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Faculty Senate Minutes

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3-29-2019

March 29th, 2019 Minutes

SWOSU Faculty Senate

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SWOSU Faculty Senate

March 29th, 2019 Approved Minutes

- I. Call to Order:** Faculty Senate President Amanda Smith-Chesley called the March meeting of the Faculty Senate to Order at 2:36 pm in HEC 201.
- II. Establishment of a Quorum:** *Bo Pagliasotti, Landry Brewer (via ITV), Stephen Burgess, Angela Gore, Tommye Davis (via ITV), Jerry Dunn, Linda Pye, Swarup Ghosh, Robin Griffearth, LeaAnne Hume, Paul Hummel, Sunu Kodumthara, Sharon Lawrence, Scott Long, Bill Kelly, Holly McKee, Evette Meliza, Kathy O'Neal, Eric Paul, Cynthia Pena, Hank Ramsey, Hardeep Saluja, Lisa Boules, Amanda Smith, Tony Stein, Karen Sweeney, Muatasem Ubeidat, Cheri Walker (via Zoom), Meri Hix (via Zoom), Angela Gore (via Zoom).*
- III. Certification of Substitutes:** *Bill Kelly for David Martyn (Chemistry and Physics), Angela Gore for Rachel Davis (Nursing), Linda Pye for Phillip Fitzsimmons (Library).*
- IV. Presentation of Visitors:** *none.*
- V. Approval of Minutes:** *Approved with corrections by a unanimous voice vote.*
- VI. Announcements**
 - A. President Amanda Smith-Chesley**
 1. The **Faculty Retirement Reception** will be held **Wednesday, April 17th**, from 3-5 pm in the Bulldog Beanery.
 2. Executive Council Meeting of 3/25/2019
 - a) *State Budget:* anticipate \$1200 raise for common ed. teachers, concurrent enrollment should be fully funded
 - b) *State Legislature:* Section 13 Bill has died, Free speech on campus and alternative certification through private entities bills proposed
 - c) *University Budget:* Please inform Brenda Burgess of any requests, bearing in mind no budget increases are expected
 3. Administrative Council of 3/25/2019
 - a) Convocation: Sayre May 2, Weatherford May 4 (same as last year, but early and late sessions will be swapped); Graduation applications must be submitted by April 12th
 - b) CAS welcomes new dean, Jason Johnson
 - c) CPGS welcomes new associate dean, Darryl Barnett
 - d) Business Office requests invoices for this fiscal year asap (by June 30th) as ERP will go live for finances in July
 - e) Library: Janet Slagell retiring; *Westview* Writers Series featuring poet laureate Jeanetta Mish April 2nd 7:00 p.m. BEC
 - f) Remind students that they are eligible for summer Pell funding

- g) CETL: Instruction Excellence Academy applications due April 19th; Info session/demonstration April 4th at 12:00 p.m. HEC 203
 - h) NSO: April 5th, 11th, 19th
 - i) SISA Banquest March 31st, 6:00-8:00 p.m., Ballroom
 - j) SWOSU palooza – April 5th and 6th
 - k) Staff Appreciation Luncheon, April 17th 11:30-1:00, Ballroom
 - l) Relay for Life: March 29th SWOSU Wellness
4. Meeting with Provost on 3/26/2019
- a) *Retention*: Ruffalo Noel Levitz consultant service to help implement need-based/merit-aware tuition waivers; also looking into expanding tuition waiver from 1-year to 4-year
 - b) *ERP*: Joel Kendall requests feedback on enrollment issues so far
- B. Secretary/Treasurer Holly McKee**
- 1. Roll Sheet—please sign
 - 2. Treasurer’s Report
 - a) BancFirst
 - (1) February Balance: \$1,908.08
 - (2) Withdrawal: \$0
 - (3) Deposit: \$0
 - (4) Current Balance: \$1,908.08
 - b) University Account
 - (1) February Balance: \$105.01
 - (2) Current Balance: \$105.01
- C. President-Elect Stephen Burgess:** *Nothing to report.*
- D. Past President Jerry Dunn:** *Nothing to report.*
- E. Faculty Athletic Representative:** Bo Pagliasotti- *announced the girls’ basketball game.*
- F. Student Government Representative:** Marshall Wallace *not present.*

VII. Reports from Standing and Ad Hoc Committees:

- A. Nominating Committee:** from Scott Long, Chair (see *Appendix A*)- *This was tabled until after the discussion of New Business Item B. When revisited, this was approved by a unanimous voice vote.*
- B. Ad hoc Attendance Committee:** from Jerry Dunn, Chair

Faculty Senate Motion 2019-03-01: The SWOSU attendance policy in the student handbook will be modified to the following statement:

The University will excuse absences due to participation in **formally sponsored** activities including course related field trips, student involvement in research presentations or academic symposiums, artistic performances, NCAA (National Collegiate Athletic Association)/NIRA (National Intercollegiate Rodeo Association) athletic events, PLC (Presidents Leadership Class)

sponsored events, or other events approved for student participation by the VP for Student Affairs and/or VP for Academic Affairs. Students will notify the course instructors at the earliest possible time of scheduled events resulting in future missed classes. The student(s) will be fully responsible for any course work missed during the absence as determined by the course instructor.

