

Faculty Senate Minutes
(Approved August 24, 2001)

Faculty Senate met Wednesday, April 25, 2001 at 3:00 PM in Sewell-Loofburrow 101. Representatives, Dan Baker, Joyce Bender, Sharon Brantner, Jerry Butler, Connie Carpenter (arrived 3:25), Tom Ellzey, Steve Martin, Min Soe, and Loyet Shafer (alternate for Russell Thatcher) were present. Absent were Jay Lark, Steve Kissel, and Kathleen Turner.

AGENDA

Joyce Bender, president, called the meeting to order at 3:04 PM. Motion was made, seconded and carried to approve the minutes of the April 2, 2001 meeting as distributed. (Ellzey, Butler)

OLD BUSINESS

Administrative Evaluations – Faculty senate representatives will distribute instructions for administrative evaluation procedures within their respective schools. These anonymously submitted evaluations are to be returned to Bender by 1:30 P.M., Friday, May 4. They will then be delivered to Dr. John Goodwin, university president. Senate representatives need to encourage every faculty member to complete the evaluation forms.

Academic Calendar – Academic Council will consider the proposed spring 2002 academic calendar. They would like to see in writing a plan that keeps the standard 75/50 minute classes. Bender and Soe will reevaluate the preferred option for the spring calendar and try to establish a schedule that will eliminate the minutes concern and still provide for final exams to be held prior to commencement.

AAUP – Bender emailed each faculty senate representative following the April 2 meeting to confirm interest in inviting an AAUP representative to address the OPSU faculty. Only one school responded and that response was negative. As a result, no invitation was extended to AAUP. Motion was made, seconded, and carried to pursue having a representative attend the fall faculty meeting. (Carpenter, Shafer). Bender will discuss scheduling with Dr. Goodwin.

Flower Fund – Representatives agreed that current administration of the funds is satisfactory. A recommendation will be made to the office of academic affairs that known illness or death of faculty or staff family members be published in The Pflansch.

NEW BUSINESS

Housing proposal – Motion was made, seconded, and carried to reject the preliminary proposal for allocation of faculty housing. (Baker, Carpenter) A copy of said proposal is attached as an addendum to these minutes.

Motion was made, seconded and carried to request Dr. Hibler, vice president of Student Affairs, to explore the appropriate laws, i.e., federal and/or state, that would regulate said housing issues and report back to Faculty Senate at their first fall 2001 meeting. (Shafer, Ellzey)

Student evaluation of faculty – Faculty senate has been requested to design a uniform instrument to be used for faculty evaluations that are completed by students. Copies of evaluation forms from each school were distributed. Carpenter, Ellzey, Martin, and Shafer volunteered to serve on a committee to work with Dr. Goldsmith to design a uniform instrument.

Representatives agreed that the office of Academic Affairs rather than individual schools should compile the summary of numerical data and written comments included in the evaluation forms.

OCTP non-accreditation – May 2 is the deadline for notification of OPSU's intent to file an appeal concerning the OCTP non-accreditation report.

Adjournment – Motion to adjourn was made, seconded and carried. (Butler, Carpenter) Meeting adjourned at 4:30 P.M.

Sharon Brantner, Secretary *SB*

Faculty Senate Minutes – **Approved**
April 2, 2001

Faculty Senate met Monday, April 2, 2001 at 3:00 PM in Sewell-Loofburrow 101. Representatives, Joyce Bender, Sharon Brantner, Jerry Butler, Connie Carpenter, Tom Ellzey, Jay Lark, Steve Martin, Min Soe, and Kathleen Turner were present. Absent were Dan Baker, Steve Kissel, and Russell Thatcher. Dr. Dale Goldsmith, vice president of Academic Affairs, was a guest.

Discussion

Dr. Goldsmith addressed questions from faculty senate members. Topics included:

- a) Decision for the fall academic calendar was necessary to meet printing deadlines. The proposed 2002 spring calendar will be discussed at future Academic Council meeting.
- b) Faculty Senate should formulate concerns regarding perceived SCT problems (transcript appearance, etc.) and submit them to University president.
- c) Telephone training sessions scheduled for April 3 will hopefully answer all operational questions. The fax number and 800 number will remain the same for the present.

