

FACULTY SENATE MEETING - 8/31/92
MINUTES

1. Meeting called to order at 3:04 p.m. by outgoing president Lester Miller. Members present were: J. Lark, Mima Hale, Jerry Olson, Rachel Satterfield, Jim Hill, Kendall Staggs, Wayne Manning, Bill Jones, Russell Guthrie, Sandy Latham, and Diane Murphey (for Pam Nelson).

Guests present were Kevin O'Nan & Chris Ballinger, representing The Collegian. Senate consented to use of recorder by the reporters.

2. Nominations for President were made: J. Lark, Jim Hill, and Mima Hale. Hill and Hale both declined acceptance. J. Lark was elected by acclamation, and presided for remainder of meeting.
3. Nominations for Vice-President were made: Wayne Manning and Russell Guthrie. Wayne Manning was elected.
4. Nominations for Secretary were made: Russell Guthrie was elected by acclamation.
5. Diane Murphey informed the Senate that she would be replacing Pam Nelson for the remainder of Pam's term, representing the School of Business.
6. It was suggested that it is time to update the Faculty Senate Constitution. President Lark appointed Wayne Manning, Sandy Latham, and Russ Guthrie as a committee to revise the constitution.
7. Following motion was made and seconded:
"To invite President Wischropp or any appointed alternate from the Administrative Cabinet be present at the start of each Faculty Senate meeting."

Motion passed unanimously.

8. General discussion followed concerning newspaper articles & letters of last semester.
9. Next meeting will be Monday, Sept. 14th at 3:30 p.m. in HMH 122. Meetings thereafter will be the first Monday of each month at 3:30 p.m. Agenda items should be submitted to Wayne Manning no later than noon on the Friday preceeding.

Respectfully submitted,


Russell Guthrie, Secretary

FACULTY SENATE MEETING 9/14/92
MINUTES

1. Meeting called to order at 3:31 p.m. by President Jay Lark. Members absent were: Kendall Staggs.
2. President Wischropp appeared and: (a) briefly recapped last Friday's faculty meeting; (b) said there are no particular tasks for Faculty Senate in relation to APRA, we should work through departments/schools; (c) reminded us of the invitation to attend breakfast with the State Regents on the morning of Sept. 25 (serving will begin at 7:15 a.m.); and (d) Nov. 3rd is the date for voting on the higher education bond issue.

Also, President Wischropp noted that we are currently paying for one internal audit and one external audit each year. In addition, we are just completing the once/5 year State audit, which is anticipated to cost \$50,000 by the final bill. That averages out to \$10,000/year diverted from educational expenditures. We might want to talk with our legislators about the redundancy in audits.

3. Minutes of the August 31st meeting were approved as read.
4. Due to misinformation as to date, J. Lark was unable to attend Sept. 2nd meeting downstate, representing the senate.

It was suggested that the senate needs to choose a particular location for archives. Two suggestions were the university president's office and the McKee Library. Both will be investigated.

5. Copies of the most current Faculty Senate Constitution were distributed to members. Anyone desiring to propose a revision should contact Wayne Manning, Sandra Latham, or Russ Guthrie, preferably before next week.
6. The following By-Law was proposed:
"That everyone be advised that they are free to attend meetings of the Faculty Senate, with the exception that the meetings may be closed for executive sessions." Motion will be eligible to be voted upon at the October senate meeting.
7. It was the consensus of the senate that Vice-President Rosenkrantz be invited to the October senate meeting in order to participate in a dialogue on Section 13 funds.
8. The following motion was made and seconded:
"That the faculty Senate take the responsibility to inventory each classroom for the basic necessities, i.e. overhead projector, screen, and chalkboard, and submit said report to the VPAA by the October meeting." Motion was passed.

In connection with above motion, the following inventory assignments were made:

HMH - Olson & R. Satterfield
Carter - Murphy & Manning
SL - Lark & Baker

HS - Hale & Guthrie
Hefley - Hill & Jones
Hesper - Latham

A letter was also composed to send to Dr. Wischropp, listing a series of questions dealing with Section 13 and asking for response by himself or V.P. Rosenkrantz, whoever he deems appropriate.

