

- b. Chair Clark said a few words about Dell McLain. He shared that Dell was the reason why he came to SE. He has been here for 7 years, and during that time Dell McLain encouraged him to participate on Faculty Senate. He will be greatly missed.
- c. Chair Clark introduced issues that the Executive Committee (EC) plan to discuss with administration on 4-12-2021 at the next EC meeting with administration. He shared that the EC is still collecting issues to be taken to administration before the year ends. If Senators have other concerns or issues, they are asked to contact someone on the EC. The 4-12-2021 meeting will be the last meeting for the year with administration
- d. ACTION ITEM: One action item is to present a letter that was created last spring for PTR review. The timeline in the SP2020 letter has been updated and will continue.
 - i. Chair Clark moved to accept the PTR review request
 - ii. Seconded by Senator Gantt
 - iii. Discussion – none
 - iv. Vote Yes– 16, No- 0, Abstaining – 0 (missing one vote)
- e. Chair Clark shared that [the letter](#) will be sent to VPAA Golden by the end of the week.
- f. Additional questions and comments were solicited, none were offered.

E. Personnel Policies Committee ([Report submitted](#))

- a. Met on 3-9-2021. A report was provided to Senators prior to the meeting.
- b. Two motions are included in the report – four items are addressed and summarized by Senator Fridley.
 - i. There was a request to bring the archiving of the APPM up to date, this was thought to be addressed in October. VPAA Golden replied that the archived APPM documents have been posted. Senator Fridley will check the link she shared with him to confirm.
 - ii. [On November 11, 2020 the FS](#) approved a [request for data regarding faculty paid on and off the salary card](#). Senator Fridley will email a request for an update on this process.
 - iii. Motion 1 relates to an idea that originated at an AAUP meeting on the heels of the request for an annual appointment letter. Faculty did receive an appointment letter recently. We would like to build on this process by proposing the following motion which was read aloud
 - a. Motion is made by Senator W. Fridley
 - b. Motion is Seconded by Senator Alluisi.

Motion

We recommend that academic department chairs provide a Workload/Compensation form to all full-time departmental faculty, prior to each semester. The form will include, for each faculty member:

- Contractual workload
- Any course reductions (e.g., reassigned time, administrative appointments)
- Teaching load for the semester and a list of the courses being taught [added at the meeting]
- Total overload hours
- Compensation for the overload hours

Academic Affairs will work cooperatively with department chairs to inform faculty about this new practice and to ensure the practice is followed consistently.

[Perhaps an amendment to incorporate this into the APPM, e.g., 4.1?]

Rationale: This policy and practice builds upon our progress in providing annual appointment letters, clarifying, and standardizing calculations of teaching load and compensation in our efforts to establish clear, transparent, and equitable processes for supporting and fairly compensating faculty work. Faculty working conditions are students' learning conditions.

- c. Discussion
 - i. Senator Dixon offered a question regarding the 12-hour course load for faculty. Senator Fridley agreed this is something that is lacking in the recently distributed appointment letters and suggested that when the appointment letters are annualized, perhaps they can include contractual workload upfront
 - ii. Senator Daigle suggested including an MOU specifying a list of courses the instructor will be expected to teach each term/semester as well as hours, overload, and rate of pay for overloads.
 - iii. Senator Cotter-Lynch added that specifying the level of the courses (graduate/undergraduate) would also provide an opportunity for an overload check.
 - iv. Senator Alluisi inquired about including other duties.
 - 1. Senator W. Fridley pointed out that this is discussed in point 2 which addresses course reductions. Additionally, the Faculty Development Agreement should take care of service or scholarship expectations. If the contractual load is different because of a change in expectations for service and scholarship this should be reflected.
 - v. Senator Cotter-Lynch suggested that this document should be provided by the first day of the semester.
 - 1. Vote: Yes – 17; No-0; Abstaining -0.
 - vi. Motion 2 addresses the Emeritus policy. After conversations with the President of AAUP Chapter at ECU about the attempts they have made to make changes to their policy, the Fridleys were motivated to look into codifying email and library privileges for Emeritus faculty.

Motion

We recommend that the following sentence (in bold print) be added to the Professor Emeritus policy (APPM 5.4.7)

5.4.7 Emeritus Status of Retired Faculty

The Regional University System of Oklahoma Board of Regents at its discretion may honor recommendations of presidents granting retired faculty members emeritus status and title after retirement. When members of the faculty retire under honorable conditions, they may be entitled to emeritus status and to the use of their last title "emeritus" (e.g., "President Emeritus," "Professor of History Emeritus,"). Retired faculty members with emeritus status and title shall be wholly honorary and does not entitle them to compensation of any kind. **Emeritus faculty shall be granted library and email**

privileges. Emeritus status shall apply only in cases where the faculty member has been in the service of the University for at least ten years.

