

FACULTY SENATE
October 8, 2008
UC-215

send 1
copy of
last years
budget survey

Attendance: Mike Morris, Dennis Miles, Kenneth Chinn, Debra Haley, David Romer, Virginia Parrish, William Fridley, John Van Bebber, Diane Dixon, Ken Elder, Muhammad Betz, Judy Williams, Karl Frinkle, Chris Morett, Rozanna May, Gleny Beach, Jennifer Hicks, Bruce Johnson, Shannon McCraw, Wayne Jones, Patrick Reardon

Call to Order: The meeting was called to order at 3:01 pm.

Approval of the Minutes: Corrections: Bruce Johnson was not listed in attendance; one misspelling of Hayley—change to Haley: **Move to approve with changes Shannon McCraw, 2nd Dennis Miles, approved unanimously**

OLD BUSINESS

- **Committee on Committees:** Chair Diane Dixon

The committee discussed that Human Subjects Research Review Committee needs a community member—Diane will contact Brooks Flippen and ask that he fine a community committee member. Kay Chinn Agreed to serve. General Education Council needs student members. Debra Haley, Wayne Jones and Ken Elder said they would find a student from their respective schools. Rhonda Askew was nominated from the School of Arts and Sciences and Kiel Holliday was nominated from the John Massey School of Business. Mohammed Chehbouni was recommended for Traffic Appeals Committee by email vote.

- **Planning:** Faculty Senate Awards

Dr. Jane Elder informed committee member of their charge, primarily related to the planning of the Faculty Senate Awards process. She provided a timeline from the previous year and details of the process were discussed. Jennifer Hicks agreed and was elected to serve as Chair of this committee. Discussion was centered on whether Dr. Ann Haycock would be able to assist with the website posting, nominations, and compilation of awards as she did last year. Since the time of the meeting, Dr. Haycock expressed her willingness to assist the Planning Committee with the Awards process, provided that Dr. Minks does not object. This information will be obtained prior to the next Planning Committee meeting Oct. 27.

- **Personnel Policies:** Chris Moretti Chair

The Personnel Policies committee presented the following changes in the Academic Policies and Procedures Manual and Academic Affairs website:

- 1) The Faculty Absence Request Form be replaced with the proposed Faculty Absence Notification form in both the "Forms" section of the manual and the "Forms" section of the Academic Affairs website (Sections 4.9.3, 5.1.4)
- 2) References in the Academic Policies and Procedures Manual to the old form use the new title (Sections 4.9.3, 5.1.4)
- 3) Section 4.9.3 should be changed from:
"When a faculty member is to be absent from an assigned responsibility, he/she must file a Faculty Absence Request Form (see Forms) statement with the department chair containing the reason for absence and provisions made to cover the responsibilities." To:
"When a faculty member is to be absent from an assigned responsibility, he/she must complete a Faculty Absence Notification Form (see Forms). In the case of sick leave, this form is filed with the Department Chair only. In the case of personal leave or leave due to Professional/University business, the form is filed with both the Department Chair and the Dean."

A new Faculty Absence Notification Form with a rationale statement for each section was proposed. The form provides a Section A for sick leave, Section B for personal leave, and a Section C for university/professional business with appropriate sections following for approval or non-approval indication and signatures. The form also contains a Section D for Date of Reception of the form. **Motion was made by Debra Haley, 2nd by Patrick Reardon to table the vote on this proposal until the next Senate meeting to allow faculty representatives to consider this and possible get input from faculty. Motion was passed unanimously.** A suggestion was made to email this form and information to members not present.

While investigating the above policy in the Academic Policies and Procedures Manual, the committee also read concerning students' absences and from class and felt this should be brought to the attention of the senate:

Instructors will give to the students a written explanation of absence policies and grading policies for each course at the beginning of each semester. The individual faculty member will be informed of the students who are participating in an officially sanctioned school activity by the student presenting an Officially Sanctioned School Activity Form (see Forms) approved jointly by the offices of the Vice President for Academic and Student Affairs. These students should not be charged with a willful absence but should be held responsible for all regular course work.

