

**FACULTY SENATE  
MINUTES  
January 19, 2011  
University Center UC215**

**I. Call to Order: 3:03 p.m.**

**Attending:**

<b>Karl Frinkle</b>	<b>Hal Poovey</b>
<b>Chris Moretti</b>	<b>Kenneth Chinn</b>
<b>Dennis Brewster</b>	<b>Susan Webb</b>
<b>Blythe Duell</b>	<b>Virginia Parrish</b>
<b>William Fridley</b>	<b>Muhammad Betz</b>
<b>Rachel Tudor</b>	<b>Riley Coker</b>
<b>Diane Dixon</b>	<b>Debi Combs</b>
<b>Kathleen Hardgrove</b>	<b>Gerrie Johnson</b>

**Not Attending:**

<b>George Jacox</b>	<b>Kay Daigle</b>
<b>Aaron Adair</b>	<b>Katherine Garza</b>
<b>Gleny Beach</b>	<b>Bruce Johnson</b>
<b>C. W. Von Bergen</b>	<b>David Romer</b>
<b>Wayne Jones</b>	

**II. Approval of Nov. 10 Minutes: Motion Approved**

**III. Treasures' Report—Sen. Brewster**

Faculty Senate has a small budget. If you have good ideas regarding how to use this money, speak with Dr. Brewster.

**IV. Archivist Report—Sen. Betz**

1. Archiving of documents (as requested by the Personnel Policies Committee) is in progress.
2. P&P Manual is woefully out of date.
3. Faculty Senate is responsible for updating committees, something that has not been done in the past.
4. Maybe the Committee on Committees could take more oversight of the function of the committees.
5. There is no place on the website for FS Committees.
6. Bottom Line: Archiving these documents is a work in progress.

**V. Online Learning Council Request for Title and Definition Modifications—  
Dr. Linda Kallam (See Memorandum and HLC policy)**

Motion to Approve Senator Dixon, 2<sup>nd</sup> Senator Poovey

Discussion:

1. Most of the changes are being made to keep current with the Higher Ed Council.
2. IETV? Does the Council have “jurisdiction” over courses that are taught to some degree using “distance education”, but that do not meet the 50% threshold?
3. Faculty Senate would like to hear more about how IETV will or will not be included in these new practices.

Motion to Approve  
**Unanimous Approval**

## **VI. Committee Reports**

### **A. Executive Committee Report**

#### **1. FS Survey**

Deadline for suggestions/modifications – 2/15  
FS Survey will be sent to Faculty around 3/1

#### **2. Communication with Administration**

It is an important goal of the Faculty Senate to establish and maintain lines of communication with the administration in a respectful and trustful environment. To that end, FS has requested a monthly meeting between President Minks and the Executive Committee and FS Committee chairs.

#### **3. Weapons on Campus**

There is currently a proposal at the state legislature regarding weapons on campus. This is an issue that FS may have to re-visit.

### **B. Committee on Committees Report—Sen. Dixon**

No Report

### **C. Personnel Policies Committee Report—Sen. Fridley**

#### **1. Motion—Make the following amendments to the Faculty Senate Constitution:**

##### **Article II, Section E.**

The Faculty Senate will review, evaluate, and make recommendations for changes in undergraduate academic policies, such as calendar changes, grading policies, attendance policy, advanced standing and placement policies, admission requirements, and other appropriate matters.

Change to:

**(revised 12-2010)** The Faculty Senate will review, evaluate, and make recommendations for changes in undergraduate **and graduate** academic policies, such as calendar changes, grading policies,

attendance policy, advanced standing and placement policies, admission requirements, and other appropriate matters.

**Article III, Section E.**

(revised 10-2008)

The senators shall be elected as soon as possible after the election of the chair/chair-elect. The School of Arts and Sciences shall have 10 senators, the School of Business shall have 4 senators, the School of Education and Behavioral Sciences shall have 6 senators, and the library shall have one. All senators shall serve three-year terms, with the terms staggered so that each school elects only two new senators each fall. (The first year, terms shall be for one, two, and three years, and three years for the library senator. Those receiving the most votes shall serve three-year terms; those receiving the next highest total shall serve two-year terms, etc.)

