



WKU
WINTER
TERM 2016

ANNUAL REPORT



wku.edu/winter

WKU WINTER TERM 2016

ANNUAL REPORT

WKU[®]

Winter Term
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A unit of WKU Extended Learning & Outreach

WKU is an equal opportunity institution of higher education and upon request provides reasonable accommodation to individuals with disabilities.
www.wku.edu/eoo





Table of Contents

About WKU Winter Term: Mission, Definitions, Notes, and Acknowledgments

Page 2

Winter at a Glance

Page 3

Winter Highlights

Page 4

Study Away and Study Abroad

Page 5

Student Demographics

Page 6

Enrollment Trends

Page 7

Student Type Comparison

Page 8

Winter Data by College

Page 9

Faculty Stipend Data

Page 10

Winter Tuition Rates Around Kentucky

Page 11

Winter Marketing

Page 12

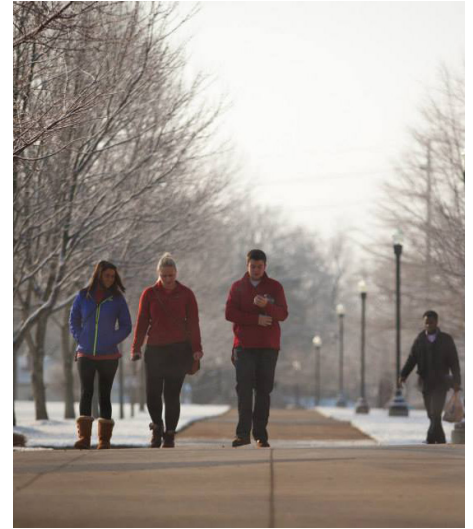
Appendix

Page 13

About WKU Winter Term

Mission

The Office of Winter Term supports the overall mission of Western Kentucky University by providing 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 term 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 different by subject and course number. For example, a single course could encompass 3 sections for ENG 200 taught by 3 instructors

Notes

The data in this report was extracted January 22, 2016. This was the last day of Winter Term 2016. We used this date as it compares to the dates of previous Winter Term. The actual census date for Winter Term was moved to the spring semester due to changes in financial aid regulations.

Acknowledgments

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

WKU Extended Learning & Outreach
Dr. Beth Laves, Assoc. Vice President

Academic Outreach
Laura Ricke, Director

Office of Summer Sessions & Winter Term
Alicia Bingham, Coordinator



Winter at a Glance

Tuition & Fees *(per credit hour)*

Undergraduate

Resident: \$395

Non-Resident: \$1,006

Online: \$474

Tuition Incentive Program (TIP): \$525

Graduate

Resident: \$543

Non-Resident: \$763

Online: \$652

Winter Housing

Housing Options

- Northeast Hall
- Bemis Lawrence
- Barnes Campbell

Housing Costs

- Double Room (living with a roommate) - \$120 per week
- Private Room - \$180 per week

Student Course Load

Winter Term course load is restricted to a maximum of four (4) semester hours.



Calendar

October 5, 2015

Winter registration began

December 4, 2015

Tuition bills sent to students

January 4, 2016

Winter classes began

January 18, 2016

University closed (MLK day)

January 22, 2016

Winter final exams

January 25, 2016

Spring semester began

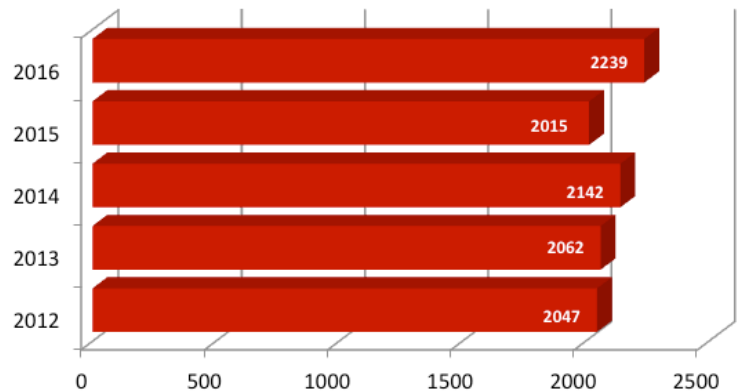


Winter 2016 Highlights

Enrollment

WKU experienced a decrease in Fall 2015 enrollment. This was the third decrease in Fall to Fall numbers. However, in Fall 2015, WKU eliminated the drop for non-payment process. There was no drop for non-payment for Winter 2016, which is one of the reasons there was such an increase overall. There were 2,239 students that took Winter 2016 classes. This was an 11% increase from Winter 2015. Course enrollment was 2,320, which was up nearly 10% from Winter 2015. The student credit hour production for 2016 was 6,715.

