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September 24, 2004 Minutes

SWOSU Faculty Senate

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Faculty Senate Meeting
2:00PM September 24, 2004, Stafford 104
Approved Faculty Senate Meeting Minutes

I. CALL TO ORDER AND ESTABLISH QUORUM:

The September 24, 2004 meeting of the Faculty Senate was called to order at 2:00 PM in Stafford 104 with FS President James South presiding. The following members were present: Melody Ashenfelter, Arden Aspedon, Madeline Baugher, David Bessinger, Nancy Buddy Penner, Stephen Burgess, Dayna Coker, Michael Dougherty, Barry Gales, Terry Goforth, David Hertz, Jason Johnson, Robin Jones, Chad Kinder, Kelley Logan, Joseph Maness, Nina Morris, Gus Ortega, Les Ramos, Jeffrey Short, James South, Bill Swartwood, Karen Travis, Don Wilson, and Jon Woltz.

II. CERTIFICATION OF SUBSTITUTES: Ben Welch substituted for Tom Davis, and Vicki Hatton substituted for Todd Helton.

III. PRESENTATION OF VISITORS: None

IV. APPROVAL OF MINUTES: Minutes of August 27, 2004 were approved.

V. ANNOUNCEMENTS:

A. From FS President South:

1. Some text in the Faculty Senate Constitution regarding apportioning representation to the various Colleges had not been changed on the web since we altered it last year to reflect the reorganization of the university. It is now corrected on the web site. In reviewing the current state of apportionment, it was found that Nursing needs to elect an additional senator to replace Dr. Foust. Pharmacy, also, will have to give up a senator unless four or more additional faculty are added to their Fall 2004 numbers. It is proposed that the Senate wait until spring to make a final determination about Pharmacy Representation for next year. The Faculty Senate may also want to consider an amendment to the Faculty Senate Constitution specifying when a periodic review of apportionment should occur.

2. Dr. Hays sent information about projections for the FY 06 state budget. Unfortunately, several one-time revenue sources were used to fund increases in FY 05, making it difficult to find sufficient money again for FY 06. Dr Hays quote: "Even though the state's financial condition continues to improve, we are not out of the "woods" yet."

3. All faculty should consider participating in the foundation's FOCUS campaign through payroll deduction. Grants often require us to state how many of our own faculty are contributors (amount of money contributed does not matter, just the percentage of faculty who contribute). Faculty may designate to which specific fund they are contributing.

4. City sales tax will be on the ballot Nov. 2; if passed, it would raise \$712,000 for scholarships. Information about the issue is being distributed.

5. A request was passed to Dr. Rice that the number of class roll updates sent to faculty through campus mail either be reduced or, alternatively, replaced by electronic roll updates. She is pursuing the matter with the registrar.

B. From Provost Rice:

1. New nametags are being prepared for all faculty.
2. No decision has yet been made on 6-hr. chair loads.

C. From September Administrative Council meeting:

1. Nov. 10 is Sayre Career Day.
2. The Algebra Preparatory course has been considered successful and will be repeated in the second half of the Fall semester through Continuing Education.
3. Oct. 7 is the Support Personnel Organization's Awards Reception at 10 AM.
4. Oct. 29 is the Regional University Research Day at UCO.
5. Construction of the Wellness Center is somewhat on schedule. The concrete is 90% complete, and the electrical upgrade is complete. Completion of the Center is expected by Fall, 2005.
6. Distinguished Alumni nominations are due April 1.
7. Option Period Enrollment is scheduled for the week of Oct 11-15.

D. FS Secretary/Treasurer Johnson:

1. Roll Sheet—please sign and update.
2. Treasurer's Report: BancFirst Checking account balance: \$1,691.49

University account balance: \$211.46

E. FS President Elect Logan: HEACO information has been delivered to all faculty through campus mail.

F. FS Past President Hayden: No report

G. FS Student Government Representative Justin Ohl: No report

VI. REPORTS FROM STANDING AND AD HOC COMMITTEES:

A. University Policies Committee

1. In regard to Motion 2004-08-04, calling for a final enrollment date to be established so that students enrolling late will miss no more than 1 week of classes, the Committee is still in the process of refining the language of the motion.

