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Faculty Senate Minutes

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6-23-2015

June 23, 2015 Minutes

SWOSU Faculty Senate

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Approved Minutes
Southwestern Oklahoma State University
FACULTY SENATE Tuesday, June 23, 2015—3:00 pm EDU 201

I. CALL TO ORDER: Faculty Senate President Jared Edwards called the June meeting of the Faculty Senate to order at 3:00 p.m. in Education 201.

II. ESTABLISHMENT OF A QUORUM: The following members were in attendance: Tammy Blatnick, John Bradshaw, Krista Brooks, Rickey Cothran (for Lisa Castle), Dayna Coker (at Sayre), Tommye Davis (at Sayre), Jared Edwards, Kristin Griffeth, Nina Morris (for Tiffany Kessler), Sunu Kodumthara, Ron Koehn, Doug Linder, Jim Long, Scott Long, Kris Mahlock, Tom McNamara, Evette Meliza, Bo Pagliasotti, Cynthia Pena, Linda Pye, Les Ramos, Ann Russell, Lisa Schroeder, Karen Sweeney, Marcy Tanner, Wayne Trail, Muatasem Ubeidat, and Trisha Wald.

III. CERTIFICATION OF SUBSTITUTES: Nina Morris for Tiffany Kessler and Rickey Cothran for Lisa Castle.

IV. PRESENTATION OF VISITORS: None. New Business Procedural Issues Inserted Here.

V. APPROVAL OF MINUTES: The Minutes from the May meeting were approved through a voice vote with no opposition.

VI. ANNOUNCEMENTS

A. President Jared Edwards

1. From the Executive Council meeting of June 8th:
 - a. Guns on campus bills are over for this year, but Texas changes almost guarantee that the bills will be back next year
 - b. OK Promise hours requirements did not come out of committee
 - c. Budget
 - i. Officially a 2.5% cut, but functionally a 3.4% cut
 - ii. Officially \$800,000, but functionally \$1 million
 - iii. Bond debt explains the difference
 - iv. Our revolving money was not taken
 - v. Remaining questions are impact of tax cut and health care increases
 - vi. Tuition increases—assumption of 4.87% increase included in student bills
 - d. Dr. Varner shared information on student data from 2006 to present
 - i. Suggests increase in commuting, dependents, and employment with decrease in family support
 - ii. We lose more students after 2nd year than after 1st year

- iii. Juniors and Seniors have more positive views of university, including advising, than Sophomores and Freshmen.
 - iv. Approximately 1/4 of accepted transfer students choose to enroll
- 2. From the Administrative Council meeting of June 8th:
 - a. There will be accessibility workshops in July and more in the fall.
 - b. IT is putting in a new fax server. Old fax machines will go, combo devices will stay, and faxes will be delivered directly to e-mail
 - c. The library has gathered resources that Dr. Varner cited in her brown bag talk, and they will be on reserve under her name.
 - d. Questions about suspension/academic status now go to Wendy Yoder.
 - e. Staff Council is going to be conducting focus groups and will appreciate staff members being given the flexibility to participate.
 - f. The numbers for Camp Duke and Summer NSOs are both higher than last year.
 - g. Brian Adler—this is the time to order trifold brochures for your department.
 - h. HR
 - i. Less than 20 minutes is not a lunch break...may lead to overtime compensation issues with adjusted summer schedule.
 - ii. Make sure status of student workers is up to date.
 - i. Physical Plant
 - i. Let them know about activities outside summer hours in advance to adjust the air-conditioning schedule
 - ii. Stafford is always on, so that space may be a good option
 - iii. Projects are backed up due to reduced staff (cuts and summer schedule)
 - iv. Crosswalks
 - 1. Davis
 - a. ODOT will do studies
 - b. Speed bumps are not an option
 - 2. Campus Loop
 - j. International Students Office—increase continuing including MBA students
 - k. Ed Klein is new chair of education
 - l. VPSA Ruth Boyd
 - i. Title IX compliance
 - 1. Information both printed and on dedicated website
 - 2. University Wide Campaign
 - 3. Proactive Programming events
 - a. Across campus
 - b. Targeted groups
 - ii. If your organization or class is doing something related, let the office of the VPSA know so that it can be included

- m. Changes to Freshman Orientation regarding crosswalks and success in math
 - n. The President went over the budget issues again and mentioned that we would be seeking efficiencies
3. Meeting with the Provost
- a. No meeting since last Senate meeting—will meet on June 30th.
4. Committee Assignments—See Appendix A.

B. Secretary/Treasurer Trisha Wald

1. Roll Sheet – please sign.

2. Treasurer’s Report:

- a. BancFirst Checking Account:
 - i. May Meeting Balance: \$1865.94
 - ii. CURRENT BALANCE: \$1,672.94*

\$193.00 check (check 2001) written on 5/19/15 to SWOSU for Retirement Reception.

