

Faculty Senate Emergency Meeting Minutes
(Unapproved)

Approved
9/6/02
SB

Faculty Senate met in emergency session **Thursday, July 25, 2002** at 10:00 A.M. in 318 Hamilton Hall. After establishing a quorum, president Kathleen Turner called the meeting to order at 10:05 A.M. Representatives Dan Baker, Matt Carter (alternate for Sharon Brantner), Peter Camfield, Brad Duren, David Elder, Larry Hough, Rene Johnson, Steve Kissel, Loyet Shafer, and Kathleen Turner were present. Jana Peterson arrived after meeting convened. Absent were Sharon Brantner and Russell Thatcher. Guest in attendance was Bryon Test.

Turner opened the floor for discussion of qualifications for the OPSU Presidential Search Committee and handouts regarding the matter were distributed to senate members.

Turner appointed Duren to take minutes of the meeting in the absence of Brantner.

Discussion ensued regarding nominations for the Search Committee, which was to include five faculty members of which the Regents would choose three.

Baker suggested choosing nominees by school so as to assure representation from all university schools. Motion made, seconded and carried. (Baker, Kissel)

The floor was opened to nominations with the following faculty members chosen by vote:

Agriculture—Dr. Jay Lark

Business---Mr. Matt Carter

Education---Dr. Loyet Shafer

Liberal Arts---Mr. Bryon Test

Math, Science and Nursing---Ms. Rene Johnson

Motion made, seconded and carried to name Dr. Peter Camfield as alternate in the event Dr. Lark could not be contacted or did not wish to serve. (Test, Shafer)

Motion made, seconded and carried to submit said list to the Regents. (Johnson, Duren)

Adjournment

The next meeting will be held after the beginning of the fall semester. Motion was made, seconded, and carried to adjourn. (Baker, Shafer). The meeting adjourned at 10:50 A.M.

Brad Duren
Alternate Secretary

Faculty Senate Minutes
(Approved May 3, 2002)

Faculty Senate met in a special meeting on **Thursday, April 25, 2002** at 4:00 P.M. in 318 Hamilton Hall. Representatives Dan Baker, Sharon Brantner, Brad Duren, David Elder, Larry Hough, Rene Johnson, Loyet Shafer, Russell Thatcher and Kathleen Turner were present. Absent were Peter Camfield, Steve Kissell, and Jana Peterson. Russell Guthrie attended as a guest. Elder and Thatcher left at 4:30 P.M. and Guthrie served as alternate for Elder for the remainder of the meeting.

After establishing a quorum, president Kathleen Turner called the meeting to order at 4:04 P.M. The special meeting was requested by three senate representatives to address the non-renewal of contract for Dr. Goldsmith, vice president of Academic Affairs, and current legal proceedings involving Dirk Hibler, vice-president of Student Affairs.

Motion was made, seconded, and carried that because all of the facts on both items (Goldsmith and Hibler) are not yet known, that no action be taken by the Faculty Senate at this time. (Duren, Hough/chair not voting)

Motion was made, seconded, and carried that comments be allowed for the record on the matters to be addressed. (Baker, Shafer/chair not voting)

Motion was made, seconded, and carried that comments be limited to five minutes per person. (Baker, Duren/chair not voting)

Non-renewal of contract for Dr. Goldsmith

Baker stated that he was aware of nothing worthy of dismissal that would result in the non-renewal of this contract. Procedures that will probably be applicable to Dr. Goldsmith for appealing the decision, as listed in the staff handbook, relating to confidentiality and non-disclosure may prevent the gathering of information relevant to the non-renewal.

Shafer stated that reasons to support retaining Dr. Goldsmith as vice president of Academic Affairs include his assistance and support to and for NCATE committees. A change at this time could prove devastating to NCATE's accreditation of the university's teacher education program.

Motion was made, seconded, and carried to remove the comments time limitation. (Guthrie, Baker/5 ayes, 2 abstain/chair not voting)

Motion was made, seconded, and carried to allow persons making comments to review the statements recorded in the minutes prior to publication or distribution. (Baker, Hough/chair not voting)

Motion was made, seconded, and carried to amend the comments review motion to include "and edit" following "to review". (Guthrie, Hough/chair not voting)

General discussion included whether or not the staff handbook was designed and applicable for administrative personnel.

