed, and the Director of Online Programs should be the Chair of this committee, in the event this position becomes available. The committee would be added to the University Committee Book. The committee should have faculty representation from each College and appropriate administrative representation. The Distance Education Committee would be charged with formulating guidelines for the implementing best practices in virtual courses, determining the minimal training necessary for faculty to offer a hybrid

or virtual course, and reviewing assessment data for continuous improvement of virtual and hybrid courses.

VII. Procedure for Hybrid and Virtual Course Development

The faculty member should consult with the Chair of the Division and Director of Online Programs to identify the need for a hybrid or virtual course. The faculty member should have completed any required training for teaching online at least a semester in advance, when possible, and any other requirements set forth by the Director of Online Programs. At minimum, an instructor interested in teaching online must be deemed proficient with use of the university's LMS (e.g. Blackboard) and quality standards prior to being eligible to teaching online or blended courses. Proficiency measures are set forth by the Director of Online Programs.

Once the Chair and faculty member agree that a hybrid or virtual course will be offered online for the first time, the faculty member develops the necessary materials (syllabus, assignments, grading rubrics, etc.), which are then reviewed by the Chair. The Division's Curriculum Committee is notified of the development of the course.

If the course itself is new, and meets the Chair's approval, it is then presented to the Curriculum Committee of Faculty Senate for review and approval. If the course is approved through the Faculty Senate process, the faculty member begins shaping the course.

If the proposed hybrid or virtual course is an adaptation of an existing course and the Chair approves the materials, the faculty member assembles the course.

Before going live, the course is reviewed according to the guidelines used for implementing best practices in hybrid and virtual courses by the Director of Online Programs, in the event this position becomes available. Any necessary changes should be communicated to the faculty member and Chair prior to the beginning of the semester and these changes should be implemented as soon as possible upon receipt.

When the course is added to the semester schedule, the Registrar should be certain to mark it with the appropriate "H" or "V" designation.

VIII. First-Semester Students and Virtual Courses

First-semester students not exclusively at a distance will not take virtual courses except under extenuating circumstances as approved by the Chair of the student's major as well as the Director of Online Programs, in the event this position becomes available, and the Vice President of Academic Affairs, or in cases in which an online course is required by a degree program. Extenuating circumstances might include, but are not limited to, an inability to take on-campus courses, prior success in online courses, justifiable family commitments, inflexible work schedule, medical issues, or a composite ACT score of 23 and above. Students must produce documentation to verify extenuating circumstances. First-semester students seeking to enroll in a virtual course

should complete the form below and deliver it to the Chair, who will forward it to the proposed Director of Online Programs. Final approval must be made by the Vice President of Academic Affairs.

First-semester online students exclusively at a distance are to be assessed of readiness, prior to semester start, of ability to completing all course material virtually. Assessment should be in the form of an online readiness tool or software (e.g. Smartermeasure), if possible, or by other methods deemed appropriate by the online instructor, advisor, or Director of Online Programs. Final approval must be made by the Vice President of Academic Affairs for students not meeting this standard.

Request for First-Semester Student to Enroll in Virtual Course

Instructions: Please complete the information below. This form should be signed by the Chair of the student's major, who, upon approval, will forward it to the Director of Online Programs (if appointed). The Vice President of Academic Affairs decides final approval.

Virtual courses are those with no face-to-face meetings. The entire delivery of course content and assessment of student learning is distributed through an online learning management system, such as Blackboard.

Student Name: _____ CWID: _____

Home Address: _____

Street City State Zip

Home Phone: (____) _____ Advisor: _____

Course Requested: _____ Semester: _____

Reason for Requesting to Enroll in a Virtual Course (be sure to attach relevant documentation):

Explain any Prior Success in Virtual Courses:

By signing below, the student acknowledges that since there are no on-campus meetings for a virtual course, he or she recognizes the importance of the discipline required for successfully completing a virtual course, including logging on regularly and submitting assignments according to due dates.

Student's Signature _____

Chair's Signature _____

Director of Online Programs' Signature _____

IX. Evaluation Form for Virtual Classes

Online courses are to be evaluated annually by a certified faculty-centered peer review team, set forth by the Director of Online Programs and Distance Education Committee. The evaluating consultant(s) should be from an outside university-supported body, such as Quality Matters™ which provides quality assurance and helps to improve and certify the design of online and blended courses. Online and Hybrid courses are to be assessed against a set of standards that deem best quality of instruction and design. Standards should consist of:

1. Course Overview and Introduction
2. Learning Objectives (Competencies)
3. Assessment and Measurement
4. Instructional Materials
5. Course Activities and Learner Interaction
6. Course Technology
7. Learner Support
8. Accessibility and Usability

Selection of online and blended courses to be evaluated should be based upon various factors (e.g. frequency of course offering, program completion, etc.) set forth by the Distance Education Committee. Courses assessed for quality will be permanently filed with the Office of Distance Education. Documentation received from reviewer(s) will be provided to Vice President of Academic Affairs, Division Chair and teaching faculty. This material should be used as a means to gauge professional development, and if needed, grounds for continuation of an instructor teaching online. The Distance Education Committee will set the grounds as to what is and is not considered best measure of quality.

Ongoing evaluation of online and blended courses can be done informally each semester by way of an evaluation form. This evaluation form is intended to be a component of the peer evaluation process that is already established. Instead of making a classroom observation, which is not possible for a virtual class, a peer evaluation team comprised of those experienced in teaching virtual classes will be temporarily added to the roster of the Blackboard shell as teaching assistants to give them access to all areas of the course. Should a division lack a sufficient number of faculty experienced in teaching virtual classes, the chair can ask members of another division to serve, as is often done for division tenure and promotion committees. In the case of a class being offered as a virtual class for the first time, this review should be used to help guide the faculty member toward more effective delivery of course materials rather than as part of the formal evaluation process. The faculty member can request evaluation of a virtual class to be a part of his or her annual review.

Each item should be rated as “does not meet expectations,” “meets expectations,” or “exceeds expectations,” as is the case with annual review.

1. Syllabus is easily accessible on website through button menu.
2. Syllabus explains the purpose and structure of the course.
3. Syllabus explains and/or links to relevant institutional policies.
4. Syllabus describes the course’s objectives and suitable learning outcomes.
5. Syllabus describes and quantifies how objectives/assignments will be assessed.
6. Syllabus states the instructor’s response time for e-mail inquiries and for assessment of assignments.
7. Syllabus states instructor’s academic honesty/plagiarism policy, including penalty for violation.
8. Syllabus or course link contains a listing of assignments and deadlines.
9. Syllabus states instructor’s policy regarding deadlines and (non-)acceptance of late assignments, including penalties for late assignments.
10. Course navigation facilitates ease of use.
11. All assignments and supporting documentation are clearly linked to on button menu.
12. Any grading rubric used to evaluate assignments is accessible to students.
13. The tools used in the course support the learning objectives.
14. The course site is structured to promote learner engagement.
15. The student’s grades are accessible and progress/average in class easy to understand.
16. The course contains a link for Course Signals to keep students aware of their progress.
17. The overall design of the course site conforms to best practices.

5. EXPLANATION AND JUSTIFICATION FOR REQUESTED CHANGE:

The recommendations proposed above are driven by a need to define what the University means by virtual and hybrid courses. The committee determined that the best way to create a consistency of quality in online instruction is to be sure courses are developed and reviewed by a defined process. The proposed Director of Online Programs would work as a “quality assurance” individual who would review courses and make suggestions for revisions according to best practices. In identifying these best practices, the Director would be aided by the Distance Education Committee. In general, the Director would be facilitating online courses; the actual content of the courses would be evaluated within the department or division when a course is being offered virtually or as a hybrid course for the first time. The Director would oversee the training of faculty for teaching online, as well as provide ongoing professional development opportunities for online faculty.

Academic Policies Committee Meeting (September 19, 2016)

Members Present: Joe Moffett (Chair), Ashok Kumar (Vice Chair), Ibukun Amusan (Secretary), Nancy Capriles, Maheteme Gebremedhin, Nkechi Amadife

Guest: Suzette Polson

Meeting called to order at 3:12

The Agenda was approved.

A new proposal for consideration, submitted by Dr. Polson, about Integrated Studies (IGS) courses for transfer students was discussed. The current KSU catalog does not explicitly state the number of IGS credit hours that transfer students are required to take. An old catalog for 2012-2013 was more specific about the IGS requirements but there is no knowledge of senate cutting some of the details out or faculty being informed of the deletions. The proposed correction to the current catalog will add more details similar to the ones that last appeared in the 2012-2013 catalog. Specifically, students with transfer credits less than or equal to 30 hours must complete 9 IGS credit hours at KSU, students with greater than 30 but less than 45 transfer hours must complete 6 hours of IGS at KSU, students with more than 44 but less than 60 must complete 3 hours of IGS at KSU, and transfer students with more than 60 hours will not be required to take any IGS course at KSU. Also, students that have associate degrees (AA or AS) will not be required to take any IGS course. The current policy in the 2016-2017 catalog requires a bit of running around for transfer students and their advisors to figure out the number of IGS hours required after transfer. It was mentioned that faculty may not have to deal much with issues related to the IGS courses required with the centralized advising being considered by administration. However, some divisions, e.g. Math and Sciences, may likely push back against centralized advising.

Discussions continued on the revised online program proposal.

