

**FACULTY SENATE  
MINUTES  
March 14, 2012  
University Center 215**

**I. Call to Order: 3:02 p.m.**

**Attending:**

<b>George Jacox</b>	<b>William Fridley</b>	<b>Halet Poovey</b>
<b>Dennis Brewster</b>	<b>Chris Bradshaw</b>	<b>Riley Coker</b>
<b>Bruce Johnson</b>	<b>Brett Elliott</b>	<b>Susan Webb</b>
<b>Michael Reed</b>	<b>Kay Daigle</b>	<b>Steven Emge</b>
<b>Chris Moretti</b>	<b>Dan Althoff</b>	<b>Diane Dixon</b>
<b>Blythe Duell</b>	<b>Teresa Anderson (guest)</b>	

**Not Attending:**

<b>Richard Braley</b>	<b>Lawrence Silver</b>	<b>Kathleen Hardgrove</b>
<b>Deborah Combs</b>	<b>Martin Bressler</b>	<b>Jacob Wallace</b>

**II. Approval of Feb. 22 minutes**

**III. Archivist Report**

**Action Items**

1. The FS Communication Group will be formed according to the description given above. The Senate Archivist (currently Senator Fridley) will initiate and coordinate the Group's meetings and communication. Activities of the Group will be documented, shared with the Senate, and posted on the FS website by the Senate Archivist.  
**12 in favor, 1 opposed, 3 abstentions**
  
2. The Faculty Senate authorizes and supports Senator Fridley to continue the ongoing discussion on university policy with VPAA McMillan. This will include email, face-to-face and telephone discussions. Senator Fridley will be acting in his official capacities as Chair of the Personnel Policies Committee and Senate Archivist. As such, he may deem it necessary to consult with his fellow Senators at times, before proceeding with these discussions. The discussions will be documented, shared with the Faculty Senate (and/or appropriate FS committees), and may be posted on the FS website by the Senate Archivist.

**Unanimously approved**

3. The Faculty Senate authorizes the Senate Archivist to use hyperlinks in all FS documents (including documents on the FS website) to connect information in the documents to relevant, supportive, illustrative, and/or appropriate sources and documents. In reference to the Minutes of the bi-monthly Faculty Senate meetings: hyperlinks to documents that are presented at the meetings will be inserted in the Minutes that are taken, and will be part of the Minutes that are presented for approval at the following FS meeting. This task will be coordinated by the FS Communication Group.

**Unanimously approved**

4. The Faculty Senate authorizes the Senate Archivist to compile information on matters of faculty concern and to draft reports of the information. These reports will be shared with the Faculty Senate. In some instances, the Senate Archivist will request Faculty Senate support and approval for posting these reports on the Faculty Senate website.

*Discussion: It's important that it be clear which items have been approved by the FS and which items have only been discussed. Any Senate member can report on any issue. This does not imply that FS agrees.*

**Motion to table items 4 and 5 until the next meeting - Unanimous**

5. Amendment to the Faculty Senate Constitution: The following language (in bold print) will be added to Article III, Section G. (Duties of Officers)

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. **The archivist is authorized to gather information and to draft and disseminate reports on matters of faculty concern.** It is the responsibility of the chair of each committee to forward all written documents to the archivist.

If this amendment is approved, a text of the email will be sent by the FS Chair to VPAA McMillan and cc to Dr. Clark and President Minks, and a request that this change be made to the APPM immediately.

**Motion to table items 4 and 5 until the next meeting - Unanimous**

6. The Senate Archivist will be working through the spring and summer on gathering, compiling, and printing FS documents. Much of this work will be done in Senator Fridley's office (Morrison 216) and will require substantial amounts of printing. FS Treasurer Dennis Brewster will take care of making arrangements with the EIL department chair Dr. Gerrie Johnson to make sure the costs of this printing are covered. It is recommended that Senator Brewster first ask Dr. Johnson if Senator Fridley may use EIL resources (copiers, scanners, paper, ink, and administrative assistant support) for these official FS tasks. If Dr. Johnson does not agree to that, then Senator Brewster will make arrangements for the costs to be covered by FS funds.  
**14 in favor, 2 abstentions**

#### **IV. Committee Reports**

- A. **Personnel Policies Committee—Sen. Fridley**  
See attached Report
  
- B. **Committee on Committees**  
Replacements: Teresa Hrcncir will be placed on the Institutional Assessment Committee (Bus). Deanna Williams will be placed on the Institutional Assessment Committee (SEBS).  
**Unanimously approved**
  
- C. **Executive Committee**  
(See attached)  
Discussion: There are still some questions about the tax implications of the new tuition waiver for dependents.  
Shared governance Forum set for April 25<sup>th</sup> at 2PM (new format). All Faculty are encouraged to attend
  
- D. **Planning Committee**  
Faculty Senate Awards website is up. Senators should vote now.
  