Student Head Count Comparison



Campus Participation

There were 285 sections of 221 courses offered at the Bowling Green and Elizabethtown campuses, as well as online, through Study Abroad, and Study Away. The number of students taking Winter Term has grown 41% since 2006 when Winter Term began. All colleges participated in Winter Term 2016 including 170 faculty.

Study Away

Floodplain Management

Dr. Warren Campbell led a course in floodplain management, which took 18 students to the southern California coast, through Death Valley and into Las Vegas. Dr. Campbell says that teaching study away is very different from teaching in a classroom because students get to fully experience what they learn. He said that students “actually see the overflow spillways at Hoover Dam and see that you can float a battleship in there. They need to see something in concrete, rock and dirt to fully appreciate these important engineering concepts.”

Sundance Film Festival

For the third year in a row, WKU Study Away provided students the opportunity to travel to Park City, Utah and attend the world-renown Sundance Film Festival. This year, 16 students attended.

Food, Culture, and Environment/Geography of Public Health in Hawaii

In 2016, 14 students traveled to Hawaii to study all aspects of the culture. Students also had the opportunity to do a helicopter ride, snorkel with dolphins, and visit historical sights such as Pearl Harbor.

Contemporary Performance Studies – New York City

New York City was also a popular location for WKU Study Away this Winter Term. WKU sent 17 students to the Big Apple to study Theatre Appreciation or Contemporary Performance.



Study Abroad

There were 81 students that studied abroad during Winter Term 2016:

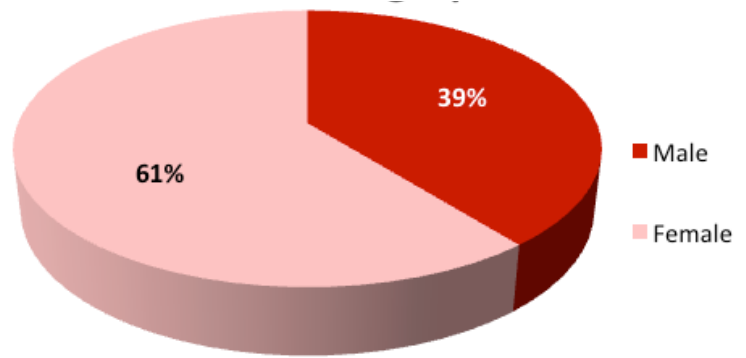
- 62 through WKU Faculty-led programs
- 14 through CCSA
- 3 through KIIS
- 2 through Sol Education

Locations for 2016 included: Argentina, Australia, Costa Rica, France, Ireland, Italy, Mexico, New Zealand, South Africa, Taiwan, and the United Kingdom.

