

**Faculty Senate (FS) Minutes**  
**Fall Semester, Meeting #2**  
**Wednesday, September 18, 2019**  
**Room 100, Russell Building, 3:00-4:30 p.m.**  
As approved at the Faculty Senate meeting of October 2, 2019

**Attending:**

Stan Alluisi	William Fridley	Rhonda Richards
Kathy Boothe	Kendra Ingram	Kate Shannon
Derek Cash	Karen Maple	Michael Scheuerman
Randy Clark	Chris Moretti	Alicia Wallace
Kay Daigle	Joshua Nannestad	
Rolando Diaz	Elisabeth Ponce-Garcia	

**Not Attending:**

Daniel Althoff (proxy)	Chaehyun Lee	Laura Atchley
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**Guests:**

Carolyn Fridley

**I. Call to Order**

A. 3:05 p.m.

**II. Approval of the Minutes**

A. [Minutes from September 4, 2019](#)

- a. Motion to approve – Senator Alluisi
- b. Second – Senator Moretti
- c. Discussion – none
- d. Yes - 14; No - 0; Abstaining – 2
- e. Motion carries - Minutes approved

**III. Introduction of New Senators**

A. Karen Maple, Alicia Wallace, Rolando Diaz, Kendra Ingram, Derek Cash

**IV. Special Guest**

- A. Teresa Golden, Associate Vice-President for Assessment and Accreditation/Professor
  - a. Job description
    - i. Oversees and manages accreditation for regional accreditation
    - ii. Liaison for Higher Learning Commission – transitioning to Dr. Golden from VP Bryon Clark
    - iii. Serves as administrative assistant to departments for specialized accreditation

- iv. Oversees academic assessment programs; mid-level assessment coordinator – classes are not canceled for assessment, may move to just a spring semester rather than a fall and spring semester
  - v. Program Outcome Assessment Reports; student satisfaction reporting
  - vi. May see more surveys
  - vii. Looking at software – contract with a company for IDEA – end of course reviews
  - viii. State and federal reporting – RUSO, OSRHE
  - ix. Oversees Faculty organized research and development fund
  - x. Oversees Academic appeals process for students
  - xi. Oversees appeal and grievance process for faculty
  - xii. Oversees maintenance of the Academic Policies and Procedures Manual (APPM)
  - xiii. Serves administrative liaison for committees across campus
  - xiv. There is a suggestion that a recommendation to RUSO from Dr. Clark that Dr. Golden be interim VPAA while VP Clark is serving as interim president
  - xv. Course Equivalency Project will also be Dr. Golden’s responsibility
- b. One concern from Faculty Senate is to update the APPM and to keep it current. Historically, there have been some inordinate time lags between recommendations from the FS and their approval and inclusion in the APPM. There are three policy recommendations from spring of 2019 (including a recommended realigning of the faculty grievance policy) that have not been forwarded to Academic Affairs. Dr. Golden clarified that these should be emailed to both her and VPAA Clark.
- B. Christala Smith, Director and Alisha Ridenour, Assistant Director – Center for Instructional Development & Technology (CIDT)
- a. [The Gen-Ed Syllabus Outline Template](#) was used with Alisha Ridenour’s presentation.
    - i. This is a suggested syllabus based on the Quality Matters guidelines
    - ii. Common elements from across campus should be gathered in one syllabus document
    - iii. For example – a “feedback statement” needs to be included
    - iv. This syllabus handout is what Quality Matters (QM) recommends for online courses
  - b. Syllabus template is on the CIDT website with the updated links
  - c. Hours per week in an accelerated course – the green text in the template indicates content that needs to be updated by the instructor
    - i. Will be reviewed by Dr. Golden’s office
    - ii. What counts as work-hours for an online course, and how is this estimated are important questions that need to be worked out.
  - d. Why is Quality Matters important to us?
    - i. Assessment – HLC wants assurance of clarity to student consumers, and evidence that our teaching and learning processes promote continuous improvement
    - ii. QM is recognized and has been chosen by SOSU

