

**Faculty Senate (FS) Minutes
Spring Semester, Meeting #3
Wednesday, February 27, 2019
Russell 100, 3:00 p.m.**

As approved at the March 13, 2019 meeting of the Faculty Senate

Attending:

**Stan Alluisi
Daniel Althoff
Kathy Boothe
Brandon Burnette
Kay Daigle
Diane Dixon**

**Steven Emge
William Fridley
Karl Frinkle
Charles Matthews
Stewart Mayers
Chris Moretti**

**Elisabeth Ponce-Garcia
Patrick Reardon
Rhonda Richards
Michael Scheuerman
Kate Shannon
Doug Wood**

Not Attending:

**Randy Clark
Han-Sheng Chen
Joshua Nannestad**

Guests:

**Carolyn Fridley
Derek Cash
Kathy McDonald**

I. Call to Order and Welcome

Call to order by Chair Althoff at 3:00 p.m.

Introduction of new faculty senator – Dr. Doug Wood

II. Approval of the Minutes from February 13, 2019

Motion to approve – Senator Stan Alluisi

Second – Senator Kay Daigle

Comments and Corrections: None

Yes – 17; No – 0; Abstentions – 0

Motion carries. Minutes approved as submitted.

III. Committee Reports

A. University Affairs Committee

[Draft letter to ECU](#) sent to SOSU Faculty Senate via email on 2-25-2019.

Master Planning Committee will resume meeting again in the near future.

Motion to approve the letter to ECU – Senator Scheuerman

Second – Senator Daigle

Discussion – include Senator Nannestad's name as chair of the University Affairs committee in addition to Chair Althoff's signature. Suggestion to send letter via email.

Rationale for the letter: to forge a working relationship and foster solidarity with the faculty at our sister institution. ECU has signed a contract with an online course marketer, similar to Academic Partnerships, has a relatively new president, and shares geographical proximity. These similarities with SOSU warrant a gesture of solidarity. Included in the charges of the University Affairs committee is “[T]o establish and maintain communications between this faculty, [and] the faculties of other universities and colleges” (APPM 3.3, Article V, Section B). Also, a new AAUP chapter at ECU (founded in the summer of 2018) has established regular communication and a strong working relation with the AAUP chapter at SOSU.

Some concern was expressed about the letter's lack of clarity and intention. May need to add an opening line that we are here to help them with the transition. It was reiterated that the charge of the University Affairs committee reinforces the authority of the letter to ECU.

The letter is addressed to the Faculty Senate of ECU, and the email should be sent to the Faculty Senate President at ECU.

Yes - 17; No - 0; Abstentions – 1

Motion carries.

B. Planning Committee

Did not meet. Today is the last day for nominees to submit documentation for the Faculty Senate awards, and first round of voting will take place next week.

C. Personnel Policies Committee

Did not meet. No report.

D. Executive Committee (EC)

The Shared Governance Forum, “Budget Planning: All the Moving Pieces” (topic chosen by the administration) was held on Tuesday, February 19, 2019. VPAA Bryon Clark presented information on hiring decisions and the relevant budgetary impact, using PowerPoint slides which will be posted on the Faculty Senate website. There were approximately 35 in attendance. A senator expressed concerns about the low attendance by faculty at Shared Governance forums.

The EC met with President Burrage on 2/25/19. There were two discussion points on the agenda emailed to President Burrage prior to the meeting: 1) initiative to increase adjunct pay and 2) potential gaps and inconsistencies in Academic Policies and Procedures Manual (APPM) regarding course procedures across the university. Notes will be shared after review by President Burrage. Updates on legislation were given by President Burrage. Enrollment and budget updates were also given and discussed. Updates on Fine Arts building, an aviation fundraiser, and the appointment of a new Director of the Aviation Sciences Institute were also mentioned.

Also, the EC discussed a document [STANDARDIZING COURSE PROCEDURES](#) in the APPM, that was emailed to President Burrage by Chair Althoff, identifying gaps and inconsistencies in the APPM regarding course offerings that may be in need of clarification and standardization, including: the ratio of traditional to online course offerings, length and format of course offerings, external inputs into course formats and offerings, whether external vendors and marketers warrant mention, formal adoption of an Learning Management System (LMS), information included in syllabi, and dates by which syllabi are required (cf. APPM 6.1.1 with a variety of current practices). VPAA Clark (in attendance at the meeting) mentioned that with a successful search, there may be an Associate VP for Academic Affairs to assist with this project.

A senator lodged objections to the documents “STANDARDIZING COURSE PROCEDURES in the APPM” and “FS Mtg w President Burrage” (a set of notes from the 2/25/19 meeting that was attached to an email sent to the EC on 2/26/19). Objection was made that the documents and “plan” had not been vetted by or approved by the FS and that the documents may have included inaccuracies. The objections were noted, apologies were given, and assurances were made that this would not happen again.

