



7-26-2005

## July 26, 2005 Approved Minutes

SWOSU Faculty Senate

### Abstract

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### Recommended Citation

SWOSU Faculty Senate, "July 26, 2005 Approved Minutes" (2005). *Faculty Senate Minutes*. 77.  
<https://dc.swosu.edu/fsminutes/77>

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Faculty Senate Meeting  
2:00PM July 26, 2005, Stafford 110  
**Approved** Faculty Senate Meeting Minutes

**I. CALL TO ORDER AND ESTABLISH QUORUM:**

The July 26, 2005 meeting of the Faculty Senate was called to order at 2:00 PM in Stafford 110 with FS President Kelley Logan presiding. The following members were present: Melody Ashenfelter, Madeline Baugher, Nancy Buddy Penner, Tom Davis, Barry Gales, Terry Goforth, Robin Jones, Chad Kinder, Kelley Logan, Tami Loy, Carroll Ramos, Jeffrey Short, James South, Karen Travis, Don Wilson, Jon Woltz, Patsy Wootton.

**II. CERTIFICATION OF SUBSTITUTES:** Valerie Reimers substituted for Viki Craig, Fred Gates for John Hayden, and Jim Long substituted for Mark Tippin.

**III. PRESENTATION OF VISITORS:** None

**IV. APPROVAL OF MINUTES:** Minutes of June 28, 2005 were approved.

**V. ANNOUNCEMENTS:**

A. From FS President Logan:

1. The Faculty Development Committee is sponsoring an institutional membership to 4faculty.org which is an "online professional development network of resources" for college faculty. Please go to 4faculty.org as soon as possible to register a user ID and password if you are interested as there are a finite number of slots. After September 30th the website will be open to staff and administration as well.
2. Annual re-appointment letters are going out. Remember that we are moving to an earlier payment schedule (we will get a check in August); it is important for new employees to sign their I9 form by Aug. 10<sup>th</sup>.
3. SWOSU in the process of insuring against identity theft; watch for new health insurance card from which the SSN has been removed. Student ID conversion began Friday Aug. 19. New ID numbers may be found in Campus Connect.
4. There are five new 14 passenger vans (no special CDL needed) for college use. Upcoming safety training sessions will be announced.
5. Student wages rose from \$5.15 to \$5.50. Budget units will have to adjust for the raise.
6. Parents' day is Sept. 10; SWOSU Saturday is Nov. 5<sup>th</sup> and Homecoming is early this year –Sept. 24. The theme is "Hear Our Growl; Feel Our Bite."
7. Revisions of the FS handbook and the student catalogue are in final revision. Student handbook revisions are underway.
8. Remember that the Fall Faculty Workshop will be held in the Fine Arts Bldg. on Aug. 22 because of the on-going construction of the Student Union. The cul-de-sac will be closed so that construction vehicles and materials will have better access. The Wellness Center construction has gained ground and is nearing completion.
9. The provost's office will be splitting up duties for better efficiency: Cindy Foust will handle Student Affairs issues, while Blake Sonobe will concentrate on those that arise in Academic Affairs.

10. Freshman enrollment is still down – according to Bob Klaassen the FTE = 4084, 5.8% behind last year and the HdCT = 4423, 4.9% behind last year. We have one more (Aug. 9<sup>th</sup>) orientation session left to make up lost ground.
11. The Provost’s response to Motion 2005.06.01 regarding the deadline for turning in grades: “Faculty members with late finals who cannot meet the grade turn-in deadline may have until 8:00am the following morning after notification of Bob Klaassen.”

B. FS Secretary/Treasurer Ashenfelter:

1. Roll Sheet—please sign and update.
2. Treasurer’s Report: BancFirst Checking account balance: \$1,277.27  
University account balance: \$131.96

C. FS President Elect Maness: No report

D. FS Past President South: Past president’s annual report was presented and has been posted on the web.

E. FS Student Government Representative Sheena Pritchett: No report

**VI. REPORTS FROM STANDING AND AD HOC COMMITTEES:**

- A. Judiciary Committee (Issues sent to committee; Review of FS Constitution and recommended changes for elections and implementation of Article II, Section 2): No report
- B. Ad Hoc Faculty Handbook Revision Committee (Issues sent to Committee: Revamping of FS Handbook): Report by Robin Jones (motions involving faculty handbook revisions are in new business).

**VII. UNFINISHED BUSINESS:**

None

**VIII. NEW BUSINESS:**

A.

**FS Motion 2005-07-01**  
**MOTION: It is recommended that SWOSU continue to nominate the current Bernhard scholar for the Excellence in Teaching Awards for the annual OK Higher Education Teaching Conference and the Oklahoma Foundation for Academic Excellence. The President Elect will forward the nomination to appropriate parties.**

The motion passed by voice vote.

B.

**FS Motion 2005-07-02**  
**MOTION: Page 60 of the 2004 Faculty Handbook under Office Hours change Instructors to Full-time faculty and add the sentence “Part-time faculty are required to hold a proportional number of office hours.”**

The motion passed by voice vote.

C.

**FS Motion 2005-07-03**

**MOTION: Page 60 of the 2004 Faculty Handbook under Personnel Data Folder add the following to the last sentence “and will be notified if anything is added.”**

The motion passed by voice vote.

D.

**FS Motion 2005-07-04**

**MOTION: Page 92 of the 2004 Faculty Handbook under Final Reports remove the last sentence of the final paragraph. “The rank of an individual faculty member will be revealed to the respective faculty member upon request at the completion of the appeals process.”**

The motion failed by voice vote.

E.

**FS Motion 2005-07-05**

**MOTION: Page 94 of the 2004 Faculty Handbook – change the date of the chief academic officer’s approval of the FUPTRC to “By the first Monday after Fall Break.”**

The motion passed by voice vote.

F.

**FS Motion 2005-07-06**

**MOTION: Moved that “the Faculty Senate Grievance Policy” be placed in the Faculty Handbook in the Academic Affairs section.**

The motion passed by voice vote.

G.

**FS Motion 2005-07-07**

**MOTION: Moved that the Personnel Policies Committee develop a procedural process for faculty feedback at each level for promotion/tenure. (See Senate motion 2005-05-01).**

Motion passed by voice vote. Due to the time constraints of finalizing the Faculty Senate Handbook, the Personnel Policies Committee will report directly to Dr. Foust the procedures developed.

**VIII. ADJOURNMENT:**

With no further business, the meeting adjourned at 2:50 p.m.

**Next Faculty Senate meeting: August 26, 2005, 2:00 p.m., STF 110.**

Respectfully submitted,

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**Kelley Logan, President**  
**2005-2006**

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**Melody Ashenfelter, Secretary**