- iii. Instructors at SOSU are QM certified; currently courses are not QM certified but reviewed with these standards
- e. Workload question – program level question; workload may be too high to meet 124 limit; should we drop learning outcomes; ultimately an Academic Affairs question
  - i. Champion this to RUSO
  - ii. Other ways programs have handled this issue

**V. Treasurer’s Report**

- A. Crystal Cheek is the new *point person* in the Office of Finance to contact about issues related to the FS budget and the new system and budgetary processes.
- B. Received a bill for Survey Monkey – that expense may be moving to Academic Affairs
- C. FS Chair Clark contacted VP Clark in regard to the budget numbers and he has not heard back from him as of today’s meeting

**VI. Committee Reports**

- A. Budget Committee
  - a. Did not meet, no report
- B. Committee on Committees (CoC)
  - [Report submitted](#)
  - a. Did not meet
  - b. Last January, Brad Ludrick resigned from the Faculty Senate and from his position as chair of the CoC. Senator Fridley filled the position last semester.
  - c. Senator Fridley filled out a draft of appointments, and emailed Chair Clark a “heads-up” that the draft would be emailed to the committee for feedback. The list of appointees was refined in light of the feedback provided, and senator Fridley passed out a hard copy list of recommended appointments at the meeting. \*(the list of appointments and two motions are included in the Postscript)
    - i. Motion to approve the listed appointments to general faculty committees.
      - 1. Motion - Senator Fridley
      - 2. Second – Senator Daigle
      - 3. Discussion
        - a. Does this include all faculty including new faculty? Yes – best estimated is 129 full-time faculty, which did include new faculty hired this year and last year;
        - b. Organized Research and Program Review - one of the spots is an Arts & Science person who is on the Graduate Council – this is accurate
      - 4. Vote:
        - a. Yes – 16; No - 0; Abstained – 0
        - b. Motion carries
    - ii. Because the committee has not met yet, Senator Fridley is still chair of the committee
      - 1. Will send out notification to the appointees and to the committees via email

- iii. Motion to Add **The VPAA (or designee) will be an ex officio, non-voting member of the committee** to the Membership description of the Institutional Animal Care and Use Committee (IACUC)
    - 1. Motion – Senator Fridley
    - 2. Second – Senator Daigle
    - 3. Discussion – IACUC – parallel to Institutional Review Board (IRB) which includes the VPAA as an ex officio member; however, membership description in APPM does not include reference to VPAA as non-voting member in IACUC
    - 4. Vote
      - a. Yes - 16; No - 0; Abstentions – 0
      - b. Motion carries
  - iv. Motion to **Add “non-voting” to the membership description of the IRB** for the VPAA (or designee) will be an ex-officio, non-voting, member of the committee, APPM 3.5 – ex-officio is in there, but not “non-voting”; common misunderstanding that ex-officio members are not allowed to vote – that is not true
    - 1. Motion – Senator Fridley
    - 2. Second – Senator Daigle
    - 3. Discussion - intended policy, wording for clarity | Important to designate that they are non-voting
    - 4. Vote
      - a. Yes - 15; No - 0; Abstentions – 0
      - b. Motion carries
  - v. Noted by Senator Moretti - APPM 3.4.13 states that ex-officio members are non-voting unless otherwise specified
- C. Executive Committee (EC)
- [Report submitted](#)
- a. Met 9/16/19
    - i. Five informational items; no action items
      - 1. Election results
      - 2. Sub-committee preferences completed and emailed and [Sub-committees for 2019-2020](#) were formed.
        - a. Current chair (from last year) should call the meeting
        - b. First order of business is to elect a new chair or remain as chair – preferably before next Faculty Senate meeting
      - 3. [EC sent a letter to Sheridan McCaffree](#) in response to President Burrage’s resignation requesting faculty representation in the hiring process – response is that it is customary to include faculty in the process
      - 4. RUSO board meeting – October 10<sup>th</sup> at SOSU
        - a. Agenda is not yet available
        - b. Attendance is encouraged, as your schedule permits
        - c. Faculty presence sends a profound message to the regents that SOSU Faculty are paying attention to what they are doing; non-threatening; representing our faculty proudly

