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Faculty Senate Minutes

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4-29-2016

## April 29, 2016 Minutes

SWOSU Faculty Senate

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## SWOSU Faculty Senate

### April 29, 2016 Unapproved Minutes

- I. **Call to Order:** Faculty Senate President Jared Edwards called the meeting to order at 2:00 P.M. in HEC 201.
- II. **Establishment of a Quorum:** Tammy Blatnick, John Bradshaw, Krista Brooks, Cindi Albrightson (for Brad Bryant), Lisa Castle, Tommye Davis (via ITV), Stacey DiPaolo, Jerry Dunn, Jared Edwards, Kristin Griffeth, Cheri Walker (via ITV) (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, Lisa Schroeder, Karen Sweeney, Marcy Tanner, Wayne Trail, Muatasem Ubeidat, and Trisha Wald.
- III. **Certification of Substitutes:** Cheri Walker for Tiffany Kessler (Pharmacy) and Cindi Albrightson for Brad Bryant (Engineering Technology).
- IV. **Approval of Minutes:** March 2016 minutes approved by a voice vote with no opposition.
- V. **Special Guest:** Athletic Director Todd Thurman: Mr. Thurman spoke to Faculty Senate regarding the expansion of women's cross country to include women's track starting in the Fall of 2016. The team will use the Weatherford Public Schools' track to train, will not need to buy any equipment and costs for travel/scholarship will not increase for three (3) years. Mr. Thurman also spoke of the track program's ability to help with recruitment and enrollment of students and that the current cross country coach will also be the track coach.
- VI. **Announcements**
  - a. **President Jared Edwards**
    - i. *Executive Council Meeting of 4/4/16*
      1. Changes to rules for exempt and non-exempt status (affects eligibility for overtime.
        - a) Salary test was \$23,600 and will be \$50,440 (does not affect faculty)
        - b) Around 51 people on campus are expected to be affected
        - c) New rule may include an automatic increase in the salary test each year
        - d) There seems to be a rush to enact, and no one is sure when it will happen
      2. Budget

- a) -\$2.8 million this year with over \$2 million coming after the initial budget
  - 3. Discussion of track program by A.D. Thurman
- ii. *Administrative Council Meeting of 4/4/16*
  - 1. Reviewed changes to non-exempt status
  - 2. Bulldog Wellness Website is under Faculty/Staff Tab
- iii. *Meeting with Provost on 4/25/16*
  - 1. Discussion focused on budget concerns and that any additional cuts to the budget would require personnel reduction. Supplies and travel will be restricted.
- b. **Secretary/Treasurer Trisha Wald**
  - i. Roll Sheet—please sign
  - ii. Treasurer's Report
    - 1. Banc First
      - a. March Balance: \$1408.74
      - b. Current Balance: \$1408.74
    - 2. University Account
      - a. March Balance: \$105.01
      - b. Current Balance: \$105.01
- c. **President-Elect Tom McNamara:** Nothing to report.
- d. **Past President Evette Meliza:** Nothing to report.
- e. **Student Government President Austin Cantrell:** Not present, but sent email to President Edwards regarding newly elected SGA President who would be taking over as SGA representative to the Faculty Senate.

## VII. **Reports from Standing and Ad Hoc Committees**

- a. **Report from Personnel Policies (Wayne Trail)**
  - i. **Proposed Changes to Faculty Handbook based on request from Dr. South are as follows:** "A minimum of two most recent (2) evaluations shall be included. The evaluations must be since the last promotion or since coming to SWOSU if the candidate has not been promoted/tenured at SWOSU. **Chairs will use the Chair Evaluation of Faculty Form for non-tenured applicants. Chairs and Associate Deans will use Post Tenure Review Department Chair or Associate Dean Evaluation Form for tenured applicants.**"

(the continuance part below does not change)

**"Continuance Procedures on p. 92-93. Perhaps in section 1 Application Materials, section a), we could add "Department Chair/Associate Dean will supply an evaluation of the faculty member. Chairs will use the Chair Evaluation of Faculty Form."**

part 6. on p 96 under post-tenure review should probably specify the name of the documents viz.,

"The Department Chair/Associate Dean forwards his/her evaluation **using the Post-Tenure Review Department Chair or Associate Dean Evaluation Form and the Post Tenure Review Form Cover Sheet** (and improvement plan, if any), the faculty vita, the AURC evaluation, and the candidate's written response (if any), to the dean. The dean should receive this evaluation no later than November 15."