Legal proceedings related to Dirk Hibler

Wednesday, April 24, KKBS radio news ran a report that a student at OPSU had filed a restraining order against Dirk Hibler, vice president of Student Affairs. Said restraining order was allegedly issued for harassment and stalking.

One concern arising from this news report was whether or not the student resorted to the civil legal system due to a lack of student grievance procedures within the university.

Additional expressed concerns were that these disturbing events would damage the image of the university, impair present and future recruitment efforts, be viewed as a potential risk to the student body, and be perceived as an ongoing problem rather than an isolated incident.

Motion was made and seconded (Guthrie, Baker) that a resolution be adopted and forwarded to Dr. Goodwin, president of OPSU, that states:

Resolved: The Faculty Senate expresses its support of President Goodwin should he choose to suspend from duties with pay any administrator pending outcome of legal proceedings.

Motion was made, seconded and carried to postpone definitely the previous motion until the next regular senate meeting on May 3. (Baker, Guthrie/chair not voting)

Motion was made, seconded, and carried to adjourn. (Guthrie, Hough) The meeting adjourned at 5:20 P.M.

 Sharon Brantner
Secretary

Faculty Senate Minutes
(Approved May 3, 2002)

Faculty Senate met **Friday, April 12, 2002** at 2:00 P.M. in 318 Hamilton Hall. After establishing a quorum, president Kathleen Turner called the meeting to order at 2:08 P.M. Representatives Sharon Brantner, David Elder, Russell Guthrie (alternate for Brad Duren), Larry Hough, Rene Johnson, Jana Peterson, Loyet Shafer and Kathleen Turner were present. Absent were Dan Baker, Peter Camfield, Brad Duren, Steve Kissell, and Russell Thatcher.

Motion was made, seconded, and carried to approve the minutes of the March 8, 2002 meeting as distributed. (Hough, Guthrie)

Old Business

Student evaluations of faculty – The condensed instructional evaluation form, as distributed at the March 8 Senate meeting, was submitted to Dr. Goodwin and Dr. Goldsmith. They accepted the proposed revisions and the form will be used for Spring 2002 evaluations.

Administrative evaluations – Representatives received instructions and packets to be distributed to the faculty in each school. Deadline for completing the evaluations is noon, Wednesday, April 24. The completed evaluations need to be returned to Turner, Duren, or Brantner that afternoon.

New Business

Due process procedure for student grievances – The due process procedure proposed by Dirk Hibler, Vice President for Student Affairs, will be reviewed at the next regular meeting of the Faculty Senate.

Adjournment

The next meeting will be Friday, May 3, 2002 at 1:30 P.M. The motion was made, seconded, and carried to adjourn. (Guthrie, Peterson) The meeting adjourned at 2:56 P.M.

Sharon Brantner 
Secretary

Faculty Senate Minutes
(Approved April 12, 2002)

Faculty Senate met Friday, March 8, 2002 at 2:00 P.M. in Sewell-Loofburrow 101. After establishing a quorum, president Kathleen Turner called the meeting to order at 2:07 P.M. Representatives Dan Baker, Sharon Brantner, Peter Camfield, Brad Duren, David Elder, Derek Hein (alternate for Jana Peterson), Larry Hough, Loyet Shafer, Russell Thatcher, and Kathleen Turner were present. Absent were Rene Johnson, Steve Kissel and Jana Peterson. Russell Guthrie attended as a guest.

Motion was made, seconded, and carried to approve the minutes of the February 8, 2002 meeting as distributed. (Hough, Duren)

New Business

Student evaluations of faculty – Faculty Senate has been requested to make recommendations for an instructional evaluation form that will address the following three requirements:

1. Contain two general questions that reflect an evaluation of the instructor and the course.
2. Prove useful to faculty.
3. Uniform across the institution.

