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March 30, 2007 Minutes

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Faculty Senate Meeting
2:00PM March 30, 2007, Education 201
Approved Faculty Senate Meeting Minutes

I. CALL TO ORDER AND ESTABLISH QUORUM:

The March 30, 2007 meeting of the Faculty Senate was called to order at 2:01 PM in Education 201 with FS President Joseph Maness presiding. The following members were present: Arden Aspedon, Madeline Baugher, Jim Long for Nancy Penner, Dayna Coker, Viki Craig, Barry Gales, Terry Goforth, John Hayden, Cindy Carley for Robin Jones, Kelley Logan, Scott Long, Joseph Maness, Chad Ramirez, Les Ramos, Randall Sharp, Jeffrey Short, Eithel Simpson, James South, Hung Le for Bill Sticka, Karen Travis, Rob Winslow, Jon Woltz, and Tom Worley for Patsy Wootton.

II. CERTIFICATION OF SUBSTITUTES: Cindy Carley for Robin Jones, Jim Long for Nancy Penner, Hung Le for Bill Sticka, Tom Worley for Patsy Wootton

III. ADDITIONS / DELETIONS AND APPROVAL OF AGENDA

The agenda was approved.

IV. APPROVAL OF MINUTES: Minutes of February 23, 2007 meeting
The minutes were.

V. ANNOUNCEMENTS:

A. From FS President Maness (Executive and Administrative Councils February 27th and March 26th and Executive Committee):

1. "Desire to Learn" has been selected as the Classroom Management System for the University and should be in place by Summer to allow faculty time to rollover content from Blackboard to the new system
2. Tom Fagan would like to see a better instrument developed for administrative evaluation. The current one does not provide adequate opportunity for corrective feedback. Hopefully one can be developed for next year.
3. Pre-Enrollment by current students for fall has been very slow. Faculty should remind students to pre-enroll. On the bright side applications for residence halls are considerably higher, which has been a good predictor of freshman enrollment. Freshman applications appear to be up statewide possibly indicating that high school seniors are applying to multiple schools.
4. A few schools are advertising tuition guarantees, which is putting some pressure on Southwestern to do the same. Analysis of their tuition and fees shows that they have a lot of hidden costs particularly in the area of academic service fees, which are not included in the guarantee. Southwestern has incorporated these costs in tuition, which makes tuition appear to be somewhat more expensive. **When talking to prospective students encourage them to request complete cost information from other institutions before making comparisons.**
5. Academic load requirements for summer financial aid have been revised. We have considerable work study money available. We must use it or face a decrease in our allocation for next year.
6. The Chancellor will be on campus on April 10th for a brief visit. Press Conference 2:45. Campus Tour 3:00 – 5:00.

7. Preliminary figures for Fall indicate decreased retention from Fall 2006 to Spring 2007.
 8. April 16-20 Faculty/Staff Appreciation Week. April 13th Tough Enough to Wear Pink day. T-shirts available in several offices around campus.
 9. April 11th Scholarly Activity Fair
 10. SWIM contest participation is up considerably this year, 70 schools and 1,575 students for 2,300 tests. **Comment:** request SWIM and Freshman Orientation not be scheduled on the same day.
 11. Our budget will likely be flat for next year but we should be cautious with new expenditures because the following year could be a greater problem if the legislature continues to accelerate tax cuts. Proposed legislative tuition guarantee programs **could be an accounting nightmare** with tuition varying from student to student depending on their academic history and option choices.
 12. There will be minor changes in procedures for Commencement Exercises. **Faculty are strongly encouraged to attend to support students.**
 13. Letters will be sent to Department Chairs/Deans informing them of retiring senators and requesting elections prior to next senate meeting.
- B. FS Secretary/Treasurer: Dr. Penner:
1. Roll Sheet—please sign.
 2. Treasurer's Report: BancFirst Checking account balance: \$2,010.71
 University account balance: \$129.15
 Treasurer's report was approved.
- C. President-elect Dr Jones: None
- D. FS Past President Logan: None
- E. FS Student Government Representative Sam Jennings:
1. SGA candidates will debate. There will be a SWOSU-wide invitation to attend and the debate will be held in the Bernhardt Lecture Hall.

VI. REPORTS FROM STANDING AND AD HOC COMMITTEES:

1. Nominating Committee – report on solicitation of standing committee nominations and Senate offices. – Notify Kelly Logan for Senate Officers, Patsy Wooten for Faculty Development Committee, and Scott Long for all other standing committees by April 15th. The vote will take place at the April 20th meeting.
2. Judiciary Committee – Report on realignment of senate terms (Arts and Sciences Senators need to meet following today's meeting to discuss apportionment recommendation) (see attached)
3. University Policies Committee – reports on technology in the classroom and scholarly integrity. Regarding Scholarly Integrity policy – It was suggested by the committee that the current draft policy is out of line with academia. The committee recommends starting over using an academic source as an example. The committee will consult with Sponsored Programs to see what is needed.
4. Personnel Policies Committee – reports on criminal background checks on prospective faculty, Dependent Tuition Waiver Benefit, and Continuing Education Support

VII. UNFINISHED BUSINESS:

VIII. NEW BUSINESS:

1. Curriculum Committee – Motion on University Curriculum Committee

FS Motion 2007-03-01:

It was moved and seconded that a standing University Curriculum Committee be formed at Southwestern Oklahoma State University with the following (see attached) recommendations regarding the structure and function of the Committee.

