



7-21-2015

July 21, 2015 Approved Minutes

SWOSU Faculty Senate

Abstract

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Recommended Citation

SWOSU Faculty Senate, "July 21, 2015 Approved Minutes" (2015). *Faculty Senate Minutes*. 196.
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Approved Minutes
Southwestern Oklahoma State University
FACULTY SENATE Tuesday, July 21st, —3:00 pm EDU 201

I. CALL TO ORDER: Faculty Senate President Jared Edwards called the July meeting of the Faculty Senate to order at 3:01p.m. in Education 201.

II. ESTABLISHMENT OF A QUORUM: The following members were in attendance: Brad Bryant, Dayna Coker (at Sayre), Tommye Davis (at Sayre), Jerry Dunn, Jared Edwards, Daniel Farris (for Kristin Griffeath), Sunu Kodumthara, Ron Koehn, Doug Linder, Jim Long, Scott Long, Kris Mahlock, Tom McNamara, Evette Meliza, Cynthia Pena, Linda Pye, Les Ramos, Ann Russell, Lisa Schroeder, Rita Hays (for Karen Sweeney), Marcy Tanner, Wayne Trail, Sue Ball (for Muatasem Ubeidat), and Trisha Wald.

III. CERTIFICATION OF SUBSTITUTES: Daniel Farris for Kristin Griffeath, Rita Hays for Karen Sweeney and Sue Ball for Muatasem Ubeidat.

IV. PRESENTATION OF VISITORS: None.

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

VI. ANNOUNCEMENTS

A. President Jared Edwards

1. Executive Council on hiatus until September;
2. Administrative Council on hiatus until September;
3. From the Executive Council Meeting with the Provost on June 30th:
 - a. Dependent Tuition Waiver is being discussed in an ad hoc committee with entire scholarship policy.
 - b. There is concern that the need based percentage of our scholarship program is too low.
 - c. There was discussion of teaching and course evaluations and HLC.
 - d. The Center for Excellence in Teaching and Learning
 - a. Name change from Center for Distance and E-Learning (effective as of July 1, 2015); and
 - b. New faculty position planned.
 - e. Next meeting will be Wed., July 22nd

- 4. General
 - a. Faculty senate dues at August meeting; and
 - b. Faculty awards at August meeting.

B. Secretary/Treasurer Trisha Wald

1. **Roll Sheet** – please sign.

2. **Treasurer's Report:**

- a. BancFirst Checking Account:
 - i. June Meeting Balance: \$1672.94
 - ii. CURRENT BALANCE: \$1672.94

- b. University Account:
 - i. June 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:

Report and Recommendation of the Judiciary, Personnel Policies, and University Policies Committees Regarding Evaluation Procedures and Faculty Senate Representation for Tenure-eligible Administrative Personnel (July 2015)

After study of this issue and consideration of Faculty Senate discussion, the Judiciary, Personnel Policies, and University Policies Committees hereby recommend the following:

In the event that an individual hired for an administrative position is deemed eligible for tenure, then the administration shall also appoint that individual to an academic unit or department based on the individual's terminal degree, academic background, and interests. The requirement of a dual appointment for such individuals will ensure a review and evaluation process which is consistent with established procedures for all faculty. In addition, a dual appointment will provide opportunities for teaching, scholarly activity, and service at all levels, as well as Faculty Senate representation. It is also recommended that the potential for a dual appointment be mentioned in advertisements for administrative positions in which prospective candidates may be eligible for tenure.

Faculty Senate Motion 2015 – 07-01: Motion made to refer the question of how to handle the promotion and tenure of administrative employees back to SWOSU Administration. Motion passed by a voice vote with no opposition.

VIII. UNFINISHED BUSINESS: None.

IX. NEW BUSINESS:

Faculty Senate Motion 2015 – 07-02: Faculty who teach online courses shall be evaluated by their peers using this form that pertains to the facilitation and teaching of online courses. See attached form in Appendix A.

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.

After amending question #1 on the form to read “Clearly stated the learner outcomes or objectives of the current unit/module being presented,” the motion passed by a voice vote with no opposition.

X. DISCUSSION, QUESTIONS, & CONCERNS: President Edwards informed the Faculty Senate that the executive officers meet with Provost South every month and asked if there were any questions or concerns that needed to be brought forward.

XI. ADJOURNMENT: Meeting adjourned at 3:46 P.M. via a voice vote with no opposition.

Respectfully submitted,

Jared Edwards, Faculty Senate President

Trisha Wald, Faculty Senate Secretary

Next meeting Friday, August 28th at 2:00

Appendix A (proposed form draft)

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</i> | | | | | | |
| <i>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 module/unit (as defined by the course instructor or department).

- _____ 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 a variety of presentation methods.
- _____ 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: _____