- b. University Account:
 - i. May Meeting balance: \$105.01
 - ii. CURRENT BALANCE: \$105.01

C. President-Elect Tom McNamara: Nothing to report.

D. Past President Evette Meliza: Nothing to report.

E. Student Government Representative: The SGA did not have a representative at the meeting.

VII. REPORTS FROM STANDING AND AD HOC COMMITTEES:

- A. Judiciary Committee—Chair Marcy Tanner
- B. Personnel Policies—Chair Wayne Trail
- C. University Policies—Chair Les Ramos

**Initial Report of the Judiciary, Personnel Policies, and University
Policies Committees Regarding Evaluation Procedures and Faculty
Senate Representation
for Tenure-eligible Personnel in Administrative/Service Units
(June 2015)**

Background and Charge

This initial report begins to address a request to the Faculty Senate by Provost James South to develop recommendations for evaluation procedures (continuance, tenure, etc.) and Faculty Senate representation for personnel in administrative/service units (not traditional faculty appointments in a department or college) who are eligible for tenure. There is precedent for this issue in that eligible SWOSU Libraries faculty may be granted tenure. The SWOSU Libraries has had more than one individual eligible for tenure and may have additional tenure eligible personnel in the future. SWOSU Libraries personnel are represented by a position on the Faculty University Promotion and Tenure Review Committee (FUPTRC). In addition, SWOSU Libraries personnel are represented in the Faculty Senate. However, there is not a defined policy and/or procedure regarding an individual eligible for tenure in administrative/service units where it is not likely that another individual in that unit will be tenure-eligible.

Questions for Senators to Guide Multi-Committee Discussion

A. Regarding the unit level evaluation of a candidate for continuance and tenure in an administrative/service unit, should the established procedures in the *Faculty Handbook* be followed as described in Section B. Continuance Procedures, Departmental Continuance Committee Composition and in Section 2 Review Process and Schedule for Promotion and Tenure? Note that both sections describe procedures when there are inadequate numbers or no eligible faculty members in the candidate's unit or department to form a review committee (as has occurred in small departments, the review committee may be composed of faculty entirely outside of the candidate's unit).

B. Regarding the university level evaluation of the candidate for tenure, should the candidate be evaluated within the existing procedures/composition of the Faculty University Promotion and Tenure Review Committee (FUPTRC) without adding an additional member to the FUPTRC or should an additional member be added to the committee? If so, could this member be an "at-large" member who would collectively

C. Regarding the Faculty Senate, how should tenure-eligible personnel in administrative/service units be represented? How do we ensure that representation is

proportionate and fair for all faculty members, both those within and outside of an academic unit? Can tenure-eligible personnel in administrative/service units be represented adequately by the existing Faculty Senate composition? If, according to the Faculty Senate Constitution, we have one senator for every seven full-time faculty members within an academic unit, how can we arrange for proportional representation for one individual in an administrative/service unit? The Judiciary Committee has discovered a faculty senate constitution from an institution, which describes “at-large” senators in addition to those elected by individual Colleges. Could we consider an “at-large” senator(s) to represent a “pool” of a small number of tenure-eligible personnel from administrative/service units, which are not traditional academic departments or units?

D. In respect to teaching, scholarly activity, and service, will tenure-eligible personnel in administrative/service units have opportunities to adequately participate in all three areas?

Report submitted.

VIII. UNFINISHED BUSINESS:

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.

Motion was made to remove FS Motion 2015- 05-02 from the table and passed by a voice vote with no opposition.

FS Motion 2015 – 05-02 passed by a voice vote with no opposition.

IX. NEW BUSINESS:

A. Robert’s Rules of Order: Robert’s Rules of Order were adopted by affirmation for use during the 2015/2016 year.

B. Confirmation of Appointees: Linda Pye and Scott Long were appointed by affirmation as Archivist and Parliamentarian, respectively, for the 2015/2016 year.

X. ADJOURNMENT: Meeting adjourned at 3:52 P.M. by a voice vote with no opposition.

Respectfully submitted,

Jared Edwards, Faculty Senate President

Trisha Wald, Faculty Senate Secretary

Next meeting Tuesday July 21st at 3 p.m.

Appendix A

Faculty Senate Committees

Audit Committee 4

Jim Long (Chair)
Tammy Blatnick
Stacey DiPaolo
Kristin Griffeath

Budget and Program Committee 5

Brad Bryant (Chair)
Lisa Castle
Tiffany Kessler
Linda Pye
Trisha Wald

Curriculum Committee 6

Ann Russell (Chair)
John Bradshaw
Krista Brooks
Tommye Davis
Jerry Dunn
Evette Meliza

Judiciary Committee 4 (1 from each college)

Marcy Tanner (CPGS) (Chair)
Krista Brooks (COP)
Dayna Coker (CAAP)
Sunu Kodumthara (CAS)

Nominating Committee 5

Scott Long (Chair)
Brad Bryant
Doug Linder
Karen Sweeney
Linda Pye

Personnel Policies Committee 6

Wayne Trail (chair)
Lisa Castle
Ryan Haggard
Tom McNamara
Cynthia Pena
Les Ramos

Student Affairs Committee 5 (plus SGA president)

Ryan Haggard (chair)

Ron Koehn

Kris Mahlock

Lisa Schroeder

Karen Sweeney

University Policies Committee 6

Les Ramos (Chair)

Dayna Coker

Tom McNamara

Bo Pagliosotti

Wayne Trail

Muatasem Ubeidat