The motion passed by voice vote

2. Personal technology in the classroom (cell phones, Ipods, etc.)

FS Motion 2007-03-02:

It was moved and seconded that the Faculty Senate recommends that the university encourage faculty to include a statement in their course policies regarding the classroom/laboratory use of personal electronic devices (e.g. Cell phones, pagers, calculators, MP3 players (ipods), laptops, etc.).

The motion passed by voice vote

IX. ADJOURNMENT:

*Next Faculty Senate meeting: 2:00, 20 April 2007, Location—Education 201.
Randy Beutler will be visiting the Senate to make a presentation concerning honorary degrees from Southwestern.*

Joseph Maness, President

Nancy Penner, Secretary

Faculty Senate Curriculum Committee
March 30, 2007

Motion: That a standing University Curriculum Committee be formed at Southwestern Oklahoma State University with the following recommendations regarding the structure and function of the Committee.

Recommendations on the Structure of the University Curriculum Committee

The standing committee shall be composed of nine (9) members. Membership shall include one faculty representative from each of the following colleges, programs, and committees: the College of Arts and Sciences, the College of Pharmacy, the College of Professional and Graduate Studies, the College of Associate and Applied Programs, the Distance Learning Program, the University General Education Committee, the Teacher Education Council, and the Graduate Council. In addition, there shall be one student member. Current members of established department, school, or college curriculum committees should be *strongly considered* for membership in order to provide continuity and understanding of curricular issues between departments, schools, and colleges. Faculty Senators shall assist the Provost in membership selection by soliciting nominees from their respective colleges and departments.

Recommendations on the Function of the University Curriculum Committee

1. The principle function of the University Curriculum Committee shall be to study the impact of proposed curricular or program changes on the University community and to disseminate information concerning these proposed changes to the departments, programs, and/or colleges that are affected by the changes.
2. The University Curriculum Committee shall focus on curricular and program changes outside of the University General Education Curriculum. The General Education Committee shall continue to monitor the University core curriculum.
3. What is the threshold for sending a proposed curricular or program change to the University Curriculum Committee?
 - a. It is impracticable and unnecessary for the University Curriculum Committee to study every proposed change in a course or program. The Committee recognizes the autonomy of faculty members, departments, programs, or colleges to institute changes, particularly given that many changes are guided by accreditation standards that can only be appreciated by faculty in a specific program. The Committee is not intended to function as a body for approval or disapproval of proposed curricular or program changes.
 - b. The major reason for the University Curriculum Committee to study a proposed curricular or program change is **if the change impacts one or more peripheral programs or the change possibly introduces redundancy in the curriculum.**
 - c. The University Curriculum Committee will serve as an efficient and centralized mechanism for (i) identifying and notifying programs that will be impacted by changes, (ii) identifying whether a proposed new course or program is in any way redundant to existing courses or programs, and (iii) ensuring that program or course changes are consistent with the mission of the University.

Recommendations on the University Curriculum Committee Process

Step 1: The Dean, Associate Dean, Department Chair or other official representative (e.g. the department/school/college curriculum committee chair) proposing a curricular or program change that has the potential for impacting other programs shall complete an online "*proposal for curricular or program change form*". The completed form would then be submitted to the Office of the Provost for Academic and Student Affairs.

Step 2: The Provost notifies the chair of the University Curriculum Committee and forwards the form to the committee for study. After study of the proposal, the University Curriculum Committee shall prepare a summary report. The report will assess the impact of the change and identify specific colleges, departments, or programs that are affected.

Step 3: The University Curriculum Committee, shall, within 30 days:

- a. submit a copy of the summary report to the Provost.
- b. submit a copy of the summary report to the college, department, or program that proposed the change.
- c. in conjunction with the Provost, notify Deans, Associate Deans, and/or Chairs in colleges, departments, or programs that will be affected.

Resources and Models for the Preparation of These Recommendations

1. *University of Central Oklahoma*
UCO has five different curriculum committees that are part of the Academic Affairs Council, which is similar to our Administrative Council. Duties of these committees include the review of new courses and programs, review of changes to existing courses or programs, and submission of a summary report and recommendation to the Academic Affairs Council for approval or rejection of the proposals.
2. *Southeastern Oklahoma State University*
Southeastern has a teacher education curriculum committee for both undergraduate and graduate courses and programs, a non-teacher education curriculum committee for non-teacher undergraduate courses and programs, and a graduate council that handles issues related to non-teacher graduate courses and programs.
3. *Northwestern Oklahoma State University*
Northwestern has a standing Academic Affairs Committee that has many functions. One specific function is "to study and make recommendations related to course offerings and major and minor requirements". This function is restricted to non-teacher education courses and programs. A separate teacher education committee focuses on proposed course changes in the teacher education program and a graduate committee studies proposed changes in the graduate curriculum.