It was noted that hybrid courses may not be for students that are very far from campus because of the number of required face-to-face meetings per semester. The purpose of hybrid courses is mainly to have more options for course design. It may be particularly useful for online courses that have a lab component. It will be recommended that instructors put in their syllabi any specific requirements for attendance in the online/hybrid courses.

It was recommended that a Director of online programs be appointed. The director should have a staffed office that will support faculty, and the office's staff can have different hours to accommodate faculty that teach late in the day. The office should have a room well equipped to help faculty with online teaching.

The returned proposal has a paragraph about assessing the readiness of first-semester students to take online classes. The assessment has to be completed before the semester starts, and the VPAA will have to give approval for any student not meeting the required standard to continue in the online class.

The previous proposal stated that the evaluation of virtual courses will be a mandatory part of pre-tenure review. This will be removed from the new proposal so that it will not be mandatory. Also, the evaluation of online courses by an outside body may be expensive. For example, one that was recently done cost \$1000 per course.

There was a brief discussion about the draft KSU Handbook of Policies and Procedures that was put together by the Registry team. It was mentioned that many of the policies were copied from the existing policies and there may not be much, if any, added policy that is new. The document is to be further reviewed by APC members.

The meeting adjourned at 4:51pm



KENTUCKY STATE UNIVERSITY

FACULTY SENATE
CURRICULUM COMMITTEE

FSCC# 16-17-01

Effective Date _____

NEW COURSE / COURSE CHANGE TRACKING DOCUMENT

ACADEMIC UNIT: Nursing

DATE SUBMITTED: 09/23/2016

1. BRIEF EXPLANATION OF PROPOSED CHANGE:

This course will assist students with study skills, self-guided study of current nursing concepts and placement in the program; discuss simulation opportunities and collaborate with nursing lab manager for possible Skills Lab time for self-guided review of skills.

2. CHECK ITEM(S) BELOW FOR CHANGES DESIRED:

- ☒ New Course(s) ☐ Revised Course
☐ Course Level (number) Change ☐ Other (specify below):

I. Chair's Action:

- ☒ Approved ☐ Disapproved ☐ Returned for Recommended Change

(Signature) _____

Date: 9/23/2016

II. Curriculum Committee Action:

- ☒ Approved ☐ Disapproved ☐ Returned for Recommended Change

Chairperson: (signature) _____ Date: 10/3/2016

III. Faculty Senate Action:

- ☐ Approved ☐ Disapproved ☐ Returned for Recommended Change

Senate President (signature): _____ Date: _____

IV. Dean's Action:

- ☐ Approved ☐ Disapproved ☐ Returned for Recommended Change

Dean's (signature): _____ Date: _____

Course change proposals and new course proposals approved by the senate are sent to the provost/vice president of academic affairs and president of the university as an informational items (Faculty Senate Constitution, Article I.B.)





CURRICULUM COMMITTEE
NEW COURSE PROPOSAL

ACADEMIC UNIT: NURSING

DATE PREPARED: 09/23/2016

PRIMARY AUTHOR(S): Abdullah S. Alhurani PhD, MSN, MBA, RN

ACADEMIC DISCIPLINE
FACULTY APPROVED:
(Committee Chairperson's Signature)

CHAIRPERSON/DEAN
APPROVED:
(Chairperson's/Dean Signature)

9/23/2016
(Date)

9/23/2016
(Date)

1. NEW COURSE NUMBER: NUR 118

2. NEW COURSE TITLE: Independent Study

3. CAPSULE STATEMENT OF COURSE CONTENT FOR CATALOG:

This course will assist students with study skills, self-guided study of current nursing concepts and placement in the program; discuss simulation opportunities and collaborate with nursing lab manager for possible Skills Lab time for self-guided review of skills.

4. DESCRIPTION OF COURSE CONTENT FOR COURSE SYLLABUS:

Independent study allows the student to explore a topic of interest under the close supervision of a faculty member. The course may include directed readings, applied work, assisting a faculty member with a research project, carrying out an independent research project, or other activities deemed appropriate. Regardless of the nature of the experience, the work must culminate in a formal paper. Also, this course will assist students with the self-guided study of current nursing concepts and placement in the program; discuss simulation opportunities and collaborate with nursing lab manager for possible skills lab time for self-guided review of skills. The specific course requirements are described in the Independent Studies Proposal form to be completed by the student and faculty supervisor.

5. PREREQUISITES:

This is an independent study course, no prerequisites courses are required.

Final Faculty Senate Approved Form as of 10/4/89



CURRICULUM CHANGE PROPOSAL

ACADEMIC UNIT: _____

COURSE NUMBER: Nur 118

PAGE 2

6. REQUIRED COURSE: ____ Yes X No7. CREDITS: (a) Number 3

(b) Variable credit Explanation:

Students are expected to spend 9-12 hours per week preparing for and submitting assignments for this course (some weeks may be more or less)

(c) Will course be repeatable for credit: X Yes ____ No(d) Grading systems permitted: X A-F ____ P/F ____ Credit/No Credit

Exceptions: At the beginning of the semester students and their faculty supervisor will decide on the specific objectives for the semester. Students will then meet weekly with the supervisor. The supervisor will evaluate whether tasks have been completed in a thorough and timely manner, and whether objectives have been met. The supervisor will also evaluate the final report. Students in all nursing courses are expected to use correct grammar, spelling and composition in written assignments. These elements of writing will be taken into consideration in grading all writing assignments. If you would like free help with your writing, you may use the writing center. Part of your student fees pay for this writing lab, so it is offered free to all students. Please take advantage of it.

8. Course Level: ____ Elementary
____ Intermediate
X Intermediate/Advanced
____ Advanced

9. CROSSLISTING DEPARTMENTS (attach supporting letters):

10. SCHEDULING PLAN: X Each semester
____ Annually
____ Biennially
____ Occasionally

11. STARTING WITH:

 Fall, X Spring, Summer: 2017 Academic Year12. IS THIS A "SPECIAL TOPICS" COURSE? ____ Yes X No

13. EXPLANATION OF NEED FOR THE SPECIFIC COURSE:

This course will assist students with study skills, self-guided study of current nursing concepts and placement in the program; discuss simulation opportunities and collaborate with nursing lab manager for possible Skills Lab time for self-guided review of skills.

14. RELATIONSHIP TO OTHER LIKE COURSES IN THE DISCIPLINE/UNIVERSITY:

This course considered as a supplement course to help new nursing students at KSU to achieve the goals and objectives of the Nursing School.

15. COURSE WHICH MAY BE DROPPED AS A RESULT OF THIS PROPOSAL:

This is an additional elective course. None of the current courses will be dropped.

16. INSTRUCTIONAL STAFF (if non-faculty, attach Vita):

Dr. Abdullah S. Alhurani, PhD, MSN, MBA, RN (Faculty)

17. COURSE SYLLABUS AND TEXT REFERENCE:

Textbooks will be arranged by the faculty and the student due to the nature of the independent study course.

Kentucky State University
College of Professional Studies School of Nursing
Course: NUR 118
Course Title: Independent Study (3 credit hours)
Syllabus

PROFESSOR:
OFFICE: Online
PHONE:
E-MAIL:

SEMESTER: Fall 2016
CLASS TIME: Online
CLASSROOM: Online
OFFICE HOURS: E-mail for Appointment

I. MISSION STATEMENTS:

The Objectives and Learning Outcomes of this course directly support the Mission of the University, College, and Division, which may be found at: www.kysu.edu/about; www.kysu.edu/academics/collegesAndSchools/default.htm; www.kysu.edu/academics/collegesAndSchools/collegeofartssocialsciencesandinterdisciplinarystudies/default.htm.

II. NOTICE TO STUDENTS WITH DISABILITIES:

Any student who requires an accommodation due to a documented disability may contact the Disability Resource Center (DRC) at (502) 597-5076, or visit Hill Student Center, Suite 220C, to arrange for reasonable accommodations. The student is required to obtain verification from the DRC and deliver the signed DRC document to the instructor specifying the accommodations. The student is encouraged to complete this process at the beginning of the semester since an approval for accommodations is not retroactive. The accommodations become effective upon receipt of the DRC approval by the faculty member from the student. Additional information concerning the DRC and accommodations can be found at <http://www.kysu.edu/about/divisions/studentAffairsAndEnrollment/disabilityResourceCenter.htm>.

III. COURSE DESCRIPTION

Independent study allows the student to explore a topic of interest under the close supervision of a faculty member. The course may include directed readings, applied work, assisting a faculty member with a research project, carrying out an independent research project, or other activities deemed appropriate. Regardless of the nature of the experience, the work must culminate in a formal paper. Also, this course will assist students with the self-guided study of current nursing concepts and placement in the program; discuss simulation opportunities and collaborate with nursing lab manager for possible skills lab time for self-guided review of skills. The specific course requirements are described in the Independent Studies Proposal form to be completed by the student and faculty supervisor.

IV. COURSE OBJECTIVES:

At the end of this course the student will be able to build foundational knowledge and/or experience essential to achieving program requirements.

V. STUDENT LEARNING OUTCOMES:

During the course students will explore a special topic, chosen by the student and a faculty supervisor, through library research or empirical research techniques and, in some cases, applied experience. The purpose of the course is to develop research and in some cases, applied skills, and gain expertise in the topic area.

VI. TEXTS

Per arrangement with Faculty advisor

Additional Readings/References: Some additional readings may be posted in the Blackboard course as indicated by The instructor. Students have KSU library resources to do literature searches online and on campus. A local public or hospital library is another resource for access to information. KSU Library website link can be found online at www.kysu.edu/nsg. If you need additional training on how to use library resources or conduct an online literature search please contact the course instructor.

