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5-4-2001

May 4, 2001 Minutes

SWOSU Faculty Senate

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FACULTY SENATE MINUTES (UNAPPROVED)

- I. CALL TO ORDER AND ESTABLISH QUORUM:** The May 4, 2001 meeting of the Faculty Senate was held at 2:00PM in Stafford 108 with FS President Faye Henson presiding.

The following members were present: Jonathan Woltz (for George Alsbach), Larry McKee (for Elizabeth Ferrell) Robin Jones (for Helen Maxson, then for herself), Virgil VanDusen (for Shelly Prince), David Bessinger (for James South), Madeline Baugher, Ric Baugher, Kathy Brooks, Nancy Buddy, Dianne Busch, Bob Chambers, Viki Craig, Les Crall, Tommye Davis, Bob Dorlac, Sylvia Esjornson, Cynthia Foust, Mark Gales, Jeff Gentry, John Hayden, Faye Henson, Debbie Keasler, William Kelly, David Lawrence, Kelly Logan, Don McGurk, Mike McKinney, Steven O'Neal, Gus Ortega, Nelson Perkins, Stan Robertson, Ken Rose, Ronna Vanderslice, Ben Welch, and Michael Wolff.

- II. CERTIFICATION OF SUBSTITUTES:** Jonathan Woltz for George Alsbach, Larry McKee for Elizabeth Ferrell, Robin Jones for Helen Maxson, Virgil Vandusen for Shelly Prince, David Bessinger for James South.

III. PRESENTATION OF VISITORS:

Suspension of rules to allow invited guest Dr. Paulette Woods to discuss a proposed "Early Warning System" for student with the faculty senators. The State's Regents' Task Force is planning a statewide conference on Retention Management for November 2, 2001.

Suspension of rules to conduct election:

- A. Faculty Representatives for the Univ. Computer/Telecommunications Advisory Committee
Election: From two individuals nominated by each Dean, the FS elects one (1) person from the School of Education and one (1) person from the School of Arts and Sciences
- B. Faculty Representative for Distinguished Alumni Selection Committee

- IV. APPROVAL OF MINUTES:** A motion was made and seconded to approve the April 20, 2001 FS minutes. An amendment was moved to correct the following: change "Vicki" to "Viki" under VI, Academic advisory and Scholarship Council; change "Wolf" to "Wolff" under VI, Campus Environmental Committee; and under VI, Academic Appeals Committee, add "Jason Johnson" to the list of those elected to one-year terms. The minutes, as amended, were approved.

V. ANNOUNCEMENTS

- A. FS President Faye Henson
 - 1. Meeting with Dr. Kermis, Faye Henson, Les Crall –May 3, 2001
 - a. Motions forward to Administration
 - 2001-04-02 Course/Instructor Evaluation Form
 - 2001-04-03 Course/Instructor Evaluation Form
 - 2001-04-04 Change to Promotion/Tenure Procedures in Faculty Handbook
 - Final Notification to Candidates: President or VPAA
 - b. Items to be voted on in May
 - a. Proposed finals schedule for Spring 2002
 - b. Approval – Web Based Course Development Proposal policy
 - c. Revised Employment Procedures for Faculty
 - c.. COD information
 - April 11, 2001
 - I.I. New Business
 - A. Deans' Comments
 - Clarification of the Riddance Policy from the Library Committee-
Faculty can visit with their departmental Library Committee representative
or visit with Gus Ortega, Library Committee Chair

April 18, 2001

- I. Old Business
 - B. Computer Survey: around 73% of students have computers.
 - D. Faculty Evaluation on Web-Based Course: possibility of conducting web-based course using web-based software. Does this mean that there is a faculty evaluation part to the web-based software? An on line evaluation would need to be designed since the student do not come to campus. There is also interest in developing an online evaluation for all students to use.
 - II. New Business
 - B. Conflict of Interest Policy
 - Policy to be sent to FS for review and comment
 - E. Faculty Senate Update: VP Kermis gave an update to the Deans regarding the charges that were issued to the Faculty Senate
 - d. Minutes from April 20, 2001 meeting
 - e. Election Results for Committees with Faculty Representation & FS Officers
 - a. Results remaining to finalize – votes will be taken on May 4, 2001
 - * Appellate Committee on Dismissal of Tenured Faculty
 - * University Computer/Telecommunication Advisory Committee
 - * Distinguished Alumni Selection Committee
 - f. Faculty Senate Membership for 2001-2002
 - g. We had a successful Faculty Discussion Group on Health Insurance concerns
Dr. Virgil VanDusen and Mr. Tom Fagan met with faculty.
 - h. Merit Pay progress
 - a. personal contact has been initiated with OSU, OU, ECU, USAO, UCO, NSU, SEOSU and Cameron. Input is coming in from these sources and we are working on contacts for the other regional universities. Dr. Crall will be recruiting a task force of faculty senators at the May meeting to review the material that will be coming in from these sources.
 - b. Would the COD entertain the option of a joint committee working together to develop the proposed Merit Pay options? Reports could go back and forth to both groups to reach consensus. When a report does come forward from the faculty senate and the COD, they would have worked out differences and approval would be easier to facilitate. Dr. Kermis indicated the Faculty Senate would need to indicate that they would like to participate in such as joint effort.
 - i. NCA report status – No report yet, hopefully by the end of June.
 - j. Dr. Woods will visit with the FS in May about an “early warning system” for students and discuss faculty interest in the project.
 - k. Dr. Les Crall will be FS President and Dr. John Hayden will be FS Pres.-Elect. Cindy Foust is FS Sec/Treasurer.
 - l. From Dr. Kermis:
 - (1) Managing Conflicts of Interest in Sponsored Programs – Conflict of Interest from the COD minutes
 - (2) Change in Academic Appeals Committee assignment: The committee will now be asked to consider nonacademic issue that students appeal. Dr. Kermis encouraged development of policy that would guide the nonacademic appeals. The Academic Appeals process could serve as a model. The policy should define what was to be included in nonacademic issues.
 - (3). Proposed Grievance Policy: Since it is a lengthy document with implications for the future, the request was made that the proposed grievance policy be resubmitted after July 1 for consideration by the new university president.
2. Administrative Council - April 23, 2001 – A complete set of minutes will be sent to faculty senators and placed as an attachment to the minutes when they are received from Administration. Items of noted interest to faculty

