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Faculty Senate Minutes

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8-31-2007

August 31, 2007 Minutes

SWOSU Faculty Senate

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Faculty Senate Meeting
2:00PM August 31, 2007, Education 201
Approved Faculty Senate Meeting Minutes

I. CALL TO ORDER AND ESTABLISH QUORUM:

The August 31, 2007 meeting of the Faculty Senate was called to order at 2:01 PM in Education 201 with FS President Robin Jones presiding. The following members were present: Lisa Appeddu, Ruth Boyd, John Bradshaw, Stephen Burgess, Chelsea Church, Viki Craig, Tommye Davis, Jason Johnson for Terry Goforth, John Hayden, David Hertz, Robin Jones, James South for Sophia Lee, Joe London, Vickie Hatton for Tami Loy, Joseph Maness, Robbie McCarty, Warren Moseley, Nancy Penner, Les Ramos, Randall Sharp, Ric Baugher for Jeff Short, Eithel Simpson, James South, Bill Sticka, Don Wilson, and Jon Woltz.

RECOGNITION OF NEW SENATOR:

Warren Moseley – Entrepreneurship and Computer Science (committee assignment – Nominating committee)

II. CERTIFICATION OF SUBSTITUTES: Vickie Hatton for Tami Loy; James South for Sophia Lee; Jason Johnson for Terry Goforth; Ric Baugher for Jeff Short

III. APPROVAL OF MINUTES: Minutes of July 17, 2007 meeting
The minutes were approved.

IV. ANNOUNCEMENTS:

A. From FS President Jones:

1. Mid-year budget adjustments are due. It is still under consideration about faculty/staff salary changes for mid year; hopeful for either a stipend or salary increase.
2. Provost would like a recommendation from FS about the formation of the curriculum committee. He would like suggestions about who selects committee members and the makeup of the committee. Dr. Sonobe has suggested two (2) members from A&S; two (2) from CPGS; one (1) from Sayre; one (1) from Pharmacy and two (2) at-large members from FS. It was also suggested that the chair of the GE committee serve on the committee non voting ex-officio.
3. If you have any questions or suggestions concerning security issues, please contact Chief Bolar.
4. Health insurance rates going down approximately 10 percent for spouse – dependent rates also going down some.
5. Viki Craig announcement about service learning: First Service Learning Summit is September 27, 2007 at 7:00 am. Breakfast will be served in the Conference Center. The Summit will be a service learning idea exchange. Faculty who are interest or have an idea are invited to contact Vicki Craig for further details.
6. September – elect members to university FUPTRC and appeals committee.
7. FS may wish to consider changing the section on substitutes' memo being signed.

B. FS Secretary/Treasurer: Dr. Penner:

1. Roll Sheet—please sign.
2. Treasurer's Report: BancFirst Checking account balance: \$2,2032.18
University account balance: \$129.15
Collected \$750 in dues ~~ **150** faculty paid ~~ **DUES are DUE!**
Faculty who have not paid dues are encouraged to send \$5.00 to Nancy Penner, Robin Jones, or any Faculty Senator.
Treasurer's report was approved.

C. President-elect Dr Ramos: None

D. FS Past President Dr. Maness:

1. President's report was submitted. The report was approved.
2. Academic Advisory Committee voted no on the Grievance Policy – Drs. Hays and Sonobe will make the decision.

E. FS Student Government Representative Sean Dooley:

1. SGA elections have been completed.
2. CPGS still needs student reps. Contact Cindy Dougherty, Dean of Students if you know someone who is interested in serving.
3. Organization reps are encouraged to attend the first meeting, September 5th.

V. REPORTS FROM STANDING AND AD HOC COMMITTEES: None

VI. UNFINISHED BUSINESS: None

VII. NEW BUSINESS:

A. Approval of 2007-2008 FS Budget

FS Motion 2007-08-01:

It was moved and seconded to approve the 2007-2008 Faculty Senate budget.

Motion passed by voice vote.

B. Adoption of Senate Rules for 2007-2008

FS Motion 2007-08-02:

It was moved and seconded to adoption the Senate Rules for 2007-2008.

