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Faculty Senate Minutes

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7-16-2013

July 16, 2013 Minutes

SWOSU Faculty Senate

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Approved Minutes
Southwestern Oklahoma State University
FACULTY SENATE July 16, 2013—3:00 pm EDU 201

I. CALL TO ORDER: Faculty Senate President-Elect Evette Meliza called the July meeting of the Faculty Senate to order at 3:00 PM in Education 201.

II. ESTABLISHMENT OF A QUORUM: The following member were present: David Bessinger, Marcy Tanner (for Tammy Blatnick), Kathy Brooks, Brad Bryant, Tommye Davis, Ralph May (for Jerry Dunn), Jason Dupree, Jim Hunsicker (for Jared Edwards), Marci Grant, Andrea Holgado, Jim Long, Hardeep Saluja (for Scott Long), Tom McNamara, Evette Meliza, Cynthia Pena, Les Ramos, Ann Russell, Trisha Wald, Dennis Widen, Curt Woolever, and Jessica Young.

III. CERTIFICATION OF SUBSTITUTES: Ralph May for Jerry Dunn, Hardeep Saluja for Scott Long, Marcy Tanner for Tammy Blatnick, Jim Hunsicker for Jared Edwards.

IV. PRESENTATION OF VISITORS: None

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

VI. ANNOUNCEMENTS

A. President Fred Gates

1. There was no Executive Council meeting, next meeting is in September.
2. There was no Administrative Council meeting, next meeting is in September.
3. From the Provost:
 - a. The Faculty Handbook is currently being edited to reflect the new RUSO policies concerning sexual harassment and consensual relationships. The new grade change policies are also being added. Also, the formatting issues have been resolved so the Handbook will be easier to read. Hopefully all updates will be finished prior to the beginning of classes.
 - b. There will also be a few changes in the organizational chart once the new Staff Council is reconstituted under new by-laws approved by the President. It will serve as a recommending body to the Executive Vice-President.
 - c. Just a reminder that SWOSU is a tobacco free campus. Enforcement of this policy, however, is still problematic.

- d. There has been a great deal of confusion regarding summer compensation in courses taught for tuition only. SWOSU policy is that faculty cannot earn more than 20% of their regular salary for the summer. Unfortunately, calculations for summer pay are not uniform across campus and this has created most of the confusion. We will work this year to develop a uniform policy.
- e. Fall enrollment is down about 2% over last year.
- f. The Distance Learning Committee has developed a rubric for online course development. This rubric is intended to create a minimum set of standards and criteria that need to be included in all online courses. Initially, this rubric will apply only to newly developed courses. However, it will eventually be applied to all online courses. Faculty should have about an 18 month “heads up” for existing courses. The committee will submit a draft of the rubric to both the Provost and to Faculty Senate for approval.
- g. Final decisions regarding the course management system used by SWOSU are currently being made. It is unclear if we will continue with D2L but we should know very soon. Students are requesting that all faculty use the course management system to post syllabi, class lists, assignments, handouts, etc. The Provost would like to know how the faculty feels about this. Should this be required of all courses or should instructors continue to use the system as they so choose?
- h. The Provost is exploring various ways to increase New Faculty Development. Whether it is through increased orientation, spending our money better by focusing on specific areas or what not, he would like faculty input regarding this matter.

B. Secretary/Treasurer Curt Woolever

1. Roll Sheet – please sign.

2. Treasurer’s Report:

| | |
|--------------------------------|---------------------------------|
| a. BancFirst Checking Account: | June Meeting Balance: \$1948.40 |
| | CURRENT BALANCE: \$1948.40 |
| b. University Account: | June Meeting balance: \$105.01 |
| | CURRENT BALANCE: \$105.01 |

C. President-Elect Evette Meliza: Nothing to Report.

D. Past President David Esjornson: Nothing to Report.

E. Student Government Representative Blaine Boyd: Not in attendance.

VII. REPORTS FROM STANDING AND AD HOC COMMITTEES: None.

VIII. UNFINISHED BUSINESS: None.

IX. NEW BUSINESS:

Senate Motion 2013-07-01

It is proposed that the membership of the University's General Education Committee be changed by adding an additional member from the College of Arts and Sciences.

Rational: The Faculty Handbook currently states that the committee is composed of seven (7) faculty members: three (3) from the College of Professional and Graduate Studies; two (2) from the College of Arts and Sciences; one (1) from the College of Pharmacy; and one (1) from the Sayre Campus. Committee members serve three year terms. Members of the committee are nominated by the Dean of each college and appointed by the Provost. Up to two (2) student members are appointed by the Student Government Association who serve annually. The Chair is elected by the committee. The Associate Provost is an *ex officio* member.

Since a large number of GE classes are taught by faculty in the Arts and Sciences, and proposed changes to the GE curriculum originate from this committee, CAS needs to be properly represented.

Motion was approved by voice vote.