Change to:

**(revised 12-2010)** The senators shall be elected as soon as possible after the election of the chair/chair-elect. The School of Arts and Sciences shall have 10 senators, the School of Business shall have 4 senators, the School of Education and Behavioral Sciences shall have 6 senators, and the library shall have one. All senators shall serve three-year terms, with the terms staggered so that each school elects **approximately 1/3 of its senators each fall.**

**Article III, Section G.**

The chair of the Senate shall have the power to appoint ad hoc committees as needed, establishing their specific duties in advance. In addition, the chair's role is to facilitate the operations of the Senate. The chair shall call meetings to order, recognize speakers, and call for votes after motions have been made. In consultation with other officers and committee chairs, the chair shall prepare the agenda for each meeting. Effective summer semester 2001 and upon assuming office, the Chair of the Faculty Senate will be provided a three-hour reduction in teaching load each semester, including summer, compensation will be 3/8 pay for the two summer months. The Faculty Senate Chair's Department Chair is responsible for initiating the necessary paperwork.

Change to:

**(revised 12-2010)** The chair of the Senate shall have the power to appoint ad hoc committees as needed, establishing their specific duties in advance. In addition, the chair's role is to facilitate the operations of the Senate. The chair shall call meetings to order, recognize speakers,

and call for votes after motions have been made. In consultation with other officers and committee chairs, the chair shall prepare the agenda for each meeting. **Upon assuming office, the Chair of the Faculty Senate will be provided a three-hour course equivalent reallocation time each semester, including summer (in accord with the Revised Interim and Summer School Policies—4.7.5).** The Faculty Senate Chair's Department Chair is responsible for initiating the necessary paperwork.

And,

The archivist shall maintain a depository for all documents (e.g., minutes, memos, and letters) produced by the Faculty Senate, Faculty Senate committees, and all University committees (standing and ad hoc) under the oversight of the Faculty Senate. The archivist will also maintain a depository for all written responses to memos and letters submitted by the entities listed above. The archivist also will serve as the web master for the Faculty Senate home page. It is the responsibility of the chair of each committee to forward all written documents to the archivist. Effective fall semester 2000, the Archivist of the Faculty Senate will be provided a three-hour reduction in teaching load each semester, including summer, compensation will be 3/8 pay for the two summer months.

Change to:

**(revised 12-2010)** The archivist shall maintain a depository for all documents (e.g., minutes, memos, and letters) produced by the Faculty Senate, Faculty Senate committees, and all University committees (standing and ad hoc) under the oversight of the Faculty Senate. The archivist will also maintain a depository for all written responses to memos and letters submitted by the entities listed above. The archivist also will serve as the web master for the Faculty Senate home page. It is the responsibility of the chair of each committee to forward all written documents to the archivist. **The Archivist of the Faculty Senate will be provided a three-hour course equivalent reallocation time each semester, including summer (in accord with the Revised Interim and Summer School Policies—4.7.5).**

Motion to Approve Senator Dixon, 2<sup>nd</sup> Senator Frinkle

Discussion: none

Paper vote is required to amend constitution.

**Motion Approved**

2. **Review the status of the University Sustainability Committee and if it is “ready to go,” make a motion to have it included in the APPM (probably in Section 3.5 since it is a University Standing Committee rather than a Faculty Senate Committee), and posted on the [SE University Committees webpage](#). See the Faculty Senate Meeting Minutes from [October 13, 2010](#) (University Affairs Committee)**

**Discussion:** Changes that have been submitted have not been updated in the APPM. Should a task force be created to tackle these issues? Will forming another committee/task force help?

3. **Motion--eliminate the following inactive University Committees from the APPM:**

Computer Technology Committee (3.5.10)

Bachelor of Applied Arts and Sciences Coordinating Committee (3.5.12)

Bachelor of General Studies Coordinating Committee (3.5.13)

A related question is whether these should be eliminated from the SE University Committees webpage (they are listed as “Inactive Committees”)

Motion to Approve Senator Frinkle, 2<sup>nd</sup> Senator Dixon  
**Motion Approved**

4. **Motion—that each of the following recommendations (considered separately) for amending the APPM be forwarded to the Administration:**

**Amendment One**

In compliance with the United States Department of Education’s Office for Civil Rights’ *Colleague Letter* of 26 October 2010, the Faculty Senate recommends the following amendment to Southeastern’s *Nondiscrimination, Equal Opportunity, and Affirmative Action Policy* (section 1.8):

1.8 Nondiscrimination, Equal Opportunity and Affirmative Action Policy

To indicate institutional compliance with the various laws and regulations that require a Nondiscrimination, Equal Opportunity and Affirmative Action Policy, the following statement is intended to reflect that Southeastern Oklahoma State University shall, in all manner and respects, continue to be an Equal Opportunity Employer, and offer programs of Equal Educational Opportunity. This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964,

Title IX of the Education Amendments of 1972, and other federal laws and regulations does not discriminate on the basis of race, ethnicity, color, national origin, sex, sexual orientation, transgender identification, age, religion, disability, or status as a veteran of the Vietnam era, special disabled veteran, or any status protected under applicable federal, state, or local law or ordinance in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Note: Underlined portions indicate change.

