

# FACULTY SENATE MINUTES, ~~1984~~ approved

The PSU Faculty Senate met 27 APRIL at 15.30.

Members present: Carter, Miller, Brooks, Sewell, Hill, Latham, Burns, Cranwell

## VISITOR: Dr Goldsmith discussed:

1. A faculty development recommending committee is considering ITV or visual aids materials. Faculty are putting together more ITV classes. There is \$1.5 million statewide for developing of skills in colleges. The committee is trying to develop a plan for PSU. If ITV would be useful to classes, then the professor should be ready to adapt.
2. A reminder: assessment is "with us", it's not going to go away. It is monitoring effectiveness and results and it's got to be taken seriously.
3. Faculty evaluations and professional development: Dr. Goldsmith and the deans are evaluating to see what can be improved.

## CORRESPONDENCE IN, David Miller discussed:

1. The advisory committee on liability issues may present, in the fall, a program on sexual harassment, liability in advising, passing licensing exams, the syllabus as a contract, issues outside employment, confidentiality of student records, ADA issues.
2. Concerns about posting grades: How to post grades? How to return grades? Many methods now being used are clearly illegal but it appears that students are the least concerned about confidentiality. Perhaps the safest choice is simply don't post grades.
3. The Board has deleted degrees in speech and in music education. They approved purchase of hardware for the campus computer network. We might get it installed in 60 days.
4. Athletes enrolling in HPE for credit: President Goodwin likes the idea and the tuition would go to the school as do all tuition charges. The Curriculum Committee has tabled the matter several times.

## COMMENTS ABOUT ADA COMPLIANCE, Cecil Burns discussed his findings:

1. Any institution getting federal funds should make improvements and the institution should be sure facilities meet the needs of handicapped people. His information is there are no exceptions to the federal law.
2. Toilet doors and other common problems cannot be ignored. Facilities should be arranged to serve better. The only thing that will "put off" corrections is that someone must contest the problem.

## OLD BUSINESS:

1. The general picnic consideration. It was felt there might not be that much interest in a picnic and the Faculty Senate decided to cancel consideration of it sponsoring a picnic.

NEW BUSINESS:

1. The question about a day care facility was discussed. There is a need for day care facilities for families of students, staff, faculty, but money is not available and people are not available. Private groups are not supplying day care in Goodwell but in other areas it is cost-effective. The rules governing the school in this matter might be prohibitive. A resolution was passed: "The faculty support establishing and maintaining a day care center when funds are available. If funds are not available, we encourage the private establishment of one for this service to students, staff, faculty."

This last meeting of the year adjourned. See you all next year.

-J. Hill, secretary

# FACULTY SENATE MINUTES, *MM* approved

The PSU Faculty Senate met 23 March at 15.30.

Members present: Carter, Miller, Brooks, Sewell, Lewis, Hill, Latham

VISITOR: Dr Goldsmith discussed:

1. Should a class syllabus include a statement that "handicapped people should talk with instructor about arrangements"?
2. A weather attendance policy was mentioned. Should the syllabus say something about when class will be cancelled? Discussion of this item included the fact that the President has declared that "school will be open" in bad weather. Thus, there is the question of who CAN decide whether a class can be cancelled? When should the decision be made? How to tell the class?

VISITOR: CHERYL ASHPAUGH discussed insurance changes:

1. The main points she brought out are that our insurance program is tied to the program of OSU and what happens is probably whatever OSU decides. We will have very little "say" in the choice. It was pointed out that the "state" insurance operation is poorly liked.
2. Whatever happens, our insurance premium costs will rise and benefits will probably decrease.
3. If we become part of the "state" health insurance operation, the hospitals in Liberal and Amarillo are NOT certified as "care providers".

The minutes for the 23 February meeting were approved as read.