AGENDA

Joyce Bender, president, called the meeting to order at 3:17 PM. Motion was made, seconded and carried to approve the minutes of the February 21, 2001 meeting as distributed. (Carpenter, Butler)

Academic Council Report – Academic Council accepted the Faculty Senate recommendation (Option 2) for the fall 2001 calendar. The proposed spring 2002 calendar was tabled and Bender will reintroduce the proposal during the next meeting. A late summer interterm was discussed. The regular summer school schedule will consist of six weeks and the nursing program summer schedule will consist of eight weeks

OLD BUSINESS

Academic Calendar – The proposed 2001 Fall Academic calendar option 2 received 53% of faculty votes. The schedule for this option is:

Classes Begin	August 15
Labor Day Holiday	September 3
Fall Break	October 18 – 19
Thanksgiving Break	November 21 – 23
Last Class Meeting	December 7
Finals	December 10 – 13

MWF classes	50 minutes	46 meetings
MW classes	75 minutes	31 meetings
TR classes	75 minutes	31 meetings

The 2002 Spring Academic calendar option 3 received 68% of faculty votes. The schedule for this option is:

Classes Begin	January 14
Martin Luther King Holiday	January 21
Spring Break	March 18 - 22
Easter Break	March 29
Last Class Meeting	May 6
Finals	May 7 - 10
Commencement	May 11

MWF classes	52 minutes	44 meetings
MW classes	76 minutes	30 meetings
TR classes	76 minutes	30 meetings

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Since the 2002 Spring calendar was tabled by the Academic Council until a future date, it was agreed to check the possibility of an exam schedule providing four exams daily with a 2 ½ hour time allotment for each exam. This schedule would eliminate the 52 and 76 minute class periods.

Administrative Evaluations – Martin demonstrated the administration evaluation forms that will be available on the OPSU web site.

Flower Fund – Discussion was tabled until the next meeting.

NEW BUSINESS

Faculty and Staff Retention – Perceived reasons for faculty turnover are salary and workload. Following discussion, motion was made, seconded, and carried to invite an AAUP representative to address OPSU faculty. (Lark, Carpenter). The next senate meeting will be an open meeting and be schedule to coincide with the AAUP representative's visit.

Other

Travel reimbursement procedures – Senate members expressed concern about the new procedures being implemented for travel reimbursement, i.e., each faculty member being responsible for completion and accuracy of forms without assistance from the financial office. Bender will discuss these concerns with Dr. Goldsmith.

The April meeting will be announced after the AAUP visit is scheduled. Motion to adjourn was made, seconded and carried. (Butler, Ellzey). Meeting adjourned at 4:30 P.M.

Sharon Brantner, Secretary



SB

Faculty Senate Minutes – **Approved**
February 21, 2001

Faculty Senate met Wednesday, February 21, 2001 at 3:00 PM in Sewell-Loofburrow 101. Representatives Dan Baker, Joyce Bender, Sharon Brantner, Jerry Butler, Connie Carpenter, Tom Ellzey, Steve Kissel, Steve Martin, Min Soe, and Russell Thatcher were present. Absent were Jay Lark, and Kathleen Turner.

Agenda

Joyce Bender, president, called the meeting to order at 3:02 PM. Motion was made, seconded and carried to approve the minutes of the January 29, 2001 meeting as distributed. (Thatcher, Butler)

Old Business

Academic Calendar – Bender distributed OPSU 2001 Fall and 2002 Spring Academic calendars for faculty senate review. Each calendar shows the currently proposed schedule and several possible changes. These options meet the 800-minute per semester hour and sixteen-week requirements. Spring break for Oklahoma universities and public schools will be held March 18 – 22, 2002. Each representative is requested to survey their respective departments and notify Bender of preferences by March 2.

Administrative Evaluations – Representatives agreed that administrative evaluations be in the same format and include the same questions as previous years. It was also agreed that a job description be included with each position to be evaluated.