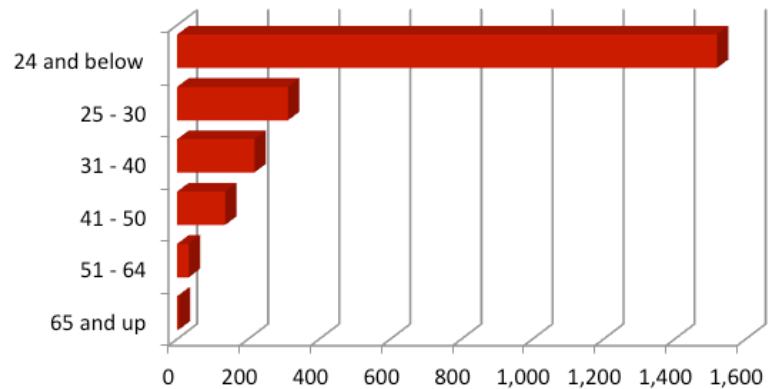


Student Demographics

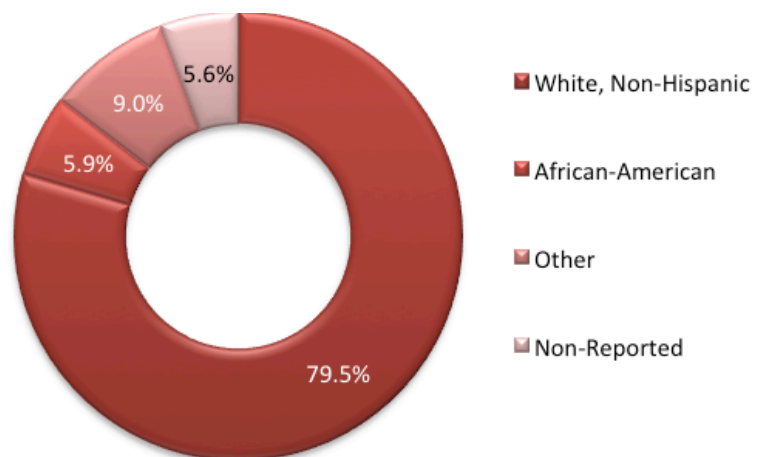
Gender Demographics



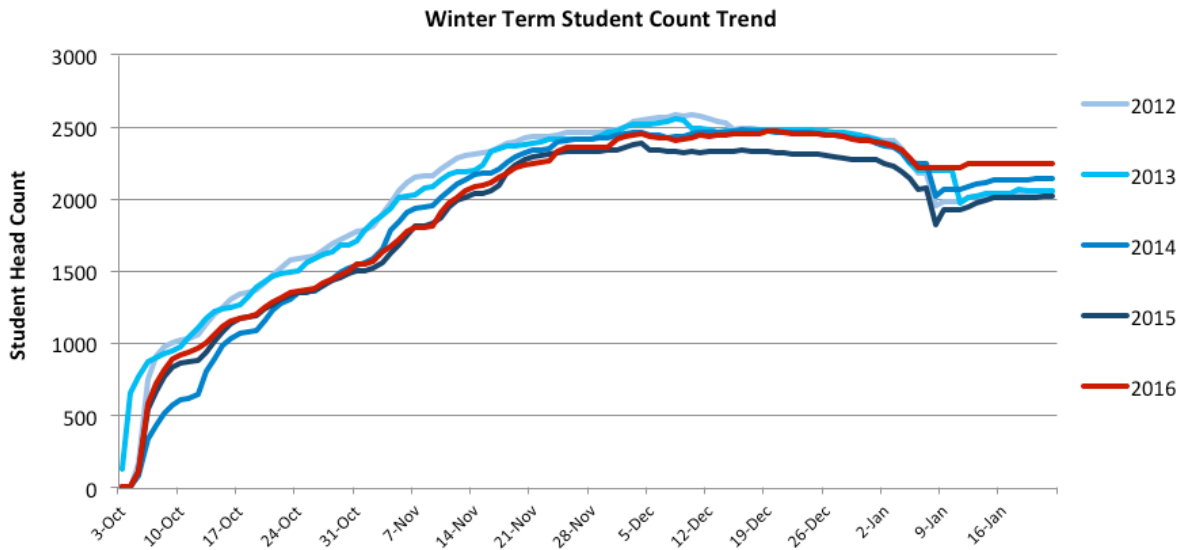
Age Demographics



Ethnicity Demographics



Enrollment Trends



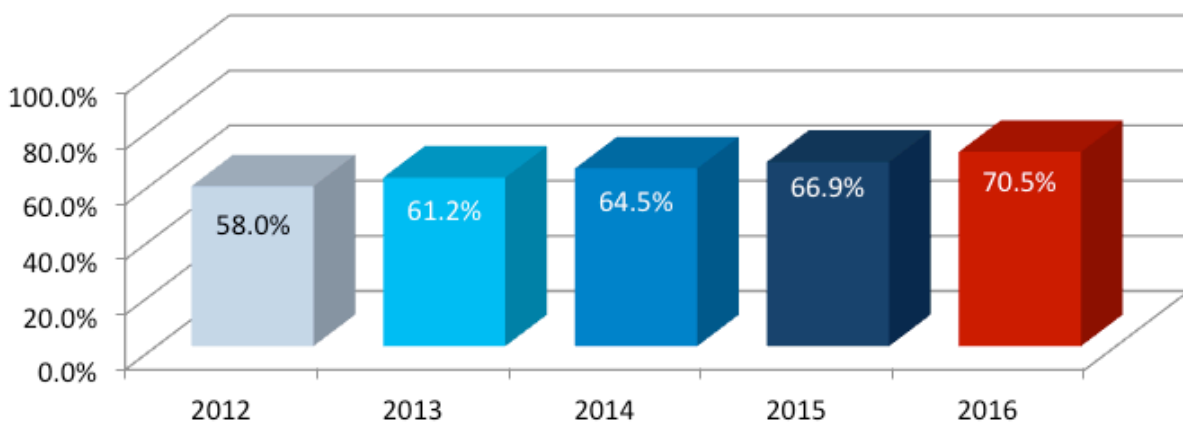
Winter Term registration began on October 5, 2015. There was no drop for non-payment this year, so there is no significant dip as in previous years.