At the present time, compatible software and hardware is not available to do meaningful statistical analysis/correlation of all the information obtained from the fall 2001 evaluation form. A condensed/revised version of the evaluation form used during fall semester 2001 was distributed. This version included the twelve questions pertaining to the instructor plus the following additional questions to be rated:

1. Overall was a good instructor
2. Overall, this was a good course

It was agreed that the open-ended questions, which allow students the opportunity to express their opinion of the course, i.e., material, instructor teaching methods, should remain as a part of the evaluation form. Representatives will solicit opinions from faculty members in their respective schools and submit any comments to Turner by noon, Wednesday, March 13.

Administrative evaluations – Brantner reviewed the procedures used for last year's administrative evaluations. It was agreed that the same procedure would be used this year. Brantner will contact Matt Carter and Steve Martin in the CIS department and find out the necessary steps that need to be taken to make the evaluation forms available on the OPSU website. This information will be forwarded to representatives.

Other

The following items were raised for discussion with no action being taken.

1. Term period for summer school (still pending)
2. Developmental classes scheduling

Adjournment

The next meeting will be Friday, April 5, 2002 at 2:00 P.M. The motion was made, seconded, and carried to adjourn. (Hough, Martin). The meeting adjourned at 3:35 P.M.

Sharon Brantner
Secretary

Faculty Senate Minutes
(Approved March 8, 2002)

Faculty Senate met Friday, February 8, 2002 at 2:00 P.M. in Sewell-Loofburrow 101. After establishing a quorum, president Kathleen Turner called the meeting to order at 2:03 P.M. Representatives Brad Duren, Russell Guthrie (alternate for David Elder), Larry Hough, Rene Johnson, Steve Martin (alternate for Sharon Brantner), Terry Smith (alternate for Steve Kissell), Loyet Shafer, Russell Thatcher, and Kathleen Turner were present. Absent were Dan Baker, Peter Camfield, David Elder, Jana Peterson, and Sharon Brantner. Evelyn Schmidt was a guest.

Motion was made, seconded, and carried to approve the minutes of the November 30, 2001 meeting as distributed. (Johnson, Hough)

Old Business

Grievance Procedures – Motion was made, seconded and carried to accept the resolution addressing Faculty Senate concerns regarding lack of student grievance procedure. (Duren, Johnson). The resolution reads:

“Be it resolved that the Faculty Senate of Oklahoma Panhandle State University is concerned that no published due process procedures appear to exist, beyond those for instructional accountability, for students.”

Following additional discussion, the motion was made, seconded, and carried to amend the resolution. (Guthrie, Thatcher). The resolution is amended to include the following statement:

“The Faculty Senate recommends that action be taken to correct the situation.”

Faculty Senate Constitution – Representatives are encouraged to submit proposed revisions to Faculty Senate officers as soon as possible.

New Business

Budget Cuts – The proposed \$105,000 budget reduction request has been eliminated by legislative action that released funds from the “rainy day” fund.

Library Concerns – Evelyn Schmidt reported that the library materials budget was cut \$8,000, which amounted to a ten percent reduction of the total materials budget. The library has reduced print periodical subscriptions, print index subscriptions, and microfilm periodical titles. The library materials budget of \$80,000 has not changed since FY96, according to OPSU budgets available in the library. Cost of materials has increased each year so even when the budget remained static purchasing power was lost. If the library has to lose \$8,000 in FY2003, it will be very difficult to provide faculty requested materials that are needed for curriculum support and educational goals.

OPSU Staff Council – Evelyn Schmidt presented a proposed purpose statement for an OPSU Staff Council and requested support from Faculty Senate. Ms. Schmidt will further research the purpose statement and staff responses and bring these to the senate for a written statement of support.

Academic Contests – Alesha Cruz is coordinating the annual academic contests that will be held on the first Wednesday in April.

Other

Student participation/extracurricular activities – The motion was made, seconded, and carried to adopt a resolution addressing student participation in extracurricular activities following filing of felony charges. (Guthrie, Thatcher: For 5, Against 3, Abstain 1). The resolution reads:

“The Faculty Senate is concerned with the absence of a policy governing participation by students in extracurricular activities when charged with felony crimes. We recommend that this question be addressed by the OPSU administration.”

