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Faculty Senate Minutes

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9-30-2016

## September 30, 2016 Minutes

SWOSU Faculty Senate

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# SWOSU Faculty Senate

September 30, 2016 Approved Minutes

- I. **Call to Order:** Faculty Senate President Tom McNamara called the September meeting of the SWOSU Faculty Senate to Order at 2:02 p.m. in HEC 201.
- II. **Establishment of a Quorum:** Brad Bryant for Ric Baugher, Krista Brooks, Dayna Coker via ITV, Tommye Davis via ITV, Stacey DiPaolo, Ted Brown for Jerry Dunn, Jared Edwards, Robin Griffeth, Brian Rickel for Rita Hays, LeaAnne Hume, Fred Gates for Sunu Kodumthara, Doug Linder, Scott Long, Tom McNamara, Evette Meliza, Bo Pagliasotti, Eric Paul, Cynthia Pena, Linda Pye, Hank Ramsey, Ann Russell, Hardeep Saluja, Amanda Smith, Karen Sweeney, Tony Stein for Wayne Trail, Muatasem Ubeidat, Mark Gales for Cheri Walker via ITV, and Jessica Young
- III. **Certification of Substitutes:** Mark Gales will substitute for Cheri Walker. Fred Gates will attend instead of Sunu Kodumthara. Ted Brown will take the place of Jerry Dunn. Brad Bryant will serve for Ric Baugher. Brian Rickel will be sitting for Rita Hays. Tony Stein will replace Wayne Trail.
- IV. **Presentation of Visitors: None**
- V. **Approval of Minutes:** August 26 minutes approved by voice vote as amended, Stacey DiPaolo added to the role.
- VI. **Announcements**
  - A. President Tom McNamara
    1. See Appendix A for information concerning online evaluations.
    2. Fall 2016 enrollment increased by approximately 4% over the previous year. This is the highest fall enrollment in more than a decade.
    3. SWOSU saw a 20% increase in enrollment among international students. Students from Saudi Arabia and Nigeria accounted for most of the growth.
    4. During the revenue failures of FY16, about \$140 million too much had been cut from the budget. SWOSU will get nearly \$500K in funds from this redistribution. The current plan is to treat this money as reserve. See Appendix B for further information about the budget.
    5. Forward nominations for distinguished alumni to the administration.
    6. SWOSU's Fall Break has been the 3rd Thursday and Friday in October. This year is no different.
    7. ITS is in the process of replacing the PX system.
    8. The current standing in intellectual property is that faculty who create online course materials own those. SWOSU has a license to use them.
    9. The compensation for creating online materials are: \$3,400 for a new program of study, \$2300 for a new General Education course, and \$900 for an existing course. Funds come from a capped budget through CETL. Full compensation requires completing the rubric and incorporating Three Pillars.
    10. HLC accreditation will scrutinize faculty credentials. To qualify for teaching a course bearing undergraduate credit, the candidate must have completed a

Master’s degree with at least 18 graduate hours in the discipline. This is problematic for faculty with M. Ed. degrees. In particular, some Sayre faculty are teaching in multiple disciplines. The administration will work with these individuals and their department to demonstrate they have “tested experience.” To expedite this, Sayre faculty will be absorbed into departments on the main campus to ensure qualified faculty are teaching courses.

- B. Secretary/Treasurer Karen Sweeney
  - 1. Roll Sheet—please sign
  - 2. Treasurer’s Report
    - a) Banc First
      - (1) August Balance: \$1,670.63
        - (a) Deposit: \$45.00(dues)
      - (2) Current Balance: \$1,715.63
    - b) University Account
      - (1) July Balance: \$105.01
      - (2) Current Balance: \$105.01
- C. President-Elect Jerry Dunn: Nothing to report.
- D. Past President Jared Edwards: 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. **Personnel Policies Committee:** The committee recommends the following to emphasize the importance of curriculum development in tenure and promotion materials.

**Motion 2016-09-01:** The line under "Scholarly Activities" on Page 58 of the Faculty Handbook, which currently reads: "Curriculum development and innovation" will be changed to "Curriculum development activities including, but not limited to, innovation in the classroom, development of new courses, updating or improving of existing courses, implementation of best practices, curriculum alignment, creation of new degree programs, and innovation in pedagogy."

Motion passed by voice vote.

- B. **Judiciary Committee:** The vote on amending the faculty senate constitution has been concluded. The data are included below. This required a two thirds majority of the votes cast to pass. The senate constitution will not be amended.

	Count	Percentage
Support	44	58%
Oppose	32	42%
<b>Total</b>	76	100%

**VIII. Unfinished Business: None**

**IX. New Business: None**

- X. **Adjournment:** Meeting adjourned at 2:50 p.m.
- XI. **Caucuses to Select FUTPRC Members**  
See Appendix C for last year's committee and the status of those faculty.

