

**Faculty Senate Meeting**  
**2:00PM December 7, 2007, Education 201**  
Approved **Faculty Senate Meeting Minutes**

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

The December 7, 2007 meeting of the Faculty Senate was called to order at 2:03 PM in Education 201 with FS President-Elect Les Ramos presiding. The following members were present: Lisa Appeddu, Ruth Boyd, John Bradshaw, Stephen Burgess, Sara Marquis for Chelsea Church, Viki Craig, Tommye Davis, Terry Goforth, Judy Haught, John Hayden, Sophia Lee, Scott Long, Joseph Maness, Robbie McCarty, Warren Mosley, Nancy Penner, Chad Ramirez, Les Ramos, Randall Sharp, Ric Baugher for Jeffrey Short, Eithel Simpson, James South, Bill Sticka, Don Wilson, Kathy Wolff, and Jon Woltz.

**II. CERTIFICATION OF SUBSTITUTES:** Sara Marquis for Chelsea Church and Ric Baugher for Jeffrey Short

**III. APPROVAL OF MINUTES:** Minutes of October 26, 2007 meeting  
The minutes were approved as corrected.

**IV. ANNOUNCEMENTS:**

A. From FS President Jones:

1. Department Chairs are encouraged every year to be aware of who is coming up for promotion and tenure within their departments and conduct the necessary evaluations. If a faculty member is not receiving evaluations the recommendation from the Provost is that they request them from the chair. If they do not get results from this discussion they can move up the chain of command.
2. We are being asked to look at the continuance procedure in regards to the formation of the department committee. This year an instance occurred where only one person was making a recommendation on another faculty member because there were so many first year faculty in the department. The Provost requests that we come up with a procedure for such occurrences. (Any changes in continuance procedures and or P/T need to be done by early spring so the faculty handbook can be updated for fall).
3. Dr. Foust reported that Todd Boyd's office is examining the current New Student Orientation. No changes will be made for fall '08. If you have suggestions please feel free to e-mail Todd. Some discussion is taking place about a 16 week course or a first year experience type class, which includes the possibility of overload pay for faculty who teach this course and several other options. Nothing is set in stone at this point so please don't listen to rumors but send suggestions to Todd.
4. Dayna Coker has agreed to serve on the University Promotion and Tenure Committee. Kathy Brooks has agreed to serve on the P/T Appeals Committee.

B. FS Secretary/Treasurer: Dr. Penner:

1. Roll Sheet—please sign.

2. Treasurer's Report: BancFirst Checking account balance: \$2,067.18  
University account balance: \$129.15

Treasurer's report was approved.

C. President-elect Dr Ramos: None

D. FS Past President Dr. Maness: None

E. FS Student Government Representative Sean Dooley: No representative was present

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

Personnel Policy Committee will have a report at the January meeting on the continuance issue.

**VI. UNFINISHED BUSINESS:**

A. Personnel Policies Committee motion for promotion of instructors

**FS Motion 2007-12-01:**

It was moved and seconded that Faculty hired at the rank of Instructor and ineligible for promotion to the rank of Assistant Professor may apply for promotion to the rank of Instructor II and Instructor III. An Instructor is eligible to apply to the rank of Instructor II during the fifth year that he or she holds the rank of Instructor. Faculty holding the rank of Instructor II are eligible to apply to the rank of Instructor III during the fifth year he or she holds the rank of Instructor II.

When applying for promotion, Instructors should follow the guidelines set down in the Faculty Handbook for Promotion and Tenure applicants. The applications for the promotion of Instructors will be reviewed under the same guidelines applicable to other promotions with these exceptions: When considering the promotion application of an Instructor, each level will grant more weight to the applicant's record of teaching and service and less weight to the applicant's professional activity than if an application for promotion above the rank of Assistant Professor were being considered. Also, at the department level, faculty holding the rank of Instructor II and III will be eligible to sit on the Department Promotion Committee considering the promotion applications of Instructors, and faculty holding the rank of Instructor III will be eligible to sit on the Department Promotion Committee considering the promotion of faculty holding the rank of Instructor II.

The motion passed by voice vote.

**VII. NEW BUSINESS:**

A. The Senator from the English Department offers the following Motion:

**FS Motion 2007-12-02:**

It is moved and seconded that the Freshman Orientation course include instruction regarding use of research resources offered by Al Harris Library.

The motion passed by voice vote.

B. Charges to the Personnel Policies Committee

1. Revisit the Promotion to the assistant level
2. Present pay recommendations for instructor levels
3. Address terminal degree issues again

C. Freshman Orientation motion

**FS Motion 2007-12-03:**

It is moved and seconded that High School/College Relations should form an ad hoc committee which would include faculty to develop a new Freshman Orientation program.

The motion passed by voice vote.

**VIII. ADJOURNMENT:**

**Next Faculty Senate meeting: January 25, 2008 2:00 EDU 201**

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**Robin Jones, President**

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**Nancy Penner, Secretary**