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Faculty Senate Minutes

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May 4, 2010 Minutes

SWOSU Faculty Senate

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Recommended Citation

SWOSU Faculty Senate, "May 4, 2010 Minutes" (2010). *Faculty Senate Minutes*. 134.
<https://dc.swosu.edu/fsminutes/134>

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Southwestern Oklahoma State University
Faculty Senate Meeting
May 4, 2010, 2:00 pm, EDU 201
***APPROVED* Faculty Senate Meeting Minutes**

- I. CALL TO ORDER:** The May 4, 2010, meeting of the Faculty Senate was called to order at 2:02 PM in Education 201 with FS President Scott Long presiding.
- II. ESTABLISH QUORUM:** The following members were present: Warren Akers, Lisa Appeddu, John Bradshaw, Stephen Burgess, Chelsea Church, Kevin Collins, Tommye Davis (Sayre), David Esjornson, Vicky Gilliland, Terry Goforth, Rita Hays, Todd Helton, Sophia Lee, Jim Long, Scott Long, Ralph May, Karen Sweeney for Warren Moseley, Edna Patatanian, Les Ramos, Ann Russell, Lisa Schroeder, Jeff Short, Muatasem Ubeidat, Dennis Widen, Kathy Wolff, and Jonathon Woltz. Also present were incoming Senators Dick Kurtz, Fred Gates, Erin Callen, Michael Catterson, and Carol Kish.
- III. CERTIFICATION OF SUBSTITUTES:** Karen Sweeney for Warren Moseley.
- IV. PRESENTATION OF VISITORS:** **Mr. Randy Beutler, SWOSU President,** addressed the Faculty Senate regarding a variety of topics and the current status of the University. He presented an update on SWOSU's preparation for the upcoming visit by the Higher Learning Commission, and he noted that SWOSU has more accredited programs than any other regional university in Oklahoma. University enrollment has increased during these poor economic times, and SWOSU's conservative fiscal history has helped to minimize the effects of the economy on SWOSU to date. However, in light of the uncertainty of the future economic climate, President Beutler believes SWOSU will need to be creative in future funding efforts. This could include a greater involvement of the private sector and the development of partnerships. For example, he is excited about the outcome of the city's and students' elections in support of sharing the funding for a new events center on campus. SWOSU is also seeking to place line items in the Federal budget. President Beutler believes the State Lottery has been a positive influence on funding for Oklahoma education, that a Higher Education Bond will need to be revisited soon, and that tuition decisions are best kept in the hands of the State Regents. He will strive to do his part by representing SWOSU's accomplishments, along with its needs and concerns, with the public and legislators. President Beutler also plans to remain active in the classroom by teaching a history course each fall starting in 2011. Lastly, he welcomes input and ideas from everyone, and in light of that, he will coordinate a committee focused on energy savings and efficiency for SWOSU. Overall, President Beutler is optimistic for the future of SWOSU.
- V. APPROVAL OF MINUTES:** Minutes of the April 23, 2010, meeting were approved by voice vote.
- VI. ANNOUNCEMENTS:**
- A. From FS President Scott Long:**
- 1. ITS and E-mail:** The information presented by the FS President at last month's meeting was **incorrect**. All faculty and student e-mail addresses will remain as they are (*i.e.* for faculty firstname.lastname@swosu.edu). The part of the process that is changing is that in order to access e-mail (to get to the part where you enter your password, will now require a login, using your university-issued identification number in the format described last week

(first initial, last initial, six digit number, for example, ab123456). Following is an e-mail from Mark Engelman, sent to Senator Jonathon Woltz, explaining the situation:

First, employee email addresses will not change. Second, SWOSU ID numbers will remain private and confidential.

Here's what is changing: ITS is implementing a new web-based portal which employees and students will use to access their email and other web-based University services. To login to the portal, we will use our "DawgTag" and a password. The DawgTag is basically a username that lets you login to the campus portal. The DawgTag is not an email address. It's just a username, and it's to be kept confidential. Our DawgTags will be our first and last initials, followed by our 6-digit SWOSU IDs, e.g. jw654321.

Here are the key points:

The DawgTag will be an improvement in security because both your DawgTag and your portal password will be private. With DawgTags, someone trying to hack into your email account would need to know both your DawgTag and your password.

Your email address will not change.

Your 6-digit SWOSU ID number will remain confidential.

B. FS Secretary/Treasurer Lisa Appeddu:

1. Roll Sheet – please sign.

2. Treasurer's Report:

a. BancFirst Checking account:

• April Meeting balance:	\$2098.86
Retirement Reception – Payment for coffee drinks	- 78.30
• Current Balance:	\$2020.56

b. University account:

• April Meeting balance:	\$130.00
Retirement Reception – Payment for cookies	- 24.00
• Current Balance:	\$106.00

C. FS President-elect Muatasem Ubeidat: Nothing to report.

D. FS Past President Les Ramos: Nothing to report.

E. FS Student Government Representative Tyler Rogers: Not Present.

VII. REPORTS FROM STANDING AND AD HOC COMMITTEES:

A. Faculty Senate University Policies Committee:

1. Regarding recommendations for changes to the Continuance procedure: Based on the series of motions addressed during the April meeting, Chair Stephen Burgess will offer a motion in Unfinished Business.

