

Faculty Senate (FS) Minutes
Fall Semester, Meeting #4
Wednesday, October 16, 2019
Room 100, Russell Building 3:00-4:30 p.m.
***As approved by the Faculty Senate on October 30, 2019**

Attending:

Stan Alluisi	Rolando Diaz	Joshua Nannestad
Daniel Althoff	Diane Dixon	Rhonda Richards
Laura Atchley	William Fridley	Kate Shannon
Kathy Boothe	Kendra Ingram	Michael Scheuerman
Derek Cash	Karen Maple	Alicia Wallace
Randy Clark	Chris Moretti	

Not Attending:

Chaehyun Lee

Guests:

Carolyn Fridley
Dennis Westman

I. Call to Order

A. 3:00 p.m.

II. Approval of the Minutes

- A. [Minutes from October 2, 2019](#)
1. Motion to approve minutes – Senator Alluisi
 2. Second – Senator Althoff
 3. Discussion – none
 4. Yes - 15; No - 0; Abstaining – 1
 5. Motion carries - Minutes approved

III. Special Guest – Dennis Westman, Vice President for Business Affairs and Chief Financial Officer

- A. VP Westman is now fulltime at Southeastern; no longer at Murray State College
- B. Changes in the Finance area at Southeastern
 1. Implementation of Colleague in the HR payroll and finance – once in a 40- year project; last update in the 70s
- C. VP Westman distributed a Business Affairs Update handout with a timeline of Colleague Implementation and Finance Update.
- D. Finance – the state of Oklahoma moved SOSU to a new vendor system that resulted in less flexibility in adding new vendors and also affected how quickly checks are issued.

Handout given by VP Westman has best case scenarios of how long it will take for reimbursements and the timelines needed to be met.

- E. Coming soon – the State of Oklahoma is planning to require a discount if the vendor wants to be paid within 30 days. VP Westman and colleagues are working with the state treasurer to determine if this is the best scenario. This would have an unfortunate effect on some of SOSU’s regional “mom and pop” vendors.
- F. Questions from the floor:
 - 1. When employees are absent, are there plans in place to cover their responsibilities (the “one deep” problem)? Generally, yes. Not good practice and will try to correct this.
 - 2. Training on travel – yes, Kelley Hawthorne can help with this and we can contact her for help.
 - 3. Summer travel is different because there is no mini-grant, but reimbursement through Finance Office is the same for summer. Mini-grants go through VP Clark’s office (Academic Affairs).
 - 4. Faculty have been unhappy with lack of timely feedback and responses to questions from Finance Office. VP Westman asked that we contact him directly if we have concerns.
 - 5. When will budgets be released? Allocation may be dependent on the VP for Academic Affairs and which account it relates to. Budgets are based on projections which is why we have to wait on actual enrollment for release of funds.
 - 6. Renovations and deferred maintenance – next thing is a roof on the library. Then they will start improving classroom spaces across campus, similar to the Fine Arts building project.
 - 7. Benefits enrollment is coming up soon. For VSP and Vision, if the employee buys up to the second option, you get second glasses or contacts as part of the package.
 - 8. Campus Master Plan: The committee for this (which included the University Affairs Committee) was led by Mike Davis, has been shifted to VP Westman’s office.

IV. Treasurer’s Report

- A. Nothing to report. No changes in budget.

V. Committee Reports

- A. Budget Committee
 - 1. Have not met.
- B. Committee on Committees (CoC)
 - 1. No formal report.
 - 2. Motion: It is moved that the Membership statement of the General Education (APPPM 3.6) be updated as follows: The Director of General Education (DGE)

will serve as the chairperson; the chairperson is a nonvoting member of the GEC. The composition of the membership is: a. One representative from each of the following departments/areas that offer at least one general education course: Behavioral Sciences; Biological Sciences; Physical Sciences; Computer Science; Art, Communication and Theatre; English, Humanities, and Languages; Music; ~~Health, Physical Education, and Recreation~~ Kinesiology; Management and Marketing; Mathematics; and Social Sciences. Departmental representatives will be selected by the Chair of the Department in consultation with the DGE. Departmental representatives must have taught a general education course within the last two years unless approved by the DGE.

