

## **SWOSU Faculty Senate President's Annual Report James South, President 2004-05**

It has been my pleasure to serve as Faculty Senate President over the past year. I have experienced much personal and professional growth as a result of the opportunity, and I thank the Senate for their indulgence and professionalism over the past year.

This report contains two sections: a) Motions Passed (with their current status) and b) Unresolved Issues (p.8)

### **MOTIONS PASSED AND THEIR CURRENT STATUS**

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#### **FS Motion 2004-06-06, passed and enacted by the Administration, effective 2005-06**

It was moved and seconded that all Department Chairs receive 6 hours of release time per semester.

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#### **FS Motion 2004-06-02 – Restated, passed, and the procedure was used Fall 2004 (later superseded by FS Motion 2004-11-03)**

It was moved and seconded that selection of members of the University Promotion/Tenure Review Committee and the Appeals Committee adhere to the following guidelines:

The Senate Executive Committee (with assistance, if needed) will compile a list of faculty eligible (by college) for the University Promotion/Tenure Review Committee by the August Senate meeting.

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 Colleges of Arts & Sciences and Professional & Graduate Studies will each select three (3) names for the UTPRC and one (1) for the Appeals Committee. The Faculty Senators of the College of Pharmacy will select one (1) name for the UTPRC and one (1) for the Appeals Committee. The Faculty Senate President (or designee) will forward the names to the Chief Academic Officer by the end of the first full week of October.

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#### **FS Motion 2004-08-03, passed and enacted by the Administration, Fall 2004**

It was moved and seconded that the University produce new magnetic name tags for use by faculty, administration, and staff. The name tags should replace the logo on the current tags with the new university logo. Where the current tags have SWOSU, the new tags should have the individual's academic or administrative unit or title.

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**FS Motion 2004-09-01, passed but not enacted by the Administration**

It was moved and seconded that the SWOSU Weatherford FUTPRC not review candidates for tenure or promotion from SWOSU Sayre and that a separate procedure be established for faculty review of candidates for tenure or promotion at SWOSU Sayre.

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**FS Motion 2004-09-02 – Restated, passed, but not enacted by the Administration. Related to 2005-03-03, which was enacted**

That the faculty of each College/School/Division/Department (as appropriate) establish a written policy on summer teaching assignments, and that said policy should take into consideration academic credentials, rank, seniority, and most recent summer experience in whatever priority the academic unit deems necessary.

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**FS Motion 2004-09-04, passed, but not enacted by the Administration**

It was moved and seconded that faculty who agree to teach small classes for tuition only are considered to be contracted for summer employment. Other faculty are contracted when they sign a pay-action form.

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**FS Motion 2004-09-10, passed and enacted by the Administration effective Fall 2005**

It was moved and seconded that the letter sent to students who have been administratively dropped be revised so that these students are not prohibited from attending class (and are instead encouraged to attend), and that the policy for making advances on student financial aid to cover unpaid tuition and fees be openly publicized for both student and faculty.

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**FS Motion 2004-10-01, passed and enacted by the Administration effective Fall 2005**

It was moved and seconded to accept the Spring 2005 Finals Schedule as presented.

Rotation of Finals Schedule (including multi-sections that begin prior to 6:30p.m.) will be as follows:

Tuesday will rotate to Thursday.

The MWF final at the end of finals week for one semester moves forward to the earliest MWF time during the following semester (rotates clockwise for that time).

6:30p.m. or later scheduled exams will not rotate.

Multi-sections are at off peak class times.

There are 2 multi-sections for English Comp.

Every finals schedule will include the semester exam policies from the Faculty and Student Handbooks.

Modify #9 of the Faculty and Student Handbooks for "Semester Exam Policies" to read:  
9. NO EARLY FINALS. Early finals are any final given prior to 8:30a.m. on the Thursday of finals week. (Lab finals are scheduled prior to finals week.)

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#### **FS Motion 2004-10-02, passed and enacted by the Administration effective Fall 2005**

It was moved and seconded that the final date to enroll or add classes for each semester will be the end of the 5<sup>th</sup> day of classes from the date university class work begins. Exempt from this deadline will be self-study, continuing education, and 2<sup>nd</sup> eight-week classes. Overrides for late enrollment will required the signature of the course instructor and the chair/associate dean. This date will be published in all literature and web resources provided to current and prospective students.

Rationale: Faculty evidence shows a strong link between attendance and class performance. Students beginning class more than one week late have a higher failure rate that adversely affects retention. Allowing students to enroll more than one week late send a message to students that they are not missing significant work in the first week of class and supports an attitude that class attendance does not have value.

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#### **FS Motion 2004-10-05, passed and implemented by Administration, Spring 2005**

It was moved and seconded that Dr. Fink present the second Faculty Development Workshop, "So, What is Good Teaching and How Can We Promote More of It?"

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**FS Motion 2004-11-01, passed and enacted by the Administration effective Fall 2006 with minor change (italicized).**

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~~ *scheduled athletic* 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.

