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Faculty Senate Minutes

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February 28, 2014 Minutes

SWOSU Faculty Senate

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Approved Minutes
Southwestern Oklahoma State University
FACULTY SENATE February 28, 2014—2:00 PM EDU 201

I. CALL TO ORDER: Faculty Senate President Fred Gates called the February meeting of the Faculty Senate to order at 2:08 PM in Education 201.

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

III. CERTIFICATION OF SUBSTITUTES: Philip Fitzsimmons for Jason Dupree, Jeff Walker for Marci Grant, Eric Paul for Andrea Holgado, and Krista Brooks for Tiffany Kessler.

IV. PRESENTATION OF VISITORS: Dr. Vicki Craig.

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

VI. ANNOUNCEMENTS

A. President Fred Gates

1. From the Executive Council meeting of February 17, 2014.
 - a. President Beutler provided the latest update on House Bill 2887 which allows concealed carry on campus will possibly make it out of the House Judiciary Committee this year. It has since made it out of the Committee and will proceed to a vote in the House.
 - b. The Governor has proposed a 5% cut in the State's Higher Education Budget. If enacted, this cut would require program and personnel cuts.
 - c. Executive Vice President Tom Fagan reminded everyone that for a flat state appropriation, SWOSU will require a 3.6% tuition increase to match inflation. Since the final state appropriation is not known until the end of May and SWOSU's budget is due in mid-June, contingency plans will need to be drawn up covering both best and worst case scenarios. If budget cuts are required, these cuts will not be equal "across the board." Line items in the budget that are not supported by dedicated fees (e.g. travel, office supplies) will experience larger than average cuts.

President Beutler and Tom Fagan will be looking to meet with the faculty and staff at the departmental level prior to Spring Break to outline the budget process, seek input, and answer questions. Tom Fagan described a possible staffing pilot program in which two employees (at a higher rate of pay) would replace three employees.

- d. President Beutler has proposed renaming South Parker Hall after Chief Black Kettle (Cheyenne, Moke-tav-a-to). South Parker Hall is going to be renovated into a 90 person dormitory. Parker Hall was named after Comanche Chief Quanah Parker. North Parker Hall would retain the Parker name.
 - e. Associate Provost Cindy Foust reported that the Academic Advisory and Scholarship Council is working on a proposal to prohibit most students that have just been reinstated (after suspension) from taking on-line courses for a least one semester. These students have an extremely low success rate in on-line courses. The Faculty Senate will be given an opportunity to examine any proposal.
2. From the Administrative Council meeting of February 17, 2014.
- a. Tom Fagan reported that Robert Barnes is officially the Director of the Student Center and that David Clark has officially declared he is retiring. He also reported that the Governor would like us to hire a full time employee to watch our energy usage. In addition, we have gone to a 3 year budget strategy to plan a 3 year budget at one time. This includes implementing 6 strategic initiatives from the strategic plan. There will be several options for the plan to be implemented. He also reported that the Parker Hall renovation plan is a really good one. It won't look like Parker Hall when it's finished and that's why a name change might be a good idea. Additionally, Arts and Sciences are going to fund a new scene shop and would like ideas of what to do with the old one.
 - b. Jerome Wichert, Director of Student Financial Services, reports the total cost of attendance at SWOSU next year will be \$17,860.
 - c. Denisa Engelman, Director of Institutional Research, looked back at our Spring FTE for the past 21 years. Our current FTE is the lowest. Previous lows were in 2001 and 2009.
 - d. Wendy Yoder, Academic Counseling Coordinator, is evaluating some retention/early alert software. Contact her if you would like input, or to see the vendor presentations.

- e. Todd Boyd, Director of Admissions and Recruitment, has announced a record number of freshman admits (210 more than last year). Spring semester enrollment sessions will be held on April 2, 11, and 17. Summer enrollments will be held on June 9, July 14, and August 15. Also, S.W.I.M. is scheduled for March 27.
- f. Mark Engelman, Director of Information Technology Services, is examining whether a fourth layer of spam filtering is necessary. Currently, over 60,000 spam messages are filtered out every day, but recently there has been an increase in spam making it through the filters.
- g. Physical Plant director Rick Skinner warns that anything left in storage in South Parker Hall will be discarded once demolition begins.
- h. David Misak, Director of Human Resources, wants to make sure that everyone with a 403b retirement account knows that we are changing vendors to ING. Participants will be required to choose from a different group of funds.
- i. The Pharmacy Foundation is funding a fountain and some Pharmacy office renovations in conjunction with the School of Pharmacy's 75th Anniversary.

j. Other notable Dates:

March 5 and 6, the State Regents for Higher Education will be meeting on Campus.

