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April 27, 2012 Approved Minutes

SWOSU Faculty Senate

Abstract

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Southwestern Oklahoma State University
FACULTY SENATE MEETING
April 27, 2012
***APPROVED* Faculty Senate Minutes**

I. CALL TO ORDER: Faculty Senate President Kevin Collins called the April meeting of the Faculty Senate to order at 2:01 p.m. in Education 201.

II. ESTABLISHMENT OF A QUORUM: The following members were present: Warren Akers, Amy Barnett, Amber Sturgeon, John Bradshaw, Kathy Brooks, Erin Callen, Kevin Collins, David Esjornson, Terry Goforth, Jeff Walker (for Marci Grant), E.K. Jeong, Sophia Lee, Hank Ramsey (for Jim Long), Scott Long, Ralph May, Evette Meliza, Warren Moseley, Ed Klein, Edna Patatanian, Eric Paul, Les Ramos, Ann Russell, Lisa Schroeder, Muatasem Ubeidat, Kathy Wolff (for Tamra Weimer), Dennis Widen, Jonathan Woltz, Maria Ortega (for John Saluke ,SGA).

III. CERTIFICATION OF SUBSTITUTES: Jeff Walker for Marci Grant, Hank Ramsey for Jim Long, Kathy Wolff for Tamra Weimer

IV. PRESENTATION OF VISITORS: None

V. APPROVAL OF MINUTES: Minutes of March 30, 2011 were approved by a voice vote with one change. The word “mandatory” was changed to “optional” in the President’s announcement VI.A.6.

VI. ANNOUNCEMENTS

A. President: Kevin Collins

1. Ten senate terms expire as of our May 4, 2012 meeting: Biological Sciences; one in Chemistry & Physics; Communication & Theatre; Mathematics; one in Music; one in Social Sciences; one in Pharmacy Practice; one in Education; Finance, Management, & Marketing; and Library. Senators whose terms are up next week: please raise the question in your departments of whether you will return or be replaced. If you are being replaced, please accompany your replacement to the May meeting.
2. This Wednesday, Provost Sonobe sent an email to all faculty about changes in the graduation procedure in May. It is important that all faculty members who will be taking part in the ceremony review these changes.
3. A debate at the February Senate meeting was ended when a senator employed a parliamentary tactic known as “call the question.” The Parliamentarian ruled that the appropriate response to this tactic is to end discussion and immediately vote on the question. The procedure dictated by Robert’s Rules of Order is as follows: To end a debate immediately, the question is called (say “I call the

question”) and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

4. Registrar Daniel Archer requests Senate input regarding mid-semester grade checks. It is important that the process be completed by week nine of the semester (leaving students two weeks to respond to grade checks), but he’s open to our suggestions within that window. What do we see as the ideal start and end dates for 10-14 day grade checks? If the process must be completed by the end of the ninth week, perhaps the date could be published as part of the academic calendar.

5. A faculty member asks if any senator is aware of a university policy concerning a student missing class because of federal jury duty. Student’s summons specified that attending college is not a valid reason to be excused.

B. Secretary/Treasurer: David Esjornson for Fred Gates

1. Roll Sheet – please sign.

2. Treasurer’s Report:

a. BancFirst Checking Account: March Meeting Balance: \$2101.99
CURRENT BALANCE: \$2101.99

b. University Account: March Meeting balance: \$106.00
CURRENT BALANCE: \$106.00

The University Account is subject to correction (to \$105.01) by the Audit Committee’s report (see below).

C. President-Elect David Esjornson: nothing to report.

D. Past President Muatasem Ubeidat: nothing to report.

E. Student Government Representative Maria Ortega for John Saluke: nothing to report

VII. REPORTS FROM STANDING AND AD HOC COMMITTEES:

A. Personnel Policies Committee: Report on the selection of members to the Appellate Committee on Dismissal of Tenured Faculty Members.

The Personnel Policies Committee has reviewed the Oklahoma Regents requirements for the Appellate Committee on Dismissal of Tenured Faculty Members.