	2012			2013			2014			2015			2016		
	UG	GR	Total	UG	GR	Total	UG	GR	Total	UG	GR	Total	UG	GR	Total
BG Campus	550	68	618	527	39	566	377	72	449	335	95	430	304	34	338
Reg Campus	24	8	32	23	0	23	5	0	5	8	0	8	4	0	4
Evening	17	14	31	12	0	12	20	0	20	3	0	3	15	6	21
Weekend	0	35	35	0	37	37	0	19	19	6	29	35	0	27	27
Spec Loc	5	1	6	0	27	27	12	40	52	0	0	0	89	27	116
Study Abroad	121	21	142	105	29	134	172	16	188	136	18	154	105	7	112
Study Away	23	0	23	34	2	36	63	0	63	55	12	67	63	3	66
Web	993	230	1,223	1,079	240	1,319	1,187	260	1,447	1,096	313	1,409	1,265	371	1,636
Totals	1,733	377	2,110	1,780	374	2,154	1,836	407	2,243	1,639	467	2,106	1,845	475	2,320

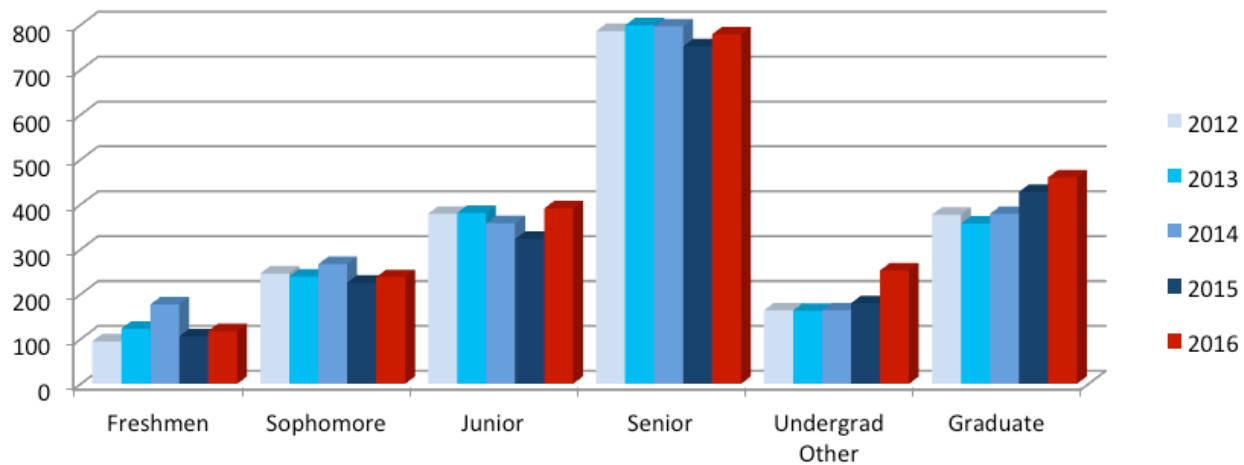
*Data collected 1/20/12, 1/18/13, 1/24/14, 1/23/15, and 1/22/16. The data come from [Infoview Report: GRS SEC ENROLL](#) by College

Online course enrollment represented over 70% of the overall winter term course enrollment in 2016. The trend towards online has steadily grown over the past ten years.

Online as a % of Total Enrollment



Student Type Comparison



Data collected from Infoview Report: CPE Enrollment Summary on 1/20/12, 1/18/13, 1/24/14, 1/23/15, and 1/22/16. Undergrad other encompasses post-baccalaureate, non-degree seeking, high school, and Academy students.

	2012		2013		2014		2015		2016
FR-Freshmen	95	29.5%	123	43.9%	177	-40.1%	106	11.3%	118
SO-Sophomore	246	-2.8%	239	11.7%	267	-15.4%	226	5.3%	238
JR-Junior	379	0.5%	381	-6.0%	358	-9.8%	323	21.1%	391
SR-Senior	786	1.7%	799	-0.3%	797	-5.6%	752	3.6%	779
P1-Post Baccalaureate Degree Seeking	41	2.4%	42	-38.1%	26	30.8%	34	-26.5%	25
P2/3-Post Baccalaureate Certificate	5	-80.0%	1	300.0%	4	-100.0%	0	N/A	3
UN-Undergrad Non Degree Seeking	38	15.8%	44	54.5%	68	5.9%	72	131.9%	167
AJ-Academy Juniors	52	-25.0%	39	12.8%	44	-43.2%	25	64.0%	41
AS-Academy Seniors	28	32.1%	37	-40.5%	22	122.7%	49	-65.3%	17
Total UG	1,670	2.1%	1,705	3.4%	1,763	-10.0%	1,587	12.1%	1,779
MA-Master's Degree	316	-31.6%	216	3.7%	224	31.7%	295	14.2%	337
GS-Specialist Student	7	14.3%	8	0.0%	8	0.0%	8	-25.0%	6
GN-Grad Non Degree Seeking	38	136.8%	90	-13.3%	78	9.0%	85	-1.2%	84
R1-Rank I Student	12	-25.0%	9	-66.7%	3	166.7%	8	12.5%	9
R2-Rank II Student	4	-75.0%	1	-100.0%	0	N/A	0	N/A	0
DR-Doctoral Student	0	N/A	33	100.0%	66	-51.5%	32	-25.0%	24
Total GR	377	-5.3%	357	6.2%	379	12.9%	428	7.5%	460
WKU Total Student Headcount	2,047	0.7%	2,062	3.9%	2,142	-5.9%	2,015	11.1%	2,239