9. Motion was made and seconded:
"That the Faculty Senate support the development of directory signs, to include faculty offices and other important rooms, for each building, with outside signs to identify building and schools/departments." Motion was passed.
10. Next meeting is scheduled for October 5th, 3:30 p.m. in HMH 122.
11. Meeting adjourned at 5:05 p.m.

Respectfully submitted,



Russell A. Guthrie, Secretary

FACULTY SENATE MEETING 10/5/92
MINUTES

1. Meeting called to order at 3:33 p.m. by President Jay Lark. Member absent: Bill Jones.
 2. Minutes of September meeting were read and approved without correction.
 3. Vice-Presidents Rosengrants and Brown were introduced by President Lark. The following information was provided:
Brown - A Mission Statement committee will begin its work in the next couple of weeks. Steering Committee members are needed. Faculty Senate will be asking for approximately six volunteers.
The A&M regents have asked that we implement a faculty evaluation system. Schools are asked to review previous plans for evaluation and suggest changes if needed. A degree audit program will be available (on the new computer system) but departments will need to fill out a program chart.

Rosengrants - There is a need for Wellness Committee members. There should be at least five members from faculty/staff. Contact the campus nurse.
The asbestos removal in the gym was on schedule, as are the remaining renovations. The gym is still scheduled to be ready by second semester. When asked why it appeared the coaching staff was not aware of the December/January completion date Rosengrants ascribed it to communication breakdown.
INTERNET capability is available through Howard Henderson's office.
 - ** Diane Murphey, Kendall Staggs, and Dan Baker will conduct an interest survey concerning E-Mail capability for the campus.
 4. V.P Rosengrants took the floor to respond to senate questions concerning Section 13 funds. Responses and comments are on attached copy.
 5. Due to lack of time, motion to recess until Monday, 10/12/92 at 3:30 pm was made. Motion carried.
 6. Meeting reconvened at 3:36 p.m. on 10/12/92, in HS 104, with Wayne Manning presiding. Members absent were Lark, and Olson.
 7. The senate was informed that the PSU Alumni Association has requested volunteers to serve the Homecoming Barbeque. Any interested faculty should contact Jay Lark.
 8. The Committee to Revise the Constitution distributed a preliminary list of proposed changes. Senators should discuss the changes with the faculty in their respective schools.
- OLD BUSINESS
9. Resumed consideration of proposed by-law. Consensus was to not adopt the by-law at this time as the proposed constitutional revisions will probably deal with the issue of who may attend Faculty Senate meetings.
 10. Classroom equipment inventories were handed in to secretary.
MOTION: "That we send a copy of (classroom equipment) inventory to Dr. Wischropp and Dr. Brown, requesting an update on the proposed purchase of instructional A-V materials which were to be purchased through 1991-92 funds (Section 13), as proposed by President Wischropp during a 1991 faculty meeting."
Motion passed. The secretary will compile the inventory results.

11. It was the consensus of the senate that letters be sent to our State Representative, State Senator, and HEACO representative, asking that PSU be relieved of having to pay \$50,000 for a redundant audit by the State Finance office once every 5 years. Guthrie and Hale will compose the letter.

NEW BUSINESS

12. Motion was made to adopt Wayne Manning's draft proposal, as amended, of a policy for changing student grades. Motion passed. (Copy of proposal is attached.)
In regard to Athletic Dept. request for a consistent/uniform policy for handling student absences for university activities, it was determined that sufficient policy currently exists in the university personnel handbook (2:10:1), and in current General Catalog 1991-94 (pp. 52-53). It was suggested that some faculty may not be adhering to the policy, and that is creating a problem for some students.

It was also noted by senators that no notes have been issued this semester by the Student Affairs office listing students participating in university activities.

13. Motion: "To investigate the procedures for assigning secretarial labor in the schools, with a stated interest in establishing a minimum for which faculty are eligible."
Motion passed.
14. No action could be taken on nominations for Who's Who... as Jay Lark retained the materials and they were unavailable to the presiding officer for the meeting.

13. Meeting was adjourned at 5:02 p.m.

Next meeting will be at 3:30 p.m. on Monday, November 2nd, in HMH 122.

