

Faculty Senate Minutes -**Meeting Date: Friday, May 2, 1997****2 PM - Home Ec Living Room**

Present:

Dan Baker	Joyce Bender	James Brooks
Clyde Cranwell*	Russ Guthrie	Rick Haasl*
Tom Lewis	David Miller	Diane Murphey
Kurt Schaefer*	Patty Seward	*absent

Guests: Dr. John Goodwin

Dr. Goodwin discussed the maintenance concerns voiced by faculty senate. Asbestos work is near completion in the Union, Hefley Hall should be ready by fall semester. Summer work will include work on North Hall and major efforts in Holter and Field Halls. He indicated that he concurred that students who drop a class must begin with their advisor, reminding that NCAA requirements include the need for athletes to also get the faculty athletic representative signature to drop a class. He discussed the legislative appropriations bill and it's effect on the OPSU budget. There are hopes for a larger piece of the pie because of increased enrollment. He expressed concerns for faculty salaries and hopes for increases if possible.

Minutes: Minutes of 4-4-97 meeting were approved.

Officers Reports: Tom requested that schools notify him of new senators for fall semester.

Committee Reports:

Advisement Task Force: David Miller presented the Report of the Task Force on Advisement. A motion to accept the report passed.

Faculty Load: Kim Smith's report on faculty load was unanimously accepted by the faculty senate. The senate unanimously approved a resolution of commendation for Kim for this report.

Old Business:

- 1. Tom Lewis reported for Academic Council:** The catalog will be followed and advisers will remain part of the registration process. Advisor signature will be required for drops and adds. Academic Council will meet again May 12th.
- 2. Extended withdrawal date:** The extended withdrawal date of May 7th. Contradicts the published date in the *Spring 1997 Schedule of Classes*. This change did not go through the Academic Council.

New Business:

1. **Faculty Development Money:** Next year there will be a pool of faculty/professional development money, rather than division by person/department. Applications will be made for money from the pool and deans will decide who gets how much.
2. **Dr. Goodwin** has asked faculty senate for suggestions in the areas of student activities and student life.

3. **Motion:**

Considering his years of service accorded to OPSU, we voice the following request with respect to a former colleague: When Professor J Hankla tenders his resignation to complete his retirement, Faculty Senate would like to go on record as requesting that he be accorded the title of "Professor Emeritus."

Motion passed unanimously.

Adjournment: 3:35 PM

Faculty Senate Minutes - Approved 5/2/97

Meeting Date: Friday, April 4, 1997

2 PM - Home Ec Living Room

Present:	Dan Baker	Joyce Bender	James Brooks
	Clyde Cranwell*	Russ Guthrie	Rick Haasl*
	Tom Lewis	David Miller	Diane Murphey
	Kurt Schaefer	Jim Hill for Patty Seward	*absent

Faculty Present: Kim Smith, Kathy Turner

Guests: Dr. Dale Goldsmith

Dr. Goldsmith asked for faculty senate input on the faculty desires for more discussion of facilities planning. Senators expressed concerns in the areas of working and study conditions for students, the temperature, odors, cleanliness of the science building, no water in the science labs, problems with exhaust fans, and others. He also requested and received input on the Rank and Tenure committee structure and procedural matters.

Kathy Turner, Faculty Athletic Representative, reported to the senate on the status of OPSU athletics. The university is no longer part of the OIC, nor NAIA. We are in our second year of NCAA II. She reviewed the role of the Faculty Athletic Representative under NCAA II rules and stressed the increased academic requirements for athletes in NCAA II. OPSU plans to become full NCAA II on 9-1-98. She encouraged faculty with concerns to contact her or the appropriate coach.

Minutes: Minutes of 3-14-97 meeting were approved with minor corrections.

Correspondence: The student senate requested support for their resolution to move the Student Health office to the Student Union from 3rd floor of Sewell to improve accessibility. The faculty Senate voted unanimously to support the Student Senate resolution.

Officers Reports: Tom presented information regarding the Oklahoma State Regents appropriations request for 1997-98. The request includes \$83 M increased funding of which \$12.1M is to be for technology equipment and faculty training and \$41 M for institutional priorities which could include a 4.3% salary increase, new faculty positions, and library acquisitions.

