

## Executive Committee Year-End Report, 2013-2014

As the Executive Committee does not have charges like the other Senate committees, this year's report is broken up into the following categories:

- 1) Meetings with the President
- 2) Tenure/promotion, and post-tenure review
- 3) Forums on Shared Governance
- 4) Senate Survey
- 5) Ad hoc committees
- 6) Other Senate business

### Item 1: Meetings of the Executive Committee and the University President

The Executive Committee met with President Minks on 9/27/13, 11/15/13, and 3/7/14. One meeting on 12/6/13 was cancelled due to inclement weather, and due to the understandable difficulties with the President's schedule meetings in Spring 2014 were on an as-needed basis. Notes from each meeting are available on the Senate website, but to briefly summarize the topics:

- 9/27/13: HLC visit timeline and impact of future University transformation, reduction in the frequency or length of the Shared Governance forums, incentive funding for the University.
- 11/15/13: Certificate programs, % of courses taught by adjuncts, OSHRE legislative agenda and budget requests, feedback from Oklahoma House Interim Studies, the Salary Stipend, data on the distribution of faculty salaries (as opposed to averages)
- 3/7/14: Impressions from the HLC visit (strengths and weaknesses), Finances/Budget, faculty interest in the University marketing plan, 2014 Senate survey, rumors about OTRS.

### Item 2: Tenure/Promotion and Post-Tenure Review

The Executive Committee's work on Tenure and Promotion revolved around getting the word out to faculty about the new process and suggesting minor revisions in the spring based on feedback from the first cycle:

- Late July/Early August: The Executive Committee worked on a presentation on the new T&P process for the Faculty Symposium, outlining the new procedure and how it different from the old one.
- 8/8/13: Senate Chair presents the 16-slide presentation in a half-hour time slot at the Faculty Symposium.
- 2/18/14: Joint Executive-Personnel Policies meeting with VP McMillan and Dean Scoufos on Tenure and Promotion. Suggested changes primarily revolve around

clarifying the difference between recommendation letters and narrative evaluations and who gets them at what point in the cycle.

For post-tenure review:

11/13/13: At a joint Executive-Personnel Policies meeting with VP McMillan and VP Clark it is decided to take the Senate-approved PTR process from the previous year and send it out for a faculty comment period in the spring.

3/5/14: PTR comment period starts. 9 faculty send in comments to the Senate Chair and department chairs send their comments to Dean Scoufos.

4/28/14: A (pending) joint Executive-Personnel Policies meeting with VP McMillan and VP Clark to review the comments and use them for the final revision phase.

### Item 3: Forums on Shared Governance

Shared Governance Forums were held on 10/7/13 and 11/12/13; one planned for 3/3/14 was cancelled due to inclement weather, and one planned for 4/21/14 was cancelled due to unavoidable scheduling conflicts.

10/7/13 Forum (notes available online):

Administrative topics: Remarks on the budget and enrollment, number of students receiving services under ADA, recruitment/admissions strategy, Retention/ Graduation talk force.

Faculty Topics: Concerns from the 2013 Senate survey - salary, faculty morale, and the academic direction of the university.

11/12/13 Forum (notes available online):

The Senate yielded its time so VP Clark could do a detailed preview of the upcoming HLC visit and allow for an extended period for questions. The faculty deferred its topic (adjunct issues) to the spring.

3/3/14, 4/21/14: Although cancelled, the Executive committee did work on a presentation of adjunct issues based on discussions in the SE chapter of AAUP. These topics will be pursued in the future and the forum time on 4/21 was used to let faculty discuss their thoughts on the issue with the Senate Chair.

### Item 4: Senate Survey

The Executive Committee started work on revising the annual Senate survey on 3/9/14. A large number of questions were revised, dropped, added, or had their response categories altered. Most of the rewrite was completed at a meeting on 4/9/14. An opened-ended question on what we should be looking for in the next President was added to help with faculty input into the selection process. The survey closes on 5/7/14, and the analysis should be available by early June.

