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Faculty Senate Minutes

Faculty Senate

4-26-2024

April 26, 2024 Minutes

SWOSU Faculty Senate

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SWOSU Faculty Senate Minutes

Friday, April 26, 2024 @ 2:30 PM in STF 108

- **Call to Order:** Meeting was called to order by President Trevor Ellis at 2:34 PM
- **Establishment of a Quorum:** Lisa Appeddu, Jimena Aracena, Jieun Chang, Marc DiPaolo, Jared Edwards, Swarup Ghosh, Jon Henrikson, Jeremy Johnson, Daniel Kavish, Geo Kelly, Sharon Lawrence, Holly Mace, Shelley Martinson, Nolan Meditz, Vanessa Nix, Andy North, Kathy O'Neal, Brian Rickel, Tyler Rickey, Jessica Salmans Meditz, Horrick Sharma, Debra Stevens, Richard Tirk, Muatasem Ubeidat
- **Certification of Substitutes:** Zach Jones for Brandy Chase, Megan Goucher for Eunice Lonebear, Frederic Murray for Phillip Fitzsimmons.
- **Faculty Athletic Representative:** Bo Pagliasotti
 1. Nothing to report.
- **Student Government Representative:** Jessica Findley
 1. Nothing to report.
- **Library Representative:** Frederic Murray
 1. Discussed budget concerns and long-term impact. Provided an example of recent accreditation with Health Professions.
 2. Support of concerns was echoed among Faculty Senators.
- **Invited Staff Council Member:** Kasey Delk
 1. Coffee with the President held earlier in the week.
 2. Provided update on summer hours concerns discussed in March meeting. Will be polling staff at end of summer to obtain feedback from staff regarding the summer hours policy.

Non-voting members and guests free to leave or may be asked to leave at this point depending on other items of discussion for the meeting

- **Presentation of Visitors:** Todd Wiggen was introduced by Holly Mace as an incoming Faculty Senate representative. Megan Goucher was introduced as an incoming Faculty Senate replacement for Glenna Davis. Todd Parker was introduced by Jessica Salmans Meditz as an incoming Faculty Senate representative.
 - **Approval of Minutes:** from the March 29, 2024, Faculty Senate Meeting were approved with correction in the Establishment of a Quorum list.
 - **Announcements**
 1. **Administrative Council Meeting April 1, 2024**
 - a. Staff Summer Hours
 - i. The administration felt that this was introduced to provide flexibility from the normal 8-5 M-F schedule.
 - ii. The primary issue was the timing of the announcement versus when the staff council was made aware of the policy.
 - 1) Not enough time to provide feedback.
 - 2) Not even given the time that they were allotted.
 - iii. This will be the schedule for this year, but some adjustments may occur for next year based on feedback.
 - b. Yukon
 - i. The legislature reimburses institutions for a certain number of credit hours.
 - ii. What about the early college program
 - 1) Previously we mentioned that a foundation is paying for these credits for Yukon students.
 - a) It is the SWOSU Foundation that pays these fees.
 - o SWOSU Foundation supplying up to \$250K/year for extra credit hours for the early college program.
- *Senators discussed concerns at length and were wanting additional details.*

