

Faculty Senate Meeting  
2:00PM Sept. 20, 2005, Stafford 110  
**Approved** Faculty Senate Meeting Minutes

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

The Sept. 30, 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 Aspendon, Madeline Baugher, David Bessinger, Dayna Coker, Viki Craig, Tom Davis, Michael Dougherty, Barry Gales, Terry Goforth, David Hertzell, Robin Jones, Kelley Logan, Scott Long, Tami Loy, Jody Maness, Robbie McCarty, Carroll Ramos, Jeffrey Short, James South, Mark Tippin, Jon Woltz, and Patsy Wootton.

**II. CERTIFICATION OF SUBSTITUTES:** Max White substituted for Nancy Penner and Kathy Wolff substituted for Dan Chatelain.

**III. PRESENTATION OF VISITORS:** None

**IV. APPROVAL OF MINUTES:** Minutes of Aug. 26, 2005 were approved.

**V. ANNOUNCEMENTS:**

A. From FS President Logan:

1. Overall SWOSU enrollment is down approximately 4%. Included in that loss is a reduction of 186 first-time freshmen. The good news is that our demographics show more variety –in the 90’s, SWOSU was 91% white and now is 81% white. And, Pharmacy had 668 applicants for 84 slots this year.

2. We will be hiring an Assistant Director of Academic and Career Counseling to meet a need for graduating students. And Public Relations is planning for a Billboard on I-40 in the Yukon/Mustang area.

3. Wellness Center: Dedication December 2. The cost to non-student SWOSU community members is \$10 / month. (NOTE: the original recommendation from the committee was \$20 / month --- a 50% savings!) The rationale is that the center is funded by student fees (Tom Fagan reports the average student is paying approximately \$100 / semester in fees for the center). Nelson Perkins says you will need to swipe your new 6 digit ID numbers upon entry. You will need them for admission to university events and any other university facilities requiring identification. In response to the FS request that faculty (the staff should be included as well) have their Wellness Center membership be part of their benefit package President Hays states that The Weatherford community and the YMCA were informed that the Wellness Center would not compete with the Y. To include the membership in the benefit package will require an actual budget adjustment of between \$40-50K – in order for it to be a real benefit and not violate our trust with the community. We would not be able to do this at this time. For those not wanting membership, we should compensate them with actual pay. President Hays requested that we wait a year for full consideration. The budget planning for FY07 will begin in about February; President Hays would like the FS to readdress this issue then. (Personnel Policies Committee was asked to poll faculty this semester to determine interest.)

4. Human Resources: Health Insurance Option Period is October 11. New Life Insurance offerings will be available at that time.

**Note of Warning:** According to State Law, any employee who is delinquent in State Income Tax and who has received their 3<sup>rd</sup> notice must be terminated by the university, regardless of rank, tenure, or position.

5. Energy Efficiency Renovations are beginning with Campbell Building which will be offline beginning in May through the summer. Classes normally scheduled for Campbell will be moved to other buildings and the university is considering renting classrooms at the Middle School for Band Camp, etc. This is the first step in a long-term project to improve campus-wide energy efficiency.

6. The university may receive bond money by the first of the year pending the outcome of the protest period. If no one protests, the money would arrive sooner. The university is studying whether to spend money immediately or wait until post-Katrina construction cost decline.

7. Financial aid will begin communicating with students by email (student webmail).

8. Recognition of Support Staff years of service is Oct. 11 at the conference center.

9. A textbook rental program is being considered. (More information was requested on this program.)

B. FS Secretary/Treasurer Ashenfelter:

1. Roll Sheet—please sign and update.

2. Treasurer's Report:       BancFirst Checking account balance: \$1,554.74  
  University account balance: \$131.96

C. FS President Elect Maness: No report

D. FS Past President South: No report

E. FS Student Government Representative Sheena Pritchett: Not present

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

A. Judiciary Committee (Issues sent to committee; Review of FS Constitution and recommended changes for elections and implementation of Article II, Section 2): Working on issues and may have motions for the next meeting.