Student Frequencies	2012	2013	2014	2015	2016
Students who took 1 course:	95.45%	94.74%	96.29%	95.24%	95.44%
Students who took 2 courses:	4.50%	5.21%	3.33%	4.02%	4.52%
Students who took 3 courses:	0.05%	0.05%	0.39%	0.74%	0.04%
Overall Average Course/Student	1.03	1.04	1.05	1.05	1.04

Winter Data By College

Course Enrollment					
College	2014		2015		2016
PCAL	575	2.3%	588	3.1%	606
GFCB	235	9.8%	258	20.5%	311
CEBS	333	-16.2%	279	3.9%	290
CHHS	566	-4.4%	541	10.7%	599
UC	209	-60.3%	83	-43.4%	47
OCSE	325	9.8%	357	30.8%	467
Total	2,243	-6.1%	2,106	10.2%	2,320

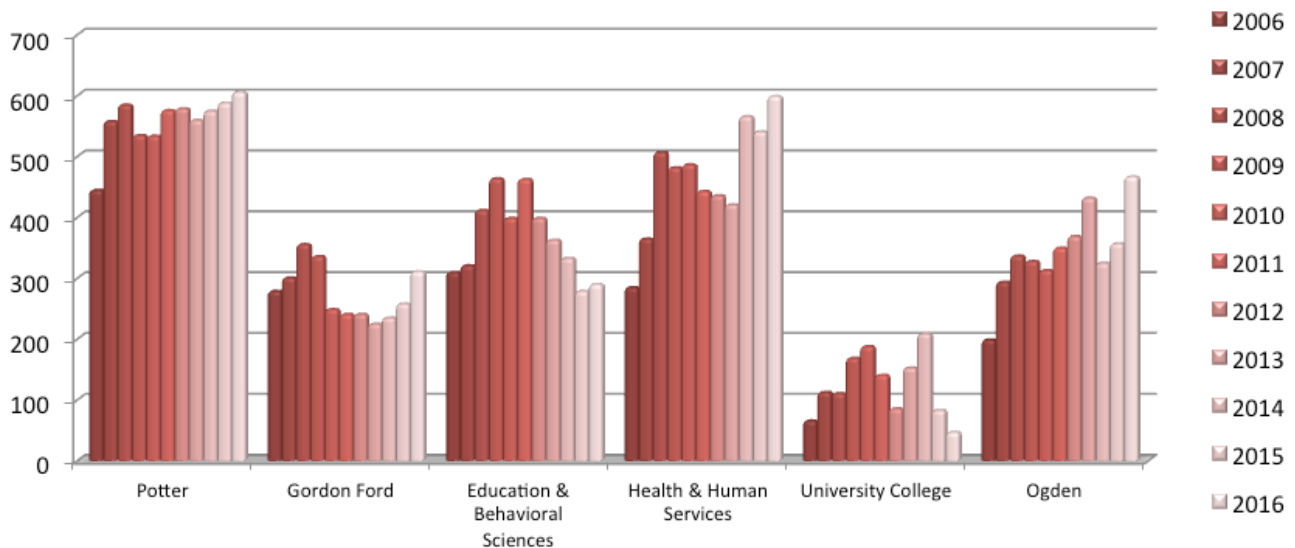
Open Sections					
College	2014		2015		2016
PCAL	77	9.1%	84	16.7%	98
GFCB	21	23.8%	26	-7.7%	24
CEBS	50	-	42	-16.0%	39
CHHS	60	18.3%	71	-7.1%	66
UC	29	-	19	-34.5%	9
OCSE	48	-6.3%	45	8.9%	49
Total	285	0.7%	287	-0.7%	285