Adjournment

The next meeting will be Friday, March 8, 2002 at 2:00 P.M. The motion was made, seconded, and carried to adjourn. (Duren, Johnson). The meeting adjourned at 3:10 P.M.

Sharon Brantner *SB*
Secretary

Faculty Senate Minutes
(Approved February 8, 2002)

Faculty Senate met Friday, November 30, 2001 at 1:30 P.M. in Sewell-Loofburrow 101. After establishing a quorum, president Kathleen Turner called the meeting to order at 1:40 P.M. Representatives Dan Baker, Peter Camfield, Brad Duren, Russell Guthrie (alternate for David Elder), Larry Hough, Steve Kissel, Kathleen Turner, and Sharon Brantner were present. Absent were David Elder, Rene Johnson, Jana Peterson, Loyet Shafer, and Russell Thatcher. Dr. John Goodwin was a guest.

Motion was made, seconded, and carried to approve the minutes of October 26, 2001 meeting as distributed. (Duren, Hough)

Discussion

Dr. John Goodwin, President of Oklahoma Panhandle State University, met with the group and reported that he is in his office on a regular basis (following surgery) and that reports of his early retirement are incorrect.

Old Business

Rank and Tenure at-large representative – Joyce Bender was elected Rank and Tenure committee at-large representative and Peter Camfield was elected alternate.

Grievance Procedures – Dan Baker reported that grievance procedures are in place for both faculty and staff and are addressed in their respective handbooks. At the present time, there is no listing for a staff liaison committee.

No published grievance procedures, other than for instructional accountability, could be found for students. Motion was made, seconded, and carried that Faculty Senate pass a resolution expressing concern about lack of student grievance procedures. (Guthrie, Duren) The resolution will be distributed to the university president and vice-presidents.

Who's Who – OPSU has a quota of 39 students that may be recommended for Who's Who Among Students in American Universities and Colleges. The applications submitted by OPSU students are due in the office of Dale Goldsmith, vice-president of Academic Affairs, on December 3. Camfield, Kissel, and Turner will serve as the committee to review the applications and make recommendations. In the event that more than 39 students apply, the highest GPA will serve as decision criteria. All senate representatives are encouraged to review the applications.

Faculty Senate Constitution – Additional items mentioned for consideration in the revision of the Senate constitution and bylaws are choosing senate alternates from each school and allowing them voting rights when they serve. Proposed amendments and revisions will be presented at the January meeting.

New Business


Meeting Time – Representatives should notify one of the officers if their spring schedule conflicts with the current scheduled senate meetings. These meetings are held on the last Friday of the month, when classes are in session, at 1:30 P.M.

Other

Faculty Reassignments – Discussion took place regarding the termination of duties and reassignment of a member of the coaching staff. The concerns addressed the possible negative publicity and perceived image of the university. No action was taken.

Adjournment

Turner left at 2:35 P.M and Duren assumed responsibility for the meeting. The next meeting will be Friday, January 25, 2002 at 1:30 P.M. Since there was no quorum at the conclusion of business, representatives in attendance unanimously agreed to adjourn at 2:48 P.M.

Sharon Brantner
Secretary 

Faculty Senate Minutes
(Approved November 30, 2001)

Faculty Senate met Friday, October 26, 2001 at 1:30 P.M. in Sewell-Loofburrow 101. After establishing a quorum, president Kathleen Turner called the meeting to order at 1:35 P.M. Representatives Dan Baker, Peter Camfield, (arrived 1:50 P.M.), Brad Duren, Rene Johnson, Steve Kissel, Jana Peterson, Loyet Shafer, Russell Thatcher, Kathleen Turner, and Sharon Brantner were present. Absent were David Elder and Larry Hough. Becky Sherman, Insurance Coordinator for OPSU, was a guest.

