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May 3, 2013 Approved Minutes

SWOSU Faculty Senate

Abstract

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Approved Minutes
Southwestern Oklahoma State University
FACULTY SENATE May 3, 2013—2:00 pm EDU 201

I. CALL TO ORDER: Faculty Senate President Elect David Esjornson called the May meeting of the Faculty Senate to order at 2:00 PM in Education 201.

II. ESTABLISHMENT OF A QUORUM: The following members were present: Jared Edwards (for Amy Barnett), John Bradshaw, Kathy Brooks, Tiffany Kessler (for Erin Callen), Dayna Coker, Kevin Collins, Jerry Dunn, Jason Dupree, David Esjornson, Fred Gates, Marci Grant, Andrea Holgado, E.K. Jeong, Ed Klein, Brad Bryant (for Dick Kurtz), Sophia Lee, Jim Long, Scott Long, Tom McNamara, Evette Meliza, Kristin Montarella, Warren Mosely, Les Ramos, Ann Russell, Lisa Schroder, Amber Sturgeon, Tamra Weimer, Dennis Widen, Curt Woolever, Jessica Young, and Alejandra DeSantiago (SGA).

III. CERTIFICATION OF SUBSTITUTES: Tiffany Kessler for Erin Callen, Jared Edwards for Amy Barnett, Brad Bryant for Dick Kurtz.

IV. PRESENTATION OF VISITORS: SGA Vice President-Elect Taylor Kincanon and Treasurer-Elect Jerrad Richards

V. APPROVAL OF MINUTES: The April minutes were approved by a voice vote.

VI. ANNOUNCEMENTS

A. President David Esjornson

1. The Executive Council meeting is next week. FS President Fred Gates attending.
2. The Administrative Council meeting is next week. FS President Fred Gates attending.
3. We wish a long and healthy retirement to Nancy Penner, Eithel Simpson, Kenneth Tillet, Philip Holley, and Benny French

B. Secretary/Treasurer Eric Paul (FS President-Elect Fred Gates substituting.)

1. Roll Sheet – please sign. Incoming Senators please fill in “New” Senator sign in sheet so that we can update the web site

2. Treasurer’s Report:

a. BancFirst Checking Account:	
April Meeting Balance:	\$2058.65
Retirement Cards	(\$20.20)
CURRENT BALANCE:	\$2038.45
b. University Account:	
April Meeting balance:	\$105.01
CURRENT BALANCE:	\$105.01

C. President-Elect Fred Gates: Nothing to Report

D. Past President Kevin Collins: It has been a pleasure to serve the faculty senate.

E. Student Government Representative Alejandra De Santiago, VP of SGA: It has been an honor to represent the students and voice their opinions.

VII. REPORTS FROM STANDING AND AD HOC COMMITTEES:

Report from the Faculty Senate Nominations Committee

Nominations:

Faculty Senate President-Elect: Evette Meliza

Faculty Senate Secretary/Treasurer: Curt Woolever

Motion to accept both nominations by acclamation.

Motion approved.

Report From the Faculty Senate University Policies Committee

Revision to the Grade Change Policy to Clarify that Changing an Incomplete (I) to a Withdrawal (W) Does Not Require a Review by the Academic Appeals Committee (May 2013)

The University Polices Committee proposes a revision (**bolded passage**) to the Grade Change Policy originally submitted by the Faculty Senate and approved by the University Administration in February 2013.

Rationale

In the case of students who have been assigned an Incomplete (I) and are unable to satisfactorily complete course requirements, particularly due to extenuating circumstances (e.g., serious illness, injury, or personal/family issues or hardship), faculty members have appreciated the option of changing an Incomplete (I) to a Withdrawal (W) in order to provide closure and ameliorate the presence of an Incomplete (I) on the student record for the long term. This option also affords the student the opportunity to enroll in the course at a later time and complete the course in a more satisfactory manner. The purpose of this recommendation is to clarify that this option does not require the review process by the Academic Appeals Committee as outlined in the Grade Change Policy. Since an Incomplete (I) is GPA-neutral, the *change* from an Incomplete (I) to a Withdrawal (W) does not have the same potential for adverse compliance issues as changing an actual course grade to a Withdrawal (W).

Proposed Policy Revision

Students requesting a grade change must submit the request in writing to the instructor of record. The student must state the specific reason(s) for the grade change request. For each course, the number of grade change requests shall be limited to one (1). 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 submit the grade change to the Office of the Registrar. If a student requests a change of a grade to a Withdrawal (W), the student must complete the

Application for Academic Appeal: Request to Change a Grade to a Withdrawal (W) Grade form and submit the form to the instructor of record. If the instructor of record approves the request to change the grade to a Withdrawal (W), the instructor shall sign the form and forward the request to the Office of the Provost for review by the Academic Appeals Committee to determine compliance with regulations applicable to the particular student (e.g., financial aid, veteran status, or international student status). The Academic Appeals Committee review does not apply, with the exception of changing a grade to a Withdrawal (W) or in the event of a student filing an academic appeal for reasons authorized by the Academic Appeals Procedure, if the instructor of record initiates a grade change **or an instructor changes an Incomplete (I) to a Withdrawal (W)**. If the original instructor of record is no longer available, then the student shall submit the grade change request to the chair of the department. Timelines regarding Academic Appeals Committee notification of instructor and student are as described in the Academic Appeals Procedure.

Respectfully submitted,
University Policies Committee

Motion to accept the University Policies Committee recommendation.
Motion approved.

VIII. UNFINISHED BUSINESS: None

IX. NEW BUSINESS:

2013/2014 Faculty Senate President Fred Gates presided over the rest of the meeting.

1. We thank the following retiring senators for their years of service to the Faculty Senate: Kevin Collins, Erin Callen, Dayna Coker, Amy Barnett, Tamra Weimer, Sophia Lee, Dick Kurtz, Eric Paul, and Warren Mosely.
2. We welcome back the following Senators who are continuing in new full or partial terms: John Bradshaw, Jessica Young, Les Ramos, and Tom McNamara.
3. We welcome the following new senators: Tiffany Kessler, Tommy Davis, Cynthia Pena, Jared Edwards, Tammy Blatnik, David Bessinger, Trisha Wald, Brad Bryant, and Lisa Appeddu.
4. FS Meeting Dates for the coming year are listed in Appendix B.
5. FS Committee Assignments
6. Please sign up for two committees showing your first and second choices.
7. One issue that needs to be discussed in Faculty Senate is the Tenure and Promotions process. This issue came up in every Provost interview. The Faculty Senate needs to look at changing and altering how T&P process works and how the committee is set up. The current method will be in place for the 2013-14 academic year.

X. ADJOURNMENT: 2:18 PM

Next meeting 3:00 PM
Tuesday, June 18, 2013

Respectfully Submitted,

David Esjornson, FS President

Eric Paul, FS Secretary

Fred Gates, FS President

Curt Woolever, FS Secretary

Appendix B: Meetings

Faculty Senate Meetings 2013-2014 2:00 P.M. EDU 201

Summer 2013 (Please note, summer meeting time is 3:00 p.m.)

Tuesday June 18, 2013

Tuesday July 16, 2013

Fall Semester 2013

Friday August 30, 2013

Friday September 27, 2013

Friday October 25, 2013

Friday November 22, 2013

Friday December 6, 2013

Spring Semester 2014

Friday January 30, 2014

Friday February 28, 2014

Friday March 28, 2014

Friday April 25, 2014

Friday May 2, 2014