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Faculty Senate Minutes

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3-26-2021

## March 26th, 2021 Minutes

SWOSU Faculty Senate

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# SWOSU Faculty Senate

Friday, March 26, 2021, 2:30 p.m.

## Approved Minutes

- I. **Call to Order:** Faculty Senate President Karen Sweeney called the March 2021 meeting of the Faculty Senate to Order at 2:30PM via Zoom.
- II. **Establishment of a Quorum:** Jimena Aracena, Sherri Brogdon, Stephen Burgess, Melanie Claborn, Glenna Davis, Jerry Dunn, Amanda Evert, Daniel Farris, Phillip Fitzsimmons, Angela Gore, Swarup Ghosh, Meri Hix, Sunu Kodumthara, Denise Landrum-Geyer, Sharon Lawrence, Alex Lee, Dana Lloyd, Scott Long, Evette Meliza, Vanesa Nix, Kathy O'Neal, Eric Pritchard, Hank Ramsey, Jessica Salmans, Hardeep Saluja, Tugba Sevin, Tony Stein, Karen Sweeney, Muatasem Ubeidat, Bo Pagliasotti, Natalie Kinder.
- III. **Certification of Substitutes:** None
- IV. **Presentation of Visitors:** None
- V. **Approval of Minutes:** February 2021 – Approved unanimously.
- VI. **Announcements**
  - A. President Karen Sweeney
    1. *New Faculty Senate Officers:* It is time to ask for volunteers or nominations for the following positions: President Elect and Secretary/Treasurer for the Faculty Senate 2021-2022 academic year!
    2. *New Faculty Reception and Retirement Reception:* Perhaps a come-and-go. Grab cookies and coffee on your way out.
      - a) *Reception will be Wednesday, April 21, from 3 PM – 5PM. A virtual option will be available.*
    3. Executive Council and Administrative Council – Monday, March 8, 2021
      - a) *President:*
        - (1) The We can start drawing down our funding from the second half of the CARES Act. We are working diligently on getting our student funds out as quickly as possible before the first of April as Brenda mentioned.
        - (2) Just a reminder, through the governor's executive orders there are still some out-of-state travel restrictions in place. We are allowing some, as you see in Athletics, and some that are not specifically using state funds for that travel. If you have a request, get that into us. We are reviewing those on a case-by-case basis due to COVID restrictions.
        - (3) We are trying to allow some events to take place. We are still trying to be very safe in allowing these events.
        - (4) Let's keep reminding people to be diligent. There's going to be a tendency to think this (COVID) is over because of things going on in other states. It's not over, unfortunately, it's not close to being over. But hopefully we are on that trend. That's why it's more important than ever that we're diligent in our safety precautions and that our students are also so we can continue on this trend. This trend can change and people need to know that. We are sitting in a great position with no student cases, no employee cases and we want to be able to maintain that. It's through strict diligence

that we do that. I know that everyone will comply and we'll get through this. I appreciate everyone's support.

b) *Provost:*

- (1) Updated Commencement information is on the SWOSU website. We will have ceremonies for 2020 and 2021 graduates.

<https://bulldog.swosu.edu/commencement/index.php>

a) *Associate Provost for Academic Affairs:*

- (1) Higher Learning Commission

- (a) Brenda, Jerome, and Diane are helping put together our institutional update. Our HLC four-year report is due Sept. 1, 2024.
- (b) I will finish up an accreditation guide that will provide direction based on the peer team's suggestions, and also provide guidelines on how to prepare our assurance argument for the four-year review.
- (c) Already working the few improvement suggested by our peer reviewers. The Learning Lounge that Lori and Wendy made possible is one example.