- E. **Budget Committee**
  
- F. **University Affairs Committee**  
On Friday, March 2, we met via email and elected Kay Daigle Chair. In response to our charge regarding faculty lines, the following explanation was given by Vice President of Academic Affairs, Doug McMillan via email:

“Because of reductions in the state allocations over the past three years, I think in almost every case, we have only filled faculty positions when

accreditations required it. There may be an exception but I do not recall any. We have authorized searches this year (two, I believe) to try and give departments who are reaching an extremely high sch production per faculty member some relief. For example, Safety is searching for a new position. Safety is averaging in excess of 500 sch per full time faculty member per semester. Safety's current sch production is double many of the other departments on campus. Departments do not automatically receive vacated lines which have been assigned to them previously. I want to systemize this process a little more, but in the past the deans have had to present a justification before filling a vacant position. These justification include a variety of information including sch/fte, previous enrollments in the courses served by the position, departmental sch production, etc. Because enrollment patterns change we cannot always assign a vacant position back to the department. There is probably an opportunity to involve the Faculty Senate and your committee in a discussion about this process. I am glad to meet with the University Affairs Committee or the Faculty Senate as a whole to begin the discussion. "

**V. Old Business**

**VI. New Business**

- A. Topic for Shared Governance Forum
- B. Meetings
- C. Tobacco-Free Campus vote

**IX. Adjournment**

Lost a quorum at approximately 4:15.

Respectfully submitted,

*Blythe Duell*

## **Archivist Report for the Faculty Senate Meeting of Wednesday, March 14, 2012**

This document was drafted on March 11 and emailed to the Executive Committee for their consideration and review (email from Senator Fridley sent on 3/11, 9:06 PM). This document also serves as the basis for Action Items 1 and 2.

March 11, 2012

My fellow Senators,

In the Archivist Report that I plan to give at the FS meeting on Wednesday, March 14, I am going to propose the formation of a FS Communication Group composed of Diane (FS Chair), Chris (FS Chair Elect), Blythe (FS Recorder), and me (FS Archivist). The purpose of this ad hoc group will be to work collaboratively to ensure effective communication with the Senate, the Faculty, and the Administration.

This will be accomplished by regular meetings and email communication. Some specific needs I see include:

1. Reviewing and following the FS motions on communication protocols that were passed in the last two years (here are the motions I found in the minutes)

### **October 13, 2010**

- 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 [faculty senate@se.edu](mailto:faculty senate@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**

### **November 10, 2010**

- Review of progress made on a motion (10/13/2010 #5): 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 [faculty senate@se.edu](mailto:faculty senate@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.  
-Dr. Chinn noted that the new e-mail address is up and running.

### **March 9, 2011**

- **Motion**—All Faculty Senate motions and recommendations that require an administrative response include a request that the administration respond within 45 days, with the date of the 45th day included parenthetically.

2. Re-establish a current and functioning E-Senate on Blackboard (here are two references to the E-Senate from the minutes)

### **April 13, 2011**

- Request that Senators offer input and suggestions about post-tenure review. A thread will be posted for this purpose on the E-Senate Bb Discussion Board.

### **September 14, 2011**

#### **New Business**

Utilize survey function on Blackboard

3. Draft a schedule for future FS meetings and sites—post the schedule on the FS website and email it to Faculty

**September 14, 2011**

Motion for FS to meet the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month while school is in session

4. Develop standard practices, strategies and stylistic considerations for communicating with Faculty. This could include the sending of meeting Agendas and Minutes, invitations to attend meetings, and notices of new postings on the FS website.
5. Develop standard practices, strategies and stylistic considerations for communicating within the Faculty Senate. This could include the submission of FS committee reports and motions to the FS Recorder, the forwarding of relevant documentation to the FS Archivist for posting on the website, effective communication and collaborative efforts to ensure the accuracy, thoroughness, accessibility and timeliness of postings on the FS website, the reporting and editing of reports from Executive Committee meetings, and collaborative efforts to facilitate effective use of the E-Senate on Bb.
6. Develop standard practices, strategies and stylistic considerations for communicating with the administration. This could include the routing of policy recommendations, resolutions and reports, follow-up communication (e.g. email discussions), and the coordination of communication with all pertinent and relevant administrators (e.g. Dr. McMillan, Dr. Clark, Dean Scoufos, and President Minks).