Respectfully submitted,



Russell A. Guthrie, Secretary

FACULTY SENATE MEETING 12/7/92
MINUTES

1. Call order at 3:33 p.m. by President Jay Lark. Members absent were: Diane Murphy and Jerry Olson.
2. Minutes of November meeting were approved as written.
3. President Wischropp appeared and provided the following information:

Budget FY94 - Governor's conference was gloomy. Possible 10% cuts, 5% being on the light side. Should be no mid-year cuts. There is a ray of hope as the governor has been impressed with the APRA work. Feels we have been doing things to reallocate that other agencies haven't been doing. Best case scenario might be level funding with the one-time money being annualized.

HEACO - Wischropp, Staggs, & Lark attended conference on Friday, Dec. 4th. Reaction to restructured HEACO is optimistic. Four P.S.U. alumni have agreed to pay for the entire faculty to be HEACO members. They deserve our thanks.

A director (Dr. Kenneth Turner) has been appointed for the No Man's Land Museum. Will start January 15th.

We may get a young person from Russia in the Spring semester for 1-2 weeks. Will be sponsored by Wesley Foundation. Will probably be very interested in agriculture.

Bond issue materials are by the wayside due to asbestos abatement in Hughes-Strong.

SEABOARD may wish to negotiate for certain services/materials. There is a preliminary meeting set for Dec. 16th.

Breakfast with President Wischropp at 7 a.m. on Dec. 17th. Also, the president will be hosting a Christmas get-together.

4. Reports of Officers: Lark attended HEACO meeting. Was impressed with their operation.
5. Motion: "That the Executive Committee of Faculty Senate meet with Dr. Brown and express its concern with the new Incomplete Form in particular the 70% completion level, and the 2 questions on grade and percent of course completion."
Motion passed.

Motion to add discussion of arranged classes forms on the agenda with Dr. Brown was made. Motion passed.

6. Motion: "That a delegation of Faculty Senate visit with President Wischropp to discuss problems encountered during the last snow, and future contingency plans."
Motion passed. President Lark appointed Baker, Guthrie, & Staggs to serve as delegates.
7. On the issue of the bond money priority list, President Lark will meet with Mima Hale and Wayne Manning to evaluate priorities.

8. Motion to recess until Monday, 12/14/92 at 3:30 p.m. was made.
Motion passed.

9. President Lark declared meeting in recess.

NOTE: Due to conflicts, meeting did not reconvene on 12/14/92.

Respectfully submitted,

Russell A. Guthrie, Secretary

FACULTY SENATE MEETING 1/18/93
MINUTES

1. Meeting called to order at 3:31 p.m. by President Jay Lark.
2. Minutes of December meeting were read by secretary, with the addition of motion to include discussion of arranged classes in executive committee meeting with Dr. Brown. Minutes were approved with the addition.
3. Dr. Wischropp appeared and communicated the following information:

On Dec. 30th there was a meeting at the Pancake House in Guymon to discuss the proposed changes in governance. State Regent Dr. Calhoun was there. It was designated the First Official Public Hearing, thanks to the efforts of Rep. Begley. Some 88 persons attended. Dr. Wischropp was unable to attend the hearing in Enid but Dr. Brown represented him, and President Lark was also able to attend and present a personal recommendation. The State Regents will finalize their recommendations on Feb. 5th.

Note: At the Enid meeting, Dr. John Campbell (pres. of OSU) was supportive of PSU continuing under the present board, as OSU and PSU have enjoyed a good relationship.

Seaboard will (probably) lease land which will be taken out of production, with a one-time production loss payment of \$12,000. They will also pay for necessary irrigation. Seaboard will use PSU students whenever possible. Will work to provide availability in their facility for teaching purposes.

If we can match funds in three years. we may get an endowed professorship. The proposal is to lease 1/2 section in the SE corner of PSU properties.

The A&M Regents will meet on-campus May 21, 1993.

Personnel Handbook Committee meets again this week.

Dr. Wischropp will attend the NW Regional Legislative Briefing in Enid.

For next year, Dr. Wischropp must submit plans for a 10% decrease in E&G funds, with loss of one-time funds. Also, for a 10% decrease with a 5% increase in salaries.

All Section 13 requests have been ordered. On or about March 1st we'll see what savings there have been.

Dr. Wischropp has a current list of legislators and legislative leadership, available for anyone desiring them.

