SWOSU Faculty Senate President’s Annual Report

Fred Gates, President 2013-2014

Faculty Senate Officers 2013-2014

Faculty Senate President, Fred Gates
President Elect, Evette Meliza
Past President, David Esjornson
Secretary/Treasurer, Curt Woolever
Parliamentarian, Thomas McNamara
Archivist, Jason Dupree

Faculty Senate Finances 2013-2014

Faculty Senate Budget

2013-2014

<table>
<thead>
<tr>
<th><strong>Income</strong></th>
<th><strong>Budgeted</strong></th>
<th><strong>Actual</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Faculty Senate Dues</td>
<td>$850.00</td>
<td>$875.00</td>
</tr>
<tr>
<td>Total Income</td>
<td>$850.00</td>
<td>$875.00</td>
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**Expenses**

<table>
<thead>
<tr>
<th><strong>Expense</strong></th>
<th><strong>Budgeted</strong></th>
<th><strong>Actual</strong></th>
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</thead>
<tbody>
<tr>
<td>Service Award Plaques</td>
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<tr>
<td>Officer Plaques</td>
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<tr>
<td>New Faculty Reception</td>
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<tr>
<td>Retirement Reception</td>
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<td>$121.80</td>
</tr>
<tr>
<td>Copying, Travel, Misc</td>
<td>$ 20.00</td>
<td></td>
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</tbody>
</table>

Total Expenses         | $850.00      | $(634.01)  |

Net Income: $240.99

Faculty Senate Account Balances:
BancFirst Balance May 2013: $2038.45
BancFirst Balance May 2014: $2311.19
University Account May 2013: $105.01
University Account May 2014: $105.01

2013-2014 Faculty Senate Activities, Motions and their Statues.

June 2013
Faculty Senate Committee Assignments 2013-2014:

**Audit Committee**
Audits the financial activities of the Faculty Senate
Marci Grant (Chair)
Kristin Montarella
Tiffany Kessler
Tammy Blatnick

**Budget and Program Committee**
Evaluates the distribution of university funds
Curt Woolever (Chair)
Brad Bryant
Cynthia Pena
Ed Klein
Kathy Brooks

**Curriculum Committee**
Advises and makes recommendations regarding all curricular issues
Dennis Widen (Chair)
Jerry Dunn
Ann Russell
Tommye Davis
Ed Klein
E.K. Jeong

**Judiciary Committee**

Answers questions regarding the intent and meaning of the Faculty Senate Constitution

Jim Long (Chair) (CPGS)
Tom McNamara (CAS)
Scott Long (COP)
Kathy Brooks (CAAS)

**Nominating Committee**

Organizes elections for selected university standing committees

Scott Long (Chair)
Andrea Holgado
Cynthia Pena
Kristen Montarella
E.K. Jeong

**Personnel Policies Committee**

Makes recommendations regarding policies related to faculty tenure, promotion, class loads, salary and benefits, and dismissal

Jason Dupree (Chair)
Andrea Holgado
Lisa Appeddu
Jared Edwards
Evette Meliza
Les Ramos

**Student Affairs Committee**

Advises and makes recommendations regarding all matters relating to the student body and student policies.

Lisa Schroeder (Chair)
John Bradshaw
Trisha Wald
Amber Sturgeon
University Policies Committee

Advises and makes recommendations concerning university policies relating to the academic calendar, schedules, faculty handbook, and university matters not assigned to other Faculty Senate committees.

Les Ramos (Chair)
David Bessinger
Evette Meliza
Dennis Widen
Jerry Dunn
David Esjornson

The Senate did not pass any motions during the June meeting.

July 2013

Senate Motion 2013-07-01

It is proposed that the membership of the University's General Education Committee be changed by adding an additional member from the College of Arts and Sciences.

Rational: The Faculty Handbook currently states that the committee is composed of seven (7) faculty members: three (3) from the College of Professional and Graduate Studies; two (2) from the College of Arts and Sciences; one (1) from the College of Pharmacy; and one (1) from the Sayre Campus. Committee members serve three year terms. Members of the committee are nominated by the Dean of each college and appointed by the Provost. Up to two (2) student members are appointed by the Student Government Association who serve annually. The Chair is elected by the committee. The Associate Provost is an ex officio member.

Since a large number of GE classes are taught by faculty in the Arts and Sciences, and proposed changes to the GE curriculum originate from this committee, CAS needs to be properly represented.

Motion was approved.
Senate Motion 2013-07-02:

It is proposed that the SWOSU Faculty Handbook be amended to reflect the inclusion of tenured library faculty for the following standing committees: Faculty University Promotion and Tenure Review Committee (FUPTRC), University Promotion and Tenure Appeals Committee, and the University Research and Scholarly Activity Committee.

Rationale: With the presence of tenured library faculty at SWOSU, these three standing committees need to include representation of SWOSU Libraries faculty. These changes reflect consistency with the approved changes made to the Faculty Handbook in April 2012 regarding library faculty.

Section I.C.4, page 106 currently states:

The committee shall be composed of three (3) faculty members each from the College of Arts and Sciences and the College of Professional and Graduate Studies and one (1) faculty member each from the College of Pharmacy and the College of Associate & Applied Programs.

Proposed Change:

The committee shall be composed of three (3) faculty members each from the College of Arts and Sciences and the College of Professional and Graduate Studies and one (1) faculty member each from the College of Pharmacy, and the College of Associate & Applied Programs, and the SWOSU Libraries.

Section D, page 110, second paragraph currently states:

The Promotion/Tenure Appeals Committee will be composed of one faculty member from each college selected by the Faculty Senators of that college and forwarded to the Chief Academic Officer in the selection process for SWOSU Promotion/Tenure Review Committee.
Proposed Change:

The Promotion/Tenure Appeals Committee will be composed of one faculty member from each college and the SWOSU Libraries selected by the Faculty Senators of that college and forwarded to the Chief Academic Officer in the selection process for SWOSU Promotion/Tenure Review Committee.

Section on Committees with Faculty Representation, page 30 currently states:

**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, and the College of Pharmacy and College of Associate and Applied Sciences Programs will select one (1) faculty for the Appeals Committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. A fifth 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.

**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 each select three (3) faculty and the College of Pharmacy and the College of Associate and Applied Programs will each select one (1) faculty for this committee. The Faculty Senate President will forward the names to the Provost 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, associate deans, deans, and applicants are ineligible for committee membership.

**University Research and Scholarly Activity Committee** – Serves as an advisory council to the Provost concerning matters related to research and scholarly activity.

The committee is composed of eight (8) faculty each serving three year terms. Three faculty members are selected from each of the Colleges of Arts and Sciences and
Professional and Graduate Studies and one from each of the Colleges of Associate and Applied Programs and Pharmacy.