The committee proposes the following changes on Page 24 of the Faculty Handbook Concerning the Selection of members to the Appellate Committee on Dismissal of Tenured Faculty Members:

The section on page 24 that currently states:

The committee is composed of nine (9) tenured faculty members, serving two-year terms. The Faculty Senate nominates eight (8) from which the tenured faculty of SWOSU elects four (4) members each year and who are appointed by the Provost and the President. Every even year, the President appoints the ninth faculty member to the committee.

Should be changed to:

The committee is composed of nine (9) tenured faculty members, serving two-year terms. Each year, the Faculty Senate will select four (4) tenured faculty members and one (1) alternate to serve on the committee who are then appointed by the Provost and the President. Every even year, the President appoints the ninth faculty member to the committee. No member may serve more than two (2) consecutive terms.

Respectfully submitted,
The Personnel Policies Committee

The recommendation of the committee was approved by voice vote.

B. University Policies Committee: Report on possible additions to the Faculty Handbook in the Examples of Promotion/Tenure Criteria for tenure track faculty without traditional classroom teaching appointments

The University Policies Committee recommends the following additions (**bolded**) to section IB, Criteria for Evaluation for Promotion/Tenure, of the *Faculty Handbook* (pp. 99-102). These recommendations are intended to illustrate examples of teaching-related duties, scholarly activities, and university services of faculty without traditional classroom teaching appointments, particularly librarians, who are eligible to apply for tenure and promotion.

B. CRITERIA FOR EVALUATION FOR PROMOTION/TENURE

1. Teaching and Related Duties

- a. Administrative evaluations* (chair, dean, and/or **Director of Libraries**)
- b. Contributions to course and/or curricula development
- c. Courses taught (*e.g., including comments on size, level, degree of difficulty*)
- d. Courses that include responsibilities for course administration or coordination (*e.g., team-taught courses, laboratory courses; **delivery of***

group or individual instructional programs by faculty without traditional classroom teaching appointments)

e. Development of new teaching techniques and/or methods

f. Peer evaluations** (*Faculty Peer Observation Form*)

g. Preparation of instructional materials (*e.g., including library collection development and the securing of research and instructional materials required by faculty, students, and staff*)

h. Professional Development (*Include any activities that directly affect faculty's classroom performance e.g., workshops, short courses, seminars, post-graduate study, **planning for future information and knowledge management needs of the university***)

i. Development and implementation of service-learning projects

j. Student evaluations*** (*Student Course Evaluation Form or a comparable instrument for faculty without traditional classroom appointments*)

2. Scholarly Activities

Acceptance of original works of art, musical compositions or arrangements, architectural designs, poetry and other literature, dance, or other of the Fine Arts.

Curriculum development and innovation

Editing (including newsletters **and the description and preservation of historical and/or scholarly resources**)

Grants Funded/Unfunded

Performances or exhibits involving the various Fine Arts

Presentation of papers before professional groups

Professional development, activities in professional organizations appropriate to the teaching field or areas of responsibility including committee appointments, session chair, discussant or consultant performances, workshops, exhibits, or seminars which relate more to scholarly development than to teaching activities

Publications of original journal articles with abstract or first and last page of journal (includes web publications)

Reviewing of materials submitted by others

Submission of original journal articles (include abstract or first and last page of journal)

Textbooks (authored)

Monographs

Poster Presentations before professional groups

3. Service

a. University Services

1. Advising students include number per semester

2. Assisting students in career development and employment searches
3. Assisting with university-sponsored events (*e.g., SWIM, speech tournaments, Special Olympics, summer camps*)
4. Participating in faculty career development (*e.g., mentor program, faculty employment searches*)
5. Presenting in-service seminars or demonstrations (*e.g., including education of faculty and students in library technology*)
6. Professional Development (*Includes activities that enhance ability to perform services, e.g., training to be an consultant-evaluator, advisor, or consultant; attending workshops, seminars, or meetings relevant to service activities*)
7. Serving as a consultant in other disciplines and/or departments (*e.g., including delivery of reference services by librarians*)
8. Serving as a chair or member of university committees (*e.g. accreditation, self-study, departmental, school, university-wide*)
9. Sponsoring student organizations
10. Assisting in student recruitment and retention (Freshman Orientation, Alternative Admissions, etc.)

Respectfully submitted.
University Policies Committee

The recommendation of the committee was approved by voice vote.

