



## **VI. UNFINISHED BUSINESS:**

### **FS Motion 2008-1-01:**

It was moved and seconded that the following paragraph replace paragraph 3 under **B. Continuance Procedures**

3. The Departmental Continuance Committee will consist of the tenured members of the department. The Committee will meet and consider the strengths and weaknesses of the faculty candidate for continuance. In the event that the number of tenured faculty members in a division and/or department is fewer than five (5), the actual tenured members in the division and/or department, plus additional tenured faculty members appointed by the Dean will form a group of at least five (5) tenured faculty members to act as an ad hoc committee for continuance recommendation. The Departmental Continuance Committee shall select one of its own recommending members to chair the meeting. Following discussion of the candidate, a vote is taken on recommendation to "Grant" or "Deny" continuance. Each vote is by separate, standardized secret ballot; ballots are prepared in advance but not distributed until discussion on a candidate is completed. Majority rule decides the recommendation. In the case of a tie vote (including abstaining votes) the recommendation is deny.

The committee chair shall record the recommendation, compile a written summary of the rationale, and sign the recommendation. Once the committee chair has prepared this report, it must be forwarded to the Department Chair/Associate Dean by October 15.

### **FS Motion 2008-1-02:**

It was moved and seconded to table **FS Motion 2008-1-01**.

The motion passed by voice vote.

## **VII. NEW BUSINESS:**

### **FS Motion 2008-1-03:**

It was moved and seconded: The SWOSU Faculty Senate requests that a standing committee be established to review current expenditures and prepare recommendations and spending priorities. We recommend that this committee include student, faculty, classified staff, and administration representatives. We further recommend that the committee be empowered to investigate and evaluate budgetary priorities in all university units.

The motion passed by voice vote.

**FS Motion 2008-1-04:**

It was moved and seconded: the SWOSU Faculty Senate resolves that HB 2600 (by Wesselhoft) introduced in the 2<sup>nd</sup> session of the 51<sup>st</sup> Legislative of the State of Oklahoma is an unnecessary duplication of rules and policies of the Oklahoma State Regents of Higher Education (OSRHE) and Regional University System of Oklahoma (RUSO) currently in effect and further places an excessive burden and expense on higher education institutions in its reporting and hiring requirements. We earnestly hope that the 51<sup>st</sup> Legislature of the State of Oklahoma will recognize these facts and ask that this measure not be adopted.

The motion passed by voice vote.

**FS Motion 2008-1-05:**

It was moved and seconded that the University Textbook Policy be sent to the FS University Policies Committee.

The motion passed by voice vote.

Please send any comments on the policy (see attached) to Steve Burgess.

**VIII. ADJOURNMENT:**

*Next Faculty Senate meeting: February 29, 2008 2:00 Ed 201*

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**Robin Jones, President**

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**Nancy Penner, Secretary**

# **Instructional Materials Policy**

## **Southwestern Oklahoma State University**

Purpose: In accordance with House Bill 2103, the purpose of this policy is to give students at SWOSU increased choices to lower the cost of purchasing textbooks and instructional materials.

1. Each SWOSU department or academic unit shall identify textbooks applicable to its courses.
2. SWOSU faculty and staff members should consider the least costly practices in assigning instructional materials for a course, such as adopting the least expensive edition available when educational content is comparable as determined by the faculty and working closely with publishers and bookstores to create bundles and packages if they deliver cost savings to the students.
3. Each publisher of instructional material used by students enrolled at SWOSU shall make available to the faculty and staff the price at which the publisher will make the instructional materials available to the University bookstore and a list of the revisions for the instructional materials since the last published edition, if any.
4. If appropriate, students should be allowed to use the most prior edition of the required textbook. Instructors should inform students if this is permitted.
5. A cost comparison of the selected textbook and required ancillary materials with other acceptable textbooks shall be presented to the department chair or associate dean for approval prior to placement of order.
6. Unless required for the course (Item 2 above), the University Bookstore shall provide students with the option of purchasing instructional materials that are unbundled from ancillary materials.
7. Faculty members and departments are encouraged to identify and use good practices to keep the cost of instructional materials as low as possible. Possible cost saving measures, when practicable, may include:
  - a. Post on its department website at least 60 days prior to the start of each semester a list by course of all textbooks to be used that semester to enable students to research the lowest price.
  - b. Use of paperback rather than hardback copy.
  - c. Use a textbook for more than one course.
  - d. Use shorter (smaller) version of textbook.
8. The University Bookstore shall actively promote and publicize book buy-back programs.
9. No faculty member or department at SWOSU shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring SWOSU students to purchase specific textbooks or instructional material required for coursework or instruction.

10. A faculty member or department may receive:

- a. Sample copies of textbooks or instructional material, instructor copies of textbooks or instructional material, or other instructional material, that are not to be sold by faculty, staff, or bookstores.
- b. Royalties or other compensation from sales of textbooks or instructional materials that include the writing or work of the faculty member.
- c. Honoraria for academic peer review of instructional materials.
- d. Training in the use of instructional materials and technologies.

11. No instructional materials vendor or bookstores located on campus or bookstores which contract with SWOSU to provide bookstore services to students shall solicit faculty or staff members for the purpose of selling free review instructional materials that have been provided by a publisher at no charge to the faculty or staff member. Bookstores shall not permit book wholesalers conducting buybacks on campus to accept review instructional materials from faculty or staff members. No bookstore shall engage in any trade of any instructional material marked as or identified as free review instructional materials.

12. All open access materials such as lab worksheets, homework exercises, course syllabus, etc. shall be provided to students online in lieu of purchasing printed copies.

13. The Library shall place in reserve for checkout by students textbooks used in large courses. The Library shall develop and implement procedures and periodically review the effectiveness of this program.