- a. Motion – Senator Fridley
- b. Second - Senator Alluisi
- c. Discussion: The motion had not been through the Committee on Committees, but was sent to Faculty Senate
- d. Yes – 15; No – 0; Abstentions--0
- e. Motion carries

C. Executive Committee (EC), [Report submitted](#)

1. Plaques for Faculty Senate awards will be housed in the administration building – need to be taken to the President’s office.
2. Award was given to the president and he was very appreciative. The cost was \$81.00; Donation of \$20 received and funds could be collected by Senator Shannon or Chair Clark
3. [Ms. Carolyn Fridley’s presentation at Regional University System of Oklahoma](#) (RUSO) board meeting was outstanding and she was recognized at Faculty Senate meeting. Ms. Fridley is a regular guest at Faculty Senate and is president of the AAUP chapter at Southeastern.
4. Chair Clark contacted by Dr. Meg Cotter-Lynch with a question for Faculty Senate regarding the Quality Initiative Proposal (QIP) for the Higher Learning Commission (HLC) to see if we had further input.
 - a. Motion by Senator Moretti that the focus of the QIP should be the quality of online courses.
 - b. Second by Senator Dixon
 - c. Yes – 15; No – 0; Abstentions – 0
 - d. Motion carries
5. Action items
 - a. Motion: It is moved that Faculty Senate recommend to Administration that future Shared Governance Forums to be Zoomed out.
 - b. Motion – Chair Clark
 - c. Second - Senator Fridley
 - d. Discussion: question about recording and archiving; purpose is to Zoom out for those who cannot physically be at the meeting.
 - e. Motion by Senator Fridley to amend that the Zoom broadcast be recorded and posted and archived on the Faculty Senate website.
 - f. Second: Senator Scheuermann

- g. Discussion: recording inhibits the freedom of discussion; in the past we have made Notes that have been sent to the President for review, prior to posting on the website.
 - h. Vote for amendment: Yes - 15; No - 0; Abstentions – 0
 - i. Motion to amend carries
 - j. Vote for motion: Yes – 12; No -1; Abstentions – 2
 - k. Motion carries
6. Discussed with President Burrage the issuing of reappointment letters (a practice long-discontinued). The president responded that it would be most practical on an *as-needed basis* by contacting Human Resources.

D. [Personnel Policies Committee \(Report filed\)](#)

- 1. The committee met and Senator Fridley was elected chair.
- 2. Motion: It is moved that the following references (marked by a strike-through) be deleted from the Academic Policies and Procedures Manual (APPM).
 - (APPM, Table of Contents, Appendices, p. 7)
Appendix G – (~~includes G1 & G2~~) Faculty Development and Evaluation Summary
 - Procedural Principles and Guidelines (APPM 4.4.3, point 7, p. 72)
 - a. Motion - Senator Fridley
 - b. Second - Senator Alluisi
 - c. Discussion - none
 - d. Vote: Yes - 13; No - 0; Abstentions – 2
 - e. Motion carries
- 3. Motion: It is moved that the following Bylaws and Procedures be added to the Academic Policies and Procedures Manual 3.3, Article VII—Bylaws. *See appendix for the text of the additions.
 - a. Motion - Senator Fridley
 - b. Second - Senator Althoff
 - c. Discussion: thank you to Senator Fridley and committee for doing this
 - c. Vote: Yes – 15; No - 0; Abstentions – 0
 - d. Motion carries
- 4. Vice President for Academic Affairs Golden has requested that all recommended changes to the APPM (that have been approved by the FS) be listed and sent to her as soon as possible. Senator Fridley volunteered to compile the list and send it to Chair Clark, whose email to VP Golden will also include budget information that the Faculty Senate is requesting.

E. Planning Committee

- 1. Did not meet. Will meet next week.

F. University Affairs Committee

- 1. Did not meet

VII. Old Business

- A. Letter from Register Toews in response to letter we sent regarding grade changes outside the academic appeal process was included with Faculty Senate documents emailed to senators by Chair Clark.
 - 1. Page 2, number 2 - Changes from F to W is only changed when timeline is justified
 - 2. Page 3, number 5 – has not been the practice of changes, they have agreed to look at options to notify faculty
 - 3. Would this procedure need to go in the APPM or where?
 - 4. The letter from the registrar references an enrollment change but the original letter referenced a grade change.
 - 5. Concern about the information in Blackboard not being retained for records.
 - 6. Recommend that if this is a practice, that it needs to be in the Student Handbook and should be noted that it is the responsibility of the Registrar and actions be recorded. Also, that faculty should be notified if a grade they assigned is changed.
 - 7. Chair Clark asked Senator Moretti to draft a response to the letter and will also invite the Registrar to speak to the Faculty Senate.

