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Faculty Senate Minutes

Faculty Senate

8-25-2006

August 25, 2006 Minutes

SWOSU Faculty Senate

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Faculty Senate Meeting
2:00PM August 25, 2006, Education 201
Approved Faculty Senate Meeting Minutes

I. CALL TO ORDER AND ESTABLISH QUORUM:

The August 25, 2006 meeting of the Faculty Senate was called to order at 2:05 PM in Education 201 with FS President Joseph Maness presiding. The following members were present: Arden Aspedon, Madeline Baugher, David Bessinger, Nancy Penner, Stephen Burgess, Dayna Coker, Viki Craig, Barry Gales, Terry Goforth, John Hayden, David Hertz, Robin Jones, Scott Long, Vicki Hatton for Tami Loy, Joseph Maness, Robbie McCarty, Les Ramos, June Roys, Randall Sharp, Jeffrey Short, Eithel Simpson, James South, Bill Sticka, Karen Travis, Les Crall for Rob Winslow, Jon Woltz, and Patsy Wootton.

II. CERTIFICATION OF SUBSTITUTES: PRESENTATION OF VISITORS

Vicki Hatton for Tami Loy

Carol Kish for Kathy Wolff – Carol Kish was not present

Les Crall for Robert Winslow

III. ADDITIONS / DELETIONS AND APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES: Minutes of July 25, 2006 were corrected and approved.

V. ANNOUNCEMENTS:

A. From FS President Maness:

1. Roberts Rules of Order and Senate Rules – See attached
2. Faculty Senate Committees and Chairs – See attached
3. 2006-2007 Budget – See attached
4. Report from the Judiciary committee – See attached

FS Motion 2006-08-01:

A motion was made and seconded to seat Eithel Simpson, Rob Winslow, and Chad Ramirez as Senators pending a valid vote by the College of Professional and Graduate Studies on the procedure to elect Faculty Senators within the College.

The motion passed by voice vote.

The College of Professional and Graduate Studies is instructed to revisit the election of Faculty Senators issue again.

B. FS Secretary/Treasurer: Dr. Penner:

1. Roll Sheet—please sign.
2. Treasurer's Report: BancFirst Checking account balance: \$1,980.71
University account balance: \$129.15
135 faculty have paid dues of \$675.00 – Faculty Senate dues may be sent to President Maness or Nancy Penner, Treasurer.

C. President-elect Dr Jones: None

D. FS Past President Logan: None

E. FS Student Government Representative Sam Jennings:

1. SGA is in the process of revising their Judiciary and Legislative branches.

2. Dawg Days is progressing well. The Organization Fair on August 24th had 70 participating organizations and businesses.
3. SGA elections are September 5th and 6th.
4. The FS Student Affairs Committee may have a student representative.

VI. REPORTS FROM STANDING AND AD HOC COMMITTEES: None

VII. UNFINISHED BUSINESS:

- A. **Student Affairs Committee:** Motion 2006-05-01 Academic Dishonesty Policy motion suspended (Motion 2006-05-02) and returned to committee.
- B. **University Policies Committee:** Issue sent to committee (Motion 2006-02-03) Scientific Misconduct Policy

VIII. NEW BUSINESS:

- A. Adoption of Senate Rules for 2006-2007

FS Motion 2006-08-02:

A motion was made and seconded to adopt the Faculty Senate rules for 2006-2007 as presented by President Maness.

The motion passed by voice vote.

- B. Approval of 2006-2007 Faculty Senate Budget

FS Motion 2006-08-03:

A motion was made and seconded to approve the Faculty Senate Budget for 2006-2007 as presented by President Maness

The motion passed by voice vote.

- C. Election of Benefits Committee Members (Senators from each college will caucus to select their college's representative).

Benefits Committee Members:

Thomas Worley (AAP)
Sophia Lee (A&S)
Teri Stubbs (CPGS)
Randall Sharp (Pharm)

- D. Election of Academic Appeals Committee Member
- E. Faculty-Student Dating Policy

FS Motion 2006-08-04:

A motion was made and seconded to refer the Student Dating Policy to the University Policies Committee.

The motion passed by voice vote.

F. Faculty Handbook Revision

FS Motion 2006-08-05:

A motion was made and seconded to refer the review of the Faculty Handbook for revision to the University Policies Committee.

The motion passed by voice vote.

G. Faculty Senate Constitution Revision

1. Article II Section 2 – Method of electing senators
2. Article IV Section 2 – Standing Committees particularly the Curriculum Committee

FS Motion 2006-08-06:

A motion was made and seconded to refer the revision of the Faculty Senate Constitution to the Judiciary Committee.

The motion passed by voice vote.

H. Other

1. There was a request for an inquiry about the information normally included in the Letter of Intent. Faculty would like to have that benefits information.

IX. ADJOURNMENT:

The meeting adjourned at 2:38 p.m.

Next Faculty Senate meeting: 2:00, 29 September 2006, Location—Education 201.

