

Faculty Senate Meeting  
2:00PM March 25, 2005, Stafford 104  
**Approved** Faculty Senate Meeting Minutes

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

The March 25, 2005 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: Melody Ashenfelter, Arden Aspedon, Madeline Baugher, David Bessinger, Nancy Buddy Penner, Dayna Coker, Michael Dougherty, Barry Gales, Terry Goforth, Todd Helton, David Hertzal, Jason Johnson, Robin Jones, Kelley Logan, Joseph Maness, Andrew Marvick, Nina Morris, Gus Ortega, Les Ramos, Jeffrey Short, James South, Bill Swartwood, Mark Tippin, Mattie Tolley, Don Wilson, and Jon Woltz.

**II. CERTIFICATION OF SUBSTITUTES:** Ruth Boyd substituted for Karen Travis, Chad Ramirez substituted for Chad Kinder, and Ben Welch substituted for Tom Davis

**III. PRESENTATION OF VISITORS:** None

**IV. APPROVAL OF MINUTES:** Minutes of February 25, 2005 were approved.

**V. ANNOUNCEMENTS:**

A. From FS President South:

1. ITS wants to upgrade labs over the summer from Office XP to MS Office 2003.
2. New faculty hired before Aug 10 and agreeing to a 12-month pay plan will get an August check. All faculty are being encouraged to go to the 12-month pay plan (summer checks will all be deposited in May OR held for pickup if the faculty member requests that).
3. Amended procedure on grant travel requests: They now go to Post –Award for review and approval after Faculty and chair have signed form, then to Dean and forward.
4. For Spring 2006 (as a trial), NO printed copies of the Class Schedule will be made. They are available online and updated every 15 minutes.
5. TR schedule has a proposed change to 8-9:15, 9:30-10:45, 11-12:15, 12:30-1:45. Currently, the second class of the day is scheduled 9:35-10:50, which unbalances the breaks between classes. Only the second class block is being changed. Any comments?
6. Our changes on the Student Evaluation form (elimination of two questions) have been approved by deans and by Academic Advisory Council. Changes will go into effect in the Fall of 2005.
7. Faculty will no longer be asked to send in their finals schedule just for classroom availability. Since our current policy and the Regent's policy is that all classes will meet that 16th week, Misty will schedule the multi-section final rooms around those designated class times.
8. Dr. Blake Sonobe has accepted our invitation to come to our May 3 meeting for a “get-acquainted” Q & A, and to a reception after the meeting.
9. From Exec. and Admin. Council (Mar 21):
  - a. Wellness Center is now officially behind schedule. We hope for August 1 move-in.
  - b. The Foundation’s Focus Campaign is still in need of more faculty involvement. Encourage colleagues, especially younger ones, to make a monthly automatic donation.
  - c. Fiscal 2006 budget is in early stages, and we are still awaiting supplemental allocations.
  - d. Bernhardt Banquet is March 31, Pioneer Center. Faculty meal is provided, guests are \$10. Today (3/25) is last day for RSVP.

- e. Applications for the new Weatherford Community Scholarship (funded by the sales tax) are ready. Due June 15. Requirements are transfer students with Associate Degree and a 3.25 minimum GPA.

B. FS Secretary/Treasurer Johnson:

- 1. Roll Sheet—please sign and update.
- 2. Treasurer's Report: BancFirst Checking account balance: \$1,578.35  
University account balance: \$211.46

C. FS President Elect Logan: No report

D. FS Past President Hayden: No report

E. FS Student Government Representative Sheena Pritchett: No report

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

A. Personnel Policies Committee:

(Issues sent to committee: Summer pay for small classes)

No Report

B. Student Affairs Committee:

(Issues sent to committee: Motion regarding notification from dean of student complaint)

No Report

C. Nominating Committee:

(Required by Senate constitution to submit recommendations for nominees at the March meeting).

No Report

**VII. UNFINISHED BUSINESS:**

None

**VIII. NEW BUSINESS:**

A. Proposed Dead Days and Finals Testing Policy:

**FS Motion 2005-03-01**

**It was moved and seconded that in order to better serve Southwestern students, the Assessment Center administer testing services during Dead Days and Finals for students who request the following on a volunteer basis:**

**Tests with automated and immediate grading:**

- 1. ACT Residual (under exceptional circumstances)
- 2. CLEP
- 3. Computer Placement Test (under the guidelines of Southwestern's Remediation Policy)
- 4. Computers and Information Access Test, Part 1 (Part 2 is administered by the Computer Science Department at the beginning of each semester.)

**Tests hand-graded by faculty, without a guaranteed turn-around period:**

- 5. Course Makeup Exam/Retest (as approved by Instructor)
- 6. Departmental Test (as approved by Department)
- 7. English Proficiency Exam.

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**Amendment 2005-03-02 to FS Motion 2005-03-01**

**It was moved and seconded to approve points 1-4 and 7 of FS Motion 2005-03-01, but request clarification for points 5 and 6.**

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The Amendment passed by voice vote.

**B. Summer Teaching Assignment for Full-Time vs. Adjunct Faculty**

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**FS Motion 2005-03-03**

**It was moved and seconded that Chairs and/or Associate Deans utilize willing, full-time faculty for summer teaching, when available, in preference to adjuncts.**

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The Motion passed by voice vote.

**IX. ADJOURNMENT:**

With no further business, the meeting adjourned at 2:45 p.m.

**Next Faculty Senate meeting: Friday, April 22, 2005, STF 104, 2:00 p.m.**

Respectfully submitted,

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**James South, President**

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**Jason Johnson, Secretary**