VII. BLACKBOARD (Bb)

This course is fully on-line and delivered through the Blackboard Learning System. All assignments and tests (where applicable) are presented and administered through Blackboard which is a student learning management system is utilized in this course to deliver course information, materials, track grades, communicate, submit assignments, take quizzes, and participate in discussion board. The link can be found online at www.kysu.edu/nsg. Once registration is has ended, the Bb administrator will enroll students in the system. Please understand that Bb and WIRED do not communicate with each other. Just because you are in the Bb course does not mean you are on the official course roster (and vice versa).

If you need additional training on how to utilize the Bb system please inform the instructor of this course so arrangements can be made with the Bb Administrator for training. You may contact administrator directly through email at jennifer.miles@kysu.edu

VIII. COURSE SPECIFIC REQUIREMENTS, EXPECTATIONS, POLICIES:

1. All University and School of Nursing policies will apply to this course. See www.kysu.edu/nsg for links for School of Nursing and University information.
2. As a self-directed learner and licensed registered nurse, participating in an online learning environment at this level of education, requires professional course work and behaviors. All rules regarding HIPPA still apply in any communication or interactions when reflecting on experiences. This applies to not just patients but all institutions and members of the healthcare team. Each student is responsible for his/her own learning in this online course environment. Please, seek appropriate assistance with understanding of course content and/or resources. Contact instructor if you have any questions about course content or assignments. Deadlines for coursework are firm; however, if any changes to due dates do occur the information will be posted in Bb announcements.
3. Scientific writing style, APA format will be used in this and all nursing courses. If you continue to have problems please let the instructor of this course know. APA is not that difficult to master! Remember you must give credit to the appropriate sources when what you are writing is not your own original idea/concept, research, or study findings.
4. **Communication with Instructor**
 - a. An area titled "Course Chat" will be available in the Bb course for you to communicate with your classmates or plan activities related to course work with no impact on final grade. This provides an area for you to collaborate with your peers. The established chat communication will be monitored at random by faculty for unacceptable postings.
 - b. Check your KSU email on regular basis! Use of only your KSU email is a requirement for all Faculty, Staff, and Students. Establish and communicate with nursing faculty via your KSU issued email account. **Under the provisions of FERPA (Family Educational Rights & Privacy Act); faculty will not respond or communicate with students using non-KSU email. Students must change email in Bb to your KSU address as Bb will only be available to students using KSU email address.**
 - c. Check Bb regularly for announcements regarding course and program. *Change email address in Blackboard to reflect KSU email address under personal information.* Expect many announcements and communications from me during these eight weeks. At any time you have concerns or issues you must bring them to my

attention ASAP due to the short duration of this course. Any student that simply chooses to not complete required work by designated timelines will NOT receive a passing grade.

- d. Feel free to contact me to discuss any, questions, issues, or concerns you may have about this course or the program in general. I will respond to your emails and voice messages as soon as possible (within 48 business hours). Understand messages received after hours, on weekends, and holidays will result in a longer response time. Depending on the reasons for contact I may require you to meet with me in person at my office. Please, call to schedule an appointment so that I can ensure I am available to you without interruptions. If you feel the Administrative Assistant may be of help call 502-597-5957 during normal business hours.

5. Time Requirement:

- a. Students should expect to spend 9-12 hours per week preparing for and submitting assignments for this course (some weeks may be more or less).
- b. Attendance is required for this course for through online participation. Students are required to log onto Bb at least twice a week for online discussions. Failure to "attend" online discussion will result in lost points for attendance. These points will be deducted from your final course points at the end. Students completing the required postings will not gain any extra points for doing what is required for the course. As designated by instructor, the online attendance may be a separate activity from other assignments. More information is available in course assignments.

IX. EVALUATION PROCEDURES:

- 1. Various teaching methods will be used during this course that includes, but are not limited to, asynchronous discussion and assorted number of media and online resources. Successful completion of this course is contingent upon the student's ability to demonstrate their mastery of this content through the completion of all assignments. Assignments may consist of, but will not be limited to, self-study, quizzes, exams, case studies, case presentations, discussion boards/blogs, and collaborative projects. Course faculty maintain final authority for the grade.
- 2. Students who are unclear about assignments, expectations or any aspects of the course are responsible for making an appointment with the faculty to receive clarification in sufficient time to successfully complete the assignment.
- 3. To successfully complete the course, students must achieve a 70% weighted average or higher on course assignments. At the end of the semester, the weighted average of course work will be rounded up if the final number is 0.50 or greater. For example, a final grade of 74.50 will be rounded to a 75; whereas, a final grade of 74.49 will not be rounded up, so the final grade will be a 74. An average <70% will result in a failing grade for the entire course.
- 4. GRADING SCALE: Methods of student evaluation and grading criteria are described in the Independent Studies Proposal form. The grading scale for the course is: A =100% -90%; B =89% -80%; C = %79-70%, D = 69%-60%, F= %59 or less.

ASSESSMENT METHODS:

At the beginning of the semester students and their faculty supervisor will decide on the specific objectives for the semester. Students will then meet weekly with the supervisor. The supervisor will evaluate whether tasks have been completed in a thorough and timely manner, and whether objectives have been met. The supervisor will also evaluate the final report. Students in all nursing courses are expected to use correct grammar, spelling and composition in written assignments. These elements of writing will be taken into consideration in grading all writing assignments. If you would like free help with your writing, you may use the writing center. Part of your student fees pay for this writing lab, so it is offered free to all students. Please take advantage of it.

X. General course requirements :

It is necessary for you to have access to SPSS for Windows (v. 20 or higher) to complete your assignments. You are required to do your own work in this course. Any written assignments that you turn in (as well as your PowerPoint presentation for your final project) should be the product of your effort alone. This does not prevent you from discussing assignments or your project with your colleagues who are currently taking the course. When discussing assignments or class topics with classmates, it is fine to collaborate for the purpose of clarity and increased understanding, but in the end you must submit your own work.

XI. COURSE CALENDAR/SCHEDULE: *The instructor reserves the right to make changes to (delete, add, or modify) this Syllabus as the semester progresses.* If any schedule revisions students will be alerted via email or Blackboard announcements of changes. The course calendar/schedule will be done per arrangement with faculty advisor.

Please print/sign Acknowledgment of Receipt of Course Information and turn in to the course professor!
Students who have not submitted forms by Oct 22 will be blocked from Bb.

Student Acknowledgment of Receipt of Course Information

My signature below indicates that I have received a course syllabus for the following course, **NUR 322-90**, and I have been notified that the "Common Policies for all Courses at KSU" can be found throughout the University Catalogue at:
<http://www.kysu.edu/about/divisions/studentAffairsAndEnrollment/enrollmentManagement/registrar/Kentucky+State+University+Catalogue.htm>

I agree to read these documents, and I agree to sign and deliver this copy of the "Student Acknowledgment" form within two (2) weeks of the start of the semester. I understand that the policies contained within these documents apply directly to me and to all students in the class. I agree to abide by these policies, and recognize that not abiding by these policies could result in dismissal from this class and/or affect my standing as a student at KSU as per Section 2.C. of the Student Handbook and Section XIX.G.1. of the University Catalogue.

Name (please print): _____

SID: _____

Signature: _____

Date: _____

Contact information (please PRINT clearly):

Local Address: _____

Best Phone Contact: _____

KSU E-Mail: _____

****The instructor reserves the right to make changes to (delete, add, or modify) this Syllabus as the semester progresses.**

***Students who have not submitted forms by Oct 22 will be blocked from Bb.**



KENTUCKY STATE UNIVERSITY

FACULTY SENATE
CURRICULUM COMMITTEE

FSCC# 16-17-02

Effective Date _____

NEW COURSE / COURSE CHANGE TRACKING DOCUMENT

ACADEMIC UNIT: Nursing

DATE SUBMITTED: 09/23/2016

1. BRIEF EXPLANATION OF PROPOSED CHANGE:

This is an introductory course in statistics for graduate nursing students. This course will allow the student to summarize numerical data, gain a working vocabulary of important statistical methods, develop some functional computing skills, and improve confidence in dealing with numbers. In this course students will review basic concepts of statistics and its use in nursing research. This course provides opportunities for skill development in the application of a variety of quantitative analyses strategies to existing datasets. Students will identify hypotheses and/or research questions, test them using appropriate statistical methods, and interpret the results of their secondary analyses. Students also will gain experience in the presentation of findings via narrative, tabular, and oral formats.

2. CHECK ITEM(s) BELOW FOR CHANGES DESIRED:

- ☒ New Course(s) ☐ Revised Course
- ☐ Course Level (number) Change ☐ Other (specify below):

I. Chair's Action:

- ☒ Approved ☐ Disapproved ☐ Returned for Recommended Change

(Signature) _____

Date: 9/23/2016

II. Curriculum Committee Action:

- ☒ Approved ☐ Disapproved ☐ Returned for Recommended Change

Chairperson: (signature) _____ Date: 10/3/16

III. Faculty Senate Action:

- ☐ Approved ☐ Disapproved ☐ Returned for Recommended Change

Senate President (signature): _____ Date: _____

IV. Dean's Action:

- ☐ Approved ☐ Disapproved ☐ Returned for Recommended Change

Dean's (signature): _____ Date: _____

Course change proposals and new course proposals approved by the senate are sent to the

WWW.KYSU.EDU



(Faculty Senate Constitution, Article I.B.)