- iii. Half tuition to YPS employees
 - 1) Previously SWOSU was renting space from YPS.
 - 2) YPS used these funds to offset tuition (1/2) for their employees to enroll in courses with SWOSU.
 - 3) SWOSU is no longer renting space, therefore these funds are no longer available for them to utilize in this way.
 - a) Rumors exist that SWOSU is no longer allowing YPS employees to enroll at ½ tuition. Not the case, we are just no longer paying rent on space, so the originally MOU in 2019 is no longer functional.
 - c. PCEC
 - i. Pioneer Cellular Event Center will be renamed the Pioneer Event Center
 - 1) Pending RUSO approval.
 - 2) Requested by Pioneer as they phase out cellular services.
 - d. Academic Technology
 - i. Contact Nathan Thiessen if any classrooms need technology remodel.
- 2. **SWOSU Faculty Senate Executive Committee meeting with the President and Provost April 23, 2024**
 - a. Enrollment Update
 - i. Summer up 4.82% in headcount, 6.61% in credit hours.
 - ii. Fall up 7.36% in headcount, 1.78% in credit hours.
 - iii. Down in incoming 1st time full time freshman.
 - iv. Last year 5% of Yukon concurrent students came to SWOSU.
 - v. FAFSA delays do not seem to be deterring enrollment.
 - b. State Budget
 - i. Looks to be flat.
 - ii. Deferred maintenance is expected but not sure of amount yet.
 - iii. Innovation Funds will reapply in May.
 - iv. Bill to apply flat rate for concurrent is dead but the idea/concept is still very alive.
 - c. Tuition and Fees
 - i. SWOSU will not ask for tuition or fee increases for FY 2025.
 - d. Departmental Name Change Form
 - i. Available on Etrieve.
 - e. OSHRE
 - i. Paused policy preventing universities from charging credit hours for developmental courses.
 - ii. Chancellor/Legislature eyeing reduction of reimbursable hours for concurrent enrollment from 27 to 18 hours.
 - iii. Teeth added to low producing programs.
 - 1) Low producing is based on the number of majors/grads that were included in the paperwork to establish the program.
 - 2) Exemptions to low/no cost programs
 - 3) Long term – multiple year low production could result with consolidation or sunseting a program
 - f. Bulldog Buddies
 - i. The provost was not aware of the email requesting departmental volunteers.
 - ii. Program is being further evaluated for liability, extra burden on faculty etc.
 - g. Janitorial Staff
 - i. Rumor is that janitorial staff are being moved to night shift.
 - ii. Actual, janitorial staff are being enticed into night shift for shorter hours and same pay.
 - iii. Not sure why.
 - h. Yukon High School

- i. Troubles with space allotment remain.
- ii. Coordinator for Yukon/Canadian County has not been hired.
- iii. Potentially 250 concurrent students have not been enrolled.
 - 1) Waiting on the coordinator

- **Secretary/Treasurer Jon Henrikson**

	Deposit	Withdrawal	Balance
End of March Balance			\$2242.77
Order Checks through Bank		(21.00)	\$2221.77
Sweet Memories Catering for Retirement Reception		(277.50)	\$1944.27
Reimburse Jon Henrikson for the purchase cost of recognition gifts (retirement/service)		(542.39)	\$1401.88
Current Balance			\$1401.88

1. Provided an update on the expenditures related to the Retirement Reception hosted by the Faculty Senate.
 - a. Was well attended at the Stafford Museum.
 - i. Discussed the cost of the catering was about \$150 above what is normally observed when hosting at the beanery, but location seemed to be a nicer venue.
 - b. Requested Senators to obtain any feedback from attendees and retirees was desired.
 - i. Request for flyers to be able to be passed out ahead of time among faculty.
 - ii. Potentially moving to a little earlier in the semester to avoid conflicts with departmental banquets.
2. Revisited the additional cost this year of the recognition gifts to “pay-it-forward” to show what could be done if dues increase occurred. Want to be sure we can justify the request for \$10, since that is the logical jump with respect to handling money collections.
 - *Question regarding if a motion would need to be provided to do this. It was agreed that any changes to the dues collection would need to be passed by the Faculty Senate through a motion and vote.*

- **President-Elect Jared Edwards:**

- **Past President Jessica Salmans Meditz:**

- **Reports from Standing and Ad Hoc Committees:**

1. Personnel Policies Committee
 - a. Jared Edwards reminded Faculty Senators that the President and Provost evaluations were open through April 30 on Canvas and Senators to communicate with their colleagues.