Tom reported on the facilities concerns discussed with A.D. Stone. The engineering bids are still out on the heating improvements. An electrician has been hired and new lights have been ordered for the campus lighting problems. Black top bids have been sent out for parking behind the dorm. One new van and 1 new car may be possible purchases in the future.

Committee Reports:

Advisement Task Force: David Miller, Chair discussed the committee's preliminary data and requested additional input from faculty. The final report will be presented at the May meeting.

Faculty Load: Kim Smith, Chair is still gathering material. She handed out some preliminary data on loads and time requirements. She will present the final report at the May meeting.

Old Business:

Learning Resource Center: to be used to check out software, student research and use of computers, interned access, and CD references. Bids have been let on it and the One-Net ITV room.

Mid-Term Grades: discussion was held concerning the use and usefulness of mid-term grades. Senate discussion included a request that advisors should be notified of mid-term grades sooner than pre-enrollment (as soon as possible following grade submission.)

Transfer hours and GPA: A general consensus was reached that transfer hours not be recorded if less than a C. Tom was asked to report this to the President.

From the Floor:

Faculty expressed concern about the time conflict vs arranged class problems. Prior to this year, time conflict over-rides have routinely been done on the basis of faculty signatures. This procedure has never been known to be questioned by the regents or any governing body of OPSU. What was done, worked; it was not broke; it did not need fixing; it did not need 'formed' to death. Faculty Senate voted unanimously to send a resolution to Academic Council regarding the Registrar Office inappropriate interpretation of arranged classes and the continued harassment of students and faculty by a landslide of paperwork.

Discussion was held concerning the Academic Vice-President's letter to the Collegian regarding faculty in the music and speech programs. The Faculty Senate wishes to express grave concern about the publication of the letter and will send a group of representatives to discuss it with Dr. Goldsmith.

Adjournment: 4:25 PM

Faculty Senate Minutes - Approved March 14, 1997
Meeting Date: Friday, Feb. 7, 1997
2 pm - Home Ec Living Room

Present: **Dan Baker** **Joyce Bender** **James Brooks**
 Clyde Cranwell* **Russ Guthrie** **Rick Haasl**
 Tom Lewis **David Miller** **Diane Murphey**
 Kurt Schaefer **Patty Seward** *absent

Guests: **Dr. Dale Goldsmith** **Steve Sewell**

Dr. Goldsmith discussed:

- Strategic Plan - A draft of the strategic plan has been completed by a committee consisting of the 5 Deans, Dr. Goldsmith, Dr. Priest, R.D. Schultz, and Mr. Jordan. The primary goals of the plan are increased enrollment, improvement of academic programs, improvement of physical facilities, and increase service outreach to panhandle communities. The plan has been modeled on successful plans of other universities. Once the plan is completed it will be filed with North Central. The next step will be to actually use the plan to improve the institution.
- Assessment - Justin Collins, an OPSU graduate, will start Monday, Feb. 10 and his office will be in Sewell 312. He is the new assessment officer and will also serve as a resource person for university data gathering and analysis.
- Public Relations - Bill Garrett has been hired as the new full time public relations person. Faculty are encouraged to contact him for publication of information about their accomplishments, student accomplishments, and PSU activities.
- Retention - Ruth Wheeler has been appointed as the Director of New Student Services. There is a need for the student success seminars to be reduced in size and more personnel are needed to staff sections. Among the responsibilities of this office will be the monitoring of new students and organizing the student success seminars. Suggestions were made by faculty senators that improved advisement and some sort of early alert system for 'retention endangered' students be part of retention efforts.
- Classroom space - Dr. Goldsmith responded to expressed concern over the loss of the only classroom space in the gym. Faculty also expressed overwhelming concern about building funds being spent on non-academic functions when academic areas such as the science labs still do not have water. Dr. Goldsmith expressed a desire for improved communication with faculty regarding both facility and academic planning.

Old Business:

Check Cashing policy

Motion passed unanimously to allow students, faculty, and staff to cash checks up to \$50 with ID.

Registrar's Office

Discussion was held regarding the function and placement of this office in the university structure. Faculty concerns were detailed and Tom Lewis will convey the report to President Goodwin.