VIII. UNFINISHED BUSINESS:

A. At the request of the Faculty Senate University Policies Committee to address Continuance Policy concerns:

The following motion was moved and seconded:

FS Motion 2010-5-01:

The passage below is proposed to replace the current Continuance Policy in the Faculty Handbook:

A. FREQUENCY OF CONTINUANCE REVIEW

1. Non-tenure track faculty members

Non-tenure track faculty members with less than five (5) years of service will be evaluated annually in the continuance procedure. Non-tenure track faculty members with five (5) or more years of service may, at the discretion of the department, be reviewed annually, but must be reviewed at least every third year.

2. Tenure-track faculty members

Tenure-track faculty members shall be evaluated annually in the continuance procedure.

3. Tenured faculty members (post-tenure review)

Pursuant to the conditions outlined below (see POST-TENURE REVIEW section), tenured faculty members may be reviewed annually and must be reviewed at least every third year.

4. All first year faculty will receive an information only evaluation from the Department Chair/Associate Dean. This evaluation will occur after the first full semester of service. A record of the meeting date will be signed by the Department Chair/Associate Dean and candidate and forwarded to the Dean. No other information from the meeting or evaluation will be recorded.

Student evaluations are required for all non-tenured, permanent, full time faculty. Tenured faculty members must ensure that every course they teach is evaluated by students a minimum of one time every two years.

The Assessment Office coordinates student evaluation of faculty. See the entry on Tenure for additional information relative to evaluation.

Sayre Campus

Program directors and the Dean of the Sayre Campus are responsible for evaluating instructional personnel. Evaluations are made prior to March 1 and collected by the Dean who forwards one copy to the vice president for academic affairs. This copy is placed in the faculty member's personnel file. One copy is given to the faculty member.

B. CONTINUANCE PROCEDURES

1. Application materials

a. The **Department Chair/ Associate Dean** will supply the following for the candidate by September 15:

- * A copy of the candidate's job description for the period under review.
- * A copy of the written plan of improvement from the previous continuance cycle (if applicable).

b. The **tenure track candidate** for continuance will supply the following to the Department Chair/Associate Dean by September 15:

- * A current copy of their curriculum vita
- * A yearly summary of their student evaluations (maximum 7 years). This summary is furnished upon request by the assessment office.
- * One peer review (peer chosen by the candidate).
- * (Optional) any other documentation (maximum of 10 pages) that the candidate would like the committee to consider.

c. The **non-tenure track candidate** for continuance will supply the following to the Department Chair/Associate Dean by September 15:

- * A current copy of their curriculum vita
 - * A yearly summary of their student evaluations (maximum 7 years). This summary is furnished upon request by the assessment office.
- A non-tenure track candidate for multi-year continuance may also supply the following:
- * (Optional) One peer review (peer chosen by the candidate).
 - * (Optional) any other documentation (maximum of 10 pages) that the candidate would like the committee to consider.

Upon receiving the above items, the Department Chair/Associate Dean schedules a Departmental Continuance Committee meeting.

2. Departmental Continuance Committee Composition :

Weatherford Campus

- a. The total full-time department faculty, except first year faculty members, will vote annually by September 1 on the format of the Departmental Continuance Committee.
- b. All continuance committees must have a minimum of four voting members.
- c. The committee may consist of either all departmental tenured faculty, **or** all full-time members of the departmental faculty, except the individual under consideration, first year faculty members, and the Department Chair/Associate Dean.
- d. If a department cannot meet the minimum number of voting members with tenured faculty then the committee must consist of all eligible faculty members.
- e. If a department cannot meet the minimum number of voting members with all eligible faculty members, one or more faculty members from outside the department must be chosen and approved by a majority vote of all full time department faculty.
- f. The candidate for continuance has the option of selecting a committee member from outside the department whether or not the department itself can produce a full committee of qualified faculty members. The selected committee member from

outside of the department will be a voting member and must be approved by a majority vote of all full time department faculty. The selected member does not count towards the minimum of four (4) voting members.

g. If a department becomes deadlocked over the composition of the committee, the Associate Dean or Dean of the college will break the tie.

h. Any dispute regarding the functioning of the committee or procedural matters will be decided by a majority vote of the committee.

Sayre Campus

On the Sayre campus, the committee will consist of all tenured faculty. The Dean conducts the meeting and is a non-recommending member.

3. The Departmental Continuance Committee will meet and consider the strengths and weaknesses of the faculty candidate for continuance.

a. The Committee will select one of its members to act as Committee Chair for the candidate. The member from outside of the department, as selected by the candidate, will not serve as Committee Chair.

b. The Committee Chair will conduct the meeting and is a recommending member.

c. If there are multiple candidates for continuance, separate chairs may be elected.

d. The committee meeting will consist of an open discussion in the presence of all committee members except the candidate for continuance.

e. The Committee Chair will collect a Faculty Recommendation Form for Continuance from each member of the committee by October 15.

f. The Committee Chair will prepare a summary report. This report must be reviewed and signed by the members of the departmental committee.

g. The signed report and individual Faculty Recommendation forms will be forwarded to the Department Chair/Associate Dean.