Motion was made, seconded, and carried to approve the minutes of the September 28, 2001 meeting as distributed. (Duren, Peterson)

New Business

Insurance/Health Choice – Becky Sherman met with the Senate and explained the selection of HealthChoice as insurance provider, methods to use for obtaining improved benefits, and procedures to follow for problems and concerns. The decision to use HealthChoice as insurance provider was made by the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. Oklahoma State and Education Employees Group Insurance Board (OSEEGIB) is the administrator for HealthChoice.

The following are guidelines for insured individuals to make use of in order to receive maximum benefits from the insurance plan:

1. If an individual has questions regarding claim payment, after receiving an explanation of benefits (EOB), contact Becky Sherman with documentation (cc to Chuck Jordan).
2. Ask your medical provider, i.e., doctor/dentist if they are willing to become a network provider. If no, ask reason.
3. If yes, provide name, specialty, address, and telephone number to Sherman. She will contact OSEEGIB and they will contact the medical provider.
4. Utilize managed care unit for OSEEGIB. When having a scheduled procedure with a non-network provider, contact OSEEGIB at 1-800-848-8121 and give them the opportunity to negotiate with the non-network provider.

There is an Employees Benefit Committee that meets quarterly with OSEEGIB in Oklahoma City to hear and discuss problems and concerns raised by members, i.e., administration, faculty, and staff. Chuck Jordan, VPFA, is the university representative.

Faculty Senate agreed that Chuck Jordan, or his representative, should be in attendance at each quarterly meeting and carry the concerns of OPSU personnel.

The senate supported the idea that mandatory meetings for faculty and staff be held in rooms accessible to all individuals required to attend. (Ex: SL 101 or other first floor rooms rather than SL 316) A particular concern is the semi-annual meetings to address insurance sign-up.

Old Business

Faculty evaluations – A copy of the School of Business and Technology evaluation form will be distributed to senate representatives (Turner). Shafer, Peterson, and Turner will meet with Dr. Goldsmith to discuss implementation for the fall 2001 semester.

Who's Who – Camfield presented the proposed revision of the application form for OPSU students. The proposed revision addresses the more varied interests and activities of the OPSU student population and does not limit nominees to only university related participation. Motion was made, seconded, and carried to accept, with minor changes, the revised form. (Duren, Johnson)

SCT Screens – A list of screens currently available to faculty was distributed. This list is attached as an addendum to the minutes. Faculty needing or wanting to view additional screens should contact Sylvia Peoples for access.

Faculty Senate Constitution – Additional items mentioned for consideration in the revision of the Senate constitution and bylaws are adopting Sturgis as the parliamentary procedure to be followed, deem vice-president as president-elect rather than vice-president, and address “release time” for president during the term of office. Proposed revisions will be submitted to faculty by November 16.

Rank and Tenure at-large representative – The Faculty Handbook states that faculty as a whole will elect the at-large representative for the Rank and Tenure committee. Ballots will be sent to all faculty members.

Other

Professional Staff Representation – A request was made that professional staff be included as “silent, not-voting” members of Faculty Senate. The senate agreed that the professional staff should establish their own professional council.

Grievance Procedures – Dan Baker will review grievance procedures within the university and present problems to the senate.

Oklahoma Foundation for Excellence – Information for nominations for the Oklahoma Medal for Excellence in College/University Teaching will be forwarded to representatives for consideration by their respective schools/departments.

Current Events – Rene Johnson suggested a faculty sponsored seminar type activity to provide additional information to students pertaining to the implications of current events such as anthrax, bioterrorism, Islam, etc. The senate supports a faculty-driven initiative to organize and implement a program addressing these issues. A panel discussion format, presented either in the afternoon or evening, was suggested.

Adjournment

The next meeting will be Friday, November 30 at 1:30 P.M. Motion to adjourn was made, seconded and carried. (Unanimous). The meeting adjourned at 3:52 P.M.

Sharon Brantner *SB*
Secretary

Faculty Senate Minutes
(Approved October 26, 2001)

Faculty Senate met Friday, September 28, 2001 at 1:30 P.M. in Sewell-Loofburrow 101. After establishing a quorum, president Kathleen Turner called the meeting to order at 1:39 P.M. Representatives Peter Camfield, Brad Duren, Rene Johnson, Steve Kissel, Jana Peterson, Russell Thatcher, Kathleen Turner, and Sharon Brantner were present. Absent were Dan Baker, David Elder, Larry Hough, and Loyet Shafer.