#### Item 5: Ad hoc committees

There are two ad hoc committees currently reporting to the Senate chair, both started in Spring 2014:

**Academic Planning/Innovative Teaching Group:** This committee grew out of comments by VP McMillan in the 11/13/13 joint Executive-Personnel Policies meeting (notes available online). The goal is to help interested faculty members to develop and try out new teaching strategies/formats and raise awareness of/provide a warehouse for the results (positive or negative). Chaired by Chris Moretti, the committee members are Alistair Maeer, William Fridley, Blythe Duell, Jennifer Hicks, Doug Wood, Meg Cotter-Lynch, Charla Hall, and Shannon McCraw. This committee will continue to meet into the next academic year.

**Faculty group on University Marketing:** This committee grew out of faculty interest in improving the University's marketing plan. Chaired by Martin Bressler, the other committee members are Steven Emge, George Jacox, and Christala Smith. This committee will continue to meet into the next academic year.

#### Item 6: Other Executive Committee Business

In addition to the above items the Executive Committee often handles routine business and one-time issues, such as:

Early August 2013: Revision of the Faculty Senate FAQ (given to new faculty and broadcast e-mailed)

8/20/13-9/9/13: Chair-elect nominations and election

9/9/13-9/23/13: New senators nominated, elected, and announced

9/25/13-9/30/13: Faculty Senate committee appointments proposed and approved

10/27/13: Questions about adjunct issues sent to department chairs (forum preparation)

2/24/14: Executive Committee meets with 2 members of the HLC team

In addition we have included the Senate Chair's issue tracker (up to 4/17/14). This contains a record of various issues and requests and how/when/if they were completed. Please note that when an item is marked "closed" it does not mean that the topic is closed, only the specific action has been completed (so the same issue may appear more than once as a request is made, Senate moves on it, etc.).