- vii. Senator Fridley makes the Motion appearing above.
- viii. The motion is seconded by Senator Alluisi
- ix. Discussion – none
- x. Vote: Yes – 17; No – 0; Abstaining -0

Senator Alluisi offered a question about Emeritus Status about the ability for Dell McLain to be named to this rank. Senator Alluisi asked of the Senate body, “Does anyone know if this has been done before?” Senator Alluisi also shared that he had reached out to Dean Blackwood to see if this could happen. Senator Carolyn Fridley requested that Senator Alluisi report back what he learns.

A quick examination of the catalogue could not make clear if faculty who have passed remain listed at Emeritus status. There were inconsistencies. Senator Cotter-Lynch posited that some may be removed from the catalogue when they pass.

Senator Althoff shared that there has been a “teaching hall of fame” that pre-dated the lifetime teaching awards. This has been kept in the library. There may still be a way to access this information on a SE website. Maybe this is a way we can honor Dell if RUSO denies posthumous Emeritus status. It is clear that we have had a practice in place to memorialize faculty. In recent times we may not have used them, but we might want to revive these practices.

After Senator Alluisi finds that there are some former faculty that have passed included in the catalogue and some who are not included. Senator Cotter-Lynch suggested that if there is a precedent for having deceased faculty in the catalogue, we should get Dell in there. She does not know the standard for who is on and off.

Senator Kramer indicated that she would follow up on the Teaching Hall of Fame practice mentioned by Senator Althoff. Senator Dixon asked if the plaques were mounted for the Lifetime Achievement Awards. Chair Clark confirmed that they are located next to the President’s Office in the Administration Building.

Senator W. Fridley also shared that Senator Sparacio would like the Faculty Senate to consider extending access to email and library services for matriculating graduate students for a period of time. It was agreed that the University Affairs Committee should look into this. Senator Cotter-Lynch suggested that there may need to be a fee associated with access to subscription services for the library. Senator Shannon suggested that it might need to be considered a timebound (12 to 18- months) access with the possibility of fee payment to extend access.

F. University Affairs Committee

- a. Did meet on 3-5-2021
- b. The committee discussed several items including:
 - i. The Salary Card – questions arising from this discussion included: “What role do department chairs play in hiring?” and “What will happen if we go off the salary card?”

- ii. Commencement decisions – “What impacted the decision for an in-person event? And “Will there still be a virtual option?” “Can administration provide guidance about how this will look?”
- c. Planning for COVID-19 precautions in future semesters – “How are decisions made based on social distancing or moving back to normal spacing?” “ How might classroom spaces continue to be converted for the Fall semester?”
 - i. Senator Dixon clarified that schedules are already set for social distancing for fall.
- d. Class schedules – “Can we consider creating later time slots for classes. With record enrollment how can we accommodate increased numbers? Can the structure of average school day be changed?” Currently we have a heavy morning schedule at SE.
- e. What does record enrollment mean for class sizes? Do we need to hire more faculty and increase number of sections?
 - i. Senator Cotter-Lynch suggested that some of the questions might have ready answers, and others might need to be pursued. We might need to find the people who can answer some of them. Other questions might require that we advocate that they are processed in ways that allow us to have input.
 - ii. President Clark offered a response regarding Commencement, stating the decision was based on requests for in person graduation. Administration felt, if they could do it outside with social distancing it could be reasonably and safely addressed.
 - iii. Senator Althoff asked if guest numbers will be restricted for in -person ceremonies and shared that there may be some expectation for simultaneous live streaming.
 - iv. Senator Shannon asked about the timeline for receiving details about these ceremonies. President Clark shared that passed practice was to hear details about 1 month prior to commencement date.
 - v. President Clark stated that he will add the discussion items for the Executive Committee Meeting with President Newsome (4-12-2021) regarding graduation.
 - vi. Senator Cotter-Lynch suggested that Senator Diaz send the questions from the University Affairs Committee to faculty senate members. Meg asked Rolando to send the questions to the membership.
 - vii. President Clark mentioned that there are several good questions that came up and that we likely need to be addressed.
 - viii. Questions?

III. Old Business – None

IV. New Business – no items

V. Announcements

- a. Senator Wood reminded Senators of the passing of Dell McLain and made them aware of the Dell McLain Memorial Project which was put in place by Dell to benefit SE students. It is accessible through the SE giving webpage. There was some difficulty

finding the specific item, but Senator Dixon pointed out that this has been remedied and is available via a dropdown menu.

- b. There is No planned funeral services planned at this time. There will be a celebration in the summer, no date set yet.
- c. Senator Wood also noted that there would be an estate sale with proceeds going to the Dell McLain Memorial Project

VI. Adjournment

A. Adjourned at 3:48 p.m.

- 1. Motion Senator Alluisi
- 2. Second – Senator Gantt
- 3. Motion passes by acclamation

Minutes submitted by Senator Kate Shannon, Recorder