KENTUCKY STATE UNIVERSITY

FACULTY SENATE
CURRICULUM COMMITTEE

CURRICULUM COMMITTEE NEW COURSE PROPOSAL

ACADEMIC UNIT: NURSING

DATE PREPARED: 09/23/2016

PRIMARY AUTHOR(S): Abdullah S. Alhurani PhD, MSN, MBA, RN

ACADEMIC DISCIPLINE
FACULTY APPROVED:
(Committee Chairperson's Signature)

9/23/2016
(Date)

CHAIRPERSON/DEAN
APPROVED:
(Chairperson's/Dean Signature)

9/23/2016
(Date)

1. NEW COURSE NUMBER: NUR 699
2. NEW COURSE TITLE: Applied Statistics in Nursing

3. CAPSULE STATEMENT OF COURSE CONTENT FOR CATALOG:

This course will assist students in reviewing basic concepts of statistics and review use of statistics in nursing research. The course also contains an overview of evidence based practice and analysis of advanced research concepts in nursing. Primary focus on research in nursing practice.

4. DESCRIPTION OF COURSE CONTENT FOR COURSE SYLLABUS:

This is an introductory course in statistics for graduate nursing students. This course will allow the student to summarize numerical data, gain a working vocabulary of important statistical methods, develop some functional computing skills, and improve confidence in dealing with numbers. In this course students will review basic concepts of statistics and its use in nursing research. This course provides opportunities for skill development in the application of a variety of quantitative analyses strategies to existing datasets. Students will identify hypotheses and/or research questions, test them using appropriate statistical methods, and interpret the results of their secondary analyses. Students also will gain experience in the presentation of findings via narrative, tabular, and oral formats.

5. PREREQUISITES:

This is an introductory course in statistics, no prerequisites courses are required.

Final Faculty Senate Approved Form as of 10/4/89



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CURRICULUM CHANGE PROPOSAL

ACADEMIC UNIT: _____

COURSE NUMBER: _____

PAGE 2

6. REQUIRED COURSE: ____ Yes X No

7. CREDITS: (a) Number 3

(b) Variable credit Explanation:

Students are expected to spend 9-12 hours per week preparing for and submitting assignments for this course (some weeks may be more or less)

(c) Will course be repeatable for credit: X Yes ____ No

(d) Grading systems permitted: X A-F ____ P/F ____ Credit/No Credit

Exceptions: During the course, students will:

1. Identify levels of measurement and describe their relationship to statistical analysis.
2. Demonstrate skill in displaying data in a format that is clearly understood.
3. Explain the importance of distinguishing samples and populations in hypothesis testing, and describe principles of inferential statistics.
4. Summarize and demonstrate usual ways of using graphics to describe the central tendency and variability of samples.
5. Describe and demonstrate proper use of the contingency tables, x² test, t-test, and analysis of variance (ANOVA).
6. Explain how correlation and regression operate.
7. Development of research questions and hypotheses using secondary data.
8. Data management, including acquiring the data and dealing with missing data and outliers.
9. Approaches to descriptive/exploratory analysis of data—statistical and graphical.
10. Selecting appropriate analysis strategies for testing hypotheses and research questions—the relationships among hypotheses/research questions, research design, levels of measurement of variables, and analysis strategies.
11. Interpreting and reporting the results of statistical analyses in narrative, tabular, and visual formats.
12. Preparing findings for poster or visual presentation.

8. Course Level: ____ Elementary
 ____ Intermediate
 X Intermediate/Advanced
 ____ Advanced

CURRICULUM CHANGE PROPOSAL

ACADEMIC UNIT: _____

COURSE NUMBER: Nur 699

PAGE 3

9. CROSSLISTING DEPARTMENTS (attach supporting letters):

10. SCHEDULING PLAN: ☒ Each semester
 ____ Annually
 ____ Biennially
 ____ Occasionally

11. STARTING WITH:

☒ Fall, ____ Spring, ____ Summer: 2017 Academic Year

12. IS THIS A "SPECIAL TOPICS" COURSE? ____ Yes ☒ No

13. EXPLANATION OF NEED FOR THE SPECIFIC COURSE:

DNP Graduates are expected to participate in research projects in their facilities. Thus, they need to be prepared to deal with the collected data and be able to analyze it and interpret it.

14. RELATIONSHIP TO OTHER LIKE COURSES IN THE DISCIPLINE/UNIVERSITY:

This course considered as a supplement course to help DNP nursing students at KSU to achieve the goals and objectives of their role.

15. COURSE WHICH MAY BE DROPPED AS A RESULT OF THIS PROPOSAL:

This is an additional elective course. None of the current courses will be dropped.

16. INSTRUCTIONAL STAFF (if non-faculty, attach Vita):

Dr. Abdullah S. Alhurani, PhD, MSN, MBA, RN (Faculty)

17. COURSE SYLLABUS AND TEXT REFERENCE:

1. Green, S. B. & Salkind, N.J. (2016). Using SPSS for Windows and Macintosh (8th ed.). New York, PA: Pearson Education.
2. Samuels, M.L., Witmer, J.A., & Schaffner, A. (2014). Statistics for the Life Sciences (5th ed.). New York, PA: Pearson Education.
3. Tabachnick, B.G. & Fidell, L.S. (2012). Using Multivariate Statistics (6th ed.). New York, PA: Pearson Education..

Approved as of 9/14/2015

Kentucky State University is an equal educational and employment opportunity/affirmative action institution

Kentucky State University
College of Professional Studies School of Nursing
Course: NUR 699
Course Title: Applied Statistics in Nursing (3 credit hours)
Syllabus

PROFESSOR: ^
OFFICE: Online
PHONE
E-MAIL:

SEMESTER: Fall 2016
CLASS TIME: Online
CLASSROOM: Online
OFFICE HOURS: E-mail for Appointment

I. MISSION STATEMENTS:

The Objectives and Learning Outcomes of this course directly support the Mission of the University, College, and Division, which may be found at: www.kysu.edu/about; www.kysu.edu/academics/collegesAndSchools/default.htm; www.kysu.edu/academics/collegesAndSchools/collegeofartssocialsciencesandinterdisciplinarystudies/default.htm.

II. NOTICE TO STUDENTS WITH DISABILITIES:

Any student who requires an accommodation due to a documented disability may contact the Disability Resource Center (DRC) at (502) 597-5076, or visit Hill Student Center, Suite 220C, to arrange for reasonable accommodations. The student is required to obtain verification from the DRC and deliver the signed DRC document to the instructor specifying the accommodations. The student is encouraged to complete this process at the beginning of the semester since an approval for accommodations is not retroactive. The accommodations become effective upon receipt of the DRC approval by the faculty member from the student. Additional information concerning the DRC and accommodations can be found at <http://www.kysu.edu/about/divisions/studentAffairsAndEnrollment/disabilityResourceCenter.htm>.

III. COURSE DESCRIPTION

This is an introductory course in statistics for graduate nursing students. This course will allow the student to summarize numerical data, gain a working vocabulary of important statistical methods, develop some functional computing skills, and improve confidence in dealing with numbers. In this course students will review basic concepts of statistics and its use in nursing research. This course provides opportunities for skill development in the application of a variety of quantitative analyses strategies to existing datasets. Students will identify hypotheses and/or research questions, test them using appropriate statistical methods, and interpret the results of their secondary analyses. Students also will gain experience in the presentation of findings via narrative, tabular, and oral formats.

IV. COURSE OBJECTIVES: At the end of this course the student will be able to:

1. Develop hypotheses and/or research questions for testing through secondary analysis of existing data.
2. Apply appropriate descriptive and inferential statistical methods in the analysis of existing data.
3. Interpret the findings from different analysis strategies.
4. Present results of statistical analyses in narrative, tabular, oral, and graphical forms.

V. STUDENT LEARNING OUTCOMES:

During the course, students will:

1. Identify levels of measurement and describe their relationship to statistical analysis.
2. Demonstrate skill in displaying data in a format that is clearly understood.
3. Explain the importance of distinguishing samples and populations in hypothesis testing, and describe

- principles of inferential statistics.
4. Summarize and demonstrate usual ways of using graphics to describe the central tendency and variability of samples.
 5. Describe and demonstrate proper use of the contingency tables, χ^2 test, t-test, and analysis of variance (ANOVA).
 6. Explain how correlation and regression operate.
 7. Development of research questions and hypotheses using secondary data.
 8. Data management, including acquiring the data and dealing with missing data and outliers.
 9. Approaches to descriptive/exploratory analysis of data—statistical and graphical.
 10. Selecting appropriate analysis strategies for testing hypotheses and research questions—the relationships among hypotheses/research questions, research design, levels of measurement of variables, and analysis strategies.
 11. Interpreting and reporting the results of statistical analyses in narrative, tabular, and visual formats.
 12. Preparing findings for poster or visual presentation.

VI. TEXTS

1. Green, S. B. & Salkind, N.J. (2016). Using SPSS for Windows and Macintosh (8th ed.). New York, PA: Pearson Education.
2. Samuels, M.L., Witmer, J.A., & Schaffner, A. (2014). Statistics for the Life Sciences (5th ed.). New York, PA: Pearson Education.
3. Tabachnick, B.G. & Fidell, L.S. (2012). Using Multivariate Statistics (6th ed.). New York, PA: Pearson Education.