**Proposed Changes:**

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

The Faculty Senators of each college and the SWOSU Libraries 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, and the College of Pharmacy and College of Associate and Applied Sciences Programs, and SWOSU Libraries will select one (1) faculty for the Appeals Committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. A fifth 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 or the Director of Libraries and one (1) dean are appointed by the Provost.

**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 and the SWOSU Libraries 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 each select three (3) faculty and the College of Pharmacy, and the College of Associate and Applied Programs, and the SWOSU Libraries will each select one (1) faculty for this committee. The Faculty Senate President will forward the names to the Provost 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, the Director of Libraries, associate deans, deans, and applicants are ineligible for committee membership.

**University Research and Scholarly Activity Committee** – Serves as an advisory council to the Provost concerning matters related to research and scholarly activity.
The committee is composed of eight (8) faculty each serving three year terms. Three faculty members are selected from each of the Colleges of Arts and Sciences and Professional and Graduate Studies and one from each of the Colleges of Associate and Applied Programs and Pharmacy, and the SWOSU Libraries.

Motion was recommended be sent to the University Personnel Policies Committee for further discussion.

August 2013

From the July 2013 meeting, Section VI., Part A, 3g. Should faculty be required to post syllabi, class lists, assignments, handouts, etc. on D2L for all courses or should faculty continue to use the system as they so choose?

The Faculty do not feel that they should be required to post syllabi, class lists, assignments, handouts, etc. on D2L for all courses. When the Faculty are comfortable with the new course management system (Canvas), they will make good faith effort to start doing this.

Intellectual Property Committee changes:

Senate Motion 8-30-13-1: It is moved that Dr. Evette Meliza will replace Jason Dupree as a member on the Intellectual Property Committee.

Motion was approved by voice vote.

Distance and E-Learning Council:

Senate Motion 8-30-13-2: It is moved that Dr. Cynthia Pena will replace Dr. Vivien Chu on the Distance and E-Learning Council.

Motion was approved by voice vote.

September 2013

The following report was made by the Personnel Policies Committee regarding Senate Motion 2013-07-02:

_The Personnel Policies Committee recommends the following revisions to the original motion (FS 2013-07-02):_
1. The original motion be divided into three parts, one for each standing committee listed to allow faculty senate to vote on each one separately.
2. Updating the Faculty Handbook references to reflect the current version, released by the Provost in early September.
3. Clarifying the number of library faculty to be represented on each standing committee and the revised total number of representatives to serve on each committee.

FS Motion 2013-09-01: Addition to Committee Representation of the FUPTRC

It is proposed that the SWOSU Faculty Handbook be amended to reflect the inclusion of 1 additional position to be held by a tenured library faculty member on the Faculty University Promotion and Tenure Review Committee (FUPTRC). This committee would become a 9 member committee.

Rationale: With the presence of tenured library faculty at SWOSU, this standing committee should reflect representation of SWOSU Libraries faculty. These changes reflect consistency with the approved changes made to the Faculty Handbook in April 2012 regarding library faculty.

Section I.C.4, page 112 currently states:

The committee shall be composed of three (3) faculty members each from the College of Arts and Sciences and the College of Professional and Graduate Studies and one (1) faculty member each from the College of Pharmacy and the College of Associate & Applied Programs.

Proposed Change:

The committee shall be composed of three (3) faculty members each from the College of Arts and Sciences and the College of Professional and Graduate Studies and one (1) faculty member each from the College of Pharmacy, and the College of Associate & Applied Programs, and from the SWOSU Libraries.

Section on Committees with Faculty Representation, page 27 currently states:

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 each select three (3) faculty and the College of Pharmacy and the College of Associate and Applied Programs will each select one (1) faculty for this committee. The Faculty Senate President will forward the names to the Provost 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, associate deans, deans, and applicants are ineligible for committee membership.

Proposed Changes:

**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 and the SWOSU Libraries 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 each select three (3) faculty and the College of Pharmacy, and the College of Associate and Applied Programs, and the SWOSU Libraries will each select one (1) faculty for this committee. The Faculty Senate President will forward the names to the Provost 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, the Director of Libraries, associate deans, deans, and applicants are ineligible for committee membership.

**Motion to send the FS Motion 2013-07-02-1 back to the Personnel Policies Committee for further discussion and changes was passed by a voice vote.**

**FS Motion 2013-09-02: Addition to Committee Representation of the University Promotion and Tenure Appeals Committee**

It is proposed that the SWOSU Faculty Handbook be amended to reflect the inclusion of 1 additional position to be held by a tenured library faculty member on the University Promotion and Tenure Appeals Committee. This committee would become an 8 member committee.

*Rationale: With the presence of tenured library faculty at SWOSU, this standing committee should reflect representation of SWOSU Libraries faculty. These changes reflect consistency with the approved changes made to the Faculty Handbook in April 2012 regarding library faculty.*

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Section D, page 117, second paragraph currently states:

The Promotion/Tenure Appeals Committee will be composed of one faculty member from each college selected by the Faculty Senators of that college and forwarded to the Chief Academic Officer in the selection process for SWOSU Promotion/Tenure Review Committee. A fifth member of this committee will be a member of the Appellate Committee on Dismissal of Tenured Faculty Members and may not have been a candidate or on the slate of three during the current academic year.
Proposed Change:

The Promotion/Tenure Appeals Committee will be composed of one faculty member from each college and the SWOSU Libraries selected by the Faculty Senators of that college and forwarded to the Chief Academic Officer in the selection process for SWOSU Promotion/Tenure Review Committee. A sixth member of this committee will be a member of the Appellate Committee on Dismissal of Tenured Faculty Members and may not have been a candidate or on the slate of three during the current academic year.

Section on Committees with Faculty Representation, page 31 currently states:

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

The Faculty Senators of each college and the SWOSU Libraries 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, and the College of Pharmacy and College of Associate and Applied Sciences Programs will select one (1) faculty for the Appeals Committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. A fifth 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.

Proposed Changes:

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

The Faculty Senators of each college and the SWOSU Libraries 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, and the College of Pharmacy and College of Associate and Applied Sciences Programs, and SWOSU Libraries will select one (1) faculty for the Appeals Committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. A fifth 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 or the Director of Libraries and one (1) dean are appointed by the Provost.
Motion to send the FS Motion 2013-07-02-1 back to the Personnel Policies Committee for further discussion and changes was passed by a voice vote (15 Yes and 8 No).

FS Motion 2013-07-03: Addition to Committee Representation of the University Research and Scholarly Activity Committee

It is proposed that the SWOSU Faculty Handbook be amended to reflect the inclusion of 1 additional position to be held by a tenured library faculty member on the University Research and Scholarly Activity Committee. This committee would become a 9 member committee.