Motion was made, seconded, and carried to approve the minutes of the August 24, 2001 meeting as distributed. (Duren, Johnson)

Old Business

Faculty evaluations – Administration policy is that each faculty member be evaluated every semester. Administration has requested a uniform instrument for all schools to be available by November 1 for use during the Fall 2001 semester. Peterson will serve on the committee with Shafer to meet with Dr. Goldsmith and discuss form and content.

Who's Who – Camfield, Kissel, and Peterson will serve as a committee to reassess the criteria and application form currently used by OPSU for choosing institutional nominees.

New Business

Administrative Evaluations – Faculty Senate has been requested to review the process of administrative evaluations, specifically to define the purpose of the evaluations and to design an evaluation with job description based criteria.

Faculty Senate Constitution – Representatives are encouraged to solicit suggestions from faculty in their respective schools for revisions to the constitution. Areas mentioned for consideration include eligibility, alternate representatives, adjunct representation, distribution of minutes, and electronic communication.

SCT Screens – On October 18, access to SCT screens will require faculty to implement a password change. Vic Shrock has advised that progress is being made on merging the SCT and CARS systems.

Rank and Tenure at-large representative – Rank and Tenure Committee is composed of an eligible representative from each school plus one member from the faculty at large. Eligibility requirements state that the representatives hold the rank of Associate Professor and be tenured. Turner will determine which faculty members are eligible for at-large status and faculty senate representatives will be notified concerning balloting procedures.

Other

Insurance/Health Choice – Becky Sherman will be invited to the next meeting to provide information on how to pursue more providers in the local (i.e., Amarillo) area, appropriate channels to express complaints, and procedures to implement changes.

Adjournment – The next meeting will be Friday, October 26 at 1:30 P.M. Motion to adjourn was made, seconded and carried. (Duren, Peterson). The meeting adjourned at 2:57 P.M.

Sharon Brantner *SB*
Secretary

Faculty Senate Minutes
(Approved September 28, 2001)

Faculty Senate held a special meeting on Friday, August 24, 2001 at 1:15 PM in Sewell-Loofburrow 101. After establishing a quorum, president Joyce Bender called the meeting to order at 1:23 PM. Representatives Sharon Brantner, Brad Duren, David Elder, Larry Hough, Rene Johnson, Jana Peterson, Loyet Shafer, and Kathleen Turner were present. Absent were Dan Baker, Peter Camfield, Steve Kissel, and Russell Thatcher.

Motion was made, seconded, and carried to approve the minutes of the April 25, 2001 meeting as distributed. (Turner, Shafer)

Announcements

Employment contracts need to be signed by September 7. These are available in Wynona McGrew's office (SL 140). Representatives were asked to remind faculty in their respective schools.

Election of Officers

Bender conducted the election of officers.

Kathleen Turner was nominated for president. (Brantner). It was moved that Turner be accepted by acclamation. (Shafer, Duren)

Brad Duren was nominated for vice-president. It was moved that Duren be accepted by acclamation. (Shafer, Elder).

Sharon Brantner was nominated for secretary. It was moved that Brantner be accepted by acclamation. (Elder, Peterson).

Old Business

Student evaluation of faculty – Shafer and Steve Martin met with Dr. Goldsmith and reviewed the different evaluation forms utilized by each school. Shafer used the evaluation form implemented by the School of Business and Technology during her summer classes and received positive comments. She will bring a copy of said evaluation form to the next Faculty Senate meeting.

Meeting Time

Faculty Senate met the last Thursday of each month during the 2000 – 2001 academic year. Brantner will contact each representative and request a copy of his/her class, practices, and lab schedule. Officers will then meet and set a time for the fall 2001 meetings.

Motion to adjourn was made, seconded, and carried. (Duren, Peterson) The meeting adjourned at 1:50 PM.


Sharon Brantner, Secretary