4. President Lark reported his attendance at the Enid Public Hearing at which he spoke, emphasizing PSU's relationship with OSU.
5. President Lark reported receiving thank-you notes from recipients of the Faculty Senate letter on redundant audits.
6. The executive committee met with Dr. Brown on the Incomplete Grade form, and has submitted an alternate form. Senators and faculty should talk with their deans about the form as it will be discussed at next Academic Council meeting.
7. Copies of the proposed Faculty Senate Constitution (as amended), were distributed. Senators should circulate copies to colleagues for comments.
8. Meeting day and time will continue as Fall semester: 1st Mondays of each month at 3:30 p.m. Next meeting on February 1st.
9. Meeting adjourned at 5:01 p.m.

Respectfully submitted,

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FACULTY SENATE MEETING 2/1/93
MINUTES

1. Meeting called to order at 3:29 p.m. by President Jay Lark. Member absent was Jerry Olson.
2. Minutes of meeting 1/18/93 were approved as read.
3. Dr. Ray Brown appeared on behalf of Administrative Cabinet and reported:
 1. Dr. Brown requests input from faculty on putting additional funds into faculty development this year. He would like put in place a mechanism for using additional money (\$2500 this Spring) for a university-wide activity. Question: should a new Faculty Development Committee be formed, or use the Faculty Senate as a development committee?
 2. The meats coordinator position was not filled last semester and the position is still on hold.
 3. Position as head of Business Dept. has been advertised.
 4. Dr Driskill's position will be filled upon his retirement.
 5. There is no action to be taken on the VP-Student Affairs position for now; it is frozen.
 6. Dr. Brown sees no new faculty positions for next year.
 7. NCATE visit has been rescheduled for Fall 1994.
 8. North Central visit has been scheduled for Fall 1995.
 9. Dr. Brown said he agrees in philosophy with the faculty on the INCOMPLETE GRADE FORM. He feels it is important for a student to know exactly where he/she is when the I is assigned. When asked, he said he was not opposed to enclosing a copy of the I form with the student's semester grades, but it would probably not be possible with the new computer system.
4. Motion was made to open the meeting to a member of The Collegian staff during discussion of Student Affairs. Motion passed.
5. SGA President Dale McCurdy appeared and presented a preliminary plan in which Student Affairs offices would be moved to 3rd floor S-L. This would part of several moves on 1st floor. Also, the Student Activities office would be eliminated and the Wellness Director would move into that office. The SGA Executive Council DOES NOT believe the moves would be beneficial to students, as it would put the offices "out of reach of the students" (exec. council minutes). The Executive Council proposed several alternative scenarios to moving to 3rd floor S-L.
6. In discussion, senators observed that moving Student Affairs to 3rd floor S-L would take it out of the mainstream flow; that it could be perceived as a downgrade of the importance of Student Affairs; and that the move had not been approved by the Buildings & Grounds Committee.

MOTION: "That Faculty Senate goes on record as opposing move of Student Affairs to 3rd floor Sewell-Loofbourrow." Motion passed with one opposing vote.

Discussion then centered on alternative locations for Student Affairs.

MOTION: "That Student Affairs remain on the first floor of Sewell-Loofbourrow, for reasons of accessibility and operation."

MOTION to amend (above) by addition of "and perceived importance of the office." was made, and passed.

MOTION: "That Student Affairs remain on the first floor of Sewell-Loofbourrow, for reasons of accessibility, operation, and perceived importance of the office." Motion passed unanimously with one absention.

7. The Incomplete Grade Form was brought up under old business.
MOTION: "That the Faculty Senate President present the proposed form as it stands at the next Academic Council meeting." Motion passed.
8. MOTION: "That the Faculty Senate develop a form for arranged classes that will reduce the paperwork to one page." Motion passed.
President Lark appointed Daniel Baker and Diane Murphey to a committee to implement motion.
9. Dr. Hill informed Senate that it must conduct an election for two at-large members, plus two alternates, to serve on the Rank & Tenure Committee. All faculty with rank of Associate Professor or Professor, if not already elected to serve their school, are eligible for election. Dr. Hill agreed to work up an initial ballot for faculty.
10. On the subject of unreasonable deadlines with poor communication, President Lark agreed to meet with Dr. Brown to discuss faculty concerns, most recently centering on the Fall course schedules with book order forms.
11. Concern was expressed on housing leases for faculty row. Supposedly there is new lease in the works. It was agreed the Senate needed to read a new one to see if problems had been resolved.
12. Meeting was adjourned at 5:08 p.m.
13. Next meeting will be 3:30 p.m. on Monday, March 8th, in Hamilton 122.

