

WINTER TERM

★ ★ 2020 ★ ★

WKU[®]

ANNUAL REPORT

wku.edu/winter



WINTER TERM

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*A unit of WKU's Division of Extended Learning
& Outreach (DELO)*

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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 24, 2020. This was the last day of Winter Term 2020. 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 Division of Extended Learning & Outreach

Dr. Beth Laves, *Assoc. Vice President*

Academic Outreach

Laura Ricke, *Director*

Office of Summer Sessions & Winter Term

Alicia Spurlock, *Business Analyst & Coordinator for Summer/Winter Sessions*

WINTER ★ ★

AT A GLANCE

CALENDAR

October 14

Winter registration began

December 5

Tuition bills sent to students

January 6

Winter classes began

January 20

University closed (MLK day)

January 24

Winter final exams

January 27

Spring semester began

TUITION AND FEE SCHEDULE

Per Credit Hour

UNDERGRADUATE

Resident \$450

Non-Resident \$1,104

Online \$540

TIP \$579

GRADUATE

Resident \$607

Non-Resident (Domestic) \$917

Non-Resident (International) \$953

Online \$707

WINTER HOUSING OPTIONS

- Douglas Keen
- Hilltopper
- Northeast

HOUSING COSTS

Double Room (living with a roommate):
\$140 per week (\$175/week for Hilltopper)

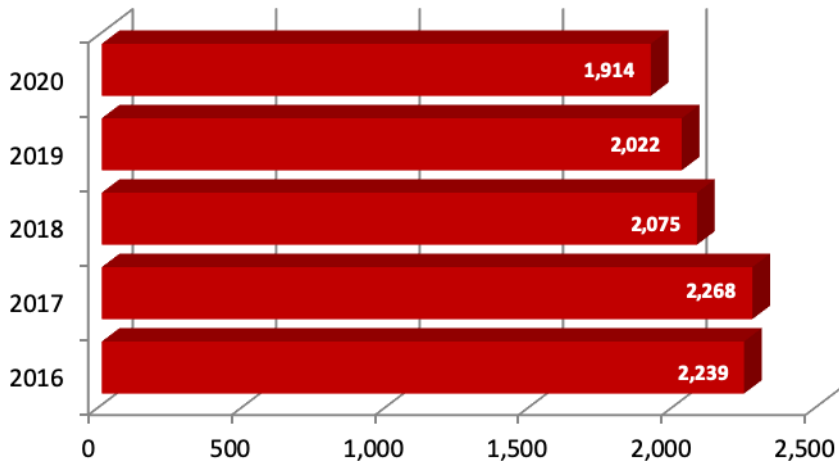
Private Room:
\$210 per week

STUDENT COURSE LOAD

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

WINTER ★ ★ 2020 HIGHLIGHTS

STUDENT HEAD COUNT COMPARISON



WKU experienced another decrease in first-time first-year students once again in Fall 2019. The number of Freshmen participating in WKU Winter Term declined 28% from 2019.

WKU experienced another decrease in first-time first-year students once again in Fall 2019. The number of Freshmen participating in WKU Winter Term declined 28% from 2019. Overall, undergraduate student count was down 5.2% compared to 2019. There were 1,914 students that took Winter 2020 classes. This was a 5.3% decrease from Winter 2019. Course enrollment was 1,938, which was also down 6.6% from Winter 2019. The student credit hour production for 2020 was 5,618.00, a decrease from 2019 of 6.8%. Areas of growth for 2020 included seniors and doctoral students.

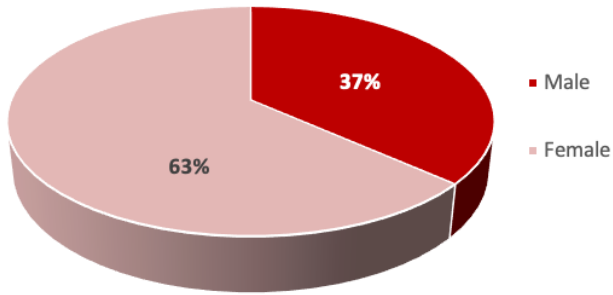
CAMPUS PARTICIPATION

There were 244 sections offered at the Bowling Green, Glasgow, and Elizabethtown campuses, as well as online, through Study Abroad, and Study Away. All colleges participated in Winter Term 2020 including 179 faculty.

