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Faculty Senate Minutes

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9-24-2010

## September 24, 2010 Minutes

SWOSU Faculty Senate

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**Southwestern Oklahoma State University**  
**Faculty Senate Meeting**  
**September 24, 2010**  
***APPROVED* Faculty Senate Meeting Minutes**

- I. **Call to Order:** The September 24, 2010 meeting of the Faculty Senate was called to order at 2:02 p.m. in Education 201 with FS President Muatasem Ubeidat presiding.
- II. **Establish Quorum:** The following members were present: Warren Akers, Amy Barnett, John Bradshaw, Kathy Brooks (Sayre), Erin Callen, Dayna Coker (Sayre), Susan Al-Jarrah for Kevin Collins, David Esjornson, Fred Gates, Terry Goforth, Rita Hays, Dick Kurtz, Sophia Lee, Jim Long, Scott Long, Ralph May, Warren Moseley, Edna Patatanian, Eric Paul, Chad Ramirez, Les Ramos, Ann Russell, Lisa Schroeder, Muatasem Ubeidat, Tamra Weimer, Dennis Widen, and Jonathan Woltz.
- III. **Certification of Substitutes:** Susan Al-Jarrah for Kevin Collins.
- IV. **Presentation of Visitors:** Dr. Cindy Foust, Vice President for Student Affairs and Associate Provost, addressed the Faculty Senate about the upcoming Higher Learning Commission visit. The HLC members will be on campus Monday, October 4, 2010 through Wednesday, October 6, 2010. The majority of the meetings will take place on Monday and Tuesday. Dr. Foust stressed that all of the meetings are open to everyone, however, she requested that if you planned on attending a particular meeting that you contact her office in order to ensure adequate room capacity. Cindy Foust gave out some sample questions that the HLC members could ask, and supplied the Senate with a draft of the list of personnel scheduled to meet with the assessment team. Exact times and rooms will be forthcoming in an email. It is unknown at this time if the HLC Team will be visiting the Sayre Campus. Dr. Foust wanted to especially thank all of the members of the self-study team for their hard work, and the entire faculty that supplied information to the teams.
- V. **Approval of Minutes:** Minutes of August 25, 2010 meeting were approved by voice vote.
- VI. **Announcements:**
  - A. **From FS President Muatasem Ubeidat:**
    1. **General**
      - a. Please review the questions provided by Dr. Cindy Foust. Each Faculty should be familiar with her/his department's assessment plan. Also, please inform students about this process. Team members are known for just walking up to someone and asking a few questions. The more informed everyone is about the process, the better we look. Feel free to brag about what we (departments and university) do wonderfully and feel free to point out areas that need improvement.
      - b. **Old Science Centennial Celebration**

Friday, 15 Oct.: open house, 2:00-4:00 PM; ceremony, 3:00-3:30 PM at base of pillars on south side of building.  
Saturday, 16 Oct.: open house, Noon-2:00 PM ceremony is open to everyone.
      - c. Accreditation team arrives on campus Sunday, 3 October. They leave Wednesday, 6 October. This is less than 2 weeks away.
    2. **The executive council meeting with Provost Blake Sonobe**

- a. HLC site visit (Oct.3-6<sup>th</sup>) team generally requests meetings with certain university personnel, and that includes the faculty. There will be an open forum with the faculty scheduled. No more details are known.
- b. The provost has asked the Faculty Senate (suggest Personnel Policy Committee) to look at the automatic promotion of instructors to assistant professors upon the completion of a Ph.D.
- c. Parking for faculty members: If enough faculty members are willing to pay for reserved parking spaces, the university will be willing to look at this request under the condition that a full parking lot will be filled by that request. The administration is not willing to consider scattered faculty parking spaces.
- d. The University Technology Committee will be meeting again to look at the technological needs of the University.
- e. The University Curriculum Committee will be re-instituted to look at the rigor of individual programs and at coordination between departments and colleges. Furthermore, the committee will evaluate new programs/degrees. Members will be chosen by the deans.
- f. SWOSU Masonic Charity Speaker Program: a \$100,000 donation was made by the Masonic Charities to establish a distinguished speaker program. The University will invite speakers to give lectures to Faculty, Students and the community. For example Nobel Prize laureates.
- g. The University will be enforcing the maximum number of personal leave days. Faculty members are allowed to take three days per year as personal leave days. The provost said that if extenuating circumstances are provided for days beyond this maximum, the University will consider each request on a case-by-case basis.
- h. The provost considered the senate's request that the issue of summer classes be examined to ensure that faculty members are not motivated to keep enrollment numbers low intentionally if doing so might bring them greater compensation. The provost cited university policy that 3/8 of the yearly salary (for a three credit course) is the maximum that any faculty member can earn (even if tuition only exceeds that amount), so the issue was dismissed as moot.
- i. Independent studies need have the same rigor as regular classes. Faculty members should not be enrolling students in independent studies in the middle of the semester. The last day to add independent study classes is the same as the regular classes.