2002 Graduation Policy – Representatives in attendance agreed that any recommended changes in graduation policy be presented to the Student Senate prior to being addressed by Faculty Senate.

New Business

SCT Transcript Update – OPSU is the only A & M school that does not have updated transcripts available for students and faculty. Motion was made, seconded, and carried that Faculty Senate recommends that SCT transcript updates be available by the end of the Spring 2001 semester and that multiple degree majors be included in the count provided by SCT. (Martin, Carpenter).

Martin will visit with Sylvia Peoples and discuss timeline.

CAAP Exam – The CAAP exam is an assessment of general education courses and methods of encouraging students to participate were discussed. Suggestions included:

- List scheduled date(s) in activity calendar.
- Provide information in student handbook that describes the purpose of the examination and its importance to both students and the university.
- Provide advance notice/reminders to faculty and students of examination dates.

Salary and Rank – Representatives are encouraged to visit with other members of their schools and departments to determine if there is an interest in pursuing salary adjustments along the lines of larger increments between rank and years of service rather than across the board percentage raises. Results will be discussed at the next meeting.

The next meeting will be Wednesday, March 28, 2001. Motion was made, seconded, and carried to adjourn. (Butler, Ellzey). The meeting adjourned at 3:58 P.M.

SB
Sharon Brantner, Secretary

Faculty Senate Minutes – **Approved** *SB*
January 29, 2001

Faculty Senate met Monday, January 29, 2001 at 3:00 PM in Sewell-Loofburrow 101. Representatives Dan Baker, Joyce Bender, Sharon Brantner, Jerry Butler, Connie Carpenter, Tom Ellzey, Steve Martin, Min Soe, and Russell Guthrie (alternate for Kathleen Turner) were present. Absent were Steve Kissel, Jay Lark, and Russell Thatcher. Dr. Dale Goldsmith, vice president of Academic Affairs, was a guest.

Discussion

Dr. Goldsmith addressed questions from faculty senate members. Topics included:

- a) NCA visit – each faculty member should be familiar with material in the NCA booklet and definitely read the chapter on assessment.
- b) Professional Development plans are returned to faculty members only if they are not acceptable.
- c) Faculty members learning of opportunities for professional development after filing their plan should apply for funding. Reimbursement will depend upon funds available.

Agenda

Joyce Bender, president, called the meeting to order at 3:04 PM. Motion was made, seconded and carried to approve the minutes of the November 30, 2000 meeting as distributed. (Carpenter, Ellzey)

Academic Council Report

Carpenter presented the Academic Council report.

- Honor roll clarification includes policy changes that state the following:
President's: 12 hours, 4.0 GPA, no developmental courses included.
Dean's: 12 hours, 3.5 GPA, no developmental courses included.
- Course overload discussed. No action taken.
- Academic calendar – Council requests that faculty senate submit proposed changes for the upcoming four-year period.

Old Business

Who's Who Recipients – There were 122 qualified nominations from OPSU faculty for Who's Who Among Students in American Universities and Colleges. OPSU nominations must be submitted on Thursday, February 1 and are limited to 39 students. The nomination list that was provided to faculty senate included each student's hours and GPA. Representatives agreed to base selections on students who had in excess of 90 hours and the highest GPA. Following evaluation of hours and GPA, Bender read the names of 39 students to be recommended for Who's Who.

Motion was made, seconded and carried to accept the names as read. (Baker, Carpenter)

Academic Calendar – Spring break for Oklahoma universities and public schools will be held during the third week of March beginning in 2002.

Bender will meet with Dr. Goodwin and Dr. Goldsmith to discuss the academic calendar. Further discussion is on hold until the February faculty senate meeting.

New Business

Flower Fund – Sam Nelson is responsible for administering the flower fund. Motion was made, seconded, and carried by acclamation that he be able to use these funds at his discretion and no restrictions be imposed as to whether a recipient be living or deceased. (Baker, Carpenter)

OPSU Web Site – Martin requested input regarding what should be included in the area of the OPSU web site designated for faculty senate. Motion was made, seconded, and carried that faculty senate

agenda and minutes be included as well as other faculty resources (i.e., downloadable forms such as professional development plans, administration evaluation, insurance forms, etc.). (Baker, Carpenter)

Multiple-Degree Majors – There is concern that the reported average number of graduates does not reflect multiple-degree majors. Martin will visit with Sylvia Peoples to find out if and how multiple majors are counted.