FS Motion 2007-08-03:

It was moved and seconded to table **FS Motion 2007-09-02.**

Motion passed by voice vote.

C. Motions

FS Motion 2007-08-04:

It was moved and seconded to add the following as part d. under **2. Review Process and Schedule for Promotion and Tenure**, page 96 of the *Faculty Handbook*.

- d. If committee members are drawn from outside the applicant's academic unit, no department chairs, associate deans, deans, or applicants for the same rank shall be eligible for committee membership.

Motion passed by voice vote.

FS Motion 2007-08-05:

It was moved and seconded to add the following as 4. under **C. (*) Post-Tenure Review** of pages 109-110 of the *Faculty Handbook*.

4. No department chairs, associate deans, or deans shall be eligible for committee membership.

Motion passed by voice vote.

D. A list of eligible faculty for the FUPTRC is needed. Request tabled until September meeting.

E. Motion to accept the Provost's suggested composition of and selection process for the University Curriculum Committee.

FS Motion 2007-08-06:

It was moved and seconded to accept the Provost's suggested composition of and selection process for the University Curriculum Committee:

- 2 members from Arts and Sciences (selected by the Dean)
- 2 members from Professional and Graduate Studies (selected by the Dean)
- 1 member from Pharmacy (selected by the Dean)
- 1 member from Associate Programs (selected by the Dean)
- 2 at-large members selected by the Faculty Senate
- The chair of the GE Committee as an ex officio member

FS Motion 2007-08-07:

It was moved and seconded to table **FS Motion 2007-09-06** and send the issue to the Faculty Senate Curriculum Committee for review with a request to have the Provost forward a written description of the committee.

The motion passed by voice vote.

- F. Motion to have the Faculty Senate Budget and Program Committee review the University budget as forwarded by the Provost.

FS Motion 2007-08-08:

It was moved and seconded to have the Faculty Senate Budget and Program Committee review the University budget as forwarded by the Provost.

The motion passed by voice vote

IX. ADJOURNMENT:

Next Faculty Senate meeting: September 28, 2:00 pm, EDU 201

Robin Jones, President

Nancy Penner, Secretary

**Southwestern Oklahoma State University Faculty Senate
2006-2007 President's Report**

List of Motions, Senate Action, and Disposition for 2006-2007 (Senate action and administrative disposition are in *italics*)

FS Motion 2006-07-01:

A motion was made and seconded to approve the Audit Committee Report.

Motion carried; No administrative action required.

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.

Motion carried; No administrative action required. Steve Burgess subsequently reported that CPGS elected to select apportion a minimum of one senator per department. Merger of Computer Science and General Business subsequently restored two senators to Education.

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.

Motion carried; No administrative action required.

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

Motion carried; No administrative action required.

Senators from each college elected the following to serve as Benefits Committee Members:

Thomas Worley (AAP)

Sophia Lee (A&S)

Teri Stubbs (CPGS)

Randall Sharp (Pharm)

FS Motion 2006-08-04:

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

Motion carried; No administrative action required.

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.

Motion carried; No administrative action required.

FS Motion 2006-08-06:

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

Motion carried; No administrative action required.

FS Motion 2006-09-01:

It was moved and seconded to accept the *Teacher-Student Consensual Relations* policy as presented and have the policy placed in the Faculty Handbook.

FS Motion 2006-09-02:

It was moved and seconded to table **FS Motion 2006-09-01** until Senators and faculty have a chance to comment on the policy.

Motion carried; No administrative action required

FS Motion 2006-09-03:

It was moved and seconded that a limit of the total students enrolled in an IAV class needs to be set including all sites not just a limit at each individual site. If the total number of students of all sites surpasses the limit, then consideration should be given to opening a new section. The limit of total students should be based on the discipline of class being offered

FS Motion 2006-09-04:

It was moved and seconded to send FS Motion 2006-09-03 to the Personnel Policies Committee.

Motion carried; No administrative action required.

FS Motion 2006-09-05:

It was moved and seconded that salary for IAV classes should be based on number of remote sites and number of students at the remote sites in addition to a base salary for the IAV class.

FS Motion 2006-09-06:

It was moved and seconded to send FS Motion 2006-09-05 to the Personnel Policies Committee.

