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1-31-2014

## January 31, 2014 Minutes

SWOSU Faculty Senate

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Approved Minutes  
Southwestern Oklahoma State University  
FACULTY SENATE January 31, 2014—2:00 PM EDU 201

**I. CALL TO ORDER:** Faculty Senate President Fred Gates called the January meeting of the Faculty Senate to order at 2:04 PM in Education 201.

**II. ESTABLISHMENT OF A QUORUM:** The following members were present: Arden Aspedon, David Bessinger, Tammy Blatnik, John Bradshaw, Brad Bryant, Tommye Davis (Sayre), Ralph May for Jerry Dunn, Jason Dupree, Jared Edwards, David Esjornson, Fred Gates, Marci Grant, Andrea Holgado, E.K. Jeong, Tiffany Kessler, Ed Klein, Jim Long, Scott Long, Tom McNamara, Evette Meliza, Kristin Montarella (OKC), Cynthia Pena, Hardeep Saluja for Les Ramos, Ann Russell, Lisa Schroeder, Amber Sturgeon, Trisha Wald, Dennis Widen, Curt Woolever, and Jessica Young.

**III. CERTIFICATION OF SUBSTITUTES:** Ralph May for Jerry Dunn and Hardeep Saluja for Les Ramos.

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

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

**VI. ANNOUNCEMENTS**

**A. President Fred Gates**

1. From the Executive Council meeting of January 13, 2014.
  - a. President Randy Beutler provided a legislative update. January 16, 2014 is the deadline for the filing of bills in the state legislature. All filed bills should be available online shortly after that, so we'll know what is headed our way. His initial thoughts are that the legislature will focus a good deal of attention on Common Core due to the national attention it has received. As far as the state budget is concerned, we should know more in February when the Equalization Board meets and finalizes what the state can actually spend. Though Higher Ed asked for more funding, it is doubtful that we'll see any significant increases—if it increases at all.

- b. Vice President Tom Fagan reported on the budget and mentioned that we are looking pretty good as we start the second half of FY2014. After the 10<sup>th</sup> day of classes he'll know just what we have in revenue for the rest of the fiscal year. From there, the university can figure adjunct salaries, overloads, summer salaries, etc. and see how we stand with regards to reserves. He estimates that the FY2015 budget needs to grow at least at the rate of inflation—say about 2%. If the legislature does not increase funding, that would translate into about a 4% hike in tuition. When coupled with continuing declining enrollment, this will affect what strategic initiatives we can pursue.
  - c. President Beutler reported that the deal with Pioneer Cellular is in place and that the new Pioneer Cellular Events Center is more than just a SWOSU addition, it is an addition to the entire Weatherford community.
  - d. Human Resources Director David Misak announced that due to a change in state payroll processing, hourly and student payroll will be disbursed on different dates. Hourly payroll will go from the 23<sup>rd</sup> of the month to the 27<sup>th</sup> and student payroll will go from the 8<sup>th</sup> to the 12<sup>th</sup>. The time to turn in time cards, etc. will not change, just the processing times.
2. From the Administrative Council meeting of January 13, 2014.
- a. Financial Aid Director Jerome Wichert reported that the 150% rule is kicking in. This means that students can only get subsidized aid for up to 150% of the length of their program of study. Any aid acquired beyond that will be unsubsidized.
  - b. Denisa Engleman reported on retention rates. Retention for first time entering freshmen from Fall 2012 to Fall 2013 was 65% on the Weatherford campus and 50% on the Sayre campus. Looking at the longer view, retention from Fall 2000 to Fall 2012 for the same demographic was 64%. Among students with ACT scores over 24 the rate was 89% versus those with a score less than 21 at 40% retention. The same trend held for students with higher GPAs versus lower GPAs upon high school graduation.
  - c. Jan Noble reported that her office is now spooling up to do finger printing. This will greatly aid education and pharmacy students requiring the service prior to student teaching and some clinical settings.
  - d. Oklahoma Research day is scheduled for March 7, 2014 and the Research and Scholarly Activity Fair is scheduled for April 15, 2014.

