

**Southwestern Oklahoma State University**  
**Faculty Senate Meeting**  
**September 25, 2009, 2:00 pm, EDU 201**  
**Approved Faculty Senate Meeting Minutes**

- I. CALL TO ORDER:** The September 25, 2009, meeting of the Faculty Senate was called to order at 2:00 PM in Education 201 with FS President Scott Long presiding.
- II. ESTABLISH QUORUM:** The following members were present: Warren Akers, Lisa Appeddu, John Bradshaw, Stephen Burgess, Chelsea Church, Kevin Collins, Tommye Davis (Sayre), David Esjornson, Vicky Gilliland, Terry Goforth, Rita Hays, Vicki Hatton for Todd Helton, Sophia Lee, Joe London, Jim Long, Scott Long, Ralph May, Anil Pereira for Warren Moseley, Edna Patatanian, Chad Ramirez, Les Ramos, Ann Russell, Lisa Schroeder, Muatasem Ubeidat, Dennis Widen, Tammy Blatnick for Kathy Wolff, and Tyler Rogers (SGA Rep).
- III. CERTIFICATION OF SUBSTITUTES:** Vicki Hatton for Todd Helton; Anil Pereira for Warren Moseley; and Tammy Blatnick for Kathy Wolff.
- IV. PRESENTATION OF VISITORS:** None.
- V. APPROVAL OF MINUTES:** Minutes of the August 28, 2009, meeting were approved by voice vote.
- VI. ANNOUNCEMENTS:**
- A. From FS President Scott Long:**
1. **Retirement of President Hays:** to be effective January 31, 2010.
  2. **Passing of Ms. Cindy Carley,** Department of Communication & Theatre.
  3. **Budgetary Issues:** The state experienced a decline in revenues in both July (26%) and August (32%). These were reflected by across the board cuts (5%) to all state-funded entities, including SWOSU. SWOSU's current increase in enrollment is helping to offset these cuts, but it could become problematic if revenues continue to decline. For example, some positions that become open may not be re-filled immediately. The legislature may call a special session to address the budgetary short-falls and responses to it. Reminder that the \$5.00 fee to be assessed to students will begin in the Fall 2010 semester.
  4. **Change to Blue Cross/Blue Shield:** Faculty are encouraged to attend their scheduled times for the Insurance Option Enrollment periods during the week of October 5 to 8 for Weatherford campus personnel, October 9 for OKC pharmacy personnel, and October 12 for Sayre campus personnel.
  5. **Absences due to H1NI:** The current policy addressing the H1N1 (swine flu) threat advises students who feel that they are coming down with the flu to minimize their contact with fellow students, staff, and faculty. The Administration is aware that some students will abuse this policy and miss class when it is not necessary. The Administration asks faculty with required attendance policies to "grit their teeth", be patient, and allow this potential health crisis to run its course.
  6. **Bookstore:** Per the memo sent by Dr. Sonobe to Department Chairs, faculty are encouraged to inform the bookstore of all options made available to students for acquisition of textbooks (non-bookstore sources) and to cooperate with the bookstore in reducing their overhead and costs. The contract with Follett's as the official University bookstore will be re-evaluated and bids for contracts will go out next year.

**B. FS Secretary/Treasurer Lisa Appeddu:**

1. **Roll Sheet** – please sign.

2. **Treasurer’s Report:**

a. BancFirst Checking account:

• August Meeting balance:	\$1093.86
Returned change for collecting Faculty Senate Dues	+ 100.00
Faculty Senate Dues collected and deposited	+ 900.00
• September 16, 2009, statement balance:	\$2093.86

b. University account balance (No change): \$130.00

**C. FS President-elect Muatasem Ubeidat:** Nothing to report.

**D. FS Past President Les Ramos:** Nothing to report.

**E. FS Student Government Representative Tyler Rogers:** Will check with SGA into potentially co-hosting the Faculty Retirement Reception with the Faculty Senate.

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

**A. Report from the *Ad hoc* Committee on the Honors College Proposal:** Chair Stephen Burgess reported that the Committee has decided to move forward by choosing a potential Director to help to coordinate classes and personnel. A viable candidate has not been found to date; anyone who may be interested is encouraged to contact him for more details.

**B. Faculty Senate Budget Contingency Planning *Ad Hoc* Committee:** Chair Muatasem Ubeidat reported that the Committee is slated to meet with Vice President for Administration and Finance Tom Fagan on October 8 to discuss possible alternatives. However, in reviewing SWOSU’s budget, the Committee did not find much “excess” once necessary expenses and salaries were accounted for. The Committee encouraged anyone who had ideas on budget savings to contact them.