Rationale: The current attendance policy is lacking in relation to our sister institutions and NCAA guidelines. The current policy statement:

The university does not excuse students from class attendance for participation in school activities such as athletics, music groups, speech events, field trips, etc.

After some discussion of how student athletes handle classes with required labs (such as pharmacy and nursing), this was approved by a unanimous voice vote.

C. Engagement Committee: *The following update was read from an email from Yu-Ling Chen, Chair of the Engagement Committee:*

"This committee may function as a provider of information and may be especially beneficial to new faculty members, to help them become a part of the community in their first couple years. Options which will be explored include a variety of activities such as basketball, movie night, lounge night, sports-watching events, partnerships with local businesses (ex. faculty happy hour, faculty trivia night at RX Brew), and faculty-sponsored volunteering events. The current plan is to host one or two structured activities each month, and this will hopefully lead to the development of organic social interactions such as faculty members going out to dinner together on their own. The Faculty Engagement Ad-Hoc Committee has proposed hosting an activity one week before finals. Games, hotdogs, and snacks (if sponsored) will be provided and the purpose is to advocate for and survey faculty's interests in social activities. This committee also plans to host this activity at the Fall faculty workshop."

VIII. Unfinished Business: *None.*

IX. New Business:

A. New Senators: According to the records (**Appendix B**), the following senators have expiring terms: Dr. Eric Paul, Dr. Cynthia Pena, Dr. Robin Griffeth, Dr. Cheri Walker, Dr. Hardeep Saluja, Dr. Sharon Lawrence, Dr. Evette Meliza, Dr. Hank Ramsey, Dr. Jack Li, Dr. Stephen Burgess, and ~~Dr.~~ Ms. LeaAnne Hume. *Please forward the name of your department's new senator to Dr. Amanda Smith-Chesley. Include the method used by the department to determine the new senator.*

Please also check with your Deans/department heads on the number and allocation of senators. The Constitution states:

Article II – Section 1. ... academic units (Colleges) shall each elect one Senator for every seven (or major fraction thereof) of its full-time faculty members receiving an annual contract.

Section 2. Each of the academic units shall determine by two-thirds vote of each of its faculties its own method for electing Senators and determining their specific constituencies pursuant to Senate guidelines.

B. Standing Committee Descriptions: Resulting from the Executive Committee's meeting with the Provost, 3/26/19.

Faculty Senate Motion 2019-03-02: The SWOSU Standing Committee Descriptions will be modified according to the revisions presented in (*Appendix C*).

Rationale Standing committee descriptions need to be revised to reflect the inclusion of Sayre faculty into departments.

This was approved by a unanimous voice vote.

X. Adjournment: 3:14 pm

XI. Next Meeting: Friday, April 26th at 2:30 pm

XII. Subsequent Meeting: Wednesday, May 1st at 4:00 pm

Appendix A

SWOSU Faculty Senate Nominating Committee Report A – March, 2019

The final report is one of two versions, dependent upon the action of the Senate to a motion coming from Committee. If the Senate approves the motion reflecting changes in the Faculty Handbook concerning Colleges, there are twenty-five (25) open positions. If the Senate does not approve the motion, there will be twenty-six (26) open positions. The affected position is noted [bracketed and in red] which would be eliminated, should the motion pass.

There are twenty-five (25) or twenty-six (26) committee positions elected from the Faculty Senate that are open for the 2018-2019 academic year, offering at least 25 opportunities for faculty to serve the University (identified as follows).

Academic Appeals Committee -- Reviews the procedural fairness of an instructor's grading policy upon the filing of a written student academic appeal. The committee also reviews student requests to change a grade to a withdrawal (W) or grade change requests in the event that the instructor of record is no longer employed by the university.

Five (5) open

Academic Suspension Appeals Council -- Develops policies governing student advisement within the framework of Regents' retention regulations, and serves as an appellate committee on student academic status. The council meets before classes start each semester (fall, spring, and summer) and other meetings are scheduled as needed.

