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Faculty Senate Minutes

Faculty Senate

5-1-2015

May 1, 2015 Minutes

SWOSU Faculty Senate

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Southwestern Oklahoma State University

Faculty Senate Meeting May 1, 2015

Approved Minutes

- I. **CALL TO ORDER:** Faculty Senate President Evette Meliza called the May meeting of the Faculty Senate to order at 2:02 pm in Education 201.

- II. **ESTABLISHMENT OF A QUORUM:** The following members were in attendance: Jimena Aracena, Muatasem Ubeidat (for Arden Aspedon), Tammy Blatnick, John Bradshaw, Brad Bryant, Yu-Ling Chen (for Stacey DiPaolo), John Hayden (for Jerry Dunn), Jared Edwards, Fred Gates, Kristin Montarella (for Tiffany Kessler), Doug Linder, Jim Long, Scott Long, Kris Mahlock, Krista Brooks (for Kristin Montarella), Tom McNamara, Evette Meliza, Bo Pagliasotti, Cynthia Pena, Jonathan Woltz (for Linda Pye), Ann Russell, Lisa Schroeder, Karen Sweeney, Wayne Trail, and Trisha Wald.

- III. **CERTIFICATION OF SUBSTITUTES:** Muatasem Ubeidat attended in place of Arden Aspedon, Yu-Ling Chen replaced Stacey DiPaolo, John Hayden took the place of Jerry Dunn, Kristin Montarella attended in place of Tiffany Kessler, Krista Brooks was at the meeting in the seat of Kristen Montarella, and Jonathan Woltz took the place of Linda Pye.

- IV. **PRESENTATION OF VISITORS:** Registrar Shamus Moore attended the meeting to present new business.

- V. **APPROVAL OF MINUTES:** The Minutes from the April meeting were approved through a voice vote, following a minor amendment.

- VI. **ANNOUNCEMENTS:**
 - A. **Faculty Senate President Evette Meliza:**
 1. **The Executive Council meeting is June 8, 2015. Faculty Senate President Jared Edwards will attend.**
 2. **The Administrative Council meeting is June 8, 2015. Faculty Senate President Jared Edwards will attend.**
 3. **From the meeting with the provost on April 29, 2015:** The concerns of the faculty regarding compliance with new interpretations of federal regulations regarding accessibility were brought to Dr. South. The administration understands that Fall 2015 may not be reasonable for full adoption. However, we seek to remain pro-active on this matter.

4. The Faculty Senate wishes a long and healthy retirement to Kathy Brooks, Arden Aspedon, Les Crall, Ralph May, Warren Moseley, Valerie Reimers, Helen Maxson, Viki Craig, Ray Read, Marion Prichard, and Richard Stowe.

B. Faculty Senate Secretary/Treasurer Tom McNamara :

1. Please sign the roll sheet.
2. Treasurer's Report:
 - a. BancFirst Checking Account:

April Meeting Balance:	\$1865.94
CURRENT BALANCE:	\$1865.94
 - b. University Account:

April Meeting balance:	\$105.01
CURRENT BALANCE:	\$105.01

C. President-Elect Jared Edwards: The new guidelines for the Tenure and Promotion process allow departments to create standing documents detailing acceptable scholarly activity in their discipline. Faculty members might remind their chairs to take advantage of this. Completed documents should be sent to the provost.

D. Past President Fred Gates: Past-President Gates remarked that it has been a pleasure to serve as a Faculty Senator/Officer over the past seven years. Note that Dr. Gates will continue to serve on the Faculty Advisory Council, and will keep our incoming Faculty Senate President up to date on these matters.

E. Student Government Representative: There was no Student Government Representative at the meeting.

VII. REPORTS FROM STANDING AND AD HOC COMMITTEES: No reports were presented.

VIII. UNFINISHED BUSINESS: There was no unfinished business from the March meeting.

IX. NEW BUSINESS:

2015-2015 Faculty Senate President Jared Edwards presided over the rest of the meeting.

1. We thank the following retiring Senators for their service: Dr. Stacey DiPaolo, Dr. Fred Gates, Dr. Jerry Dunn, Dr. Kristin Montarella, Mr. Jim Long, Dr. Tom McNamara, Dr. Arden Aspedon and Dr. Jimena Aracena.
2. We welcome back the following Senators who are continuing in new or partial terms: Dr. Tom McNamara, Ms. Linda Pye, Dr. Kristin Griffeath, Dr. Jerry Dunn, Mr. Jim Long, Dr. Stacey DiPaolo and Dr. Muatasem Ubeidat.
3. We welcome the following new Senators serving until 2018: Dr. Ron Koehn, Dr. Sunu Kodumthara, Dr. Krista Brooks, Dr. Marcy Tanner, and Dr. Lisa Castle.