Rationale: With the presence of tenured library faculty at SWOSU, this standing committee should reflect representation of SWOSU Libraries faculty. These changes reflect consistency with the approved changes made to the Faculty Handbook in April 2012 regarding library faculty.

Section on Committees with Faculty Representation, page 31 currently states:

**University Research and Scholarly Activity Committee** – Serves as an advisory council to the Provost concerning matters related to research and scholarly activity.

The committee is composed of eight (8) faculty each serving three year terms. Three faculty members are selected from each of the Colleges of Arts and Sciences and Professional and Graduate Studies and one from each of the Colleges of Associate and Applied Programs and Pharmacy.

**Proposed Changes:**

**University Research and Scholarly Activity Committee** – Serves as an advisory council to the Provost concerning matters related to research and scholarly activity.

The committee is composed of nine (9) faculty each serving three year terms. Three faculty members are selected from each of the Colleges of Arts and Sciences and Professional and Graduate Studies and one from College of Pharmacy, College of Associate & Applied Programs, and from the SWOSU Libraries.
Motion was approved by voice vote.

The following motion was introduced under new business.

Senate Motion 2013-09-01:

Due to the vocal and seemingly long developing dissatisfaction with the role and functioning of the Faculty University Promotion and Tenure Review Committee (FUPTRC), it is proposed that the Faculty Senate form an Ad Hoc Committee charged with the specific tasks of gathering faculty concerns and recommendations related to the FUPTRC, identifying possible courses of action ranging from maintaining the status quo to discontinuation of the committee or any and all reasonable modifications to the FUPTRC. The committee will report any and all findings back to the Faculty Senate at each regular Senate meeting and no action will be taken without final consent of the full Faculty Senate.

The Committee shall be comprised of representatives from CAS (3), CPGS (3), COP (1), CAAS (1), and the SWOSU Libraries (1). Committee members must be full time tenured faculty and shall be appointed by the Faculty Senate President who shall also appoint the committee chair.

Selection of the FUPTRC.

Immediately after Senate adjourns, Senators will caucus by college and select members for the FUPTRC. The College of Arts and Sciences will select three (3) members, the College of Graduate and Professional Studies will select three (3) members, the College of Pharmacy will select one (1) member and the College of Associate and Applied Sciences will select one (1) member.

Senators from CAS, CPGS, and C of P should also select 1 member each for the Appeals Committee.

The members of the FUPTRC are listed below by college.

CAS: Doug Linder, Sophia Lee, and Kevin Collins
CofP: Les Ramos
CPGS: Melody Ashenfelter, Stephen Burgess, and Warren Moseley
CAAS: Tommye Davis
The members of the Tenure/Promotion Appeals Committee are listed below by college.

CAS: Hung Chi Chang  
CofP: Mark Gales  
CPGS: Evette Meliza  
CAAS: Kathy Brooks

October 2013

The following appointments were made to the ad hoc committee investigating the FUTPRC by Faculty Senate President Fred Gates:

College of Pharmacy: Scott Long  
College of Arts and Sciences: Jerry Dunn, Tom McNamara, Valerie Reimers  
Library: Jason Dupree  
College of Graduate and Professional Studies: Stephen Burgess, Jared Edwards  
College of Associate and Applied Sciences: Kathy Brooks

Committee Chair: Jared Edwards

November 2013

FS Motion 2013-11-01: Representation of SWOSU Libraries in the FUPTRC

Section I.C.4, page 112 currently states:

The committee shall be composed of three (3) faculty members each from the College of Arts and Sciences and the College of Professional and Graduate Studies and one (1) faculty member each from the College of Pharmacy and the College of Associate & Applied Programs.
Proposed Change:

The committee shall be composed of three (3) faculty members each from the College of Arts and Sciences and the College of Professional and Graduate Studies and one (1) faculty member each from the College of Pharmacy, and the College of Associate & Applied Programs or the SWOSU Libraries. The College of Associate & Applied Programs will fill this committee seat on the even number years (e.g., 2014, 2016, etc.) and the SWOSU Libraries on the odd number years (e.g., 2015, 2017, etc.).

Section on Committees with Faculty Representation, page 27 currently states:

Faculty University Promotion and 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 each select three (3) faculty and the College of Pharmacy and the College of Associate and Applied Programs will each select one (1) faculty for this committee. The Faculty Senate President will forward the names to the Provost 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, associate deans, deans, and applicants are ineligible for committee membership.

Proposed Changes:

Faculty University Promotion and 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 and the SWOSU Libraries 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 each select three (3) faculty and the College of Pharmacy, and the College of Associate and Applied Programs or SWOSU Libraries will each select one (1) faculty for this committee. The Faculty Senate President will forward the names to the Provost 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, Director of Libraries, associate deans, deans, and applicants are ineligible for committee membership.
Motion approved by a voice vote.

**FS Motion 2013-11-02: Representation of SWOSU Libraries in the University Promotion and Tenure Appeals Committee**

Section D, page 117, second paragraph currently states:

The Promotion and Tenure Appeals Committee will be composed of one faculty member from each college selected by the Faculty Senators of that college and forwarded to the Chief Academic Officer in the selection process for SWOSU Promotion and Tenure Review Committee. A fifth member of this committee will be a member of the Appellate Committee on Dismissal of Tenured Faculty Members and may not have been a candidate or on the slate of three during the current academic year.

**Proposed Change:**

The Promotion and Tenure Appeals Committee will be composed of one faculty member from the College of Arts and Sciences, the College of Professional and Graduate Studies, the College of Pharmacy, and the College of Associate & Applied Programs or the SWOSU Libraries. The College of Associate & Applied Programs will fill this committee seat on the odd number years (e.g., 2015, 2017, etc.) and the SWOSU Libraries on the even number years (e.g., 2014, 2016, etc.). Selections by the Faculty Senators of that college or library are forwarded to the Chief Academic Officer in the selection process for SWOSU Promotion/Tenure Review Committee. A fifth member of this committee will be a member of the Appellate Committee on Dismissal of Tenured Faculty Members and may not have been a candidate or on the slate of three during the current academic year.

Section on Committees with Faculty Representation, page 31 currently states:

**University Promotion and 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, and the College of Pharmacy and College of Associate and Applied Sciences Programs will select one (1) faculty for the Appeals Committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. A fifth 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.

Proposed Changes:

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

The Faculty Senators of each college and the SWOSU Libraries 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, and the College of Pharmacy and College of Associate and Applied Sciences Programs or SWOSU Libraries will select one (1) faculty for the Appeals Committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. A fifth 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 or the Director of Libraries and one (1) dean are appointed by the Provost.

Motion approved by a voice vote.

**Report from the Adhoc Committee on the FUPTRC**

Per the motion creating its existence, the committee investigating the role of the FUPTRC on the SWOSU campus must report its activity to the Senate.