Item Topic	Submitted by	Action Requested	Item Origin Date	Status	Action(s) Taken
Honors GPA calculation	Kristie Luke	Faculty Support for new static honors GPA requirements	Jul 22, 2013	CLOSED	Checked back on status 9/27; proposal not received until November.
Administrative Withdrawals	Tim Smith	Faculty support of administrative withdrawals	Aug 5, 2013	CLOSED	Invite issued on 9/26; placed on 11/20 agenda as Tim requested in 11/7 e-mail; moved to 12/4 agenda at Tim's request.
Academic Dishonesty in Online courses	Martin Bressler	Persuading the university to purchase software to prevent online cheating	Sep 20, 2013	CLOSED	Agenda item added for 9/25 meeting
Support for the Mission Statement	Jerry Polson	Faculty Support of Mission Statement (ATTN VP's Polson, Clark)	Sep 23, 2013	CLOSED	Agenda item added for 10/9 meeting
Academic Dishonesty in Online courses (2)	Senate	Invite Aaron Adair/Ellen Hendrix to talk about Respondus Lockdown	Sep 25, 2013	CLOSED	Invites e-mailed on 10/2; presentation planned on 10/9
Support for the Mission Statement (motion)	Jerry Polson	Faculty Support of Mission Statement (ATTN VP's Polson, Clark)	Oct 9, 2013	CLOSED	Item tabled on Oct. 9; resolved Oct. 23.
Request for people to work on salaries with Ross in November (Budget Committee)	Senate	See if Ross is open to some faculty helping with the salary survey in November	Oct 9, 2013	CLOSED	E-mail sent to Ross on 10/13 (mentioned at 10/13 meeting)
Resolution in Support for Respondus	Senate (approved)	Resolution to be sent to VP McMillan	Oct 9, 2013	CLOSED	Resolution sent to VP McMillan, Hendrix/Adair notified
Resolution in Support for Respondus Monitor Free trial	Senate (approved)	Resolution to be sent to VP McMillan	Oct 9, 2013	CLOSED	Resolution sent to VP McMillan, Hendrix/Adair notified
Tabling of resolution in support of mission statement (notify Jerry/Bryon)	Senate	Table resolution endorsing the mission statement	Oct 9, 2013	CLOSED	Followed up with Bryon/Jerry - put on 10/23 agenda - RESOLVED
Request to Ellen Hendrix about # of courses using blackboard	George Jacox	Ask Ellen what's the # or % of courses using Blackboard	Oct 9, 2013	CLOSED	E-mail sent to Ellen on 10/13 (Response:585 for F13; put on 10/23 agenda)
Request to Ross about status of blackboard fees for the spring/overall fee level in the fall.	George Jacox	Ask Ross about the fees	Oct 9, 2013	CLOSED	E-mail sent to Ross on 10/13 (Response via e-mail: put on 10/23 agenda)
Affirmation of Mission Statement	Senate (approved)	Send statement to Bryon, Jerry, and Doug	Oct 23, 2013	CLOSED	Sent on 11/1.
Blackboard cost question	George Jacox	Ask Ellen Hendrix about the cost of Blackboard	Oct 23, 2013	CLOSED	E-mail sent, 10/27; response included in 10/28 e-mail (Senate) stated in 11/6 meeting
Salary Survey data	Senate	Tell Ross the Senate wants survey data used with widest base and with location information	Oct 23, 2013	CLOSED	E-mail sent, 10/27; response in e-mail on 10/28 (mrovetti); sent to Budget Committee
Forum Issue: Adjuncts	Senate (consensus)	Develop questions on adjuncts and get the data from the chairs	Oct 23, 2013	CLOSED	Question list developed and sent to chairs on 10/27; tabulation complete; needs extra info gathered, etc.; sent to EC on 1/8
HLC report/materials being made available prior to 11/12 forum	Senate	Check with Bryon to see if any draft HLC materials will be made prior to the forum so senators can prep	Nov 6, 2013	CLOSED	E-mail sent, 11/7; heard back 11/11 - HLC draft not ready.
Motions to Dean about minutes of chairs' meetings	Senate (approved)	Send 2 approved motions to the Dean of Instruction (and Doug and chairs)	Nov 6, 2013	CLOSED	Called Dean on 11/13, formal e-mail on 11/14. Word-of-mouth is this was brought up and discussed at 11/14 but chairs did not approve (brought back to Senate on 11/20).
Broadcast documents from 2nd forum	NA	Broadcast the HLC handouts from the forum to the faculty, possibly host on Senate website	Nov 12, 2013	CLOSED	Documents received on 11/12; need to be converted/ broadcast. Sent on 11/18
Joint VPAA/Senate announcement of PTR comment period	VP McMillan/EC/PPC	Do a comment period for PTR policy in Spring 14, 30 days. responses to senate e-mail.	11/13/2013. (meeting, not Senate)	CLOSED	Note: Pushed to March 1 will write e-mail, then send to Doug (cf. 2/18 PPC meeting). Draft completed, approved by Doug, sent out on 3/5
Put honors graduate proposal on agenda	Kristie Luke	Resolution/action in support of the proposed changes for Summer 14, to be CC'd to Kristie and Doug	12/4/2013. (not enough time on 11/20/2013)	CLOSED	On agenda, copies made
Senate Constitution amendments regarding Chair-Elect elections and inclusion of archivist	Senate	2 Amendments passes at 11/20 meeting passed 17-0, need to be sent to AA for incorporation into the manual	Nov 20, 2013	CLOSED	Asked Dan to write them up on 11/21; formally written up on 12/3 and sent to Bryon.
Draft request for comments on Family Leave Policy	Personal Policies	Draft a e-mail asking for comments about Family Leave Policy to be sent to the Senate e-mail address. Run by Hal first.	Nov 20, 2013	CLOSED	E-mail sent; reminder sent.