Respectfully submitted,



Russell A. Guthrie, Secretary

FACULTY SENATE MEETING 3/8/93
MINUTES

1. Meeting called to order at 3:32 p.m. by President Jay Lark. Members absent were: Sandy Latham and Jerry Olson.
2. Dr. Wischropp appeared and presented the following information:
 1. Reports from downstate keep saying the 9% budget cut is real.
 2. There doesn't seem to be legislative support for a tuition increase (10% recommended) at the current time.
 3. The bill to eliminate the mandated audit by State Auditor passed both House and Senate, but one version had the title stricken while the other didn't. So, now it's back to committee.
 4. The bill to reduce the number of required agriculture-involved members on the A&M Regents board passed in one chamber.
 5. There are a # of plans evolving for Hughes-Strong, none for certain yet.
 6. The president would like to see some form of recognition program for faculty and staff recognizing longevity at PSU.
- NOTE - MOTION: "That we (Faculty Senate) support the plans for a faculty/staff awards recognition program." Motion passed.
3. Minutes of meeting 2/1/93 were approved as written.
4. Vice-President Manning reported the Academic Council accepted the Faculty Senate's version of an Incomplete Grade form, with the addition of a statement reading (in effect) that if the student fails to complete the required material he/she would receive the grade noted by the instructor on the form.
5. Senate members serving on the Personnel Handbook Committee reported continued progress. A policy of due process for non-tenured personnel has been formulated for inclusion which will require the university to state cause for non-renewal of faculty (of other than first year employees).
6. President Lark reported he needs assistance in tabulating the ballots for the election of two At-Large members for the Rank and Tenure Committee. Kendall Staggs and Daniel Baker volunteered to assist as they are ineligible for election.
7. MOTION: "To approve all amendments submitted to the Faculty Senate by the Constitution Committee (Latham, Manning, & Guthrie) for revision of the Faculty Senate Constitution."
Motion passed unanimously. Proposed amendments will now be submitted to faculty for approval.
8. Daniel Baker submitted a proposed form for arranged classes which would include a student contract section, with uniform minimum contract restrictions.
MOTION: "That we accept the proposed form with addition of the phrase 'accompanied by a grade of AW or F (at the instructor's discretion).' to the last line of the Student Contract section (Part II)."
Motion passed.
9. President Lark appointed Kendall Staggs and Diane Murphey to explore the possibilities for a faculty-wide professional development program this semester, as suggested by Dr. Brown at February Faculty Senate meeting.
10. Meeting adjourned at 4:50 p.m.
11. NEXT MEETING will be Monday, April 5th, at 3:30 p.m. in HMH 122.

Russell A. Guthrie, Secretary



FACULTY SENATE MEETING 4/5/93
MINUTES

1. Meeting called to order at 3:48 p.m. by President Jay Lark. Members present were: Sandy Latham, Jim Hill, Jerry Butler (for R. Satterfield), Mindy Davis (for Diane Murphy), Wayne Manning, Russell Guthrie, and Kendall Staggs.
2. Minutes of meeting 3/8/93 were approved as corrected by addition of word "personnel" after the "non-tenured" in item 5.
3. Vice-President Rosengrants appeared and presented proposed budget reduction survey response as required by state regents. In the personnel area there would be reduction of one faculty salary by replacing retired faculty with persons who would be on the lower end of the pay scale. Adjunct faculty would be reduced by 6, and a savings in student affairs would be found by not replacing the vice-president. Also, there would be a reduction of 10 student employees campuswide. Non-personnel areas of reduction would be: library (\$60,000), travel (\$5,000), fee waiver scholarships (\$15,000), and farm & facilities (\$10,000).


Discussion & questions followed V.P. Rosengrants' presentation, revealing that the library allocation would not meet the 6% of E & G budget advocated by either regents. Also, it was noted that there were no personnel reductions/savings listed in the areas of operation answering to the V.P. for Business Affairs.