Three (3) open

Appellate Committee on Dismissal of Tenured Faculty and Grievance Committee -- Hears appeals of dismissed tenured faculty members when hearings are requested, and hears grievances when filed.

Three (3) open – Must be tenured

Benefits Committee -- Promotes programs that will contribute to the health and wellness of all University employees and their families; studies and reviews all employee benefit programs at Southwestern Oklahoma State University and makes this information available to SWOSU community; gathers faculty and staff input on all University benefit programs; and reviews annually University-sponsored benefits, and the RUSO benefit programs, and make recommendations through proper channels regarding such benefits.

College Specific Two (2) open

College of Professional and Graduate Studies (one open) College of Arts and Sciences (one open)

Bernhardt Award Selection Committee -- Selects an outstanding faculty member to recognize.
College Specific

Two (2) open

College of Arts and Sciences (one open)

College of Pharmacy (one open)

College of Professional and Graduate Studies – Dr. Amanda Evert

Campus Environmental Committee -- Promotes environmental awareness, resource conservation, and recycling of certain materials.

One (1) open

Excellence in Teaching and Learning Committee - Supports the CETL mission in their commitment to student learning and quality education by engaging faculty in reflective practices promoting innovations in teaching and learning in traditional and online formats. ETLC collaborates with faculty to foster a dialogue about teaching strategies, methods, and policy recommendations which promote student learning and academic quality. ETLC will meet regularly either in person, virtually, or both.

College Specific

Four (4) [Three (3)] open

[College of Associate and Applied Programs (one open)]

College of Arts and Sciences (one open)

College of Professional and Graduate Studies (one open) Library (one open)

Faculty Development Committee -- Encourages excellence in teaching and scholarly activities. This committee will offer programs to enable the faculty to improve personal and professional qualities as educators. Program content will encompass: teaching, research, and new faculty orientation.

College Specific Three (3) open

College of Arts and Sciences (one open)

College of Professional and Graduate Studies (one open) Library (one open)

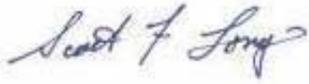
Financial Assistance Advisory and Appeals Committee -- Acts as an advisory committee to the student financial assistance officer, hears appeals, and recommends disposition of student grievances related to financial assistance awards. A faculty member nominated by the Faculty Association will be added to the committee for appeals and grievance hearings.

One (1) open

Intellectual Property Committee -- Disseminates information to the faculty regarding laws and policies regarding copyrights and the use of intellectual property. The Committee monitors general University compliance.

Two (2) open
Respectfully submitted on this day, 29 March 2019

Scott F. Long, Chair
Faculty Senate Nominating Committee

A handwritten signature in cursive script that reads "Scott F. Long". The signature is written in dark ink and is positioned below the typed name.

Appendix B

2018-2019 Faculty Senate Membership

President	Dr. Amanda Smith-Chesley
President-Elect	Dr. Stephen Burgess
Secretary/Treasurer	Dr. Holly McKee
Past-President	Dr. Jerry Dunn
Parliamentarian	Dr. Scott Long
Archivist	Mr. Phillip Fitzsimmons

College of Arts and Sciences

Department	Name	Term
Art, Communication and Theater	Dr. Lisa Schroeder	2020
Biological Sciences	Dr. Muatasem Ubeidat	2021
	Dr. Eric Paul	2019
Chemistry and Physics	Dr. David Martyn	2020
	Dr. Tony Stein	2020
Language and Literature	Dr. Amanda Smith	2020 (past-president)
	Dr. Cynthia Pena	2019
Mathematics	Dr. Kathy O'Neal	2021
	Dr. Swarup Ghosh	2021
Music	Dr. Yu-Ling Chen	2021
	Dr. Robin Griffeth	2019
Social Sciences	Dr. Sunu Kodumthara	2021
	Dr. Jerry Dunn	2021

College of Pharmacy

Department	Name	Term
Pharmacy Practice	Dr. Meri Hix	2021
	Dr. Cheri Walker	2019
Pharmaceutical Sciences	Dr. Scott Long	2020
	Dr. Hardeep Saluja	2019

College of Graduate and Professional Studi

Department	Name	Term
School of Allied Health	Ms. Dr. Sharon Lawrence	2019
School of Behavioral Sciences and Education		
Education	Dr. Ann Russell	2020
	Dr. Evette Meliza	2019
Kinesiology	Mr. Wayne Anderson	2020
Parks and Recreation Management	Mr. Paul Hummel	2020
Psychology	Dr. Stephen Burgess	2019
Business and Computer Science	Dr. Holly McKee	2020
	Dr. Hank Ramsey	2019
Business and Computer Science	Dr. Hank Ramsey	2019
Finance, Management and Marketing	Ms. Karen Sweeney	2021
Industrial and Engineering Technology Computer Science and Engineering Technology	Dr. Karen Sweeney	2021
	Dr. Jack Li	2019
School of Nursing	Ms. LeaAnne Hume	2019
	Ms. Rachel Davis	2020