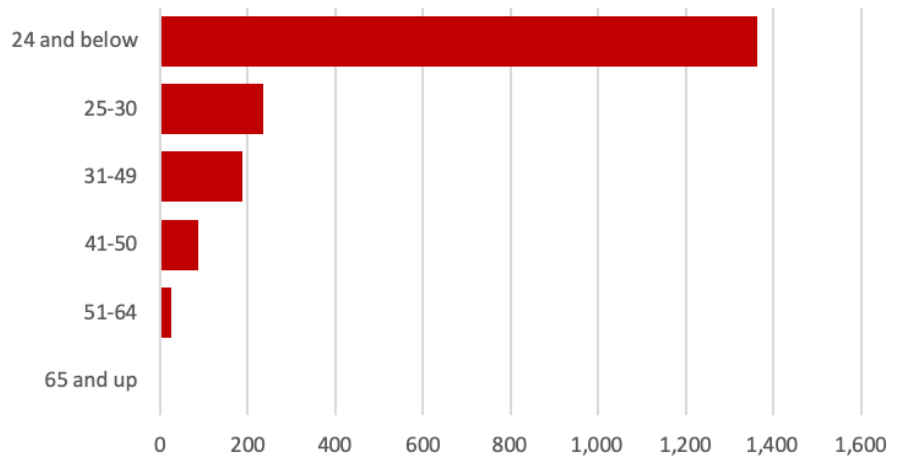


STUDENT ★ ★ DEMOGRAPHIC PROFILE

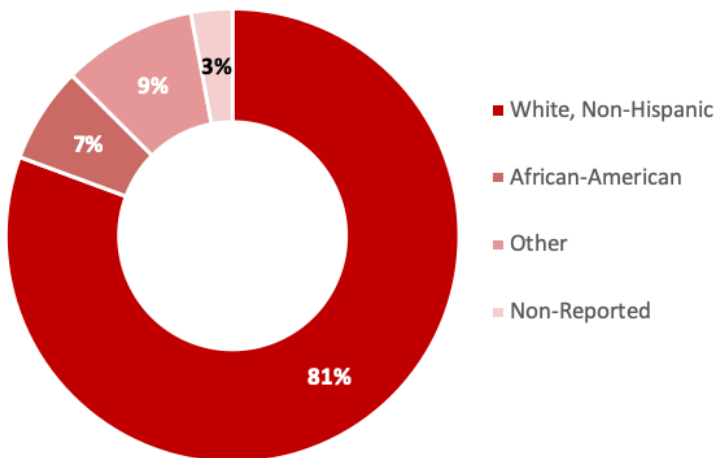
Gender Demographics



Age Demographics



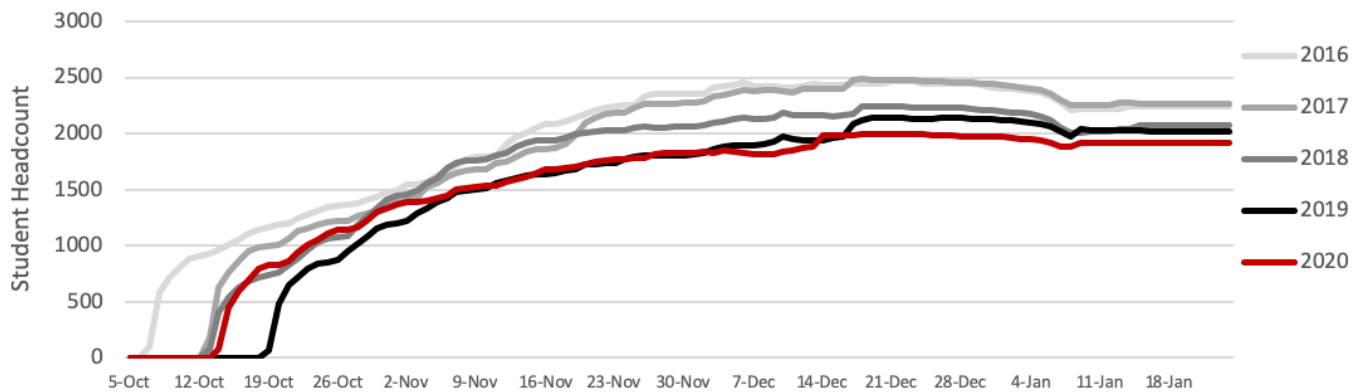
Ethnicity Demographics



ENROLLMENT

TRENDS

Winter Term Student Head Count Trend



Winter Term registration began on October 14, 2019.

