

Faculty Senate Executive Committee Meeting
April 28, 2020
2:00 p.m.
Zoom meeting

In attendance: Randy Clark, Kate Shannon, William Fridley, Kay Daigle, Christopher Moretti, Rhonda Richards, Dan Althoff

Called to order by Chair Randy Clark

Old Business: None

New Business:

1. Meeting with President Newsom on Tuesday, May 12th at 2:00 p.m.
2. Senator Moretti supplied documents from the Executive Meeting with President Burrage.
3. What type of discussions/ topics should we have with President Newsom?
 - a. Fall 2020 semester
 - i. What is Southeastern planning? Open? Face-to-face classes or all online like the end of the spring semester? Is there a public health plan put into place if we will be open?
 - ii. Need an announcement of the plan for fall, 2020, even if the announcement is that we have not made a decision yet. We need open lines of clear communication.
 - iii. Will we test students for COVID-19 when they come back? Some universities are doing this.
 - iv. Southeastern is fairly confident in the delivery of online classes. And for our institution it might be best to offer as many online courses as possible.
 - v. Also, so that faculty can plan and prepare for fall, 2020, we will need support for faculty in providing resources for courses.
 - b. Faculty involvement in Budgeting process
 - i. Response to the pandemic; beyond the immediate crisis, a good opportunity to introduce the concept of faculty participation in the budgeting process and decision making.
 - ii. Particularly as it relates to hiring faculty and prioritizing faculty hires (see FS [Resolution Regarding Faculty Hiring Process](#) that was approved by the FS at the [December 6, 2017 meeting](#)).
 - c. Documents were distributed: [Faculty Senate Interactions with the President](#) and [Recent Successes, Ongoing Work, and Future Shared Governance Issues](#).
 - i. Chair Clark likes the format of this and would like to use this as a template for a discussion with President Newsom.
 - d. Introduce ourselves to the president.

- e. Items for discussion in regard to successes and ongoing concerns:
 - i. Shared Governance Forums (APPM 3.8)
 - ii. Academic Policies and Procedures Manual (APPM) and the work the Faculty Senate has done to update policies, and the importance of the APPM for fulfilling the universities Mission (For faculty and staff Southeastern will “Adhere to well-defined organizational structures, policies, and procedures.”).
 - iii. Center for Instructional Design and Technology (CIDT) – support and training modules – some of that has come at the request of Faculty Senate. Collaborative work between CIDT and Faculty Senate.
 - f. Ongoing work
 - i. Review of the post-tenure review process
 - ii. Academic Policies and Procedures Manual – timely updates to this document
 - iii. Faculty hiring lines and developing a systematic approach to understanding how faculty lines are decided and prioritized.
 - iv. Faculty compensation and the university’s move to fund the Oklahoma Teachers Retirement System (OTRS) contributions for faculty and for staff.
 - v. Annual Performance Reviews – the faculty but particularly for department chairs.
 - vi. New systems – Colleague
 - vii. Issues with Academic Partnerships (AP)
 - 1. Class sizes
 - 2. Coaches
 - 3. Intellectual property policy (APPM 7.10.3)
 - 4. “Canned courses”
 - g. Chair Clark will email the agenda to President Newsom before we meet so he can review before the meeting
4. Faculty Senate Survey
- a. Whom is responsible for putting it together? - Chair Clark and the Executive Committee.
 - b. The new Survey Monkey subscription does not have the data from the most recent survey. All the old surveys are not in the new subscription.
 - c. Chair Clark will get the questions from the Faculty Senate Survey Report
 - d. Are there any additional questions for the survey for this year?
 - i. Survey faculty on the post-tenure process?
 - ii. Responses from administration and also from faculty?
 - iii. Are there questions we should add from the results of the previous survey?
 - iv. New questions
 - 1. Faculty’s preparedness to teach online and the support needed.
 - 2. Distance Education and the pandemic – open ended questions.

3. What do faculty need to continue to successfully deliver instruction online?
 4. Interaction with the students online – what do we need to be successful?
 5. Start with a demographic question – did you have a face-to-face course that switched to online in the spring, 2020, due to the Covid-19 pandemic? Then follow up with, did you receive sufficient support in the transition process? Did the move affect the content/rigor of your course? If needed to continue online only instruction in the fall, 2020, what resources and needs to continue to have to be successful? How much notice would you need?
 - v. Needs to be available soon. The response date in the past has been extended beyond graduation but response rates will drop.
 - vi. Send a copy to Institutional Review Board for expedited review.
 - vii. Also, consider how President Newsom will want to see the results of the survey.
 - e. The systematic review of Post-Tenure Review (PTR) – should not begin until fall, 2020.
 - f. Notice was sent to sub-committee chairs for end of year committee reports
5. Announcements
- a. Bill for A&M Engraving – Chair Clark will scan and send to Treasurer Shannon via email.
 - b. Chair Clark picked up the plaque for President Clark.
 - i. Record a Zoom group meeting and send to Interim President Clark in an email.
 - ii. Leave his plaque at his office after we send the recording.
 - c. Faculty Senate awards – will the winners be announced? Senator Dixon should do that after she receives all responses. Chair Clark will email her and request she make the announcement via email.

Notes taken by Senator Rhonda Richards, Faculty Senate Recorder