Additional Readings/References: Some additional readings may be posted in the Blackboard course as indicated by The instructor. Students have KSU library resources to do literature searches online and on campus. A local public or hospital library is another resource for access to information. KSU Library website link can be found online at www.kysu.edu/nsg. If you need additional training on how to use library resources or conduct an online literature search please contact the course instructor.

VII. BLACKBOARD (Bb)

This course is fully on-line and delivered through the Blackboard Learning System. All assignments and tests (where applicable) are presented and administered through Blackboard which is a student learning management system is utilized in this course to deliver course information, materials, track grades, communicate, submit assignments, take quizzes, and participate in discussion board. The link can be found online at www.kysu.edu/nsg. Once registration is has ended, the Bb administrator will enroll students in the system. Please understand that Bb and WIRED do not communicate with each other. Just because you are in the Bb course does not mean you are on the official course roster (and vice versa).

If you need additional training on how to utilize the Bb system please inform the instructor of this course so arrangements can be made with the Bb Administrator for training. You may contact administrator directly through email at jennifer.miles@kysu.edu

VIII. COURSE SPECIFIC REQUIREMENTS, EXPECTATIONS, POLICIES:

1. All University and School of Nursing policies will apply to this course. See www.kysu.edu/nsg for links for School of Nursing and University information.

2. As a self-directed learner and licensed registered nurse, participating in an online learning environment at this level of education, requires professional course work and behaviors. All rules regarding HIPPA still apply in any communication or interactions when reflecting on experiences. This applies to not just patients but all institutions and members of the healthcare team. Each student is responsible for his/her own learning in this online course environment. Please, seek appropriate assistance with understanding of course content and/or resources. Contact instructor if you have any questions about course content or assignments. Deadlines for coursework are firm; however, if any changes to due dates do occur the information will be posted in Bb announcements.
3. Scientific writing style, APA format will be used in this and all nursing courses for the DNP program. If you continue to have problems please let the instructor of this course know. APA is not that difficult to master! Remember you must give credit to the appropriate sources when what you are writing is not your own original idea/concept, research, or study findings.
4. **Communication with Instructor**
 - a. An area titled "Course Chat" will be available in the Bb course for you to communicate with your classmates or plan activities related to course work with no impact on final grade. This provides an area for you to collaborate with your peers. The established chat communication will be monitored at random by faculty for unacceptable postings.
 - b. Check your KSU email on regular basis! Use of only your KSU email is a requirement for all Faculty, Staff, and Students. Establish and communicate with nursing faculty via your KSU issued email account. **Under the provisions of FERPA (Family Educational Rights & Privacy Act); faculty will not respond or communicate with students using non-KSU email.** Students must change email in Bb to your KSU address as Bb will only be available to students using KSU email address.
 - c. Check Bb regularly for announcements regarding course and program. *Change email address in Blackboard to reflect KSU email address under personal information.* Expect many announcements and communications from me during these eight weeks. At any time you have concerns or issues you must bring them to my attention ASAP due to the short duration of this course. Any student that simply choses to not complete required work by designated timelines will NOT receive a passing grade.
 - d. Feel free to contact me to discuss any, questions, issues, or concerns you may have about this course or the program in general. I will respond to your emails and voice messages as soon as possible (within 48 business hours). Understand messages received after hours, on weekends, and holidays will result in a longer response time. Depending on the reasons for contact I may require you to meet with me in person at my office. Please, call to schedule an appointment so that I can ensure I am available to you without interruptions. If you feel the Administrative Assistant may be of help call 502-597-5957 during normal business hours.
5. **Time Requirement:**
 - a. Students should expect to spend 9-12 hours per week preparing for and submitting assignments for this course (some weeks may be more or less).
 - b. Attendance is required for this course for through online participation. Students are required to log onto Bb at least twice a week for online discussions. Failure to "attend" online discussion will result in lost points for attendance. These points will be deducted from your final course points at the end. Students completing the required postings will not gain any extra points for doing what is required for the course. As designated by instructor, the online attendance may be a separate activity from other assignments. More information is available in course assignments.

IX. EVALUATION PROCEDURES:

1. Various teaching methods will be used during this course that includes, but are not limited to, asynchronous discussion and assorted number of media and online resources. Successful completion of this course is contingent upon the student's ability to demonstrate their mastery of this content through the completion of all

assignments. Assignments may consist of, but will not be limited to, self-study, quizzes, exams, case studies, case presentations, discussion boards/blogs, and collaborative projects. Course faculty maintain final authority for the grade.

2. Students who are unclear about assignments, expectations or any aspects of the course are responsible for making an appointment with the faculty to receive clarification in sufficient time to successfully complete the assignment.
3. To successfully complete the course, students must achieve a 70% weighted average or higher on course assignments. At the end of the semester, the weighted average of course work will be rounded up if the final number is 0.50 or greater. For example, a final grade of 74.50 will be rounded to a 75; whereas, a final grade of 74.49 will not be rounded up, so the final grade will be a 74. An average <70% will result in a failing grade for the entire course.
- 4.

Grading Scale	Possible Points	Learning Activities	% Of Course Grade
• A (100-90)	20/20	Discussion board	20%
• B (89-80)	50/50	Application homework assignments (10 @ 5 points each)	50%
• C (79-70)	30/30	Analysis project using PowerPoint	30%
• D (69-60)	Total Possible 100		
• F (59 or less)			

A. Discussion Board Weeks: (First submission due Thursday at 23:59 and Responses to classmates due Sunday at 23:59 of every week)

- Weekly response to question and a reply to a classmate (not same classmate each week).
- You can respond and reply any given day in the week scheduled.
- To receive a grade for the week, responses to questions must be logged by Thursday night at 23:59 and responses to classmates must be logged by Sunday night at 23:59.
- 5% of the course grade.

B. Homework Assignments

- Respond to each homework assignment using your individual data set and submit both a written response to the questions with tables and figures as indicated and the SPSS data output file with the analyses you performed.
- Although you can consult each other in working on these homework assignments, everyone must turn in their own assignment.
- You will lose 5% of your possible total for every assignment for each day or portion of a day late you turn in an assignment.
 - *Assignment 1 due 09/04*
 - *Assignment 2 due 09/11*
 - *Assignment 3 due 09/18*
 - *Assignment 4 due 09/25*
 - *Assignment 5 due 10/02*
 - *Assignment 6 due 10/16*
 - *Assignment 7 due 10/30*
 - *Assignment 8 due 11/13*
 - *Assignment 9 due 11/20*
 - *Assignment 10 due 11/27*

C. Analysis Project: (due 12/11 at 23:59)

- Develop an analysis project using an existing data set. You should use one or more of the inferential statistical analysis methods covered in this course. The project presentation should include at least the following:
 - a. Rationale for and purpose of the project.
 - b. Specific Aims/research questions and hypotheses.
 - c. Background/review of literature for the project. Provide sufficient background and significance for your study to support your specific aims and justify the importance of the project.
 - d. Method. Design, sample, setting and measures that may use to collect the existing data and data analysis section describing the analyses you performed for this project.
 - e. Results. Present your results in text and appropriately in a table(s) and/or figure(s). Include characteristics of the sample studied.
 - f. Discussion. Interpret your results in the context of the information you provided in your background and significance.
 - g. Limit your presentation to no more than 15 slides (excluding tables, figures, and references.). You will lose 5% of your possible total for every assignment for each day or portion of a day late you turn in an assignment.

X. General course requirements and procedures:

It is necessary for you to have access to SPSS for Windows (v. 20 or higher) to complete your assignments. You are required to do your own work in this course. Any written assignments that you turn in (as well as your PowerPoint presentation for your final project) should be the product of your effort alone. This does not prevent you from discussing assignments or your project with your colleagues who are currently taking the course. When discussing assignments or class topics with classmates, it is fine to collaborate for the purpose of clarity and increased understanding, but in the end you must submit your own work.

XI. COURSE CALENDAR/SCHEDULE: *The instructor reserves the right to make changes to (delete, add, or modify) this Syllabus as the semester progresses.* If any schedule revisions students will be alerted via email or Blackboard announcements of changes. The course calendar/schedule will be posted in the course. Specific readings, dates and times for assignments will be presented.

Please print/sign Acknowledgment of Receipt of Course Information and turn in to the course professor!
Students who have not submitted forms by Oct 22 will be blocked from Bb.

Student Acknowledgment of Receipt of Course Information

My signature below indicates that I have received a course syllabus for the following course, **NUR 322-90**, and I have been notified that the "Common Policies for all Courses at KSU" can be found throughout the University Catalogue at:
<http://www.kysu.edu/about/divisions/studentAffairsAndEnrollment/enrollmentManagement/registrar/Kentucky+State+University+Catalogue.htm>

I agree to read these documents, and I agree to sign and deliver this copy of the "Student Acknowledgment" form within two (2) weeks of the start of the semester. I understand that the policies contained within these documents apply directly to me and to all students in the class. I agree to abide by these policies, and recognize that not abiding by these policies could result in dismissal from this class and/or affect my standing as a student at KSU as per Section 2.C. of the Student Handbook and Section XIX.G.1. of the University Catalogue.

Name (please print): _____

SID: _____

Signature: _____

Date: _____

Contact information (please PRINT clearly):

Local Address: _____

Best Phone Contact: _____

KSU E-Mail: _____

****The instructor reserves the right to make changes to (delete, add, or modify) this Syllabus as the semester progresses.**

***Students who have not submitted forms by Oct 22 will be blocked from Bb.**



KENTUCKY STATE UNIVERSITY

FACULTY SENATE
CURRICULUM COMMITTEE

FSCC# 16-17-03

Effective Date _____

NEW COURSE / COURSE CHANGE TRACKING DOCUMENT

ACADEMIC UNIT: Nursing

DATE SUBMITTED: 9/23/2016

1. BRIEF EXPLANATION OF PROPOSED CHANGE:

This course will provide a comprehensive overview of psychopharmacology. Prerequisite is undergraduate pharmacology.