## **VII. UNFINISHED BUSINESS:**

None

VIII. NEW BUSINESS:

A.

**FS Motion 2005-09-01**

**MOTION:** We have a request from a member of the committee to rename the Faculty Research and Scholarly Activity Committee to the University Research and Scholarly Activity Committee.

**Rationale:** Because research and scholarly activity are conducted by members of the university community not considered faculty, the committee name should be changed to acknowledge all involvement.

The motion passed by voice vote.

B.

**FS Motion 2005-09-02**

**MOTION:** There is a proposal to alter the Handbook so that there is a method in place to elect a member of FUPTRC from the College of Associate and Applied Programs when no one meets the standard criteria. Thus the handbook (handbook page 100, PDF page 107) should be amended to read (delete text with the strikethrough and insert bold text):

"4. If there are fewer than ~~three (3)~~ **not enough** candidates **in a college** and all eligible candidates have agreed to serve, then the Faculty Senators from that college shall submit a plan to the Chief Academic Officer for filling the vacancy(ies) ~~to attain a list of three (3) candidates from the College of Arts and Sciences and the College of Professional and Graduate Studies~~ Once ~~an acceptable~~ a plan is agreed upon **by the Chief Academic Officer and the Faculty Senators from that college**, the slate of ~~three (3)~~ candidates will be submitted."

**Rationale:** The handbook clearly states that the College of Associate and Applied Programs should have a member on the FUPTRC and the process by which a member is elected to this committee when no one in Arts and Sciences or Prof Grad Studies meets all the criteria. However there is no clear method for electing the member from College of Associate and Applied Programs when they find themselves in this predicament.

The motion passed by voice vote.

C.

**FS Motion 2005-09-03**

**MOTION:** The Faculty Senators should nominate a member from CPGS for the Bernhardt Committee to replace Dr. Harry Nowka since he is now ineligible to serve.

**Rationale:** Because Dr. Nowka was moved to A&S in the redistribution of the School of Business, CPGS no longer has a representative on the committee. A recommendation must be in place by around mid- to late-January.

The motion passed by voice vote.

D.

**FS Motion 2005-09-04**

**MOTION:** Personnel Policies Committee proposes the addition of the following (**in bold**) to our grievance policy:

(d) Timing of Complaint. A complaint must be filed with the Faculty Senate President within 180 calendar days from the date on which the faculty member knew or reasonably should have known of the alleged violation or incident giving rise to the grievance. **If the complainant chooses to first attempt informal resolution, the 180 days will be extended by the amount of time elapsed in the informal resolution process, as evidenced by written documentation.** All other time periods may be extended by mutual agreement of the parties involved.

**Rationale:** There is a 180 calendar day time limit between the grievable offense and the complaint being filed. The committee agrees that is a reasonable limit. However, if a person in good faith first tries the informal resolution, the clock keeps ticking. If the administration, for whatever reason, takes a long time to investigate and follow up on complaints, a person could run out of time to prepare and submit the grievance before the 180 day window expires. This change would, I believe, benefit both the complainant and the university by encouraging informal resolution first (and thus possibly lowering the number of actual grievances filed).

The motion passed by voice vote.

E.

**FS Motion 2005-09-05**

**MOTION: Personnel Policies Committee proposes rewording paragraph (2) Pre-hearing of the grievance policy:**

**Proposed reworded paragraph:**

**(2) Pre-Hearing. Within 10 classroom days of being elected, the chair of the Hearing Committee will schedule an orientation/pre-hearing.**

**Rationale: The original version of this sentence contained a reference to a non-existent written response (the written response was deleted from the model we used to streamline the process). This sentence ties the timing of the pre-hearing to an actual event in our process.**

The motion passed by voice vote.

F.

**FS Motion 2005-09-06**

**MOTION: Jim Waites of the SWOSU Foundation is asking the Senate to consider procedures pertaining to the criteria and process for SWOSU awarding honorary doctorates to individuals who provide great service to the University.**

**Rationale: Because we offer a PharmD, we can grant honorary doctorates and, thus, should.**

G.