- **Unfinished Business:**

1. Distribution policy of Faculty Senate Seats by college, as communicated to the Faculty Senate President.
 - a. College of Nursing and Health Professions
 - i. Faculty approved policy submitted.
 - 1) College of Nursing and Health Professions will split our senators based on number of faculty in each unit.
 - b. College of Business and Technology
 - i. Faculty approved policy submitted.
 - 1) Faculty senatorial seats are filled in the order of highest number of full-time faculty to the lowest number of the full-time faculty until all senate seats available to the college are allocated following the following rules:
 - a) Every department is awarded one senate seat before any department receives a second senate seat.
 - b) All departments with at least 11 faculty receive a second faculty senate seat before any receives a third senate seat.

- c) All departments with at least 18 faculty receive a third faculty senate seat before any receives a fourth senate seat.

- **New Business:**

1. SWOSU Faculty Senate Constitution
 - a. See Appendix A
 - b. Ratification
 - **Motion 04/26/24-1:** *To adopt the updated SWOSU Faculty Senate Constitution with proposed amendments and grammar suggestions. Motion passed.*
 2. Faculty Senate Officers
 3. Faculty Senate Internal Standing Committees
 - a. There are many vacant or soon-to-be vacant positions that will need to be filled.
 - b. Jared Edwards will be asking for volunteers as part of the New Business in the May 8, 2024 Faculty Senate meeting.
 4. University Standing Committee change based on updates.
 - a. Faculty Development Committee
 - i. Lisa Friesen has asked to be put back on this committee as Director of CETL.
 - 1) 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.
 - *Context was provided that originally, Ms. Marci Grant was on this committee in the role of Director of CETL, but Lisa Friesen removed herself when initially becoming Director.*
 - b. Vote to fill University Standing Committee positions filled by Faculty Senate
 - i. Faculty Senate Nominations Committee provided context for the ballot.
 - ii. Ballots were distributed to Faculty Senators.
 - iii. The Nominations Committee tallied the ballots after the meeting.
- Spring Semester SWOSU Faculty Senate Meetings
 1. May 8
 - **Next Meeting:** May 8, 2024 @ 2:30 P.M. STF 108 and Zoom for Remote SWOSU employees.
 - **Adjournment:** Once ballots were collected, senators were allowed to adjourn at 3:22 PM.

Appendix A

THE CONSTITUTION OF THE FACULTY OF SOUTHWESTERN OKLAHOMA STATE UNIVERSITY PREAMBLE

The well being of a university depends on the academic quality and commitment of its faculty. Commitment comes from meaningful involvement and participation in the conduct of the university. The purpose of this Constitution is to enable faculty to participate in the achievement of the goals of Southwestern Oklahoma State University.

ARTICLE I. Authority of the Faculty Senate

This organization shall be called the Faculty Senate of Southwestern Oklahoma State University and shall have the power to make recommendations to the Administration, the Faculty, and the Student Government Association on all matters relating to the best interests of the University. The normal channel for recommendations to the administration shall be through the office of Provost.

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 Business and Technology, College of Education and Behavioral Sciences, College of Nursing and Health Professions, and the College of Pharmacy (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.

Section 2. Each of the academic unit 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. Each academic unit shall notify the Faculty Senate President (hereafter referred to as *President*) in writing of the method used in the selection of its Senator(s). After the initial submission, the academic unit's selection process will remain in effect and on file with the President until the modified by two-thirds vote of its faculty and subsequent submission of the modified process to the President. Additionally, upon the election of a new Senate representative, the President should be notified in writing by the Senate representative being replaced. In the event that the Senate representative is unable to perform this task, the head of the academic should provide notification to the President. Upon notification the President should certify the election of each new Senate representative.

Section 3. Senators shall be full-time faculty members with a minimum of four years full-time faculty experience at Southwestern Oklahoma State University unless this provision shall deprive any academic unit of its full representation. Faculty holding administrative positions of Dean or above, including Associate and Assistant Deans, are not eligible for Senate membership. If it is discovered that an elected Senator does not meet the requirements, the President shall notify the appropriate academic unit head and request that a qualified Senator be elected. In the event that it is discovered that an unqualified Senator is found to be serving on the Senate, the individual's years of service at the time of discovery (not at the time of election) shall be used to determine eligibility to continue as a Senator.