College of Associate and Applied Programs – Sayre

Department		Term
Sayre	Ms. Tommye Davis	2020
	Mr. Landry Brewer	2021
Library	Mr. Phillip Fitzsimmons	2021
Faculty Athletic Representative (non-voting)	Mr. Bo Pagliasotti	2019
Student Representative (non-voting)	Mr. Marshall Wallace	2019

Appendix C

~~Red strike through~~ – deletions

Highlight – additions/changes

* – Faculty Senate nominations

STANDING COMMITTEES WITH FACULTY REPRESENTATION

Academic Technology Committee -- The Academic Technology Committee exists to support the SWOSU academic community concerning present and future technology-related needs. The committee also recommends formulation of the technological strategic plan including short and long range acquisition, implementation and coordination of technology, and classroom-related technological needs on a university-wide basis.

The committee is composed of ~~seven~~ **six** members serving three year terms, including one faculty member from ~~each of the four colleges~~ **CAS, CPGS, COP**, one from the library, a student appointed by the Dean of Students, and the Director of CETL. Members are nominated by Deans and appointed by the Provost. The Provost and the Director of ITS serve as *ex officio* members.

* **Assessment Committee** -- Recommends policies and procedures for testing and assessment of student academic achievement and student satisfaction.

Committee members include the Chair of the General Education Committee, the Chair of the Department of Language and Literature, the Chair of the Department of Mathematics, the Dean of Students, the Director of Assessment, the Director of Counseling and Assessment at the Sayre Location, the President of the Student Government Association and one additional representative from the College of Arts and Sciences, three representatives from the College of Professional and Graduate Studies, **and** one representative from the College of Pharmacy. ~~and one representative from the College of Associate and Applied Programs.~~ Faculty representatives will be selected by the Faculty Senate and approved by the Provost and will serve three year terms. One additional student, selected by the Vice President for Student Affairs, shall be included in the committee and serve a one-year term. The Chair of the committee is appointed by the Provost from the membership. The Associate Provost, the Director of CETL, and one Teaching and Learning Coordinator serve as *ex officio* members.

* **Benefits Committee** -- Promotes programs that will contribute to the health and wellness of all University employees and their families; studies and reviews all employee benefit programs at Southwestern Oklahoma State University and makes this information available to SWOSU community; gathers faculty and staff input on all University benefit programs; and reviews annually University-sponsored benefits, and the RUSO benefit programs, and make recommendations through proper channels regarding such benefits.

The committee is composed of eight members --- four faculty (one representative selected by the Faculty Senate from each of CAS, CPGS, COP, and one member from the ~~Sayre Location of~~ SWOSU Libraries), and four staff (three selected by the SWOSU Staff Council, and one professional staff member at large appointed by the President). The Vice President for Administration and Finance, Assistant Vice President for Human Resources, and the Benefits Specialist serve as *ex officio* members. Members serve two year terms.

* Bernhardt Award Selection Committee – Annually elects an outstanding faculty member to recognize.

The committee is composed of three faculty members -- one each from CAS, CPGS, and COP, with the most recent Bernhardt Award recipient representing their college, one alumni representative, and two student representatives, each selected annually. The chair is selected by the committee. Faculty representatives (other than the most recent winner) are selected by the Faculty Senate, one student representative is selected from seniors in the President’s Leadership Class, one student representative is selected by SGA, and the alumni representative is selected by the Director of Institutional Advancement. Ex officio members include the Provost and the Director of Institutional Advancement.

English Proficiency Program Committee -- Makes recommendations related to the English Proficiency Exam.

The committee is composed of one faculty member from ~~each college~~ CAS, CPGS, and COP, the Chair of the Department of Language and Literature, the past Director of the Freshman English Program, and two students appointed by the Student Government Association who serve annually. Faculty members serve three year terms, and are appointed by the Provost and the President.

* Excellence in Teaching and Learning Committee - Supports the CETL mission in their commitment to student learning and quality education by engaging faculty in reflective practices, promoting innovations in teaching and learning in traditional and online formats. ETLC collaborates with faculty to foster a dialogue about teaching strategies, methods, and policy recommendations which promote student learning and academic quality. ETLC will meet regularly either in person, virtually, or both.