Joseph Maness, President

Nancy Penner, Secretary

SWOSU Faculty Senate
Summary of Robert's Rules of Order
2006-2007

Attached are summaries of Robert's Rules of Order, by which we conduct are business according to our Constitution.

We have other traditional rules by which we should operate.

All motions and amendments shall be presented in writing to the Secretary so that they may be read prior to a vote.

Discussion/debate shall be limited to motions which have been moved and seconded

Issues raised during senate meetings shall be considered only during new business and following agenda items listed in new business.

Committee may submit written reports to the senate (secretary) for attachment to minutes. Motions from committee shall be made during new business. If possible such motions should be placed on the agenda prior to the meeting at which they will be considered.

Unfinished Business shall be limited to motions tabled or postponed from a previous meeting.

Senate minutes do not include names of those making or seconding motions, nor do they indicate details of debate or identities of those speaking.

During Officer and Committee reports, senators may raise questions for additional information. Other senators may be recognized speak to provide additional information.

Please wait to be recognized before speaking. You can indicate that you wish to speak by raising your hand.

Rules may be suspended by 2/3 vote of those in attendance.

Please feel free to add rules that I may have forgotten.

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed upon set of rules makes meetings run easier.

Robert's Rules will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of **Robert's Rules**, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using **Robert's Rules** is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in **Robert's Rules**.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, *stand and address the chair.***
- **If you approve the motion as is, *vote for it.***
- **If you disapprove the motion, *vote against it.***
- **If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it.***
- **If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back.***
- **If you feel they can handle it better than the assembly, *move to refer the motion to a quorum or committee with power to act.***
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table.***
- **If you want time to think the motion over, *move that consideration be deferred to a certain time.***
- **If you think that further discussion is unnecessary, *move the previous question.***
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee, *move the motion be recalled.***
- **If you think that the assembly should give further consideration to a matter already voted upon, *move that it be reconsidered.***
- **If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly.***
- **If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised.***

- **If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.**
- **If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.**

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first
- Every member has the right to speak in debate
- The Chair should alternate between those "for" the motion and those "against" the motion
- The discussion should be related to the pending motion
- Avoid using a person's name in debate
- All questions should be directed to the Chair
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion
- Asking a question or a brief suggestion is not counted in debate
- A person may speak a second time in debate with the assembly's permission

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, and then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote; he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

Southwestern Oklahoma State University Faculty Senate
2006 Roster, Officers, and Committees

College of Arts and Sciences

Art

Ms. June Roys (08)

june.roys@swosu.edu

Biological Sciences

Dr. Joseph D. Maness (07)

joseph.maness@swosu.edu

Chemistry and Physics

Dr. Terry Goforth (08)

terry.goforth@swosu.edu

Dr. Robbie McCarty (08)

robbie.mccarty@swosu.edu

Language Arts

Dr. Viki Craig (08)

viki.craig@swosu.edu

Dr. Robin Jones (07)

robin.jones@swosu.edu

Dr. Kelley Logan (07)

kelley.logan@swosu.edu

Mathematics

Dr. Bill Sticka (09)

bill.sticka@swosu.edu

Music

Mr. David Bessinger (07)

david.bessinger@swosu.edu

Dr. James South (09)

james.south@swosu.edu

Social Sciences

Dr. David Hertzell (09)

david.hertzell@swosu.edu

Dr. John Hayden (07)

john.hayden@swosu.edu

College of Pharmacy

Pharmacy Practice

Dr. Randall Sharp (09)

randall.sharp@swosu.edu

Dr. Barry Gales (07)

barry.gales@swosu.edu

Pharmaceutical Sciences

Dr. Scott Long (08)

scott.long@swosu.edu

Dr. Les Ramos (09)

les.ramos@swosu.edu

College of Professional and Graduate Studies

School of Allied Health Sciences

Dr. Arden Aspedon (07)

arden.aspedon@swosu.edu

School of Behavioral Sciences and Education

Psychology/Social Work

Dr. Stephen Burgess (07)

stephen.burgess@swosu.edu

Kinesiology

Ms. Tami Loy (08)

tami.loy@swosu.edu

Parks and Recreation Management

Mr. Chad Ramirez (07)

chad.ramirez@swosu.edu

Education

Dr. Karen Travis (08)

karen.travis@swosu.edu

School of Business and Technology

Accounting

Dr. Nancy Buddy-Penner (08)

nancy.penner@swosu.edu

Computer Science

Ms. Madeline Baugher (07)

