

# WKU Winter Term

*You'll be glad you did! January 2 - 20, 2012*

## Annual Report 2012

A brief summary of WKU Winter Term 2012

Course Enrollments, College Data, Course Section Information, and Marketing Efforts



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## **WKU Winter Term 2012**

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# Winter Term 2012

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## Message from the Associate Vice President

### Mission:

The Office of Winter Term supports the overall mission of Western Kentucky University by providing academic opportunities that will benefit both students and faculty. We work to maintain optimal enrollment during Winter Term as we extend access to lifelong learners. We address students' emerging needs in order to enhance student success at Western Kentucky University.

### Definitions:

**Sections:** Courses may have multiple sections offered in the same session and each of the sections are counted

**Enrollment:** Registration in course sections

**Head Count:** Students registered for more than one course are counted only once during the term

**Course:** Courses are differentiated by subject and course number. For example, a single course could encompass 3 sections for ENG 100 taught by two instructors; one instructor teaching a single section and the other instructor teaching 2 sections that may have been combined

### Acknowledgements:

Many thanks go to Information Technology Division for supplying the data on enrollments and student counts for this report.

### WKU Extended Learning and Outreach

Dr. Beth Laves, Assoc. Vice President

#### Academic Outreach

Laura Ricke, Director

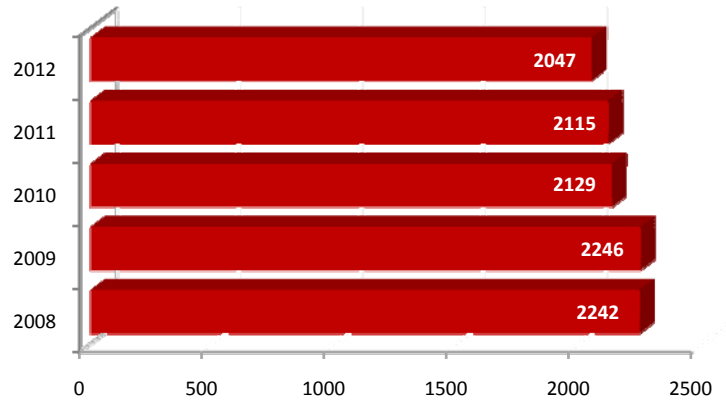
#### Office of Summer Sessions and Winter Term

Alicia Bingham, Coordinator

## Winter 2012 Highlights

**Enrollment:** Undergraduate enrollment was nearly flat, decreasing less than 1%. There was an overall 3% decrease in student head count from Winter Term 2011 to 2012. In 2011, course enrollment was 2,214; decreasing to 2,110 in 2012. Student credit hour production also decreased in 2012, but remained over 6,000. There were 260 sections offered in Winter Term 2012, which was a 5.7% increase over 2011.

WKU Winter Term Head Count Comparison



21

New Courses  
in 2012

**New Classes:** There were 21 new classes offered in Winter Term 2012 that had never been offered in previous Winter Terms.

- ART 220 – Ceramics
- ART 491 – Art & Audience in NYC
- AMS 261 – Construct Meth & Materials
- CE 475 – Floodplain Mgt
- CHM 101C – Intro Chemistry
- CNS 559 – Techniques/Counseling
- CNS 586 – Parenting Issues
- ENG 455 – American Drama
- ENV 375 – Intro to Water Resources
- EXS 223 – Health Rel Fitness
- MKT 325 – Personal Selling
- NUR 104 – Calculations for Nursing
- NUR 150 – LPN to RN Transition
- PE 341 – Basketball Coaching
- PHIL 215 – Elementary Logic
- PSY 250 – Adj and Personal Growth
- PSY 430 – Psy of Women
- PSY 450 – Psy of Personality
- RLST 102C – Intro to Rel Studies
- RUSS 101 – Elementary Russian I
- THEA 241 – Costume Technology

**Networking Lunch:** Nearly 300 Winter Term faculty and students joined together over a hot meal on January 12<sup>th</sup> as the Winter Term office sponsored the annual Winter Term networking lunch. The lunch provided both students and faculty the chance to further the sense of community on campus during Winter Term. This year's networking lunch was held at the Fresh Food Company in DUC.



## Campus Participation:

- There were 260 sections of 198 courses offered at the Bowling Green, Elizabethtown, Glasgow, and Owensboro campuses, as well as online, through Study Abroad, and Study Away. The number of sections offered increased 44% from 2006, which was the first year of WKU Winter Term.
- All colleges participated in Winter Term 2012, including 208 faculty. The number of faculty participating in Winter Term has grown 80% since 2006 and 7% since 2011.
- Residence Life once again opened three residence halls for Winter Term (PFT, Northeast, and Southwest).

## Study Abroad – Winter 2012

There were 146 students that studied abroad in Winter 2012, an increase of 28% over Winter Term 2011.

- 125 students went on a faculty-led trip
- 18 students went through Consortia
- Two students went as independent study
- One student went through a third party

Locations for faculty-led trips during Winter Term 2012 included Australia, the Bahamas, Belize, Costa Rica, Ecuador, France, Italy, and Kenya.



Data provided by Study Abroad & Global Learning – [www.wku.edu/studyabroad](http://www.wku.edu/studyabroad)

## Study Away – Winter 2012

WKU offered two Study Away courses in Winter Term 2012.

**Pictured Right:** Total Immersion Floodplain Management (CE 475) was led by Dr. Warren Campbell. As a member of WKU engineering faculty, Campbell recognized the challenge engineering students often face in undertaking classes outside their demanding and structured sequence of courses. This field experience course offered a unique opportunity to explore massive flood control works and interact with professionals from largest U.S. flood control districts. Nine Civil Engineering students participated and traveled to Phoenix, Hoover Dam, Death Valley, and the Salton Sea.

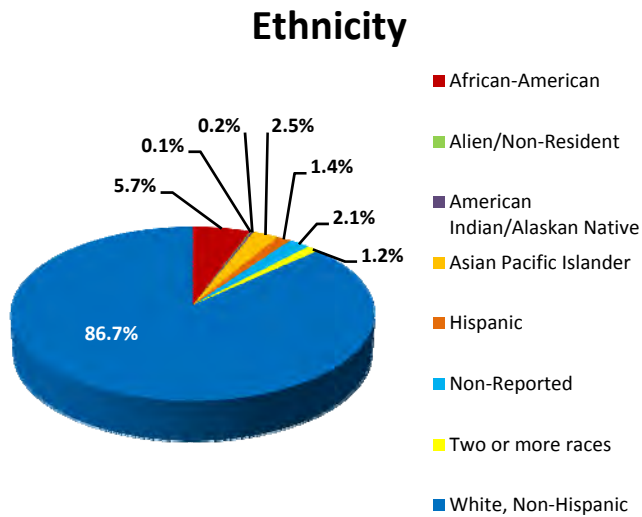
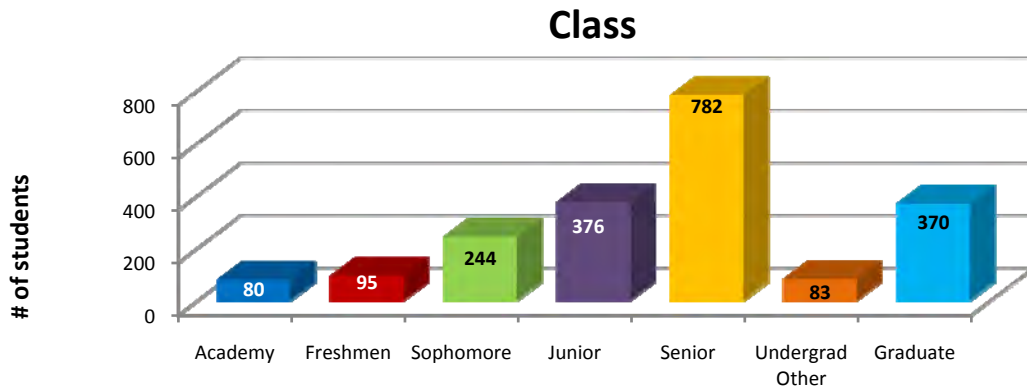
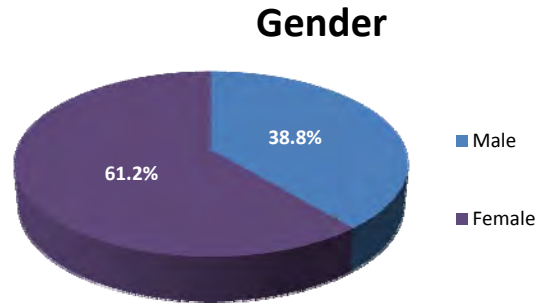
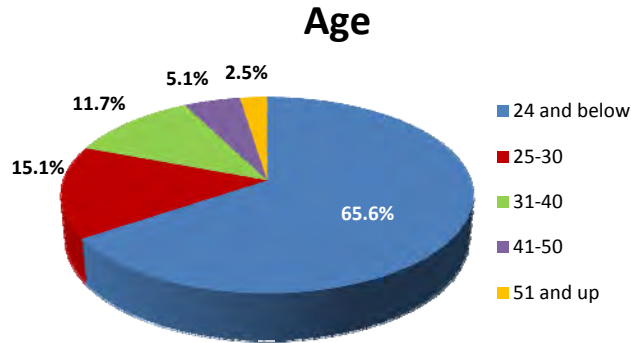


**Pictured Left:** Art 491 - Art in New York City was led by Dr. Ingrid Cartwright. Fourteen students and three non-credit American Travelers spent an intensive five days of taking in as much of the New York City art scene as possible. Dr. Cartwright's focus was on "critically examining the role of the viewer in art throughout history and from around the world." The group visited all of the major museums including the Guggenheim, Metropolitan Museum of Art, and the MOMA. The class also went to the 9/11 Memorial, listened to gallery talks and lectures by prominent art historians, and had a great time taking in Times Square, Broadway shows, and Rockefeller Center.