General Education	The new general education requirements have been approved by the academic council.
Swimming Pool	Tom will talk to Dr. Goodwin about repairing or replacing the pool. It is a public service to have it, supports academic classes, is a student service, and provides for student activities.
Library Committee	A joint meeting was held with the Faculty Senate Library Committee and the University Library Committee. Steve Sewell presented a draft of the joint committee's library definition. Faculty senate members are to get input from their faculty concerning the definition and it will be completed in the March meeting.

New Business:

The minutes were approved with minor spelling and grammar corrections.

Correspondence: 3/4/97 will be Higher Ed Day at the State Capitol.

A motion was made and unanimously approved that the proposed strategic plan be presented to faculty for discussion and input prior to submission to North Central.
Campus Security -Dr. Richter has reported that the lights are off in the halls of the classroom building at 8:00 pm. A memo has been sent to Dr. Priest and to maintenance requesting that building lights be left on until after 10 pm and pointing out the need for increased outside lighting for security purposed. A lack of security at night will have a direct effect on recruiting and retention of students.

Retention - A concern was expressed by faculty senate members over the effect on students' and faculty's safety and health given the lack of lighting, mushrooms, mildew, and mold growing in buildings due to excess moisture, lack of cleanliness in dorm (especially restrooms), and other continuing physical plant and maintenance problems.

Planning - Concern was expressed about beginning of new construction, repair or remodeling projects before ones currently underway were completed. There is a general perception of physical plant workers not being able to complete a current assignment without being jerked out to start a new one. **Following is a list of projects started but not completed as compiled by faculty senate members.**

- **Wellness Center** - lacks phone, running water, restrooms, lights in dressing room , first aid kit, aids clean-up kit, and lack of reliably clean drinking water
- **Hefley** lab rooms not complete, water problems, temperature problems, no lights

- **Hugh Strong** finishing work not complete
- **Swimming Pool** - serious concern here because it is one of the few recreational activities we provide our students and faculty.
- **Rodeo Grounds** lights and bleachers not finished
- **Student Union** - ceilings, light fixtures, floors, etc.
- **Solarium** - not finished
- **Library** - moisture and heating problems, exits to some rooms blocked
- **Public Relations Office** severe moisture problems
- **Hesper Hall** - severe moisture and heating problems
- **Hamilton Hall** - change filters in heating system, no hot water in bldg
- **Holter Hall and Field Hall** continual hot water problems, lack of cleanliness in halls and rest rooms
- **Campus wide** lack of hot water, steam leaks (burn hazard), heating system problems
- **Others** that faculty present may not be aware of

Next meeting topic: Retention

Adjourned: 3:39 pm

FACULTY SENATE MEETING - 2/2/96
approved minutes

1. Meeting called to order at 1:17 p.m. by president, Mindy Davis.
2. Members present were: Thomas Broadway, Russ Guthrie, Doris Looper, Diane Murphey, Sara Richter, Kurt Schaefer, Emma Schultz, Patrick Seward, Kim Smith, and Kenneth Woodward (substitute for Dan Baker).
3. Minutes of December 6th meeting were read, corrected by adding Diane Murphey as attending, and passed as corrected.
4. Correspondence was ready by Mindy Davis. The 3rd Annual Higher Education Day is scheduled for Tuesday, March 6th. Also, Mindy has received a booklet of addresses for officials in government we might wish to write to. Check with Mindy for availability.

American Association of University Professors (AAUP) representative would like to meet with our faculty. He will be invited to a Faculty Senate meeting and all faculty will be notified so they may attend if desired.
5. No committee reports.
6. Unfinished Business:
 - A. Copies of materials on student evaluations of faculty were distributed. Using simple word descriptors (e.g, organization, attendance, integrity) it was moved and approved to use a three category response scheme: **Effective, Ineffective, No Opinion.**
 - B. Motion to reconsider the choice of a three word option response on student evaluations was made and approved.
 - C. Motion was made and approved to change the selected descriptors to questions, using a Yes, No, & No Opinion response scheme. Dr. Richter offered to prepare a new evaluation form based on the approved motion
 - D. It was suggested that evaluations should be conducted in all classes, each semester, for new faculty members, for up to 3 years. After 3 years, faculty would be evaluated in 2 classes once every two years, alternating in years by school.
 - E General discussion of January faculty meeting took place
7. Faculty Senate meetings for spring semester will be on March 15, April 12, and May 3. Time will remain at 1 p.m.
8. Motion to adjourn was approved. Meeting adjourned at 2:48 p.m.