April 5, SWOSUPALOOZA

April 9, Pizza Appreciation Lunch

April 12, Weatherford Arts Council, 66 West Fest featuring the Sugar Free All-stars and Brave Combo.

- 3. From the Provost meeting of February 24, 2014.
 - a. The faculty should receive the final draft of the proposed changes to the G.E. curriculum sometime during the first week of March.
 - b. As part of the strategic planning, the administration is considering a policy change that would prevent students from self-enrolling, or at least making it mandatory that they meet with their advisor prior to enrollment. This should help with graduation and retention rates.

4. From the Faculty Advisory Council meeting of February 25, 2014.
 - a. Our colleagues at other Oklahoma institutions are contemplating making financial literacy/personal finances a part of the general education requirements. According to Regent's 2014 General Education Objectives, this would be in line with Objective Two dealing with Social, Political, and Economic Institutions. Vice-Chancellor for Academic Affairs Blake Sonobe stated that institutions could implement these changes without the approval of the Council on Instruction as long as the course(s) met the transferability matrix.
 - b. Associate Vice Chancellor for Governmental Relations Hollye Hunt provided an update on current legislation that could potentially impact higher education. As of right now, only one bill concerning guns on campus has made it out of committee and there is little likelihood that it will pass, but the Chancellor is keeping an eye on its movement. In addition, bills concerning tuition control and/or waivers have failed to make it out of committee. The new Speaker of the House, Jeffrey Hickman is much friendlier to Higher Ed. than some of his predecessors. Also, in all likelihood the Governor's proposed budget cuts to Higher Ed. will not take place as both House and Senate Budget heads oppose the cuts.

B. Secretary/Treasurer Curt Woolever:

1. Roll Sheet – please sign.

2. Treasurer's Report:

a. BancFirst Checking Account:	January Meeting Balance:	\$2311.19
	CURRENT BALANCE:	\$2311.19
b. University Account:	January Meeting balance:	\$105.01
	CURRENT BALANCE:	\$105.01

C. President-Elect Evette Meliza: SWOSU Student Research and Scholarly Activity Fair will be on Tuesday, April 15th. Submission of materials must be completed by Friday, March 14th.

D. Past President David Esjornson: Nothing to report.

E. Student Government Representative Blaine Boyd: Mayor Mike Brown spoke at the most recent Student Senate meeting. The DUI forum that was cancelled due to weather will be rescheduled in the near future. SWOSUPALOOZA will be held April 5 at the clock tower. It is a festival atmosphere, and everyone is invited.

VII. REPORTS FROM STANDING AND AD HOC COMMITTEES:

**Report from the University Policies Committee
Report and Recommendation of the University Policies Committee
Faculty Grievance Policy and Faculty Grievance Committee
February 2014 (see appendix A)**

The University Policies Committee recommends that the Faculty Grievance Policy be inserted in the Faculty Handbook and that the Faculty Grievance Committee be included in the list of university standing committees.

Rationale: The Provost reports that although the Faculty Grievance Policy has been in force, the policy has never been added to the Faculty Handbook. In addition, given that the Faculty Grievance Committee has a regular faculty membership recommended by the Faculty Senate, the committee should be included in the list of university standing committees.

Respectfully submitted.
University Policies Committee

Faculty Senate Motion 2014-02-01: Motion to implement the Committee Report and Recommendation of the University Policies Committee concerning the Faculty Grievance Policy and Faculty Grievance Committee.

Motion was approved by a voice vote.

**Report and Recommendation of the University Policies Committee
Revision of the Dead Days Policy
February 2014**

The current SWOSU Dead Days Policy:

“During the regular semester, the three days prior to the beginning of finals are considered "dead days" in that no examinations, quizzes, extracurricular events (other than unscheduled league play-off events) or required field trips are to be scheduled, and no papers, reports or projects be due or presented during these days.”

The University Policies Committee recommends the following revision to the SWOSU Dead Days Policy:

“During the regular semester, the three days prior to the beginning of finals are considered "dead days" in that no graded assignments or activities are to be scheduled. Extracurricular events (other than unscheduled league play-off events) and required field trips are prohibited. Attendance policies will remain in force.”

Rationale: There continue to be student concerns and faculty questions regarding acceptable course assignments and activities in respect to the Dead Days Policy. Revision of the policy to prohibit “graded assignments and activities” provides clarity and obviates the need to include a list of individual activities, such as examinations, quizzes, homework, papers, reports, presentations, projects, and any additional graded assignment or activity. However, addition of the sentence “Attendance policies will remain in force” will allow faculty, if desired, to include attendance in the course grading scheme.