Several senate representatives have conflicts with a Monday meeting date. Since the NCA team will be here during the week of February 26 – 28, representatives agreed to meet on Wednesday, February 21, 2001 at 3:00 P.M. Motion was made, seconded, and carried to adjourn. (Martin, Carpenter). The meeting adjourned at 4:20 P.M.

Sharon Brantner, Secretary

Addendum

Who's Who – All students nominated for Who's Who had not submitted applications. Faculty senate officers met on Tuesday, January 30 and matched nominations and applications. Sixteen of the original list had applied and senate officers followed the same criteria (90 hours and highest GPA) to determine the remaining 23 recipients. The revised list was submitted to Dr. Goldsmith.

Faculty Senate Minutes – **Approved**
November 30, 2000

Faculty Senate met Thursday, November 30, 2000 at 3:00 PM in Sewell-Loofburrow 101. Representatives Dan Baker, Joyce Bender, Sharon Brantner, Jerry Butler, Connie Carpenter, Tom Ellzey, Steve Kissel, Jay Lark, Steve Martin, Russell Thatcher, and Kathleen Turner were present. Absent was Min Soe. Dr. Dale Goldsmith, vice president of Academic Affairs, was a guest.

Agenda

Joyce Bender, president, called the meeting to order at 3:05 PM. Motion was made, seconded and carried to approve the minutes of the November 2 meeting as distributed. (Turner, Carpenter)

Academic Council Report

Dr. Goldsmith presented the Academic Council report.

- Council passed the recommended general education requirements.
- Remedial activity courses will not be considered for collegiate honor rolls.
- Consideration for limitation on number of times placement tests (remedial courses) may be taken in a given semester.
- Remedial reading based on tenth grade competency and remedial English based on twelfth grade competency.

Motion was made, seconded, and carried that faculty senate suggests to the committee reviewing requirements for remedial courses in reading and English that consideration be given to addressing the discrepancy between competency levels in reading and English. (Carpenter, Ellzey)

Old Business

Who's Who Committee – Ellzey reported that this committee will meet and report during the January faculty senate meeting.

Professional Development Committee – Baker presented the following recommendation from the November 27 Faculty Senate Professional Development Committee meeting with Dr. Goldsmith, vice president for Academic Affairs.

Whereas, Faculty concerns about the distribution of professional development funds have been brought to Dr. Goldsmith in previous meetings, the purpose of the 27 November 2000 meeting was to suggest/propose a more equitable allocation of these funds.

Dr. Goldsmith and the committee agreed that:

[1] Approximately \$17,000 in professional development funds should be split between the five schools (1. Agriculture, 2. Business and Technology, 3. Education, 4. Liberal Arts, 5. Mathematics, Science, and Nursing) based on the number of full-time faculty within each school. This amounts to approximately \$300 per full-time faculty member.

[2] Within each school a committee made up of the Faculty and Dean of the school shall:
(a) Establish a rotation by which all Faculty are eligible for professional development funds.
(b) Review submitted professional development plans for the current cycle participants.
(c) Determine the level of funding for the Faculty members selected for development.

The above changes would allow for more complete funding of professional development events and allow all faculty members to participate over time.

Summer professional development funds of \$5,000 are not included in the above-mentioned amount available. Motion was made, seconded, and carried that this proposal be accepted for the 2001 – 2002 academic year. (Ellzey, Lark) 7 yes, 2 no

Academic School Year – Turner distributed excerpt from Section 5 of the Higher Regent's Manual that sets forth standards regarding academic calendars and calendars from several Oklahoma universities. Requirements are 800 minutes for one semester-hour of credit and classes are to meet for sixteen weeks. Vic Shrock, OPSU registrar, will be invited to the January meeting to explain the current OPSU scheduling.

