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September 27, 2002 Minutes

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**Unapproved Minutes
Faculty Senate Meeting
September 27, 2002**

- I. CALL TO ORDER AND ESTABLISH QUORUM:** The September 27, 2002 meeting of the Faculty Senate was called to order at 2:04 PM in Stafford 104 with FS President John Hayden presiding. The following members were present: George Alsbach, Ric Baugher, David Bessinger, Nancy Buddy-Penner, Stephen Burgess, Les Crall, Tommye Davis, Michael Dougherty, Elizabeth Ferrell, Cynthia Foust, Mark Gales, Terry Goforth, John Hayden, David Hertzell, Jason Johnson, Kelley Logan, Don McGurk, Nina Morris, Steven O'Neal, Gus Ortega, Shelly Prince, James South, Bill Swartwood, Karen Travis, and Ronna Vanderslice.
- II. CERTIFICATION OF SUBSTITUTES:** None.
- III. PRESENTATION OF VISITORS:** None.
- IV. APPROVAL OF MINUTES** (FS Hand-out 2002-09-01): The August, 2002 minutes were approved without changes.
- V. ANNOUNCEMENTS:**
- A. FS President Hayden:
1. COD disposition of FS Motions: Re: FS Motion 2002-05-01 on the three-year elected terms of department chairs - the current process will remain in place. Department faculty who are having difficulties with their chair can inform their dean for action. Re: FS Motion 2002-08-01 on the qualifications to serve on the UPTRC - the COD requests that the Faculty Senate consider keeping the tenure requirement and lowering the years of SWOSU service. This way, the SWOSU UPTRC will be in compliance with the requirement that when possible, votes on tenure must be made by tenured faculty. Re: FS Motion 2002-08-03 on Student Evaluations of Faculty - the on-line procedure for student evaluations of faculty will not be conducted except for Freshman Orientation classes.
 2. The Faculty Senate has also received notes of gratitude from several faculty for the anniversary recognition gifts.
 3. Slates of Faculty Names Submitted to Deans to Present to Chairs for Provost's UTPRC Consideration:
Arts & Sciences: Patti Albaugh, James Jent, Stan Robertson, James South, and Mike Wheeler.
Business: Nancy Buddy-Penner, Les Crall, Midge Gerber, Denise Hamburger, and Harry Nowka.
Education: Les Price, James Tate, Don Wilson, and Judy Winchester.
Health Sciences: Benny French, Elgenia French, Barry Gales, Mark Gales, and Faye Henson.
 4. Reports to Date of Selections of Department Chairs of 3 Faculty Names to Forward to the Provost for UPTRC Consideration:
Arts & Sciences: Patti Albaugh, James Jent, and James South.
Health Sciences: Benny French, Barry Gales, and Faye Henson
 5. President Hays on the Professional Work Day (FS Hand-out 2002-09-02).
- B. FS Secretary/Treasurer Hertzell:
1. Roll Sheet.
 2. Treasurer's Report: BancFirst Checking Account: \$1,576.93. University Account: \$510.19.

- C. FS President Elect Foust: 23 faculty have joined HEACO to date.
- D. FS Past President Crall: No report.
- E. Student Government Representative Priest: Homecoming is October 5.

VI. REPORTS FROM STANDING AND AD HOC COMMITTEES:

- A. Nominating Committee on Academic Advising Committee: **Dr. Jody Maness was elected to the Academic Advising Committee.**
- B. FS Student Affairs Committee on Club Sports Policy (FS Hand-out 2002-06-07).

The following motion was made and seconded:

FS Motion [2002-09-01](#) that the Faculty Senate approve the Club Sports Policy as recommended by the FS Student Affairs Committee.

The following amendment was moved and seconded:

1st amendment to FS Motion 2002-09-01 that under #11, the words "and the university sponsor" be inserted between the words "university" and "will."

The amendment carried.

The following amendment was moved and seconded:

2nd amendment to FS Motion 2002-09-01 that under #10, the words "Sports Clubs are encouraged to purchase medical insurance" be changed to "Sports Clubs members are required to have medical insurance."

The amendment carried.

The motion, as amended by the 1st and 2nd amendments, carried.

[The [Club Sports Policy](#), as approved by the Faculty Senate, is also attached to the e-mail accompanying these minutes.]

- C. FS Personnel Policies Committee:
 - 1. Grievance Policy (FS Hand-out 2002-09-03).