2. In regard to Motion 2004-06-07, recommending that the University Policies Committee review and recommend changes to the final examinations schedule, the Committee is still in the process of its review.

B. Curriculum Committee

1. In regard to Motion 2004-08-06 and 2004-08-07, requesting that the Curriculum Committee solicit the help of Ms. Denisa Engelman, Director of Institutional Research, in investigating the effectiveness of remedial courses regarding student completion rates, a meeting was held with President Hayes and Provost Rice on the issue. The following points were made in discussion:

- a. SWOSU is currently not mandated by the regents to accept students with ACT scores below 18, but up to 8% of such “low-ACT” students can comprise our student population. Once accepted, however, SWOSU is required to remediate these students.
- b. Any efforts by SWOSU to further limit the enrollment of low-ACT students would have both political and financial ramifications. Politically, members of the community whose children are denied access might discontinue their general support of the University. Financially, there would be major losses in revenue both directly through tuition and indirectly through state allocations. For example, the average decrease in SWOSU enrollment if students with ACT scores less than 18 are excluded would be 209, 320, 397, 459, 506, 532, and 544, progressing respectively through the first 6 years of implementation. The corresponding loss in revenue would begin at approximately \$1.41 million the first year, increasing up to \$3.67 million by the sixth year.
- c. Retention reports to the faculty have previously been provided, both in the 1993-2002 SWOSU Retention Report and the Fall 2001-Fall 2003 SWOSU Study on Math Remediation. These reports indicate that SWOSU is bettering its peer institutes in Oklahoma in satisfying all retention targets.

- d. Regarding the motion to collect information on the effectiveness of remedial education as it relates to retention, Dr. Hayes does give his approval. However, he would like the Faculty Senate to focus the intent of the motion, specifying how the information will eventually be used.

2. The general response of the Faculty Senate to this report of the Curriculum Committee was to re-iterate the intent of the motion: to make sure that SWOSU is effective in its remediation (not to discontinue it), and to investigate complementary strategies for increasing its effectiveness so as to *increase* enrollment. Such strategies might include: tutoring and student mentor programs, smaller class sizes for the remedial courses, expanding math labs and writing centers, separate orientations classes for low-ACT students, etc. The Curriculum Committee will continue investigating these possibilities.

C. Personnel Policies Committee

1. Procedures for Promotion & Tenure on the Sayre vs. SWOSU Campus:

FS Motion 2004-09-01

It was moved and seconded that the SWOSU Weatherford FUTPRC not review candidates for tenure or promotion from SWOSU Sayre and that a separate procedure be established for faculty review of candidates for tenure or promotion at SWOSU Sayre.

Rationale: The missions and faculty responsibilities of SWOSU Sayre and Weatherford are considerably different. These differences make equitable consideration of candidates from both campuses difficult if not impossible. The function of the FUTPRC is to ensure that comparable standards are being applied to candidates for tenure and promotion from all colleges on the Weatherford Campus. To ask the committee to consider candidates for whom standards differ is unfair to the committee and the candidates.

The Motion passed by voice vote.

2. Summer Teaching Assignments:

FS Motion 2004-09-02

It was moved and seconded: That the faculty of each College/School/Division/Department (as appropriate) establish a written policy on summer teaching assignments.

And

That said policy should take into consideration academic credentials, rank, seniority, and most recent summer experience in whatever priority the academic unit deems necessary.

And

That exceptions to the established policy must be justified in writing to the office of the University Provost when the assignment is made.

Rationale: Recent events suggest that summer teaching assignments have the potential to be made on a capricious basis to reward, punish, and even harass individual faculty. Adoption of written policy makes it less likely that summer teaching assignments can be made in such a manner.

Amendment 2004-09-03 to FS 2004-09-02

It was moved and seconded to delete the following section from FS 2004-09-03:
“Exceptions to the established policy must be justified in writing to the office of the University Provost when the assignment is made.”

The Amendment passed by show of hands.

FS Motion 2004-09-02 - Restated

That the faculty of each College/School/Division/Department (as appropriate) establish a written policy on summer teaching assignments.

And

That said policy should take into consideration academic credentials, rank, seniority, and most recent summer experience in whatever priority the academic unit deems necessary.