approved 3/16/96
Russell White, Secretary

FACULTY SENATE MEETING - 3/16/96
minutes

1. Meeting called to order at 1:01 p.m. by President Mindy Davis. Members present were: Thomas Broadway, Jerry Butler, Russ Guthrie, Doris Looper, Emma Schultz, Patrick Seward, Kim Smith, and David Miller [sub for Diane Murphey].
2. Minutes of meeting 2/2/96 were approved with correction by adding "be" between "will" and "notified" in sentence #2, ¶ 2, item #4.
3. Ms. Davis distributed materials received from the statewide *Student Advisory Board* and the *Faculty Advisory Committee* which met in joint session on January 28, 1996. Jointly approved resolutions were passed by those bodies which (1) expressed opposition to SQ 669; (2) called for increased higher education funding; (3) urge continued progress on articulation agreement in the area of transfer credit between state institutions; (4) urged the State Regents to formulate guidelines and minimum quality standards for distance learning; (5) urged State Regents and collegiate officials to examine and implement School-to-Work program; and (6) urged "the State Regents to encourage institutions to negotiate and adopt a shared governance concept among administrators, faculty, staff, and students."

Ms. Davis also reported receipt of a memo from Dr. Goodwin which expressed concern with the suggestion of Faculty Senate that the number of annual faculty evaluations by students be reduced in the case of experienced faculty. In discussion of the memo, senators questioned the administrative intent of conducting evaluations and the end(s) to which they are being (will be) put. Question: "Does Dr. Goodwin want us to develop a comprehensive faculty evaluation system? Or just redesign student evaluations?"

4. The Committee on Committee Sizes has met and Chairperson Davis presented an oral report with written copy to be forthcoming. Basically, the committee is recommending reduction in committee sizes by: (1) removing administrator(s) from those committees whose function is to advise the administrator(s) sitting on the committee; and (2) dispense with the concept that every school must always be represented on a number of committees.
5. Old Business
A motion was made to approve the new directions designed to accompany student evaluations of faculty. It was pointed out that the directions should function regardless of the future structure of the evaluation form. Motion passed.
6. No new business was suggested
7. Motion to adjourn was made and passed at 2:14 p.m.

Next meeting is scheduled for April 12, 1996

Submitted by,



Russell A. Guthrie, Secretary
approved 4/12/96

FACULTY SENATE MEETING 4/12/96
Minutes

1. Meeting called to order at 1:13 p.m. by President Mindy Davis. Members present were: Jerry Butler, Russ Guthrie, Doris Looper, Diane Murphey, Emma Schultz, Patrick Seward, and Clyde Cranwell (sub for Thomas Broadway).
2. Minutes of March 16 meeting were approved as read.
3. President Davis reported receipt of correspondence from the Higher Education Faculty Advisory Committee requesting nominations for the 1996 Oklahoma Higher Education Hall of Fame. Ms. Davis said she would be sending out copies of the nomination form through campus mail. The F.A.C. also sent out the results of a Higher Ed. Public Perception Survey. Copies were disseminated to senators.
4. President Davis reported and/or clarified comments from Dr. Goodwin concerning faculty evaluations by students. Dr. Goodwin said we could change the instrument, but need to keep the process in place for evaluation each semester in all classes. Dr. Goodwin is using the results in public relations efforts to show how good a job the students think our faculty is doing. He did suggest adding a second page for response to a series of open-ended questions.
5. Discussion took place concerning students evaluations as an element of comprehensive faculty evaluation. Mention was made of the evaluation plans developed in response to the dictates of Dr. Boyd.

MOTION: That [academic] schools be asked to find their last known plans for comprehensive evaluation of faculty and revisit/review for possible implementation. Motion passed.
6. With the discussion of faculty evaluation, it was suggested the surveys of administration conducted for the North Central report were a good idea. Question was raised why they couldn't be conducted more frequently, particularly since the emphasis is being placed on faculty evaluation.