Sections with Enrollment					
College	2014		2015		2016
PCAL	73	5.5%	77	-5.2%	73
GFCB	18	16.7%	21	-4.8%	20
CEBS	48	-12.5%	42	-7.1%	39
CHHS	60	13.3%	68	-11.8%	60
UC	28	-46.4%	15	-60.0%	6
OCSE	43	-4.7%	41	12.2%	46
Total	270	-2.2%	264	-7.6%	244

Credit Hours by College					
College	2014		2015		2016
PCAL	1,703.00	3.2%	1,758.00	3.4%	1,818.00
GFCB	705.00	9.8%	774.00	20.5%	933.00
CEBS	898.00	-	704.00	-21.6%	836.00
CHHS	1,539.00	-4.9%	1,463.00	16.5%	1,704.00
UC	639.00	-	267.50	-58.1%	158.00
OCSE	890.00	8.1%	962.00	31.6%	1,266.00
Total	6,374.00	-7.0%	5,928.50	13.3%	6,715.00

Data collected 1/24/14, 1/23/15, and 1/22/16 from Infoview Report: CRS SEC ENROLL by College. Open Sections may have zero enrollment. This data includes all campuses, study abroad, and cohort courses.

Enrollment Trend by College



Faculty Stipend Data By College

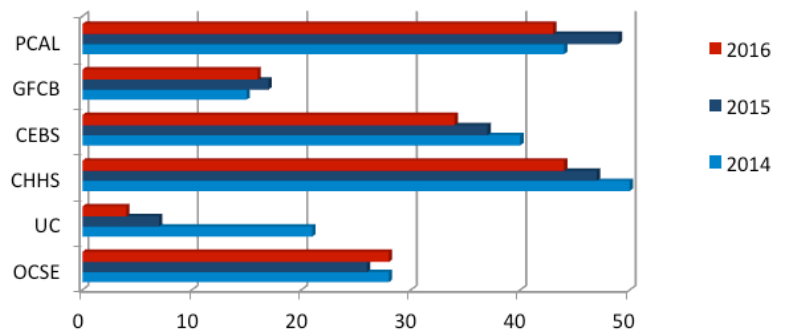
Full-time faculty stipend rates remained the same in 2016. The stipend for a full-time faculty member was \$1,500 per credit hour or \$4,500 for a three credit-hour class.

Part-time faculty rates, which increased in 2011, also remained the same in 2016. The amount for a three-credit hour class in Winter Term for a part-time faculty member is as follows:

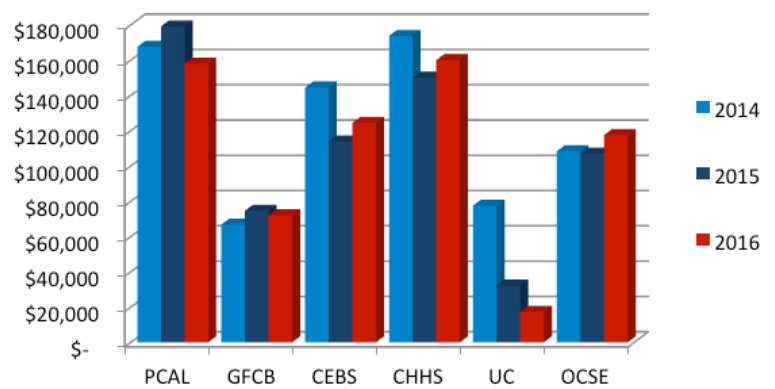
- Level 1 \$1,692
- Level 2 \$1,840
- Level 3 \$2,136
- Level 4 \$2,280

For Winter 2016, there were 50 stipends adjusted down due to low enrollment. The high enrollment incentive was \$200 per credit hour for any course with 31 or more students. Two instructors received the additional compensation for a high enrolled classes. Stipend data generated 1/22/16 and includes information from Regional campuses and Cohort programs. Fringe benefits are NOT included in these amounts.

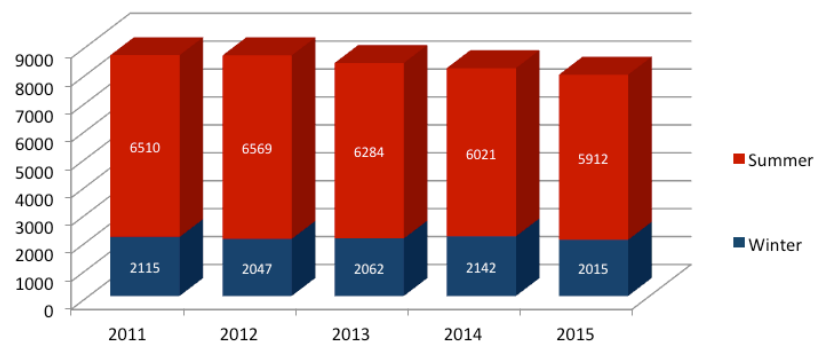
Number of Stipends



Stipend Amount by College



Many students are taking both summer and winter courses in order to graduate sooner. In fact, 42% of the Winter 2015 students enrolled in a class in summer 2015.