- d. The [2019 Annual Faculty Senate Survey](#) (link is without comments) results completed and emailed
  - i. Senator Moretti report
    - 1. Lots of improvements; faculty morale high
    - 2. Pay increases; leadership and transparency of President and VP
    - 3. Faculty concerns in decrease in undergraduate enrollment; workload; pay (less-worse)
    - 4. Faculty retention – not bad
    - 5. Resource allocation – indicators are up (not all good)
  - ii. Means increased more from the JMSB than in other schools; number of faculty from JMSB increased – may be the first year Safety was included in the JMSB
  - iii. Online partnership – Academic Partners (AP) – there are numerous concerns about the rigor; amount of material that can be covered in 7 weeks; workload; class sizes and use of coaches
  - iv. Split in the responses between A&S and the JMSB and EBS – handout of mean breakdowns shows lots of red and no green in A&S is noticeably lower than other schools

- 5. Motion to Adjourn – Senator Moretti
- 6. Second – Senator Fridley
- 7. Discussion – stay until this item complete
- 8. Vote
  - a. Yes – 0; No – 15; Abstentions – 0
  - b. Motion fails – meeting continues

- D. Personnel Policies Committee
  - a. Did not meet
- E. Planning Committee
  - a. Did not meet
- F. University Affairs Committee
  - a. Did not meet

**VII. Old Business**

- A. Senator Fridley – sent an email to Dr. Stafford (Vice President for University Advancement) in regard to concerns about the SE Faculty Senate website, and requested a meeting. History is lost. Information Technology no longer controls the website; the Office of University Marketing department is now in charge of the website. This was also discussed at the department chairs meeting today.
- B. The intention was to improve our brand or marketability, but may be diminished if information is hard to find or incorrect.

**VIII. New Business**

- A. Grade appeals outside the academic process – Senator Moretti heard from a faculty member who requested this be discussed at Faculty Senate
  - a. Issue over the summer; student took summer II online; student never withdrew and “F” was issued to student. The faculty member went back to student’s grades and found that the student’s grade had been changed to a “W”. The instructor was told that an informal committee had met and granted the appeal. This was not done through the Academic Appeals Committee. The faculty member was not notified of the change, and when discovered was told this was standard procedure for a grade change within the semester; student did complete four summer I courses successfully.
  - b. No reference to this practice could be found in the APPM or catalog
  - c. Questions
    - i. What is the authority or relevant policy by which this action was taken?
    - ii. The Academic Appeals committee should notify faculty and chair of pending grade appeals. The APPM gives no reference to the ability to change grades by the Registrar’s Office.
    - iii. How often does this occur? Are records and minutes kept?
  - d. Recommendation – write a letter from Faculty Senate asking if this indeed happened, by what rationale or authority was the action taken, and what is the scope of this practice?
  - e. Formal motion at next meeting.

**IX. Announcements**

- A. The semester’s first Shared Governance Forum will be held on September 30, 2:00 p.m., in Russell 300. Topic chosen by the Administration: *Quality Initiative Proposal submitted to HLC.*

**X. Adjournment**

- A. Adjourned at 5:06
  - 1. Motion Senator Alluisi
  - 2. Second – Senator Ponce-Garcia
  - 3. Motion carries – meeting adjourned

Minutes submitted by Senator Rhonda Richards, Recorder

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\*Postscript

**For the Faculty Senate Meeting of September 18, 2019**

The Committee on Committees recommends, and it is moved, that the Faculty Senate approve the following appointments to General Faculty Committees (aka University Committees).

