

**Faculty Senate Minutes**  
**Wednesday, November 15, 2017**  
**Meeting #6, Fall Semester 2017**  
**3:30 p.m., Classroom Building 118**  
**As approved at the November 29, 2017 meeting**

**Attending:**

Daniel Althoff	Steven Emge	Josh Nannestad
Brandon Burnette	William Fridley	Rhonda Richards
Han-Sheng Chen	Crystal Moore	Michael Scheuerman
Blythe Duell	Chris Moretti	

**Not Attending:**

Stan Alluisi, Kathy Boothe, F.R. Clark, Diane Dixon, Kay Daigle, Karl Frinkle, Brad Ludrick, Charles Matthews

**Guests:**

Carolyn Fridley

**I. Call to Order and Welcome @ 3:30pm by Chair Althoff**

Chair Althoff called the meeting to order by initiating a discussion regarding Shared Governance Forum (SGF) #2. The discussion included several points that included, but were not limited to, the following: (a) What is the baseline for on-campus student enrollment for an adequate face-to-face university?; (b) There is/was a concern about the trend of our face-to-face students moving to an online format on an ever increasing basis; and (c) a significant conversation regarding the presented student enrollment graphs trends which included suggestions about how to represent the same information in a different, and perhaps, more informative format.

**II. Approval of [Minutes from November 1, 2017](#)**

Senator Ludrick moved to approved the minutes. Senator Moretti seconded. The following edits were offered: (a) Page 1. 3. A – SGA for Student Gov. Association. (b) Page 2, Budget Committee, rigorous to vigorous. Commented to comment. (c) Page 3: Senator Moore = Recorder.  
 Vote: 13 = yes, 0 = no, and 0 abstentions.

**III. Faculty Senate Committee Reports**

A. University Affairs – Senator F.R. Clark = No report.

B. Planning Committee = No report. Senator Richards has sent the survey draft to Senator Dixon. Chair Althoff – Meg Cotter-Lynch accepted Foundation for Excellence Teaching Award nomination. The nomination team will process her application in a timely manner in effort to meet the 11/28/17 nomination deadline.

C. Personnel Policies Committee ([Report](#) filed)--Senator Fridley reported the items below as quoted from the Report. Motions are as follows:

Motion 1. “We recommend (a) the following revisions to the Maternity Leave policy (APPM 5.1.3.4.1), (b)

an end quote and updated hyperlink be added to the Family and Medical Leave policy (APPM 5.1.5), and (c) that reference to 5.1.5 Family and Medical Leave, and 5.1.6 Military Leave be added to the APPM Table of Contents.” (page 1, paragraph 1)

- Senator Alluisi - 2<sup>nd</sup>. Discussion: a Senator clarified that: “We do not have to wait for the Staff Manual update to be approved before we approve the APPM edits.” Vote: 13 =yes, 0 =no, 0 = abstention

Motion 2. “An email be sent to Vice President for Business Affairs Dennis Westman (cc President Burrage and VPAA Clark) requesting an examination of the feasibility and advisability of spreading faculty contributions to the Oklahoma Teachers Retirement System (OTRS) evenly throughout the year. We also ask that VPAA Westman report the findings of his examination to the Faculty Senate Chair by the beginning of the spring semester.”

- Senator Ludrick 2<sup>nd</sup> the motion. Discussion: Chair Althoff will sign the letter on behalf of the FS. A Senator reminded us that during our previous joint meeting of the Executive and Budget Committees, the President charged VP Westman to complete a related study. Vote = 12= yes, 0=no, 1 abstention.

Motion 3: “We recommend the following addition to the Post-Tenure Review Policy (APPM 4.4.7.1, Post-Tenure Review versus Promotion in Rank):”

- Senator Alluisi 2<sup>nd</sup>. Discussion: “... approved for promotion when Post-tenure is normally due” or “at the same time.” “... and “post-tenure review will take place three years after.”  
Amended motion, add to 4.4.7.1: When a tenured faculty member has been approved for promotion, the post-tenure review process shall be considered as being fulfilled by the promotion process, and post-tenure review will take place three years following.  
Vote on motion as amended: Vote= yes=13, 0=no, 0=abstentions.