2. CHECK ITEM(s) BELOW FOR CHANGES DESIRED:

☒ New Course(s)

☐ Revised Course

☐ Course Level (number) Change

☐ Other (specify below):

I. Chair's Action:

☒ Approved

☐ Disapproved

☐ Returned for Recommended Change

(Signature) [Signature]

Date: 9/23/2016

II. Curriculum Committee Action:

☒ Approved

☐ Disapproved

☐ Returned for Recommended Change

Chairperson: (signature): [Signature]

Date: 10/3/16

III. Faculty Senate Action:

☐ Approved

☐ Disapproved

☐ Returned for Recommended Change

Senate President (signature): _____

Date: _____

IV. Dean's Action:

☐ Approved

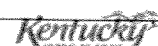
☐ Disapproved

☐ Returned for Recommended Change

Dean's (signature): _____

Date: _____

Course change proposals and new course proposals approved by the senate are sent to the provost/vice president of academic affairs and president of the university as an informational items (Faculty Senate Constitution, Article I.B.)



WWW.KYSU.EDU

Approved as of 9/14/2015



KENTUCKY STATE UNIVERSITY

FACULTY SENATE

CURRICULUM COMMITTEE

CURRICULUM COMMITTEE

NEW COURSE PROPOSAL

ACADEMIC UNIT:

School of Nursing

DATE PREPARED:

9/24/16

PRIMARY AUTHOR(S):

Felicia Scott-Strickland, PharmD

ACADEMIC DISCIPLINE

FACULTY APPROVED:

(Committee Chairperson's Signature)

[Signature]

9/24/2016

(Date)

CHAIRPERSON/DEAN

APPROVED:

(Chairperson's/Dean Signature)

[Signature] (Effective
course)

9/24/2016

(Date)

1. NEW COURSE NUMBER: NUR708

2. NEW COURSE TITLE: PSYCHOPHARMACOLOGY

3. CAPSULE STATEMENT OF COURSE CONTENT FOR CATALOG:

The purpose of this course is to review psychopharmacology concepts utilized in nursing. Students will study the effects of medications on affects, cognition and behavior. This includes but is not limited to antidepressants, antipsychotics, anxiolytics stimulants and other medications affecting the human psyche.

4. DESCRIPTION OF COURSE CONTENT FOR COURSE SYLLABUS:

After successful completion of this course, the student will be able to:

1. Differentiate the principles of pharmacology and pharmacotherapeutics for psych-related conditions.
2. Discuss the most commonly prescribed psych-related drugs and physiological effects.
3. Develop appropriate effective drug treatment regimens for patients with psych-related conditions.
4. Apply the laws governing the prescribing of controlled drugs when writing prescriptions and storing samples.

Final Faculty Senate Approved Form as of 10/4/89



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CURRICULUM CHANGE PROPOSAL

ACADEMIC UNIT: _____

COURSE NUMBER: NUR 708 _____

PAGE 2

5. PREREQUISITES:
NUR 700, NUR 703
6. REQUIRED COURSE: ____ Yes ____ X No
7. CREDITS: (a) Number 3
(b) Variable credit Explanation:
(c) Will course be repeatable for credit: X Yes ____ No
(d) Grading systems permitted: X A-F ____ P/F ____ Credit/No Credit
Exceptions: _____
8. Course Level: ____ Elementary
____ Intermediate
____ Intermediate/Advanced
X Advanced
9. CROSSLISTING DEPARTMENTS (attach supporting letters):
10. SCHEDULING PLAN: ____ Each semester
____ Annually
____ Biennially
X Occasionally
11. STARTING WITH:
____ Fall, ____ Spring, X Summer: ____ Academic Year
12. IS THIS A "SPECIAL TOPICS" COURSE? ____ Yes X No
13. EXPLANATION OF NEED FOR THE SPECIFIC COURSE:
This class is offered only when there are enough students interested to warrant a course being offered.
14. RELATIONSHIP TO OTHER LIKE COURSES IN THE DISCIPLINE/UNIVERSITY:
NUR 703

CURRICULUM CHANGE PROPOSAL

ACADEMIC UNIT: _____

COURSE NUMBER: NUR708 _____

PAGE 3

15. COURSE WHICH MAY BE DROPPED AS A RESULT OF THIS PROPOSAL:
N/A
16. INSTRUCTIONAL STAFF (if non-faculty, attach Vita):
17. COURSE SYLLABUS AND TEXT REFERENCE:

Kentucky State University
College of Professional Studies
School of Nursing
Course: NUR-708
PSYCHOPHARMACOLOGY (3 credit hours)

Syllabus

PROFESSOR:

OFFICE:

OFFICE PHONE:

FAX:

E-MAIL:

SEMESTER:

CLASS TIME:

CLASSROOM:

OFFICE HOURS:

Online

Blackboard

I. MISSION STATEMENTS:

The Objectives and Learning Outcomes of this course directly support the Mission of the University, College, and Division, and may be found at: www.kysu.edu/about; www.kysu.edu/academics/collegesAndSchools/default.htm; www.kysu.edu/academics/collegesAndSchools/collegeofartsocialsciencesandinterdisciplinarystudies/default.htm.

II. NOTICE TO STUDENTS WITH DISABILITIES:

Any student who requires an accommodation due to a documented disability may contact the Disability Resource Center (DRC) at (502) 597-5076, or visit Hill Student Center, Suite 220C, to arrange for reasonable accommodations. The student is required to obtain verification from the DRC and deliver the signed DRC document to the instructor specifying the accommodations. The student is encouraged to complete this process at the beginning of the semester since an approval for accommodations is not retroactive. The accommodations become effective upon receipt of the DRC approval by the faculty member from the student. Additional information concerning the DRC and accommodations can be found at <http://www.kysu.edu/about/divisions/studentAffairsAndEnrollment/disabilityResourceCenter.htm>.

III. COURSE DESCRIPTION – COURSE RATIONALE:

The purpose of this course is to expand the knowledge on psychopharmacology of the advance practice nurse. Principles of psychopharmacology, kinetics, neurotransmission, abuse & dependence, tolerance & sensitization, and treatment of psycho-related conditions across the life span serve as the foundation for this comprehensive course in psychopharmacology for prescribers. Emphasis is placed on understanding the physiological action of drugs, expected responses and major side effects. Issues related to the legal aspects of prescribing are included.

IV. COURSE OBJECTIVES:

After successful completion of this course, the student will be able to:

1. Differentiate the principles of pharmacology and pharmacotherapeutics for psych-related conditions.
2. Discuss the most commonly prescribed psych-related drugs and physiological effects.
3. Develop appropriate effective drug treatment regimens for patients with psych-related conditions.
4. Apply the laws governing the prescribing of controlled drugs when writing prescriptions and storing samples.

V. STUDENT LEARNING OBJECTIVES/OUTCOMES:

1. Learn the principles of pharmacology and pharmacotherapeutics.
2. Identify the most commonly prescribed drugs and explain their mechanism of action.
3. Explore the adverse effect and any drug interactions of commonly prescribed drugs.
4. Demonstrate comprehension of effective drug treatment regimens for individual patients.
5. Identify the laws governing the prescribing of drugs when writing prescriptions.

VI. REQUIRED TEXTS:

John O'Neal and John Preston *Handbook of Clinical Psychopharmacology for Therapists 6th ed.*
 ISBN-13: 978-1572246980
 ISBN-10: 1572246987

John O'Neal and John Preston *e-Study Guide for: Handbook of Clinical Psychopharmacology for
 Therapists: Psychology, Abnormal psychology (for 6th ed.)*
 eISBN 978-1490283715
 E-523013

Supplemental Texts:

James David Golan *Principles of Pharmacology, North American Edition, 3e*
 ISBN-13 978-1-60831-270-2
 ISBN-10 1-60831-270-4

Olson *Clinical Pharmacology Made Ridiculously Simple*
 ISBN-13: 978-1935660002
 ISBN-10: 1935660004

All texts used in prerequisite courses are open for use at any time.

The Library and the Media Center:

Additional online resources will be posted via Blackboard.

VII. BLACKBOARD:

This online course will use Blackboard and the primary communication tool between faculty, student and peers. Additional instructional methods may include, but not be limited to:

- Online resources
- Screen sharing
- Readings and written assignments
- Discussion board postings
- Preparation of a papers and educational documents
- Participation in online chat as assigned

VIII. COURSE SPECIFIC REQUIREMENTS, EXPECTATIONS, POLICIES:

Student responsibilities:

- Adhere to policies, guidelines and codes in the Student Handbook: students are responsible for policies contained in the Kentucky State University Student Handbook.
- All work should be submitted at the designated time. Students must notify instructor via email or telephone of late submission and provide instructor with a university approved excuse. The instructor reserves the right to deduct points from the assignment for late submissions. Any late submission (unless prior arrangements have been made) may result in a 0 (zero) and could result in failing the course. Any student needing special accommodations should contact the Director of the Program for Students with Disabilities. Accommodations for any student documented as eligible for accommodations must be provided to the course instructor.
- It is expected that all work submitted in this course would be the student's own, or in the case of any group work be the work of the individuals in the group. As a reminder, the definition of plagiarism is: to steal and pass off (the ideas or works of another) as one's own; use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source.* Academic misconduct may include, but not necessarily be limited to acts such as plagiarism, cheating, misrepresentation and fabrication.