madeline.baugher@swosu.edu

General Business	
Dr. Robert Winslow (09)	robert.winslow@swosu.edu
Marketing and Management	
Dr. Eithel Simpson (09)	eithel.simpson@swosu.edu
Technology	
Mr. Jeffrey Short ((07)	jeff.short@swosu.edu
School of Nursing	
Ms. Kathy Wolff (07)	kathy.wolff@swosu.edu
College of Associate and Applied Programs	
Ms. Dayna Coker (07)	dayna.coker@swosu.edu
Ms. Patsy Wootton (08)	patsy.wootton@swosu.edu
Library	
Mr. Jonathan Woltz (09)	jonathan.woltz@swosu.edu
Student Senate Representative (non-voting)	
Garrett King	kingg@student.swosu.edu
Faculty Senate Officers (2006-2007)	
President	Dr. Joseph D. Maness
President-elect	Dr. Robin Jones
Secretary-Treasurer	Dr. Nancy Penner
Past-President	Dr. Kelley Logan
Parliamentarian	Dr. John Hayden
Archivist	Dr. James South
Faculty Senate Committees (2006-2007)	
Audit Committee	
Jeff Short, Chair	
Madeline Baugher	
Bill Sticka	
Budget and Program	
Barry Gales, Chair	
Arden Aspedon	
Dayna Coker	
Viki Craig	
Curriculum	
Les Ramos, Chair	
Kelley Logan	
Robbie McCarty	
Bill Sticka	
Robert Winslow	
Patsy Wootton	
Judiciary	
Terry Goforth, Chair	
Stephen Burgess	
Viki Craig	
Dayna Coker	
Les Ramos	

Nominating

Madeline Baugher, Chair
Kelley Logan
Scott Long
Patsy Wootton

Personnel Policies

John Hayden, Chair
Stephen Burgess
June Roys
Randall Sharp
Eithel Simpson
James South

Student Affairs

David Hertzell, Chair
Dayna Coker
Barry Gales
Scott Long
Tammi Loy
Jonathan Woltz
Student Senate Representative

University Policies

Karen Travis, Chair
David Bessinger
Robin Jones
Nancy Penner
Chad Ramirez
Jeff Short
Kathy Wolff

SWOSU Faculty Senate
2006-2007 Budget

Income

Faculty Senate Dues (135 @ \$5.00) \$675.00

Expense

Awards (Service Awards, Officers Recognition, Certificates)..... \$250.00

New Faculty Reception..... \$100.00

Retirement Reception..... \$175.00

Copying\$50.00

Travel/Miscellaneous\$100.00

Total Expense..... \$675.00

To: Faculty Senate President
From: Terry Goforth, Judiciary Committee Chair
RE: Constitutional meaning of “full-time faculty members receiving an annual contract”
Date: August 25, 2006

Judiciary Opinion to clarify Article II, Section 2

On August 24, 2006, Faculty Senate President Maness referred a question to the Judiciary Committee regarding Article II, Section 2 of the Faculty Senate Constitution. This section of the Constitution states that:

Each of the academic units shall determine by two-thirds vote of each of its faculties its own method for electing Senators and determining their specific constituencies pursuant to Senate guidelines.

The issue at hand is the meaning of “two-thirds vote of each of its faculties,” specifically whether this means 1) two-thirds of all faculty in the academic unit must vote in favor of the proposal, 2) at least two-thirds of the faculty in the academic unit must cast a vote, or 3) two-thirds of the faculty present at the meeting must vote in favor of the resolution. A fourth possible interpretation is that two-thirds of the votes cast must be in favor of the resolution.

The Constitution seems to address two types of votes: those conducted in a meeting and those conducted “at large.”

Regarding votes in meetings, in the two places where the constitution is clear about votes, the majorities are defined as a proportion of those in attendance.

Article III, Section 3: *...with the concurrence of two-thirds of the Senate members present...*

Article IV, Section 1, Bullet 5: *...upon the concurrence of two-thirds of the members present...*

Note that these are references to Senate meetings which require a quorum to conduct any business. Article IV, Section 1, Bullet 4 defines the quorum as a simple majority—this must be taken as a simple majority of all voting members of the Senate.

Regarding votes conducted without a meeting, there is only one clear definition, and there the majority is defined as a proportion of the votes cast:

Article 5, second sentence: *...valid...when ratified by a two-thirds majority of the votes cast...*

Otherwise the Constitution is not specific. These include:

Article II, Section 2, which is the item under consideration

Article II, Section 4

Article IV, Section 1, Bullet 2

Article V, first sentence (regarding the “simple majority meeting in regular session”)

Based on the three places where the Constitution is clear on the definition of a majority, we conclude that for votes taken in meetings, 1) a simple majority of all eligible voters must be present, and 2) the majorities are based on a proportion of those in attendance. For votes taken at

large (e-mail, snail-mail, whatever), it should go without saying that all due diligence must be exercised in notifying all eligible voters of the election, making them aware of the choices, method of voting, and deadline, and reasonable facilitation for casting a vote. Such diligence may be evidenced by requiring that a quorum of votes was actually cast—*i.e.*, that at least a simple majority of the eligible voters participated in the vote. Then, the majorities are based on a proportion of votes cast. If a simple majority does not participate in the vote, the vote must be considered null and void.

As Chair of the FS Judiciary Committee, I respectfully submit this opinion on behalf of the Judiciary Committee to the FS President.

Sincerely,

Terry Goforth, Chairman
Judiciary Committee

Judiciary Committee Members:
Stephen Burgess
Dayna Coker
Viki Craig
Les Ramos