I think the recent spate of emails with the administration illustrates the need for careful, deliberate and unified action and communication that is well documented. Make no mistake, I feel the burden for this lies primarily with the administration. This is illustrated with the following segment from the September 14, 2011 Minutes (this also illustrates how helpful good documentation can be when it is needed).

**September 14, 2011**

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

- Met with Dr. Bryan Clark a number of times over the summer (May 4 for 2 hours, July 7 for 2 hours, July 28 for 5 hours, September 7 for 3 hours)
- Major Work Items
  - Drafting a policy on how policy changes are made (timeliness)
  - Making decisions on pending Faculty Senate policy recommendations (Senator Poovey's proposed tracking sheet)
  - Editing the APPM (Chapters 1-3)
  - Procedures for shared governance and the tenure and promotion process

In regard to continuing the email discussions with Dr. McMillan, I think it is important for us not to become “splintered” in our communication (i.e. several ongoing discussions that reveal a lack of unity and clear direction). Since I have been given the “invitation” to discuss these matters with Dr. McMillan, I would like to volunteer to be the Senate’s point man in the discussions. I thought Diane did a good job in responding (March 9) to Dr. McMillan’s queries about the approved FS policy recommendation that was sent to the administration. Note that Dr. McMillan again asked to share his routing system from back in the day. I would like to respond to his first offer to share the routing system (March 7 email). Basically, I will welcome his input (I think it is always good to welcome an administrator that wants to talk with the Senate). However, since our plates are pretty full, I will ask that we schedule his visit after the break and in the mean time ask if he can email us an explanation of or an example of the routing system for our consideration.

As I indicated in my email of March 7, I will be acting in my official capacities as the Senate Archivist and as Chair of the Personnel Policies Committee. As such, I will cc all communication to the appropriate committees (Personnel Policies and/or Executive). Additionally, all communication of official Senate business may be shared with the Senate. The same applies if should I be given the privilege of meeting with Dr. McMillan in his office.

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2. The Faculty Senate authorizes and supports Senator Fridley to continue the ongoing discussion on university policy with VPAA McMillan. This will include email, face-to-face and telephone discussions. Senator Fridley will be acting in his official capacities as Chair of the Personnel Policies Committee and Senate Archivist. As such, he may deem it necessary to consult with his fellow Senators at times, before proceeding with these discussions. The discussions will be documented, shared with the Faculty Senate (and/or appropriate FS committees), and may be posted on the FS website by the Senate Archivist.

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If this amendment is approved, a text of the email will be sent by the FS Chair to VPAA McMillan and cc to Dr. Clark and President Minks, and a request that this change be made to the APPM immediately.

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**Agenda for the Personnel Policies Committee Meeting—Monday, February 27, 3:00  
in BS 205**

To be held as a joint meeting with the FS Executive Committee

- To discuss how we can assist Dr. McMillan and best respond to his request for further documentation of FS work on academic policies and shared governance (in response to Dr. McMillan's email of February 22, 2012).
  
- To discuss how we can assist Dr. Clark and his request to schedule dates to continue his work with the Personnel Policies Committee on the APPM (in response to Dr. Clark's email of February 20, 2012, which was sent in response to William Fridley's email of November 15, 2011)
  
- To discuss the degree of progress in our long standing efforts to communicate with the administration on matters of policy, the documentation of these efforts, and the substantive results of these efforts in terms of the formal adoption of (and response to) FS policy recommendations, the consistent application of and compliance with existing policies, keeping a timely record of policy changes, and clearly communicating with the FS in a timely manner.
  
- To discuss established FS protocols for communication with the administration.

**Minutes from the Personnel Policies Committee Meeting of Monday, February 27**

The joint meeting with the Executive Committee was held on a picnic table on the grounds of the Biological Sciences Building. It was a beautiful day, albeit windy. The meeting convened at 3:20.

Members Present: William Fridley, Dennis Brewster, Dan Althoff

Executive Committee Members Present: Diane Dixon, Chris Moretti

- To discuss how we can assist Dr. McMillan and best respond to his request for further documentation of FS work on academic policies and shared governance (in response to Dr. McMillan's email of February 22, 2012).

A working draft of a document was presented to the group and the group discussed revisions. It was agreed that the document would be honed through email correspondence amongst the committee members before being sent to Dr. McMillan.

- To discuss how we can assist Dr. Clark and his request to schedule dates to continue his work with the Personnel Policies Committee on the APPM (in response to Dr. Clark's email of February 20, 2012, which was sent in response to William Fridley's email of November 15, 2011)

It was agreed that a statement would be drafted that would request a consolidation of our work over the last year on the APPM. We agreed to include requests for three action items:

A policy on policies; a decision on pending Faculty Senate policy recommendations; editorial changes to the APPM, Chapters 1—3

It was agreed that the statement would be honed before it was sent to Bryan Clark.