*Source: Webster's Ninth New Collegiate Dictionary, Springfield, MA: Merriam-Webster, Inc., 1988.

- Check Blackboard announcements weekly.
- Complete reading assignments.
- Complete writing assignments using APA writing style and other criteria as stated on individual grading rubrics. All written assignments will be evaluated for organization, development, clarity, fluency, and readability. All written assignments must be submitted via MS Word[®]. "Track Changes" will be used provide feedback and documents will be returned via email or Blackboard.
 - Weekly assignment submission deadlines will be 11:59pm on Sundays except for the final exam which must be completed no later than midnight on the designated day.
 - Maintain copies of all assignments submitted for grading. Faculty will utilize grading rubrics/tools for all formal written assignments.

- Participate in differential diagnosis discussions.
- Adhere to HIPAA guidelines when including real life experiences in discussions. Change names and other primary identifiers to protect patient confidentiality.

IX. EVALUATION PROCEDURES:

Various teaching methods will be used during this course that includes but not limited to asynchronous and/or synchronous discussion, an assorted number of media and online resources. Successful completion of this course is contingent upon the student's ability to demonstrate their mastery of this content through the completion of all assignments. Assignments may consist of, but will not be limited to, self-study, quizzes, exams, case studies, case presentations, discussion boards/Blogs, and collaborative projects which include:

Unit Examinations	85%
<ul style="list-style-type: none"> • Topic quizzes/tests • Activities • Presentations 	
Final exam	15%

Confirmation of understanding of each unit will include multiple methods of examination including but not limited to choice questions, true/false, completion and other question types. A comprehensive midterm and final exam will be given at scheduled times.

Topics

Overview of Psychopharmacology
 Neurobiology
 Pharmacology
 Diagnostic Considerations
 Depressive Disorders
 Bipolar Disorders
 Anxiety Disorders
 Obsessive-Compulsive Disorder
 Psychotic Disorders
 Post-Traumatic Stress Disorder
 Borderline Personality Disorders
 Substance-Related Disorders
 Antidepressant Medications
 Bipolar Medications
 Antianxiety Medications
 Antipsychotic Medications
 Over-the-Counter Dietary Supplements and Herbal Products
 When to Reevaluate
 Child and Adolescent Psychopharmacology
 Psychopharmacology with pregnancy
 Regulations for Writing Prescriptions

Major Clinical / Laboratory Experiences: There are no clinical / Laboratory / Observational experiences associated with this course.

Clinical / Observational Critique: As there are no clinical / observational experiences associated with this course: therefore, there are no corresponding tools.

Drug List: The initial drug list will be distributed during week 1 of the course.

Caffeine / Nicotine

Alcohol

Monoamine Oxidase and Uptake Inhibitors

SSRIs

Placebo & Nondrug Treatments

Mood Stabilizers / Lithium

Anxiolytics

Benzodiazepines

Anticonvulsants

ADHD in Adults and Children

Opiates

Pain Management

Currently in Research

X. COURSE CALENDAR/SCHEDULE:

*The instructor reserves the right to make changes to (delete, add, or modify) this syllabus as the semester progresses.

Timeline	Topic	Assignments
Week 1	Conference Call <ul style="list-style-type: none"> Welcome & Course Introduction Syllabus Review Overview of Psychopharmacology Neurobiology Pharmacology Diagnostic Considerations	Activities
Week 2	Depressive Disorders Bipolar Disorders Anxiety Disorders Obsessive-Compulsive Disorder	Test
Week 3	Psychotic Disorders Post-Traumatic Stress Disorder Borderline Personality Disorders Substance-Related Disorders	Activities
Week 4	Antidepressant Medications Bipolar Medications Antianxiety Medications Antipsychotic Medications Over-the-Counter Dietary Supplements and Herbal Products	Test
Week 5	When to Reevaluate Child and Adolescent Psychopharmacology Psychopharmacology with pregnancy Regulations for Writing Prescriptions	Activities
Week 6	Caffeine / Nicotine Alcohol Monoamine Oxidase and Uptake Inhibitors	Test
Week 7	SSRIs Placebo & Nondrug Treatments Mood Stabilizers / Lithium	Activities
Week 8	Anxiolytics Benzodiazepines Anticonvulsants	Test
Week 9	ADHD in Adults and Children Opiates Pain Management	Activities
Week 10	Currently in Research	Final Exam

Midterm grade will come from the average grades of activities and tests up to the end of Week 5.

Student Acknowledgment of Receipt of Course Information

Read the syllabus and the "Common Policies for all Courses at KSU" found throughout the University Catalogue at:

<http://www.kysu.edu/about/divisions/studentAffairsAndEnrollment/enrollmentManagement/registrar/Kentucky+State+University+Catalogue.htm>

Then, type **exactly** what is written below in Statements (1) and (2), and **deliver this statement as instructed**; make sure "Student Acknowledgment of Receipt of Course Information" is on the subject line. Adding your name and student ID at the end of the statement will stand as your signature. I also agree to deliver this copy of the "Student Acknowledgment" form within two (2) weeks of the start of the semester. I understand that the policies contained within these documents apply directly to me and to all students in the class. I agree to abide by these policies, and recognize that not abiding by these policies could result in dismissal from this class and/or affect my standing as a student at KSU as per Section 2.C. of the Student Handbook and Section XIX.G.1. of the University Catalogue.

1) This statement acknowledges that: (A) I have received the course syllabus for NUR-700, and (B) I have read the "Common Policies for all Courses at KSU." I understand this statement will be printed and kept in my permanent file or be placed in my electronic Blackboard file for future reference.

2) I agree that I have read these documents before sending this email to my Instructor. I understand that the policies contained within these documents apply directly to me and to all students in the class. By sending this email I agree to abide by these policies, and recognize that not abiding by these policies could result in dismissal from this class and/or affect my standing as a student at KSU.

Student Name and ID number



KENTUCKY STATE UNIVERSITY

FACULTY SENATE
CURRICULUM COMMITTEE

FSCC# 16-17-04

Effective Date _____

CURRICULAR/PROGRAM CHANGE TRACKING DOCUMENT

ACADEMIC UNIT: APE: Nutritional Sciences and Food Systems Option

DATE SUBMITTED: Sept. 28th 2016

1. BRIEF EXPLANATION OF PROPOSED CHANGE:

To establish a Certificate in Food Safety within the College of Agriculture, Food Science and Sustainable Systems.

2. CHECK ITEM(S) BELOW FOR CHANGES DESIRED:

- | | |
|--|--|
| <input checked="" type="checkbox"/> New Degree Certification | <input type="checkbox"/> Deletion of Degree or Certification |
| <input type="checkbox"/> New or Revised Major | <input type="checkbox"/> Deletion of Course |
| <input type="checkbox"/> New or Revised Minor | <input type="checkbox"/> Revised Degree or Certification |
| <input type="checkbox"/> New Course(s) | <input type="checkbox"/> Revised Course |
| <input type="checkbox"/> Course Level (number) Change | <input type="checkbox"/> Other (specify below): |

I. Chair's/Director's Action:

☒ Approved ☐ Disapproved ☐ Returned for Recommended Change
Chair's (Signature): John A. Scales Date: 10/3/16

II. Curriculum Committee Action:

☒ Approved ☐ Disapproved ☐ Returned for Recommended Change
Chairperson: (signature): [Signature] Date: 10/3/16

III. Faculty Senate Action:

☐ Approved ☐ Disapproved ☐ Returned for Recommended Change
Senate President (signature): _____ Date: _____

IV. Dean's Action:

☐ Approved ☐ Disapproved ☐ Returned for Recommended Change
Dean (signature): _____ Date: _____

V. Vice President Academic Affairs (not required for courses):

☐ Approved ☐ Disapproved ☐ Returned for Recommended Change
Provost/VPAA (Signature): _____ Date: _____

IV. President's Action (not required for courses):

☐ Approved ☐ Disapproved ☐ Returned for Recommended Change
President (Signature): _____ Date: _____

Final Faculty senate Approved form as of 9/14/2015

Kentucky State University is an equal educational and employment opport



KENTUCKY STATE UNIVERSITY

FACULTY SENATE
CURRICULUM COMMITTEE

PROGRAM CHANGE PROPOSAL

ACADEMIC UNIT: AFE: Nutritional Sciences and Food Systems Option

DATE PREPARED: Sept. 28th 2016

PRIMARY AUTHOR(S): Dr. Avinash Tope,

ACADEMIC DISCIPLINE
FACULTY APPROVED:
(Committee Chairperson's Signature)

10/31/2016
(Date)

CHAIRPERSON
APPROVED:
(Chairperson's Signature)

10/31/16
(Date)

DEAN APPROVED:
(Dean's Signature)

(Date)

1. DESCRIPTION OF CHANGE

To establish a Certificate in Food Safety within the College of Agriculture, Food Science and Sustainable Systems AFE Program.

2. STARTING WITH:

2017 Year

3. EXPLANATION AND JUSTIFICATION FOR REQUESTED CHANGE.

Undergraduate certificate programs can benefit students who are not pursuing a B.S. degree, but wish to work within a technical field. They can also positively impact the retention of students pursuing a four-year degree. Adding a Certificate degree is expected to greatly enhance participation in the Division's courses, both by traditional and non-traditional students, especially fresh High School Graduates interested in jobs in the Food industry.