CORRESPONDENCE IN: David Miller discussed:

1. The "Faculty Advisory Committee on Liability Issues" has no business scheduled. Questions or points that might be considered include:
  - a. confidentiality of the Rank & Tenure Committee
  - b. any privacy policy of E-mail
  - c. other privacy matters such as student records, tests
  - d. What lawsuits are on-going?
  - e. What legal matters will be covered by the school/state
  - f. advisement problems and failures
  - g. licensing and accrediting exam failures
  - h. Is a syllabus a "contract"?
  - i. How long to keep "papers" to document grades?
2. Academic Council comments: Minutes of the Academic Council are being circulated. Minutes of the Curriculum Committee will probably be circulated.
3. While the ADA involvement on our campus was not discussed, it was pointed out that there are "weasel clauses" by which the school can get out of making changes. The use of such a clause would depend upon the decision of a judge concerning any question of compliance. This compliance is based on the cost of compliance compared to the cost of the project. Thus, many projects could ignore compliance.



**OLD BUSINESS:**

1. A "spring picnic" was tabled again.
2. On the question of charging tuition for athletics- this issue was not discussed because of no information from the President.
3. ADA discussion was tabled until Cecil Burns can present his information.

**NEW BUSINESS:**

1. There was more discussion on confidentiality. How to maintain confidentiality of records, grades, tests, etc. How to handle these matters? How does the President want these matters handled? David Miller will present these questions to the Academic Council.
2. IS a "Speakers' Bureau" needed or wanted? The operation of one has failed twice in the past. There was an indication that, in the past, the speakers have not been requested. Some people indicated that they handle such requests through their department or school. The subject was tabled.

**Meeting was adjourned at Steve Sewell's motion.**

-J. Hill, secretary

FACULTY SENATE MINUTES, *Am* approved

The PSU Faculty Senate met 23 February at 15.30.

Members present: Carter, Miller, Brooks, Burns, Sewell, Lewis, Hill, Seward.

VISITOR: Dr Goldsmith discussed:

1. Whether the Sentiments Committee could/should include non-faculty people ("staff") as they have been included in the past. Discussion and activity is listed under "new business".
2. Class scheduling should try to use time slots other than traditional or usual. He encouraged a greater use of morning lab times.
3. Professional Development: more effort is possible, and we should continue to encourage personal and professional development.
4. He is working on a long-term improvement in the educational program and he wants more discussion and involvement by faculty.

He was asked about academic requirements for adjuncts. He stated that "O-level" teaching would require the BS or higher. For regular college courses the requirement is mostly left to the deans. He pointed out that we are "market restricted" in that we do not always have available qualified people to fit a specific requirement, so we may have to take any that are recommended.

VISITOR: Vic Shrock, Registrar, spoke:

He told of his academic and experience background, "where he wants his office to go", or how for it to operate. He plans to get graduation checks done "on time" and he has been working hard on them even now.

The minutes for the 26 January meeting were approved as read.

David Miller: no correspondence in.

No officers reporting, no committees to report, although it was announced that some schools have elected their representatives to the Sentiments Committee; others still need to get that election completed or reported.

OLD BUSINESS:

It was mentioned that there are still some problems with the phone system. It was mentioned that there have been some problems with the incoming lines "being busy" for a long time in the afternoon.

NEW BUSINESS:

1. Consideration of ADA problems, as pointed out by a Student Senate communication last month, was tabled.
2. Discussion indicated favorable to Sentiments Committee makeup also including all university staff. Miller will draft a communication to send to university staff.
3. There was question why faculty do NOT receive minutes of the Curriculum Committee?
4. It was commented that better minutes for the Academic Council are need- information could be more descriptive.

Meeting adjourned.

-J. Hill, secretary



# FACULTY - SENATE MINUTES, ~~un~~approved

The PSU Faculty Senate met 26 January at 16.00.

Members present: Cranwell, Carter, Miller, Latham, Brooks, Burns, Lewis, Hill, Seward.

1. NO VISITOR; Dr Goldsmith was unable to attend but he sent a few notes that were read by Miller.

2. MINUTES of the 3 Dec 97 meeting were approved as read.

3. COMMUNICATIONS in (to Miller):

A communication from the Student Senate that has circulated to departments was read. It was a resolution by the Student Senate concerning the lack of handicapped access, pointing out that the ADA act is not being met, and requesting that this lack of access be corrected. Pursuant to this communication, campus problems with access were discussed; no action.

Dr. Goodwin has indicated that a new phone system is top priority when we reach our "capital campaign goal" (but no information when that would be.)