4. President Lark reported a conversation with A&M Regents executive secretary, Doug Wilson, in which Wilson reported a steering committee for selection of a new president for PSU would be appointed at the next regents meeting. Dr. Wilson thought we might have a new president in place by September or October of this year, with interviews being conducted this summer.

MOTION: "That the three members of the presidential screening committee representing faculty be elected by vote of the faculty."
Motion passed.

5. Guthrie reported that the initial version of the new university personnel handbook has been completed. Work is continuing on editing and arrangement.
6. The proposed revisions to the Faculty Senate Constitution will be mailed out with the minutes of the April meeting. Faculty will be asked to respond by ballot to their senate representatives.
7. President Lark created a committee to comment on budget reduction recommendations. Members appointed were Manning, Lark, and R. Satterfield.
8. Guthrie reminded the senate that under the current constitution, elections for the senate are to be held the first Tuesday in May. Members completing their second and final year on the senate are: Jay Lark (Agriculture), Diane Murphy (Business), Jerry Olson (Education), Mima Hale & Russ Guthrie (Liberal Arts), and Jim Hill (Science & Math.) These will ineligible for re-election.
9. Meeting adjourned at 5:18 p.m.
10. Next regular meeting will be May 3, 1993 at 3:30 pm. in HMH 122.

Minutes approved, 5/3/93



FACULTY SENATE - SPECIAL MEETING 4/18/93
MINUTES

A special meeting of the Faculty Senate was called by President Jay Lark for April 18, 1993. Agenda topic was budget reduction recommendations.

Meeting was called to order at 3:31 p.m. by President Lark. Members present were: Jim Hill, Sandra Latham, Kendall Staggs, Russell Guthrie, Rachel Satterfield, Wayne Manning, Jerry Olson, Daniel Baker, Mima Hale, Mindy Davis [for Diane Murphey], and Bill Jones.

Faculty also present were: Serafin Ramon and Robert Vetter. Vice-President Brown was also present.

Dr. Brown addressed the senate, saying he would put reduction of any salary/benefits at the bottom of his list for reduction. This was in response to concerns that faculty might have to begin paying their OTRS contributions for retirement. Mention was made that the contributions were begun as a substitute for salary raises some years in the past.

Wayne Manning presented a proposed position paper to address the subject of budget reductions for FY-94. Discussion followed. There was suggestion that some university farm/range land might be leased to supplement farm income and reduce income/expense differential in that operation.

Anyone having suggestions for budget reductions should contact Wayne Manning or Jay Lark as soon as possible.

Meeting was adjourned at 4:35 p.m.

Minutes approved 5/3/93 

**FACULTY SENATE MEETING 5/3/93
MINUTES**

1. Meeting called to order at 3:30 p.m. by President Jay Lark. Members present were: Daniel Baker, Russell Guthrie, Mima Hale, Jim Hill, Bill Jones, Jay Lark, Wayne Manning, Diane Murphey, Rachel Satterfield, Kendall Staggs, and De Cooper [for Jerry Olson].
2. Minutes of April 5th meeting were approved as written. Minutes of April 18th special meeting were approved with the addition that Bill Jones was present.
3. President Lark reported the recommendations for Presidential Search and Screening Committees:
Search = J. Butler, De Cooper, E. Smith, S. Ramon, D. Murphey, and J. Lark.
Screening = J. Culbert, W. Manning, R. Satterfield, S. Richter, and P. Ware.
4. Committee Reports:

Personnel Handbook = Jim Hill reported the revisions are done.
Constitution = Please turn in ballots
Library Services Evaluation = no report
5. Faculty Senate position paper on budget cuts was presented with discussion. Motion was made to drop Recommendation #3 on page 6 [reduction in General Ed. requirements]. Motion passed. Suggestions were made to replace "remedial" with "developmental", replace "cuts" with "budget review" and add "at least", so #1 on page 5 would read,
All administrative departments reduce respective budget by at least 9%.

Motion was made to adopt revisions and forward appropriately. Motion passed.
6. President Lark presented preliminary qualifications list for new university president.
7. Meeting adjourned at 5:04 p.m.

Minutes approved, 9/7/93 