Faculty members are expected to file "Not Attending Reports" with the Office of Admissions for all students who have three or more absences. Attendance should be monitored closely and nonattendance reported especially during the first ten class days of a regular semester and first five class days of a summer term. Reports should continue to be filed throughout the semester any time a student obtains three or more absences. This information is compiled by the Office of Admissions and shared with other administrative offices. The University is responsible for monitoring attendance for various programs by federal and state authorities; therefore, the faculty's cooperation is critical to proper reporting. Also, it is imperative for the University's programs of assessment and retention that faculty members adhere to this policy. Students called to military duty after the completion of twelve (12) weeks or more of the eighteen (18) weeks of a semester who are passing in their subject at the time they are called, as a war measure, shall be given credit for the full semester's work.

6.1.6 Student Records

Instructors are expected to keep an accurate daily attendance record. Accurate records should also be kept on each item which goes into the determination of the final grade filed with the Registrar. This is essential for validation of the grade awarded and attendance record required by certain agencies.

This item will be addressed at the next Faculty Senate meeting.

- **University Affairs:**

Karl Frinkle: Brought to the Senate's attention that the Vehicle Policy on Campus for approval of vehicle requests have been changed but changes have not been made in the last written policy January 08. Last summer, requests were denied when there were available cars, citing change in policy as the reason. Matter is being investigated.

Muhammad Betz: University Affairs committee is looking into the following issues:

- Travel budgets allotted to departments
- Inquire of Dr. Minks and Faculty Senate as to what should be on the Faculty Senate Survey
- Current budget

- **Proposal by Debra Haney**

To facilitate being able to take information back to our constituencies before acting, in the future when a faculty senator would like to make a proposal, Debra Haney suggested the following:

- at a one page summary/memo be given to each faculty senator prior to the meeting—especially a copy to the recorder, Gleny Beach
- Discuss the proposals
- Table emotionally-charged issues/proposals...do not act on them immediately.
- Return to Faculty Base—Constituency
 - Seek input from those we represent
 - Seek additional information so that we might truly understand the problem. A problem well defined is half solved!
 - Finally discuss previous tabled motion and vote

Select issues instead of react to them

NEW BUSINESS:

Guidelines on Incentive Compensation for Faculty"

- Drs. McMillan & Clark, presentation of Draft on "Guidelines on Incentive Compensation For Faculty"
 - Would like the Senate to examine the Draft on "Guidelines on Incentive Compensation for Faculty" (copies were distributed to all senators). The Senate is asked to make suggestions and

endorse the document—Dr. Minks hopes to have it in place by Spring 09. The policy has been no overloads for Face-to-Face classes. Dr. Minks would like to reward for overload when necessary

- Question: Diane Hayley; Does this Draft mean faculty teaching **online in-load** would receive an incentive and does this mean in-load outreach and over-load?
- Comment: Muhhammad Betz: Education faculty are limited by NCATE to no overload, therefore that faculty would not have the same access to incentive pay
- Decision: Drs. McMillan & Clark were not sure about this. Wayne gave a charge that faculty senator study the document and send a list of questions to him by October 24. He will forward the questions to Dr. McMillan and we will reconsider this at the next meeting.

Insurance Protest Letter

- Wayne Jones presented an open letter to the Board of Regents of the Regional University System of Oklahoma concerning the 13.6 increase for employee insurance. The letter has been signed by the Faculty Senate Presidents of Northeastern, Rogers, Univ. of Central OK, Cameron, Southwestern, and East Central and he requested approval that he sign for Southeastern.
Motion by Mike Morris to approve, 2nd William Fridley, motion passed unanimously

Announcement: President Turner and Vice President Minks will be at the December Faculty Senate meeting. If you want to provide questions for them to consider before they come, send them to Wayne.

- **Adjournment: Move to adjourn, Patrick Reardon, 2nd Muhammad Betz** This meeting was adjourned at 4:45 p.m.)

Respectfully Submitted: Dr. Gleny Beach, Faculty Senate Recorder