MOTION: That we (the senate) consider a university-wide assessment, done periodically, similar to North Central surveys, to determine perceptions of different university constituencies. Motion passed.
7. It was suggested that the senate put together a faculty reception for the incoming Vice-President for Academics. It was consensus of members present that it was a good idea.
8. FYI: President Davis reminded the senate of the forthcoming visit by representatives of the American Association of University Professors (AAUP). It may coincide with the May faculty senate meeting.
9. Concerns were raised in three areas. First, it is unclear how much money a student needs to pay in order to remain pre-enrolled for fall classes. Faculty were told one amount at the pre-enrollment clinic, students are being told another amount. Nothing has been issued in writing. Second, it has been reported persons are receiving warning and/or parking tickets for violations of unwritten rules, e.g. backing into a perpendicular type parking space and parking a vehicle with trailer on a public (city) thoroughfare adjacent to private property. Is someone exceeding his/her authority? Third, is the university prepared to provide access to the new wellness center in conformity to A.D.A. requirements, particularly in the case of persons who use wheelchairs? Also, will the renovations bring Muller up to current fire code, including fire resistant stairwells?
10. Next meeting is scheduled for May 3, 1996.
11. Meeting adjourned at 2:49 p.m.

Submitted by,



Russell Guthrie, Secretary

FACULTY SENATE MEETING - 5/3/96

Minutes

1. Meeting called to order at 1:03 p.m. by President Mindy Davis. Members present were: Russ Guthrie, Doris Looper, Diane Murphey, Sara Richter, Emma Schultz, Patrick Seward, Tom Lewis [for Kim Smith], and Kenneth Woodward [for Dan Baker].
2. Representatives of the American Association of University Professors were introduced: Fred Kolch, retired O.S.U. mass communication professor, and Edward Neparko, retired chemistry professor from S.W.O.S.U. They spoke of benefits in AAUP membership, and Fred spoke of AAUP's entry on the OSU campus and subsequent actions.
3. Dr. Goodwin spoke on:
 - A. NCA exit interview - team was quite complimentary of faculty, student input and involvement, governing boards, and physical plant.
 - B. Suggestion - An "honors program" for stronger students. What can we do that doesn't involve committing large blocks of budget to special courses?
 - C. Assessment - needs to be broader, i.e., outside academics
 - D. Strategic Planning - a problem arises in lack of institutional data. **What data do we need?** If you know, suggest to Dr. Goodwin. We need to start data gathering for NCATE.
 - E. Approximately \$2.1 million spent/committed to renovation of Hughes-Strong.
4. Minutes of April 12, 1996 meeting were approved as read.
5. Mindy Davis reported Mr. Stone said there was no \$100 fee required for pre-enrollment. (Note: clarification was sent out from Dr. Miller's office). Davis also reported OPSU does not need to meet A.D.A. requirements in Muller Hall. Use of the Fitness Center will require enrollment in a 1 hour course.
6. As Chair of the Committee on Committee Sizes, Mindy Davis presented a proposal for committee reforms. A number of suggestions were made for revisions. A final copy will be produced.

MOTION: To approve report as revised. Motion passed.

Unfinished Business

7. Vice-President Emma Schultz reported there is a faculty evaluation process in place, but no one knew about it.

MOTION: That we rescind the motion of 4/12/96 asking academic schools to find their last known plans for comprehensive evaluation of faculty and review for implementation. Motion passed, rescinding the prior motion.
8. Dr. Goldsmith is to arrive on the job May 15th. Suggested times for a faculty reception were 3-5 p.m. on Tuesday, May 14th, Wednesday or Thursday. Dr. Goodwin volunteered his home for the reception.

MOTION: A faculty reception will be held for Dr. Goldsmith, and to include Dr. Miller and Chuck Jordan. Motion passed.

