

**FACULTY SENATE Minutes**  
**April 8<sup>th</sup> 3:00pm – UC215**

**Presided over by Past-President Dr. Ken Elder**

**CALL TO ORDER 3:00 PM**

**APPROVAL OF MINUTES:** Motion to Approve, Diane Dixon, 2<sup>nd</sup> Bruce Johnson; Discussion, add Jane Elder's name to Planning Committee Report, Move to Approve as corrected, Carl Frinkle, 2<sup>nd</sup> Patrick Reardon, Minutes approved

**COMMITTEE REPORTS**

- Executive: no report
  
- Committee on Committees: did not have quorum, Graduate Council Senate discussion of changes as to who has graduate status. It is up to regular graduate faculty of the Graduate Council as to who has Graduate Faculty status. Move to accept as written, William Fridley, 2<sup>nd</sup> Muhammad Betz, motion carried (10 yes, 2 no, 1 abstention)
  
- Planning: no report
  
- Personnel Policies: Faculty Absence Form with a friendly amendment from the Administration that we make a spacing change and to insert in the center of the form a place for faculty to print, sign, and date the form. Motion to approve with friendly amendment Carl Frinkle, 2<sup>nd</sup> Patrick Reardon; motion carried
  
- University Affairs: Carl Frinkle, no report
  
- Budget: did not meet

**OLD BUSINESS**

Faculty Senate Survey results handed out; Discussion of how Administration will be asked to respond—How will this information be addressed in the future? William Fridley volunteered to review past Senate minutes and any other record of faculty concerns this year. He will also draft a document reviewing what we have done this year as far as evaluation and description of the state of shared governance.

**NEW BUSINESS**

Dr. Linda Kallam, Director of Online Learning, presented a Memorandum to Faculty Senate that outlined changes to Academic Policies and Procedures concerning the Online Learning Council.

Changes:

*4.9.2 Office Hours, add sentence "Faculty members teaching online or blended classes may negotiate with the department chair to substitute up to five online office hours for five physical office hours." **Move to approve, Patrick Reardon, 2<sup>nd</sup> William Fridley, approved unanimously.***

*6.1.1 Add "Syllabi for online and blended courses will follow the online syllabus template located on the Online Learning website. Additional items may be added to satisfy accrediting agencies or local requirements. Online and blended classes will be made available to students no later than 8:00 a.m. the first day the class is scheduled to begin. An electronic copy of the syllabus should be posted at the same time the course is made available.*

**Move to approve Ken Chin, 2<sup>nd</sup> Patrick Reardon, approved unanimously.**

New Items proposed

*6.3.4 The Online Learning Website, accessed from the main Southeastern website or using URL, <http://www.se.edu/online-learning>, provides students with online access to various types of student services, learning modules through the library, and technical information needed to access Blackboard. The website also provides resources for faculty teaching online and blended courses.*

*6.3.5 Center for Instructional Development and Technology (CIDT)*

• *Function of CIDT – Our mission is to assist Southeastern faculty in achieving their instructional, research, and other professional objectives by providing support for commonly used and emerging technologies, including Blackboard. The CIDT works closely with faculty and support service providers to coordinate and promote campus-wide, technology-related services. CIDT also provides certification training for faculty teaching online and blended courses.*

• *Notifying Faculty and Students of Bb Issues – The CIDT works closely with IT (Network Operations, Administrative Computing, and the Help Desk) regarding Bb hardware issues and is responsible for the following:*

- *Notify the Director of Online Learning as soon as possible,*
- *Post a system-wide announcement in Bb, when applicable, along with follow-ups,*
- *Send an email to the Faculty mailing list, when applicable, along with follow-ups.*

*While every attempt will be made to notify faculty and students as soon as possible regarding long-term Bb issues, please remember that we do not provide 24/7 Bb support. In addition, in certain situations, it may not be possible to send notification of known issues if they occur on weekends, holidays, during inclement weather that disrupts connection service, etc.*

• *CIDT Policies and Procedures for Instructors of Blackboard Courses – see the Online Learning Website (<http://www.se.edu/online-learning>).*

• *The CIDT is located on the main campus of Southeastern on the third floor of the Russell Building, Room 317A. Our mailing address is 1405 N. 4<sup>th</sup>, PMB 2755, Durant, OK 74701. For information about training workshops, equipment, available services, or general assistance, please contact the CIDT, 8:00 am – 5:00 pm, Monday through Friday per campus schedule. Move to change mission to function and remove the last bullet, Diane Dixon, 2<sup>nd</sup> Karl Frinkle, motion carried 10 yes, 1 opposed, 2 abstain*

• **6.7.1 Definitions**

○ **6.7.1.1 Definition of Distance Education Courses**

*Distance education courses use one or more of the following technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously: (1) The Internet, (2) One way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices, (3) Audio conferencing, (4) Videocassettes, DVDs, and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the technologies listed above.*

○ **6.7.1.2 Definition of Online Courses**

*Online classes are 100% web-based.*

○ **6.7.1.3 Definition of Blended Courses**

*Blended classes are a combination of web-based instruction and face-to-face meetings, where face-to-face meetings comprise no more than 49% of the total contact hours. For example, a 16-week, three-hour class with 40 contact hours designated as “blended” will meet face-to-face no more than 19.5 hours during the semester.*

○ **6.7.1.4 Definition of IETV Courses**

*IETV classes are telecast live to designated locations simultaneously with one instructor teaching to all sites from one originating site.*

**Motion to approve Patrick Reardon, 2<sup>nd</sup> Shannon McCraw, motion carried 9 yes, 3 abstain**

**Section 6.7.2 and following, motion to table, Patrick Reardon, 2<sup>nd</sup> Morris, motion carried**

**ADJOURN:** Motion to adjourn, Patrick Reardon, 2<sup>nd</sup> Ken Elder, meeting adjourned at 4:30 pm; Next meeting, May 13, 2009