- e. Dean of Students Cindy Dougherty announced that S.W.I.M is being held on March 27, 2014 and the President's Breakfast is scheduled for April 30<sup>th</sup>.
  - f. Human Resources Director David Misak announced that SWOSU will be changing retirement vendors in March from Lincoln Financial to ING. The switch is due to new IRS reporting and compliance and a better deal for SWOSU employees—the fees will be lower on 403B plans. ING will also begin offering a 457 plan to anyone interested. This does affect all RUSO schools.
  - g. ITS reported that the generator is now in place so the web will stay active in the event of power outages.
  - h. Randy Beckloff reported that we have 138 international students on campus this Spring—up 55% over a year ago. Saudi Arabian students make up the majority of international students with 57 now on campus.
3. From the Provost meeting of January 27, 2014.
- a. The Provost explained the reasoning behind the decision to remove links to faculty webpages and did acknowledge that the wording of the announcement could have been better. The rationale for the decision lay in the fact that only about 20% of faculty actually uses the links and every time a new faculty member is hired, new links have to be created. These links take up a lot of valuable server space and it was easier to have faculty opt in to keep their link than to opt out. Faculty wishing to maintain their links simply request to do so.
  - b. The administration is going to be making adjustments to faculty salaries to bring them more in line with CUPA averages. In some disciplines averages will be used and in others medians will be used. This will not be done in one year but over the course of two years. These adjustments will hopefully begin at the outset of the next fiscal year in July. In addition, the administration is going to try and initiate an annual cost of living adjustment (COLA) each January. Of course, much of this is dependent on budgetary considerations.
  - c. In addition to the updated tobacco policy to include e-cigs and other vapor devices, Governor Fallin issued an executive order to extend state policy over these devices as well. There has been some confusion regarding this matter since the campus signs do not include these devices. However, a campus wide announcement was made when the policy was amended so students, faculty, and staff cannot claim ignorance and with the adjustment to state law, there should be absolutely no further confusion in this matter.



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

### **Report from the Judiciary Committee**

It is recommended that the recent Art/Communication and Theatre reorganization be included in the Judiciary Committee review of the number of Faculty Senators that need to be elected to serve in the Faculty Senate along with any other senator adjustments found during the review.

**Senate Motion 2014-01-01:** The faculty senate shall suspend Article II, Section 1 of The Constitution of the Faculty of Southwestern Oklahoma State University for the remainder of the current academic year of 2013/2014. This suspension shall apply only to the newly created Department of Art, Communication & Theatre for the current academic year of 2013/2014. Subsequent to this motion, Senators Jeong and Schroeder shall serve out their terms through the May 2014 Faculty Senate meeting. Upon commencement of the next academic year of 2014/2015 and the meeting of the Faculty Senate in June 2014, this suspension will no longer apply and the appropriate number of senators from the Department of Art, Communication & Theatre will be seated based upon the criteria set forth in Article II, Section 1 of The Constitution of the Faculty of Southwestern Oklahoma State University.

Rationale: The merging of these departments has created the situation where one department is now represented by two senators when, based upon the number of faculty in the department and the criteria of the Constitution, there should be only one senator. Given that the two senators have fulfilled over half of their currently elected term, both have long been productive members of the senate, and that there remains only five (5) meetings of the currently seated senate, the Judiciary Committee feels it is appropriate to allow these two senators to fulfill their duties to their constituents and to the senate through their committee work for the remainder of the academic term.

Motion was approved by voice vote.

### **Report from the Adhoc Committee on the FUPTRC**

The survey of former FUTPRC members suggests that time to review, number of documents to review, and disagreement on scholarly activity are major issues. Many possible solutions were suggested, but keeping things as they are seemed to lack support. The faculty senators polled seemed to prefer an on-line survey.

**VIII. UNFINISHED BUSINESS:** None.

## IX. NEW BUSINESS:

Jan Noble would like to know if Faculty Senate like for her to administer the following annual online evaluations this semester?

1. Faculty Evaluation of the Dean
2. Faculty Evaluation of the Associate Dean
3. Faculty Evaluation of the Department Chair

The faculty would like the evaluations to be continued online. This was passed by a voice vote.

The Distance and E-Learning Committee would like the Senate to evaluate the proposed best practices course rubric developed by the committee for online courses. All Senators were provided an electronic copy of the rubric.