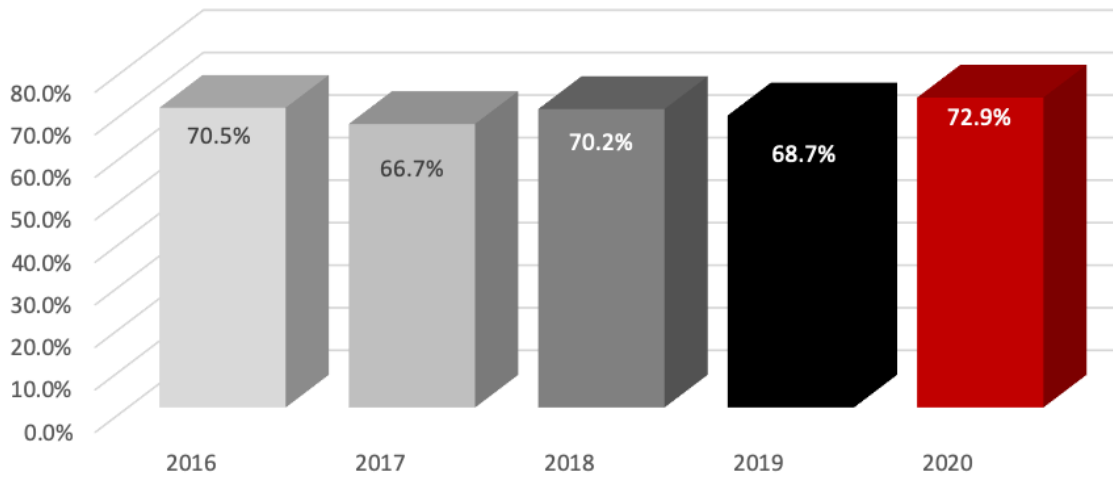
Alternate Delivery Methods

	2016			2017			2018			2019			2020		
	UG	GR	Total	UG	GR	Total	UG	GR	Total	UG	GR	Total	UG	GR	Total
Reg Campus	4	0	4	8	0	8	21	0	21	60	0	60	46	0	46
Evening	15	6	21	0	9	9	0	9	9	0	0	0	21	12	33
Weekend	0	27	27	0	20	20	0	0	0	0	0	0	0	11	11
Spec Loc	89	27	116	0	0	0	0	56	56	0	48	48	0	20	20
Study Abroad	105	7	112	238	10	248	280	8	288	215	5	220	212	4	216
Study Away	63	3	66	85	12	97	23	0	23	88	7	95	36	2	38
Web	1,265	371	1,636	1,212	356	1,568	1,179	327	1,506	1,069	358	1,427	1,061	352	1,413
Totals	1,541	441	1,982	1,543	407	1,950	1,503	400	1,903	1,432	418	1,850	1,376	401	1,777

*Data collected 1/22/16, 1/20/17, 1/19/18, 1/18/19, and 1/24/20. The data come from Infoview Report: CRS SEC ENROLL by College



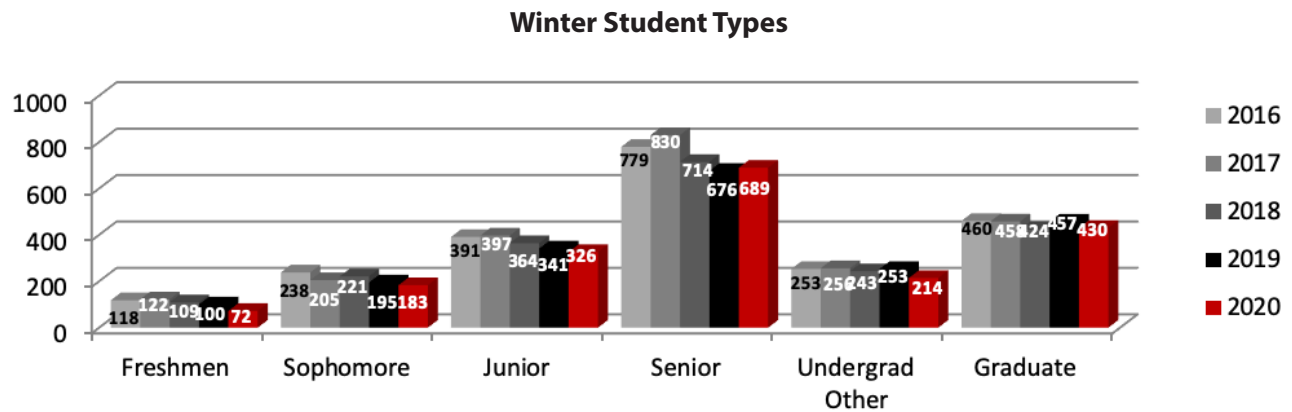
Online as a % of Total Enrollment



Online course enrollment represented nearly 73% of the overall winter term course enrollment in 2020.



STUDENT ★ ★ TYPE COMPARISON



Data collected from Inview Report: CPE Enrollment Summary on 1/22/16, 1/20/17, 1/19/18, 1/18/19, and 1/24/20.
Undergrad other encompasses post-baccalaureate, non-degree seeking, high school, and Gatton Academy students.



