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Faculty Senate Minutes

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11-17-2017

November 17, 2017 Minutes

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SWOSU Faculty Senate

November 17th, 2017 Approved Minutes

- I. Call to Order:** Faculty Senate President Jerry Dunn called the November meeting of the Faculty Senate to Order at ____2:06 PM____ in HEC 201.
- II. Establishment of a Quorum:** Wayne Anderson, Krista Brooks, Dayna Coker (via ITV from Sayre), Tommye Davis (via ITV from Sayre), Stacey DiPaolo, Jerry Dunn, Jared Edwards, Robin Griffeth, LeaAnne Hume, Paul Hummel, Sunu Kodumthara, Scott Long, David Martyn, Tom McNamara, Kathy O'Neal, Cynthia Pena, Hank Ramsey, Ann Russell, Amanda Smith, Tony Stein, Jessica Young
- III. Certification of Substitutes:** Tamra Weimer substituting for Rachel Davis (Nursing), Nate Hicks substituting for Holly McKee (Business and Computer Science), Veronica Aguinaga for Evette Meliza (Education), Vijay Somalinga for Eric Paul and Muatasem Ubeidat (Biological Sciences), Jon Woltz substituting for Linda Pye (Library); Todd Parker for Lisa Schroeder (Art); Edna Patatanian for Cheri Walker (via Zoom from OKC)
- IV. Presentation of Visitors:** None
- V. Approval of Minutes:** Approved by voice vote
- VI. Announcements**
 - A. President Jerry Dunn
 1. Executive Council Meeting of 11/13/2017
 - a) Budget woes continue; potential 2-3% cut anticipated; departments should be cautious with spending due to possible budget cuts.
 - b) Spring enrollment numbers are down; encourage advisors to contact students who have not enrolled.
 - c) Rogers Hall renovation to be completed in January, likely not occupied until February.
 - d) SWOSU will be attending the transfer fair at St. Gregory's.
 - e) DACA students should be cautious leaving the U.S. for holiday travel, internships, study abroad, etc.; re-entry may prove difficult.
 2. Administrative Council of 11/13/2017
 - a) OK Promise will have a maximum credit hour according to the Regents, as opposed to a length of time.
 - b) Title IX annual training reminders were emailed last week; the message might appear as spam, but it is legitimate. A suggestion from faculty senators was made to remove special effects on the video to help with the efficiency of completing the online training.

- c) December paychecks of faculty/staff with dependent withholdings will be effected by a system change.
 - d) Upswing Online Tutoring; Tutor-Up; Ask-Up is a paper review service.
 - e) Single sign-on will be activated during Holiday Break.
- 3. Meeting with Provost on 11/15/2017
 - a) With more duties, the Assessment Committee may request to increase its size; that will come through Faculty Senate, if necessary.
 - b) Forming teams for each assessment goal to prepare for the pending HLC visit; request for volunteers will be emailed; prefer tenured faculty with a minimum of Associate Professor status.
 - c) Next Associate Provost candidate – Monday, November 20 at 2:30 in STF 104.
- B. Secretary/Treasurer Krista Brooks
 - 1. Roll Sheet—please sign
 - 2. Treasurer’s Report
 - a) BancFirst
 - (1) October Balance: \$1,775.28
 - (2) Withdrawal: \$0
 - (3) Deposit: \$0
 - (4) Current Balance: \$1,775.28
 - b) University Account
 - (1) October Balance: \$105.01
 - (2) Current Balance: \$105.01
- C. President-Elect Amanda Smith:
 - 1. Oklahoma Study Abroad – 2018 Trips to London (Amanda Smith), Greece (Kelley Logan), or Spain (Todd Parker)
- D. Past President Tom McNamara: Nothing to report
- E. Student Government Representative: Austin Loomis – Nothing to report

VII. Reports from Standing and Ad Hoc Committees:

A. University Policies Committee: from Tom McNamara, Chair

- 1. **Faculty Senate Motion 2017-11-01:** In the sections of the Faculty Handbook concerning Continuance and Post Tenure Review, the following changes are recommended.
 - a. The date September 15th will be replaced with “the second Friday in September.”
 - b. The date October 15th will be replaced with “the second Friday in October.”
 - c. The date November 1st will be replaced with “the first Friday in November.”
 - d. The date November 15th will be replaced with “the second Friday in November.”

- i. **Rationale:** These changes will remove ambiguity that might arise if the above dates fall on the weekend.
- ii. Faculty Senate Motion 2017-11-01 passed by unanimous voice vote

B. Personnel Policies Committee: from Jared Edwards, Chair (see Appendix A)

- 1. **Faculty Senate Motion 2017-11-02:** It is proposed that the following changes be made to the Faculty Handbook:
 - 1. An insertion (see Appendix A) be added to both the Tenure and Promotion and the Evaluation of Faculty sections of the Faculty Handbook.
 - 2. Two deletions (see Appendix A) from the Evaluation of Faculty section of the Faculty Handbook.
- i. **Rationale:** The recommended insertion and deletions are necessary as the evaluations of faculty from the Sayre campus will now be conducted by the department they are associated with on the Weatherford campus. During the evaluation process, the Dean of the Sayre campus will provide input at the chair level for faculty members who teach on the Sayre campus.
- ii. **Discussion:**
 - 1. The pages in the Faculty Senate Handbook affected by these recommendations are available in the Senate meeting today.
 - 2. These recommendations will also affect Continuance procedures.
 - 3. Input from Sayre campus Faculty Senators – voiced that they support the changes as long as the Dean from the Sayre campus is part of the process.
 - 4. Question from Sayre campus Faculty Senators – When do the faculty members from the Sayre campus need to address items from Dean (Sayre campus) and items from Chair (Weatherford campus)? – The Faculty Senate President will take this question to the Provost.
 - 5. Academic Unit – Will the faculty members from the Sayre campus be a part of their associated department's academic unit? Sayre faculty members have full appointment.
 - 6. Higher Learning Commission (HLC) accreditation – Is the Sayre campus HLC accredited?
- iii. Faculty Senate Motion 2017-11-02 passed by a hand vote – was not unanimous.

C. Unfinished Business: None

D. New Business: None

- E. Adjournment:** Meeting adjourned at 2:36 PM by voice vote with no opposition.
- F. Next Meeting:** Friday, December 8th at 2:00 PM

Respectfully submitted,

Jerry Dunn, Faculty Senate President

Krista Brooks, Faculty Senate Secretary

Appendix A

Inserted into both sections.

^{aa}For procedures involving faculty members from the College of Associate & Applied Programs, the duties of “chair” shall be completed through collaboration between the Dean of the College of Associated and Applied Programs the chair of the associated department of the College of Arts and Sciences or the College of Professional and Graduate Studies. In these cases “dean” shall refer to the dean of the College of Arts and Sciences or the College of Professional and Graduate Studies as determined by the associated department.

The following sections were the only meaningful deletions, and they are both from the Evaluation of Faculty Section.

Sayre Campus

The Dean of the Sayre Campus is responsible for evaluating instructional personnel. Evaluations are made prior to March 1 and collected by the Dean who forwards one copy to the Chief Academic Officer. This copy is placed in the faculty member's personnel file. One copy is given to the faculty member.

Sayre Campus

On the Sayre campus, the committee will consist of all tenured faculty. The Dean conducts the meeting and is a non-recommending member.