4. a. The Department Chair/Associate Dean has the responsibility to meet with the faculty member to share the results of the Department Committee and Department Chair/Associate Dean recommendations and discuss the perceived strengths and weaknesses.

b. If the candidate is continued, an interim evaluation meeting will be conducted between the faculty member and Department Chair/Associate Dean. If weaknesses are identified that must be addressed prior to the next continuance consideration, the Department Chair/Associate Dean and faculty member will develop a written plan of improvement. (As in B.1.a above) (A copy of the plan should be submitted to the Dean for informational purposes)

5. The Department Chair/Associate Dean includes the report of the Departmental Continuance Committee when he/she forwards his/her recommendation to the Dean. The Dean should receive these recommendations no later than November 1.

6. A meeting between the Department Chair/Associate Dean and the Dean is required when the committee, the Department Chair/Associate Dean, or both are recommending non-continuance.

7. a. The Dean takes the recommendations of the committee and Department Chair/Associate Dean into consideration and makes a recommendation to the Chief Academic Officer.

b. The Dean's recommendation is submitted to the Chief Academic Officer in mid December.

c. If the Dean is going to make a non-continuance recommendation, the Dean will ask the Department Chair/Associate Dean to so inform the faculty member. The faculty member then has the option of submitting a letter of resignation prior to the end of the Fall semester or of allowing the process to continue.

8. It is not required that the non-tenured faculty member be provided cause for non- continuance.

The motion passed by voice vote.

Rationale: This motion was proposed to incorporate changes approved during the previous faculty senate meeting into the existing continuance policy. It also incorporates the motion previously approved by the faculty senate for non-tenure track senior faculty members, allowing for less frequent continuance reviews at the discretion of the department.

IX. NEW BUSINESS:

A. Recognition of out-going senators, introduction of new senators, and transition to the new Faculty Senate Executive Committee.

1. The Faculty Senate expressed its appreciation for the service of these out-going Senators:

Lisa Appeddu, Allied Health Sciences
Stephen Burgess, Psychology and Social Work
Chelsea Church, Pharmacy Practice
Tommye Davis, Associate and Applied Programs-Sayre
John Hayden, Social Sciences
Jeff Short, Industrial and Engineering Technology
Kathy Wolff, Nursing

2. The Faculty Senate also recognized the following Senators, who will extend their terms of service:

Warren Moseley, Accounting, Computer Science, and Entrepreneurship
John Bradshaw, Language and Literature
Sophia Lee, Music
Les Ramos, Pharmaceutical Sciences
Chad Ramirez, Park and Recreation Management

3. The Faculty Senate welcomed these new Senators, who are starting their terms of service:

Ms. Amy Barnett, Psychology and Social Work
Erin Callen, Pharmacy Practice
Michael Catterson, Allied Health Sciences
Dayna Coker, Associate and Applied Programs-Sayre
Fred Gates, Social Sciences
Carol Kish, Nursing
Dick Kurtz, Industrial and Engineering Technology

4. Past President Les Ramos recognized Scott Long for his outstanding service as President of the Faculty Senate for the past twelve months. Lisa Appeddu was recognized for her outstanding service as Secretary/ Treasurer of the Faculty Senate for the past two years.
5. Outgoing President Scott Long introduced in-coming President Muatasem Ubeidat, who assumed governance of the remainder of the meeting.

B. Suggestions on the appointment of the Senate Parliamentarian: John Hayden, past Senate Parliamentarian, will no longer be a Faculty Senator. Because the Parliamentarian requires special knowledge, the possibility of amending the Senate Constitution to allow a non-voting Parliamentarian was discussed. It was noted that an amendment to the constitution would require a two-thirds majority vote of the entire SWOSU Faculty, and that the vote of the faculty must occur within eight weeks of Senate approval of the amendment. Because it would be difficult to garner a large number of faculty votes at present, Terry Goforth was appointed as Interim Parliamentarian for the summer Faculty Senate meetings.

C. Faculty Senate Standing Committee Selection: President Muatasem Ubeidat requested Faculty Senate members indicate the committee on which they would like to serve and potentially chair for the 2010-2011 school year. A sheet has been provided on which Senate members can indicate their preferences. Senate committees are also listed on the Faculty Senate website: <http://www.swosu.edu/facstaff/orgs/fs/committees.asp>

D. Summer meeting times: President Muatasem Ubeidat announced the summer Faculty Senate meetings will be held on Tuesday, June 15, at 3 pm, and on Tuesday, July 20, at 3 pm in EDU 201.

X. ADJOURNMENT: 4:00 p.m.

Respectfully Submitted,

Scott Long, FS Past President

Lisa Appeddu, FS Past Secretary

Muatasem Ubeidat, FS Incoming President

David Esjornson, FS Incoming Secretary

**Next Faculty Senate Meeting:
Tuesday, June 15, 2010, at 3:00 p.m. in EDU 201**