**C. Report from the *Ad hoc* Committee on the Faculty Handbook:**

1. **Workday Policy:** During the August 2009 meeting, the Faculty Senate put forth FS Motion 2009-08-01 to provide a workday policy. The following has been submitted instead to serve as the workday policy for the updated Faculty Handbook –

In accordance with AAUP Policy Documents & Reports, “the privileges associated with faculty status create a corresponding obligation to observe suitable professional and ethical standards” (p. 169, Tenth Addition). Accordingly, the Statement on Professional Ethics (p.171, Tenth Addition) is subscribed to by Southwestern Oklahoma State University. As it relates to work load, work hours and such related issues, the Statement on Professional Ethics serves as a guiding principle. Each Department is expected to ensure that the members of that Department comply with the spirit of professionalism. In the event that the Chair of a Department or a majority of the members of a department deem that a member of the Department is acting in a manner that does not meet the spirit of the Statement on Professional Ethics, the Department Chair may file with the Dean of the College a statement of concern regarding said member of that Department. The Dean is then obligated to hear from those filing the concern as well as allow a response from

the party or parties so indentified. The Dean will recommend the appropriate action to be taken based upon his/her review of the concern.

2. **Omission of the Instructor levels from the Faculty Handbook:** It was presented to the Faculty Senate Executive Committee that this was not included in the Faculty handbook nor adopted by the University Administration based upon the fact that SWOSU instructors pay is already above the national average. Therefore, to establish the proposed ranks/levels of instructor would require a decrease in their salary.

**VIII. UNFINISHED BUSINESS:** None.

**IX. NEW BUSINESS:**

**A. Regarding recognition of Student Accomplishments:**

The following motion was moved and seconded:

**FS Motion 2009-09-01:**

It is proposed that Southwestern Oklahoma State University issue a document from the President's Office to students who are named to the President's Honor Roll, and that SWOSU issue a document from the Dean's Office to students who are named to the Dean's Honor Roll.

The motion passed by voice vote.

*Justification:* It has come to the attention of the Faculty Senate that students are not officially notified if they are named to the President's or Dean's Honor Roll. Therefore, the Faculty Senate suggests a document be issued to the student – whether in the form of a letter sent through the mail and via email notification. Furthermore, it is suggested that the letter or email contain an enclosed or attached certificate, respectively, to acknowledge the accomplishment.

**B. Regarding the updated version of the Faculty Handbook:**

The following motion was moved and seconded:

**FS Motion 2009-09-02:**

It is proposed that the following be inserted into the newly proposed workday policy, as such: "In the event that the Chair of a Department or a majority of the members of a department deem that a member of the Department is acting in a manner that does not meet the spirit of the Statement on Professional Ethics,..."

...the Department Chair should meet with that member to express such concerns. This meeting should be documented, and both the Chair and the member should indicate by signature that the meeting occurred. If the member's actions continue to raise concerns,...

"...the Department Chair may file with the Dean of the College a statement of concern regarding said member of that Department."

The motion passed by majority count.

*Justification:* The Faculty Senate was concerned that a situation could arise in which a faculty member was not aware that they were not meeting the spirit of the Statement on Professional Ethics. Therefore, this intermediary course of action was suggested to ensure that the faculty member is made aware that a problem exists at the Departmental level and given a chance to meet the spirit of the Statement on Professional Ethics prior to involving the Dean of the College.

**C. Regarding absences due to H1N1:**

The following resolution was moved and seconded:

**FS Motion 2009-09-03:**

The Faculty Senate supports Southwestern Oklahoma State University’s H1N1 policy. Furthermore, the Faculty Senate encourages instructors to clearly communicate any modification of their attendance policy to their students ASAP to help to reduce the exposure of the university community to the H1N1 virus.

The motion passed by voice vote.

*Justification:* It has come to the attention of the Faculty Senate that some students rarely miss class – this can be due to the fact that they are superior students who strive to attend all classes, and(or) due to the fact that they are trying to follow a strict attendance policy as established by some SWOSU faculty members. Regardless, all students should be ensured that they will be able to achieve their academic potential, even if they have to miss class due to illness.

**D. University Policies Committee:** Received a charge to examine the consistency in which the continuance, promotion, tenure, and post-tenure review procedures as detailed in the Faculty Handbook are followed.

**E. Caucus by College to select members of the Faculty University Promotion and Tenure Review Committee (FUPTRC) and University Promotion/Tenure Appeals Committee.** Results are as follows:

<i><b>College Represented</b></i>	<i><b>FUPTRC</b></i>	<i><b>Appeals</b></i>
Arts and Sciences	Fred Gates Helen Maxson Robbie McCarty	Viki Craig
Graduate and Professional Studies	Lisa Appeddu Nancy Penner Mindy Burgess	Ann Russell
Pharmacy	Randall Sharp	Benny French
Associate and Applied Programs	(No information received yet)	(No information received yet)

**X. ADJOURNMENT:** 4:00 p.m.

Respectfully Submitted,

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Scott Long, FS President

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Lisa Appeddu, FS Secretary

**Next Faculty Senate Meeting:  
Friday, October 30, 2009, at 2:00 p.m. in EDU 201**