	2016		2017		2018		2019		2020
FR-Freshmen	118	3.4%	122	-10.7%	109	-8.3%	100	-28.0%	72
SO-Sophomore	238	-13.9%	205	7.8%	221	-11.8%	195	-6.2%	183
JR-Junior	391	1.5%	397	-8.3%	364	-6.3%	341	-4.4%	326
SR-Senior	779	6.5%	830	-14.0%	714	-5.3%	676	1.9%	689
P1-Post Baccalaureate Degree Seeking	25	-20.0%	20	80.0%	36	-30.6%	25	-32.0%	17
P2/3-Post Baccalaureate Certificate	3	0.0%	3	-100.0%	0	N/A	1	-100.0%	0
UN-Undergrad Non-Degree Seeking	167	-1.8%	164	-4.9%	156	19.2%	186	-14.0%	160
AJ-Academy Juniors	41	29.3%	53	-24.5%	40	-7.5%	37	-10.8%	33
AS-Academy Seniors	17	-5.9%	16	-31.3%	11	-63.6%	4	0.0%	4
TOTAL UG	1,779	1.7%	1,810	-8.8%	1,651	-5.2%	1,565	-5.2%	1,484
MA-Master's Degree	337	8.0%	364	-13.5%	315	14.6%	361	-1.1%	357
GS-Specialist Student	6	66.7%	10	10.0%	11	-27.3%	8	12.5%	9
GN-Grad Non Degree Seeking	84	-28.6%	60	31.7%	79	-15.2%	67	-37.3%	42
R1-Rank I Student	9	0.0%	9	-11.1%	8	37.5%	11	-63.6%	4
DR-Doctoral Student	24	-37.5%	15	-26.7%	11	-9.1%	10	80.0%	18
TOTAL GR	460	-0.4%	458	-7.4%	424	7.8%	457	-5.9%	430
WKU TOTAL STUDENT HEADCOUNT	2,239	1.3%	2,268	-8.5%	2,075	-2.6%	2,022	-5.3%	1,914

Student Frequencies	2016	2017	2018	2019	2020
Students who took 1 course:	95.44%	97.28%	95.94%	96.49%	97.18%
Students who took 2 courses:	4.52%	2.72%	3.96%	3.51%	2.82%
Students who took 3 courses:	0.04%	0.00%	0.10%	0.00%	0.00%
Overall Average Course/Student	1.04	1.04	1.03	1.03	1.01



WINTER ★ ★

DATA BY COLLEGE

COURSE ENROLLMENT					
College	2018		2019		2020
PCAL	403	31.3%	529	-8.9%	482
GFCB	331	-23.3%	254	-11.0%	226
CEBS	199	50.3%	299	6.7%	319
CHHS	673	-16.3%	563	-1.2%	556
UC	50	N/A	0	N/A	0
OCSE	489	-11.9%	431	-17.6%	355
Total	2,145	-3.2%	2,076	-6.6%	1,938

OPEN SECTIONS					
College	2018		2019		2020
PCAL	61	11.5%	68	11.8%	76
GFCB	24	-8.3%	22	-13.6%	19
CEBS	33	24.2%	41	0.0%	41
CHHS	62	-6.5%	58	8.6%	63
UC	10	N/A	0	N/A	0
OCSE	51	13.7%	58	-22.4%	45
Total	241	2.5%	247	-1.2%	244

SECTIONS WITH ENROLLMENT					
College	2018		2019		2020
PCAL	52	26.9%	66	4.5%	69
GFCB	23	-4.3%	22	-13.6%	19
CEBS	33	24.2%	41	0.0%	41
CHHS	61	-11.5%	54	3.7%	56
UC	9	N/A	0	N/A	0
OCSE	49	16.3%	57	-21.1%	45
Total	227	5.7%	240	-4.2%	230

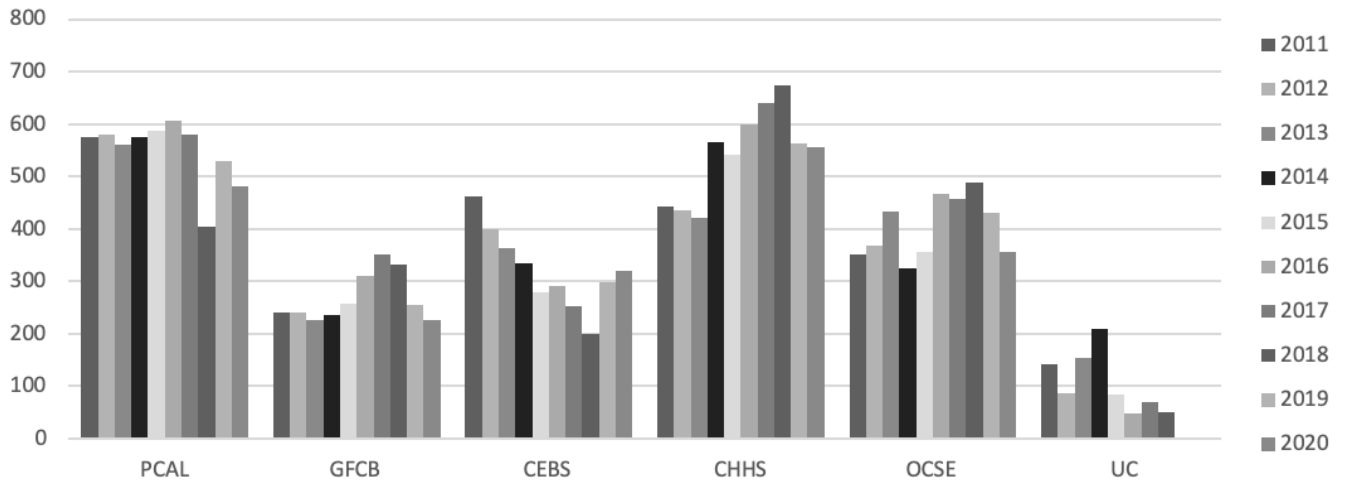
CREDIT HOURS BY COLLEGE					
College	2018		2019		2020
PCAL	1,207.00	30.8%	1,579.00	-8.5%	1,444.00
GFCB	993.00	-23.3%	762.00	-11.0%	678.00
CEBS	581.00	41.0%	819.00	4.9%	859.00
CHHS	1,913.00	-13.8%	1,649.00	0.1%	1,651.00
UC	154.00	N/A	0.00	N/A	0.00
OCSE	1,350.00	-9.6%	1,221.00	-19.2%	986.00
Total	6,198.00	-2.7%	6,030.00	-6.8%	5,618.00