Winter Tuition Rates Around Kentucky

WKU Winter Term (January 4 - 22)

UG Resident	\$395
UG Non-Resident	\$1,006
UG Online	\$474
GR Resident	\$543
GR Non-Resident	\$763
GR Online	\$652

UK Winter Intersession (December 21 - January 12)

UG Resident (Lower Division)	\$436
UG Resident (Upper Division)	\$449
UG Non-Res (Lower Division)	\$991
UG Non-Res (Upper Division)	\$1,005
GR Resident	\$617
GR Non-Resident	\$1,423

NKU Winter Term (December 14 - January 5)

UG Resident	\$364
UG Non-Resident	\$728
UG Online	\$399
GR Resident	\$534
GR Non-Resident	\$822
GR Online	\$574

Winter 2016 Marketing

Tactics Included:

- Booth at New Faculty Orientation
- Brochures in Learning Centers around campus
- Winter ads on campus digital screens
- Ads in College Heights Herald and online
- Banners around campus
- Registration Rallies around campus
- Mass emails to students
- Emails to advisors

Thanks WKU for a great @WKUWinter rally!

Sign up: wku.edu/winter

#WKUWinter #WinterRally

 **WINTER TERM 2016**

Pick up your **FREE Pizza & T-shirts** and get **Info** about Winter Term

wku.edu/winter



 **WINTER TERM 2016**

 **SCHOLARSHIP**

Application deadline: **October 31, 2015**



JANUARY 4 - 22



Appendix

Winter Term Weekly Progress Report

Page 14

Special Instructional Assignment Form

Page 15

Correction Form

Page 17

Winter 2016 Weekly Report

Winter Term Enrollment, Head Count, and Credit Hour Summary

1/22/2016

College	Course Enrollments			Credit Hours		
	2015	2016	Difference	2015	2016	Difference
Potter College	588	606	3.1%	1,758.00	1,818.00	3.4%
College of Business	258	311	20.5%	774.00	933.00	20.5%
College of Education	279	290	3.9%	704.00	836.00	18.8%
College of Health & Human Services	541	599	10.7%	1,463.00	1,704.00	16.5%
University College	83	47	-43.4%	267.50	158.00	-40.9%
Ogden College	367	467	27.2%	992.00	1,266.00	27.6%
Totals	2,116	2,320	9.6%	5,958.50	6,715.00	12.70%

Student Profile Information	Course Enrollments			Credit Hours		
	2015	2016	Difference	2015	2016	Difference
Online	1,420	1,657	16.7%	3,933.00	4,735.00	20.4%
Study Abroad	155	112	-27.7%	465.00	336.00	-27.7%

