

Faculty Senate Minutes
Wednesday, November 11, 2015
3:00 PM: General Classroom Building 118
Hyperlinks to supporting documents are included
**As approved at the Senate meeting of 12-2-2015*

I. Call to Order and Welcome – Faculty Senate Chair Steven Emge called the meeting to order at 3:02 p.m.

a. Attending:

| | | | |
|------------------|----------------|-----------------|--------------------|
| Daniel Althoff | Riley Coker | Steven Emge | Brad Ludrick |
| Jeremy Blackwood | Han-Sheng Chen | William Fridley | Chris Moretti |
| Martin Bressler | Blythe Duell | Tom Harvey | Hal Poovey |
| Randy Clark | Kay Daigle | Layne Heitz | Krista Ramirez |
| | Diane Dixon | | Patrick Schoettmer |

b. Not Attending

George Jacox

c. Guests - None

II. Approval of the minutes from October 28, 2015

- a. Minutes needed some minor edits. Hard copy of needed edits was provided by Chair Emge.
- b. Sen. Coker Moved to accept the minutes, Sen. Blackwood seconded. The motion passed 16 in favor - 0 opposed - 0 abstentions.

III. Committee Reports

- a. Executive Committee – The next meeting with President Burrage will be held on Dec 1. Chair Emge asked for topic suggestions for the next meeting with the president to be emailed to him.
- b. University Affairs – University Affairs did not meet, however, the second Scholarly Brown Bag Lunch was held on November 10. Dr. Meg Cotter-Lynch was the speaker. Six faculty members and 2 visitors attended the lecture on the use of Wikipedia in the classroom.
- c. Committee on Committees – Sen. Dixon moved that Courtney Kernek be appointed for service on the Honors Committee. Sen. Moretti seconded the motion. The motion passed. 16 in favor -0 opposed -0 abstentions.

Three students were appointed to the General Education Council by the General Education Council. The APPM states that the Faculty Senate should appoint these students. This has been the procedure for the past several years. Sen. Fridley suggested the Committee on Committees communicate with the General Education Council about Faculty Senate involvement in the selection process for future student selections. Sen. Dixon further asked Dean Robinson about whether the Student Personnel Policy Committee could be dissolved since it has not met in several years. Dean Robinson agreed and the Student Personnel Policy Committee will be disbanded.

- d. Planning Committee – The Planning Committee met on [November 9, 2015](#). Sen. Coker brought two changes about the Faculty Senate awards before the senate. The first, moved by Sen. Coker and seconded by Sen. Daigle, was that the criteria for the Lifetime Achievement Award be changed. Chair Emge suggested adding the comment “but are not limited to” point number 5. Sen. Dixon suggested we add “or chair” to point number 4. Sen. Moretti suggested adding the comment “and has not previously been the recipient of this award” to section 1. Sen Clark argued that since this is a lifetime achievement award, there is no need to add any wording to section 1. The issue was discussed further. The friendly amendments were agreed upon. The motion reads as follows:

Lifetime Achievement Award Criteria

1. Nominee must have a minimum of 25 years of service to SE, including a minimum of 10 years of tenured service and has not previously been the recipient of this award.

2. Nominee must submit a cover letter that provides a statement of the nominee’s philosophy about teaching, service and scholarship.

3. Nominee must submit a curriculum vitae that clearly documents the following evidences:

- a. long-term impact on learning of students;
- b. long-term service work for the institution community; and
- c. long-term success of scholarship and professional achievement.

4. Nominee must provide two supporting letters, one from a faculty colleague and one from an administrator or Chair.

5. Nominee may submit supplemental documentation if appropriate. Examples may include, but are not limited to:

- a. Teaching portfolio
- b. Creative designs/portfolio
- c. Creative teaching materials
- d. Copies of publications, including books.

The motion passed 14 in favor – 2 opposed – 1 abstentions.

