

**FACULTY SENATE
MINUTES
October 13, 2010
University Center UC215**

I. Call to Order: 3:00 p.m.

Attending:

Karl Frinkle	Hal Poovey
Chris Moretti	Kay Daigle
Bruce Johnson	Aaron Adair
Virginia Parrish	C. W. Von Bergen
Dennis Brewster	Susan Webb
Blythe Duell	David Romer
William Fridley	Muhammad Betz
Rachel Tudor	Riley Coker
Diane Dixon	Katherine Garza
Kenneth Chinn	

Not Attending:

George Jacox	Debi Combs
Kathleen Hardgrove	Gerrie Johnson
Wayne Jones	Gleny Beach

II. Approval of Minutes: Motion to Approve Senator Fridley, 2nd Senator Webb
Unanimous Approval

III. Report from Committee on Committees

Recommendation for IAC appointments

Dr. Shannon McCraw for Dr. Mark Spencer (3 year term)

Dr. Mohamed Chehbouni for Dr. James Cunningham (1 year replacement)

Discussion: no more than one faculty member per department should serve on IAC

Motion to Approve Senator Brewster, 2nd Senator Webb
Unanimous Approval

GenEd Committee Appointments: should be one student appointed from each school. Appointments will be discussed via e-mail.

Committee will discuss and clarify the committees on which librarians should serve.

IV. Report from University Affairs Committee

A. Modification of Campus Sustainability Committee function statement:

Campus Sustainability Committee

This committee shall be comprised of the following members: (a) at least one faculty member from each school, selected by the Faculty Senate; (b) one member of the staff, appointed by the Staff Association; (c) one representative from the Student Government Association; (d) the Vice President for Business Affairs; and (e) the director of the Physical Plant, with all non-administrative members serving two year terms. The Campus Sustainability Committee shall be required to meet at least twice per academic year. The function of this committee shall be as follows: (a) investigate all information gathered in regards to issues, complaints, violations, etc., directly related to the quality of the physical environment of the University; (b) place emphasis on all aspects of the campus that reflects an attitude of stewardship with the community and environment, such as, but not restricted to, the inclusion of environmentally smart and sound concepts into current and future building and renovation project; **(c) as an advisory committee communicate closely with the administration and schedule a meeting to present an annual report by March 31st of each year that prioritizes projects (grounds and facilities) with cost estimates and identifies any alternative funding sources. The administration is encouraged to use the committee as a resource in the development of the annual budget and in the communication to faculty/staff/students on decisions that affect the learning and work environment.**

Campus Sustainability Committee met and agreed to the modified description.

Motion to Approve Senator Frinkle, 2nd Senator Dixon

Unanimous Approval

B. Honor Graduates

To ensure the accuracy and integrity of the honors designation process, the faculty senate proposes that the honors graduate calculation not be performed until final grades for the graduating semester have been submitted.

Discussion: In order to guarantee that the appropriate students are recognized and to ensure the accuracy and integrity of the awards, the committee requests that a resolution be made that honors graduates are no longer selected until after final grades have been reported. Currently, final semester grades are not included in the calculation, and someone with an “Incomplete” cannot be considered for the honors.

Motion to accept the process, but not the wording: Senator Daigle, 2nd Senator Adair

Unanimous Approval

IV. Report from Personnel Policies Committee

Motion #1: The Faculty Senate conducted a survey concerning adjunct instructors (see previous Faculty Senate minutes for details) and concluded that there were no concrete actions we could take. We express our thanks for all those that participated in the survey.

Discussion: Low rate of response. Adjuncts may feel uncomfortable responding in the current economic climate.

Motion to Approve Senator Poovey, 2nd Senator Brewster

Motion Approved: 17 in favor, 1 abstention

Motion #2: Ask that **Faculty Senate members review the Faculty Senate Constitution (P & P Manual 3.3.1 to 3.4)**, and email any suggestions for changes, modifications and/or additions to the chair of the Personnel Policies Committee (William Fridley) **by November 22**. The Personnel Policies Committee will then review these suggestions for presentation to the Faculty Senate.

Motion to Approve Senator Frinkle, 2nd Senator Parrish

Motion Approved

Motion #3: That the Faculty Senate locate and **gather all documentation relating to Faculty Senate communication with and requests made of the Southeastern Administration** and the Administration's responses to said items (dating from the 2008-09 school year to the present). This documentation must include (but is not limited to) all communication between The Faculty Executive Committee and the Administration (e.g. Joint Conference Committee meetings and Annual Progress Review meetings), and Annual Forum on Shared Governance (including any requests for this Forum or explanations for why it was not held). The **Faculty Senate Chair and Archivist will be responsible** for supervising this task. The items documented will be gathered in both a hard copy and electronic format with the latter being emailed to all Faculty Senators. This task is to be completed **by November 22**.