Motion 4: “We recommend that the timeline for Steps 3-5 of the promotion and tenure policy (APPM 4.6.3) be revised as follows:

- Sen. Ludrick 2<sup>nd</sup>. Discussion: (a) Tenure packets are due September 15<sup>th</sup>; (b) set a due date that committee is notified and the portfolio is disseminated to that committee by a deadline (APPM 4.6.3); (c) Step #2 – All the following must be completed by October 1<sup>st</sup>; (d) members of the P&T will be notified by the department chair; (e) and dissemination of the candidate’s portfolio to the review committee by October 1<sup>st</sup>; (f) department chair calls the committee and they elect a P&T committee Chair Proposal; (g) step 3 – The chair of the committee should call the meeting to initiate discussion of the request – NOT the Department Chair or Dean. After a lengthy discussion, Senator Fridley motioned that we postpone the current motion to allow for further reflection and refinement before returning it to the Senate for a vote. Vote: 12 = yes, 0 = no, and one abstention.

Motion 5: Senator Fridley also motioned to add: “A withdrawal of the application marks a completion of the process” to 4.6.3. – Steps 6 and 7. Senator Alluisi. 2<sup>nd</sup>. Vote = yes 13, 0=no, and 0=abstentions.

[\(Text of approved motions\)](#)

D. Executive Committee – No report

E. Committee on Committees (CoC) – Senator Ludrick reported the following: The CoC looked at how to improve the flow of information from the Distance Education Council to the FS; they made no

decisions. The CoC did appoint Staff Association members to the Institutional Assessment Committee, and to the Campus Sustainability Committee.

F. Budget Committee – Senator Emge reported that they have not met.

**IV. Old Business - None**

**V. New Business**

A. SE Hiring Advisory Committee

See links (thanks to Charles Matthews): <http://comm.lattc.edu/fhpc/> ;  
<https://www.saddleback.edu/asenate/full-time-faculty-hiring-prioritization-committee-fall-2017>  
<http://www.sdmesa.edu/about-mesa/governance/committees/faculty-hiring-priority-committee.shtml>

The conversation on this matter included a wide variety of viewpoints on this topic. A few of the highlights included: (a) This committee would be a significant investment of time and SE already has an overabundance of existing committees; (b) There is a process for making these types of requests; yet, there is no process for requests responses; and (c) the FS wants documentation of, and transparency on, all related processes.

The FS Executive Committee will further review this item. There is also a concern about “one” deep position(s), especially when those positions included extended personnel absences/leaves that significantly impact teaching and learning. Senators offered related suggestions, such as: Room management software for R300, employee cross-training. Senators also expressed the need to have vendor payments and the overall budget approval process to occur in a more-timely manner.

B. OnlineCourseReviewPolicy: Moved to Dec. 6. And the FSEC. Linked here:  
<https://www.se.edu/org/faculty-senate/files/2017/03/Proposed-Online-Certification-Third-Draft-pdf-and>  
<https://www.se.edu/org/faculty-senate/files/2017/04/FS-DEC-Minutes-3-28-17.pdf>

**C. Other:**

1. The HLC Assurance Report Committee will address the issue of mission and vision revisions in the near future; they will likely coalesce a task force to assist in the effort. Senator Emge sent out a survey last year on this item and received only a 5% response rate.
2. Senator Emge: Beginning of semester: asked the Senate to reflect on altering SE’s add/drop throughout the first full week to three days due to the disruption caused by the significant number of *adds* to his class during that time.

**VI. Adjournment:** Senator Alluisi moved to adjourn @ 4:57pm, Senator Moore 2nd, the vote was a unanimous yes

Minutes respectfully submitted by Crystal Moore, Faculty Senate Recorder