- (2) Advisor Training

- (a) Advisor training for Fall 2021 went well. All information from the training is on the Colleague Resources page ([https://swosu.instructure.com/media\\_objects\\_iframe/m-4VLf44Go2XWsY1CEHzbBy1Ep8TFcx6Sx?type=video?type=video](https://swosu.instructure.com/media_objects_iframe/m-4VLf44Go2XWsY1CEHzbBy1Ep8TFcx6Sx?type=video?type=video)).

b) *CETL:*

- (1) Significant Change Review is continuing.
- (2) Setting up Lunch and Learns for March and April.

c) *Dean of Students:*

- (1) Brandy Awards are being planned. Emails will be sent to students and notifications in canvas will be sent as reminders for students to vote.
- (2) A memorial for Cindy Daugherty is being planned for early April and will be confirmed shortly.
- (3) Honors medallions for the previous semesters have been mostly distributed to departments.

d) *Vice President of Public Relations and Marketing:*

- (1) A reminder was issued that the university does have a videographer on contract and is available to do small project videos. Contact Brian Adler if you have need for a video.
- (2) A reminder was issued to continue sending website updates to SWOSU Webmaster Susan McElhaney. It is important to keep information updated.
- (3) SWOSU has been posting COVID-19 data updates on the SWOSU website each Tuesday and it was pointed out that the March 9 update would be 0 student and employee cases, which is great news.

e) *Bookstore/Almamater Merc*

- (1) The distribution of caps and gowns will take place beginning March 15th and go up until graduation.

4. Faculty Senate Executive officers meeting with Dr. South and Dr. Kendell, March 24, 2021.
  - a) *COVID Vaccinations*: SWOSU continues to help to administer COVID vaccinations and will continue to do so until the County Health Department does not need us anymore. You can register for your shot on the Health Department website.
  - b) *Vaccines* are being administrated on Friday's and Tuesday's. Friday's still need an appointment; Tuesdays are for anyone that would like to be vaccinated.
  - c) *Faculty Handbook*: Dr. South has made revisions for the Academic Unit portion for Promotion and Tenure and Continuance Review of the Faculty Handbook to include items that have been brought to his attention through questions that are not answered in the handbook. The revisions have been provided to the FS for review to approve or modify. Dr. South would like to speak with the Committee we suggest about these changes to discuss and get feedback and suggestions. (see attached document)
  - d) *President Search*: New President of SWOSU: Dr. Diana Lovell (<https://www.swosu.edu/news/2021/2021-03-03a.php>)
  - e) *Provost Search*: Screening of applicants has begun by the assigned committee.
  - f) *Fall Break*: Differs from Weatherford Public Schools. SWOSU always schedules the Fall Break for the third Thursday and Friday of October. Dr. South will reach out to the Public Schools and see if this can be rectified.
  - g) *Summer 2021*: At this time will be as this Spring, masks required as mandated by the CDC. We will continue to follow their recommendations.
  - h) *Advising as part of load*: Dr. South requests guidance from the Faculty Senate on how to attack advising as part of load. There are departments with many students to advise and some with much less. Currently all faculty get a 3-hour advising/committee release regardless how many advisee's they have. Dr. South's question: Is there a better way to do this? Need to try to make this more equitable. Extra help has been provided for those that have a very large number of advisees to try to address this situation.
  - i) *Online classes*: Currently each faculty member that teaches on online class receives an extra \$100 an hour for that class. Now that all faculty have had to teach classes online, is it still something that is necessary for SWOSU should pay? Online class have grown from 16% to 35%. Pre-COVID it was \$62,000 a year; with COVID it doubled. If we did not have the extra \$100 a credit hour we could possibly lower the cost to the student which would also allow us to better compete with other universities.
  - j) *Adjunct Review*: Suggestion from HLC review team was to make the review standard for all. There is an eTrieve form that will be tested this semester to be sure it is meaningful but not overbearing. It will be a yearly review that the Chair and the adjunct both signoff on.
  - k) *Graduation Rate*: We are currently at 43% graduation rate, the goal was 40.5%. That is first time Freshmen that start at SWOSU and finish at SWOSU

within 6 years. This does not count those that transfer to SWOSU from other Universities.

- 1) *Cares Act*: These monies will also go to students who are in online class whereas before it did not. There is also monies from Title 3 Grant has been setup as an emergency aid grant, students have to apply to receive a portion of the monies. Very simple application, first-come first-serve. The application will be out soon.

