

Faculty Senate Meeting  
2:00PM November 19, 2004, Stafford 104  
**Approved** Faculty Senate Meeting Minutes

**I. CALL TO ORDER AND ESTABLISH QUORUM:**

The November 19, 2004 meeting of the Faculty Senate was called to order at 2:00 PM in Stafford 104 with FS President James South presiding. The following members were present: Fred Alsberg, Melody Ashenfelter, Arden Aspedon, Madeline Baugher, Stephen Burgess, Dayna Coker, Tom Davis, Barry Gales, Terry Goforth, Todd Helton, Jason Johnson, Robin Jones, Chad Kinder, Kelley Logan, Joseph Maness, Les Ramos, Jeffrey Short, James South, Bill Swartwood, Mark Tippin, Mattie Tolley, Karen Travis, and Jon Woltz.

**II. CERTIFICATION OF SUBSTITUTES:** Jerry Dunn substituted for Nancy Penner, and Bill Sticka substituted for Michael Dougherty.

**III. PRESENTATION OF VISITORS:** None

**IV. APPROVAL OF MINUTES:** Minutes of October 29, 2004 were approved.

**V. ANNOUNCEMENTS:**

A. From FS President South

1. Notes from the Executive Council meeting of 11/15:
  - a. SWOSU has BOROC approval to lease the land west of Music and Physical Plant to a third party for development and operation of apartment-style student housing
  - b. 1200 pages/year/FTE of paper copies consumed at SWOSU (some 6M/year) – a preliminary study is underway to compare this to other universities for cost comparison.
  - c. Bookstore revenue (\$80,000/yr in rent plus a percentage) – it may be in SWOSU's best interest to enhance this revenue stream.
2. From the Administrative Council meeting of 11/15:
  - a. The development of the Strategic Plan is proceeding. A meeting was held Thursday, 11/18, to set preliminary goals
  - b. Campus Connect will be used to submit all grades this semester (instructions have been provided to faculty via email). Training sessions will be held Dec 1 and 2 at 2:00 PM in Stafford 104. Please email questions in advance of the sessions.

c. SWOSU will offer an Arapaho Language class in the Spring. Cheyenne Language 1 and 2 will also be offered.

d. Next year's budget is still up in the air – Tom Fagan indicates there are “mixed signals” from the legislature.

e. Because of ongoing construction, classroom space in the Spring semester is at a premium. Some classes are even going to be held in the Conference Center. Enrollment Sessions will also be in unusual locations. Do not assume that a space for an extra event is available just because it was last year – make all reservations through proper channels.

f. The University Library will be open until midnight during Finals Week.

g. Deadline for CAI class enrollment is a firm deadline – students should not ask for extensions.

B. From Provost Rice:

1. The six hour load recommendation for chairs is now on the President's desk.

2. Faculty development may be made mandatory at the discretion of the chair and depending on the type of development being offered. If faculty feel that it is unreasonable, please visit with the Dean about it.

3. (Motion 2004-10-01) The schedule passed by the Faculty Senate will be in effect starting Fall 2005, and our suggested rotation will be followed after that. Finals policy is already published in each schedule. We have requested that it also be published on the web.

4. (Motion 2004-10-02) The Provost will consider changing the last day for student enrollment to the fifth class day.

5. (Motion 2004-10-03) Dr. Rice requests that the University Policies Committee use the Assessment Center to assist their survey of opinions and attitudes about campus reorganization

(On a related note, the AAUP will be conducting administrative evaluations within the next month. Among the topics encompassed by the evaluation will be faculty attitudes toward campus reorganization--please encourage your colleagues to participate.)

C. FS Secretary/Treasurer Johnson:

1. Roll Sheet—please sign and update.

2. Treasurer's Report: BancFirst Checking account balance: \$1,691.49

University account balance: \$211.46

D. FS President Elect Logan: No report

E. FS Past President Hayden: No report

F. FS Student Government Representative Justin Ohl: No report

## **VI. REPORTS FROM STANDING AND AD HOC COMMITTEES:**

A. University Policies Committee

1. Final Examinations Policies:

Currently, the Faculty Handbook (pp. 106-107) contains the following policies as related to final examinations week:

“2. During the regular semesters, the three days prior to the beginning of finals on Mondays are considered **“dead days” in that no course examinations, quizzes, extracurricular events (other than unscheduled league play-off events) or required field trips are to be scheduled, and no papers, reports, or projects may be due or presented, during these days.**”

“10. Students unable to meet the regular examination schedule **will** receive an “I” (Incomplete) and will have the next full semester in which they are enrolled to complete their work.”