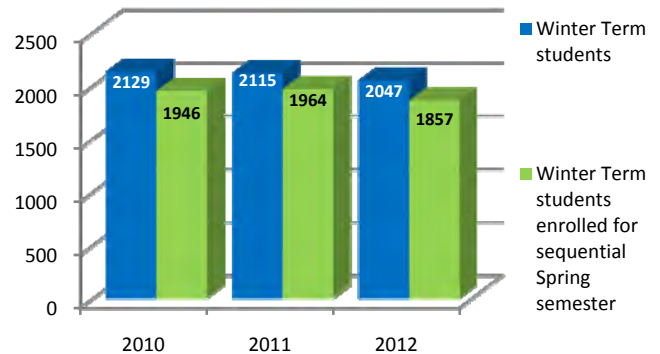
For more information on Study Away, please contact Jerry Barnaby at (270)745-2231 or visit

[www.wku.edu/studyaway](http://www.wku.edu/studyaway)

## Winter Term 2012 Student Demographic Profile



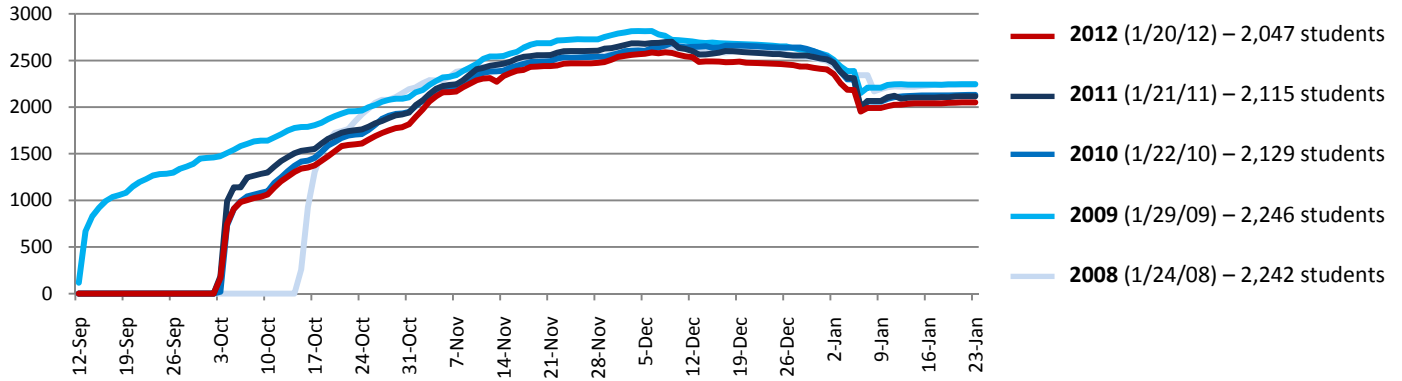
### Students enrolled in Winter Term verses Students enrolled in BOTH Winter and the following Spring Semester



Data for Winter Term demographic profile was collected on 1/20/12 from Infview Report: DELO-Enrolled Students Bio-demo Stats

## Enrollment Trends

**Total Winter Term Student Count Progress**



Winter Term registration began October 3, 2011. The highest student head count peak (2,588) on December 8 – the week before Fall semester finals. The highest peak for Winter Term 2011 was 2,702 on December 10. The number of students dropped for non-payment was the lowest in 4 years. We lost 230 students initially, but many students were reinstated.

**Winter Term Delivery Method Comparison**

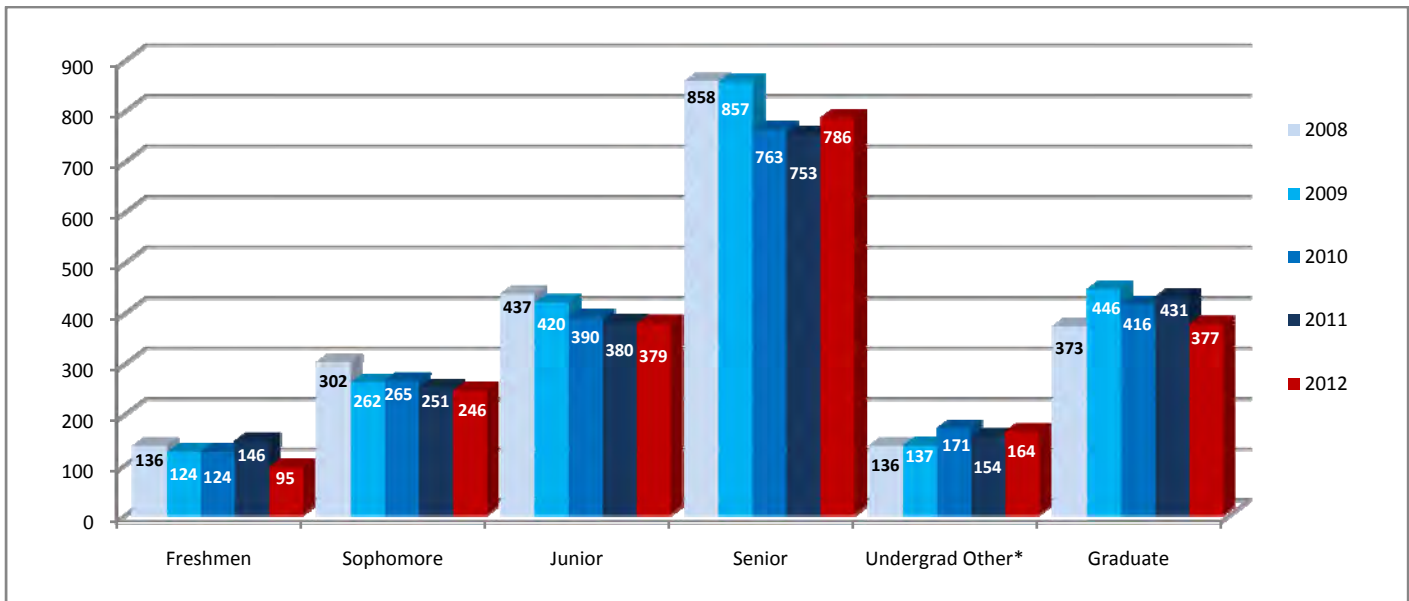
	2008			2009			2010			2011			2012		
	UG	GR	Total	UG	GR	Total	UG	GR	Total	UG	GR	Total	UG	GR	Total
BG Campus	873	62	935	779	79	858	591	41	632	677	65	742	550	68	618
Online	908	197	1,105	999	221	1,220	988	268	1,256	935	295	1,230	993	230	1,223
Regional Campus	53	8	61	30	2	32	31	3	34	6	1	7	24	8	32
Evening	0	34	34	16	30	46	56	12	68	36	11	47	17	14	31
Weekend	0	60	60	9	103	112	3	71	74	0	59	59	0	35	35
Study Abroad	99	14	113	35	11	46	95	11	106	78	7	85	121	21	142
Study Away	0	0	0	0	0	0	0	0	0	19	4	23	23	0	23
Spec. Location	0	0	0	0	0	0	0	0	0	21	0	21	5	1	6
Subtotals	1,933	375	<b>2,308</b>	1,868	446	<b>2,314</b>	1,764	406	<b>2,170</b>	1,772	442	<b>2,214</b>	1,733	377	<b>2,110</b>
Total Course Enrollment															

\*Data collected 1/24/08, 1/29/09, 1/22/10, 1/21/11, and 1/20/12. The data comes from Infoview Report: CRS SEC ENROLL by College.

Online courses represented over 57% of the overall Winter Term course enrollment in 2012. Online course enrollment has grown 118% since the first Winter Term in 2006. Potter College, College of Education & Behavioral Sciences, College of Health & Human Services, and Ogden College all had slight increases in course enrollment from Bowling Green campus classes.



## WKU Winter Term Student Type Head Count Comparison



Data collected from Infoview Report: CPE Enrollment Summary on 1/24/08, 1/29/09, 1/22/10, 1/21/11, and 1/20/12.

\*Undergrad Other encompasses Post-Baccalaureate, Non-Degree Seeking, High School, and Academy students.