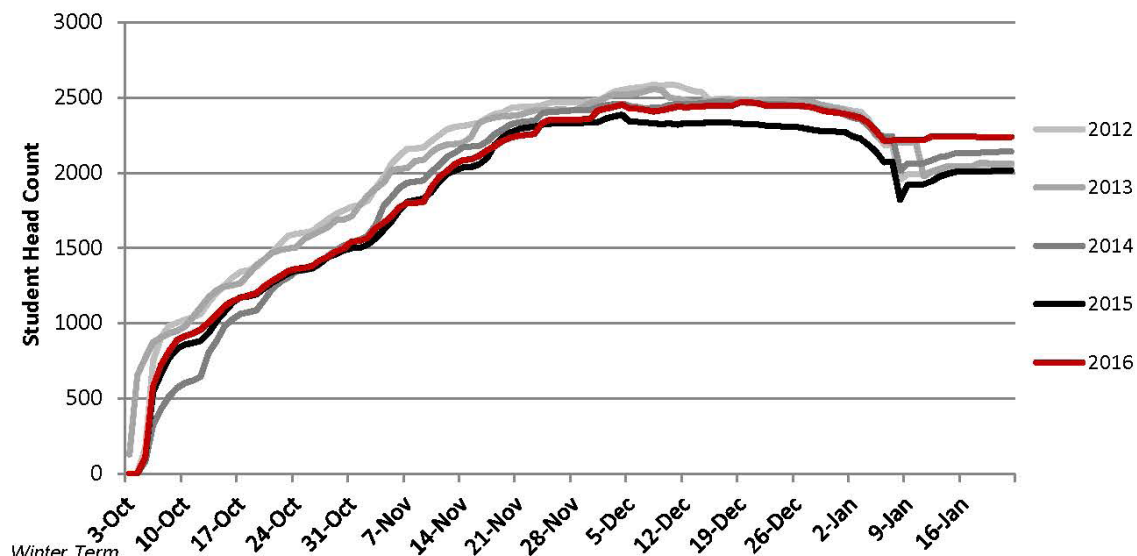
	Head Count by Student Type			Difference
	2015	2016		
UG				
FRESHMEN	106	118	12	11.3%
SOPHOMORES	226	238	12	5.3%
JUNIORS	323	391	68	21.1%
SENIORS	752	779	27	3.6%
P1-POST BACCALAUREATE DEGREE SEEKING	34	25	-9	-26.5%
P2-3	0	3	3	N/A
UN-UNDERGRADUATE NON DEGREE SEEKING	72	167	95	131.9%
AJ-ACADEMY JUNIORS	25	41	16	64.0%
AS-ACADEMY SENIORS	49	17	-32	-65.3%
UG Total	1,587	1,779	192	12.1%
GR				
MASTERS DEGREE	295	337	42	14.2%
GS-SPECIALIST STUDENT	8	6	-2	-25.0%
GN - GRADUATE NON DEGREE SEEKING	85	84	-1	-1.2%
RANK 1	8	9	1	12.5%
DOCTORAL STUDENT	32	24	-8	-25.0%
GR Total	428	460	32	7.5%
Total Head Count	2,015	2,239	224	11.12%

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


# Sections Offered by College	2015	2016	Difference
Potter College	84	98	14
College of Business	26	24	-2
College of Education	42	39	-3
College of Health & Human Services	71	66	-5
University College	19	9	-10
Ogden College	47	49	2
Total Sections	289	285	-4

**Dates for data are 1/23/15 and 1/22/16.

Winter Term Student Count Trend



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 ONE Banner Index Number can be reported on each individual form. Only ONE Location can be reported on each individual form. Only ONE Part of Term 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	Calculated WorkLoad	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.						
	Course Title:							Cohort or Dual Credit: Campus:
	Department:	<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.						

<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: <input type="text"/>	Adjustment to the amount paid: <input type="text"/>
Explanation: 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 South Campus 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 as determined by my college. If more students enroll by the last add date, I understand that my stipend may be increased. If fewer students enroll by the last add date than the required minimum set by my college, I understand my stipend may be pro-rated.	
DEPARTMENT HEADS: PLEASE READ and CERTIFY: I certify that the above named individual is fully qualified to teach the course(s) assigned. Enrollment must be at least <input type="text"/> for the course to be offered.	

Get Data

Terms of Employment


1. 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.
2. 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. 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.
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). Instructors shall not be employed to teach more than 12 semester hours at the undergraduate level or 6 hours at the graduate level (with the exception of KTRS retirees).
5. 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.

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 courses with high enrollment (31 or more students on the day after drop for non-payment), an additional \$200 per credit hour will be paid to the instructor.

WKU eSignature Forms

Term:		Part of Term:			Prepared by (WKUID) <input type="text"/>	Form #
Pay ID	Amount	Index	Account	Campus Location	Name: <input type="text"/>	
					Phone: <input type="text"/> Date: <input type="text"/>	
					Office of the Provost and Vice-President for Academic Affairs	
Terms of Employment for Special Instructional Assignments CORRECTION FORM <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		
Home Address	City	State	Zip Code
Home Phone	Email Address		

Course Information			
Which Term? <input type="text"/>	Part of Term: <input type="text"/>		
Location: <input type="text"/>	Banner Index: <input type="text"/>		
CRN: <input type="text"/>	Calculated Workload:		
Credit Hours:			
In the space below, provide an explanation of the correction that needs to be made:			
<input style="height: 30px;" type="text"/>			

<h2>WKU eSignature Forms</h2>	
Main Saved Forms Sent Forms Sent Forms Archive Received Forms Received Forms Archive Email List Log Off	
Send to email address	<input type="text"/> And <input type="text"/>
<p style="color: red; font-weight: bold;">NOTE: Email addresses must include @wku.edu or @topper.wku.edu at the end.</p>	
Comment	<input style="height: 30px;" type="text"/>
<input type="button" value="Send"/> <input type="button" value="Save"/>	

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