Section 4. Senators shall hold their offices for a term of three years, except when changed for the purpose of creating staggered terms under provisions of Section 8. The term of newly elected Senators shall begin with new business at the May meeting. Senators shall be subject to recall by two-thirds majority vote of the members of their constituencies. If a vacancy occurs, it shall be filled within a period of one month by electing a Senator for the remainder of the term of office. If an individual serves as President during the final year of his/her Senate term, the term will be extended by an additional year during which he/she will serve a 4th year as past-President. If a Senator is elected President-elect in the final year of term, he/she will serve three additional years.

Section 5. A Senator must authorize in writing, electronic or paper, a voting substitute for any meeting. The authorization must be delivered by the substitute to the President. The substitute must come from within the academic unit that elects the Senator.

Section 6. In the event that a Senator misses three meetings without a voting substitute within the ten-month academic year, the President shall notify the academic unit in writing of the Senator's absences. The notification shall include the dates of absences.

Section 7. Senators may call meetings of their constituents to discuss Senate business.

Section 8. The Senate may provide a plan to adjust terms of office so that one-third of the Senate is elected each year. This plan may include the election of some new Senators for an initial term of fewer than three years.

ARTICLE III. Offices of the Senate

Section 1. Election and Tenure of Officers

The offices of the Senate shall be the President, immediate past-President, President-elect, Secretary-Treasurer, Archivist, and other officers as determined by the Senate. At the April meeting of the Faculty Senate, the Senate shall choose, by election, its new officers, all of whom shall assume their offices at the May meeting of the Faculty Senate. The President-elect shall assume the Office of President during the May meeting and shall conduct new business at that meeting.

The Faculty Senate strongly recommends that department chairs grant release time to their faculty who serve as Faculty Senate President.

The terms of office for the President, immediate past-President, President-elect, Secretary-Treasurer and Archivist shall be for one year

Section 2. Duties of Offices

The **President** shall

- preside over all regular and special session of the Faculty Senate
- serve as the faculty representative on the Southwestern Oklahoma State University Administrative Council
- receive recommendations from the Senate and transmit them to the appropriate officials
- counsel, involve, and train the President-elect in such a fashion as to provide continuity in the efforts of the Senate from year to year
- appoint a Senate member as Parliamentarian to be approved by the Senate
- appoint an Archivist (need not be a Senate member) to be approved by the Senate
- submit a budget to the Senate for approval each fall. The budget shall be detailed to whatever degree the Senate shall require
- have the authority to create and continue special committees
- have the authority to convene the Senate into special session
- have the authority to dismiss any guest or non-voting member at his/her discretion
- serve as a member of the Executive Committee
- fulfill whatever other duties the Senate may vest in the office

At the end of his/her term the President shall submit a written annual report before the June meeting that will include but not be limited to issues, motions, and unresolved issues.

The **Secretary-Treasurer** shall be responsible for minutes of meetings, the Senate funds, and records of receipts and expenditures. The Secretary-Treasurer shall submit a balanced annual report at the May meeting. Generally accepted accounting procedures shall be followed. The Secretary-Treasurer shall serve on the Executive Committee.

The **Archivist** shall keep records of past minutes and all motions, resolutions, and their dispositions passed by the Senate. The Archivist shall keep officers' general correspondence

or notes five years; keep financial records seven years; and keep minutes, financial reports, and committee final reports permanently.

The **President-elect** shall serve on the Executive Committee and perform other duties assigned by the President.

The immediate **past-President** shall serve on the Executive Committee and perform duties assigned by the President.

Section 3. Removal from Office

Any Senate officer shall be removed from office for cause with the concurrence of two-thirds of the Senate members present. The officer shall be entitled to a hearing by the Senate preceding the vote.

Section 4. Vacancies in Office

In case of the removal, death, or resignation of the President, the powers and duties of said office shall devolve upon the President-elect, in which case the Faculty Senate shall hold an election at the next regularly scheduled meeting to fill the vacant office of President-elect. In case of the removal, death or resignation of the President-elect, Secretary-Treasurer or any other officer, the Faculty Senate shall hold an election at the next regularly scheduled meeting to fill the vacant office.