Motion to Approve

**Motion Unanimously Approved**

**Amendment Two**

In compliance with the United States Department of Education's Office for Civil Rights' *Colleague Letter* of 26 October 2010, the Faculty Senate recommends the following amendment to Southeastern's *Sexual Harassment Policy* (section 7.4.1):

"Title IX recognizes gender-based harassment as a form of sexual harassment that occurs when a person is subject to discrimination for failing to conform to stereotypical notions of masculinity and femininity."

The document "Colleague Letter" will also be sent with the recommendation(s), as will the document with suggested placement of wording.

Motion to Approve

**Motion Unanimously Approved**

**5. Motion—that the Faculty Senate approve this statement of post-tenure review principles and forward the statement to the Administration**

Resolved, that it is the opinion of the Faculty Senate as the governing body for all Southeastern faculty that all post-tenure review policies and practices at the University adhere to the following principles in order to comply with the concepts and practices of tenure and shared governance:

- First, that post-tenure review shall be a process distinct from annual evaluation. To fairly represent the body of a faculty member's work, formal post-tenure review should occur every third year, with more frequent evaluation occurring only if required by accreditation, BOROC policy, or at the request of the faculty member.

- Second, that post-tenure review shall encompass the faculty member's entire body of work for the previous three years (i.e. not simply the most recent year).
- Third, that in any formal post-tenure review there is a presumption of proficiency on the part of the faculty member. It is the responsibility of the evaluator(s) to determine sufficient deficiency to lead to and justify an unsatisfactory rating.
- Fourth, that an unsatisfactory rating results only in cases in which it is determined there is a sufficient deficiency in at least two of three areas (teaching, scholarship and service). This preserves the parallelism with the Guidelines for Achieving Tenure, which requires noteworthy achievement in two areas (APPM 4.6.5).
- Fifth, that the criteria for post-tenure review be developed by the faculty within a given discipline, in a manner consistent with the discipline's standards, the mission of the University, and levels of institutional support.
- Sixth, that the faculty within a given field be given the primary responsibility for the review.
- Seventh, any post-tenure review process must include specifics about an appeal process for the review itself (as well as the consequences of the review).
- Eighth, in the case of a favorable rating by the post-tenure review committee (evaluators), the rating decision will stand and the review will proceed no further up the administrative chain of command.
- Ninth, any post-tenure review policy must be clearly publicized and communicated to faculty before the policy is implemented.
- Tenth, consistent with Southeastern's stated policies on faculty evaluation (APPM 4.4), post-tenure review must be primarily directed toward faculty development and improvement rather than used as a punitive measure. Toward that end, any review that determines faculty deficiencies must also include a clear explanation of what needs to be done to remedy these deficiencies.
- Eleventh, post-tenure review policies must be subject to periodic review and recommendations by the relevant faculty (i.e. those that are subject to the policy) and/or the Faculty Senate.

Discussion: If there's going to be post-tenure review, a University-wide policy should be developed with the input of the faculty.

Motion to Approve

**Motion Unanimously Approved**

**6. Motion—That the Faculty Senate approve the Academic Freedom Summary Report and forward the Report to the Administration**

Motion to Approve

**14 in favor, 2 abstentions**

- C. **Budget Committee Report—Sen. Webb**  
**No Report**
  
- D. **University Affairs Committee Report—Sen. Frinkle**
  - 1. **Handicapped Parking**  
There is not a lack of spaces. There seems to be a lack of communication.
  - 2. **FS Blackboard**  
FS will be using Blackboard as a way to distribute and discuss issues. The idea is to try to emulate face-to-face meetings, while also making communication more efficient. Please communicate with Dr. Chinn about whether documents are up and in the right place.
  
- E. **Planning Committee Report—Sen. Duell**  
Proposed a new award: Professor of the Year Award  
  
Motion to Approve  
**Motion Unanimously Approved**

**VII. Subcommittee Report on Prepaid Faculty Travel—Sen. Brewster**

**VIII. Old Business**

**IX. New Business**

**X. Adjournment**

Meeting adjourned at 5:00 PM.

Respectfully submitted,

*Blythe Duell*