- (a) report of faculty who received tenure and/or promotion
- (b) proposed legislative bill giving the Higher Regents a multiyear authority to raise tuition no more than 7% per year for instate (10% for professional programs)
- (c) information from Dr. Woods that when transporting students a maximum of 11 student should be in a van at any one time. National data indicates that there is a higher accident rate in university vehicles with over 11 students.
- (d) when you use a university vehicle, please remember to turn in your mileage report along with the key.
- (e) Denisa Engleman is able to compile the statistics that take care of almost all of the data for the 5 year program reviews. See her for questions about this process.
- (f) A Student Activity Transcript can now be generated. Faculty may be contacted to verify information placed on the transcript.

3. Council of Deans –

April 11, 2001

I.I. A. Deans' Comments

Clarification of the Riddance Policy from the Library Committee

April 18, 2001

I. Old Business

B. Computer Survey: around 73% of students have computers.

D. Faculty Evaluation on Web-Based Course: possibility of conducting web-based course using web-based software. Does this mean that there is a faculty evaluation part to the web-based software.

II. New Business

B. Conflict of Interest Policy

Policy to be sent to FS for review and comment

E. Faculty Senate Update: VP Kermis gave an update to the Deans regarding the charges that were issued to the Faculty Senate

4. Discussion with Dr. Hibler: Academic Appeals Procedure – The academic appeals procedures will not need to be adjusted. The description and function of the Academic Appeals Committee is where a change may occur.

5. Dr. John Hays has been selected by the Board of Regents of Oklahoma Colleges to be the next SWOSU University President. He will assume office on July 1, 2001.

B. Secretary/Treasurer:

1. Roll Sheet

a. Roll Sheet for signatures

2. Treasurer's Report: The University Account Balance is \$634.49. The BancFirst checking account balance is \$858.04.

C. President Elect: L. Crall: No report.

D. Student Government Representative: No report.

VI. REPORTS FROM STANDING AND AD HOC COMMITTEES

A. Nominating: Bob Dorlac

1. Announcement of election results:

a. Univ. Computer/Telecommunications Advisory Committee: Don Wilson from the School of Education and Joel Kendall from Arts & Sciences were elected.

b. Distinguished Alumni Selection Committee: Cynthia Foust was elected.

c. Appellate Committee on Dismissal of Tenured Faculty Members: Don Wilson, Helen Maxson, James Scruggs, and Marion Prichard were elected.

VII. UNFINISHED BUSINESS

C. Assessment of Spring Finals schedule for inclusion in Spring 2002 schedule (Handout # 3 from April)

The following motion was made and seconded:

FS Motion 2001-05-01 that the Faculty Senate approve the Spring, 2002 Final Exam Schedule.

The following amendment was moved and seconded:

1st Amendment to FS Motion 2001-05-01 that under the Thursday, May 2, 4:30PM-6:20PM slot, "English" be changed to "English-Literature" that under the Monday, May 6, 10:30AM-12:20PM slot, "English-Composition" be added; that under the Thursday, May 2, 12:30-2:20PM slot, "Philosophy" be deleted; that under the Wednesday, May 8, 4:30PM-6:20PM slot, "Philosophy" be added; and that under the Monday, May 6, 4:30PM-6:20PM slot, move the word "Finance" up one line.

The motion, as amended, carried.

- B. Report on Faculty Forum discussion of Insurance Benefit concerns: On May 2, 2001 faculty met with the campus representatives to the Board of Regents of Okla. Colleges Insurance Committee to discuss concerns.
- C. Web Based Course Development Proposal (Handout #4 from April):

The following motion was made and seconded:

FS Motion 2001-05-02 that the Faculty Senate approve the Web Based Course Development Proposal.

The motion carried.