**Senate Motion 2014-01-02:** The Director of Service Learning proposes that a new standing committee, the Outreach Committee, be formed as a sustained oversight entity for all service related activities of the campus—Service Learning, club/organization-related service, certain kinds of internships and experiential learning capstones, and faculty outreach. The membership would include the Dean of Students (ex-officio), the Director of Service Learning (ex-officio), faculty from the College of Arts and Sciences, the College of Pharmacy, the College of Professional and Graduate Studies, and the College of Associate and Applied Sciences, staff/faculty members who sponsor clubs and organizations on campus, student leaders from SGA/CAB, and community partners. The Faculty Senate would be charged with the election of faculty representatives from each school; SGA would appoint student members. Community partners and additional members such as club sponsors would be appointed by the Provost.

### Rationale:

- 1) SWOSU needs to address HLC's concerns about the institutionalization of engagement and Service Learning reported after their last visit. This would also satisfy one of the benchmarks for engagement according to Campus Compact and other engagement specialists since it will be a standing committee dedicated to that purpose;
- 2) The current SL director is nearing retirement; a new individual will come on board in two years. In light of that change, SWOSU needs oversight of these areas of engagement in a sustained way to bridge that time of change;
- 3) One of the current concerns of the SL Director is that while data is collected centrally and processed for faculty scholarly activities, no such formal mechanism exists for collecting data about faculty service activities, which are broader than most of us are aware (and impressive!);

- 4) New kinds of capstones and internship-like classes are emerging across campus currently; these tend to be experiential learning in most cases, and we need to be aware of the extensiveness, types, and value added of such courses across the disciplines.

The VPSS and VPAA are aware of this proposal and do support such a standing committee.

Motion to table to the February meeting. Motion was approved by a voice vote.

**Senate Motion 2014-01-03:** Whereas in the first few days of class, faculty usually introduce the objectives, policies, and fundamental concepts of a course, faculty should have the right to refuse to accept students in a class if they have missed more information than the faculty member believes can reasonably be made up.

**Rationale:**

Students who enroll at the end of the enrollment period, or for any reason have missed the first three or more classes, may be so far behind in that class that they are unable to make up missed work. This is especially true of classes in which they may have missed several labs. It is unreasonable for a student to expect a faculty member to repeat hours of instruction on an individual basis to accommodate those who do not attend class for the first few days or even weeks! Some students seem to feel that since they did not attend the first few classes in the semester, they are not subject to attendance policies stated by the instructor on the first day of class.

If accepted, the above motion should be added to both the student and faculty handbooks.

**The current student handbook states the following regarding attendance:**

The administration and faculty of SWOSU expect students to attend regularly the classes in which they are enrolled. Individual instructors shall determine the degree to which student absences shall affect class grades. Students will be notified of this policy in each of their courses at the first of the semester. There are no "free cuts." If the instructor does not mention attendance policies, class members should ask for specific guidelines.

Students may be withdrawn from a course for excessive absences upon the request of the instructor.

The University does not excuse students from class attendance for participation in school activities such as athletics, music groups, speech events, field trips, etc.

Absences due to illness may be confirmed through the University Nurse and cleared by the instructor. Any and all absences must, in some way, finally be cleared with instructors, who may accept or reject explanations. In the event that a student will miss three or more days of classes, students may request the DOS to notify their instructors. Students should be prepared to provide documentation regarding their absences to the DOS.

Motion failed by a voice vote.

**Senate Resolution 2014-01-01:** Whereas one of SWOSU's values is to "guide our actions by fairness, honesty and integrity" we feel that is imperative to establish guidelines for the promotion of academic integrity within the student body.

Rational: The number of cases of plagiarism and other forms of academic dishonesty is increasing exponentially and SWOSU regulations posted in the faculty and student handbooks are vague. SWOSU College of Pharmacy has a fully developed set of guidelines to promote academic integrity, report and sanction dishonesty.

Motion to send Resolution to the Student Affairs Committee. Motion was approved by a voice vote.

**X. ADJOURNMENT:**

**Next meeting 2:00 pm  
Friday February 28, 2014**