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January 25, 2013 Minutes

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Southwestern Oklahoma State University
FACULTY SENATE MEETING
January 25, 2013
***APPROVED* Faculty Senate Minutes**

I. CALL TO ORDER: Faculty Senate President Elect Fred Gates called the January meeting of the Faculty Senate to order at 2.04 p.m. in Education 217.

II. ESTABLISHMENT OF A QUORUM: The following members were present: John Bradshaw, Kathy Brooks, Erin Callen, Dayna Coker, Kevin Collins, Jerry Dunn, Jason Dupree, David Esjornson, Fred Gates, Marci Grant, Andrea Holgado, E.K. Jeong, Jeff Short (for Dick Kurtz), Jim Long, Scott Long, Tom McNamara, Evette Meliza, Krista Brooks (for Kristin Montarella), Eric Paul, Les Ramos, Ann Russell, Lisa Schroeder, Amber Sturgeon, Tamra Weimer, Dennis Widen, Curt Woolever, Jessica Young, and Alejandra DeSantiago (SGA)

III. CERTIFICATION OF SUBSTITUTES: Jeff Short for Dick Kurtz, Krista Brooks for Kristin Montarella

IV. PRESENTATION OF VISITORS: Daphne Burns, Director of Sponsored Programs. Ms Burns provided an overview of what her office does. She spoke about the responsibilities of her office that include support for Grant writing, research proposals adhering to university policy and complying to Federal guidelines. Every granting agency requires different forms and hence each proposal required individual attention of her office. Her office would like to up gains and increase the number of applicants for grant proposals.

The Senate discussed the lack to time as a major factor that deterred more Grant writing. There was also concern how to find suitable grants and what types of grants have the possibility of being funded. The topic of cuts in funding in recent times was also discussed.

V. APPROVAL OF MINUTES: The minutes were approved as amended.

VI. ANNOUNCEMENTS

A. Fred Gates for President David Esjornson

1. Executive Council meeting of January 14, 2013:
 - a. State Legislative and Budget update: Legislature has about a \$170 million increase in revenues, and over \$1.4 billion in increased budget requests. Higher-Ed unlikely to see any increase.
 - b. RUSO Board adopted a new sexual harassment policy and a new Consensual Relations Policy at their January meeting. The policies took effect immediately. The Consensual Relations Policy is one of the strictest in the nation.
 - c. President Beutler is organizing a Legal Issues Seminar for Thursday, March 14. It will be open to all, and mandatory for many in administration.

d. Reminder to update SWOSU alert if your cell phone number has changed.

2. Administrative Council meeting of January 14, 2013:

- a. Shira Hedgepeth is the new Director of Distance Learning.
- b. Shelby Unruh is now a SWOSU Recruiter in the Admissions Office. Jessica Skinner is the new New Student Orientation Director.
- c. Cindy Dougherty reports 219 ADA intakes for the Spring semester.
- d. Todd Boyd reports “admits” significantly ahead of last year at this time (697 vs. 541). Last year’s record numbers did not translate into an increase in enrollment in the fall.
- e. The new phone system does not use AT&T protocols. Third party handsets (for example, cordless phones) are incompatible with the new system.
- f. A large number of trees will be removed from campus. Apparently we have too many trees on campus. The issue was discussed. The Senate was universal in its dismay about the cutting down of trees that were deemed not appropriate for the campus. Some of these trees were on campus for over twenty years. The trees producing the sweet gum balls were targeted because of a workers comp issue. The senate discussed the issue in the new business and a motion was proposed.

3. Interim Provost meeting of January 18, 2013

- a. The process of hiring a new provost is about to reach the interview stage. There is a strong possibility that there will be Q&A meetings with the candidates in February (similar to the A&S Dean process). These meetings will be open to everyone.
- b. Dr. Sonobe finished a draft of the Faculty Handbook before he left. The handbook still needs to be adjusted for the new RUSO policies on Sexual harassment and Consensual relations.

4. David Misak will be attending a workshop in February on the Affordable Health Care Act. He has an opportunity forward any question that the Faculty Senate has to the workshop organizers in advance of the meeting. If you can send me any questions by January 31st, I will collect those and forward them to David Misak. We want to make sure that any cost neutral alternatives that could save employees money do not get ignored. For example, Spouse and children coverage costs an employee up to \$1047 / month. Is it possible under the new rules for the spouse and children to participate in the health care exchanges and other programs, even though there is coverage available through SWOSU? Email Mr Misak if you have any questions?

5. There have been complaints that the University Book Store may have not had a sufficient supply of textbooks this semester. Is this issue isolated to just a couple of classes, or is there a more widespread problem?

B. Secretary/Treasurer Eric Paul

1. Roll Sheet – please sign.

2. Treasurer’s Report:

a. BancFirst Checking Account:

December Meeting Balance:	\$2058.65
CURRENT BALANCE:	\$2058.65

b. University Account:	
December Meeting balance:	\$105.01
CURRENT BALANCE:	\$105.01

C. President-Elect Fred Gates: Nothing to report.

D. Past President Kevin Collins: Nothing to report.

E. Student Government Representative Alejandra De Santiago, VP of SGA: Country music phenom David Nail will be the headline performer for the 14th annual SWOSUPalooza in on Thursday, April 25. Admission will be free.