The Motion passed by voice vote.

3. Contractual Obligation to Summer Classes:

FS Motion 2004-09-04

It was moved and seconded that faculty who agree to teach small classes for tuition only are considered to be contracted for summer employment. Other faculty are contracted when they sign a pay-action form.

Rationale: When faculty make a commitment to teach summer classes, this initiates their preparations for the classes, which often require considerable time and effort. When the university expects such commitment from its faculty it is incumbent upon the university to make an equal commitment.

The Motion passed by voice vote.

4. Applying Standard Dismissal/Suspension/Disciplinary Procedural Elements to Summer Employment

FS Motion 2004-09-05

It was moved and seconded that procedures for dismissal/suspension/disciplinary action applicable to tenured faculty shall apply to all teaching assignments for full-time tenured faculty.

Rationale: Recent events reveal lack of protection for full-time tenured faculty regarding summer assignments. Adoption of the motion provides due process protection for the faculty member and the university.

FS Motion 2004-09-06

It was moved and seconded FS Motion 2004-09-05 be tabled.

The Motion passed by voice vote.

D. Nominating Committee – The following faculty were elected by paper ballot to the Appellate Committee on Dismissal of Tenured Faculty: Dr. Melody Ashenfelter, Dr. Richard Baugher, Dr. James Hunsicker, Dr. Paul Nail, and Dr. Don Wilson. Dr. Nail will serve a one-year term

VII. UNFINISHED BUSINESS: None

VIII. NEW BUSINESS:

A. The Faculty Senators broke into individual College Caucuses to nominate FUTPRC members for 2004-2005 from among those who were reported as both willing and eligible. Results of these nominations are as follows:

College	FUTPRC Membership	Appellate Committee
Arts and Sciences	Dr. Helen Maxson	Dr. Robert Chambers
	Dr. John Woods	
	Dr. Michael Wheeler	

Pharmacy	Dr. Ben Welch	Dr. Gus Ortega
Professional and Graduate Studies	Dr. Richard Baugher	Dr. Karen Travis
	Dr. Diane Busch	
	Dr. Ann Russell	

B. Motion Regarding SWOSU Reorganization.

FS Motion 2004-09-07

It was moved and seconded that SWOSU should return to the previous organizational structure of Deans and Department Chairs for all schools..

Rationale:

1. Many schools are being grossly under represented at all levels.
2. This would allow for a more equal and even representation of all areas.
3. The Dean of the College of Professional and Graduate Studies cannot represent all the areas fairly. The Dean does not know the curricula for all schools and cannot adequately represent all the schools. They are too diverse.
4. Some schools are forced to sacrifice budgets to promote or assist other schools.
5. At least one school has been forced to give up a rapidly growing program to benefit another school in the same college. In addition, the students two and three semesters from graduation were refused the opportunity to graduate with their chosen degree and made to graduate with a degree forced by the Administration.
6. As stated when the reorganization was proposed, it could end up costing a school its accreditation in the very near future.
7. Dr. Hays stated that we should try the new organization and if it does not work we can go back to the original organizational structure.
8. The entire handbook is written with department chairs as the weight bearing structure. We have destroyed the foundation of the academy.

FS Motion 2004-09-08

It was moved and seconded that FS Motion 2004-09-07 be sent to the University Policies Committee for review.

The Motion passed by voice vote.

C. Defining “Early Finals”:

FS Motion 2004-09-09

It was moved and seconded the University Policies Committee seek a specific definition for the phrase “no early finals”, as it appears in SWOSU’s Semester Exam Policies.

The Motion passed by voice vote.

D. Dissemination of Information to Students Administratively Dropped:

FS Motion 2004-09-10

It was moved and seconded that the letter sent to students who have been administratively dropped be revised so that these students are not prohibited from attending class (and are instead encouraged to attend), and that the policy for making advances on student financial aid to cover unpaid tuition and fees be openly publicized for both student and faculty.

The Motion passed by voice vote.

IX. ADJOURNMENT:

With no further business, the meeting adjourned at 3:49 p.m.

Next Faculty Senate meeting: Friday, October 29, 2004, STF 104, 2:00 p.m.

Respectfully submitted,

James South, President

Jason Johnson, Secretary