**FS Motion 2005-09-07**

**MOTION: It was moved to send FS Motion 2005-09-06 to the Curriculum Committee.**

The motion carried by voice vote.

H.

**FS Motion 2005-09-08**

**MOTION:** A senator proposes the addition of the following (in bold) to item 4 of the Departmental Continuance Committee procedure.

(The following excerpt is from the Faculty handbook on pages 108 and 109)

The Departmental Continuance Committee\* shall meet and consider the strengths and weaknesses of the faculty candidate for continuance. The Department Chair/Associate Dean conducts the meeting and is a non-recommending member. This open discussion is followed by submission of a Faculty Recommendation Form for Continuance from each member of the committee to the Chair by October 15. Once the Chair has prepared the summary report it must be reviewed and signed by members of the departmental committee.

4. The Chair has the responsibility to meet with the faculty member to share the results of the committee recommendations and discuss the perceived strengths and weaknesses. **The chair will provide the faculty member with a copy of the summary report which has been signed by the members of the continuance committee.**

**Rationale:** The faculty member should have a copy of the summary for review and reflection.

The motion passed by voice vote.

I.

**FS Motion 2005-09-09**

**MOTION:** The SWOSU Faculty Senate should recommend to the University Administration that faculty librarians be eligible for faculty promotion and tenure.

**Rationale:** This motion should be passed for the following reasons: 1) Rank and tenure serves as a method to support academic and intellectual freedom in higher education and has a long history of support by the academic community in this country 2) The American Association of University Professors and the Association of College & Research Libraries jointly support faculty rank and tenure for academic librarians 3)The SWOSU faculty librarians respect the historical tradition of and participate actively in the academic Triumvirate: Teaching, Research, Service 4) Many other academic institutions in the State of Oklahoma provide faculty rank and tenure for librarians 5) Finally, this change would not effect the tenure and promotion process for other SWOSU faculty, particularly those going through the process this year

J.

**FS Motion 2005-09-10**

**MOTION:** It was moved to send FS Motion 2005-09-09 to the Personnel Policies Committee.

The motion passed by voice vote.

K.

**FS Motion 2005-09-11**

**MOTION:** The number of semesters of faculty evaluations required should be standardized for continuance and T/P.

**Rationale:** Although the handbook says a maximum of 7 years, Jan Noble only keeps 5 years and every Dean is requiring a different number. This seems inequitable.

L.

**FS Motion 2005-09-12**

**MOTION:** It was moved to send FS Motion 2005-09-11 to the University Policies Committee

The motion carried by voice vote.

M.

**FS Motion 2005-09-13**

**MOTION:** It has been recommended that a written notification of Post-Tenure Review should be provided by September 15, one calendar year before the review.

**Rationale:** This measure would ensure the reviewees time to collect the correct course evaluations.

The motion passed by voice vote.

N

**FS Motion 2005-09-14**

**MOTION:** It has been recommended that the vita updating scheduled for April should be delayed until September.

**Rationale:** This measure would streamline paperwork. At this time, the vitas are updated both in April and September. Such vigilance is unnecessary.

The motion passed by general agreement.

**VIII. ADJOURNMENT:**

The meeting adjourned at 3:10 p.m for Faculty Senators to break into individual College Caucuses to elect FUTPRC members for 2005-2006 from among those who were reported as both willing and eligible to serve.

**Next Faculty Senate meeting: October 28, 2005, 2:00 p.m., STF 110.**

Respectfully submitted,

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**Kelley Logan, President  
2005-2006**

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**Melody Ashenfelter, Secretary**

**FUTPRC  
(2005-2006)**

<b>College</b>	<b>Review Committee</b>	<b>Appeals Committee</b>
College of Arts & Sciences	James Breckenridge Viki Craig William Kelly	Robert Chambers
College of Associate & Applied Programs	Kathy Brooks	Tommye Davis
College of Pharmacy	Virgil Van Dusen	Mark Gales
College of Professional & Graduate Studies	Melody Ashenfelter Ronna Vanderslice Michael Wolff	Donald Wilson