Chair Althoff shared a memo from Dr. Tim Boatman (Dean of Graduate School, Director of E-Programming and Academic Support) concerning new accelerated online programs and an addendum to the Academic Partnerships agreement:

Undergraduate Criminal Justice – we are currently offering all of the courses in the major online; the 4 program has been approved for online delivery by OSRHE for some time already, prior to contract with AP. Dr. Jennifer Hicks (chair of the department of Behavioral Sciences) was consulted before any conversation with AP; anticipated launch is Fall 2019.

Two M.Ed. accelerated online programs in Curriculum and Instruction (C&I):

- Theatre Pedagogy recommended by Dr. Aaron Adair of the department of Art, Communication and Theatre. The option was added to C&I and has been approved by Teacher Education Council, Graduate Council, and Academic Council, and is awaiting final OSRHE approval.
- English as a Second Language recommended by Dr. Stewart Mayers, chair of the department of Educational Instruction and Leadership. The option was added to C&I and has been approved by Teacher Education Council, Graduate Council, and Academic Council, and is awaiting final OSRHE approval.

OSRHE will meet in March or April. Marketing will not begin until approval by OSRHE.

An MBA for Women in Leadership is under discussion.

E. Committee on Committees

Met via email to approve [committee appointments](#).

Motion to approve the following appointments – Senator Fridley

Second – Senator Dixon

Discussion: None

Academic Appeals: Steve McKim (A & S, term 2018-2021)

Graduate Council: Tim Sneed (EBS, term 2017-2020)

Institutional Review Board, Institutional Animal Care and Use: Wayne Levins (JMSB term 2016-2019)

Organized Research and Program Review: Elisabeth Ponce-Garcia (EBS, term 2016- 2019)

Liz McCraw, VP for Student Affairs has been contacted about student appointments to fill vacancies.

Yes – 18; No – 0; Abstentions – 0

Motion carries.

F. Budget Committee

Did not met. No report.

G. Volunteer Task Force on Common Course Procedures

Will meet and report back to Faculty Senate.

IV. Old Business

- A. Updated Committee charges by Chair Althoff. Invitation to make recommendations to Faculty Senate Constitution (APPM 3.3). If there are changes, we may consider changing committee charges.
- B. Chair Althoff received three budget priority suggestions from senators on the Faculty Senate Budget Priorities document distributed in October.
- C. Active Shooter training. May be offered as a SOLD training.

V. New Business

A. Faculty Application

Job descriptions written by department chairs and then submitted to Human Resources (HR) may be changed or amended for compliance requirements. HR requests a lengthy application ([Application for Employment Faculty & Adjunct](#)) be completed in addition to the VITA or Resume submitted. It appears that several of the questions are redundant, requesting information already provided in the resume. All applications go to HR, which then makes them available to the departmental screening/search committee. This may not be a good reflection of best practices for hiring at the university level. This was discussed with VPAA Clark, and he suggested a statement from Faculty Senate that the application form be changed or removed. Two issues – application must be complete and also that the application goes to HR rather than a search committee chair.

Motion – Senator Moretti:

Send the following to Human Resources – The Faculty Senate has recently received feedback about the faculty application process. Applicants are required to fill out a form where most information is redundant with the CV. We would like to know the purpose this form serves.

Second – Senator Alluisi

Yes – 17; No – 0; Abstentions – 0

Motion carries.

We also may need to ask if applications can be addressed to “Chair of Search Committee, Care of Human Resources.” However, information received may cause a bias and therefore HR filters for legal reasons. The packet would still go to HR, but for professionalism it would be addressed to the chair of the search committee.

B. Faculty Senate survey – need to look at [previous surveys](#) as posted on the website and see if new questions or material need to be added.

C. Topic for April 1, 2019, Shared Governance Forum still needed. Suggestions?

Faculty relationship with CIDT. For example, CIDT setting policies and emails with mandatory requirements. Define the role of CIDT for current and new faculty. Procedures for copying courses. Online learning support needed. New procedure that courses automatically appear with a predefined shell. Conflicting information between Academic Partnerships and CIDT on testing. Spring Break due dates, policies, etc.

D. Add/drop concern

Concern that if someone is found plagiarizing, they can withdraw rather than receive an “F”. Do these individuals need to be “turned in” and identified? Is submitting a Maxient report an adequate means to address this issue?

VI. Adjournment

Motion to adjourn - Senator Moretti

Second - Senator Alluisi

Yes – all; No – ; Abstentions –

Motion carries by acclamation

Adjourned at 4:30 p.m.