The following motion was made and seconded:

FS Motion 2002-09-02 that the Faculty Senate approve the Grievance Policy as recommended by the FS Personnel Policies Committee.

The motion was tabled until the next meeting.

- 2. Post-Tenure Review Procedure (FS Hand-out 2002-09-04).

The following motion was made and seconded:

FS Motion 2002-09-03 that the Faculty Senate approve the [Post Tenure Review Procedure](#) as recommended by the FS Personnel Committee.

The following amendment was moved and seconded:

1st Amendment to FS Motion 2002-09-03 that under item "C," the words "if needs for improvement are identified" be moved to the beginning of the paragraph, and the second sentence under "C" then begin with "The chair."

The 1st amendment was reconsidered, and the following 2nd amendment was moved and seconded in its stead:

2nd Amendment that item "C" be changed as follows: have the first sentence only read: "The Chair has the responsibility to share the results of the post-tenure evaluation with the faculty member." Then, have the second sentence begin "If needs for significant and fundamental improvement are identified"

The motion, as amended by the second amendment, carried.

[The [Post Tenure Review procedure](#), as approved by the Faculty Senate, is attached to the e-mail accompanying these minutes.]

VII. UNFINISHED BUSINESS:

- A. 5 Names from Each School for Deans to present to Chairs for Provost's UPTRC consideration.**

The following motion was made and seconded:

FS Motion [2002-09-04](#) that the following changes be made to pages 50 & 51 of the on-line Faculty Handbook: Replace all of Section 4 with the following:

4. The University Promotion/Tenure Review Committee

The committee shall be composed of two (2) faculty members from each school. The members shall be selected in the following manner:

a. The Faculty Senators from each School shall meet by the third Friday in September and select a slate of five (5) faculty members from the school who meet the minimum requirements of tenure, rank of assistant professor and seven (7) years experience at SWOSU. Faculty with administrative appointments of Chair, or higher, those having served on the committee the previous year, and those applying for promotion/tenure are not eligible. If these requirements prohibit a school from submitting a slate of five (5) faculty, the requirements will be lowered in the following order:

- 1. The years of experience will be reduced first to six and then to five and then to four.**
- 2. Service on the committee the previous year is removed.**
- 3. A slate of only four (4) is submitted.**
- 4. A slate of only three (3) is submitted.**
- 5. If there are fewer than three (3) candidates due to an eligible candidate refusing to serve, then only the remaining eligible candidates are submitted.**
- 6. If there are fewer than three (3) candidates and all eligible candidates have agreed to serve, then the Faculty Senators from that school shall submit a plan to the Provost for filling the vacancy(ies) to attain a list of three (3) candidates. Once an acceptable plan is agreed upon, the slate of three (3) candidates will be submitted.**

- b. The department chairs in each school shall select three (3) faculty members from the slate submitted. In instances where a slate of three (3) or fewer candidates is submitted to the chair, then all candidates will be automatically selected. The names so selected shall be forwarded to the Provost by the last week in September.
- c. The Provost shall select two (2) faculty members from the slate of three (3) submitted by each school.

The motion carried.

VIII. NEW BUSINESS:

- A. Faculty Senate Budget, 2002-2003 (FS Hand-out 2002-09-05):

The following motion was made and seconded:

FS Motion 2002-09-05 that the Faculty Senate approve the FS Budget for 2002-2003.

The motion carried.

- B. Other:

- 1. Faculty Member's Letter Re: P&T Appeals Committee (FS Hand-out 2002-09-06). **This was distributed for members' consideration.**
- 2. The Provost.

The following motion was made and seconded:

FS Motion 2002-09-06 that the administration include FS Executive Committee input in the selection of an Interim Provost and Provost through whatever search venue and/or appointment method is used.

The motion carried.

- 3. Oklahoma Foundation of Excellence.

The following motion was made and seconded:

FS Motion 2002-09-07 that Bernhardt Award recipient Steven Pray be encouraged to apply for the Oklahoma Foundation of Excellence Teaching Award.

The motion carried.

IX. ADJOURNMENT: With no further business before it, the meeting adjourned at 3:40PM.

Next Faculty Senate Meeting: October 25, 2002 Place: STF 104 Time: 2PM

John K. Hayden

David Hertzell

FS President

FS Secretary-Treasurer