

Faculty Senate
Minutes
Wednesday, November 5, 2014
3:00 p.m.
Classroom Building 118

Hyperlinks to supporting documents are included in the Minutes.
**As corrected and approved at the meeting on November 19, 2014*

I. Call to order and Welcome

Faculty Senate Chair Moretti called the meeting to order at 3:03 p.m.

Attending:

| | |
|-----------------|---------------------|
| Daniel Althoff | Steven Emge |
| Martin Bressler | William Fridley |
| Han-Sheng Chen | Layne Heitz |
| Kay Daigle | John Mischo |
| Diane Dixon | Christopher Moretti |
| Blythe Duell | Hal Poovey |

Not attending:

Jeremy Blackwood
Dennis Brewster
Riley Coker
George Jacox
Krista Ramírez

II. Approval of the minutes from October 22nd, 2014

The following corrections were made:

(a) (from **Sen. Poovey**) Page 3, Item IV, Committee Reports, C. Personnel Policies Committee is corrected to: **Sen. Poovey** submitted a Report from the Personnel Policies Committee. He mentioned specifically the ongoing work on applying the Family Medical Leave Act (FMLA) across campus **and the travel encumbrance issue.**

(b) (from **Sen. Duell**) Page 3, Item V, New Business report is corrected to: **Sen. Althoff** made a motion that the Executive Committee draft a bullet-point report to send out to the general faculty by the Monday following the previous Faculty Senate meeting. reported that the committee is waiting on CUPA data before responding to VP Walkup's proposal regarding faculty pay increases.

FS Chair Moretti called the question on accepting the Minutes as corrected.
The motion was approved: 8 in favor (unanimous).

III. Committee Reports

A. University Affairs (moved forward from original place on Agenda)

Sen. Bressler announced the next Scholarly Brown Bag Lunch will be held Tuesday, November 18, at 12:30 p.m. in R300 on "Building a Sustainable Career." It will be a panel with Drs. Larry Prather, Doug Wood, Jon Reid, and Gleny Beach. The University Affairs Committee is anticipating two-three Scholarly Brown Bag Lunches next semester depending on the number of volunteers available to present.

B. Planning Committee

The Planning Committee has not met since the last Faculty Senate meeting.

C. Personnel Policies Committee

Sen. Poovey submitted a [Report](#) from the Committee. On October 29, the PPC invited Dr. Glenn Melancon, chair of the Academic Council, to attend its meeting in order to discuss two proposals Academic Council had forwarded to President Burrage: (1) a proposal for establishing a travel card, and (2) a proposal to waive the 30-day advance submission rule for encumbrances. Academic Council will be working on these issues with the Business Office, with Dr. Charles Matthews and Dr. Teresa Golden taking the lead from Academic Council's side. It was suggested that two members of Faculty Senate participate with Academic Council on the project. **Sen. Fridley** volunteered to work with Academic Council; there were no other volunteers from PPC at the time. **Sen. Daigle** volunteered from the floor to be the second Faculty Senator to work with Academic Council.

Discussion followed: **Sen. Bressler** raised the question of using travel minigrants as encumbrances without the need for additional paperwork; **Sen. Poovey** noted in reply that the "travel card" was the only topic addressed at the meeting regarding travel. **Sen. Fridley** noted that the 30-day "rule" for submitting requests and a presidential approval were not requirements from the State of Oklahoma. **Sen. Poovey** said that a travel card policy needs to be developed.

Sen. Poovey reported further that Academic Council was also looking at the Post-Tenure Review Policy developed and approved by Faculty Senate because there appears to be confusion regarding the difference between "annual review" and the required third-year post tenure review. A separate written [Motion](#) ("Motion 1") was prepared to reaffirm the Faculty Senate's understanding of the terminology. The Motion contains language that equates annual faculty ratings using the "continuation form" with an "annual review."

Sen. Daigle made a friendly motion that a title be given to the document with the two main points clearly noted (a change in format, not in content).

Sen. Poovey seconded the Motion with friendly amendment.

The Motion as amended was approved unanimously (10 votes in favor).