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**FS Motion 2004-11-03, passed and enacted by the Administration effective 2005-06**

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.

**FS Motion 2004-11-04, passed and the Provost’s recommendation was made to the Foundation, who administers the selection.**

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.

**FS Motion 2004-12-01, passed, and still under review**

It was moved and seconded that:

1. The adjunct faculty pay scale (day and night classes) be changed as follows:

<u>Degree / Credentials</u>	<u>Compensation</u> <u>per credit hour</u> <u>(1-13 hrs)*</u>	<u>Compensation</u> <u>per credit hour</u> <u>(14-18 hrs)*</u>
Bachelor’s	\$575	\$650
Master’s	\$650	\$750
Master’s + 30 & Master’s + CPA	\$750	\$900
Master’s + 30 + CPA, MFA, JD, MD, PharmD	\$900	\$1,050
Ph.D., Ed.D	\$1,050	\$1,200

\*Equivalent loads in summer school would be 1-6 hours and 7-8 hrs, respectively.

2. Compensation for Telecourse instruction be increased to \$300/credit hour plus \$15 per student for the first 10 plus \$10 for each student above 10.
3. Compensation for Adult Education Classes be set at \$600 per credit hour.

4. Compensation for Interactive Video Instruction be increased to \$200 per credit hour.
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**FS Motion 2004-12-02, passed, but not enacted by the Administration.**

The overload pay was raised to \$625/hr effective Fall 2005, which is slightly greater than the inflation adjustment.

It was moved and seconded that overload pay for full-time faculty (day and night classes) should be calculated in proportion to the faculty member's regular salary (excluding benefits).

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**FS Motion 2004-12-05, passed (no action required by Administration, although they expressed appreciation for our motion)**

It was moved and seconded that the SWOSU Faculty Senate commends faculty members Steve Strickler and Daryl Rodriguez and the cast and crew of the production of *Slaughter City* for receiving the Regional Committee Nomination of the Kennedy Center American College Theater Festival.

Further, the Faculty Senate reaffirms its support of the exercise of academic freedom and free artistic expression on the Southwestern campus, and rejects any suggestion that this production is illegal or immoral.

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**FS Motion 2004-12-08, passed, and a retirement card and flowers were sent to Dr. Rice on behalf of the Faculty Senate.**

It was moved and seconded that the Faculty Senate commend Dr. Rice for her service to the University.

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**FS Motion 2005-01-05, passed, enacted by the Administration Spring 2005**

It was moved and seconded to approve the form for the Faculty Evaluation of the Dean, with a statement added that if faculty have no knowledge of a question, it should be left blank.

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**FS Motion 2005-01-06, passed, and information passed on to Deans by the Provost, Spring 2005**

It was moved and seconded to reaffirm FS Motion 2003-09-01 in the September 26, 2003, Faculty Senate Minutes with the current Administration the practice of confidentiality concerning specific Faculty Senate discussions and actions taken.

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**FS Motion 2005-01-07, passed and enacted by the Administration Spring 2005**

It was moved and seconded that all Administrative Coordinators and Associate Deans be evaluated by their faculty.

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**FS Motion 2005-01-08, passed, but not enacted by the Administration**

It was moved and seconded to request that the Board of Regents raise faculty salaries to match their peer universities as they did for the University Presidents.

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**FS Motion 2005-02-01, passed, and a retirement card and flowers were sent to Dr. Woods on behalf of the Senate.**

It was moved and seconded that the Senate commend Dr. Paulette Woods for her years of tireless service to the students and University.

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**FS Motion 2005-03-01, clarified and revised by motion 2005-04-01, passed, and enacted by the Administration effective 2005-06**

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(with the exception of the English Composition II essay)
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. CLEP English Composition II Essay

6. Course Makeup Exam/Retest (as requested by Instructor)
7. Departmental Test (as requested by Department)
8. English Proficiency Exam

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**FS Motion 2005-03-03, passed and enacted by the Administration Summer 2005**

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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**FS Motion 2005-04-02, passed and under review**

It was moved and seconded that the University investigate the possibility of commissioning the painting of murals or frescoes on the eight concrete walls on the old tennis courts.

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**UNRESOLVED ISSUES**

1. This was the first year of the new Grievance Policy, and it was found that revisions and clarifications were needed in the process. The issue has been sent to the 2005-06 Personnel Policies Committee for recommendations.
2. No recommendation has been made yet by the Personnel Policies Committee concerning summer pay for small classes.
3. Student concerns regarding the lack of a university holiday on Martin Luther King, Jr. Day were discussed with a recommendation that the Black Students Association propose an assembly on that day. Faculty members would be free to dismiss classes in order to allow them to attend the observance. The current President of the Faculty Senate should work with the Black Students Association to see that this is followed through.
4. A student concern was raised about classes held on Good Friday. A senate discussion was held, and the consensus was that the schedule as it exists now is a reasonable compromise. Any change to the existing schedule would impact labs and other classes in an unacceptable way.

Submitted July 26, 2005

James South, Faculty Senate President 2004-05