ARTICLE IV. Conduct of the Senate

Section 1. The Faculty Senate shall

- begin its new year on May 1 and end April 30
- follow Robert's Rules of Order or may otherwise determine, by majority vote, the rules of its proceedings
- meet in regular sessions during each month that the University is in session
- conduct business only when a quorum (a simple majority) is present
- upon the concurrence of two-thirds of the members present expel a member, but the Senator shall be entitled to a hearing preceding the vote by the Senate

Section 2. Standing Committees

(a). Nominating Committee

The Nominating Committee shall make recommendations to the Senate with regard to all Senate offices except the Archivist at the March meeting. Recommendations shall also be made for nominees to Standing University Committees when requested by the University Vice President or required by the Faculty Handbook.

(b). Personnel Policies Committee

All matters relating to such personnel policies as appointment and dismissal, tenure, promotion, sabbatical leaves, class loads, salaries, benefits, and other personnel matters shall be referred to a permanent standing committee of the Faculty Senate, to be called the Committee on Personnel Policies, which shall make appropriate recommendations to the Senate.

(c). University Policies Committee

All matters relating to such university policies as the academic calendar, class schedules, final examinations, university catalogues, faculty handbooks and other publications, and university matters not assigned to other standing committees shall be referred to a permanent standing committee of the Faculty Senate, to be called the Committee on University Policies, which shall make appropriate recommendations to the Senate.

(d). Curriculum Committee

All matters relating to the curriculum shall be referred to a permanent standing committee of the Faculty Senate, to be called the Committee on Curriculum, which shall advise the Senate in regard to appropriate recommendations.

(e). Student Affairs Committee

All matters relating to the student body shall be referred to a permanent standing committee of the Faculty Senate, to be called the Committee for Student Affairs, which shall advise the Senate in regard to appropriate recommendations. The Student Affairs committee shall include a representative from the Student Government Association as a non-voting member.

(f). Judiciary Committee

All questions that shall arise concerning the meaning or intent of this Constitution shall be submitted to a special committee, to be called the Judiciary Committee, for resolution. This committee shall submit to the Senate its written opinion of the controversy no later than the next regularly scheduled Senate meeting. Since the fraction of the Senate elected each year may change, the Judiciary Committee shall review the matter at least every five years and adjust Senate terms as necessary.

(g). Executive Committee

The Executive Committee shall deal with all matters that the President deems necessary. This committee shall be composed of the President, President-elect, Secretary-Treasurer, and immediate past-President.

(h). Audit Committee

The Audit Committee shall perform the audit function of the financial activities of the Senate. The audit report shall be submitted at the June meeting. An audit may be conducted at any time during the term at the request of the President or Senate majority. This committee is to be composed of three non-officer faculty members.

(i). Budget and Program Committee

The duties of the Budget and Program Committee shall include but are not limited to: evaluation of the distribution of University funds over time; evaluation of the annual faculty salary table; and making appropriate recommendations to the Senate.

Section 3. *Ad hoc* Committees

The President for special tasks may appoint *ad hoc* committees.

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 VI. Ratification of the Constitution

This Constitution shall replace the Charter Constitution when called by the Faculty Senate, sanctioned by the University President, and ratified by a two-thirds majority of the votes cast in a special election. We, the undersigned, bear witness this ____ day of _____, 2024, that the Faculty and Administration of Southwestern Oklahoma State University have duly ratified this Constitution.

For the Administration:

Dr. Diana Lovell
President
Southwestern Oklahoma State University

Dr. Joel Kendall
Provost
Southwestern Oklahoma State University

For the Faculty:

Dr. Trevor Ellis
President
SWOSU Faculty Senate

Dr. Jon Henrikson
Secretary-Treasurer
SWOSU Faculty Senate

Initially approved, July 18, 1967.

Revised and approved, March 1989.

Revised and approved, 1997.

Revised and approved April 26, 2024