Relatedly, **Sen. Fridley** requested that **FS Chair Moretti** speak with VPAA McMillan to determine if the Administration would object to posting four documents related to the development of the proposed Post Tenure Review Policy at the Faculty Senate webpage: the [full text of the proposal](#); the [proposed timeline](#) for implementation; Faculty Senate [analysis of comments received](#); and [a historical summary](#) of the proposed policy's development.

FS Chair Moretti has spoken with Academic Council and suggested that they also communicate to us their initiatives. He also indicated that he has volunteered to attend Academic Council meetings for the rest of the academic year.

Sen. Poovey also related that VPAA McMillan had requested us to begin work on the annual review process. In order to do so, we need to gather data on how the annual review process is currently carried out across the campus. A second written Motion ("[Motion 2](#)") authorizing Faculty Senate to use SurveyMonkey for this purpose was submitted.

Sen. Duell moved that “Motion 2” authorizing Faculty Senate to use SurveyMonkey to gather information about the annual faculty review/evaluation process be approved.

Sen. Dixon seconded the Motion.

The Motion was approved unanimously (10 votes in favor).

In conclusion, **Sen. Poovey** said PPC was also working on an interim chair policy.

D. Executive Committee

Update on Senate special election

10/27 meeting with President Burrage

Forum on Shared Governance, 11/13 – University Budget

FS Chair Moretti announced that a special election will be held to fill one seat in EBS and two seats in A&S. There are currently five candidates for the A&S seats and one candidate for the EBS seat. He will open a SurveyMonkey ballot next week, from Tuesday to Thursday (or Friday).

The meeting with President Burrage indicated that the President was interested in simplifying the travel process. The President still wants to be informed, however, of faculty travel.

The Forum on Shared Governance will be held on Thursday, November 13, at 1:00 p.m. The Administration’s topic is the University Budget. All faculty are encouraged to attend.

E. Budget Committee

Sen. Daigle reported that the Budget Committee will meet next Wednesday and is anticipating further information and communication from VP Ross Walkup.

F. Committee on Committees

Sen. Dixon submitted [Minutes](#) from the Committee on Committee’s meeting held on October 29. The Minutes included correcting existing language in the Academic Policy and Procedures to reflect changes in administrative titles. Specifically: Section **3.5.4.2** referring to the **Membership** of the **Academic Appeals Committee** is corrected to read “**Associate Vice President for Academic Affairs**” from the original “Assistant Vice President for Academic Affairs.” Additionally, Section **3.5.7.2** referring to the **Membership** of the **Institutional Assessment Committee** is corrected to read “**Associate Vice President for Academic Affairs**” from the original language naming the “Director of Assessment” as ex officio member of the Institutional Assessment Committee. Also, Section **3.5.9.2** referring to the **Membership** of the **General Education Council** is corrected to read “**Executive Dean for Academic Affairs**” from the original language referring to “Dean of Instruction.”

Furthermore, Section **3.6.7.2** referring to **Membership** of the **Campus Sustainability Committee** was corrected to read “**three year terms**” from the original language specifying “two year terms.”

In other business, **Sen. Dixon** announced the Committee on Committee’s appointment of Dr. Ming-Shan Su to replace Dr. Deana Williams on the Institutional Assessment Committee.

Sen. Duell moved that changes in titles (detailed above) be approved.

Sen. Poovey seconded the Motion.

The Motion was approved unanimously (10 votes in favor).

Sen. Poovey moved that the change in term of the Campus Sustainability Committee (detailed above) be approved.

Sen. Daigle seconded the Motion.

The Motion was approved unanimously (10 votes in favor).

Sen. Daigle moved that the appointment of Dr. Ming-Shan Su to the Institutional Assessment Committee (detailed above) be approved.

Sen. Duell seconded the Motion.

The Motion was approved unanimously (10 votes in favor).

Sen. Dixon announced that the Committee on Committee would look at how university committee memberships are distributed among faculty. She will contact Dean Scoufos for a list of all full time faculty to compare with those who are presently serving on committees.

IV. New Business

FS Chair Moretti raised the question of sponsoring a reception for faculty. The consensus among Senators was that it would be a good idea, but no action was taken at this meeting.

V. Adjournment

Sen. Mischo moved that Faculty Senate adjourn.

FS Chair Moretti seconded the Motion.

There was unanimous approval.

The Faculty Senate adjourned at 4:14 p.m.

Respectfully submitted,

Daniel Althoff

Recorder