Committee Chair: Jared Edwards

The ad hoc committee is discussing options, and we are preparing to poll the faculty on components of the University level committee.
Report: There are two main items that we have found.

1) No other university in the RUSO system requires rankings by a faculty committee as a standard. UCO allows the Provost or VPAA to request rankings when desired from the college level committee.

2) No other university in the RUSO system has a university wide review committee.

Therefore, we know that ranking is not a RUSO requirement, and we have no guidance from RUSO schools on what a university level committee should look like or how it should be composed.

We will be seeking broad faculty input on issues related to ranking and reactions to lack of comparable committees at our sister institutions.

Finally, we will be examining schools beyond the RUSO system for guidance.

Marcy Tanner was inadvertently elected to the Academic Appeals Committee twice. She was elected to a two year term in April of 2012 and a two year term in April of 2013. It is proposed that the Senate appoint someone to fill and serve the remainder of the term Tanner was elected to in April of 2012 which would end at the conclusion of the 2013-2014 academic year.

Hank Ramsey was selected to finish the remainder of Marcy Tanner’s term.

Dr. Jerry Stout, Faculty Senate President of Southeastern Oklahoma State University would like to know what SWOSU’s Faculty Senators’ top three concerns are. Please feel free to e-mail a list of 3 concerns, I will compile them and forward our top three. Dr. Stout stated that at Southeastern, the top three concerns are as follows:

1. Faculty morale and salaries.
2. The post tenure review process
3. The proportion of full time faculty to adjunct faculty
December 2013

The Adhoc Committee on the FUPTRC filed the following report:

Committee Chair Jared Edwards reports that the committee is gathering feedback from members of the FUPTRC over the last five years to ascertain the strengths and weaknesses of the FUPTRC. Edwards anticipates a much fuller report in January.

Senators were also encouraged to continue to compile information from their respective departments concerning the request of Dr. Jerry Stout from Southeastern.

January 2014

Report from the Judiciary Committee

It is recommended that the recent Art/Communication and Theatre reorganization be included in the Judiciary Committee review of the number of Faculty Senators that need to be elected to serve in the Faculty Senate along with any other senator adjustments found during the review.

Senate Motion 2014-01-01: The faculty senate shall suspend Article II, Section 1 of The Constitution of the Faculty of Southwestern Oklahoma State University for the remainder of the current academic year of 2013/2014. This suspension shall apply only to the newly created Department of Art, Communication & Theatre for the current academic year of 2013/2014. Subsequent to this motion, Senators Jeong and Schroeder shall serve out their terms through the May 2014 Faculty Senate meeting. Upon commencement of the next academic year of 2014/2015 and the meeting of the Faculty Senate in June 2014, this suspension will no longer apply and the appropriate number of senators from the Department of Art, Communication & Theatre will be seated based upon the criteria set forth in Article II, Section 1 of The Constitution of the Faculty of Southwestern Oklahoma State University.

Rationale: The merging of these departments has created the situation where one department is now represented by two senators when, based upon the number of faculty in the department and the criteria of the Constitution, there should be only one senator. Given that the two senators have fulfilled over half of their currently elected term, both have long been productive members of the senate, and that there remains only five (5) meetings of the currently seated senate, the Judiciary Committee feels it is appropriate to allow these two senators to fulfill their duties to their constituents and to the senate through their committee work for the remainder of the academic term.
Motion was approved by voice vote.

The Distance and E-Learning Committee would like the Senate to evaluate the proposed best practices course rubric developed by the committee for online courses. All Senators were provided an electronic copy of the rubric.

**Senate Motion 2014-01-02**: The Director of Service Learning proposes that a new standing committee, the Outreach Committee, be formed as a sustained oversight entity for all service related activities of the campus—Service Learning, club/organization-related service, certain kinds of internships and experiential learning capstones, and faculty outreach. The membership would include the Dean of Students (ex-officio), the Director of Service Learning (ex-officio), faculty from the College of Arts and Sciences, the College of Pharmacy, the College of Professional and Graduate Studies, and the College of Associate and Applied Sciences, staff/faculty members who sponsor clubs and organizations on campus, student leaders from SGA/CAB, and community partners. The Faculty Senate would be charged with the election of faculty representatives from each school; SGA would appoint student members. Community partners and additional members such as club sponsors would be appointed by the Provost.

**Rationale:**

1) SWOSU needs to address HLC’s concerns about the institutionalization of engagement and Service Learning reported after their last visit. This would also satisfy one of the benchmarks for engagement according to Campus Compact and other engagement specialists since it will be a standing committee dedicated to that purpose;

2) The current SL director is nearing retirement; a new individual will come on board in two years. In light of that change, SWOSU needs oversight of these areas of engagement in a sustained way to bridge that time of change;

3) One of the current concerns of the SL Director is that while data is collected centrally and processed for faculty scholarly activities, no such formal mechanism exists for collecting data about faculty service activities, which are broader than most of us are aware (and impressive!);

4) New kinds of capstones and internship-like classes are emerging across campus currently; these tend to be experiential learning in most cases, and we need to be aware of the extensiveness, types, and value added of such courses across the disciplines.
The VPSS and VPAA are aware of this proposal and do support such a standing committee.

Motion to table to the February meeting. Motion was approved by a voice vote.

**Senate Motion 2014-01-03:** Whereas in the first few days of class, faculty usually introduce the objectives, policies, and fundamental concepts of a course, faculty should have the right to refuse to accept students in a class if they have missed more information than the faculty member believes can reasonably made up.

**Rationale:**

Students who enroll at the end of the enrollment period, or for any reason have missed the first three or more classes, may be so far behind in that class that they are unable to make up missed work. This is especially true of classes in which they may have missed several labs. It is unreasonable for a student to expect a faculty member to repeat hours of instruction on an individual basis to accommodate those who do not attend class for the first few days or even weeks! Some students seem to feel that since they did not attend the first few classes in the semester, they are not subject to attendance policies stated by the instructor on the first day of class.

If accepted, the above motion should be added to both the student and faculty handbooks.

**The current student handbook states the following regarding attendance:**

The administration and faculty of SWOSU expect students to attend regularly the classes in which they are enrolled. Individual instructors shall determine the degree to which student absences shall affect class grades. Students will be notified of this policy in each of their courses at the first of the semester. There are no "free cuts." If the instructor does not mention attendance policies, class members should ask for specific guidelines.

Students may be withdrawn from a course for excessive absences upon the request of the instructor.

The University does not excuse students from class attendance for participation in school activities such as athletics, music groups, speech events, field trips, etc. Absences due to illness may be confirmed through the University Nurse and cleared by the instructor. Any and all absences must, in some way, finally be cleared with instructors, who may accept or reject explanations. In the event that a student will miss three or more days of classes, students may request the DOS to notify their instructors. Students should be prepared to provide documentation regarding their absences to the DOS.