Motion to accept this report, as amended, passed by a voice vote without opposition.

**b. Audit Committee (Jim Long)**

The 2015 - 2016 Audit Committee conducted a review of the bank statements between the dates of March 17, 2015 and April 29, 2016.

There were no discrepancies found in either the bank or the University Accounts.

**VIII. Unfinished Business**

- a.** (Resolved at the March Meeting, but in need of additional attention) Due to concerns stemming from the perception that the Faculty Senate discussion regarding international students has resulted in no specific action, it is proposed the Faculty Senate authorize the following actions in given order:
  - i. The President of the Faculty Senate shall seek specific information on the current timetable for addressing the successful transition of international students.
  - ii. If there is no clear plan and/or timetable to form an advisory board to address these and other major concerns, the President of the Faculty Senate shall request that an advisory board be established as soon as possible.
  - iii. If the university administration does not form an advisory board by January 29, 2016, then the Faculty Senate shall organize an advisory board to analyze concerns and provide recommendations to the administration.

**IX. New Business**

**a. Elections—Nominating Committee (see Appendix A)**

- i. **Faculty Senate Motion 2016-04-01:** Motion to accept the 2016 Faculty Senate Committee Slate ballot, with one (1) change, that being to substitute Jon Henrikson for Marcy Tanner on the Academic Appeals Committee, passed by a voice vote without opposition.

- ii. **Faculty Senate Motion 2016-04-02:** Karen Sweeney volunteered to serve as 2016/2017 Secretary Treasurer, which was approved by acclamation.

**b. Motion on Office Hours Policy—University Policies Committee:**

**Faculty Senate Motion 2016-04-03:** Given (1) the increasing diversity of course formats offered throughout the academic year (traditional face-to-face, online, blended, etc.) and (2) the differences in hourly load, student enrollment, and salary provisions for summer teaching compared to the fall and spring semesters, it is requested that the Faculty Senate and the university administration consider the revision of the faculty office hours policy in the *Faculty Handbook* (Fall 2015, p. 47) (revisions are **bolded**):

Office Hours

Full-time faculty are expected to keep a minimum of ten regular office hours each week. **Office hours may include physical office hours, online hours, or by phone.** It is recommended that office hours be maintained in both mornings and afternoons. Office hours should be posted on or near the office door. Part-time faculty are required to hold a proportionate number of office hours.

**Summer Semesters – For summer courses, a minimum of one office hour per credit hour of teaching load should be posted each week. Additional office hours should be made available by appointment.**

Sayre Campus – Instructors teaching less than full-time may adjust office hours accordingly. It is recommended that office hours be maintained in both mornings and afternoons.

Motion was made to accept their recommendation and passed by a voice vote without opposition.

**c. Resolution Regarding the SWOSU Bridge Program (see Appendix B): Faculty Senate Motion 2016-04-04:**

Whereas the faculty must play a central role in developing curriculum,

Whereas the SWOSU Bridge Program was formulated and implemented with minimal faculty input,

Whereas the formulation, implementation, and criterion for assessment of the program has remained opaque

Whereas relevant academic departments are shut out from evaluating the feasibility of the new program,

Whereas the proposed Bridge Program falls outside any existing academic unit,

Whereas the Bridge Program could incur extra costs of adjunct faculty, and administrators,

Whereas the existing faculty and departments have expertise about the needs of SWOSU students,

Therefore, be it resolved that the Faculty Senate requests a moratorium on the implementation of the SWOSU Bridge Program until a productive discussion between the University administration and the faculty of SWOSU forming a fiscally viable plan or program to benefit students and support the existing faculty and departments of SWOSU.

Motion passed by a ballot vote, 26-2.