Motion carried; No administrative action required.

Members of the FUTPRC and Appeals Committee were selected by senators from each college.

College of Arts and Sciences

Paula Price

William Kelly

Roger Bromert

College of Professional and Graduate Studies

Ric Baugher

Stephen Burgess

Don Wilson

College of Pharmacy

Les Ramos

College of Associate and Applied Programs

Judy Haught

Appeals Committee

College of Arts and Sciences: Robert Chambers

College of Professional and Graduate Studies: Melody Ashenfelter

College of Pharmacy: Barry Gales

College of Associate and Applied Programs: Roxann Clifton

FS Motion 2006-10-01:

It was moved and seconded to take **FS Motion 2006-09-01**, *Teacher-Student Consensual Relations* policy, from the table.

Motion failed

FS Motion 2006-10-02:

It was moved and seconded to amend Article II, Section B, Statement 3 of the Faculty Handbook as follows (added text is in italics and larger type): The Departmental Continuance Committee* shall meet and consider the strengths and weaknesses of the faculty candidate for continuance.

Such consideration shall include, but not be limited to, the progress of the candidate, the expected needs of the department, and how the students may best be served. Since each case is unique, the committee shall decide the relative weight to be given to the various areas. In all cases the candidate must be treated fairly and respectfully in the opinion of the committee. The Department Chair/Associate Dean conducts the meeting and is a non-recommending member. This open discussion is followed by submission of a Faculty Recommendation Form for Continuance from each member of the committee to the Chair by October 15. Once the Chair has prepared the summary report it must be reviewed and signed by members of the departmental committee.

Motion Failed

FS Motion 2006-10-03:

It was moved and seconded the SWOSU Faculty Senate recommend that the Faculty Recommendation Form for Continuance include a third option to members of the departmental continuance committee members. This option will be “Recommend Continuance with Serious Concerns,” and allows committee members to vote to continue while noting that serious issues need to be addressed within the next year.

FS Motion 2006-10-04:

It was moved and seconded **FS Motion 2006-10-03** be sent to the Personnel Policies Committee.
Motion carried; No administrative action required.

FS Motion 2006-10-05:

It was moved and seconded to change the wording of Article II, Section B, Statement 1.c. to read (added text is in italics and larger type): c. One peer review (peer chosen by the candidate) *dated from the previous spring or current fall semester.*

Motion carried; Forwarded to Provost for action.

Approved and will be included in Faculty Handbook.

FS Motion 2006-11-01:

It was moved and seconded to adopt the AAUP statement on Consensual Relations Between Faculty and Students and have it placed in the Faculty Handbook. – See attached.

Motion carried; Forwarded to Provost for inclusion in Faculty Handbook.

Recently approved by Academic Advisory Council and will be included in Handbook upon approval by the President.

FS Motion 2006-11-02:

It was moved and seconded to accept the SWOSU Academic Dishonesty Policy as presented.

FS Motion 2006-11-03:

It was moved and seconded to return the SWOSU Academic Dishonesty Policy to the Student Policies Committee.

Motion carried; No administrative action required.

FS Motion 2006-11-04:

It was moved and seconded to accept the Policy and Procedures for Responding to Misconduct in Research and Scholarly Activities and have it placed in the Faculty Handbook after review by the University's attorney.

Motion carried; Forwarded to Provost for action.

Recently recommended for approval by the Academic Advisory Council and will be included in the Faculty Handbook upon approval by the President.

FS Motion 2006-11-05:

It was moved and seconded that in consultation with department faculty, department chairs and deans shall set which classes will be offered by IAV, the number of sites to be offered, and the maximum number of students that can be enrolled on campus and at IAV sites.

Motion carried; Forwarded to Provost for action.

Approved and will be forwarded to the Academic Advisory Council for implementation.

FS Motion 2006-11-06:

It was moved and seconded that the maximum number of IAV sites off campus that can be set is eight. The permission of the instructor is required to offer more than eight.

Motion carried (division of the house); Forwarded to Provost for action.

Approved and will be forwarded to the Academic Advisory Council for implementation.

FS Motion 2006-11-07:

It was moved and seconded that an instructor who is broadcasting to IAV sites off campus will receive an additional \$100 per credit hour for every four sites or portion thereof.