C. Nominating Committee: Nominations for 2012-13 University Committees and Senate offices are as follows:

Results of 2012 Faculty Senate Nominating Committee Search

Office/Committee	Name	College represented (if required)
FS President-Elect	Fred Gates	
FS Secretary-Treasurer	Eric Paul	
Academic Advisory & Scholarship Council	Andrea Holgado Roberto R. Rivera Tony Stein	College of Arts and Sciences
Academic Appeals Committee	Cynthia Pena Sunu Kodumthara Tom McNamara Marcy Tanner	College of Arts and Sciences College of Professional and Graduate Studies

	Hardeep Singh Saluja	College of Pharmacy
Appellate Committee on Dismissal of Tenured Faculty Members (Tenured Faculty)	EunKyung Jeong Jimena Aracena Jim Hunsicker Erin Callen	College of Arts and Sciences College of Arts and Sciences College of Professional and Graduate Studies College of Pharmacy
Benefits Committee	Jaehwa Choi Jeffrey Short Curt Woolever	College of Pharmacy College of Professional and Graduate Studies
Bernhardt Committee	Jerry Dunn Marion Prichard Tom Davis Tommye Davis Kelly Moor	College of Arts and Sciences College of Professional and Graduate Studies College of Pharmacy College of Associated and Applied Programs College of Arts and Sciences
Campus Environmental Committee		
Distance Education Committee	Hardeep Singh Saluja Jorie H. Edwards Vivien Chu	College of Pharmacy College of Professional and Graduate Studies College of Arts and Sciences
Faculty Development Committee	Stacey DiPaolo Brandi L. Fowler Judy Haught	College of Arts and Sciences College of Professional and Graduate Studies College of Associated and Applied Programs
Financial Assistance Advisory and Appeals Committee	Chris Shane	
Intellectual Property Committee	Tim Hubin Trevor Ellis Jason Dupree	
Student Center Policy Forming Board	Todd Parker Hung-Chieh Chang Frederic Murray	

Respectfully Submitted, Faculty Senate Nomination Committee

Additionally, the Provost has requested that the Faculty Senate appoint a member to act as a Liaison to the Retention Management Council and nominations for the Faculty Recruitment Council (one from each college and one from the Library) These appointments will be taken up at the May meeting.

Respectfully Submitted,
Faculty Senate nominating Committee

The Candidates were elected by a voice vote.

D. Audit Committee: Annual Report.

The 2011-2012 Audit Committee (Marci Grant, Jim Long, Tamra Weimer) met and after careful analysis find no discrepancy in the bank statement between the dates of July 18, 2011 and March 15, 2012.

The Audit committee found a discrepancy in the University Account. The current Treasurer's Report shows a balance of \$106.00. After checking with the University's Business Office to confirm this amount, the committee was informed that a copy card charge of \$0.99 was charged to the account. The charge was made in November 2010 and withdrawn from the Account in January 2011. This leaves a balance of \$105.01 in the University Account.

Note: The Treasurer's Report in the Faculty Senate Minutes, dated December 9, 2011, referred to a October Meeting Balance and it needs to read November Meeting Balance. Please see the following excerpt from the December 9, 2011, Faculty Senate Minutes

**Southwestern Oklahoma State University
FACULTY SENATE MEETING
December 9, 2011
APPROVED Faculty Senate Minutes**

B. Secretary/Treasurer: Fred Gates

1. Roll Sheet – please sign.

2. Treasurer's Report:

a. BancFirst Checking Account: ~~October-November~~ Meeting Balance: \$2101.99

CURRENT BALANCE: \$2101.99

b. University Account: ~~October-November~~ Meeting balance: \$106.00

CURRENT BALANCE: \$106.00

Respectfully Submitted,
The 2011-2012 Audit Committee

VIII. UNFINISHED BUSINESS: none.

IX. NEW BUSINESS: none

X. ADJOURNMENT: The Senate Adjourned at 2:45 pm

Next Faculty Senate meeting: Friday, May 4 at 2:00 pm in EDU 201

Respectfully Submitted;

Kevin Collins, FS President

David Esjornson, FS President-Elect
(for Fred Gates, FS Secretary)