

**Faculty Senate Meeting**  
**2:00PM October 26, 2007, Education 201**  
**Approved Faculty Senate Meeting Minutes**

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

The October 26, 2007 meeting of the Faculty Senate was called to order at 2:02 PM in Education 201 with FS President Robin Jones presiding. The following members were present: Ruth Boyd, John Bradshaw, Mark Gales for Chelsea Church, Viki Craig, Tommye Davis, Terry Goforth, Judy Haight, John Hayden, Robin Jones, Sophia Lee, Scott Long, Joseph Maness, Robbie McCarty, Warren Mosley, Nancy Penner, Chad Ramirez, Les Ramos, Randall Sharp, Eithel Simpson, James South, Bill Sticka, Don Wilson, Kathy Wolff, and Jon Woltz.

**II. CERTIFICATION OF SUBSTITUTES:** Mark Gales for Chelsea Church

**III. APPROVAL OF MINUTES:** Minutes of September 28, 2007 meeting  
The minutes were approved.

**IV. ANNOUNCEMENTS:**

A. From FS President Jones:

1. RUSO is planning another celebration this year possibly at the Bricktown Ballpark.
2. It has come to Administration's attention that there is no plan for Sayre campus representation on FUTPRC and Appeals when no one meets the qualifications.
3. 2.5 percent pay increase in January 2008.
4. The grievance policies are in the Provost's office and he has given them to the President for a decision soon. Working under the old grievance policy.

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

**Dues paid: 1**

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:**

None

**VI. UNFINISHED BUSINESS:**

None

## **VII. NEW BUSINESS:**

### **FS Motion 2007-10-01:**

It was moved and seconded that the following change should be made to the continuance procedures outlined in the Faculty Handbook:

In regard to "B. CONTINUANCE PROCEDURES" (p. 108 of the Faculty Handbook), the language associated with number 3, beginning with the second sentence, should be replaced with:

"The Department Continuance Committee shall select one of its own recommending members to chair the meeting. This open discussion is followed by submission of a Faculty Recommendation Form for Continuance from each member of the committee to the committee chair by October 15. Once the committee chair has prepared the summary report it must be reviewed and signed by members of the departmental committee. The committee chair forwards the summary report to the Department Chair/Associate Dean by October 22."

### **FS Motion 2007-10-02:**

It was moved and seconded to send **FS Motion 2007-10-01** to the Personnel Policies Committee for further study.

The motion was passed by voice vote.

### **FS Motion 2007-10-03:**

It was moved that the following change should be made to the continuance procedures outlined in the Faculty Handbook:

In regard to "Departmental Continuance Committee considerations" (p. 109 of the Faculty Handbook), replace the last bulleted statement with:

"If the individual under consideration is the chair of the department, then the chair of the Departmental Continuance Committee forwards the summary report to the Dean of the appropriate school (step # 5 would not be a part of the continuance process of a chair) who then assumes the duties of the department chair as outlined in the Continuance Procedures."

The motion was not seconded.

### **FS Motion 2007-10-04:**

It was moved and seconded that for Service Learning to be fully institutionalized at SWOSU, Service Learning involvement--course planning, implementation, and supervision--should be added as an item under the heading of TEACHING for the Tenure/Promotion process in the SWOSU Faculty Handbook.

The motion was passed by voice vote.

**FS Motion 2007-10-05:**

It was moved and seconded that the Faculty Senate President refer to the appropriate committee the task of designing a system of rewarding those at the rank of Instructor with advancement within rank and increments in salary for meritorious service.

The motion was passed by voice vote and referred to the Personnel Policies Committee.

**OTHER NEW BUSINESS:**

1. The Faculty Senate was asked to examine policies concerning distribution of Administrative Evaluations to candidates applying for tenure and promotion. The Faculty Senate President will look into this matter.
2. It was suggested that the Faculty Senate consider policies regarding sabbatical leave at regional universities.

**FS Motion 2007-10-06:**

It was moved and seconded that SWOSU should consider the use of electronic signatures for faculty and staff.

The motion was passed by voice vote. The Faculty Senate President will discuss this matter with the Provost.

**VIII. ADJOURNMENT:**

*Next Faculty Senate meeting: December 7, 2007 at 2:00 pm in EDU 201*

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**Robin Jones, President**

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**Nancy Penner, Secretary**