Sen. Coker further moved that the criteria for the points awarded to Faculty Senate Awards recipients be changed. Sen. Clark seconded. The motion reads as follows:

The Planning Committee proposes that nominations are excluded from point calculations but serve as tie-breaker when points given to multiple candidates are tied for winning an award. That is, the award will go to the candidate who received the most points through senates’ first and second place votes. In case that multiple candidates are tied with the most points received, the award will then go to the candidate with the most nominations in the aforementioned group. If there is still a tie in the number of nominations the candidates received, a run-off election will be held to determine the award winner.

The motion passed 16 in favor -1 opposed -0 abstentions.

- e. Personnel Policy Committee – The Personnel Policy Committee met on [November 4, 2015](#). Sen. Fridley brought two changes to the APPM before the senate to be voted on. The first, moved by Sen. Fridley and seconded by Sen. Althoff, is the addition of a statement to the promotion and tenure policy 4.6.3. Sen. Althoff suggested the word “acting” be taken out. Sen. Fridley agreed to the change. The addition reads as follows: **“If a department chair applies for tenure and/or promotion, the Executive Dean of Academic Affairs will assume**

the duties and responsibilities normally assigned to the department chair as outlined in this process.” The motion passed 16 in favor -0 opposed -0 abstentions.

The second motion moved by Sen. Fridley and seconded by Sen. Bressler was designed to facilitate more efficient editing of the APPM. Sen. Moretti suggested a change in wording in the second motion to emphasize the fact that no substantial change would take place and that the committee will act on behalf of the Faculty Senate. The motion and rationale read as follows: **“It is moved that the Faculty Senate authorizes the Personnel Policies Committee to act on behalf of the Faculty Senate in the process of reviewing and approving non-substantive edits and updates to the APPM that result from the committee’s cooperative efforts on this project with Assistant Vice President for Academic Affairs, Bryon Clark.”**

Rationale: The work on updating the APPM has lagged in the last two years. This motion is intended to efficiently facilitate this work. These edits include removing obsolete information, correcting typos, updating position titles, and including policy recommendations already approved by the senate. Since there are no significant substantive policy changes, there is no need or reason for these edits to be presented to the senate for further review. The motion passed 17 in favor -0 opposed -0 abstentions

- f. Budget Committee – Did not meet

IV. Old Business

- a. Faculty Senate Full Survey Update – Today was the day the senate had agreed to post the survey. VP McMillian thought posting the full survey was a great idea. Sen. Moretti and Sen. Fridley will make sure the password protected full faculty senate survey is available for the faculty in the next couple of days.
- b. Post Tenure Review initial directives update - Chair Emge send letters to VP McMillian and Dean Scoufos asking them what directives had been given to the Department Chairs. Dean Scoufos replied that she had asked the department chairs to identify faculty members who were going up for post tenure review this year. It was not clear if the Department Chairs were asked to inform the faculty member about their post-tenure review status. There is also some confusion among the faculty which policy will be used for post tenure review this year. It was suggested this be a discussion item at the December 1 meeting with the president.
- c. Forum on Shared Governance – The next forum on shared governance will be held on Tuesday, November 17, 2015 at 3:00 PM in R300 – All four committees will present a 15 minute presentation.

V. New Business

- a. Dr. Wasmund has asked if she can use the faculty lounge on Tuesdays from 4 to 7 as a location for a knitting club. The senate agreed that this is fine, but that she should inform the appropriate parties who are responsible for locking the building. Sen. Ramirez suggested the club could use the library at that time as well.
- b. Chair Emge requested that all Faculty Senate emails be sent to semge@se.edu and reserve Faculty Senate mailbox for official business
- c. Chair Emge also requested that any reports be sent to him in Word or Pages in case he needs to copy and paste sections from them.
- d. A letter from a faculty member was sent to the Faculty Senate about students that are considered “at risk”. The faculty member was requesting additional training in how to deal

with these special cases. Sen. Poovey suggested University affairs look into current policy and what resources are available and where faculty can send their students to get help. It was recommended that faculty reach out to student support services for help and guidance. Sen. Bressler suggested the online training that was provided by Jane McMillian be made available for faculty who need assistance.

VI. Adjournment: Sen. Bressler moved the senate adjourn. Sen. Blackwood seconded. The meeting adjourned at 4:33 PM.

Respectfully submitted by Layne Heitz, faculty senate recorder