- D. Employment Procedures for Faculty – revised (Handout#5 from April):

The following motion was made and seconded:

FS Motion 2001-05-03 that the Faculty Senate approve the Employment Procedures for Faculty - Revised.

The following amendment was made and seconded:

1st Amendment to FS Motion 2001-05-03 that under "Screening of Applicants," Item 11, after the word "institution," the words " if time does not permit departmental input before approval." be added.

The amendment carried.

The following amendment was made and seconded:

2nd Amendment to FS Motion 2001-05-03 that under "Screening of Applicants," Item 4, strike "the top three (3)."

The amendment carried.

The following amendment was made and seconded:

3rd Amendment to FS Motion 2001-05-03 that under "Screening of Applicants," the items following #5 be re-numbered.

The amendment carried.

The following amendment was made and seconded:

4th Amendment to FS Motion 2001-05-03 that under "Selection and Employment," Item 3, the following be added after the word "finalist:" "Steps 1-3 should be carried out within five working days."

The amendment carried.

FS Motion 2001-05-03, as amended by the 1st, 2nd, 3rd, and 4th amendments, carried.

FS President Henson will also ask what happened to Item 6 from the original proposal and whether timelines to advertise positions and make offers to candidates can be expedited.

E. Merit Pay

- a. response to administration regarding participation on a joint committee of faculty and deans to discuss the issue and consider possible proposal. The faculty senate would still have to have a working group/committee to address the issue. Dr. Crall will address the working group under New Business.

The following motion was made and seconded:

FS Motion 2001-05-04 that the Faculty Senate invite a dean or deans to work with Faculty Senators to investigate Merit Pay.

The motion carried.

- F. Recognition of individuals receiving Tenure and Promotion: The chair recognized those faculty who had received tenure and/or promotion this year. See attachment #3
- G. Installation of new officers, recognition of individuals completing their faculty senate appointments, and announcement of terms for newly elected faculty senators. Certificates of Recognition were distributed to Faculty Senators whose terms were ending. Outgoing officers were recognized with plaques. At this point, Les Crall assumed the duties of FS President and Faye Henson became the FS Immediate Past President.

VIII. NEW BUSINESS

- A. Handout for FS Committees for 2001-2002. FS President Crall circulated a list of FS committees with descriptions for senators to consider.
- B. Roster information for new faculty senators. This was circulated for updates and corrections.
- C. Appoint Audit Committee

The following motion was made and seconded:

FS Motion 2001-05-05 that Stan Robertson will Chair, and Nancy Buddy and Shelly Prince will serve on the Faculty Senate Audit Committee.

The motion carried.

- D. Retention/Management Council liaison for the Faculty Senate
 - a. Ronna Vanderslice was the representative while she was on the committee. She is no longer on the committee, someone is needed to serve as a liaison with faculty senate.

The following motion was made and seconded:

FS Motion 2001-05-06 that Steven O'Neal serve as the FS liaison to the Retention/Management Council.

The motion carried.

- E. Conflict of Interest Policy – for review by departments, action to be scheduled (Handout #4): This deals with Conflicts of Interest that might arise for Principal Investigators in the proposals they submit to the Office of Sponsored Programs.
- F. NCA report still pending. This may be ready by late June.
- G. Early Warning System proposal from Dr. Woods for discussion with depts. (Handout #5): This is aimed at identifying students with excessive absences. FS recommendation on the proposal will be considered after discussion with departments.
- H. Organization of Faculty Discussion Group – topic requested by senator. A suggested topic for a discussion group next year is Grade Inflation.
- I. Merit Pay: FS President Crall invited volunteers to serve on the Merit Pay Investigative Committee. Nelson Perkins, Faye Henson, Ken Rose, Les Crall, Tommye Davis, and Bob Dorlac agreed to serve.
- J. Future meeting dates. The Faculty Senate will next meet on the following dates: June 22, 2001; July 27, 2001; August 31, 2001; September 28, 2001; October 26, 2001; November 30, 2001; December 14, 2001; January 25, 2002; February 22, 2002; March 29, 2002; April 19, 2002; and May 3, 2002.
- K. Other:
 - a. FS President Crall indicated he would like to see a Faculty Senate Web Page featuring FS Minutes and Meeting Dates.
 - b. The following motion was made and seconded:

FS Motion 2001-05-07 that the Faculty Senate thanks and commends Marion Prichard, Viki Craig, Nina Morris and Denise Hamburger for their work in organizing and hosting the Faculty Senate Retirement Reception.

The motion carried.

- c. FS President Crall asked Nelson Perkins to serve as FS Parliamentarian.

The following motion was made and seconded:

FS Motion 2001-05-08 that Nelson Perkins serve as FS Parliamentarian.

The motion carried.

IX. ADJOURNMENT: With no further business before it, the Faculty Senate adjourned at 3:50PM.

Next Faculty Senate meeting: Friday, June 22, 2001 in STF 108.

Faye Henson
Faculty Senate President
2000-2001

Les Crall
Faculty Senate President
2001-2002

John K. Hayden
Faculty Senate Secretary
2000-2001