Respectfully submitted.
University Policies Committee

Faculty Senate Motion 2014-02-02: Motion to implement the Committee Report and Recommendation of the University Policies Committee concerning the Revision of the Dead Days Policy.

Motion was approved by a voice vote.

**Report of the University Policies Committee
SWOSU Final Exam Schedule
February 2014**

The Provost has requested that the Faculty Senate discuss a potential change in the current SWOSU final exam schedule (Th-F, then M-W) to a single, dedicated final exam week (M-F). Currently, SWOSU is the only RUSO institution with a “split” final exam schedule. Each of the other RUSO programs have a single final exam week which begins on a Monday and ends on the following Friday. In respect to the regular semester calendar, changing to a single final exam week in alignment with other RUSO member programs will result in the following: (1) classes will begin on Monday in the Fall and Spring semesters; (2) classes will begin two days earlier and end three days earlier in the Fall semester; (3) classes will begin three days later in the Spring semester; (4) the last day of finals in the Spring semester will be on the Friday before Saturday Commencement; (5) grade submission deadlines would likely be changed to early in the week following finals; and (6) possible elimination of Dead Days. There will not be any change in the actual number of class days during the academic year.

As a nucleus for discussion, the committee offers the following advantages and disadvantages of changing to a single M-F final exam week. The committee recommends that Senators discuss this proposal with their departmental faculty, as well as students, in order for the Faculty Senate to develop a consensus recommendation for the Provost.

Advantages

1. More efficient management of transfer students. In the current SWOSU semester schedule, the admission, registration, and enrollment processes for transfer students, particularly Spring semester transfers, have been challenging due to issues such as difficulty in obtaining transcripts. SWOSU typically has several hundred transfer students each academic year.
2. Improved coordination of activities with other RUSO member schools (e.g., collaborative scholarly activities and system-wide meetings and conferences)..
3. Greater efficiency of scheduling athletic events. In the current SWOSU semester and final exam schedule, particularly at the end of the Fall semester, Great American Conference and non-conference schools must consistently accommodate the SWOSU schedule (the vast majority of Great American Conference schools have schedules similar to the other RUSO programs). Given that the NCAA mandates a 7-day no event “dead period” beginning the Monday before Christmas and the fact that SWOSU finals span across two weeks, SWOSU is effectively prevented from scheduling athletic events over a period of two weeks. This has forced much earlier scheduling of conference games for winter semester sports, particularly basketball, which is not typical and impacts both SWOSU and our athletic opponent institutions. In addition, the current Spring final exam schedule has necessitated that student athletes (baseball and softball) and Athletic Department staff to negotiate with faculty to arrange final exams to allow for participation in conference tournaments. The Athletic Department has repeatedly expressed that this is not an ideal situation for faculty or students.
4. Each academic semester would have 15 complete weeks (as opposed to 14 full weeks and 2 “half” weeks), which may facilitate more efficient planning and scheduling (e.g., the “add/drop” period may be placed in the first week of classes).
5. In courses with a laboratory component, there may be more advantageous scheduling and planning.
6. Faculty have expressed concerns that some students appear to diminish the importance of the W-F class days during the first week and in some cases do not report to class until the following Monday.
7. Due to an earlier end of the Fall semester, there may be more convenient scheduling of travel, particularly for international students.

Disadvantages

1. The change to a Monday start will require a reexamination of the logistics of the annual Fall Faculty Workshop.
2. Students will be required to complete all final exams in a period of five consecutive days. This may present additional challenges for students with heavier than average loads, senior students in more demanding courses, or students in professional programs.

Report from the Student Affairs Committee

Faculty Senate charged the Student Affairs Committee with investigating SWOSU's policies on cheating on plagiarism. First, the committee looked at the Student and Faculty handbooks as well as the College of Pharmacy's policy on cheating and plagiarism and then compared these documents with the policies of the other RUSO schools. The committee agreed that SWOSU policy was quite similar to the other RUSO schools and only recommended two small edits to the current policy.

Lisa Schroeder met with Dean Dougherty to further confirm if a need to revise SWOSU's current policy on cheating and plagiarism existed. The Dean of Students admitted there has been an increase in cheating and plagiarism but felt this increase was directly related to plagiarism software such as Turn It In. She explained that there has been 100% faculty satisfaction with all cases coming through her office and did not see a need to change the policy but would endorse any changes the faculty wanted to make to the current policy. The Dean of Students further explained that she thought the problem was awareness. This led to the proposal to have students sign a contract that they have read and understood the student handbook guidelines on cheating and plagiarism. This could be done at the first enrollment, during NSO sessions or during freshman orientation. The Dean of Students offered to write this contract for students.