**B. FS Secretary/Treasurer David Esjorson:**

**1. Roll Sheet – please sign.**

**2. Treasurer's Report:**

<b>a.</b>	BancFirst Checking Account	
	August Meeting Balance:	\$2728.95
	Dues Collected:	\$10.00
	Expenditures (Yukon Trophy Service Plaques):	(\$495.00)
	Expenditure (New Faculty Reception):	(\$117.40)
	<b>CURRENT BALANCE:</b>	<b>\$2126.55</b>

**b. University account:**

August Meeting balance:	\$106.00
Current Balance:	\$106.00

**C. FS President-elect Kevin Collins (proxy: Susan Al-Jarrah):** Nothing to report.

**D. FS Past President Scott Long:** Nothing to report.

**E. Student Government Representative Josh Buxton:** absent

**VII. Reports from standing or ad hoc committees.**

Report from the Faculty Senate University Policies Committee

**Pay Issues Regarding Summer Courses:**

**Minimum Designated Enrollment vs. Tuition-Only**

The university has established “breakeven” points for class enrollment. The break-even points are most pertinent in the summer because of the likelihood of lower enrollment. In the absence of breakeven points, it would be probable that greater numbers of low-enrollment courses would be offered in the summer. From the perspective of the university budget, it is not financially advantageous to offer large numbers of low-enrollment courses. In order to ensure a budget neutral scenario for classes with low enrollment, the university administration has established a “standard” breakeven point of eleven students for undergraduate summer courses. If enrollment is below the breakeven point, then the faculty member will receive “tuition-only” pay for teaching the course. Currently, the “true” breakeven point enrollments are 9-10 for instructors, 11-12 for assistant professors, 13-14 for associate professors, and 15-16 for full professors. The range of enrollment numbers for each rank reflects the range of salaries for each rank. Historically, associate and full professors receive higher pay for courses that make the minimum designated enrollment as opposed to teaching the class for tuition-only. In theory, due to their salary scale, instructors and assistant professors, particularly early in rank, could receive more pay if teaching a summer class for tuition only. However, according to university policy, tuition-only pay should never exceed a faculty member’s regular pay rate.

**VIII. No unfinished business.**

**IX. New business:**

**A.** The following motion was moved and seconded:

**FS Motion 2010-9-01:**

It is proposed the University Policies Committee, in conjunction with Provost, examine the current forms regarding continuance, tenure and promotion, and post-tenure review for clarity and compatibility with the Faculty Handbook policies and procedures for these processes.

The motion passed by voice vote.

*Rationale:* There have been several changes to the faculty handbook since the forms were last modified. The continuance policy, for example, has just undergone a major revision.

**B.** The following motion was moved and seconded:

**FS Motion 2010-9-02:**

It is proposed that the Faculty Senate Personnel Policies committee review the policy of automatic promotion to the rank of assistant professor for a faculty

member upon completion of a Ph.D.

The motion passed by voice vote.

*Rationale:* To examine the fairness and consistency of the current policy across campus for both the individual faculty member and the departments involved.

**C. Caucus by College to select members of the Faculty University Promotion and Tenure Review Committee (FUPTRC) and University Promotion/Tenure Appeals Committee.** Results are as follows:

College	FUPTRC	Appeals
Pharmacy	Dr. Steve Pray	Dr. Erin Callen
Arts and Sciences	Dr. Lisa Boggs Dr. Sophia Lee Dr. John Hayden	Dr. James Silver
Graduate and Professional Studies	Dr. Melody Ashenfelter Dr. Arden Aspedon Dr. Warren Moseley	Dr. Nancy Penner
Associate and Applied Programs	Dr. Tommye Davis	Ms. Kathy Brooks

**X. Adjournment:** 3:00 p.m.

Respectfully Submitted,

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Muatasem Ubeidat, FS President

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David Esjornson, FS Secretary

**Next Faculty Senate Meeting:  
Friday, October 29 at 2:00 p.m. in EDU 201**