- To discuss the degree of progress in our long standing efforts to communicate with the administration on matters of policy, the documentation of these efforts, and the substantive results of these efforts in terms of the formal adoption of (and response to) FS policy recommendations, the consistent application of and compliance with existing policies, keeping a timely record of policy changes, and clearly communicating with the FS in a timely manner.

The discussion of these topics was covered in our discussions of the specific documents we were drafting.

- To discuss established FS protocols for communication with the administration.

The issue of the “smoke-free” campus was discussed. One member of the committee (a smoker) revealed that he would not want to argue against a “smoke-free” campus. He had no desire to be on the wrong side of history. However, the time-frame and voting mechanisms used by the FS were briefly discussed. It was recommended that the committee discuss (in the near future) the development of some kind of deliberative voting mechanism for these types of “emergency” situations.

#### **Information Items for the Faculty Senate—Meeting of March 14, 2012**

1. Text of email sent from Doug McMillan to Diane Dixon and William Fridley on Wednesday, February 22, 2012 at 3:47 PM:

The following paragraph was included in the minutes from the meeting of the Faculty Senate Personnel Policy Committee on January 23<sup>rd</sup>, 2012.

The PPC expressed a sense of discouragement about what we perceive as a lack of administrative responsiveness to, clear communication about, and action on Faculty Senate concerns about policy. These concerns have included post-tenure review, tenure and promotion processes, departmental criteria for T & P, long-pending policy recommendations, formal processes for shared governance, developing and publishing a policy on making policy, faculty prerogatives to create classroom policies, the selection processes for academic department chairs, departmental independence, policy and precedent on faculty re-applying for

tenure and promotion, and fulfillment of the University's mission to "adhere to well-defined organizational structures, policies, and procedures (APPM 1.5.2 "for the faculty" point 3).

In an effort to better communicate about these issues, I am attempting to develop a document that describes the administrative response to the issues that the Personnel Policy Committee is discouraged about. I have not been able to find any Faculty Senate Documents on the following issues: any long-pending policy recommendations, the selection processes for academic department chairs, departmental independence, and policy and precedent on faculty re-applying for tenure and promotion. These issues were taken directly from the minutes of the Personnel Policy Committee. Will you please send me any supporting documents for each of these items, so that I can determine if the administration ever did respond to these items. If no response has been forthcoming I want to try to get you one as soon as possible. I am working on responses to the other issues raised in the minutes and will have them to you shortly.

Thank You,  
Doug McMillan

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2. Text of the Document drafted by members of the FS Executive Committee and the Personnel Policies Committee that was emailed to Dr. McMillan on from the Faculty Senate on Wednesday, March 7, 2012 at 12:37 PM.

Dr. Douglas McMillan  
Vice President  
Academic Affairs

Dr. McMillan:

The Faculty Senate is in receipt of your email request (February 22, 2012) for information concerning issues of the Senate. It would appear that the hard work of the Senate has not been properly distributed to the appropriate administrators dealing with many of the important issues facing this university. We find this troubling. There would appear to be two issues at stake in your request. First, is the issue of providing the necessary information described in your email; and second, is an apparent gap in the flow of information from and in the response to Senate actions.

Concerning the matter of information that you have requested, and in the spirit of cooperation, we would offer the following ideas. First, many of the items that you mention have been discussed with various administrators and Senators over the years. For example, Dr. Clark has been working with the Senate Personnel Policies committee on policy issues, so he could provide both the Senate policy recommendations and resolutions and the progress on implementation of those recommendations and resolutions. Second, the Faculty Senate is more than willing to provide information that you cannot locate through your office. All of the Senate records can be found on our website. We suggest that you contact the Faculty Senate Archivist, Dr. William Fridley (216 Morrison Hall, extension 2638) to schedule an appointment at which time Dr. Fridley will assist you in working through any missing information that you might need.

If Dr. Fridley cannot supply the needed information he can then request the information, from the various Senate committees. The Senate is confident that Dr. Fridley, working through the Faculty Senate organizational structure, will be able to assist in all of the issues of information you seek, both from a documentation level and a substantive history of the issues you are seeking to address.

Concerning the information gap noted in the first paragraph above: the Personnel Policies committee has been working with Dr. Clark to develop a policy on creating and/or modifying policy since the spring of 2011 without any definitive result. We feel a clear policy with regards to the receipt and routing of information from the Senate to the administration and from the administration to the senate will help resolve the issues with the information flow. We are concerned that the administration has not taken the proper procedural steps to protect the process of shared governance at Southeastern Oklahoma State University.