### **FS Motion 2004-11-01**

It was moved and seconded that the wording of the final examinations policy in the Faculty and Student Handbooks be changed to:

2. During the regular semesters, the three days prior to the beginning of finals are considered “dead days”. During dead days, all normal class activities will continue; however, no combination of assignments, quizzes, or examinations accounting for more than 5% of the course grade may be given. This excludes makeup and laboratory examinations, out-of-class assignments/projects made prior to the mid-point of the semester, and independent study courses. No required extracurricular events (other than unscheduled league play-off events) or field trips may be scheduled.

10. Students unable to meet the regular examination schedule may receive an “I” (Incomplete) and will have the next full semester in which they are enrolled to complete their work.

The motion passed by voice vote.

2. Survey of campus reorganization:

The Policies Committee is continuing to assemble an appropriate survey vehicle to examine faculty attitudes toward campus reorganization and welcomes input into their efforts.

B. Personnel Policies Committee

The Personnel Policies Committee may at a future time initiate an assessment of faculty teaching loads at SWOSU to address some of the issues highlighted at the recent Oklahoma INBRE Undergraduate Faculty Retreat. This retreat was specifically designed to develop strategies for promoting research activity at primarily undergraduate institutions in Oklahoma.

C. Curriculum Committee

The Curriculum Committee has communicated the Faculty Senate's ideas to Dr. Rice on ways to improve student remediation at SWOSU. Currently, the possibility of developing a separate Freshman Orientation class addressing the special needs of remediation students is being investigated.

**VII. UNFINISHED BUSINESS:** None

**VIII. NEW BUSINESS:**

A. Proposed Expenditure Budget.

As outlined by the Faculty Senate Constitution, President South presented the following Proposed Faculty Senate Expenditure Budget for 2004-2005:

<b>SWOSU Faculty Senate</b>		
<b>Proposed Expenditure Budget 2004-2005</b>		
1	New Faculty Reception (August)	\$100.00
2	Plaques for Faculty Service Recognition (August)	\$225.00
3	Flowers for various events throughout the year	\$150.00
4	Printing (photocopies)	\$200.00
5	Retiring Faculty Reception (April)	\$300.00
6	Plaques for FS officers (May)	\$60.00
Total =		\$1,035.00

**FS Motion 2004-11-02**

It was moved and seconded to accept the Faculty Senate Proposed Expenditure Budget for 2004-2005.

The motion passed by voice vote.

B. FUTPRC Committee Membership:

**FS Motion 2004-11-03**

It was moved and seconded that the following two paragraphs from the Faculty Handbook be modified as indicated by the underlined sections:

**University Promotion/Tenure Appeals Committee – Hears appeals related to promotion and tenure decisions.**

**The Faculty Senators of each college will meet following the September Senate meeting and select from among the list of eligible and willing faculty. The Faculty Senators of the College of Arts & Sciences, College of Professional & Graduate Studies, College of Associate and Applied Programs, and the College of Pharmacy will select one (1) faculty for the Appeals Committee. The Faculty Senate President will forward the names to the Chief Academic Officer by the end of the first full week of October. A fourth member of this committee is selected by the Faculty Senate from among the members of the Appellate Committee on Dismissal of Tenured Faculty Members. One (1) chair and one (1) dean are appointed by the Provost. Members of this committee should not have been involved in the promotion/tenure process as candidates or as members of the University Promotion/Tenure Review Committee during the academic year.**

**University Promotion/Tenure Review Committee – Evaluates faculty applications for tenure and promotion, and makes recommendations related to granting tenure and promotions.**

The Faculty Senators of each college will meet following the September Senate meeting and select from among the list of eligible and willing faculty. The Faculty Senators of the College of Arts & Sciences and the College of Professional & Graduate Studies will select three (3) faculty, the College of Pharmacy will select one (1) faculty, and the College of Associate and Applied Programs will select one (1) faculty for this committee. The Faculty Senate President will forward the names to the Chief Academic Officer by the end of the first full week of October. Members of the committee serve one year terms and may not serve consecutive terms. Chairs, deans, and applicants are ineligible for committee membership. The committee elects a chair.

The motion passed by voice vote.

C. Bernhardt Selection Committee:

**FS Motion 2004-11-04**

It was moved and seconded that the tallying of Bernhardt Selection Committee secret ballots for each year's winner should include faculty representation. We recommend that the votes be tallied by a three-person committee that includes the current Faculty Senate President, the immediate past winner of the Bernhardt Award, and one SWOSU administration member.

The motion passed by voice vote.

**IX. ADJOURNMENT:**

With no further business, the meeting adjourned at 2:41 p.m.

**Next Faculty Senate meeting: Friday, December 3, 2004, STF 104, 2:00 p.m.**

Respectfully submitted,

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**James South, President**

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**Jason Johnson, Secretary**