Motion failed by a voice vote.
**Senate Resolution 2014-01-01:** Whereas one of SWOSU’s values is to “guide our actions by fairness, honesty and integrity” we feel that is imperative to establish guidelines for the promotion of academic integrity within the student body.

Rational: The number of cases of plagiarism and other forms of academic dishonesty is increasing exponentially and SWOSU regulations posted in the faculty and student handbooks are vague. SWOSU College of Pharmacy has a fully developed set of guidelines to promote academic integrity, report and sanction dishonesty.

Motion to send Resolution to the Student Affairs Committee. Motion was approved by a voice vote.

February 2014

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**Report from the University Policies Committee**

**Report and Recommendation of the University Policies Committee**

**Faculty Grievance Policy and Faculty Grievance Committee**

February 2014 (see appendix A)

The University Policies Committee recommends that the Faculty Grievance Policy be inserted in the Faculty Handbook and that the Faculty Grievance Committee be included in the list of university standing committees.

Rationale: The Provost reports that although the Faculty Grievance Policy has been in force, the policy has never been added to the Faculty Handbook. In addition, given that the Faculty Grievance Committee has a regular faculty membership recommended by the Faculty Senate, the committee should be included in the list of university standing committees.

Respectfully submitted.

University Policies Committee

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**Faculty Senate Motion 2014-02-01:** Motion to implement the Committee Report and Recommendation of the University Policies Committee concerning the Faculty Grievance Policy and Faculty Grievance Committee.
Motion was approved by a voice vote.

Report and Recommendation of the University Policies Committee
Revision of the Dead Days Policy
February 2014

The current SWOSU Dead Days Policy:

“During the regular semester, the three days prior to the beginning of finals are considered "dead days" in that no 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 be due or presented during these days.”

The University Policies Committee recommends the following revision to the SWOSU Dead Days Policy:

“During the regular semester, the three days prior to the beginning of finals are considered "dead days" in that no graded assignments or activities are to be scheduled. Extracurricular events (other than unscheduled league play-off events) and required field trips are prohibited. Attendance policies will remain in force.”

Rationale: There continue to be student concerns and faculty questions regarding acceptable course assignments and activities in respect to the Dead Days Policy. Revision of the policy to prohibit “graded assignments and activities” provides clarity and obviates the need to include a list of individual activities, such as examinations, quizzes, homework, papers, reports, presentations, projects, and any additional graded assignment or activity. However, addition of the sentence “Attendance policies will remain in force” will allow faculty, if desired, to include attendance in the course grading scheme.

Respectfully submitted.

University Policies Committee

Faculty Senate Motion 2014-02-02: Motion to implement the Committee Report and Recommendation of the University Policies Committee concerning the
Revision of the Dead Days Policy.

Motion was approved by a voice vote.

Report of the University Policies Committee
SWOSU Final Exam Schedule
February 2014

The Provost has requested that the Faculty Senate discuss a potential change in the current SWOSU final exam schedule (Th-F, then M-W) to a single, dedicated final exam week (M-F). Currently, SWOSU is the only RUSO institution with a “split” final exam schedule. Each of the other RUSO programs have a single final exam week which begins on a Monday and ends on the following Friday. In respect to the regular semester calendar, changing to a single final exam week in alignment with other RUSO member programs will result in the following: (1) classes will begin on Monday in the Fall and Spring semesters; (2) classes will begin two days earlier and end three days earlier in the Fall semester; (3) classes will begin three days later in the Spring semester; (4) the last day of finals in the Spring semester will be on the Friday before Saturday Commencement; (5) grade submission deadlines would likely be changed to early in the week following finals; and (6) possible elimination of Dead Days. There will not be any change in the actual number of class days during the academic year.

As a nucleus for discussion, the committee offers the following advantages and disadvantages of changing to a single M-F final exam week. The committee recommends that Senators discuss this proposal with their departmental faculty, as well as students, in order for the Faculty Senate to develop a consensus recommendation for the Provost.

Advantages

1. More efficient management of transfer students. In the current SWOSU semester schedule, the admission, registration, and enrollment processes for transfer students, particularly Spring semester transfers, have been challenging due to issues such as difficulty in obtaining transcripts. SWOSU typically has several hundred transfer students each academic year.
2. Improved coordination of activities with other RUSO member schools (e.g., collaborative scholarly activities and system-wide meetings and conferences).

3. Greater efficiency of scheduling athletic events. In the current SWOSU semester and final exam schedule, particularly at the end of the Fall semester, Great American Conference and non-conference schools must consistently accommodate the SWOSU schedule (the vast majority of Great American Conference schools have schedules similar to the other RUSO programs). Given that the NCAA mandates a 7-day no event “dead period” beginning the Monday before Christmas and the fact that SWOSU finals span across two weeks, SWOSU is effectively prevented from scheduling athletic events over a period of two weeks. This has forced much earlier scheduling of conference games for winter semester sports, particularly basketball, which is not typical and impacts both SWOSU and our athletic opponent institutions. In addition, the current Spring final exam schedule has necessitated that student athletes (baseball and softball) and Athletic Department staff to negotiate with faculty to arrange final exams to allow for participation in conference tournaments. The Athletic Department has repeatedly expressed that this is not an ideal situation for faculty or students.

4. Each academic semester would have 15 complete weeks (as opposed to 14 full weeks and 2 “half” weeks), which may facilitate more efficient planning and scheduling (e.g., the “add/drop” period may be placed in the first week of classes).

5. In courses with a laboratory component, there may be more advantageous scheduling and planning.

6. Faculty have expressed concerns that some students appear to diminish the importance of the W-F class days during the first week and in some cases do not report to class until the following Monday.

7. Due to an earlier end of the Fall semester, there may be more convenient scheduling of travel, particularly for international students.

Disadvantages

1. The change to a Monday start will require a reexamination of the logistics of the annual Fall Faculty Workshop.
2. Students will be required to complete all final exams in a period of five consecutive days. This may present additional challenges for students with heavier than average loads, senior students in more demanding courses, or students in professional programs.
Report from the Student Affairs Committee

Faculty Senate charged the Student Affairs Committee with investigating SWOSU’s policies on cheating on plagiarism. First, the committee looked at the Student and Faculty handbooks as well as the College of Pharmacy’s policy on cheating and plagiarism and then compared these documents with the policies of the other RUSO schools. The committee agreed that SWOSU policy was quite similar to the other RUSO schools and only recommended two small edits to the current policy.