4. Future Faculty Meetings are listed in Appendix A.
5. Faculty Senate Committee assignments. Please sign up for two committees and indicate your first and second choice. Also, please indicate which committee(s), if any, you would be willing to chair.
6. Dr. Mapopa Sanga, the Instructional Designer in Distance and eLearning is a tenure track faculty member. He was originally hired as a non-tenure track faculty member, but the position was converted. The position is currently unaffiliated for committee membership, faculty senate representation, and tenure and promotion review purposes. The provost has asked us to address this issue. For multiple reasons, inclusion with the CAAP and Library groups may be the most appropriate placement. Does the senate wish to move forward with this plan, suggest a different option, or send this out to committee for consideration? Appropriate motions will be welcome.

Faculty Senate Motion 2015 – 05-01: The Faculty Senate proposes to add Dr. Mapopa Sanga’s Instructional Designer in Distance and eLearning position to CAAP and Library groups for appropriate purposes, not including representation in the Faculty Senate.

Amendment to Faculty Senate Motion 2015 – 05-01: The Faculty Senate proposes to send to the appropriate committee, chosen by President Jared Edwards, the issue of whether or not to add Dr. Mapopa Sanga’s Instructional Designer in Distance and eLearning position to CAAP and Library groups for appropriate purposes.

The amendment passed following a voice vote with no opposition.

The motion, as amended, was passed following a show of hands vote of 18-5.

Faculty Senate Motion 2015 – 05-02: Faculty who teach online courses shall be evaluated by their peers using a form that pertains to the facilitation and teaching of online courses.

See attached draft sample form.

Rationale: More and more online courses are being offered at SWOSU to accommodate the changing needs of our students, and as such, we feel it is necessary for our Peers to have an instrument that could be used to evaluate the facilitation or teaching of Online Courses. A revised Faculty Peer Observation form that can be used for Online Courses has been requested by many online instructors. We are proposing a review period of one week of the online course and a change of questions which pertain to online courses.

The motion was tabled by a voice vote with no opposition.

Faculty Senate Motion 2015 – 05-03: The Faculty Senate proposes to eliminate processing drop forms for students after the guaranteed W period by the SWOSU Registrar’s office. Students may still withdraw with instructor permission up to five (5) days prior to the beginning of finals; however, all W/WF decisions after the guaranteed W period will be made by course instructors without Registrar involvement.

Rationale: In recent semesters, students have processed drop forms through the SWOSU Registrar’s office after the guaranteed W period with non-authentic instructor signatures. Since the SWOSU Registrar does not have a way to guarantee the veracity of instructor signatures, that decision should be made entirely by the course instructor.

The motion passed following a voice vote with no opposition.

X. Adjournment: Meeting adjourned at 2:49 P.M. by a voice vote with no opposition.

Respectfully submitted,

Jared Edwards, Incoming Faculty Senate President

Trisha Wald, Incoming Faculty Senate Secretary

Evette Meliza, Outgoing Faculty Senate President

Tom McNamara, Outgoing Faculty Senate Secretary

Next Meeting:

Tuesday, June 23 at 3:00 PM

Appendix A

15-16 Faculty Senate Meeting dates and times

Meetings in Education 201

Summer 2015—Tuesdays at 3:00 (note that these are not the last Tuesdays of the Month)

June 23rd

July 21st

Fall 2015—Fridays at 2:00

August 28th

September 25th

October 30th

November 20^{th*}

December 11^{th*}

Spring 2016—Fridays at 2:00 except for the May Meeting

January 29th

February 26th

March 25th

April 29th

May 2 (Monday) at 4:00*

*--Fall and Spring Meetings that are not on the last Friday of the Month

Summer 2016--TBD

FACULTY PEER OBSERVATION FORM FOR ONLINE COURSES

Name of instructor observed _____

Course Number and title _____

Week of observation _____

Module _____

**PLEASE SCORE THE INSTRUCTOR OBSERVED ON EACH OF THE ITEMS LISTED BELOW
ACCORDING TO THE FOLLOWING SCALE**

<i>Does Not Apply</i>	<i>Lowest</i>		<i>Average</i>		<i>Highest</i>
<i>0</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

Faculty Member identifies which course and module they would like the peer evaluator to evaluate.

The Peer Evaluator needs to evaluate a minimum of 1 week.

- _____ 1. Clearly stated the objectives of the current unit/module being presented.
- _____ 2. Identified key themes, concepts, techniques, or facts.
- _____ 3. Course material is clearly written and explanations were to the point.
- _____ 4. Current unit/module's time was effectively used.
- _____ 5. Conveyed information in an interesting manner.
- _____ 6. As per university policy, the instructor satisfied the minimum level of instructor participation.
- _____ 7. As per university policy, the minimum level of instructor/student communication was observed.
- _____ 8. The feedback or interaction that was provided was relevant to the discussion or assignment.

COMMENTS

Name of observing faculty: _____

Department: _____