The committee is composed of the Director of the Center for Excellence in Teaching and Learning (*ex officio*), the Associate Provost (*ex officio*), ~~seven~~ **six** faculty chosen by the Faculty Senate (two representatives from the College of Arts and Sciences, two representatives from the College of Professional and Graduate Studies, one representative from the College of Pharmacy, ~~one representative from the College of Associate and Applied Programs~~, and one representative from the Library), and up to four additional members from faculty, staff, and students across campus as deemed appropriate by the Director of the Center for Excellence in Teaching and Learning. Committee members serve two year terms.

* Faculty Development Committee -- Encourages excellence in teaching and scholarly activities. This committee will offer programs to enable the faculty to improve personal and professional qualities as educators. Program content will encompass: teaching, research, and new faculty orientation.

The committee is composed of ~~seven~~ **six** members serving staggered two-year terms -- two representatives from the College of Arts and Sciences, two representatives from the College of Professional and Graduate Studies, one representative from the College of Pharmacy, ~~one representative from the College of Associate and Applied Programs~~, and one representative from SWOSU Libraries. Members are nominated by the Faculty Senate to fill the open seats each year, and are appointed by the Provost and the President. The committee chair will be elected by committee members from faculty who are serving their last year on the committee of a two year term. The Director of the Center for Excellence in Teaching and Learning serves as an *ex officio* member.

* Faculty University Promotion/Tenure Review Committee – Evaluates faculty applications for tenure and promotion, and makes recommendations related to granting tenure and promotions.

The committee shall be composed of three faculty members from the College of Arts and Sciences, three faculty members from the College of Professional and Graduate Studies, one faculty member from the College of Pharmacy, and one **faculty member** from ~~the College of Associate & Applied Programs~~ the SWOSU Libraries. ~~The seat for the College of Associate and Applied Programs or SWOSU Libraries will alternate as two-year terms expire.~~

Terms for all seats will be staggered so that only four of the total eight seats are open each year. Members of the committee shall serve two year terms and shall not be able to serve consecutive terms. Department Chairs, Associate Deans, Deans and applicants shall not be eligible for committee membership. The committee elects a chair.

* Faculty University Promotion/Tenure Appeals Committee - Hears appeals related to promotion and tenure decisions.

The Promotion/Tenure Appeals Committee will be composed of one faculty member from each of the College of Arts and Sciences, the College of Professional and Graduate Studies, the College of Pharmacy, and one **faculty member** from ~~the College of Associate & Applied Programs or~~ SWOSU Libraries. ~~The College of Associate & Applied Programs will fill this committee seat in odd-numbered years and the SWOSU Libraries in the even-numbered years.~~

Selections by the Faculty Senators of that college or library are forwarded to the Provost in the selection process for SWOSU Promotion/Tenure Review Committee. A fifth member of this committee will be a member of the Appellate Committee on Dismissal of Tenured Faculty Members, and may not have been a candidate or on the slate of three during the current academic year. This individual will be selected by the Faculty Senate. Two (2) additional members of this committee,

consisting of a Department Chair/Associate Dean and a Dean from one of the colleges will be appointed by the Provost.

Members of the Promotion/Tenure Appeals Committee shall not have been involved in the promotion/tenure process as candidates or as members of Faculty University Promotion/Tenure Review Committee during the academic year.

General Education Committee -- Evaluates current offerings, makes recommendations, and reports to the Provost.

The committee is composed of eight faculty members: three from Professional and Graduate Studies; three from Arts and Sciences; one from Pharmacy; and one ~~rotating from the Sayre Location, or~~ Library. Committee members serve three year terms. Members of the committee are nominated by the Dean of each college and appointed by the Provost. Up to two student members who serve one year terms are appointed by the Student Government Association. The Chair is selected by the Provost, ensuring rotation among the colleges, and will serve a two year term. The Provost and Associate Provost are *ex officio* members.

University Research and Scholarly Activity Committee -- Serves as an advisory council to the Provost concerning matters related to research and scholarly activity and sponsors the annual Research and Scholarly Activity Fair at SWOSU.

The committee is composed of ~~nine~~ **eight** faculty, each serving staggered three year terms. Three faculty members are selected from each of the College of Arts and Sciences and the College of Professional and Graduate Studies, and one from each of ~~the College of Associate and Applied Programs,~~ the College of Pharmacy; and ~~from~~ the SWOSU Libraries. Two students are selected by committee members at the first meeting of the school year to serve a one-year term. Faculty members are nominated by the Deans and appointed by the Provost and the President. The Chair is selected by the Provost. The Director of Sponsored Programs serves as a permanent member.