Lisa Schroeder met with Dean Dougherty to further confirm if a need to revise SWOSU’s current policy on cheating and plagiarism existed. The Dean of Students admitted there has been an increase in cheating and plagiarism but felt this increase was directly related to plagiarism software such as Turn It In. She explained that there has been 100% faculty satisfaction with all cases coming through her office and did not see a need to change the policy but would endorse any changes the faculty wanted to make to the current policy. The Dean of Students further explained that she thought the problem was awareness. This led to the proposal to have students sign a contract that they have read and understood the student handbook guidelines on cheating and plagiarism. This could be done at the first enrollment, during NSO sessions or during freshman orientation. The Dean of Students offered to write this contract for students.

The Student Affairs Committee was unable to meet after Lisa Schroeder met with the Dean of Students and before the faculty senate report. Therefore, the Student Affairs Committee will meet before the next faculty senate meeting with recommendations.

Report from the Adhoc Committee on the FUPTRC

We are drafting the questionnaire to be administered in the coming weeks. We will ask senators to encourage their departments to participate. Results of the questionnaire will be presented back to the senate to inform a senate vote on revisions of FUPTRC.

Faculty Senate Motion 2014-01-02: The Director of Service Learning proposes that a new standing committee, the Outreach Committee, be formed as a sustained oversight entity for all service related activities of the campus—Service Learning, club/organization-related service, certain kinds of internships and experiential learning capstones, and faculty outreach. The membership would include the Dean of Students (ex-officio), the Director of Service Learning (ex-officio), faculty from the College of Arts and Sciences, the College of Pharmacy, the College
Rationale:

5) SWOSU needs to address HLC’s concerns about the institutionalization of engagement and Service Learning reported after their last visit. This would also satisfy one of the benchmarks for engagement according to Campus Compact and other engagement specialists since it will be a standing committee dedicated to that purpose;

6) The current SL director is nearing retirement; a new individual will come on board in two years. In light of that change, SWOSU needs oversight of these areas of engagement in a sustained way to bridge that time of change;

7) One of the current concerns of the SL Director is that while data is collected centrally and processed for faculty scholarly activities, no such formal mechanism exists for collecting data about faculty service activities, which are broader than most of us are aware (and impressive!);

8) New kinds of capstones and internship-like classes are emerging across campus currently; these tend to be experiential learning in most cases, and we need to be aware of the extensiveness, types, and value added of such courses across the disciplines.

The VPSS and VPAA are aware of this proposal and do support such a standing committee.

The motion was again tabled for further discussion.

March 2014

Report from the Faculty Senate Nominating Committee:
2014/2015 Committee Openings

Academic Advisory and Scholarship Council -- Develops policies governing the student advisory and scholarship program within the framework of Regents' retention regulations. Serves
as an appellate committee on student academic status. Meets the day before classes start each semester and summer sessions regularly and other meetings are scheduled as needed.

Three (3) positions open

**Academic Appeals Committee** -- Reviews the procedural fairness of an instructor's grading policy upon the filing of a written student academic appeal.

FS nominates ten (10) faculty, with five (5) of those being chosen by the President or his designee for committee membership.

Ten (10) nominees needed

**Appellate Committee on Dismissal of Tenured Faculty Members** -- Hears appeals of dismissed tenured faculty members when hearings are requested.

FS nominates eight (8) tenured faculty, with four (4) of those being chosen by the tenured faculty of the University for committee membership.

Eight (8) nominees needed

**Benefits Committee** -- Promotes programs that will contribute to the health and wellness of all University employees and their families; studies and reviews all employee benefit programs at Southwestern Oklahoma State University and makes this information available to SWOSU community; gathers faculty and staff input on all University benefit programs; and reviews annually University-sponsored benefits, and the RUSO benefit programs, and make recommendations through proper channels regarding such benefits.

Three positions open – College Specific –

One (1) needed -- Arts and Science

One (1) needed -- Professional and Graduate Studies

One (1) needed -- Pharmacy

**Bernhardt Award Selection Committee** -- Selects an outstanding faculty member to recognize.

Three positions open – College Specific –

Professional & Graduate Studies – Dr. Patsy Parker

One (1) needed -- Arts & Sciences

One (1) needed – Associate & Applied Science

One (1) needed – Pharmacy
**Campus Environmental Committee** -- Promotes environmental awareness, resource conservation, and recycling of certain materials.

One (1) position open

**Distance and eLearning Council** – The Distance and eLearning Committee (DELC) is charged with the development and promotion of educational technologies, recommendation of educational technology priorities, policies, and procedures, advisement on distance and eLearning accreditation, and recommendations of faculty development related to educational technologies, both distant and eLearning, across the university.

Three (3) positions open – College Specific – Need representatives for

One (1) – Arts & Sciences

One (1) – Professional & Graduate Studies

One (1) – Pharmacy

**Faculty Development Committee** -- Encourages excellence in teaching and scholarly activities. This committee will offer programs to enable the faculty to improve personal and professional qualities as educators. Program content will encompass: teaching, research, and new faculty orientation.

Three (3) positions open, College specific –

One (1) – Arts & Sciences

One (1) – Professional & Graduate Studies

One (1) – Associate & Applied Sciences

**Financial Assistance Advisory and Appeals Committee** -- Acts as an advisory committee to the student financial assistance officer, hears appeals, and recommends disposition of student grievances related to financial assistance awards.

One (1) position open

**Intellectual Property Committee** -- Disseminates information to the faculty regarding laws and policies regarding copyrights and the use of intellectual property. The Committee monitors general University compliance.

Three (3) positions open
Report of the University Policies Committee
Potential Change to a Single (M-F) Final Exam Week
March 2014

The Provost has requested that the Faculty Senate discuss a potential change in the current SWOSU final exam schedule (Th-F, then M-W) to a single, dedicated final exam week (M-F). Currently, SWOSU is the only RUSO institution with a “split” final exam schedule. Each of the other RUSO programs have a single final exam week which begins on a Monday and ends on the following Friday. This is the committee’s second report on this proposal. This report contains (1) an updated summary of potential advantages and disadvantages based on committee discussion and faculty feedback and (2) a summary of responses from faculty in support or against the proposal.

Advantages

1. More efficient management of transfer students. In the current SWOSU semester schedule, the admission, registration, and enrollment processes for transfer students, particularly Spring semester transfers, have been challenging due to issues such as difficulty in obtaining transcripts. SWOSU typically has several hundred transfer students each academic year.

2. Improved coordination of activities with other RUSO member schools (e.g., collaborative scholarly activities and system-wide meetings and conferences).