## Student Type in Detail

	2008		2009		2010		2011		2012
FR-Freshmen	129	-3.9%	124	0.0%	124	17.7%	146	-34.9%	95
SO-Sophomore	282	-7.1%	262	1.1%	265	-5.3%	251	-2.0%	246
JR-Junior	421	-0.2%	420	-7.1%	390	-2.6%	380	-0.3%	379
SR-Senior	901	-4.9%	857	-11.0%	763	-1.3%	753	4.4%	786
P1-Post Baccalaureate Degree Seeking	18	66.7%	30	100.0%	60	-41.7%	35	17.1%	41
P2/3-Post Baccalaureate Certificate	5	0.0%	5	0.0%	5	0.0%	5	0.0%	5
UN-Undergrad Non Degree Seeking	23	13.0%	26	-11.5%	23	13.0%	26	46.2%	38
AJ-Academy Juniors	49	-2.0%	48	18.8%	57	-29.8%	40	30.0%	52
AS-Academy Seniors	41	-31.7%	28	-7.1%	26	84.6%	48	-41.7%	28
<b>Total UG</b>	<b>1869</b>	<b>-3.7%</b>	<b>1800</b>	<b>-4.8%</b>	<b>1713</b>	<b>-1.7%</b>	<b>1684</b>	<b>-0.8%</b>	<b>1670</b>
MA-Master's Degree	295	18.6%	350	-6.0%	329	5.8%	348	-9.2%	316
CD-Cooperative Doctorate	5	-80.0%	1	-100.0%	0	N/A	0	N/A	0
GS-Specialist Student	13	-23.1%	10	-30.0%	7	14.3%	8	-12.5%	7
GN-Grad Non Degree Seeking	31	48.4%	46	6.5%	49	-49.0%	25	52.0%	38
R1-Rank I Student	22	9.1%	24	-20.8%	19	-36.8%	12	0.0%	12
R2-Rank II Student	7	71.4%	12	-83.3%	2	300.0%	8	-50.0%	4
DR-Doctoral Student	0	N/A	3	233.3%	10	200.0%	30	-100.0%	0
<b>Total GR</b>	<b>373</b>	<b>N/A</b>	<b>446</b>	<b>-6.7%</b>	<b>416</b>	<b>3.6%</b>	<b>431</b>	<b>-12.5%</b>	<b>377</b>
<b>WKU Total Student Headcount</b>	<b>2242</b>	<b>0.2%</b>	<b>2246</b>	<b>-5.2%</b>	<b>2129</b>	<b>-0.7%</b>	<b>2115</b>	<b>-3.2%</b>	<b>2047</b>

## Student Frequencies

	2010	2011	2012
Students who took 1 course:	2,066 or 96.59%	2,044 or 94.94%	1,972 or 95.45%
Students who took 2 courses:	72 or 3.37%	106 or 4.92%	93 or 4.50%
Students who took 3 courses:	3 or 0.04%	3 or 0.14%	1 or 0.05%
<b>Overall Average</b>	<b>1.02 courses/student</b>	<b>1.05 courses/student</b>	<b>1.03 courses/student</b>



## Winter Data by College

Course Enrollment					
College	2010		2011		2012
PCAL	534	7.9%	576	0.5%	579
GFCB	249	-3.2%	241	0.0%	241
CEBS	399	16.0%	463	-13.8%	399
CHHS	487	-9.0%	443	-1.6%	436
UC	188	-25.0%	141	-39.0%	86
OCSE	313	11.8%	350	5.4%	369
<b>Total</b>	<b>2170</b>	<b>2.0%</b>	<b>2214</b>	<b>-4.7%</b>	<b>2110</b>

Open Sections					
College	2010		2011		2012
PCAL	59	-8.5%	54	14.8%	62
GFCB	30	0.0%	30	-6.7%	28
CEBS	38	34.2%	51	7.8%	55
CHHS	48	6.3%	51	5.9%	54
UC	26	-19.2%	21	-28.6%	15
OCSE	40	-2.5%	39	17.9%	46
<b>Total</b>	<b>241</b>	<b>2.1%</b>	<b>246</b>	<b>5.7%</b>	<b>260</b>

Sections with Enrollment					
College	2010		2011		2012
PCAL	56	-10.7%	50	24.0%	62
GFCB	25	0.0%	25	-8.0%	23
CEBS	38	34.2%	51	7.8%	55
CHHS	45	4.4%	47	12.8%	53
UC	26	-26.9%	19	-21.1%	15
OCSE	39	-2.6%	38	15.8%	44
<b>Total</b>	<b>229</b>	<b>0.4%</b>	<b>230</b>	<b>9.6%</b>	<b>252</b>

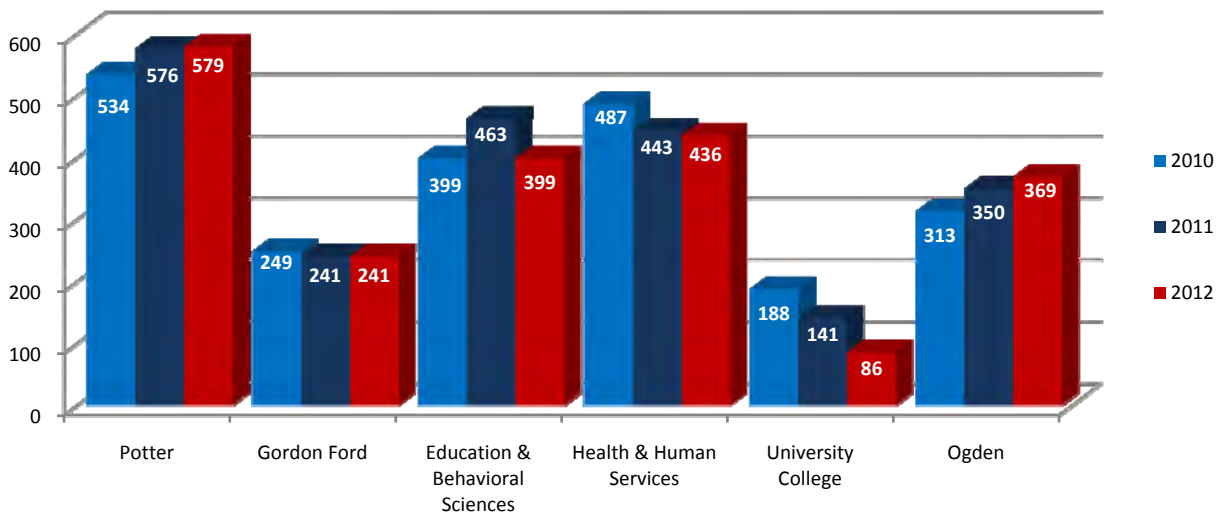
Credit Hours by College					
College	2010		2011		2012
PCAL	1602.00	7.6%	1723.50	0.7%	1735.00
GFCB	747.00	-3.2%	723.00	0.0%	723.00
CEBS	1166.00	13.0%	1317.00	-12.7%	1150.00
CHHS	1354.50	-10.6%	1211.50	-5.1%	1150.00
UC	526.00	-31.0%	363.00	-28.9%	258.00
OCSE	808.00	9.0%	881.00	12.3%	989.00
<b>Total</b>	<b>6203.50</b>	<b>0.2%</b>	<b>6219.00</b>	<b>-3.4%</b>	<b>6005.00</b>

Data collected 1/22/10, 1/21/11, and 1/20/12 from Infoview Report: CRS SEC ENROLL by College.

\*Open sections may have zero enrollment.

This data includes all campuses, study abroad, and cohort courses.

### Course Enrollment by College



Ogden College saw significant growth in Winter Term 2012. Potter College accounted for 6 of the 21 new courses offered in 2012, which contributed to their growth in course enrollment. University College appears to have a significant decline, but it is the result of restructuring of departments – Health Science enrollment is now counted as College of Health & Human Services.

## Faculty Stipend Data by College

Full-time faculty stipend rates increased for 2011 so that the same amounts were used in both Summer and Winter Terms. The stipend for a three credit-hour course was 9% of the annual base salary with a cap of \$4,500. In 2012, the 9% rule was eliminated and all full-time faculty received the flat amount of \$4,500.

