

Personnel Policies Report for the Faculty Senate Meeting of October, 28, 2015

Scheduling Correspondence, Preparations for Meetings and Agenda

Email: September 23, 2015 from William Fridley (Chair of the PPC) to VP Bryon Clark, cc to PPC

Hello Dr. Clark,

The Personnel Policies Committee held its first meeting this afternoon, and I have the pleasure of serving as chair!

One of our priorities is to resume our highly successful—though waning of late—cooperative efforts to edit and update the APPM.

We would like to ask if we can proceed as follows: our committee will review recent Faculty Senate documents with an eye toward items that pertain to the APPM (e.g. changes in committee membership and functions, changes to the FS Constitution). We will also look for portions of the APPM that could use a “quick fix” (e.g. inoperable hyperlinks and outdated material).

We ask that you help expedite the process by drafting updated charts and related policy information that reflect the current organizational and administrative structure (e.g. the Organizational Chart of Administrative Organization, APPM 2.4).

Perhaps a meeting with a two-hour time frame would be a good start. Are you available on Monday, October 26 at 3:00?

We look forward to hearing from you.

Thank you.

William

Email: September 30, 2015 from VP Clark to William Fridley

William:

In the last couple of years, much time and effort was devoted to revising the tenure policy as well as the post-tenure review policy. A lot of hard work went into these two initiatives and are both are significant changes to the APPM. However, I concur we need to be back to our task of updating the entire APPM. I think the action proposed below is appropriate and will work. I have reserved from 3:00-5:00 pm on Monday, 26 October 2015, for our meeting.

I look forward to meeting with the PPC and continuing our work.

Have a great day!

Cordially,

Bryon

A meeting of the Personnel Policies Committee is scheduled for Wednesday, October 21, 2015

Agenda

A reminder of our meeting scheduled for Wednesday, October 21 at 3:00 p.m. in the Faculty Lounge. There is one item on the agenda:

Review recent Faculty Senate documents (Minutes and Documents) for the last three years, to ascertain if there is information that needs to be incorporated in the APPM.

Consider this to be a working meeting. Please bring your laptops or whatever devices you use to access the Senate documents and the APPM. Any advance work will be appreciated.

Notes on the Personnel Policies Meeting

Wednesday, October 21, 2015, from 3:00 to 4:30, in the Faculty Lounge

Members present: William Fridley, Tom Harvey, Patrick Schoettmer, Diane Dixon, George Jacox

Chapters one through three of the APPM were reviewed for recommended updates and edits. Suggested edits were penciled in a hard copy of the current (dated 2014-2015) APPM.

Some of the discussed recommendations included:

- The need to date and archive policy changes and to systematize the archiving, retrieval of and access to past editions of the APPM
- The removal of bold print in recently added policy changes--this being a remnant of the senate's use of bold print to note changes in policy recommendations (e.g. 3.3, Article III, Section D)
- Removal of outdated information (e.g. 3.6.4 Planning and Resource Council)
- A clean-up and streamlined reorganization of the General Faculty Committees (APPM 3.5). It was recommended that the committees be listed alphabetically.
- Updating of the positions and function descriptions in the Overview of Organizational Structure and Associated Responsibilities (APPM 2.0)
- It was agreed that we must work to simplify the APPM!

Email: October 26 from Senator Fridley to VP Clark, cc to the PPC

Included an attached document of excerpts from recent Faculty Senate meetings concerning some approved policy recommendations for inclusion in the APPM:

[April 29, 2015:](#)

3.5.11.2 (Honors Committee membership_

3.6.6.2 (Distance Education Council Membership)

[February 25, 2015:](#)

4.6.3 (three recommended changes to the Promotion and Tenure policy)

[February 4, 2015](#)

4.9.3 (regarding Absences from Duty)

VP Clark had also received an approved amendment to the Faculty Senate Constitution (10-14-15):

The Faculty Senate shall be the official representative body of the faculty with powers to act for the Southeastern Oklahoma State University faculty, and to advocate for part-time and adjunct instructors.

Notes on the Meeting with the PPC and VP Clark

Monday, October 26, 2015 from 3:00 to 5:00 in the Administration Building 302

Present: Bryon Clark, William Fridley, Tom Harvey, Hal Poovey, Diane Dixon

VP Clark began the meeting by sharing a current (and unpublished) Administrative Organization flowchart that came from the Office of the President.

Questions about Distance Education and the Center for Instructional Development & Technology (CIDT) led to a lengthy discussion. Distance Education is absent from the flowchart. There were questions as to whether there is a Director of Distance Education and to whom concerns about distance education should be directed and questions as to who has oversight and responsibility for distance education. While the flowchart places CIDT under the Associate Vice President & Graduate Dean (currently Dr. Bryon Clark), Dr. Clark indicated that CIDT is currently functioning under the Executive Director/Information Technology/Chief Information Officer (currently Dan Moore).

This led to a discussion about the history of CIDT and Distance Education with regard to staffing, oversight, administration, and faculty involvement and responsibility in the decision making concerning the curricular dimensions of distance education and the pertinent use of funds/resources for the development and delivery of instruction. A clear and definitive account of what had gone on was not given.

Central to this discussion were the philosophical and pedagogical dimensions of distance education. Particularly, there were questions about the division and/or integration of spheres of academic and technical expertise in making decisions about distance education. No clear decision-making process was identified, and no consensus on the matter was achieved.

Also discussed was the role of the Distance Education Council's functioning as the vehicle for faculty to voice concerns, make requests, and offer their expertise on distance education. Concerns were raised about the perceived dysfunctions of the DEC, particularly in relation to faculty concerns about the functioning, funding, and pedagogical/instructional uses of IETV. It was noted that the topic of IETV has been discussed to varying degrees at and by: the meeting between the FS Executive Committee and President Burrage (October 19, 2015), the Shared Governance Forum (September 28, 2015), in recommendations made to the Budget and Academics Presidential Advisory Committees, and to the DEC.

There were several positive comments, praising the helpful and timely work of CIDT and its Director, with Blackboard, and with other instructional technologies.

Updates and edits of the APPM were discussed.

VP Clark will work on updating administrative position titles (e.g. Dean of Instruction to Executive Dean for Academic Affairs), including function descriptions of newly created positions (e.g. Vice President of

University Advancement, Dean of Student Life, and Director of University Communications Special Assistant to the President), and updating the Administrative Organizational Chart (2.4).

All the PPC requests for edits and updates (see above) will be done, and it was agreed that the pages of the APPM will be numbered (currently page numbers are only in the Table of Contents). These edits and updates will be forwarded to the Faculty Senate for review before posting and publication.