VII. REPORTS FROM STANDING AND AD HOC COMMITTEES:

The University Policies is recommending two modifications:

The first is modifications to a Faculty Senate approved Grade Change policy (Oct.2011). The second is a modification to the description of the Academic Appeals Committee to reflect those changes. Motion was passed to accept the report with the minor changes as discussed during the senate meeting.

Proposed Revisions to the Grade Change Policy (January 2013) Report and Recommendation from the University Polices Committee

In response to specific recommendations by Registrar Archer and Interim Provost Foust, the University Polices Committee proposes the following revised version of the original Grade Change Policy submitted by the Faculty Senate for consideration in October 2011.

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 student must complete the Application for Academic Appeal form and submit the form to the instructor of record. If the instructor of record approves the request to change the grade to a W, the instructor shall sign the form and forward the request to the Office of the Provost for review by the Academic Appeals Committee. 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.]** If the original instructor of record is no longer employed by the university, then all grade change requests shall be submitted to the Office of the Provost for consideration by the Academic Appeals Committee.

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

A

B

C

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.

Proposed Revisions

Proposed Revision A: In section 1 of the policy, the clause **[on a designated Grade Change Request form]** is deleted, as well as the wording **[on the form. The form shall require the student's signature]**. There are concerns that the widespread availability of a general grade change form, which only requires a faculty signature, may increase risk for inappropriate and unauthorized use by students. The sentence **[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.]** is deleted due to the possibility that a student may have a legitimate reason for requesting the grade change at a later time. In addition, the deletion allows for faculty discretion in respect to grade changes. If a grade change is denied by the instructor of record, then the student has the option of the existing Academic Appeal procedure.

Proposed Revision B: In section 1 of the policy, **[1]** and the passage **[or (2) the student requests a grade change after the end of the next regular semester,]** are deleted due to the same reasons described above. The wording **“the student must complete the Application for Academic Appeal form and submit the form to the instructor of record. If the instructor of record approves the request to change the grade to a W, the instructor shall sign the form and forward the request to the Office of the Provost for review by the Academic Appeals Committee.”** is added. Given the involvement of the Academic Appeals Committee, use of the existing Application for Academic Appeal form obviates the need for developing separate form for a request to change a grade to a Withdrawal (W). Mr. Archer is proposing a revision of the Application for Academic Appeal form to reflect additional reasons for appealing to the committee. The use of the existing form also provides consistency between the Grade Change Policy and the existing Academic Appeals Procedure. Please note that the instructor of record retains discretion in whether to approve a grade change to a W, but the involvement of the Academic Appeals Committee ensures that the university remains in compliance when the requesting student is a veteran, international student, and/or is receiving financial aid.

Proposed Revision C: In section 1 of the policy, the sentence **[The same time limit noted above applies to this situation.]** is deleted because of the deletion of the time restriction as described in Proposed Revision A. The sentence **“If the original instructor of record is no longer employed by the university, then all grade change requests shall be submitted to the Office of the Provost for consideration by the Academic Appeals Committee.”** is added to provide a procedure in the event that the original instructor of record is not available.

Proposed Revision to the Academic Appeals Committee Description (January 2013) Report and Recommendation from the University Policies Committee

In light of the development of a Grade Change Policy, a revision of the Academic Appeals Committee description (*Faculty Handbook*, p. 23) is proposed (bolded passages).

Academic Appeals Committee -- Reviews the procedural fairness of an instructor's grading policy upon the filing of a written student academic appeal. **The committee also reviews student requests to change a grade to a withdrawal (W) or grade change requests in the event that the instructor of record is no longer employed by the university.**

The committee is composed of thirteen (13) members. Five (5) members are SWOSU faculty who serve two-year terms and three (3) members are students selected annually. The Faculty Senate nominates ten (10) faculty members and the Student Government Association nominates ten (10) student members for the pool from which the final committee is selected. SWOSU's President, or the President's designee, selects the final committee members from the nominations. The chair of the committee is a faculty member selected by the President. **The Registrar shall serve as an *ex officio* member of the committee.**

VIII. UNFINISHED BUSINESS:.

IX. NEW BUSINESS:

SWOSU FS Resolution 2013-01-01– On SWOSU Campus Tree Project

Whereas many trees on the SWOSU campus have been marked for felling across campus, and

Whereas many aspects of SWOSU make this an inviting and welcoming campus, and

Whereas one of these aspects is the numerous trees which have flourished since their planting, and

Whereas these trees provide windbreaks and shade and enhance the appeal and appearance of the SWOSU campus, and

Whereas many of these trees are healthy and possess no apparent disease, deformity, or defect,

Therefore, be it resolved that the Faculty Senate of Southwestern Oklahoma State University opposes a culling of trees on this campus, and

Be it further resolved that for trees marked for culling, evidence of damage or disease must be clearly supported and presented to the campus community upon request, and

Be it further resolved that the Faculty Senate of SWOSU supports the beautification, environmental responsibility, and conservation of the campus and its natural resources, and

Be it further resolved that in the event that a tree must be culled due to disease, deformity, or defect, that it be replaced by a new tree planting programme of one tree for one tree.

Approved by the Faculty Senate of SWOSU by unanimous vote, this 25th day of January 2013.

X. ADJOURNMENT: **3.35** pm

Next meeting 2:00 pm
Friday, February 22, 2013