Part-time faculty rates, which increased in 2011, remained the same in 2012. The amount for a three credit-hour course in Winter 2012 was as follows:

Level 1 - \$1,692

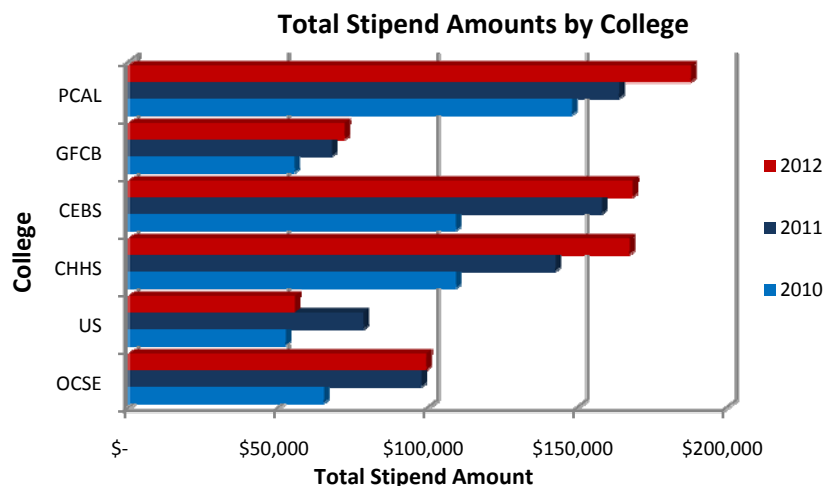
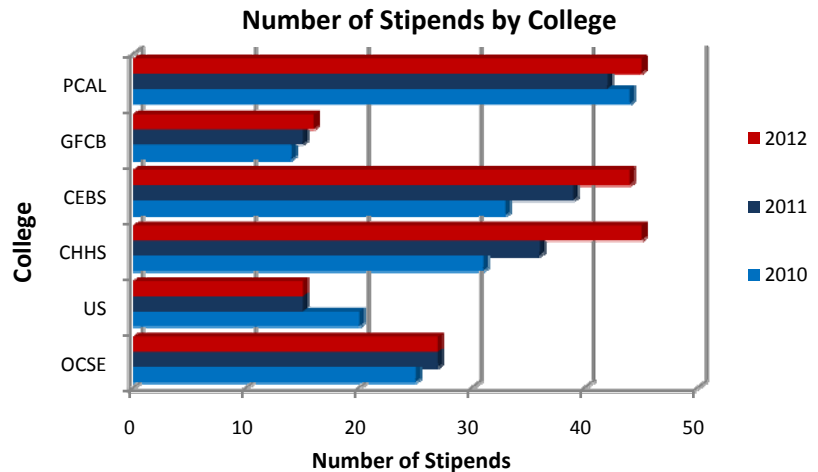
Level 2 - \$1,840

Level 3 - \$2,136

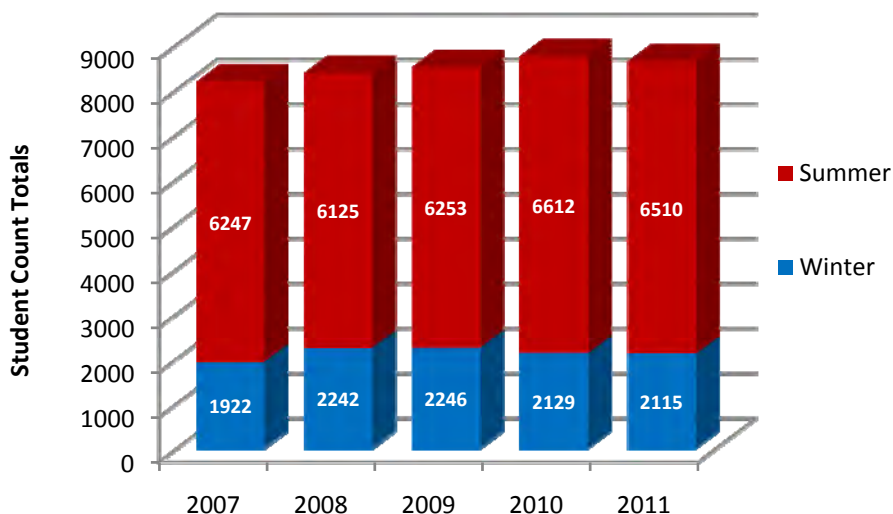
Level 4 - \$2,280

For Winter 2012, there were 17 whose stipends were adjusted down for low enrollment. The high enrollment incentive was changed to 31 enrollments or above, so one instructor received additional compensation for high enrollment.

*Stipend data generated 1/20/12 and includes information from Regional Campuses. Fringe benefits are NOT included in these amounts.*



## Summer/Winter Data



The yearly student count totals of Winter and Summer terms were at the second highest in five years. WKU has seen a 12% increase in student count in the combined Winter and Summer terms from 2006 to 2011.

Many students are taking both summer and winter courses in order to graduate sooner and lighten their load during the Fall and Spring semesters. Over 47% of our Winter 2011 students enrolled in classes during Summer 2011.

## Winter Tuition Comparison



### WKU Winter Term (Jan. 2 – Jan. 20)

UG Resident \$337  
 UG Non-Resident \$834  
 UG Tuition Incentive Program \$431  
 UG Online \$397  
 GR Resident \$445  
 GR Non-Resident (Domestic) \$489  
 GR Non-Resident (International) \$962  
 GR Online \$526

### Other Kentucky Universities with Winter Term

#### UK Winter Intersession (Dec. 19 – Jan. 10)

UG Resident (Lower Division) \$365  
 UG Resident (Upper Division) \$376  
 UG Non-Resident (Lower Division) \$766  
 UG Non-Resident (Upper Division) \$776  
 GR Resident \$519  
 GR Non-Resident \$1,100

#### NKU Winter Term (Dec. 19 – Jan. 6)

UG Resident \$312  
 UG Non-Resident \$624  
 UG Online \$347  
 GR Resident \$423  
 GR Non-Resident \$728  
 GR Online \$463

## Marketing Plan

### Tactics Included:

- \*Booth at Welcome Back WKU with prize wheel
- \*Registration Rally in Centennial Mall serving snowcones to current students
- \*Print and online Herald ads
- \*Posters for Bowling Green campuses as well as Regional Campus locations
- \*Mass email messages and direct mailer postcards
- \*Advertising on campus plasma screens





## **Appendix**

Post-Winter Survey Results

Winter Term Weekly Progress Report

Special Instructional Assignment Form

Correction Form

2012 Winter Term Marketing Plan

Course List

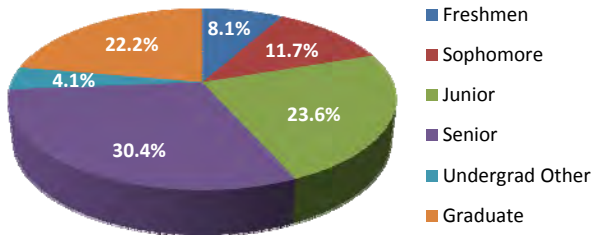
# Post-Winter Term 2012 Survey

www.wku.edu/winter

## Student Survey

This online survey was sent via email to 2,050 Winter Term students January 21, 2012. Of these students, 369 responded (18%) presenting us with the following information.

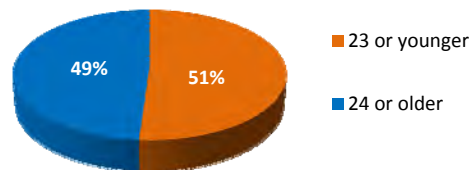
### 1. What year are you as of the 2012 Spring Semester?



Of the students who responded to the survey, 54% were juniors and seniors at WKU.

### 2. What is your current age?

For this survey, “traditional” students are characterized by being 23 years of age and younger. Those 24 and older are considered “non-traditional”. This year, the majority of survey participants were “traditional”, whereas, in years past, the survey participants have been more “non-traditional”.

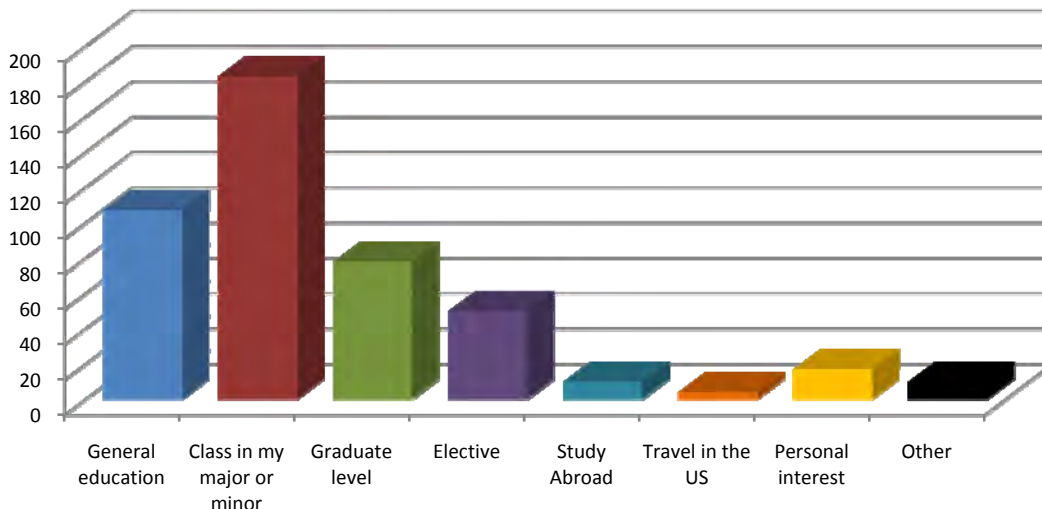


### 3. What is your major?

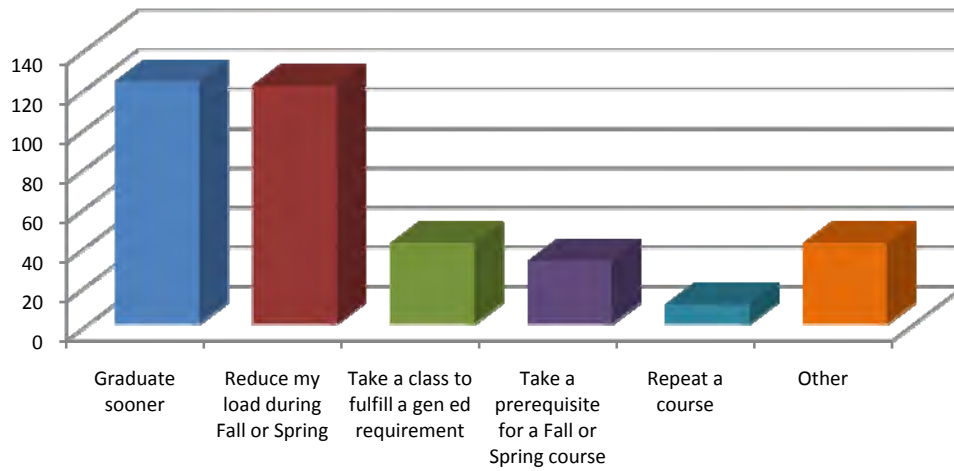
The following represents the departments that had the largest number of students participate in the survey:

Elementary Education	36	10%	Exceptional Education	15	4%
Nursing	26	7%	Accounting	12	3%
Biology	23	6%	Psychology	12	3%

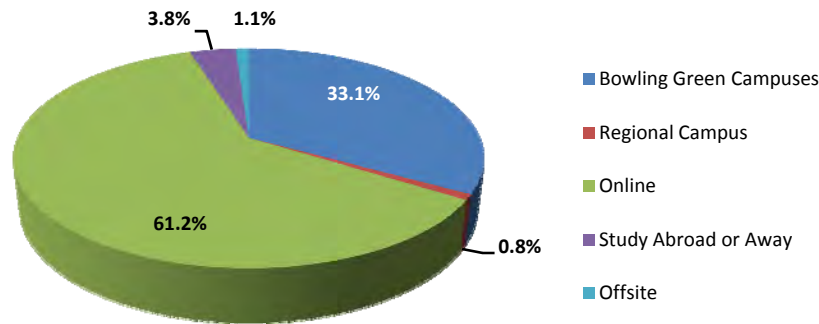
### 4. What type of class did you take during Winter Term 2012?



**5. What reason(s) motivated you to take a Winter Term class?**



**6. Where was your Winter Term class taught?**



**7. How did you get information about WKU Winter Term? (Check all that apply)**

Topnet/Schedule of Classes	154	42%
Email	146	40%
Academic Advisor	106	29%
Winter Term Website	86	23%
Posters/Flyers	70	19%
Family/Friends	65	18%
Instructor	54	15%
Other	20	5%
Direct Mail	19	5%
The Herald	12	3%
Facebook	6	2%

**8. Did you take a class during the 2011 Summer Sessions?**

Yes	40%
No	60%

**9. Do you plan on taking a class during the 2012 Summer Sessions?**

Yes	48%
No	29%
Undecided	23%

10. With 1 being the lowest and 5 the highest, how did your 2012 Winter Term class compare to your expectations?



11. With 1 being the lowest and 5 the highest, how would you rate your Winter Term learning experience compared to Fall or Spring semester classes?



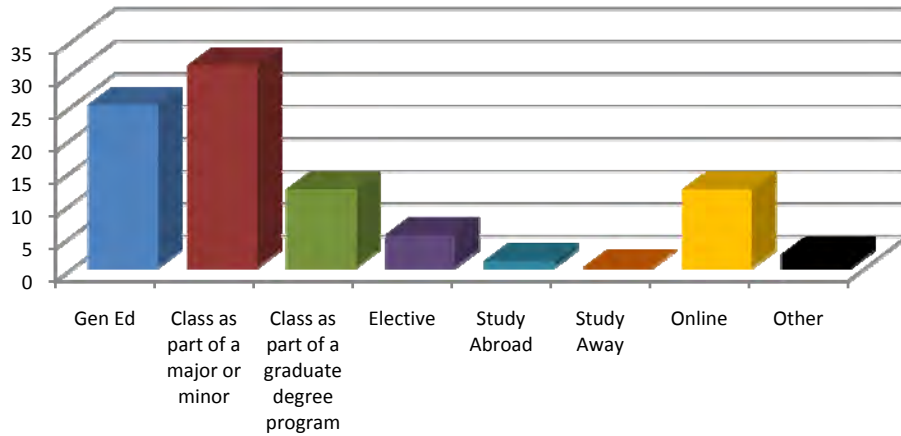
## Post-Winter Term 2012 Survey

www.wku.edu/winter

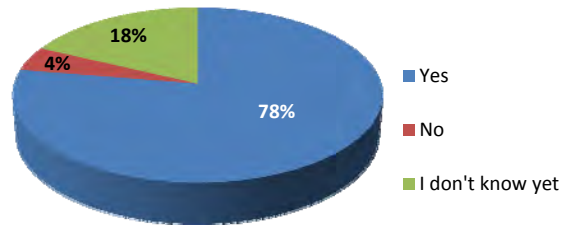
### Faculty Survey

This online survey was sent via email to 208 Winter Term faculty.  
Of these, 67 responded (32%) presenting us with the following information.

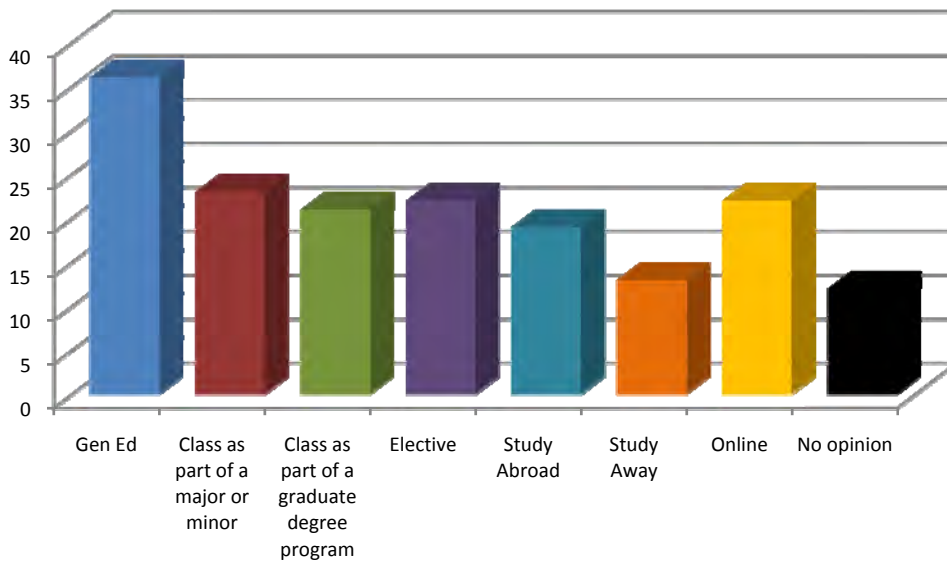
#### 1. What type of class did you teach during Winter Term 2012? (Check all that apply)



#### 2. Will you offer this course in a future Winter Term?



#### 3. What type of classes do you recommend WKU offer more of in future Winter Terms?





# Winter 2012 Weekly Report

## Winter Term Enrollment, Head Count, and Credit Hour Summary

1/20/2012

College	Course Enrollments		Credit Hours	
	2011	2012	2011	2012
Potter College	576	579	1723.50	1735.00
College of Business	241	241	723.00	723.00
College of Education	463	399	1317.00	1150.00
College of Health & Human Services	443	436	1211.50	1150.00
University College	141	86	363.00	258.00
Ogden College	350	378	881.00	1016.00
<b>Totals</b>	<b>2214</b>	<b>2119</b>	<b>6219.00</b>	<b>6032.00</b>

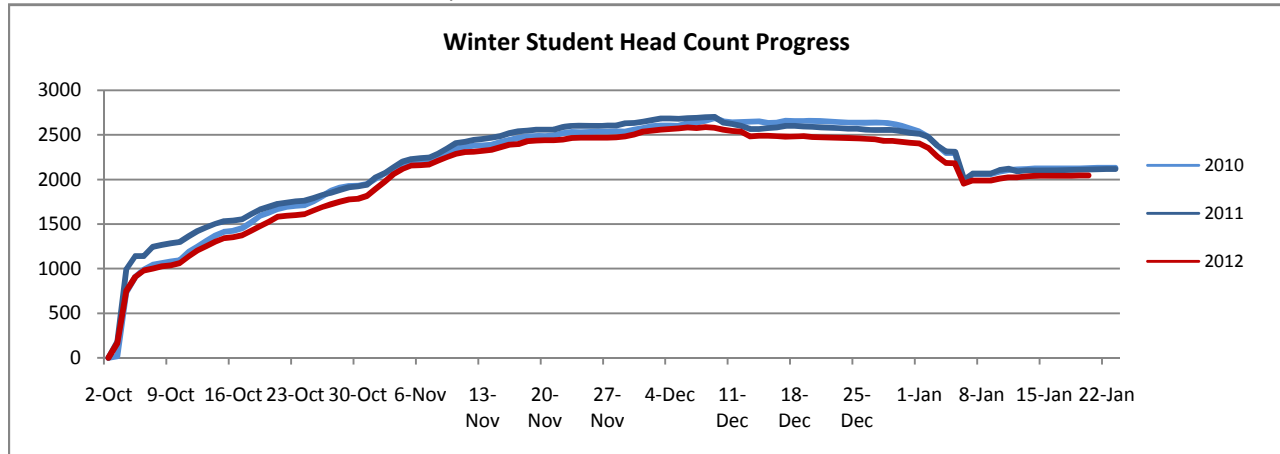
Student Profile Information	Course Enrollments		Credit Hours	
	2011	2012	2011	2012
Online	1262	1229	3664.50	3649.00
Study Abroad	68	142	204.00	426.00