Academic Regalia – It is too late to implement changes for the May 2000 commencement exercises as decisions concerning regalia have already been made. Recommendation will be made to Dr. Adams that he directs his proposal to the Student Senate for future consideration. Carpenter and Martin will be on the committee to obtain and review the rules for OPSU commencement exercises

New Business

Insurance claims – A “glitch” in the computer system, resulting in data loss, has caused several claims to be rejected. Faculty members experiencing difficulty with claims should contact Mandy at ext. 330.

Laughlin/Begley Thank-you – Bender and Soe prepared and distributed a thank-you letter to Representatives Laughlin and Begley for their efforts in securing funding for the proposed student activity center.

At-Risk Students – Faculty members will be requested to gather data from exiting students that might not participate in a formal withdrawal process. Brantner suggested that in considering the definition of at-risk students, those students in multiple remedial courses be distinguished from other categories (i.e., first-time freshmen, etc.).

Several senate representatives have classes on Thursday afternoons. It was agreed to meet on the last Monday of each month. The next meeting will be Monday, January 29, 2001 at 3:00 P.M. Motion was made, seconded, and carried to adjourn. (Lark, Butler). The meeting adjourned at 4:20 P.M.

Sharon Brantner, Secretary

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Faculty Senate Minutes – **Approved**
November 2, 2000

Faculty Senate met Thursday, November 2, 2000 at 3:00 PM in Sewell-Loofburrow 101. Representatives Dan Baker, Joyce Bender, Sharon Brantner, Tom Ellzey, Karen Jordan (alternate for Connie Carpenter), Steve Martin, Loyet Shafer (alternate for Jerry Butler), Min Soe, and Kathleen Turner were present. Absent were Steve Kissel, Jay Lark, and Russell Thatcher. Guests were Dr. John Goodwin, Dr. William Adams, and Russell Guthrie.

Discussion

Contracts/payroll – Dr. John Goodwin, President of Oklahoma Panhandle State University, met with the group to discuss employment contracts, payroll action forms, and raises. Payroll action forms differ from the employment contract because the contracts bridge two fiscal years. The Board of Regents encouraged a delay in salary increase implementation until enrollment for the current semester was finalized. If OPSU meets enrollment target, the faculty, through recruiting efforts, is helping to “grow” salaries.

Commencement – Dr. William Adams presented a proposal that the university create a policy adopting traditional academic regalia for commencement exercises. Recommendation was made that the proposed regalia distinguish baccalaureate and associate degree recipients. General discussion included student rentals, baccalaureate hoods, convocations, lighting, and sound system. Faculty senate representatives will bring suggestions and ideas from their respective schools to the November 30 meeting.

Agenda

Joyce Bender, president, called the meeting to order at 3:27 PM following the presentations by Dr. John Goodwin and Dr. William Adams. Motion was made, seconded and carried to approve the minutes of the October 5 meeting as distributed. (Turner, Shafer)

Old Business

Activity Center Committee – Time constraints necessitated the formalizing of a resolution prior to the November 2 meeting and members were contacted personally, by telephone, or email. Steve Martin read the resolution adopted October 10 proposing that the student activity and cultural center be name the *Rusty Noble Activity and Cultural Center*.

President's Report – Meeting with Dr. Dale Goldsmith, Vice President of Academic Affairs

Rank and Tenure At-Large Alternate – Bender is the only faculty member eligible to serve as at-large alternate for the Rank and Tenure committee. Faculty eligible for rank and tenure need to be encouraged to apply.

Scheduling – A copy of the approved schedule for spring semester class times was distributed.

Who's Who Among Students in American Universities and Colleges – Ellzey, committee chair, Carpenter and Lark were appointed to the committee to meet with Dr. Goldsmith and discuss a fair method for handling nominations.

Professional Development Funds – One faculty senate representative from each school was appointed to serve on the committee to establish policy for funds distribution. Committee members are Baker, Bender, Martin, Soe, and Thatcher.

Section 13 Funds – Requests for these funds are submitted to Dean's of each school and they make the decision on priorities. A copy of the current priority list was distributed.