Data collected 1/19/18, 1/18/19, and 1/24/20 from Infoview Report: CRS SEC ENROLL by College

Open Sections may have zero enrollment. This data includes all campuses, study abroad, and cohort courses.



10 Year Enrollment Trend by College



FACULTY ★ ★

STIPEND DATA

Full-time faculty instructional pay rates remained the same in 2020. The supplemental pay rate for a full-time faculty member was \$1,600 per credit hour or \$4,800 for a three credit-hour class.

Part-time faculty rates, which increased in 2011, also remained the same in 2020. The amount for a three-credit hour class in Winter Term for a part-time faculty member is as follows:

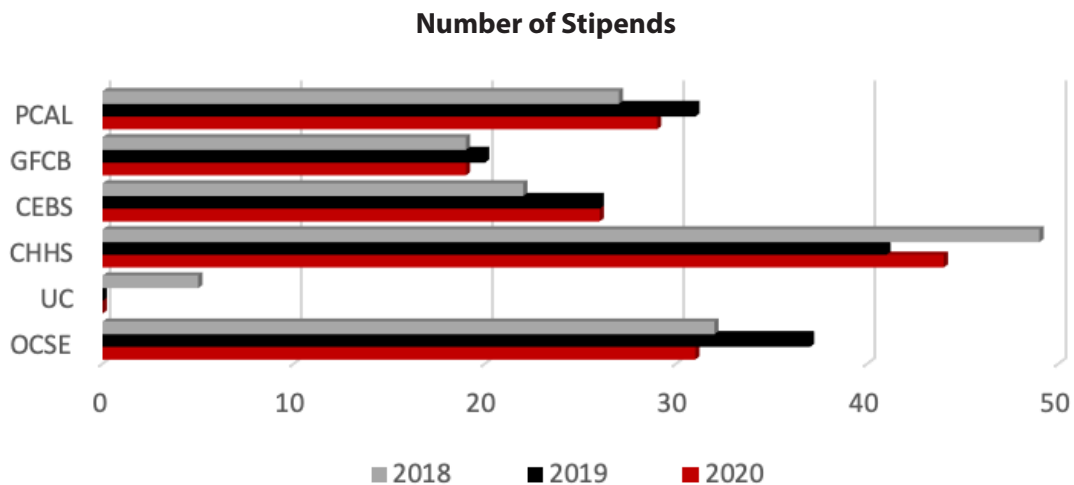
Level 1	\$1,692	Level 3	\$2,136
Level 2	\$1,840	Level 4	\$2,280

For Winter 2020, there were 43 stipends adjusted down due to low enrollment. The high enrollment incentive changed in 2017. Additional stipends were awarded to:

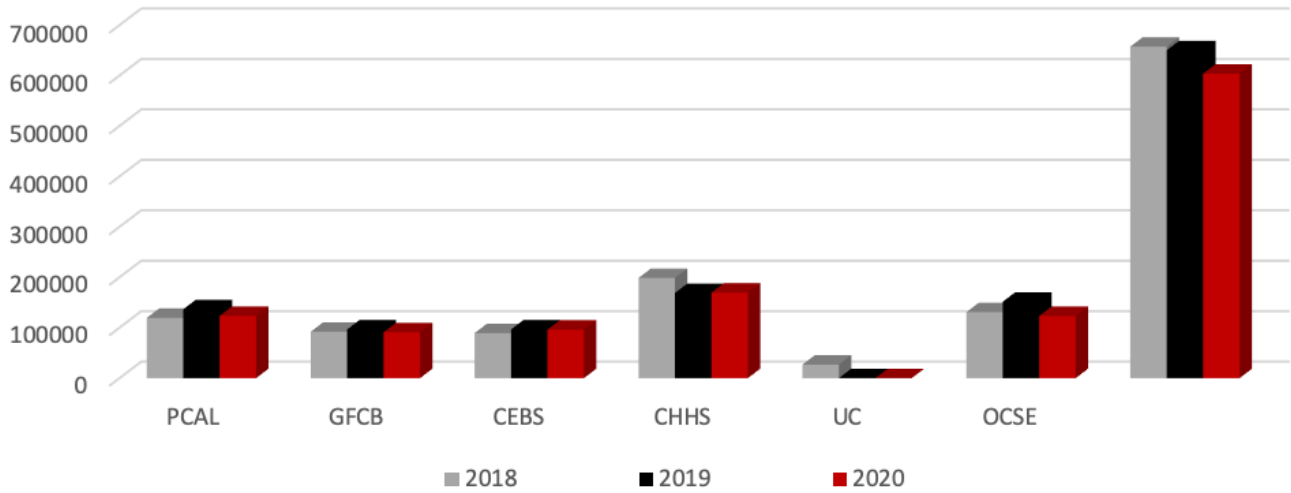
- Courses with 20 – 24 students, *an additional \$100 per credit hour*
- Courses with 25 – 29 students, *an additional \$200 per credit hour*
- Courses with 30 or more students, *an additional \$300 per credit hour*

There were 16 instructors that received the additional compensation for a highly enrolled class.

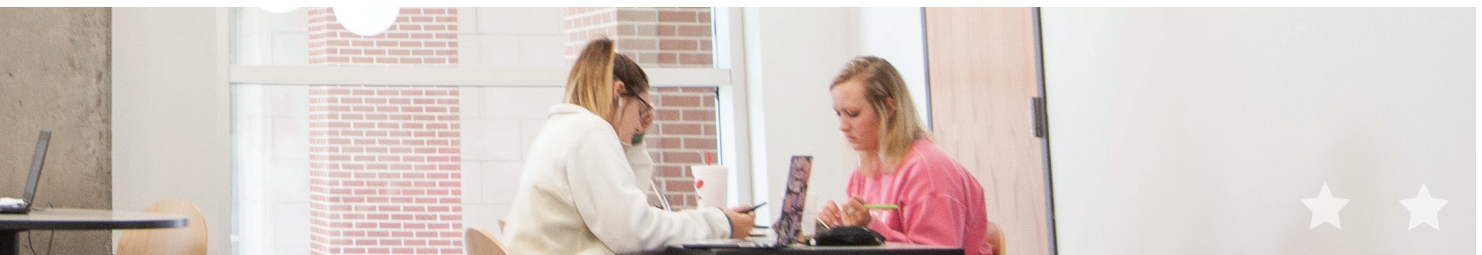
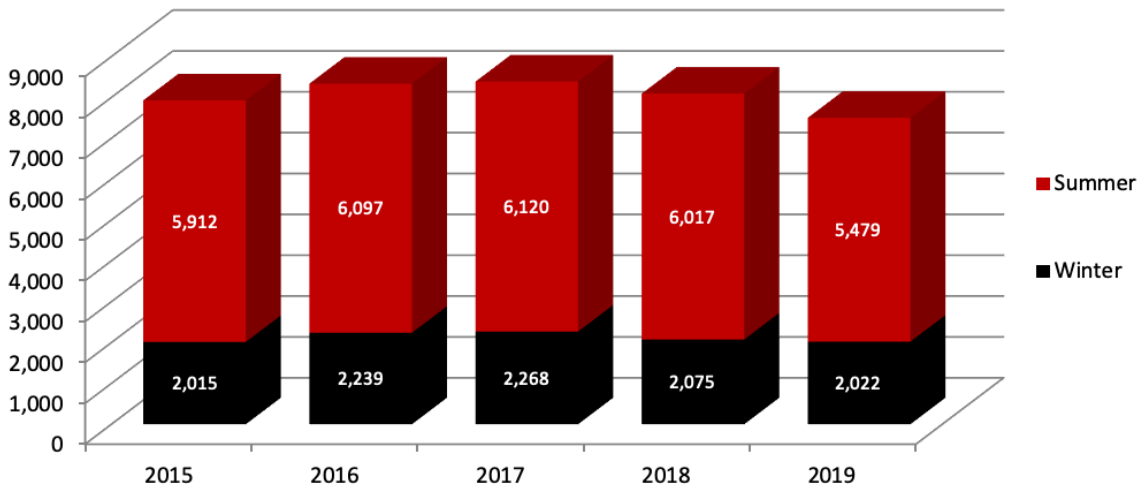
Stipend data generated 1/24/20 and includes information from Regional Campuses and Cohort Programs. Fringe benefits are NOT included in these amounts.