Head Count by Student Type		2011	2012	Difference	
UG	FRESHMEN	146	95	-51	-34.9%
	SOPHOMORES	251	246	-5	-2.0%
	JUNIORS	380	379	-1	-0.3%
	SENIORS	753	786	33	4.4%
	P1-POST BACCALAUREATE DEGREE SEEKING	35	41	6	17.1%
	P2-3	5	5	0	0.0%
	UN-UNDERGRADUATE NON DEGREE SEEKING	26	38	12	46.2%
	AJ-ACADEMY JUNIORS	40	52	12	30.0%
	AS-ACADEMY SENIORS	48	28	-20	-41.7%
<b>UG Total</b>		<b>1684</b>	<b>1670</b>	<b>-14</b>	<b>-0.8%</b>
GR	MASTERS DEGREE	348	316	-32	-9.2%
	GS-SPECIALIST STUDENT	8	7	-1	-12.5%
	GN - GRADUATE NON DEGREE SEEKING	25	38	13	52.0%
	RANK 1	12	12	0	0.0%
	RANK 2	8	4	-4	-50.0%
	DOCTORAL STUDENT	30	0	-30	-100.0%
<b>GR Total</b>		<b>431</b>	<b>377</b>	<b>-54</b>	<b>-12.5%</b>
<b>Total Head Count</b>		<b>2115</b>	<b>2047</b>	<b>-68</b>	<b>-3.2%</b>


\*These Student Type numbers are head count numbers, not course enrollments.

# Sections Offered by College	2011	2012	Difference	
Potter College	54	62	8	14.8%
College of Business	30	28	-2	-6.7%
College of Education	51	55	4	7.8%
College of Health & Human Services	51	54	3	5.9%
University College	21	15	-6	-28.6%
Ogden College	39	49	10	25.6%
<b>Total Sections</b>	<b>246</b>	<b>263</b>	<b>17</b>	<b>6.9%</b>

\*\*Dates for data are 1/21/11 and 1/20/12; comparable as the census date for each Winter Term.



Winter Term  
DELO  
ab

Term:		Form Instance:			Prepared by (WKUID)	Date
Pay ID	Amount	Index	Account	Campus Location	Name:	
					Phone:	
					Office of the Provost and Vice-President for Academic Affairs	
Terms of Employment for Special Instructional Assignments						
NOTE: This form is to be completed for all PT Faculty Instructional Assignments and for FT Faculty Instructional Assignments for FT faculty teaching in summer. Do NOT complete this form unless a stipend is being paid for the assignment. Only <b>ONE Banner Index Number</b> can be reported on each individual form. Only <b>ONE Location</b> can be reported on each individual form. Only <b>ONE Part of Term</b> can be reported on each individual form.						

Employee Information						
WKUID		Employee Name				
		Home Address		City	State	Zip Code
Home Phone		Background Check Completed?			KTRS Retiree?	
					<input type="checkbox"/>	

Course Information								
On which campus will the courses listed below be taught? <input type="text"/>								
Which Term? <input type="text"/> Part of Term <input type="text"/>								
NOTE: If courses listed below are web-based or IVS, select the location from which the course is broadcast.								
CRN	Course Subject, Number & Section	Prev. Taught	Work Load	Credit Hours	Part of Term	Web Class?	Level, Salary or Emeritus	Projected Stipend*
Course Title:		Cohort or Dual Credit:			Campus:			
Department:								
<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.								
Course Title:		Cohort or Dual Credit:			Campus:			
Department:								
<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.								
Course Title:		Cohort or Dual Credit:			Campus:			
Department:								
<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.								

Banner Index from which the courses listed will be paid:		Adjustment to the amount paid:	
Make general comments in the space below and/or provide an explanation for any amount listed in the "Adjustment" field above:			
<input type="text"/>			
Total amount paid for this Special Instructional Assignment:			
INSTRUCTORS: This is to certify my agreement to teach the classes(es) indicated above according to the conditions and expectations of Western Kentucky University. I understand that the class(es) may be held, at the University's discretion, on Main Campus, at the Community College and/or Regional Campus sites or other designated locations.			
*I agree to teach this course with the understanding that my stipend will be set according to the enrollment based stipend schedule. If more students enroll by the last add date, I understand that my stipend may be increased.			
<input type="radio"/> yes, I agree <input checked="" type="radio"/> no, I do not agree			
DEPARTMENT HEADS: PLEASE READ and CERTIFY: I certify that the above named individual is fully qualified to teach the course(s) assigned. If the faculty member chose "yes" in the block above, then enrollment must be at least <input type="text"/> for the course to be offered.			

Get Data

Terms of Employment
<ol style="list-style-type: none"> <li>The instructor agrees to abide by the rules and policies of the academic unit and the University set forth in official publications or announced by the Dean's office or the Provost and Vice President for Academic Affairs.</li> <li>The instructor affirms that he/she is fully qualified and prepared to teach the courses assigned and that all representations in his/her vita, resume, or credentials are accurate. Instructors shall not be employed to teach more than 9 semester hours at the undergraduate level or 6 semester hours at the graduate level per fall, spring, or summer term (with the exception of KTRS retirees). This applies campus-wide including the Community College. Normally, University full-time staff members are permitted to teach only one 3 credit hour class per term. Instructors who are retirees from Kentucky Teachers Retirement System (KTRS) shall not be employed to teach more than 12 semester hours per fiscal year (July 1 – June 30). Questions about the 12 hour teaching limit for KTRS retirees should be directed to the retirement section in the Department of Human Resources.</li> </ol>

3. The instructor agrees to meet each scheduled class at the time and place assigned by the Dean or Department Head and to administer the final course examinations and any required course evaluations as scheduled. In the event of an unavoidable absence, the instructor will notify the Department Head in time to arrange a substitute or to cancel the class. The instructor agrees to make arrangements with students so that work missed due to class cancellations may be made up.
4. For Part-Time Faculty: The instructor agrees to meet, as needed, before classes begin with the Department for orientation (including discussion of guidelines and syllabus preparation, selection and use of textbooks and materials, examination schedules, and specific requirements). Students are to be provided a complete copy of the class syllabus, course requirements and basis for grading during the first week of classes, and to be given written notice of all subsequent changes in the syllabus, course requirements, and basis for grading. The instructor also agrees to post the syllabus on TopNet. The University reserves the right to terminate part or all of the agreement (i.e., one or more courses) at any time with prorated payment for classes already met by the instructor. Reasons for termination of this contract include, but are not limited to: insufficient enrollment, failure to adhere to academic unit and University policies, or unsatisfactory performance. An instructor may appeal employment termination or take grievances regarding unfair conditions to the Department Head for review. Such appeals or grievances are subject to final review by the Dean of the academic unit or his/her designee. In non-departmentalized colleges, the initial review shall be by the Dean with final review by the Provost and Vice President for Academic Affairs. This contract confers no credit toward tenure or any right of re-employment. This contract represents the entire agreement between the parties regarding this teaching assignment and supersedes all other understandings, written, or oral. The low enrollment based stipend schedule does not apply to part-time faculty, however for courses with enrollments above 25 an incentive will be paid to the instructor: \$300 for 26-30 enrollments, \$600 for 31-35, or \$900 for courses with enrollments above 35.

I understand that by addressing this eSignature form to another party affiliated with WKU and clicking the Send button, I am providing my electronic signature to this document.

### Enrollment Based Stipend Schedule for Full Time Faculty

Full-time faculty rates will max according to 3% of base salary or a cap of \$1500 per credit hour taught. The decision to cancel or prorate low-enrolled courses must be made no later than 10 business days prior to the start date. All summer and winter term courses must have enrollment caps set at the same levels used in fall and spring semesters. For courses with enrollments above 25 an incentive will be paid to the instructor: \$300 for 26-30 enrollments, \$600 for 31-35, or \$900 for courses with enrollments above 35.