VIII. New Business

- A. Senator Fridley will work with AVP Golden on updating Academic Policies and Procedures Manual (APPM) by providing her with any updates that have not yet been made.
- B. Website – Executive Committee met with Kyle Stafford and Blake Allen with five specific requests. Senator Fridley emailed with them early this morning. One item was the Google search function be activated – they indicated it has been updated, and it does seem that it is working, based on searches done today. However, there is a caveat based on the Directory and some of the searches are returning inaccurate information. The restoration of old material is maybe at 40%. The most recent was access for Senator Fridley to the Faculty Senate page – he was given access and has requested a password. Blake Allen also said he would send Senator Fridley all the old documents for review. However, in the meeting they indicated they would put the documents in the Media Bin, with access to view the cached website. Senator Fridley later received an email from Blake that included a link with access, and a password. Fridley will check it.

IX. Announcements

- A. Executive Committee meeting October 22 – Faculty Senate please forward any recommendations to Chair Clark for the Shared Governance Forum scheduled for November 12 (topic chosen by the FS).
- B. Tuesday, October 22 – Women in Entrepreneurship on SOSU campus

X. Adjournment

- A. Motion to adjourn at 4:37 – Senator Moretti
- B. Second Senator Maples
- C. Yes – 11; No – 2; Abstentions - 0
- D. Motion carries

***Appendix**

Motion: It is moved that the following Bylaws and Procedures be added to the Academic Policies and Procedures Manual 3.3, Article VII—Bylaws, as:

Section C—Bylaws and Procedures (added by the Faculty Senate, October, 2019)

1. Faculty Senate Voting:
 - Faculty senators must be informed, in writing, of issues or proposals that require a senate vote at least 48 hours, in advance, when possible. Supporting documentation should also be provided, if possible.
 - Electronic voting for Faculty Senate business should only occur over semester breaks, including summer, or in situations where a deadline would not be met by conducting the vote at the next scheduled meeting, or by convening an emergency meeting.
 - Electronic votes should be announced 24 hours in advance.
 - Affirmative majority of a quorum, rather than the affirmative majority of the entire membership, may complete a successful vote.
 - Votes must be confirmed by the chair and one additional member of the executive committee.
 - All details of voting, results, and methodology should be presented the next time the senate convenes.

The following are recommended best practices:

- In recognition of the value of debate, when possible documents should be available at a common site and a discussion board or similar mechanism made available for senators to debate the issue.
 - The discussion should be collected and archived in the same manner as other Faculty Senate business.
2. Voting by proxy shall be allowed in the Faculty Senate. Proxies may be given either on a specific topic or be unrestricted but may last no longer than a single meeting. Notice of a proxy must be sent to the Senate Chair and the Parliamentarian prior to the start of a given meeting, and proxies do not count towards a quorum. (February 25, 2015)
 3. If a Senate meeting goes longer than 90 minutes, the Parliamentarian (or Chair if the Parliamentarian is absent) will make a motion to postpone business until the next Senate meeting and adjourn. (September 3, 2014)
 4. Once a quorum is established to convene a meeting, official business (but not votes) may continue to be transacted in the absence of a quorum. In case a quorum is lost, the chair may elect to continue or to adjourn. (May 1, 2013)

5. Allow the Executive Committee to act on behalf of the Faculty Senate during the summer months with the provision that any substantive decision be required to have an e-mailed vote of the Senate, in accord with the Faculty Senate Voting Bylaw. (May 2, 2012)

6. The Faculty Senate Archivist shall be authorized to make corrections of factual inaccuracies in documents and postings on the Senate website (e.g. the listings of FS Award winners). Such corrections and changes will be recorded and dated on a document called "Archive Corrections" that will be posted on the most recent 'Senate Documents' page of the FS website, and the changes will be announced at the next Faculty Senate meeting. (April 29, 2015)