Instruction Amounts by College



Many students are taking both summer and winter courses in order to graduate sooner. In fact, 41% of the Winter 2019 students enrolled in a class in Summer 2019.



WINTER TUITION ★ ★

RATES AROUND KENTUCKY

WKU Winter Term (January 6 - January 24)

UG Resident	\$450
UG Non-Resident	\$1,104
UG Online	\$540
GR Resident	\$607
GR Non-Resident	\$917
GR Online	\$707

Murray State (December 16 - January 8)

UG Resident	\$382
UG Non-Resident	\$1,033
UG Online	\$457
GR Resident	\$544
GR Non-Resident	\$800
GR Online	\$544

UK Winter Intersession (December 23 - January 14)

UG Resident	\$501
UG Non-Resident	\$1,265
UG Online	\$570
GR Resident	\$726
GR Non-Resident	\$1,788

EKU (December 16 - January 10)

UG Resident	\$421
UG Non-Resident	\$421
UG Online	\$421
GR Resident	\$550
GR Non-Resident	\$550
GR Online	\$550

NKU Winter Term (December 16 - January 7)

UG Resident	\$413
UG Non-Resident	\$828
UG Online	\$448
GR Resident	\$613
GR Non-Resident	\$943
GR Online	\$653

Morehead State (December 16 - January 10)

UG Resident	\$374
UG Non-Resident	\$565
UG Online	Res + \$15/CH
GR Resident	\$570
GR Non-Resident	\$570
GR Online	Res + \$15/CH

WINTER 2019 ★ ★

MARKETING

TACTICS INCLUDED

- Brochures in Learning Centers around campus
- Winter ads on campus digital screens
- Ads in College Heights Herald and online
- Banners around campus
- Registration Rally on campus
- Mass emails to students
- Emails to advisors



JANUARY 6 - 24, 2020

Registration begins October 14th!

Join us for the
Winter Term Registration Rally
THURSDAY, OCTOBER 17

1:00 a.m. - 2:00 p.m. | Centennial Mall

SWAG BAG & T-SHIRT
balloon animals/props for an
photo at our presidential podium!



CHOOSE FROM OVER 250 COURSES IN A VARIETY OF COURSE FORMATS:

- 100% online
- Face-to-face
- Hybrid
- Real-Time Interactive Video Services (IVS)
- Study Abroad/Study Away

WKU
#WinterTerm2020
270.745.5011 | winter.term@wku.edu
wku.edu/winter | twitter:@WKUWinter

WKU DELO Winter Term is a part of the WKU Division of Extended Learning & Outreach (DELO)

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WKU WINTER TERM OPTIONAL 3 WE HELD JANUARY

Why should you enroll in Winter Term?

- Complete up to 4 credit hours in just one semester
- Speed up progress toward your degree
- Catch up on a class you've dropped, missed, or need to repeat
- Complete a pre-requisite for a fall or spring course
- Reduce your regular semester course load
- Enjoy smaller class sizes
- Utilize housing and meal plans

*Additional hours are occasionally allowed with prior approval.

Undergraduate	Graduate
<ul style="list-style-type: none"> • Non-Resident \$1,104 per credit hour • International \$1,131 per credit hour • TIP \$579 per credit hour 	<ul style="list-style-type: none"> • Online \$707 per credit hour • Kentucky Resident \$607 per credit hour • Non-Resident \$937 per credit hour • International \$953 per credit hour

REGISTER ONLINE
Log on to your TopNet account to register. There are NO advisor holds for Winter Term registration. Registration for ALL students begins October 14, 2019!

APPENDIX ★ ★

Winter Term Weekly Progress Report

Special Instructional Assignment Form

Correction Form

Winter 2020 Weekly Report

Winter Term Enrollment, Head Count, and Credit Hour Summary

1/24/2020

College	Course Enrollments			Credit Hours		
	2019	2020	Difference	2019	2020	Difference
Potter College	529	482	-8.9%	1,579.00	1,444.00	-8.5%
College of Business	254	226	-11.0%	762.00	678.00	-11.0%
College of Education	299	319	6.7%	819.00	859.00	4.9%
College of Health & Human Services	563	556	-1.2%	1,649.00	1,651.00	0.1%
Ogden College	431	355	-17.6%	1,221.00	986.00	-19.2%
Totals	2,076	1,938	-6.6%	6,030.00	5,618.00	-6.83%

