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Faculty Senate Minutes

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10-28-2011

## October 28, 2011 Minutes

SWOSU Faculty Senate

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**Southwestern Oklahoma State University**  
**FACULTY SENATE MEETING**  
**October 28, 2011**  
***APPROVED* Faculty Senate Minutes**

**I. CALL TO ORDER:** Faculty Senate President Kevin Collins called the October 28, 2011 meeting of the Faculty Senate to order at 2:03 p.m. in Education 201.

**II. ESTABLISHMENT OF A QUORUM:** The following members were present: Warren Akers, Jared Edwards (for Amy Barnett), Amber Sturgeon, John Bradshaw, Kathy Brooks, Nina Morris (for Erin Callen), Dayna Coker, Kevin Collins, David Esjornson, Fred Gates, Terry Goforth, Marci Grant, E.K. Jeong, Dick Kurtz, Sophia Lee, Jim Long, Scott Long, Ralph May, Evette Meliza, Karen Sweeney (for Warren Moseley), Jaehwa Choi (for Edna Patatanian), Eric Paul, Les Ramos, Lisa Schroeder, Muatasem Ubeidat, Tamra Weimer, Dennis Widen, Jonathan Woltz, John Saluke (SGA Representative).

**III. CERTIFICATION OF SUBSTITUTES:** The following substitutes were certified: Jaewha Choi for Edna Patatanian, Jared Edwards for Amy Barnett, Nina Morris for Erin Callen, Karen Sweeney for Warren Moseley

**IV. PRESENTATION OF VISITORS:** None.

**V. APPROVAL OF MINUTES:** The minutes of the September 30, 2011 meeting were approved by voice vote.

**VI. ANNOUNCEMENTS**

**A. President: Kevin Collins**

1. Report of ad hoc committee on the rotation of University Distance Learning Committee has been sent to Director of Distance Learning. Appointments to the committee have been referred to Nomination Committee.
2. The Executive Council discussed the matter of furnishing defibrillators: Estimates of unit prices were adjusted downward since the September meeting; \$1400-\$1900 per unit without pediatric pads. The Administration is proceeding with plans to purchase units, perhaps treating two small adjacent buildings as one unit rather than furnishing machine for every building.
3. The RUSO Board will be on campus November 3rd and 4<sup>th</sup>. There will be a Community meeting on 11-3-2011 from 2-4 p.m. The regular RUSO meeting will be held 11-4-2011 at 9 a.m. Both meetings will be in the East Ballroom.
4. Projections of the state budget are slightly better than those of the last two years, but a vocal anti-higher education legislative caucus is working to limit our

allocations. Oklahoma is currently 51st of 50 states (the District of Columbia is higher) in total higher-education spending, which includes allocations plus tuition.

5. The Strategic Planning process at Sayre has been put off until next year.
6. The Faculty Senate President has not been sending out email to whole faculty inviting them to examine the minutes. This will change with the October meeting.

**B. Secretary/Treasurer: Fred Gates**

**1. Roll Sheet** – please sign.

**2. Treasurer's Report:**

- a. BancFirst Checking Account: September Meeting Balance: \$2141.04  
Dues Collected: \$15.00  
Expenses (New Faculty Reception): \$54.05  
CURRENT BALANCE: \$2101.99
- b. University Account: September Meeting balance: \$106.00  
CURRENT BALANCE: \$106.00

**C. President-Elect: David Esjornson:** Nothing to report.

**D. Past President: Muatasem Ubeidat:** Nothing to report.

**E. Student Government Representative: John Saluke:** Nothing to report.

**VII. REPORTS FROM STANDING AND AD HOC COMMITTEES**

**A. University Policies Committee:** University Policies committee presented the following adjusted report based upon discussion from the September meeting of the Faculty Senate:

Report from the Faculty Senate University Policies Committee  
**Recommendation to Establish a Grade Change Policy at SWOSU**  
**(October 2011)**

The University Policies Committee recommends the following:

1. Students requesting a grade change must submit the request in writing on a designated Grade Change Request form to the instructor of record. The student must state the specific reason(s) for the grade change request on the form. The form shall require the student's signature. For each course, the number of grade change requests shall be limited to one (1). The student must request the grade change by the end of the next regular semester (Fall or Spring) after the semester in which the grade was assigned. A grade change request shall not be granted after the student graduates from the university. If the instructor of record approves the grade

change, the instructor shall forward the grade change to the Registrar. In the event that (1) the student requests a change of a grade to a Withdrawal (W) or (2) the student requests a grade change after the end of the next regular semester, the instructor of record shall forward the request to the Academic Appeals Committee, which shall decide whether to allow the grade change. This policy does not apply, with the exception of changing a grade to a Withdrawal (W), in the event that the instructor of record initiates the grade change. The same time limit noted above applies to this situation.

2. The Registrar shall serve as an *ex officio* member of the Academic Appeals Committee in order to provide guidance in respect to the impact of grade changes on regulatory compliance by the university.

3. In order to change an Incomplete (I) to a grade, the student must complete any remaining course requirements by the end of the next regular semester (in which the course is offered) after the semester in which the Incomplete was assigned, unless extenuating circumstances prevent the student from completing the course requirements within this time period. In the case of an Incomplete (I) assigned to a student in a research or independent study course, in which consecutive semesters of enrollment in such a course with the same instructor may be required to complete a project, the student must complete any remaining course requirements by the end of the next regular semester after the semester in which the instructor of record deems that the project should have been completed.

Respectfully submitted,  
University Policies Committee

The Faculty Senate adopted the report as changed by voice vote.

**B. Ad hoc committee studying flaws in the Faculty Handbook:** The committee continues to examine flaws in the Faculty Handbook and the Senate will discuss the matter further at the November Meeting.

**C. Nominations Committee:** The Nominations Committee reported the following nominees for the Distance Learning Committee:

CAS: Cynthia Pena (2 year term), Sophia Lee (1 year term)  
CGPS: Marci Grant (2 year term), Eric Paul (1 year term)  
COP: Ben Welch (1 year term)  
CAAS: Dayna Coker (2 year term)  
Library: Jonathan Woltz (2 year term)

The Faculty Senate approved the nominations.

## **VIII. UNFINISHED BUSINESS**

A. The Personnel Policies Committee report on mentorship as scholarship refers to a “contributor to a scholarly work.” There is a possibility that this word can create uncertainty in the handbook. Is any senator aware of a published definition of a “scholarly contributor?” The issue will be discussed further at the November meeting of the Faculty Senate.

## **IX. NEW BUSINESS**

A. The Faculty Handbook currently does not limit service on FUPTRC to full-time faculty members. Should service on the FUPTRC be limited to full time tenured faculty members? The Faculty Senate will discuss the issue further at the November meeting.

B. The initial option-period interviews are carried out in a fairly public forum which allows others waiting in line to hear what could be sensitive information. Should we ask the administration to act on this? The Faculty Senate President will discuss this issue with the Provost.

C. Several faculty members have noted that some students disappear from class rolls without a W or other mark and without any explanation to faculty members. Whether or not there are legitimate reasons for this, should we receive some explanation when it happens? The Faculty Senate President will discuss this issue with the Registrar and the Provost.

**X. ADJOURNMENT:** The Senate adjourned at 2:59 p.m.

**Next Faculty Senate meeting: Friday, November 18 at 2:00 pm in EDU 201**

Respectfully Submitted,

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Kevin Collins, FS President

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Fred Gates, FS Secretary