Retention of students – Turner reported on the Task Force for At-Risk Students. Members of this task force are Dale Goldsmith, Jean Matteson, Rhonda Kinser, Carol McCargish, Dirk Hibler, and Kathleen Turner. They have submitted a grant to request funding for a student support position that would include the areas of recruiting, retention, progression, and tracking of students. Motion was made, seconded, and carried that faculty senate supports the work of the task force and their goal in obtaining funding for this position through the grant application (Baker, Turner)

New Business

OPSU web site – Martin will find out requirements and procedures necessary for the faculty senate minutes to be posted to the university web site.

Election Day – Tuesday, November 7 – Representatives were reminded that Question 286 relates to three-year contracts for college/university presidents.

Academic School Year – The length of the academic school year for OPSU is perceived to be longer than other schools in the state. It was agreed that faculty senate would investigate how contact hours are determined and by what authority the calendar is established. Turner will visit with Dr. Goldsmith and Vic Shrock, registrar, and report at the November 30 meeting.

The next meeting will be Thursday, November 30 at 3:00 P.M. Motion was made, seconded, and carried to adjourn. (Shafer, Ellzey). The meeting adjourned at 4:40 P.M.

Sharon Brantner, Secretary

SB

Faculty Senate Minutes – **Approved**_{SB}
October 5, 2000

Faculty Senate met Thursday, October 5, 2000 at 3:00 PM in Sewell-Loofburrow 101. President Mindy Davis called the meeting to order. Representatives Joyce Bender, Sharon Brantner, Jerry Butler, Connie Carpenter, Steve Kissel, Steve Martin, Loyet Shafer, and Kathleen Turner were present. Absent were Jay Lark, Min Soe, and one representative from the school of Agriculture. Tom Ellzey arrived after elections.

Motion made, seconded, and carried to approve the minutes of the May 4, 2000 meeting as read. (Shafer, Martin).

Davis conducted the election of officers. Bender was elected president, Carpenter was acclaimed vice-president, and Brantner was elected secretary.

Nominations:

President:	Joyce Bender (Martin, Brantner) Connie Carpenter (Butler, Shafer)
Vice-President:	Connie Carpenter (Butler, Brantner, and Turner)
Secretary:	Kathleen Turner (Butler, Carpenter) – respectfully declined Sharon Brantner (Turner, Martin)

Announcements and Discussion

Rank and Tenure At-Large Alternate – Bender will send a ballot to each faculty member that lists eligible alternates. Bender, Carpenter, and Brantner will meet on Friday, October 13 to count ballots. (**NOTE:** Only one faculty member was eligible to serve as at-large alternate. No ballot needed)

Resolution to name new Activity Center – Faculty Senate has been requested to prepare a resolution recommending a name for the new activity center. The proposed center name should include the NOBLE name. Carpenter, Martin, and Turner will serve as the committee to visit with President Goodwin and discuss time frame and name proposals. Kissel will serve as an alternate on the committee.

Who's Who Among Students in American Universities and Colleges – Dr. Goldsmith requested that Faculty Senate provide input on the current procedure for nominating students and recommendations for changes. Bender will visit with Goldsmith and appoint a committee if needed or report back at the next meeting. Faculty nominations for 2000 – 2001 nominees are due in Goldsmith's office on Monday, October 16.

Class Scheduling – There were numerous scheduling conflicts this fall that resulted in time conflicts for students. Departments addressed this problem when scheduling their spring classes and Bender will visit with Goldsmith.

Fall Break – Fall break is scheduled later than usual for this semester due to the Regent's meeting that will be held on the OPSU campus October 19 – 20.

Old Business

John Townsend is now Dean of Agriculture and no longer able to serve on the professional development funds committee. Bender will contact him and determine what further action is necessary.

New Business

Bender will pursue information on guidelines and restrictions applicable to "Title Money (Section 13)".

Meeting Time

Regular meeting time for Faculty Senate is the last Thursday of each month. Since the regularly scheduled October meeting will occur during fall break, the next meeting will be Thursday, November 2 at 3:00 P.M.

Motion was made, seconded, and carried to adjourn. (Turner, Martin) The meeting adjourned at 3:50 P.M.

SB Sharon Brantner, Secretary