Final Faculty Senate Approved Form as of 9/14/2015



WWW.KYSU.EDU

Kentucky State University is an equal educational and employment opportunity/affirmative action institution

Catalogue-ready Program Description

Certificate of Food Safety:

According to the latest report from US Bureau of Labor Statistics, “employment for agricultural and food science technicians is projected to grow 5-7 percent from 2014 to 2024”, especially in the field of Food Safety. Food Safety Specialists are responsible for meeting food safety standards. They oversee that foods are processed, packaged, and prepared according to those specific standards. Typical employers include food production companies, USDA’s Food Safety and Inspection Service (FSIS), local and state Health Departments, and other regulatory organizations. There is a shortage of professionally trained minority students in the area of Food Safety.

The AFE Nutritional Sciences and Food Systems Option at KSU's College of Agriculture, Food Science and Sustainable Systems (CAFSSS) is well poised to offer a Certificate Degree Program in Food safety through its existing AFE Program. With increase by 20% over the last decade, the Organic Foods and Agriculture industry has gained a significance amongst both, the Organic producers and consumers. With various permissible fertilization and production approved under the National Organic Program, there are a considerable learning opportunities for potential growers, processors, and consumers (potential students) about the food safety aspects in Organic Production and Food Industry. A Certificate in Food Safety can be earned by completing 12 hrs of Food Safety courses with a grade of "C" or better. To enroll, students must first be admitted to the University on either a degree seeking or non-degree seeking basis. Work completed for the Certificate may later be applied toward the Bachelor of Agriculture, Food, and Environment (AFE) degree.

Program Description:

The Certificate in Food Safety will require a minimum of 12 credit hours of course work which includes the following classes:

1. FNU 104 (Fundamentals of Nutrition)
2. AFE 455 Food Safety and Microbiology
3. AFE 465 Food Systems and
4. AFE 425 Organic Agriculture.

Most of the courses are currently offered by the Nutrition Science stream of AFE program. Only classes in which students receive a "C" or better will count toward the Certificate. These classes can also count toward the AFE Nutritional Sciences and Food Systems Option for the B.S. in Agriculture, Food, and Environment (AFE) and/or the Nutrition Science minor should the student pursue a high degree.

Background:

The AFE Nutritional Sciences and Food Systems Option, within the College of Agriculture, Food Science and Sustainable Systems, proposes to establish a Certificate degree program in Food Safety. This program will increase undergraduate involvement and retention. It will also greatly increase the number of domestic and international students taking classes.

Need:

There is a shortage of professionally trained minority students in the area of Food Safety and in order to encourage greater minority representation, according to FSIS, “since 2004, FSIS has entered into four Memorandums of Understanding (MOU) with three Historically Black Colleges and Universities (HBCU) and one Hispanic Serving Institution (HSI). By signing a MOU with the above schools, FSIS has committed to having recruiters visit campus at least twice a year participating in career fairs, serving as guest lecturers, and meeting with student groups and faculty. This year, FSIS plans to enter into at least one additional MOU. Signing a MOU shows FSIS' commitment to building a strong business relationship with the university by having a presence on campus and by hiring their students and graduates. In addition to our MOU schools, FSIS actively recruits at twelve other schools that fall in the HBCU and HSI category. The level of involvement at our MOU schools and other HBCU/HSI schools has allowed us to hire 14 students in 2004 and 24 students in 2005, all under the Student Career Experience Program (SCEP) with four being 1890 scholars. Fifteen of these students worked additional periods in 2006. We have had six students convert to permanent positions after they graduated during the time periods of 2004-2006.

When we attend campus career fairs, we encourage students who work for us to join our recruiters and share their experiences with their fellow students. These students are also encouraged to give classroom presentations on public health and the importance of the FSIS mission. We have found that a student sharing their FSIS experiences at the school makes a significant impact on increasing the interest in FSIS.”

The AFE Nutritional Sciences and Food Systems Option at KSU's CAFSSS through its relatively new Undergraduate Program in Agriculture, Food & Environment (AFE) program is unique in the Commonwealth and the region as it trains a significant number of minority students in various disciplines, including Nutrition Sciences. Also, the program has adopted a balance of distance education and traditional classroom teaching, with a substantial emphasis on 'hands-on' learning experience for its students. Since its inception in fall of 2012, it has so far served about 75 student. In recent years the AFE Nutritional Sciences and Food Systems Option has received numerous enquiries about the potential availability of a Certificate Course. This will allow us to offer a Certificate program, positively impacting enrollment from minority students, especially non-traditional students interested in obtaining vocational and certificate training in various aspects of Food Safety.

There are no competing programs locally from any other HBCUs in KY in this area. KSU already offers an M.S. in Environmental Studies (MES) and an M.S. in Aquaculture Systems option in the AFE Bachelor of Science degree.

Impact on Existing Programs:

This degree program will complement our other degree offerings. The Certificate program also provides an interim degree for those pursuing the Nutritional Sciences and Food Systems Option in the Agriculture, Food, and Environment, B.S. degree. Interim degrees have been shown to positively impact retention and graduation rates.

Program Resources:

The Division of Food and Nutrition Science faculty includes:

- Dr. Avinash M. Topè, PhD. Asst. Prof/PI.
- Dr. Kristopher Grimes, PhD, Asst. Professor, /State Specialist.
- Dr. Shawn Lucas, PhD, Asst. Professor/PI.



KENTUCKY STATE UNIVERSITY

FACULTY SENATE
CURRICULUM COMMITTEE

FSCC# 16-17-05

Effective Date _____

CURRICULAR/PROGRAM CHANGE TRACKING DOCUMENT

ACADEMIC UNIT: CAFSSS

DATE SUBMITTED: October 3, 2016

1. **BRIEF EXPLANATION OF PROPOSED CHANGE:** We propose creating a new Nutrition Certificate program called *Human Health and Nutrition*. This certificate will be 4 courses of 12 hours total designed to give the student specific training in nutrition in the context of community education and human health.

2. **CHECK ITEM(s) BELOW FOR CHANGES DESIRED:**

- | | |
|--|--|
| <input checked="" type="checkbox"/> X New Degree Certification | <input type="checkbox"/> Deletion of Degree or Certification |
| <input type="checkbox"/> New or Revised Major | <input type="checkbox"/> Deletion of Course |
| <input type="checkbox"/> New or Revised Minor | <input type="checkbox"/> Revised Degree or Certification |
| <input type="checkbox"/> New Course(s) | <input type="checkbox"/> Revised Course |
| <input type="checkbox"/> Course Level (number) Change | <input type="checkbox"/> Other (specify below): |

I. **Chair's/Director's Action:**

- ☒ Approved ☐ Disapproved ☐ Returned for Recommended Change

Chair's (Signature) John D. Edgell Date: 9/29/16

II. **Curriculum Committee Action:**

- ☒ Approved ☐ Disapproved ☐ Returned for Recommended Change

Chairperson: (signature) [Signature] Date: 10/3/16

III. **Faculty Senate Action:**

- ☐ Approved ☐ Disapproved ☐ Returned for Recommended Change

Senate President (signature): _____ Date: _____

IV. **Dean's Action:**

- ☐ Approved ☐ Disapproved ☐ Returned for Recommended Change

Dean (signature): _____ Date: _____

V. **Vice President Academic Affairs (not required for courses):**

- ☐ Approved ☐ Disapproved ☐ Returned for Recommended Change

Provost/VPAA (Signature): _____ Date: _____

IV. **President's Action (not required for courses):**

- ☐ Approved ☐ Disapproved ☐ Returned for Recommended Change

President (Signature): _____ Date: _____



KENTUCKY STATE UNIVERSITY

FACULTY SENATE

CURRICULUM COMMITTEE

PROGRAM CHANGE PROPOSAL

ACADEMIC UNIT: CAFSSS

DATE PREPARED: September 29, 2016

PRIMARY AUTHOR(S): Dr. Kristopher R. Grimes, Dr. Avinash Topé

ACADEMIC DISCIPLINE

FACULTY APPROVED:

(Committee Chairperson's Signature)

9/29/16
(Date)

CHAIRPERSON

APPROVED:

(Chairperson's Signature)

9/29/16
(Date)

DEAN APPROVED:

(Dean's Signature)

(Date)

1. DESCRIPTION OF CHANGE

We propose creating a new Nutrition Certificate program called *Human Health and Nutrition*. This certificate will be 4 courses of 12 hours total designed to give the student specific training in nutrition in the context of community education and human health. Students who acquire this certificate will have enhanced training in nutrition to supplement their existing education. This certificate is designed for current KSU students, new students, and individuals desiring more instruction in the area of nutrition.

Certificate Courses will include:

FNU 104	<u>Basic Nutrition</u>
AFE 405	Research and Extension in Nutrition
AFE 416	Society and Nutrition
AFE 417	Modern Nutrition and Disease

2. STARTING WITH

2017 Spring Year

3. EXPLANATION AND JUSTIFICATION FOR REQUESTED CHANGE

By creating this certificate, current and new students will be able to supplement their current experience with specific courses relating to human health, nutrition, and community nutrition. A certificate is ideal to improve student resume's and experience. Many students want to supplement related disciplines (biology, education, chemistry, agriculture, etc.) to be able to focus their training and interests. In addition, non-traditional students will seek to improve their current training and professional development through this certificate program. In addition, this will help KSU's overall graduation rate and student enrollment.