We hope our response to your request can be processed in an expedient manner and we welcome your response to the many issues you addressed in your request. As always the Faculty Senate welcomes the opportunity to discuss issues facing both the University and the faculty at Southeastern Oklahoma State University.

Cordially,

The Executive Committee and The Personnel Policies Committee of The Faculty Senate

3. A list of related email exchanges will be include in the next Personnel Policies Committee Report
  
4. Text of the document that was attached to the email of March 7, 2012, at 2:33 PM from William Fridley (Chair of the Personnel Policies Committee) to Bryon Clark:

Wednesday, March 07, 2012

Dr. Clark,

On Monday, February 27<sup>th</sup>, the Personnel Policies Committee met jointly with the Executive Committee to discuss how we should proceed with our work on the APPM. We agreed that it would be best at this point to solidify our work of the last year into some tangible form before moving any further. Toward that end, we would like to recommend three action items:

1. We request that you provide—for the Faculty Senate’s review—the draft of the *policy on policies* that you shared with us at one of our meetings this summer. Upon the Faculty Senate’s review and approval, we will ask that the *policy on*

- policies* be formally included in Chapter 1 of the APPM, and that an email announcement of the formal policy adoption be sent to the SE Faculty.
2. We request a formal response to all the pending Faculty Senate policy recommendations that you were given last year. The formal response can be: (a) official adoption of the policy recommendation and inclusion and publication of the policy in the APPM (accompanied by an email announcement to SE Faculty), or (b) a detailed explanation of why the policy recommendation will not be adopted, and/or a detailed explanation of what needs to be changed in the policy for official adoption to occur. The Faculty Senate will then review and respond to these detailed explanations.
  3. We request that you provide—for the Faculty Senate’s review—a Word document of Chapters 1—3 of the APPM that includes and clearly indicates the recommended editorial revisions that you and our committee have made in our meetings. These editorial changes shall only include matters of compositional clarity, punctuation, spelling, and the revision of outdated references. In short, these editorial revisions shall contain no substantive policy changes. Upon the Faculty Senate’s review and approval of these editorial changes, we will request that said changes be published in the APPM. Moreover, we request that the publication of these revised chapters be done in a way in which there is ready access to a record of what changes were made and when they were made.

We believe the achievement of these items would be a great stride in improving the clarity of university policies and procedures, and would mark an important step in improving the process of shared governance at our university.

Thank you,

William

Chair of the Personnel Policies Committee of the Faculty Senate

5. A list of related emails will be included in the next Personnel Policies Report

**One Action Item for Discussion:** Any suggestions on how the meetings of the Post-Tenure Review Task Force should be reported to the Senate?

**Report of the Faculty Senate Executive Committee with President Minks 2/28/12  
Meeting in President's Conference Room at 1:30**

Members Present: Diane Dixon, Chris Moretti, Blythe Duell, Hal Poovey, Larry Minks

President Minks handed out a draft to the changes in policy to include tuition waivers for dependents. (See the tuition waiver handout). The tuition waiver is for \$750 per semester and any leftover could be used in the summer. The committee asked why is there a limit for the tuition waivers. President Minks explained that there is a 3% limit in the E&G budget for scholarships. This would be included in that category. There was a question about whether tuition waivers on undergraduate courses were considered taxable income. (It says graduate courses in the draft). President Minks said he would look into it. (He called Diane Dixon after the meeting and said that waivers on undergraduate courses were not taxable income.) The benefits committee would be responsible for increasing the tuition waiver as inflation increases.

The proposed changes to the Shared Governance Forum were discussed. Charlie Babb, the legal counsel, has not reviewed it completely yet. He thought that there may be a problem with the list in the principles section of who should be involved in decisions. The President didn't think that Charlie Babb had a problem with the practice. The committee suggested that we could run a pilot test this spring even if it is not officially approved. The President said that he would call Charlie Babb and make sure that it was OK to do that. (The President called Diane Dixon after the meeting and said that it was OK to do a pilot test this spring.)

The committee asked where we should send Senate resolutions and proposed revisions of policies. He said to send it to the VPAA.

The President gave a handout of talking points from the Higher Education Day at the Capital. Some bills that are on the table are: having one state wide chief information officer for all the state entities (as opposed to have one at each university), concealed weapons, elimination of tenure, and changing tuition setting authority. The handout outlined some arguments against these proposals.

The President gave a handout of actions plans from the Harvard Leadership meeting. The meeting adjourned 3:15.