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December 7, 2018 Approved Minutes

SWOSU Faculty Senate

Abstract

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SWOSU Faculty Senate

December 7th, 2018 Approved Minutes

- I. **Call to Order:** Faculty Senate President Amanda Smith-Chesley called the September meeting of the Faculty Senate to Order at 2:31 pm in HEC 201.
- II. **Establishment of a Quorum:** Wayne Anderson, Landry Brewer (via ITV), Stephen Burgess, Yu-ling Chen, Rachel Davis (via Zoom), Tommye Davis (via ITV), Jerry Dunn, Phillip Fitzsimmons, Swarup Gosh, Robin Griffeth, Meri Hix (via Zoom), LeaAnne Hume, Paul Hummel, Sunu Kodumthara (via Zoom), Sharon Lawrence, Jack Li, Scott Long, David Martyn, Holly McKee, Evette Meliza, Kathy O’Neal, Eric Paul, Cynthia Pena, Hank Ramsey (via Zoom), Ed Klein, Hardeep Saluja, Lisa Boyles, Amanda Smith, Hayden Harrington, Muatasem Ubeidat (via Zoom), Cheri Walker (via Zoom).
- III. **Certification of Substitutes:** Ed Klein for Ann Russell (Education), Hayden Harrington for Karen Sweeney (CSET)
- IV. **Presentation of Visitors:** None.
- V. **Approval of Minutes:** Approved by a unanimous voice vote.
- VI. **Announcements**
 - A. President Amanda Smith-Chesley
 1. **Executive Council Meeting of 12/3/2018**
 - a) *Legislative Update:* Debating repeal car sales tax; Governor-elect Stitt will be sworn in on 1/14
 - b) *University Budget:* Pay raise for faculty in effect as of 12/1
 - c) *State Regents:* Asking for \$100,000,000 (7.5% for faculty pay raises)
 - d) *Recruitment/Retention:* SWOSU leading RUSO in retention but not yet meeting goals for improvement; exploring consulting options
 - e) *Redlands Merger:* recent public meeting with Chancellor; moving toward a SWOSU/Redlands merger
 2. **Administrative Council of 12/3/2018**
 - a) *Single Sign-On (SSO):* now in effect; report problems to IT (Karen Klein); Library work-around via the “Ask a Librarian” link
 - b) *Benefits:* Enrollment went well; troubleshooting for next year
 - c) *Fall Enrollment:* begins March 4th using new ERP
 - d) *Bursar Holds:* Bursar to lift holds for those owing less than \$500 (around 180 students)
 - e) *Financial Aid:* Students can use tax returns instead of tax transcripts; help identify students who qualify for Children of Fallen Heroes Scholarship
 - f) *Instructional Excellence Academy:* 19 applied/10 enrolled for class 1 beginning in Jan. 2019; next application deadline will be in April 2019

- g) *Transformative Learning Conference* (March 13-14 14-15 in OKC). CETL will pay the registration (\$349) for 2 faculty from each dept. to attend. Deadline: 11 Dec. Call CETL (#3149) for details.
- h) *Payroll*: Student time cards due 12/14
- i) *Room Reservations*: please give 4 weeks' notice for events
- j) *Campus Safety*: ALICE training on Canvas, lock cars/offices
- k) *Congratulations*: Holly McKee (Dept. of Business Chair), Mapopa Sanga (citizenship), and Nina Morris (retirement)

3. Meeting with Provost on 12/6/2018

- a) *Single Sign-On*: Restrictions lifted on assignments during “dead days”; options for late submission of grades. Final grades now due Tuesday, Dec. 18th at noon.
- b) *ERP*: course loading nearing completion; advising training; continuity with current system features plus advantages
- c) *Final Exam Policy*: Point of clarification to address online courses
- d) *Faculty Handbook*: Revisions continue; clarifying timelines for promotion and tenure, continuance, and post-tenure review

B. Secretary/Treasurer Holly McKee

- 1. Roll Sheet—please sign
- 2. Treasurer's Report
 - a) BancFirst
 - (1) November Balance: \$1908.08
 - (2) Withdrawal: \$0
 - (3) Deposit: \$0
 - (4) Current Balance: \$1908.08
 - b) University Account
 - (1) November Balance: \$105.01
 - (2) Current Balance: \$105.01

C. President-Elect Stephen Burgess: Nothing to report.

D. Past President Jerry Dunn: Nothing to report.

E. Student Government Representative: Not present.

VII. Reports from Standing and Ad Hoc Committees:

A. University Policies Committee: from Muatasem Ubeidat, Chair (see *Appendix A*)

Muatasem Ubeidat presented the report in Appendix A. Motion was made by Tony Stein and seconded by David Lawrence to include one of the two statements in the report in the faculty handbook. Motion was made by Stephen Burgess to amend the original motion to accept a statement (not necessarily one of the two in the report) for the faculty handbook. Tony Stein seconded the motion to amend. Amended motion passed by a voice vote. Scott Long made a motion to accept option two. Motion was seconded by Sharon Lawrence. There was discussion regarding changing the references to reflect the selected option and

whether the grammar in the statement was correct. Motion to accept option two to include in the faculty handbook was passed by a voice vote.

B. Personnel Policies Committee:

Committee considered whether to amend post tenure review committees to include all tenured faculty in the department. They decided to keep it as is with all tenured faculty at or above the rank of the considered faculty member.

VIII. Unfinished Business:

A. Ad-hoc Committee on Attendance: Bo Pagliasotti, Tony Stein, Jerry Dunn, Josh Collins, Todd Helton, Cophie Anderson, Tee Kesnan, and Nolan Meditz
There will be an inquiry regarding a chair for the committee soon.

IX. New Business: None.

X. Adjournment: 3:10 pm

XI. Next Meeting Friday, January 25th at 2:30 p.m.

Appendix A

The University Policies Committee presents the following options for the potential “Statement of Professional Conduct” addition to the Faculty Handbook for the Senate’s consideration.

Option 1: The SWOSU Faculty endorse the AAUP’s *Statement on Professional Ethics* as the Faculty’s guide for professional conduct (1). Accordingly, faculty members will strive to cultivate a respectful, collegial, and inclusive work environment, and to likewise demonstrate these values in their professional endeavors and interactions with colleagues, students, administrators, staff, and guests. As Oklahoma public university employees, faculty members recognize their obligation to adhere to applicable State (2, 3), RUSO (4), and University (5) policies and procedures.

Option 2: SWOSU faculty members should aspire to cultivate a respectful and collegial work environment by encouraging all members of the university community (faculty, students, administration, staff, and visitors) to treat each other with courtesy and respect. Members are expected to adhere to applicable State (2, 3), RUSO (4), and University (5) policies and procedures.

References

1. <https://www.aaup.org/report/statement-professional-ethics> (October 23, 2018)
2. <https://www.ok.gov/ethics/documents/2018%20Ethics%20ANNOTATED%20Rule%20v2018.1.pdf> (October 23, 2018)
3. <https://www.ok.gov/ethics/documents/2018%20Ethics%20COMPILATION%20v2018.1.pdf> (October

23, 2018)

4. <https://www.ruso.edu/policy-manual> (October 23, 2018)

5. <https://www.swosu.edu/resources/policies/dept/hr/index.aspx> (October 23, 2018)