The Student Affairs Committee was unable to meet after Lisa Schroeder met with the Dean of Students and before the faculty senate report. Therefore, the Student Affairs Committee will meet before the next faculty senate meeting with recommendations.

Report from the Adhoc Committee on the FUPTRC

We are drafting the questionnaire to be administered in the coming weeks. We will ask senators to encourage their departments to participate. Results of the questionnaire will be presented back to the senate to inform a senate vote on revisions of FUPTRC

VIII. UNFINISHED BUSINESS: The following motion was tabled in January for further discussion.

Faculty 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.

The motion was again tabled for further discussion.

IX. NEW BUSINESS:

The SWOSU Student Government Association would like the SWOSU Faculty Senate to endorse the following SGA Resolution and state the Faculty's position on said issue:

Southwestern Oklahoma State University
Student Senate
2nd Session of the 68th Senate (Spring 2014)

Senate Resolution No. SRS1402

By: President Pro-Tempore Boyd

AS INTRODUCED

A resolution relating to firearms on college campuses and other purposes.

WHEREAS: The Oklahoma State Regents, the Chancellor, the presidents of all twenty-five institutions, and members of all institutional governing boards believe that there is no scenario where allowing firearms on campuses will do anything other than create a potentially dangerous environment for students, faculty, staff, and visitors; and

WHEREAS: The safety of our campus is of the utmost importance to students, parents, faculty, and staff; and

WHEREAS: The students voice should be thought of when a question of firearms on campuses is before a legislator or State Regent.

NOW, THEREFORE, BE IT RESOLVED BY THE STUDENT SENATE OF SOUTHWESTERN OKLAHOMA STATE UNIVERSITY:

THAT: The members of Student Senate on the behalf of the entire Student Body oppose any legislation extending the rights to carry open or concealed weapons on campus.

THAT: A copy of this resolution should be distributed to Dr. Foust, Dr. Crall, SWOSU President Randy Beutler, Chancellor Glen Johnson, Representative Harold Wright, Senator Mike Schulz, and House Speaker Hickman by the Vice President.

Motion to endorse the Student Senate Resolution.

Motion was approved by a voice vote.

Discussion of the Distance and E-Learning Committee's proposed online course rubric.

The faculty senate requests having senators tell their department faculty to contact the committee directly expressing any questions or concerns they may have.

Faculty Senate Motion 2014-02-03

The Assessment Center will add new data to its report of student evaluation of courses: a report of grade distributions for each course, the number of A, B, C, D, F, U, and W grades earned by the students in the course.

Rationale

Department chairs need as much information available in order to make important decisions about such matters as continuance, promotion, and tenure. Chairs have at their disposal peer observations and student evaluations, but these tools need to be supplemented to provide greater depth and context. Class grade distribution as part of student evaluation will provide such context. Some students may be inclined to base faculty evaluations in part on expectations of success in class as opposed to actual teaching performance. This fact may contribute (directly or indirectly) to grade inflation.

It is not uncommon for a professor teaching an upper division class to report only superior grades when those classes are filled with highly motivated, highly skilled students. Of course, high grades do not necessarily indicate grade inflation. The department chair usually knows the student composition of upper division courses and is in the best position to assess the significance of a course's grade distribution. Consequently, the additional information should make the department chair's decisions easier, not more difficult.

Since student evaluation reports currently arrive in department offices months after the semester in which the course is evaluated, the registrar's office will have ample time to report grad distributions to the Assessment Center, which can add them to the student evaluation reports.

Motion failed by a voice vote.

X. ADJOURNMENT:

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

Appendix A

Faculty Grievance Committee: the FGC shall be composed of nine full-time, tenured faculty members whose primary duties are non-administrative. For the initial appointments to the Committee, **five of these members shall be selected by the Faculty Senate and four shall be appointed by the Provost.** Of the four members appointed by the Provost, one shall be from the College of Associate and Applied Programs. Of the five selected by the Faculty Senate, two each shall be selected from the Colleges of Arts and Sciences and Professional and Graduate Studies and one from the College of Pharmacy. They shall be recommended for selection by their respective colleges in a manner determined by the faculty of the colleges. After the initial appointments, members will be selected by the Faculty Senate with concurrence of the Provost using the same criteria as described above. Each subsequently appointed member shall serve a minimum of a three-year term. At the first meeting of the Committee, the members of the Committee shall elect a Chair and a Vice-Chair. Also, at the first meeting of the Committee, two members each will be designated by the Chair of the Committee to serve four, five, and six year effective June 2008 terms. This will allow for a rotation of members and allow for continuity of members of the Committee.