Discussion: Are both physical and electronic copies necessary? Yes, for the sake of security. Documentation shows decrease in communication between Faculty Senate and administration with recent administration. Review Shared Governance Flow Chart (3.8). Faculty Senate requested meeting between Executive Committee and President Minks, and President Minks declined. In order for the archivist to receive release time (as is currently the policy), the archivist must be known before the start of the semester.

Motion to Approve Senator Daigle, 2nd Senator Moretti
Motion Approved: 17 in favor, 1 abstention

Motion #4: We request that **Academic Affairs repair and make operable all internal hyper-links in the online version of the Academic Policies and Procedures Manual**. We request that this be completed **by November 22** and that the Chair of the Faculty Senate be notified when this task is completed.

Discussion: Members of the Personnel Policies Committee will help to identify which links don't work.

Motion to Approve Senator Brewster, 2nd Senator Poovey
Motion Approved

Motion #5: that all correspondence from the Faculty Senate to the Administration be sent by email to all parties (with receipt requested) and by certified mail to the President. Moreover, all official Faculty Senate correspondence to the Administration be posted immediately on the Faculty Senate website.

Motion to Approve Senator Fridley, 2nd Senator Brewster
Motion Not Approved

Discussion: If the goal is to increase communication between the Faculty Senate and the administration, this motion will not move us toward our goal. Faculty Senate budget can be used for certified mail. It was recommended that instead, e-mail account should be set up facultysenate@se.edu, from which all correspondence is sent. This will simplify correspondence for Dr. Chinn, and will make it possible for other Senators to view correspondence.

Motion #5 Revised: that all correspondence from the Faculty Senate to the Administration be sent by email to all parties using the e-mail address facultysenate@se.edu (with deliver and read receipt requested) to the President. Moreover, all official Faculty Senate correspondence to the Administration be posted in a timely manner on the Faculty Senate website.

Motion Approved

V. Report from Budget Committee

Open Books: Oklahoma's Finances: On-line and IN Action website (www.ok.gov/okaa/) for salary information. Committee decided that the University's Salary Schedule should be reviewed annually.

The Budget Committee is committed to ensuring that significant faculty participation is included when the upcoming Southeastern Budget is created for 2011-2012. Dr. Minks specified when he met with the Faculty Senate Executive

and Budget Committees that he supports the academic mission of the University and shared governance. He indicated full faculty support with no plan to cut programs or academic personnel.

Susan Webb will seek to obtain copies of the 2011 Southeastern Budget and a model document outlining budgetary processes and benchmarks to be used to establish a like document for Southeastern faculty members.

VI. Report from Planning Committee

Planning Committee met, and is discussing a new FS award. Plan to have a formal proposal by the next Faculty Senate meeting

VIII. Report from Executive Committee

A. Committee Charges

1. Committee on Committees

- (1) Consider ways to improve selection process for membership on University Committees
- (2) Carryover issues

2. Personnel Policies

- (1) Develop a proposal to provide positive incentives for scholarship by senior faculty.
- (2) Develop a recommendation for faculty travel for research and faculty development that increases funding and simplifies the process.
Discussion: Can faculty receive funding up-front once funding is approved? Currently, faculty must book travel on personal credit cards and be reimbursed (which does not include cc interest). Could a University credit card be obtained for payment of flights, conference fees, hotels, etc?
- (3) Carryover issues

2. Budget Committee

- (1) Carryover issues
Discussion: Budget is dire. No rainy day funds, no stimulus funds for next year. Staff that retire will not be replaced unless essential to University Business. Dr. Minks planning to meet with Faculty Senate Executive and Budget Committees at least once during the upcoming year.

3. **University Affairs**

- (1) Develop a proposal to limit the loss of class time for assessment
- (2) Develop a recommendation to reduce the burden of annual program assessment
Discussion: It was proposed that we report less frequently (every five years) to ensure more meaningful reports. Senator Adair reported that he is currently on a committee that is revising the process. He feels confident that the process will be revised by next fall to be more efficient, useful, and user-friendly
- (3) Assess the state of shared governance and the role of the faculty forum
- (3) Carryover issues

4. **Planning**

- (1) Develop a strategy for implementing the University-wide Faculty Senate award for lifetime achievement
- (2) Consider an additional annual faculty senate award that recognizes achievement simultaneously in teaching, scholarship, and service.
- (3) Carryover issues

IX. Old Business

X. New Business

Discussion: It was recommended that each Senator carefully read the P&P Manual. The Manual is woefully out of date, and contains information regarding the tenure process (for example) that could be interpreted in multiple ways.

Motion to Adjourn.

Meeting adjourned at 5PM.

Respectfully submitted,

Blythe Duell