

Approved 4-14-2010

**FACULTY SENATE
MINUTES
March 10, 2010
University Center UC215**

PRESENT: Wayne Jones, Jane Elder, Susan Webb, John Topuz, David Romer, Virginia Parrish, Rachel Tudor, Bruce Johnson, Diane Dixon, Muhammad Betz, William Fridley, Karl Frinkle, Chris Moretti, aaron Adair, George Jacox, Shannon McCraw, Judy Williams, Gleny Beach, Ken Chinn

I. Call to Order: 3:05 p.m.

II. Approval of February 10th Minutes with correction on page 2 to change term minutes to term limits, approved unanimously

III. Committee Reports

A. Committee on Committees Report—Sen. Williams

Ken will ask administration on process for new committee creation

B. Personnel Policies Committee Report—Sen. Fridley

(March 5th Minutes attached)

Minutes for the Personnel Policies Committee of the Southeastern Faculty Senate

- Discussed the discrepancies between the recently revised Faculty Absence Request Form (approved at the Dec. 10 FS meeting) and the relevant section of the SE Academic Policies & Procedures Manual (4.9.3). The Form does not require a Dean's signature for *personal leave*, and the Manual does. The committee decided we would leave things as they are and drop the issue.

- Discussion improving working conditions for adjunct instructors and giving them a voice in shared governance. Committee proposes the following

- Surveys be sent by email to 3 audiences: adjunct instructors, faculty, and academic department chairs The surveys include an explanatory introduction of the questionnaires' relation to the Faculty Senate's charge and the University's mission

- The surveys will be sent by the chair of the Personnel Policies Committee and respondents' replies will be sent to the same.

- A designated due date of April 2 will be set for the responses.

- The responses will be gathered (and made anonymous), and presented to the Faculty Senate in the form of a report.

- Questionnaires will be sent to adjunct instructors, faculty, and academic department heads. The responses to the questionnaires will be gathered and presented to the Faculty Senate as a report. In the report, the respondents will be anonymous. The report will then be used to inform the steps taken to achieve our charge. A list of questions were given to

Approved 4-14-2010

Senators who were asked to respond Personnel Policies Committee, William Fridley (wfridley@se.edu) by April 2, 2010. (See Personnel Committee Report/Handout)

Comments from Faculty Senate: Seemed reasonable

Motion to accept the surveys and process proposed above by Senator Frinkle, 2nd Senator Jones; motion passed unanimously

- Discussion of steps that might be taken to establish working guidelines to be used by academic departments to develop tenure and promotion criteria for their departments. This is a follow-up to the letter sent by the Faculty Senate to academic administrators. As indicated in the conclusion of that letter:

The Faculty Senate objects to this unilateral move on the part of the Administration. We will be working on guidelines for development of tenure and promotion policies by the academic departments; policies that are consistent with the faculty's role and responsibilities in shared governance, with the University's policies and procedures, and with sensitivity to disciplinary and departmental distinctives. We welcome and look forward to communication with the Administration as we pursue this task.

No response has been received from this letter. We ask that Faculty Senators email suggestions on this matter to the chair of the Personnel Policies Committee ([William Fridley wfridley@se.edu](mailto:William.Fridley@se.edu)) in order that the committee might proceed to draft these guidelines for the Senate's consideration.

- Personnel Policies Committee proposed a motion to change the timeline in section 4.6.3 (Step 5) of the Academic Policies & Procedures Manual. Specifically, that the statement "The Faculty Appellate Committee must complete action on an appeal by March 20," be changed to "The Faculty Appellate Committee must complete action on an appeal by March 31." The change is due to the fact that under the current timeline the Spring Break renders an insufficient amount of time for the Faculty Appellate Committee to adequately tend to its charges.

Motion to approve: Senator Fridley; 2nd Senator Betz; motion carried unanimously
Again, the issue concerning what the procedure is for changing the P & P Manual: 2 cases noted; one was Section 6.7.2 Faculty Training within 1 year—no date or who changed it.

C. Budget Committee Report—Sen. Betz

Minutes from FS Budget Committee of January 21, 2010

1. Muhammad Betz was re-elected to Chair.
2. Ken Chinn will obtain a copy of the annual SE Faculty Survey for the Budget Committee to review related to the consideration of budgetary content. The format of the survey is not optimal—only quantitative results on Likert scale.

Approved 4-14-2010

3. The Travel Budget was discussed. \$600,000 is currently allocated to travel, with \$40,000 to Organized Research. The BC concluded that more monies could be directly budgeted to academic departments along with discretionary authority for dispensation.
4. The BC is interested in creating a Faculty Senate Resolution to ensure significant faculty participation in the upcoming SE-Budget creation for 2010-2011.
5. Susan Webb will seek to obtain copies of the 2010 SE Budget and distribute it to the BC.

**D. University Affairs Committee Report—Sen. Frinkle
(5 Proposals attached)**

PROPOSAL #1: Change for Honor Graduates

We wish to change it as follows:

- The ten percent of each graduating class representing the highest grade-point averages are recognized as honor graduates at the commencement exercises. The honor graduates are recognized in three groups: summa cum laude (top 2%), magna cum laude (top 3% to 5%), and cum laude (top 6% to 10%). For consideration as an honor graduate, a student must fulfill the following requirements:
 - Must be completing the requirements for his/her first bachelors degree.
 - Must complete a minimum of 30 semester hours in residence at Southeastern Oklahoma State University exclusive of the final semester of enrollment.
 - Must complete all courses required for the degree. (A student with an incomplete grade (I) in any course required for graduation will not be considered.)
 - To be eligible for the Honors designation, all degree and university requirements must be met.
 - Honors designations will be officially conferred after the final grade deadline for the semester has passed.
 - In computing the grade-point average, all courses attempted, including those at other institutions attended, will be considered.

