

Faculty Senate Meeting  
2:00PM June 28, 2005, Stafford 110  
**Approved** Faculty Senate Meeting Minutes

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

The June 28, 2005 meeting of the Faculty Senate was called to order at 2:00 PM in Stafford 110 with FS President Kelley Logan presiding. The following members were present: Melody Ashenfelter, Arden Aspedon, David Bessinger, Nancy Buddy Penner, Stephen Burgess, Dayna Coker, Viki Craig, Terry Goforth, Robin Jones, Chad Kinder, Kelley Logan, Scott Long, Tami Loy, Robbie McCarty, Carroll Ramos, James South, Karen Travis, Jon Woltz.

**II. CERTIFICATION OF SUBSTITUTES:** Warren Moseley substituted for Madeline Baugher, Daphne Burnett substituted for Dan Chatelain, Gerry East substituted for Michael Dougherty, and Harry Nowka substituted for Mark Tippin.

**III. PRESENTATION OF VISITORS:** None

**IV. APPROVAL OF MINUTES:** Minutes of May 3, 2005 were approved.

**V. ANNOUNCEMENTS:**

A. From FS President Logan:

1. A 2.5% (minimum of \$1,000 dollars) is approved for all employees pending final regent's approval of the budget. Although our faculty salaries are 81% of the national average, President Hays understands the importance of keeping good faculty and sees the 2.5% raise as a good faith measure. To compensate, the tuition is going up 8% (\$108.00 per hour). This increase is equivalent to those of most of the regional schools. Our budget is still shaky as we are going into the reserve we normally keep. We have been funding the budget imbalance by enrollment growth which, this year, is not going to work.
2. Enrollment is down on both Sayre and Weatherford campus. Although we had a FTE increase this summer, we are 6.7% behind for fall enrollment, including a 29% loss of first-time freshmen. High school graduation numbers are down state-wide as well; only Beckham and OKC counties show growth. A decline in state population is a major factor in both of these reductions.
3. Both the Weatherford and Sayre campuses are filling their outstanding positions.
4. Reorganization of the School of Business is continuing, with Economics relocating to Social Sciences.
5. The Holiday calendar is on the web through December 2008.
6. UCO is conducting a state-wide classroom planning workshop, "Building Smart Classrooms."
7. Micro and Macro Economics AP exams have been approved – min. score of 3 for each.
8. Senators, please note your assignments to FS committees.

B. FS Secretary/Treasurer Ashenfelter:

1. Roll Sheet—please sign and update.
2. Treasurer's Report:           BancFirst Checking account balance: \$1,364.19  
  University account balance: \$211.46

- C. FS President Elect Maness: No report
- D. FS Past President South: No report
- E. FS Student Government Representative Sheena Pritchett: No report

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

- A. Audit Committee Report. Report was presented by Dr. Nancy Buddy Penner. Motion passed by voice vote to accept the report.
- B. Student Affairs Committee (Issues sent to committee: Motion regarding notification from dean of student complaint)

**VII. UNFINISHED BUSINESS:**

None

**VIII. NEW BUSINESS:**

A.

**FS Motion 2005-06-01**

**MOTION:** That the deadline for turning in grades be established as noon of the first Friday following termination of final examinations.

**Rationales:**

- (1) There should be an "electronic dividend" with faculty entering grades; the system was supposed to be more efficient, so there should be some extra time built in.
- (2) Seniors can walk anyway and get their diplomas later if necessary, as in the past.
- (3) This allows for non-Scantron exams more easily in appropriate courses. This is related to (4).
- (4) It is not uncommon for an instructor to have two or more final exams in the last day of exams.

The motion passed by voice vote.

B.

**FS Motion 2005-06-02**

**MOTION:** In the event that the Provost asks the FS president for senate input on a matter with a deadline prior to the next senate meeting, the Faculty Senate President would determine which senate committee should consider the matter, e-mail those members, receive a recommendation, and then e-mail all the senators for a vote by e-mail so that the senate could have the input back to the Provost by the deadline.

The motion passed by voice vote.

C.

**FS Motion 2005-06-03**

MOTION: To amend Section II. B. 1. of the Southwestern Faculty Handbook, to read (amendment in **bold**): “Candidates for continuance who are not on tenure-track will supply a current vita **and a yearly summary of their student evaluations (maximum 7 years). This summary is furnished upon request by the assessment office.**”

Rationale:

In meeting the continuance requirements, “tenure-track faculty” are required to provide:

- Current copy of curriculum vita
- Yearly summary of student evaluations (requested from assessment office)
- Peer review (selected by faculty member)
- Other documentation the faculty member wants the committee to consider (optional and a maximum of 10 pages)

Faculty that are **not** on a tenure-track are required to only provide their current curriculum vita.

[From the SWOSU Faculty Handbook Section II. Policies and Procedures for Evaluation of Faculty – B. Continuance Procedures]

Because of the importance Southwestern places upon teaching excellence, the student evaluations should be examined as well.

The motion passed by voice vote.

- D. Recognition of Executive Council: President –Kelley Logan; President Elect – Joseph Maness; Secretary/Treasurer –Melody Ashenfelter; and Past President – James South
- E. Selection of the Faculty Senate Audit Committee: Mr. Mark Tippin, Chair, Mr. Daniel Chatelain, Dr. Nancy Buddy-Penner
- F. Selection of a Faculty Senate Archivist: Dr. James South has agreed to serve.
- G. Selection of a Faculty Senate Parliamentarian: Dr. David Hertzel

**IX. ADJOURNMENT:**

With no further business, the meeting adjourned at 2:30 p.m.

**Next Faculty Senate meeting: July 26, 2005, 2:00 p.m., STF 110.**

Respectfully submitted,

---

**Kelley Logan, President**  
**2005-2006**

---

**Melody Ashenfelter, Secretary**