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Ask for Senate volunteers for core of Academic Planning	Senate (consensus)	Ask for volunteers in the senate to form the core of a group to explore the Academic planning ideas from the meeting with Doug	Nov 20, 2013	CLOSED	E-mail sent to Senate on 11/24; Alistair, William, Blythe, Jennifer Hicks. Additional e-mails sent to Charla Hall and Shannon McCraw
Honors Designation recommendation	Senate	Draft recommendation on honors designation including Option B but not dropping residency requirements. Send to Doug, CC to Christie	Dec 4, 2013	CLOSED	Initial letter sent to Kristie; formal document sent to Doug and Kristie on 12/11/2013
Academic Withdrawal recommendation	Senate	Draft recommendation from Tim's last comment on sheet using first withdrawal date, send to Doug	Nov 4, 2013	CLOSED	Formal motion sent to Doug and Tim on 12/11/2013.
Tenure & Promotion monitoring	Senate	Craft e-mail to Doug about some issues with the T&P process letters	Dec 4, 2013	CLOSED	Draft received from William on 12/5; e-mail sent to Doug on 12/16
Getting information about faculty travel	Budget Committee	Add a question about travel (specifically improvements to process and/or why not used)	Jan 22, 2014	SURVEY/ CLOSED	Survey question 12 reworded to emphasize allocation and reimbursement (cf. 4/9 Executive Committee Meeting)
Bryon's visit to Senate about HLC	Bryon Clark	Put Bryon on the Senate agenda for 1/29	Jan 15, 2014	CLOSED	Bryon placed on the 1/29 agenda on 1/17
Faculty interest in Marketing	Martin Bressler	Where to get faculty involved in marketing and recruiting (note: ECU commercials in North Texas)	1/27/2014, (via e-mail)	CLOSED	Brought up at President-Executive meeting on 3/7; open to faculty involvement. Ad hoc committee created, chaired by Martin.
Develop Senate survey	Executive Committee	Review previous senate survey questions, and develop/deploy the survey	Feb 12, 2014	CLOSED	Questions sent for comment to EC on 2/12; President's input asked for on 3/7; review done on 4/9 meeting of Executive Committee; final draft 4/14 with courtesy copy to President Minks; Survey opened 4/18 (close 5/7)
Tenure and promotion feedback	VP McMillan/EC/PPC	Add new T&P process opinion question to Senate Survey	Feb 18, 2014	SURVEY/ CLOSED	4 questions on the Spring 2014 Senate Survey pertain to the new process
Look at redoing annual evaluation forms	VP McMillan/Dean Scoutos/PPC	Look at redoing the annual evaluation forms - nobody seems to like them (from PPC meeting 2/18 about process review)	Feb 18, 2014	CLOSED	Passed to PPC at it's meeting on 4/7. PPC e-mail sent to Dean of Instruction on 4/9.
% of tenured faculty followup	Senate (consensus)	Ask Doug if there had been any determination if the 2/3 was a guideline or hard rule.	Feb 26, 2014	OPEN	Will ask at 4/28 meeting on PTR
Getting faculty involved in deliberative bodies	Senate (consensus)	Receive responses from Senators on getting faculty involved in decision-making bodies by 3/5, then send to Executive Committee for synthesis	Feb 26, 2014	CLOSED	Only response was to get more people on Administrative Council and someone on the Executive team
SE Yearbook and the Senate	Senate (consensus)	Tell the yearbook that they should just go with head shots, and are welcome to any meeting	Feb 26, 2014	CLOSED	E-mail sent about just using head shots and letting them know about remaining meeting dates. They did not show up to the meeting.
Faculty Appointees to Traffic Appeals Committee	Pamela Locke	Get faculty appointees to traffic appeals committee	Feb 28, 2014	CLOSED	Sent e-mail w/policy to Jacob Wallace to get the 2 appointments ASAP; agreed to inclusion of the Appeals Policy in the APPM (cf. PPC meeting. 2/28)
Reschedule Shared Governance forum	Senate Chair	Send e-mail to Terri about rescheduling forum due to weather closing on 3/3.	Mar 4, 2014	CLOSED	E-mail sent 3/4, event rescheduled for late April.
Reminders for PTR comments	Senate Chair	Send initial reminder about PTR comments on March 31st, follow up on 6th - note fall implementation	Mar 5, 2014	CLOSED	March 31st reminder sent; final reminder sent on 4/8
Marketing group	Senate	e-mail those interested about marketing (Bressler, Jacob, Emge, C. Smith)	Mar 12, 2014	CLOSED	E-mail sent to the volunteers with link to current plan on 3/30.
Chair's comments on PTR	Personal Policies	Check to see if the chair's PTR comments collected by the Dean will be funneled through me	Mar 24, 2014	CLOSED	Doug asked the Academic Council for their comments; the Dean is collecting them and sending them to Doug. Chairs met on 3/26 to discuss the proposal.
Scholarship/tuition waiver information for AAUP	AAUP chapter	Search the budget category information already compiled for scholarship/waiver information and send to AAUP chapter for their discussion with Dean McCraw	Mar 31, 2014	CLOSED	Information pulled from OSHRE reports FY 07-14 and forwarded to AAUP chapter on 4/2
Marketing Plan and AAUP	AAUP chapter	Forward the marketing plan to AAUP	Mar 31, 2014	CLOSED	Link forwarded to AAUP chapter on 4/2
Noel Levitz survey results for the marketing group	Martin Bressler	See if I can get the Noel Levitz survey results for the faculty marketing group	Apr 3, 2014	CLOSED	Note to Bryon about who to ask sent on 4/6. Followup e-mail sent on 4/15, and was able to get the data from Tim Boatman based on the reply (on 4/17)