**Academic Appeals**

- Sondra Petty (A & S) 2019-2022
- Stephanie Metts (JMSB) 2019-2022
- Kyle Thomas (JMSB) re-appointed 2019-2022

**BSLASCC**

Lei Qian re-appointed (2019-2022)  
Maribeth Nottingham re-appointed (2019-2022)  
Randy Prus re-appointed (2019-2022)

**Campus Sustainability**

Hallie Stephens (EBS) 2019-2022

**Curriculum Committee**

Wilma Shires (A & S) re-appointed 2019-2022  
Susan Morrison (EBS) appointed 2019-2022  
Lawrence Silver (JMSB) appointed to fill vacancy left by Han-Sheng Chen 2019-2021  
Hal Poovey (JMSB) appointed 2019-2022

**Faculty Appellate Committee**

Karl Frinkle (A & S) appointed 2019-2021  
Tim Patton (A & S) appointed 2019-2021 to replace Teresa Golden, chair  
Steven Emge (A & S alternate) appointed 2019-2021  
Susan Morrison (EBS) re-appointed 2019-2021  
William Fridley (EBS alternate) re-appointed 2019-2021  
Lawrence Silver (JMSB) re-appointed 2019-2021  
Nick Nichols (JMSB alternate) appointed 2019-2021  
A Presidential appointee (2019-2020) will be requested to replace Charla Hall, whose term expired

**Faculty Grievance Committee**

Marc White re-appointed (2019-2022)  
Ning Wu re-appointed (2019-2022)  
Martin Bressler (JMSB) appointed (2019-2022)

**Honors Committee**

Karl Frinkle (A & S) appointed to fulfill the term (2017-2021) vacated by Patrick Reardon  
Kathleen Hardgrove (A & S) appointed to fulfill the term (2017-2021) vacated by Randy Clark

**IACUC**

Steven Emge (A & S) re-appointed (2019-2022)  
Jon Reid (EBS) re-appointed (2019-2022)  
Wayne Levins (JMSB) re-appointed (2019-2022)

**Institutional Review Board**

Steven Emge (A & S) re-appointed (2019-2022)  
Jon Reid (EBS) re-appointed (2019-2022)  
Wayne Levins (JMSB) re-appointed (2019-2022)

**Institutional Assessment Committee**

Erica Corbett (A & S) appointed (2019-2022)  
Amy Madewell (EBS) re-appointed (2019-2022)  
David Whitlock (JMSB) appointed to fulfill a term (2018-2021) vacated by Stephen Knight  
Tim Smith (A & S) appointed to the *at large* position (2019-2022)

### **Library Committee**

Anatolia Ioannides (A & S) appointed (2019-2022)

Chaeyun Lee (EBS) appointed (2019-2022)

Lucinda Parmer (JMSB) appointed (2019-2022)

### **Organized Research and Program Review**

Nancy Paiva (A & S) re-appointed (2019-2022)

Mark Spencer (A & S) appointed to fulfill a term (2017-2020) vacated by Corie Delashaw

Hallie Stephens (EBS) appointed (2019-2022)

Aaron Adair appointed to the Graduate Council (A & S) position (2019-2022)

### **Graduate Council**

Aaron Adair (A & S) appointed (2019-2022)

C. W. Von Bergen (JMSB) re-appointed (2019-2022)

**Motion:** Add **The VPAA (or designee) will be an ex officio, non-voting member of the committee** to the Membership description of the Institutional Animal Care and Use Committee (APPM 3.5).

### **Membership**

The Institutional Animal Care and Use Committee will consist of six members, four of which are faculty. The Faculty Senate will appoint faculty members for three year staggered terms. There will be two faculty from the School of Arts and Sciences, one from the John Massey School of Business, and one from the School of Education and Behavioral Sciences. At least one of the four faculty members should be a practicing scientist experienced in research involving animals. **The VPAA (or designee) will be an ex officio, non-voting member of the committee.** In addition, there will be a Doctor of Veterinary Medicine either certified (e.g. by ACLAM, ECLAM, JCLAM, KCLAM) or with training and experience in laboratory animal science and medicine or in the use of the species at the university. There also will be one public member to represent the general community's interests in the proper care and use of animals. Outside members, who are not faculty, must be reappointed annually by the committee faculty members. Non-faculty members will be solicited by the committee, and appointed annually.

**Motion:** Add **non-voting** to the Membership description of the Institutional Review Board (APPM 3.5) The VPAA (or designee) will be an ex officio, **non-voting** member of the committee.