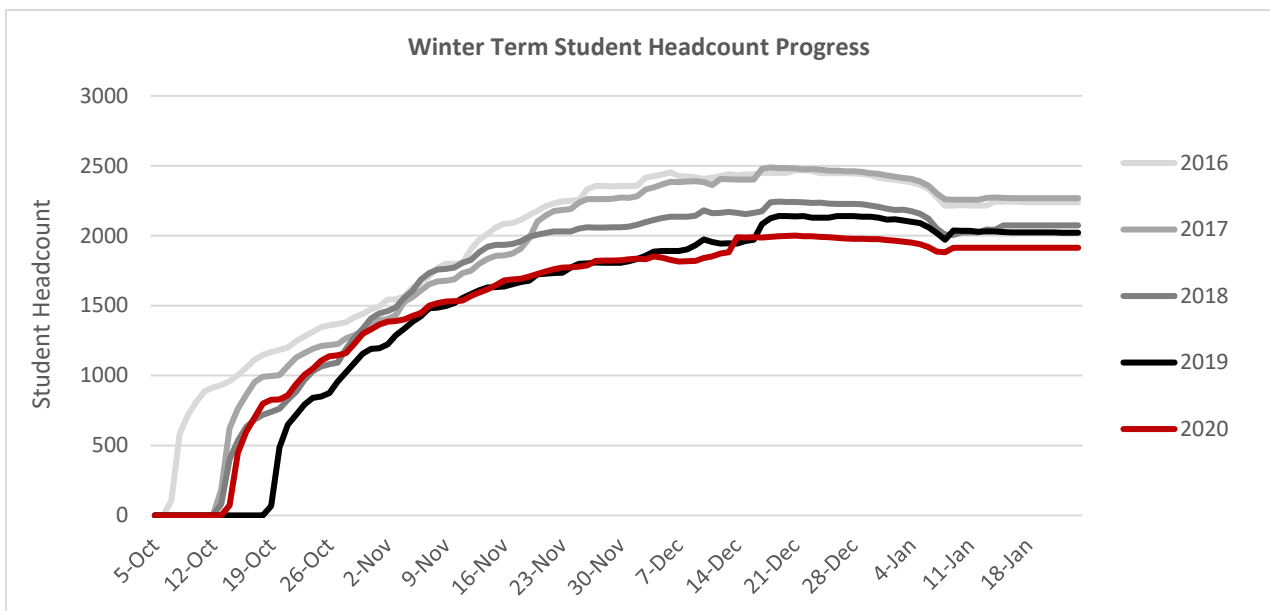
Student Profile Information	Course Enrollments			Credit Hours		
	2019	2020	Difference	2019	2020	Difference
Online	1,449	1,447	-0.1%	4,277.00	4,269.00	-0.2%
Study Abroad	160	184	15.0%	478.00	552.00	15.5%

	Head Count by Student Type		Difference	
	2019	2020		
UG				
FRESHMEN	100	72	-28	-28.0%
SOPHOMORES	195	183	-12	-6.2%
JUNIORS	341	326	-15	-4.4%
SENIORS	676	689	13	1.9%
P1-POST BACCALAUREATE DEGREE SEEKING	25	17	-8	-32.0%
P2-3	1	0	-1	-100.0%
UN-UNDERGRADUATE NON DEGREE SEEKING	186	160	-26	-14.0%
AJ-ACADEMY JUNIORS	37	33	-4	-10.8%
AS-ACADEMY SENIORS	4	4	0	0.0%
UG Total	1,565	1,484	-81	-5.2%
GR				
MASTERS DEGREE	361	357	-4	-1.1%
GS-SPECIALIST STUDENT	8	9	1	12.5%
GN - GRADUATE NON DEGREE SEEKING	67	42	-25	-37.3%
RANK 1	11	4	-7	-63.6%
DOCTORAL STUDENT	10	18	8	80.0%
GR Total	457	430	-27	-5.9%
Total Head Count	2,022	1,914	-108	-5.34%

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

# Sections Offered by College	Difference		
	2019	2020	
Potter College	68	76	8
College of Business	22	19	-3
College of Education	41	41	0
College of Health & Human Services	58	63	5
Ogden College	58	45	-13
Total Sections	247	244	-3

**Dates for data are 1/18/19 and 1/24/20.



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?	

Course Information

On which campus will the courses listed below be taught?

Which Term? Part of Term

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.	
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.	

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 (based on the second day of class), an additional stipend will be paid to the instructor.

- Courses with 20 to 24 students, an additional \$100 per credit hour.
- Courses with 25 to 29 students, an additional \$200 per credit hour.
- Courses with 30 or more students, an additional \$300 per credit hour.

Term:		Part of Term:			Prepared by (WKUID)	Form #
Pay ID	Amount	Index	Account	Campus Location	Name:	
					Phone:	Date:
					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	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="width: 100%; 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"/> NOTE: Email addresses must include @wku.edu or @topper.wku.edu at the end.
Comment	<input style="width: 100%; height: 20px;" type="text"/>
<input type="button" value="Send"/> <input type="button" value="Save"/>	



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