3. Greater efficiency of scheduling athletic events. In the current SWOSU semester and final exam schedule, particularly at the end of the Fall semester, Great American Conference and non-conference schools must consistently accommodate the SWOSU schedule (the vast majority of Great American Conference schools have schedules similar to the other RUSO programs). Given that the NCAA mandates a 7-day no event “dead period” beginning the Monday before Christmas and the fact that SWOSU finals span across two weeks, SWOSU is effectively prevented from scheduling athletic events over a period of two weeks. This has forced much earlier scheduling of conference games for Winter semester sports, particularly basketball, which is not typical and impacts both SWOSU and our athletic opponent institutions. In addition, the current Spring final exam schedule has necessitated that student athletes (baseball and softball) and Athletic Department staff to negotiate with faculty to arrange final exams to allow for participation in conference tournaments. The Athletic Department has repeatedly expressed that this is not an ideal situation for faculty or students.

4. Each academic semester would have 15 complete weeks (as opposed to 14 full weeks and 2 “half” weeks), which may facilitate more efficient planning and scheduling (e.g., the “add/drop” period may be placed in the first week of classes).

5. In courses with a laboratory component, there may be more advantageous scheduling and planning.
6. Faculty have expressed concerns that some students appear to diminish the importance of the W-F class days during the first week and in some cases do not report to class until the following Monday.

7. Due to an earlier end of the Fall semester, there may be more convenient scheduling of travel, particularly for international students.

8. A change to a single finals week will likely necessitate a change in the grade submission deadline to the early part of the week following finals, thereby eliminating the current time pressure for grade submission, particularly for faculty administering written finals.

9. The resulting adjustment in the calendar will allow for an expanded time and opportunities for intersession courses during the Winter break.

Disadvantages

1. The change to a Monday start will require a reexamination of the logistics of the annual Fall Faculty Workshop.

2. Students will be required to complete all final exams in a period of five consecutive days. This may present additional challenges for students with heavier than average loads, senior students in more demanding courses, or students in professional programs.

Responses in Support

“I agree with the proposal to move to M-F finals; also eliminate dead days.”

“I feel that the change to M-F finals is long overdue. Not because others are doing it, but because it makes sense to do it that way. I have wondered since 1989 why we scheduled exams to begin in the middle of the week.”

“Faculty in my School and related programs support the proposal.”

Responses Against

“I am against one full week of finals. The split week allows students to recover from the initial exams and put more time in on the last exams. As a student who experienced a full week of regular exams many times, I did poorer on the exams at the end of the week. Having a break allows students to perform the best they can. Also, I just had a new admission student (a good academic student) who just completed a degree from OSU, who expressed how much she liked the SWOSU final exam approach.”

“I think the split finals week works very well because it gives students a breather over the weekend rather than making it a straight 5 days in a row. OU had a straight 5-day finals week and as a student I would have much rather had a weekend in the middle to recover. I don’t really think changing the schedule to full weeks would affect my labs or courses in any way, however.”

“Having an opportunity to study over the weekend between finals seems to be less stressful than 4-6 finals spread over 5 days in a row.”
“I think that the way we schedule finals at SWOSU is far better than our sister institutions. By spreading finals over a weekend, students (at least those who study for finals!) have a chance to “recover” from the first 2 days. This is really helpful if a student has finals that require more study time toward the end of the final period. Plus, grades go in before graduation. Our system is not broken—don’t change it just because others don’t do things as well as we do at SWOSU!”

Motion to accept the report.

Motion was approved by a voice vote.

**Student Affairs Committee Report:**

Recommendations:

The Students Affairs Committee, after reviewing the cheating and plagiarism policies in the Student Handbook, the College of Pharmacy policy and the policies of the other RUSO schools and after meeting with the Dean of Students, Dean Dougherty, offer the following recommendations:

1) The Student Affairs Committee requests that Dean Dougherty create a contract for students to sign indicating that the both have read and understand the cheating and plagiarism policy in the student handbook and agree to consequences of violations of the policy.

2) The contract should be presented to students at initial enrollment, during freshman orientation or at New Student Orientation sessions.

3) A module on cheating and plagiarism should be included in the curriculum of freshman orientation or First Year Experience if implemented to foster awareness and understanding of cheating and plagiarism and consequences of violations of the policy.

Motion to accept the report.

Motion was approved by a voice vote.

**Report from the Adhoc Committee on the FUPTRC**

The committee has sent out an online survey to all faculty. Once the deadline of March 31st has passed, the committee will compile the results and make recommendations to the Senate.

The following motion was tabled in February for further discussion.
Senate Motion 2014-01-02: The Director of Service Learning proposes that a new standing committee, the Outreach Committee, be formed as a sustained oversight entity for all service related activities of the campus—Service Learning, club/organization-related service, certain kinds of internships and experiential learning capstones, and faculty outreach.

After discussing this matter with the Provost, the Senate Executive Committee has referred the matter to the University Policies Committee to come up with suggestions as the best means to handle this matter.

The SWOSU Staff Council has developed and approved the following request concerning the tuition waiver for spouses and dependents. They would like for the Senate to endorse the proposal as well before passing it along to the administration.

Spouse/Dependent Tuition Waiver Increase Proposal

The Southwestern Staff Council would like to respectfully request an increase in the Spouse/Dependent Tuition Waiver from 12 hours to 15 hours per semester effective Fall 2014. This request is made after much research and deliberation on the part of the council. It is our desire to enhance the opportunities for the University’s employees and their families, and improve the benefits package currently offered by the University. This council believes that an increase would not only benefit the employee, but the University as well through additional revenue annually.

Benefits (University)

- Revenue created by additional student fees (Approx. $11,000 to $12,500 per year based upon enrollment averages for 2012 and 2013)
- Additional recruitment tool for new employees by enhancing the benefits package currently offered
- Improvement of graduation numbers (i.e. rates and length time for completion of Bachelor’s)

Benefits (Employee)

- Allows Spouse/Dependent greater flexibility when selecting course work (i.e. 4 hour classes such as Biology, Chemistry, etc.)
- Earlier graduation for Spouse/Dependents
- Reduction of financial burden to employee by allowing for faster completion of degree thus enabling parents to remove dependents from insurance plans earlier
The council’s request parallels a piece of legislation currently being heard in the state legislature (H.B.3211) which seeks to amend the eligibility requirements all O.H.L.A.P. recipients and mandates a minimum enrollment of 15 hours to be eligible for the program. O.H.L.A.P. is “Oklahoma’s Promise” and this extension of the tuition waiver by the University would be considered “SWOSU’s Promise”. Our hope is that you will increase the hours allowed under the tuition waiver thus enhancing the benefits package and allowing the employee more flexibility when making decisions for their families. We sincerely appreciate your consideration in this matter.

Southwestern Staff Council

Proposal approved: March 12, 2014

Motion to endorse the proposal.

Motion approved by a voice vote.

**Senate Motion 2014-01-03:** Motion to send the report of the University Policies Committee about the Potential Change to a Single (M-F) Final Week Exam to the Provost for review.

Motion was approved by a voice vote.