B. Secretary/Treasurer: Hardeep Saluja

1. Will fill out Roll Sheet – Please check the minutes carefully from each meeting to be assured you were not missed. Also, please be sure to add your name in the chat for attendance.
2. Treasurer's Report
  - a) BancFirst
    - (1) Balance: \$2,203.88
    - (2) Withdrawal: \$0
    - (3) Deposit: \$0
    - (4) Current Balance: \$2,203.88
  - b) University Account
    - (1) Balance: \$105.01
    - (2) Current Balance: \$105.01

C. President - Elect Amanda Evert: Nothing to Report

D. Past President - Stephen Burgess: Nothing to Report

E. Faculty Athletic Representative - Bo Pagliasotti:

1. Soccer players named GAC players of the week: Micaela Swain – offensive and Elizabeth Moreno – defender.
2. Gregor Weck named golfer of the week.
3. Makyra Tramble named third team d2cca all American.
4. Baseball's Matt Hopkins named pitcher of the week.
5. Volleyball plays at home tonight against SE at 6pm, Track and Field at OBU today and tomorrow, baseball and softball both play Henderson state this weekend, softball is here and started at 2 again at 4 and tomorrow at noon. Baseball is at Henderson, Soccer is home tomorrow vs OBU at 1:00 PM and again on Monday at 3:30 PM.
6. Women's basketball lost to #1 Lubbock Christian University.
7. Regional Championship (this year's seniors are the first class to make the NCAA national tournament all four years).
8. Upcoming GAC Championships: Volleyball April 6<sup>th</sup>-11<sup>th</sup> matches played at highest seed than final four played at highest remaining seed-Track and field April 15<sup>th</sup> 16<sup>th</sup> and 17<sup>th</sup> all teams-Soccer April 10<sup>th</sup>, 15<sup>th</sup> and 17<sup>th</sup> top 8-Golf April 19<sup>th</sup> and 20<sup>th</sup> all teams at Little Rock. Baseball and softball May 14<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup> (baseball only).
9. Rodeo April 8<sup>th</sup> -10<sup>th</sup> tickets are on Stubwire link through rodeo page. 400 tickets per show.
10. The NCAA Division II Legislation Committee selected six modules that will be required for the 2021-22 coaches' certification period, as follows: (1) Eligibility: Four-

Year College Transfers; (2) Eligibility: Outside Competition; (3) NCAA Coaches Assist for Mental Health; (4) NCAA Coaches Assist for Substance Misuse; (5) Recruiting: Camps and Clinics; and (6) Recruiting: Financial Aid and Offers. These modules will be grouped into a 2021-22 Coaches Certification Curriculum on Division II University and will be released on April 1, 2021. Each course will include the five-question test the coach must pass to successfully complete the module. If a question is missed, the quiz cannot be retaken for 24 hours. If a coach has previously completed one or more of these courses, they will have to complete the course again on or after April 1, 2021, before taking the test.

F. Student Government Representative - Natalie Kinder: Nothing to report.

## **II. Reports from Standing and Ad Hoc Committees:**

A. From the *University Policies Committee* and *Student Affairs Committee*: (see *Appendix A*).

1. **Faculty Senate Motion 2021-03-01:** Ad Hoc Committees brought the motion requested to from a *University Academic Advising Committee*. A few minor changes to the document were made. Document is included in Appendix A.

a) Motion was unanimously approved.

B. *Nominating Committee*: from Scott Long, Chair (see *Appendix B*)

## **III. Unfinished Business:**

### **IV. New Business:**

A. *New Senators*: According to the records the following senators have expiring terms: Dr. Muatasem Ubeidat, Dr. Tony Stein, Dr. Swarup Ghosh, Ms. Kathy O'Neal, Dr. Daniel Farris, Dr. Jerry Dunn, Dr. Sunu Kodumthara, Dr. Meri Hix, Dr. Sharon Lawrence, Dr. Evette Meliza, Dr. Stephen Burgess, Mr. Landry Brewer, and Mr. Phillip Fitzsimmons (Phillip. Please forward the name of your department's new senator to Dr. Karen Sweeney. 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.