Undergraduate/Graduate/Mixed Enrollments	Stipend per Credit Hours Taught
1	\$250
2	\$500
3	\$750
4	\$1,000
5	\$1,250
6	\$1,500


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Send to email address:  And

**NOTE: Email addresses must include @wku.edu or @topper.wku.edu at the end.**

Comment:

Term:		Part of Term:			Prepared by (WKUID)	<input type="text"/>	Form #
Pay ID	Amount	Index	Account	Campus Location	Name:	<input type="text"/>	<input type="text"/>
					Phone:	<input type="text"/>	Date: <input type="text"/>
					Office of the Provost and Vice-President for Academic Affairs		
<b>Terms of Employment for Special Instructional Assignments</b> <b>CORRECTION FORM</b> <i>(Use this form to cancel stipends or make any changes to stipends already submitted on an SIA form)</i>							

Employee Information			
WKUID <input type="text"/>		Employee Name <input type="text"/>	
Home Address <input type="text"/>		City <input type="text"/>	State <input type="text"/>
Home Phone <input type="text"/>		Email Address <input type="text"/>	

Course Information			
Which Term?	<input type="text" value="▼"/>	Part of Term:	<input type="text" value="▼"/>
Location:	<input type="text" value="▼"/>	Banner Index:	<input type="text"/>
CRN:	<input type="text"/>		
In the space below, provide an explanation of the correction that needs to be made:			
<input type="text"/>			

WKU eSignature Forms	
<a href="#">Main</a>   <a href="#">Saved Forms</a>   <a href="#">Sent Forms</a>   <a href="#">Sent Forms Archive</a>   <a href="#">Received Forms</a>   <a href="#">Received Forms Archive</a>   <a href="#">Email List</a>   <a href="#">Log Off</a>	
Send to email address	<input type="text" value="▼"/> And <input type="text"/>
NOTE: Email addresses must include @wku.edu or @topper.wku.edu at the end.	
Comment	<input type="text"/>
<input type="button" value="Send"/> <input type="button" value="Save"/>	

# Winter Term 2012 Action Plan

Project	Specifics	Date Needed
<b>Winter Website</b>		August 15, 2011
<b>Welcome Back WKU</b>		
	Event Cost	August 31, 2011
	Tshirts	August 31, 2011
	"Green" Item (Reuseable Totes)	August 31, 2011
	Highlighter/Pens	August 31, 2011
	Flyers	August 31, 2011
	Large Banners	August 31, 2011
<b>Registration Kickoff</b>		
	Winter Term Cups	October 4, 2011
	Snow Cone Machine	October 4, 2011
	Ice	October 4, 2011
	Syrup/Pumps	October 4, 2011
	Spoons/Wipes/Papertowels	October 4, 2011
	Tent	October 4, 2011
	Flyers	October 3, 2011
	Email	September 27, 2011
	Herald Ads	Sept 30 and Oct 4, 2011
	Events Calendar	September 9, 2011
<b>ATP</b>		
	Chapsticks	By necessity
	Flyers	By necessity
<b>Networking Lunch</b>		
	Tickets	January 12, 2012
	Emails	January 10, 2012
	Campus Signs	January 11, 2012
<b>Athletic Marketing</b>		
	Rollabannas for WKU vs Navy game	September 1, 2011
<b>Additional Herald Ads</b>		Homecoming section, Nov 11 & 18, Holiday Giveaway
<b>Large Campus Banners</b>		September 15, 2011
<b>Residence Hall Flyers</b>		September 15, 2011
<b>Adwords/Facebook</b>		Starting October 1, 2011
<b>Shuttle Bus</b>		September 15, 2011
<b>Direct Mail</b>		
	Letter to Parents (Fresh/Soph)	October 4, 2011
	Postcard (out-of-state)	October 17, 2011
<b>Editorial/Press Release</b>		January 4, 2012
		Students: Sept 27, Oct 4, Dec 6
		Faculty: Sept, Oct 27 ,Dec 1
<b>Mass Emails</b>		
<b>TableTents</b>		October 17, 2011

# Winter Term 2012 Action Plan

<b>Press Release</b>	New courses this year	October 26, 2011
	Winter helps you graduate	October 28, 2011
<b>Know U Didn't Ads</b>		Oct 4 and Nov 1
	Registration beginning, Its not too late	
	Visiting Student/Non-Traditional	Nov 1 through Dec 9, 2011
<b>Campus Monitors</b>		October 11, 2011
<b>Online Herald Ad</b>	Register Now	October 25, 2011
<b>Direct Mail</b>		November 8, 2011
	Potential Visiting: Sent WKU their ACT scores but did not enroll	
<b>Promotional Events</b>	Focus on WKU	September 17, 2011
	Fall preview Days	October 1, 2011
	Majors and Minors Fair	September 21, 2011
		August 15, 2011

## Potter College of Arts & Letters

Course	Title	Instructors
ART 106	History Of Art Since 1300	Jordan, Guy
ART 220	Ceramics	Oesterritter, Abigail
ART 231	Graphic Design	Tullis, Matthew
ART 240	Drawing	Nichols, Michael
ART 491	Art & Audience In Nyc	Cartwright, Ingrid
COMM 145	Fund Speaking/communication	Renaud, Donna
COMM 161	Business & Prof Speaking	Waltz, Sheri
COMM 346	Persuasion	Jerome, Angela
COMM 495	Ind Study/communication	Sterk, Helen
ENG 200	Introduction Literature	Hunley, Thomas    Hays, Debra    Weston, Elizabeth
ENG 302	Language/communication	Poole, Alexander
ENG 306	Business Writing	Szerdahelyi, Judith
ENG 455	American Drama	Rutledge, Jerry
ANTH 120	Intro To Cultural Anthropology	Eagle, Susan
FLK 280	Cultural Diversity In Us	Antonsen, Christopher
HIST 120	Western Civ Since 1648	Dietle, Robert
HIST 241	United States Since 1865	Lucas, Marion
BCOM 369	Co-Op Brdcst Comm	White, Stephen
JOUR 355	Public Relations	Payne, Kenneth
GERM 101	German I: Fund Communication	Straubel, Timothy
RUSS 101	Elementary Russian I	Myakshina, Ekaterina
SPAN 101	Elem Spanish I	Zapata, Michelangelo
SPAN 102	Elem Spanish Ii	Davis, Susann    Obeso, Gustavo    Maestre, Eder    Amador Medina, Melba    Casana, Alfonso
MUS 119	Jazz Appreciation	Scott, Marshall
MUS 120	Music Appreciation	Bright, Jeffrey    Martin, John
MUS 277	Intro To World Music	Cipolla, John
MUS 314	Comp Arts Elem Teach	Swanson, Robyn
PHIL 215	Elementary Logic	Russell, Judy    Schnee, Ian
RELS 102	Intro Rel St	Moultrie, Monique
AFAM 190	African Amer Experience	Foster, Lloren
PS 110	American National Govt	Kiasatpour, Soleiman
PS 304	State Government	Turner, Joel
PS 403	Field Studies/politics	Ardrey, Saundra
PS 407	Directed Studies In Government	Ardrey, Saundra
PS 435	Am Political Thought	Kash, Jeffrey
PS 524	Administrative Law	Chappell, James
SOCL 100	Introductory Sociology	Musalia, John
SOCL 300	Using Statistics In Sociology	Faine, John
SOCL 324	Sociology Of Sport	Kanan, James
SOCL 345	Sociology Of Popular Music	Groce, Stephen
SOCL 595	Directed Study	Groce, Stephen
SOCL 599	Thesis Research/writing	Kanan, James
DANC 110	Dance Appreciation: Web	Brown, Clifton
THEA 241	Costume Technology	Pollatsek, Elena
<b>Total # Courses</b>		<b>44</b>

## Gordon Ford College of Business

Course	Title	Instructors	
BA 592	French Org And Culture	Capps, H.	
ECON 150	Intro Economics	Strow, Claudia	
ECON 202	Prin Economics-Micro	Borland, Melvin	
ECON 203	Prin Economics-Macro	Zimmer, David	
ECON 206	Statistics	Lebedinsky, Alexander	
ECON 410	International Sports Econ	Wilson, Dennis	Strow, Brian
ECON 598	Analysis/econ Developmnt In Ky	Goff, Brian	
FIN 350	Risk Mgt/insurance	Chhachhi, Indudeep	
MGT 200	Legal Environment Of Business	Sullivan, Brian	
MGT 210	Organization And Management	Cosby, Dana	
MGT 305	Critical Thinking In Mgt	Spiller, Michael	
MGT 311	Human Resource Management	Coder, LeAnne	
MGT 313	Decision Modeling	Bolton, Dawn	
MGT 361	Business Comm Fundamentals	Mcdonald, Michael	
MKT 220	Basic Marketing Concepts	Gardner, Mary	Martin, Craig
MKT 325	Personal Selling	Forbes, Lukas	
MKT 329	Business To Business Marketing	Todd, Patricia	
MKT 427	Entrepreneurial Marketing	Hall, Allan	
MKT 491	Marketing Study Abroad	Shannon, James	
<b>Total # Courses</b>		<b>19</b>	

## University College

Course	Title	Instructors	
BUS 214C	Basic Bus Communications	Mays, Freda	
BUS 257C	Mgt Human Resources	Mitchell, Ronald	
CSCI 145C	Intro To Computing	Kontos, George	
ECO 203C	Prin Economics-Macro	Staynings, Mark	
OST 220C	Word Processing	Todd, Linda	
AFA 190C	African Am Experience	Asare, James	
CHM 101C	Intro Chemistry	Skipworth, Carnetta	
COMN 161C	Bus & Professional Speaking	Strode, Heather	
HIS 119C	Western Civ To 1648	Borders, Charles	
RLST 102C	Intro To Rel Stud	Wells, Thomas	
SPN 102C	Elementary Spanish Ii	Sunkin, Francesca	
GERO 100	Intro To The Aging Experience	Bradley, Dana	
LEAD 200	Intro To Leadership Studies	Baker, John	
LEAD 500	Effective Leadership Studies	Coleman, Phillip	Gonzales, Linda
<b>Total # Courses</b>		<b>14</b>	