Senate Motion 2013-07-02:

It is proposed that the SWOSU Faculty Handbook be amended to reflect the inclusion of tenured library faculty for the following standing committees: Faculty University Promotion and Tenure Review Committee (FUPTRC), University Promotion and Tenure Appeals Committee, and the University Research and Scholarly Activity Committee.

Rationale: With the presence of tenured library faculty at SWOSU, these three standing committees need to include representation of SWOSU Libraries faculty. These changes reflect consistency with the approved changes made to the Faculty Handbook in April 2012 regarding library faculty.

Section I.C.4, page 106 currently states:

The committee shall be composed of three (3) faculty members each from the College of Arts and Sciences and the College of Professional and Graduate Studies and one (1) faculty member each from the College of Pharmacy and the College of Associate & Applied Programs.

Proposed Change:

The committee shall be composed of three (3) faculty members each from the College of Arts and Sciences and the College of Professional and Graduate Studies and one (1) faculty member each from the College of Pharmacy, **and** the College of Associate & Applied Programs, **and the SWOSU Libraries**.

Section D, page 110, second paragraph currently states:

The Promotion/Tenure Appeals Committee will be composed of one faculty member from each college selected by the Faculty Senators of that college and forwarded to the Chief Academic Officer in the selection process for SWOSU Promotion/Tenure Review Committee.

Proposed Change:

The Promotion/Tenure Appeals Committee will be composed of one faculty member from each **college and the SWOSU Libraries** selected by the Faculty Senators of that college and forwarded to the Chief Academic Officer in the selection process for SWOSU Promotion/Tenure Review Committee.

Section on Committees with Faculty Representation, page 30 currently states:

University Promotion/Tenure Appeals Committee – Hears appeals related to promotion and tenure decisions.

The Faculty Senators of each college will meet following the September Senate meeting and select from among the list of eligible and willing faculty. The Faculty Senators of the College of Arts & Sciences, College of Professional & Graduate Studies, and the College of Pharmacy and College of Associate and Applied Sciences Programs will select one (1) faculty for the Appeals Committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. A fifth member of this committee is selected by the Faculty Senate from among the members of the Appellate Committee on Dismissal of Tenured Faculty Members. One (1) chair and one (1) dean are appointed by the Provost.

University Promotion/Tenure Review Committee – Evaluates faculty applications for tenure and promotion, and makes recommendations related to granting tenure and promotions.

The Faculty Senators of each college will meet following the September Senate meeting and select from among the list of eligible and willing faculty. The Faculty Senators of the College of Arts & Sciences and the College of Professional & Graduate Studies will each select three (3) faculty and the College of Pharmacy and the College of Associate and Applied Programs will each select one (1) faculty for this committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. Members of the committee serve one year terms and may not serve consecutive terms. Chairs, associate deans, deans, and applicants are ineligible for committee membership.

University Research and Scholarly Activity Committee – Serves as an advisory council to the Provost concerning matters related to research and scholarly activity. The committee is composed of eight (8) faculty each serving three year terms. Three faculty members are selected from each of the Colleges of Arts and Sciences and Professional and Graduate Studies and one from each of the Colleges of Associate and Applied Programs and Pharmacy.

Proposed Changes:

University Promotion/Tenure Appeals Committee – Hears appeals related to promotion and tenure decisions.

The Faculty Senators of each **college and the SWOSU Libraries** will meet following the September Senate meeting and select from among the list of eligible and willing faculty. The Faculty Senators of the College of Arts & Sciences, College of Professional & Graduate Studies, and the College of Pharmacy and College of Associate and Applied Sciences Programs, **and SWOSU Libraries** will select one (1) faculty for the Appeals Committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. A fifth member of this committee is selected by the Faculty Senate from among the members of the Appellate Committee on Dismissal of Tenured Faculty Members. One (1) chair **or the Director of Libraries** and one (1) dean are appointed by the Provost.

University Promotion/Tenure Review Committee – Evaluates faculty applications for tenure and promotion, and makes recommendations related to granting tenure and promotions.

The Faculty Senators of each **college and the SWOSU Libraries** will meet following the September Senate meeting and select from among the list of eligible and willing faculty. The Faculty Senators of the College of Arts & Sciences and the College of Professional & Graduate Studies will each select three (3) faculty and the College of Pharmacy, **and** the College of Associate and Applied Programs, **and the SWOSU Libraries** will each select one (1) faculty for this committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. Members of the committee serve one year terms and may not serve consecutive terms. Chairs, **the Director of Libraries**, associate deans, deans, and applicants are ineligible for committee membership.

University Research and Scholarly Activity Committee – Serves as an advisory council to the Provost concerning matters related to research and scholarly activity. The committee is composed of eight (8) faculty each serving three year terms. Three faculty members are selected from each of the Colleges of Arts and Sciences and Professional and Graduate Studies and one from each of the Colleges of Associate and Applied Programs and Pharmacy, **and the SWOSU Libraries**.

Motion was recommended be sent to the University Personnel Policies Committee for further discussion.

X. ADJOURNMENT: 3:17 PM

**Next meeting 2:00 pm
Friday August 30, 2013**