Motion to Approve: Senator Jacox; 2nd Senator Jones; discussion followed and it was decided to table this item and work out the details.

PROPOSAL #2: Major Field of Study

We propose that the graduate's major field of study be announced after their name during the graduation ceremony.

Motion to approve: Senator Dixon; 2nd Senator Jones; approved unanimously

PROPOSAL #3: Campus Vehicles (carts, etc.)

To prevent further damage, and to preserve the Campus grounds, we propose that ALL vehicle traffic be limited to streets, parking areas, and designated cart paths specified by the safety coordinator.

Motion to approve: Senator Jones; 2nd Senator Romer; approved unanimously

PROPOSAL #4: Syllabus Statement For Student Rights Awareness

Approved 4-14-2010

We propose that the following statement be a RECOMMENDED addition to syllabi to help raise Student rights awareness: Student Rights: STATEMENT GOES HERE
<http://homepages.se.edu/student-life/files/2009/10/student-handbook.pdf>

Motion to approve: Senator Jones; 2nd Senator Jacox; approved unanimously

PROPOSAL #5: Description of the Campus Sustainability Committee

The following is the proposed description of the Campus Sustainability Committee, last updated 2010.03.03.

Campus Sustainability Committee:

This committee shall be comprised of the following members: (a) at least one faculty member from each school, selected by the Faculty Senate; (b) one member of the staff, appointed by the Staff Association; (c) one representative from the Student Government Association; (d) the Vice President for Business Affairs; and, (e) the director of the Physical Plant, with all non-administrative members serving two year terms. The Campus Sustainability Committee shall be required to meet at least twice per academic year. The function of this committee shall be as follows (a) investigate all information gathered in regards to issues, complaints, violations, etc., directly related to the quality of the physical environment of the University; (b) communicate closely with administration on the budget allocation, prioritization and implementation of all grounds and facilities maintenance and repairs, and, (c) place emphasis on all aspects of the campus that reflects an attitude of stewardship with the community and environment, such as, but not restricted to, the inclusion of environmentally smart and sound concepts into current and future building and renovation projects.

Motion to approve: Senator Frinkle; 2nd Senator Moretti; approved unanimously

E. Planning Committee Report—Sen. Elder

Voting begins Friday. Senators will get an email and have up to 2 weeks to respond (March 26)

IV. Old Business

Dr. Chinn is trying to schedule a meeting to address both of the following issues

A. Faculty Senate Survey: to be sent by end of March

(Submitted Questions attached)

The Executive Committee will meet to pull the survey questions together and come up with a final questionnaire; Email changes/modification suggestions to Dr. Chinn

B. Shared Governance Forum

Dr. Chinn received a fair amount of responses to violations noted by faculty concerning shared governance and has also conversed with President Minks. A round table discussion with Faculty Senate and President Minks will be set up in April. Senator Adair suggested that we might ask input from the faculty at large to bring to that discussion.

V. New Business

A. Requests from President Minks

1. Faculty Senate Review and respond concerning University 2009-2010 Plan of Action

Suggested that we ask Senators for a response in short term (6 months) and long-term suggestions

2. Request for Joint Executive and Budget Committee participation in Budget Scenario Planning exercise

Dr. Chinn pointed out the possibility of a \$1.9 million shortfall this year. By 2012 we could face the most serious shortfall—no rainy day funds will be left and federal stimulus funding will be over.

B. Review of Online Learning Council (3.5.15 of Policies and Procedures Manual)

A request was presented by Dr. Muhammad Betz and discussed by the Faculty Senators at this meeting regarding Online Learning Council policy:

1. Faculty Senate awareness of the repercussions when it approved the OLC policies related to faculty training requirement to teach online or blended courses during the Fall-2009 semester.
 - a. Amount of homework required to complete the modules is much more extensive than was estimated by Dr. Linda Kallam when she presented the policies to the Faculty Senate. Estimation that it takes instructors approximately 14-20 hours to complete the work involved in becoming certified.
2. Only one person is currently involved in the review of faculty assignments associated with certification training, Dr. Linda Kallam. Questions also made whether the OLC was fully involved in the writing of the policies. It is possible that Dr. Kallam has interpreted the requirements of the Higher Learning Commission as she sees fit, and that other interpretations are possible and viable.

Resolution: SE Faculty Senate review the Online Learning Council's operations in establishing the existing set of policies pertaining to faculty qualifications to teach online or blended courses, and whether or not the existing policies are local interpretations of the requirements of the Higher Learning Commission or reflective of the verbatim requirements. In addition, the Senate should review the general manner of operation of the OLC to ensure that the entire council is involved in all aspects of its purview.

Resolution passed unanimously.

VI. Motion to adjourn Senator Adair, 2nd Senator Frinkle; meeting adjourned at 4:55 p.m.

Respectfully Submitted,
Glenn Beach, Recorder