New Business

9. Dr. Miller has suggested the Senate attempt to define faculty load. Item will be put on future agenda.
10. Russell Guthrie proposed discussion of a "dead week" prior to finals. Item will be put on future agenda.
11. It was brought to the Senate's attention that reduction in the number of faculty in the School of Education has brought that school below the minimum for having three senators. Therefore, the School of Education will have only two senators beginning in the 1996-97 academic year.
12. Meeting adjourned. Next meeting will be in September, 1996, at a time and place to be determined by outgoing president, Mindy Davis.

Submitted by

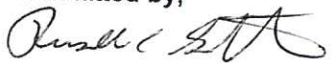


Russell Guthrie, Secretary

FACULTY SENATE MEETING - 12/6/95
MINUTES

1. Meeting called to order at 7:03 a.m. by President Mindy Davis. Members present were: Dan Baker, Jerry Butler, Russ Guthrie, Doris Looper, Diane Murphey, Sara Richter, Emma Schultz, Patrick Seward, and Kim Smith.
2. Minutes of November 1, 1995 were read and approved without correction.
3. Reading of Correspondence: Mindy Davis presented a packet of information received from HEACO. The material deals with the report of the Governor's Commission on Government Performance. There are a number of recommendations dealing with higher education, e.g. abolition of the current regents systems, reduction of teacher education institutions, abolition of tenure, etc. If interested in seeing the report contact faculty senators or Mindy Davis. It was proposed that new business in spring include a recommendation to the Governor on the reform proposals.
4. No committee reports.
5. The special meeting called for 11/15/95 to deal with faculty evaluations by students failed for lack of quorum. Suggestions were made for revision of the instructions and the format. Those will be available at later date.
6. Questions were raised by members dealing with several areas of concern, e.g. administrative structure, the wellness center, budgeting concerns, and course cancellations. Motion was made to prepare a list of questions for President Goodwin detailing the senators concerns, with a request to schedule a faculty meeting prior to end of exams. Motion passed. A list of questions was developed. Mindy Davis volunteered the senate officers (herself, Emma Schultz, and Russ Guthrie) for presentation of the request to Dr. Goodwin.
7. Next meeting of the Faculty Senate will be held in January. No date/time was set. Mindy Davis will review senators' spring schedules to hopefully find a time and day better than Wednesdays at 7 a.m. Senators will be notified.
8. Meeting adjourned at 7:55 a.m.

Submitted by,



Russell Guthrie, Secretary

Approved 12/12/96

Note: Officers met with Dr. Goodwin after his return from regents' meeting. His schedule would not allow for a meeting before end of exams. He proposed having a faculty meeting on Monday, January 15, 1996, at a time to be determined. Officers concurred.

SPECIAL FACULTY SENATE MEETING 9/29/95

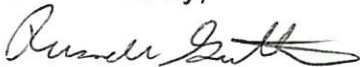
Minutes

1. Meeting convened at 12:52 PM in Hesper Hall Living Room, Mindy Davis presiding. Members present: Diane Murphey, Kurt Schaefer, Doris Looper, Russell Guthrie, Sara Richter, Kim Smith, Dan Baker, Emma Schultz, Jerry Butler, and Patrick Seward.
2. Mindy Davis explained call for special meeting, i.e., Dr. Goodwin desires to finalize committee appointments for this year, but needs senate input first to avoid duplication. Committees requiring senate action: Rank & Tenure, and Telecommunications.
3. Guidelines for Rank & Tenure Committee specify that three members are to be elected at-large by the faculty. Mindy Davis stated that Dr. Goodwin wants all committee members to be Associate Professors or Professors. Ms. Davis presented a ballot listing all faculty members believed to hold those ranks. After discussion, Ms. Davis said she would have the ballot circulated to faculty no later than Monday (10/2/95).
4. The Faculty Senate is charged with appointing two at-large faculty members to serve on the Telecommunications Committee. It was suggested that it would be good for Dr. Goodwin to appoint a person with technical expertise, such as Troy Rader [Assistant Director - Data Processing] both for his computer skills and his telephone knowledge.

Diane Murphey was nominated by Emma Schultz for one at-large position. Seconded by Dan Baker. Motion passed.

Kurt Schaefer was nominated by Kim Smith for the second at-large position. Seconded by Dan Baker. Motion passed.
5. Meeting adjourned at 1:08 P.M.

Submitted by,



Russell Guthrie, Secretary

approved 11/1/95