Item Topic	Submitted by	Action Requested	Item Origin Date	Status	Action(s) Taken
Add Presidential selection issue to Senate 4/9 agenda	Senate Chair/AAUP Chapter	Add Presidential selection issue to Senate 4/9 agenda	Apr 5, 2014	CLOSED	Added to 4/9 agenda; due to lack of time issue pushed back to 4/23 agenda
Check into guns on campus legislation prior to 4/9 meeting	Senate Chair/AAUP chapter	Check the minutes of the President's meetings for movement on gun bills	Apr 5, 2014	CLOSED	Added to 4/9 agenda (HJR 1026 and HB 2887); bill text included in Senate document blast for 4/9 and 4/23 agendas.
Add waiver breakdown from the 08-09 OSHRE report to the tuition waiver document for AAUP	AAUP chapter	Add waiver breakdown from the 08-09 OSHRE report to the AAUP document	Apr 5, 2014	CLOSED	New version of waiver information with the 08-09 breakdowns appended sent on 4/6
Check on involvement of various constituencies in the presidential selection process	Senate Chair	Check in with AAUP, SSA, and SGA regarding involvement in the selection of the next University President	Apr 5, 2014	CLOSED	AAUP and Senate will act jointly; SSA president contacted on 4/5; SGA president contacted on 4/10 (interested but no specifics yet)
Senate Archivist Election Reminder	Senate Chair	Remind people of Archivist position election for the 4/23 meeting; add to agenda	Apr 9, 2014	CLOSED	Reminder given at the 4/9 meeting; added to agenda for 4/23 under Executive Committee
Letter on Presidential Selection	Senate (approved)	Write letter in conjunction with Meg/AAUP on faculty involvement in Presidential selection	Apr 9, 2014	OPEN	Note: I was asked to be on a review committee via an unprompted phone call on 4/16; other faculty and staff will be likely be on it as well.
Replacement personnel needed at CIDT	Christala Smith brought issue to Senate; Senate approved	Write letter to VP McMillan urging permanent qualified replacement personnel at CIDT; needs info from Christala/Aaron for specifics.	Apr 9, 2014	CLOSED	First draft 4/13; checked by principals and Executive committee 4/14; sent 4/15
Reception for President Minks	Dennis Brewster, Senate (approved)	Set up a reception for President Minks; get volunteers for food, etc.; broadcast at least a week in advance.	Apr 9, 2014	OPEN	Initial e-mail to Terri on 4/10; originally set for Wednesday, 4/30 from 3-4 in the Magnolia House. Moved to 4/29 from 2-3.
Amendments to Senate Constitution	Senate (approved)	Send the various amendments to the Senate Constitution to Bryon and Doug	Apr 9, 2014	OPEN	Need final text as revisions were made
Examination of Senate terms	Senate (approved)	Have the Executive Committee rebalance Senate terms (by shortening only) to comply with the 1/3 requirement for annual elections. Needs to be complete (including notifications) by August 1.	Apr 9, 2014	OPEN	
Add VP McMillan to final Senate agenda	Senate Chair/VP McMillan	Put VP McMillan as a priority item on the 4/23 agenda so he can respond to/discuss the CIDT issues	Apr 16, 2014	CLOSED	Placed on agenda
Analyze Senate Survey	Senate Chair	Analyze 2014 Senate survey; include subpopulation sorts for both multiple choice and comments	Apr 17, 2014	OPEN	(close survey on 5/7)