April 2014

**Report from the Audit Committee**

The 2013-2014 Audit Committee (Marci Grant, Kristin Montarella, Tiffany Kessler, and Tammy Blatnick) reviewed the bank statements between the dates of March 15, 2013 and March 17, 2014.

The Audit committee found no discrepancies in either the bank or the University Accounts.

**Observation and recommendation:** There was one discrepancies in the receipts for the $5.00 dues and the deposits. One deposit for dues was made and a receipt not written.

**Note:** the Treasurer’s Report in the Faculty Senate Minutes, dated July 16, 2014, referred to a May Meeting Balance and it needs to read June Meeting Balance.
Southwestern Oklahoma State University

FACULTY SENATE MEETING

July 16, 2013 Meeting

APPROVED Faculty Senate Minutes

B. Secretary/Treasurer Curt Woolever

1. Roll Sheet – please sign.

2. Treasurer’s Report:
   a. BancFirst Checking Account: June Meeting Balance: $1948.40

   CURRENT BALANCE: $1948.40

   b. University Account: May June Meeting balance: $105.01

   CURRENT BALANCE: $105.01

Report from the Faculty Senate Nominating Committee

There were 39 volunteers for 36 committee slots for the 2014/2015 academic year. A slate ballot was prepared as an option for the Faculty Senate to use as a voting mechanism. Since there were more volunteers than openings available this year then in preparing the slate ballot, any volunteers who serve as faculty senators were not included. The rationale behind this is that 1) since many faculty volunteer for committee service as a part of their University service expectation and 2) those senators are fulfilling a service component through their senatorial position, then those senators were omitted to ensure
service across campus for those non-senator faculty wishing to fulfill that service through committee membership.

Additionally, some committees either 1) have been eliminated (noted below) or 2) have been eliminated from the Faculty Senate election process (University Research/Scholarly Activity Committee, Technology Committees). The latter change is summarized as follows in an e-mail from Marci Grant.

The University Computer/Telecommunication Advisory Committee is needs to be deleted and the following two Committees inserted in its place. They are the

**ADMINISTRATIVE TECHNOLOGY COMMITTEE** (has not met yet, – terms & selection process to be determined) – Current members are Steve Johnson, Jerome Wichert, Jan Noble, Shamus Moore, Kyle Wright, Darla Davenport, Cassie Jones, Mark Engelman (ex-officio), and Tom Fagan (ex-officio)

**ACADEMIC TECHNOLOGY COMMITTEE** – initial terms are staggered; 3 years for future committee continuity, 1 faculty member from each college. Initially Brad Bryant will be chair and the 2nd CPGS representative will fall off at the end of his term. Current members as as follows:

- Dr. Keith Talley (CAS) 2 year term (2016)
- Dr. Sherri Brogdon (CPGS) 3 year term (2017)
- Dr. Tami Moser (COP) 3 year term (2017)
- Renée Bagzis (CAAS) 2 year term (2016)
- Brad Bryant (CPGS) 1 year term (Chair) + 1 year member (2016)
- Jon Woltz (Library) 3 year term (2017)
- TBA (Student) SGA appoints 1 year term
- Marci Grant (CDeL - ex-officio)
- Mark Engelman (ex-officio)
The Academic Technology Committee discussed that the committee member selections should be done by the Provost and not Faculty Senate to ensure that the members are all tech savvy. We will discuss with the Provost to get approval. The committees description is in progress we are meeting in June to write it to get it to the Provost for inclusion in the 2014-2015 Faculty Handbook.

The following is the list of nominees for committees.

<table>
<thead>
<tr>
<th>Office/Committee</th>
<th>College</th>
<th>Elected Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS President Elect</td>
<td></td>
<td>Jared Edwards</td>
</tr>
<tr>
<td>FS Secretary/Treasurer</td>
<td></td>
<td>Tom McNamara</td>
</tr>
<tr>
<td>Academic Advisory and Scholarship Council</td>
<td></td>
<td>Hector Garza, Sudu Kodumthara, David Martyn</td>
</tr>
<tr>
<td>Academic Appeals</td>
<td></td>
<td>Bob Battisti, Rachel Davis, Jori Edwards, Phillip Fitzsimmons, Brandi Fowler, Cheri Lemons, Hank Ramsey, Robin Soblansky, Marcy Tanner, Kathy Wolff</td>
</tr>
<tr>
<td>Appellate on Dismissal of Tenured Faculty (Must be Tenured)</td>
<td></td>
<td>Lisa Boggs, Kevin Collins, Jerry Dunn, Daniel Farris, Barry Gales, EK Jeong</td>
</tr>
</tbody>
</table>
Motion to accept the report.

Motion approved by a voice vote.

**Report from the Adhoc Committee on the FUPTRC**
We had 95 people (just under 50%) take the survey.

26% were instructors
25% were assistant professors
24% were associate professors
24% were full professors

The missing percent is from rounding down.

The committee is examining written comments and distributions to better inform our upcoming recommendation(s) to the senate.

Motion to accept the report.

Motion approved by a voice vote.

**Senate Motion 2014-04-01:**

The description of the Academic Appeals Committee on page 23 of the current Faculty Handbook will be changed to reflect the non-voting status of the Registrar on that committee.

Rationale:

The original intent of placing the Registrar on this committee was to provide guidance to the faculty in respect to the impact of grade changes on regulatory compliance by the university. It was never intended that the Registrar be a voting member of the committee. Currently the committee description reads:

“The Registrar shall serve as an *ex officio* member of the committee.“

The original language describing the role of the Registrar was removed by the Provost (presumably to make the committee description consistent with the other committee descriptions). Technically, an *ex officio* member is a full voting member of a committee unless expressly stated otherwise. To avoid future misunderstandings with the Registrar and faculty, changing the description to “The
Registrar shall serve as a non-voting *ex officio* member of the committee,“ (or its equivalent) should remove any interpretive ambiguity.

Motion was approved by a voice vote.

**Senate Motion 2014-04-02:**

Motion to adopt the slate ballot from the Faculty Senate Nominating Committee for election of Faculty Senate officers and University Committees.

Motion was approved by a voice vote.

Now that Jason Dupree is the permanent library director, he can no longer serve on the ad hoc committee investigating the FUTPRC. The library needs to find a replacement for him and advise the Senate President of their selection.

May 2014

**Report from the Adhoc Committee on the FUPTRC**

The Adhoc Committee on the FUTPRC will continue analyzing the data from the recent survey of the faculty. There is a plan to have a proposal brought before the Senate during the June meeting.

Frederic Murray will replace Jason Dupree on the ad hoc committee investigating the role of the FUTPRC on the SWOSU campus.

The Adhoc Committee will present motions at the July 2014 Faculty Senate meeting. Faculty will vote on any approved motions in September. Once the results of the voting are compiled, final recommendations will be made to the Provost concerning the FUPTRC and the committee will disband.