Respectfully submitted,  
Tom McNamara, Faculty Senate President  
Karen Sweeney, Faculty Senate Secretary

**Next Meeting Friday, October 28th at 2:00 pm**

## Appendix A

Faculty Senate Questions Related to Course Evaluations.

Answers provided by Jan Kliewer, Director, Assessment Center

September 28, 2016

1. Some faculty student evaluations completed list disappeared before they could give extra credit, so everyone got extra credit. What is the beginning and ending time? **Answer:** I have heard from faculty with the same issue. We have figured it out, so I'm not sure that faculty are accessing it correctly. Faculty are provided instructions. Once reports are available, there is no "disappearing date." All CIE reports are set to stay open indefinitely.
2. Can we have different opening and closing times for individual faculty? **Answer:** Yes, this is already taken care of by the Assessment Center. Faculty need to let us know the customized dates. Please send us an email, this way we have your request on record.
3. Can we direct students through evaluations before they can get their grades, mainly, only for students who have completed the course? **Answer:** The system refreshes and deletes students who have dropped. The system refreshes once a day. If a student completes the evaluation and drops the course, when the system refreshes the students evaluation shouldn't be included or be available to the student. We will investigate further.
4. This summer it seemed it was open after grades were released and it was open very early and very late. **Answer:** We intend to perfect things as we go along. We welcome being notified of any issues that faculty may have. The general rule is that evaluations will be available to students two-three weeks before finals. Non-responders may be contacted three times. The only time that evaluations are open late is for interim classes. If faculty notify us in advance of preferred dates, we will be happy to customize beginning and ending times.
5. What strategies are there to increase response rate? **Answer:** We are investigating what other institutions are doing and identifying any local problems that may interfere with student response. Presently, the course evaluation system stays open until midnight before finals begin. We will make the change and close the evaluation time period on the last Friday of dead days, unless a faculty member customizes the dates.

Also note that evaluations can be filled out using smart phones:

[Link to Mobile App to fill out evaluations via smartphones](#)

## Appendix B

<b>Item</b>	<b>Status</b>	<b>Evaluation</b>
FY16 Expenditure Level	Within Estimates	Positive
End of Year Reserve	Slightly Larger than Estimate	Positive
Tuition Revenue	Even/Slightly Above Estimate	Positive
Scholarships	Slightly Above	Neutral
Return of FY16 Appropriation	Estimated at \$500K	Positive
State Revenue Estimate FY17	Some experts have concern	Negative
State Revenue Base FY18	One-time funds no longer avail.	Negative
Rebalanced FY17 Budget	Within Estimates	Positive
Reslife/ Auxiliary Services	Revenue within estimates for 106 bed capacity	Positive
Reslife Renovation Budget	Over budget	Negative

### Areas of Concern for Scholarships:

1. Concurrent enrollment: Fall hours waived up 26%
2. GOLD Program: Fall hours waived down 42%
3. Non-resident Activity Waivers: Annualized increase 22%

## Appendix C

Composition of FUTPRC for 2015-2016 and the current status of those faculty.

<b>College</b>	<b>2015-2016 Member</b>	<b>Status</b>	<b>2016-2017 Member</b>
COP	Mark Gales	Continuing	Mark Gales
CAAP/Library	Tommye Davis	Term Expired	
CAS	Cynthia Pena	Continuing	Cynthia Pena
CAS	Fred Gates	Term Expired	
CAS	Jimena Aracena	Term Expired	
CPGS	Evette Meliza	Term Expired	
CPGS	Trisha Wald	No Longer Eligible	
CPGS	Stephen Burgess	Continuing	Stephen Burgess

Following the caucuses to select FUTPRC members 2016-2017

<b>College</b>	<b>2015-2016 Member</b>	<b>Status</b>	<b>2016-2017 Member</b>
COP	Mark Gales	Continuing	Mark Gales
CAAP/Library	Tommye Davis	Term Expired	Fred Murray
CAS	Cynthia Pena	Continuing	Cynthia Pena
CAS	Fred Gates	Term Expired	David Martyn
CAS	Jimena Aracena	Term Expired	Dan Farris
CPGS	Evette Meliza	Term Expired	Jorie Edwards
CPGS	Trisha Wald	No Longer Eligible	*Melody Ashenfelter
CPGS	Stephen Burgess	Continuing	Stephen Burgess

\*Note that Dr. Ashenfelter will only be serving one year. She will be finishing off the remainder of Dr. Wald's term.

For appeals, we have: CoP: Tammi Moser; CAS: Eric Paul; CPGS: Jared Edwards; CAAP: Scott Froneberger.