Motion carried; Forwarded to the Provost for action.

Approved and will be implemented in Fall 2007.

FS Motion 2007-01-01:

It was moved and seconded that all forms of dishonesty such as cheating, plagiarism, knowingly furnishing false information to the institution, alteration or misuse of institution records or documents, including university identification cards, constitute violations of university

regulations for which students are subject to disciplinary action. Disciplinary actions may include penalties with range from an unsatisfactory grade on a particular assignment, examination, or course, to expulsion from the University. These actions shall be determined by the instructor of record or appropriate university official. The student may appeal the decision through the normal Academic Appeals Committee process.

Motion carried; Forwarded to the Provost for action.

Recommended to Student Affairs for implementation in Student Handbook. This policy is very similar to what already exists and should not be an issue.

FS Motion 2007-01-02:

It was moved and seconded that the FS Curriculum Committee research the possibility of creating of a University Curriculum Committee.

Motion carried; No administrative action required.

FS Motion 2007-02-01:

It was moved and seconded that effective immediately, any changes in and addition or deletion of courses and/or academic programs must originate in the department most directly affected and then be reviewed by all departments directly affected. Taking into consideration those reviews, the originating department then makes a recommendation to the curriculum committee, which is responsible for recommending approval or disapproval to the Provost.

FS Motion 2007-02-02:

It was moved and seconded that **FS Motion 2006-02-01** be tabled.

Motion carried; No administrative action required.

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.

Motion carried; Forwarded to Provost for action.

Recommended for approval by the Academic Advisory Council and will be included in Faculty Handbook pending approval by the President.

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.).

Motion carried; Forwarded to Provost for action.

Approved and will be forwarded to the Academic Advisory Council.

FS Motion 2007-04-01:

It was moved and seconded that the revised Faculty Grievance Procedure be adopted.

Motion carried; Forwarded to Provost for action.

Continues to be in negotiation with Academic Advisory Council.

FS Motion 2007-04-02:

It was moved and seconded that to endorse Intellectual Property Policy (IPP) as presented. (See attached)

Motion carried; Forwarded to Provost for action.

Recommended for approval to the President.

Results of Election of Faculty Senate Officers and University Standing Committee Nominations for 2007-2008

President-Elect Les Ramos

Secretary/Treasurer Nancy Penner

Academic Advisory & Scholarship Council

Warren Akers – 2 years

Tim Hubin – 1 year

Jim Long – 2 years

Helen Maxson – 2 years

Campus Environment

Steve Tinsley – 2 years

Faculty Development

A&S:

Viki Craig – 2 years

Peter Grant – 2 years

Sophia Lee – 1 year

A&AP:

Landry Brewer – 2 years

Pharm:

Scott Long – 2 years

P&GS:

Audrey Thomson-Elliott – 2 years

Warren Moseley – 2 years

Eric Paul – 1 year

Student Center Policy Forming Board

Jane Long – 3 years

Ralph May – 3 years

Katherine Ott – 3 years

Academic Appeals Committee

Arden Aspedon – 2 years

Sue Ball – 2 years

Barry Gales – 2 years

Jill Jones – 2 years

Helen Maxson – 2 years

Lisa Schroeder – 1 year

Appellate Committee on Dismissal of Tenured Faculty

Melody Ashenfelter – 2 years

Arden Aspedon – 2 years

Barry Gales – 2 years

Jill Jones – 2 years

Financial Assistance Advisory & Appeals

Linda Pye – 1 year

Intellectual Property

Faruk Kahan – 2 years

Ben Welch – 2 years

Lisa Schroeder – 1 year

Bernhardt Award Selection

A&S: Steve Strickler

A&AP: Bill Swartwood

Pharm: Virgil Van Dusen

P&GS: Lisa Appedu

University Computer/Telecommunication Advisory

A&S: Jane Long – 3 years

Pharm: Michael Deimling – 3 years

P&GS: Eric Paul – 3 years

The SWOSU Faculty Senate finished the year with no pending business.

Respectfully submitted to the SWOSU Faculty Senate,

Joseph D. Maness, President 2006-2007