## College of Education and Behavioral Sciences

Course	Title	Instructors	
CNS 550	Intro To Counseling	Mason, Cynthia	
CNS 553	Comm Resources In Cns	Sheeley, Vernon	
CNS 559	Techniques/counseling	Nims, Donald	
CNS 579	Seminar/student Affairs	Hughey, Aaron	
CNS 581	International Student Services	Hughey, Aaron	
CNS 586	Parenting Issues	Stickle, Fred	
CNS 588	Family Systems Cns	Sauerheber, Jill Duba	
CNS 669	Sandplay/proj Assess Play Ther	Bryant, Jill	
ADED 510	Intro To Adult Education	Berger, James	
EDAD 798	Int/admn & Supervision	Burch, Barbara	Norman, Antony
EDAD 799	Dissertation Research	Norman, Antony	
PSY 100	Intro Psy	Wichman, Aaron	Reece, Thomas
PSY 199	Development Psy	Pfohl, Virginia	
PSY 250	Adjustment And Personal Growth	Graves, Mark	
PSY 310	Educational Psy	White, Margaret	
PSY 350	Social Psychology	Pope-Tarrence, Jacqueline	
PSY 361	Psy Measurement	Brown, Reagan	
PSY 421	Early Adolescence	Pritchard, Carrie	
PSY 423	Psy Adult/aging	Mienaltowski, Andrew	
PSY 430	Psy Of Women	Brausch, Amy	
PSY 440	Abnormal Psy	Ostrowski, Sarah	
PSY 450	Psychology Of Personality	Prather, James	
PSY 510	Advanced Ed Psy	Derryberry, Pitt	
PSY 541	Profession Issues/ethics	Myers, Carl	Grieve, Frederick
EDU 250	Intro To Teach Ed	Pierce, Judy	
EDU 491	Practicum Teacher Candidates	Gandy, Stephanie	
EDU 501	Prof Dev Plan Mae/rk li	Daniel, Tabitha	
EDU 524	Educational Assessment	Tassell, Janet	
EDU 544	Classroom Teach Strategy	Murley, Lisa	
EDU 596	Sem Port Dev Prof Growth	Daniel, Tabitha	
EDU 695	Advanced Topics In Education	Norman, Antony	
ELED 345	Teach Strat I	Pereira, Nielsen	
ELED 506	Elem Sch Science	Huss, Jeanine	
EXED 330	Intro Sp Ed Diversity Learning	Kirby, Elizabeth	Copas, Kelly
EXED 516	Except Child: Perspect/ Issue	Boman, Martha	
EXED 517	Trans Svcs Indiv Disabilities	Knotts, Jema	
EXED 532	Families,prof & Exceptionali	Applin, Janet	
EXED 533	Curr For Learn/behav Disorders	Whetstone, Patti	
EXED 630	Special Educ Law & Finance	Atwell, Nedra	
LME 407	Literature/young Adults	Fiehn, Barbara	
LME 535	Survey Of Ed Tech Practices	Romero Fuerte, Elizabeth	
LME 545	Educ Technology Production	Maxwell, Margaret	
LTCY 518	Ltcy Learning And Technology	Hulan, Nancy	
TCHL 500	Foundations Tchr Leadership	Jukes, Pamela	
<b>Total # Courses</b>		<b>44</b>	

## College of Health and Human Services

Course	Title	Instructors
AH 290	Medical Terminology	Hunt-Shepherd, Janice
DH 115	Independent Clinical Study	Dean, Terry
DH 360	Int Comm Health & Serv Learn	Evans, Joseph
DMT 431	Clothing & Human Behavior	Shivel, Deborah
FACS 311	Family Relations	Croxall, Kathy
FACS 494	Parenting Strategies	Haynes-Lawrence, Darbi
EXS 223	Health Rel Fitness-Exer Sci	Hey, Donna
EXS 313	Motor Learning And Control	Arnett, Scott
PE 100	Life Fitness/wellness	Deere, Randall
PE 101	Weight Training/Walking/LineDancing/Scuba	Lane, Tracy      Stenger-Ramsey, Tammie      Sackett, Jonathan
PE 122	Foundations/physical Ed	Esslinger, Keri
PE 310	Kinesiology	Evans, Gina
PE 311	Exercise Physiology	Navalta, James
PE 341	Basketball Coaching	Hey, William
PE 343	Baseball Coaching	Murrie, Joel
PE 354	P E /elem Schools	Whitlock, Sharon
PE 521	Critical Analysis Prof Lit	Schafer, Mark
REC 220	Intro Nonprofit Service Org	Poff, Raymond
REC 426	Facility Planning & Design	Gibson, Fred
REC 482	Recreation Workshop- Wfr	Spencer, Steven
REC 484	Advanced Studies In Recreation	Ramsing, Ronald
REC 494	Am Humanics Mgt Institute	Poff, Raymond
RSA 590	Practicum In Rec And Sport	Gibson, Fred
SPM 200	Intro To Sport Management	Upright, Paula
ENV 280	Intro/environmental Sci	Golla, Vijay
ENV 375	Intro To Water Resources	Taylor, Ritchie
HCA 347	International Health Care	Mkanta, William
HCA 401	Fund Health Financial Mgt	Ellis-Griffith, Gregory
HCA 541	Strategic Mgt & Mkt Hlth Svcs	Fan, Frank
PH 100	Personal Health	Gardner, Marilyn
PH 165	Drug Abuse	Watkins, Cecilia
PH 383	Biostatistics/health Sci	Lartey, Grace
PH 520	Biostatistics	Ibrahimou, Boubakari
NUR 104	Calculations For Nursing	Moore, Lora
NUR 150	Lpn To Rn Transition	Green, Mary
NURS 317	Intl Comm Hlth & Serv Learning	Main, Maria
NURS 369	Cooperative Ed/nursing	Briggs, Crista
NURS 415	Complementary Health Care	Wright, Dawn      Goodrich, Demara
NURS 451	Gerontological Nursing	Abell, Cathy      Bragg-Underwood, Tonya
SWRK 101	Fndtns Of Hum Svcs	Peeler, Janelle
SWRK 490	Addictions & Mental Health Dis	Mallinger, Gayle
SWRK 495	Inter Hlth Comm Serv In Belize	Desrosiers, Patricia
SWRK 675	Expressive Therapies	Starks, Sandra
SWRK 695	Coaching & Mentoring Skills	Sullivan, Dana      Cappiccie, Amy      Desrosiers, Patricia
<b>Total # Courses</b>		<b>44</b>

## Ogden College of Science and Engineering

Course	Title	Instructors
AGED 475	Food Issues In Coastal Ecuador	Coffey, David
AGMC 172	Lawn/garden Equip	Scudder, Cris
AGMC 173	Lawn/garden Equip Lab	Scudder, Cris
AGRI 399	Ind Research Prob/agric	Rudolph, Jack
AMS 261	Construct Meth & Materials	Dotson, Laura
AMS 331	Methods In Vocational Educ	Askins, Kenneth
AMS 390	Project Management	Khalafallah, Ahmed
AMS 398	Internship I	Mills, Gregory
AMS 430	Technology Mgt/team Building	Doggett, Anthony
AMS 490	Senior Research	Arbuckle, Gregory
BIOL 113	General Biology	Mcdaniel, Kerrie
BIOL 114	General Biology Lab	Mcdaniel, Kerrie
BIOL 122	Biol Conc Evol Div Ecol	Grubbs, Scott
BIOL 123	Lab Biol Conc Evol Div Ecol	Grubbs, Scott
BIOL 131	Human Anatomy & Physiol	Collyer, Petra
BIOL 207	Gen Microbiology	Sharma, Nilesh
BIOL 224	Animal Biology And Diversity	Lienesch, Philip
BIOL 225	Lab Animal Biol And Diversity	Lienesch, Philip
BIOL 475	Biology Of Galapagos/Fire Mgt/Brewery Sciences	Mcelroy, Douglas
BIOL 485	Kenya/Australia/Costa Rica	Rice, Nancy
BIOL 519	Intl Wildlife Mgmt	Stokes, Michael
CHEM 101	Intro Chemistry	Burris, Stuart
CHEM 116	Intro To College Chemistry	Conte, Eric
CHEM 120	College Chemistry I	Dahl, Darwin
CE 475	Total Immersion Floodplain Mgt	Campbell, Warren
EM 222	Wku Statics	Palmquist, Shane
ME 494	Wku Me Selected Topics	Schmaltz, Kevin
GEOG 110	World Regional Geography	Blackburn, William
GEOG 475	Meteorology Lab Development	Durkee, Joshua
GEOG 475	Geology Of The Bahamas	Siewers, Fredrick
ASTR 108	Descriptive Astronomy	Tyler, Rico
PHYS 130	Acoustics/music/speech	Kintzel, Edward
	<b>Total # Courses</b>	<b>32</b>

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*Winter Term*

**February 2012**

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