### **IV. Adjournment: 3:40 p.m.**

V. **Next Meeting:** Friday, April 30, 2021, 2:30 p.m. via Zoom

### **Spring 2021 Meetings, 2:30 p.m.**

Friday January 29, 2021

Friday February 26, 2021

Friday March 26, 2021

Friday April 30, 2021

Wednesday May 5, 2021

## Appendix A

**The University Policies Committee and Student Affairs Committee** met and discussed the motion presented to the Faculty Senate during February meeting.

The two committees recommend the formation of a standing **University Academic Advising Committee**.

### **Committee composition**

This committee shall be composed of faculty and staff representatives who actively serve as advisors as well as one student representative. The committee should be composed as follows (The number of representatives from each college can be increased if needed)

- 4 Arts and Science representatives
- 4 College of Professional and Graduate Studies representatives
- 1 College of Pharmacy representative
- 1 Sayre campus representative
- 1 professional staff advisor representative
- 1 student representative
- The Concurrent Advisor
- The Academic Support Center Director will serve as a standing *ex officio* member.

### **Purpose:**

- To support academic advising and help coordinate academic advising with relevant academic services in alignment with SWOSU's mission, vision, values, and goals.
- To provide a forum for discussion of academic advising and student success-related topics and policies, procedures and processes for faculty, advising administrators, enrollment management administrators, and student life administrators.
- To advocate for the recognition of advising activities via inclusion in discussions of continuance, tenure and promotion, and other evaluative discussions of faculty and staff work.

### **Duties:**

- Serve as the resource on academic advising for all members of the community.
- Recommend strategies on matters pertaining to academic advising and areas related to academic advising.
- Create a university academic advising mission statement.
- Develop and recommend guidelines for academic advising.
- Work in conjunction with assessment and accreditation efforts on campus to ensure that the academic advising mission and values statements align with the University's Mission, Vision, and Values.
- Support a university-wide academic advising program based on the National Academic Advising Association's (NACADA) guidelines.
- Work to promote an effective advising system on campus.
- Develop and oversee programs and workshops for the ongoing development of advisers and advisees, including
  - Registration workshops
  - New advisor development
  - Continuing advisor development
- Work to ensure that students are educated on appropriate advising expectations and their role and responsibility in the adviser-advisee relationship.
- Review student learning outcomes related to academic advising
- Advise on a campus-wide advising assessment program.
- Provide faculty interface with appropriate student services groups.

- Provide guidance concerning the academic components in NSOs, SWOSU Connect, College Success, Academic Support Center (including Student Success Center, Retention Management, and Career Exploration Services).
- Revise and circulate the advising sections of faculty and student handbooks as needed.
- Review and suggest updates to advising sections of the SWOSU website.
- Coordinate an Advisor Recognition Award similar to the Brandy Awards.
- Oversee student focus groups in order to glean data/information from students at different points in their academic career across campus.



## Appendix B

### SWOSU Faculty Senate Nominating Committee Report – March, 2021

There are twenty-nine (29) committee positions elected from the Faculty Senate that are open for the

2021-2022 academic year, offering 29 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.

Two (2) open + One (1) alternate – Must be tenured

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

College Specific

Three (3) open

College of Professional and Graduate Studies – One (1) open

College of Arts and Sciences – One (1) open

College of Pharmacy – One (1) open

**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

Three (3) open

College of Professional and Graduate Studies – One (1) open

Arts and Sciences – One (1) open

Library/CETL – One (1) open

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

College Specific

Two (2) open

College of Arts and Sciences – Howard Kurtz

College of Pharmacy – one (1) open

College of Professional and Graduate Studies – one (1) open

**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

Three (3) open

College of Arts and Sciences – One (1) open

College of Professional and Graduate Studies – One (1) open

Library/CETL – One (1) 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 (1) open

College of Professional and Graduate Studies – One (1) open

Library/CETL – One (1) open

**Financial Aid Satisfactory Progress 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, 26 March 2021

Scott F. Long, Chair

Faculty Senate Nominating Committee