- d. **Faculty Senate Motion 2016-04-05:** Due to the shared concerns of the Faculty and Staff of Southwestern Oklahoma State University and the presence of a revised Staff Council that was not in place when the current Faculty Senate membership was constructed in the current Faculty Senate Constitution (ratified in 1997), it is hereby moved that Faculty Senate begin the process of Constitutional Amendment (see Appendix C) in order to create a non-voting faculty senate seat for appointment by the Staff Council of Southwestern Oklahoma State University. If approved, this seat will serve as a liaison between the Faculty Senate and the Staff Council in a similar capacity to the constitutionally specified seat for the Student Government Association (see Appendix C).

Motion passed by a voice vote, 12-10.

- X. **Adjournment:** Meeting adjourned at 3:19 P.M. by a voice vote without opposition.
- XI. **Next meeting:** Monday, May 2, 2016 at 4:00 P.M.

Respectfully submitted,

Jared Edwards, Faculty Senate President

Trisha Wald, Faculty Senate Secretary

**Appendix A - SPRING 2016 FACULTY SENATE COMMITTEE SLATE BALLOT --  
APPROVED**

- I. FS President-Elect: Jerry Dunn
- II. FS Secretary-Treasurer: Karen Sweeney
- III. Academic Appeals
  - a. Lisa Friesen
  - b. Warren Akers
  - c. Tammy Blatnick
  - d. Jon Henrikson
  - e. Yu-Ling Chen
- IV. Academic Suspension Appeals Council
  - a. Ron Koehn
  - b. Meri Hix
  - c. Dan Brown
- V. Appellate Committee on Dismissal of Tenured Faculty and Grievance Committee
  - a. John Hayden
  - b. Trevor Ellis
  - c. E.K. Jeong
  - d. Barry Gales
  - e. Erin Callen
- VI. Benefits
  - a. ARTS & SCIENCES: Denis Trubitsyn
  - b. PROF. & GRADUATE: Holly McKee
  - c. PHARMACY: Lisa Appeddu
- VII. Bernhardt
  - a. ARTS & SCI: Kevin Collins
  - b. PROF. & GRAD: Amanda Evert
  - c. ASSOC. & APPLIED: Sheana Thompson
  - d. COP: Les Ramos
- VIII. Campus Environment
  - a. Phillip Fitzsimmons
- IX. Excellence in Teaching and Learning Committee
  - a. ARTS & SCI: Shelley Martinson
  - b. PROF. & GRAD: Sharon Lawrence
  - c. PHARMACY: Melanie Claborn
- X. Faculty Development
  - a. ARTS & SCI: Guy Biyogmam
  - b. ASSOC. & APPLIED: Terry Ford
- XI. Financial Assistance Advisory & Appeals
  - a. Jieun Chang
- XII. Intellectual Property
  - a. 2 yr terms -- Tim Hubin, Horrick Sharma, Trevor Ellis
  - b. 1 yr terms -- Ted Brown, Brian Rickel

## Appendix B

Whereas the faculty must play a central role in developing curriculum,

Whereas the SWOSU Bridge Program was formulated and implemented with minimal faculty input,

Whereas the formulation, implementation, and criterion for assessment of the program has remained opaque

Whereas relevant academic departments are shut out from evaluating the feasibility of the new program,

Whereas the proposed Bridge Program falls outside any existing academic unit,

Whereas the Bridge Program could incur extra costs of adjunct faculty, and administrators,

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## Appendix C

### **ARTICLE V. Amendments to the Constitution**

The Senate, whenever a simple majority meeting in regular session shall deem it necessary, shall propose amendments to this Constitution, or, on written petition of one-third of the full-time faculty, shall create a special committee for proposing amendments. In either case, such amendments shall be valid to all intents and purposes, as part of this Constitution, when ratified by a two-thirds majority of the votes cast by the faculty in an election called by the Senate for this purpose. No less than two or more than eight weeks shall elapse between the time of proposal and ratification.

### **ARTICLE II. Election and Tenure of Senators**

**Section 1.** The apportionment of the Faculty Senate shall be determined as follows: The College of Arts and Sciences, the College of Professional and Graduate Studies, the College of Pharmacy, and the College of Associate and Applied Programs-Sayre Campus (all subsequently referred to as the *academic units*) shall each elect one Senator for every seven (or major fraction thereof) of its full-time faculty members receiving an annual contract. The Library shall elect one Senator. The Student Government Association President, or Vice President in the President's absence, shall hold non-voting ex officio status in the Faculty Senate. No person shall be represented in more than one college.