Privacy of the Rank & Tenure Committee- apparently the committee is/should be a "confidential" or a "closed meeting", but an opinion from the Regents counsel is needed. General opinion in the Senate was this situation needs clarified by Regents' lawyers.

4. COMMITTEE REPORT: The committee dealing with Who's Who nominations (Hill, Camfield, Carter, Kealoha) met in December, selected 40 of the students qualified for nomination, with alternates should any nominees not accept. This choice was relayed to Dr. Goldsmith for official contact.

5. OLD BUSINESS:

Members for the "Sentiments Committee" (as revised in the December meeting) are needed, one from each school. SCHOOLS PLEASE NOTE: Please get these representatives elected and notify David Miller. Faculty should get their "donations" to Cleve for this committee to use.

Phone problems were discussed. People are having problems with "directory assistance"; one member must even use his personal phone card in order to get number assistance.

6. NEW BUSINESS:

Meeting time for the spring semester was set at 3:30 pm on the 4th Monday of the month in the Faculty Lounge in Hesper.

A list of concerns or goals for the athletic programs was offered by Dr. Goodwin. Those concerns were discussed, the wording was slightly altered, and a supportive resolution was passed. That revised resolution accompanies these minutes.

Considered was the question of whether credit can be offered for athletic participation. Questions voiced include "How will this credit benefit the institution?" "Will this be a tax on those students?" "Can it be confirmed that tuition will <sup>go</sup> into the university general fund and not into a department budget?" No action was taken.

7. Meeting adjourned.  
-J. Hill, secretary

FACULTY SENATE MINUTES, unapproved

The PSU Faculty Senate met 03 December at 16.00.

*Approved*

Members present: Townsend sub for Cranwell, Carter, Miller, Kealoha sub for Latham, Burns, Sewell, Lewis, Hill, Seward, Camfield.

1. VISITOR: Dr Goldsmith discussed:

- 1) That the "Honors" committee is needed and the fund is \$277 "in the hole"; there is no "alerting mechanism" for when there are related campus problems; Senate should re-establish that committee function; no official funds are available for this purpose.
- 2) How to take care of students who have problems? There is no appropriate "clearinghouse" for this information to help them.
- 3) He would like to meet with a committee of faculty who are interested in discussing the general education curriculum.
- 4) Why is there now no "administrative withdrawal" of a student (by a faculty)? This policy came from the President's Office with a preference for a "tighter" interpretation of policy and it corrects a problem perceived by the NCAA.

2. MINUTES of the 24 Sept 97 meeting were approved as read; there was no meeting 20 October, no minutes to be read.

3. COMMUNICATIONS in (to David Miller):

Academic Council actions:

The A.C. refused to discuss Dr. Priest's proposal.

Academic withdrawal has already been discussed.

Changes in the final exam schedule were discussed and the discussion concerned how some problems could be handled privately.

The new computer system is coming, and there will be "networking." (See also an accompanying note from the Faculty Advisor Committee to the OSRHE)

Lighting problems should be relayed to the building supervisor and he should then relay those reports to Chuck Jordan with copy to President Goodwin.

Handicapped parking changes will involve the person involved going directly to Dr. Goodwin to effect any needed change.

4. OLD BUSINESS:

1. The "Honors" committee is still needed with a new or realistic name, with the function being sending flowers paid for by the faculty donations but the President has indicated he can find appropriate funds for plaques. Motion was passed: "The committee should be composed of one person elected from each school".

SCHOOLS PLEASE NOTE THIS AND ELECT YOUR REPRESENTATIVE NOW.

Motion was passed: "The name of the committee will be changed to the Sentiments Committee".

Motion was passed: "The intent of the committee will be to convey sympathies to the immediate family of an involved faculty member, it being a small token determined appropriate by the committee."

ALL FACULTY MEMBERS PLEASE NOTE: Please pay your \$10 donation for this committee function NOW to Cleve in the Business Office.

2. The "pot luck dinner" would likely be held in April, so further discussion of this subject will be tabled until the March meeting.



## 5. NEW BUSINESS:

1. A report of the Citizen's Commission on the Future of Oklahoma Higher Education was mentioned. Senate members each have a copy of this report.
2. Who's Who nominations: There are reported to be 77 students who qualify for nomination and we have approximately 40 slots. A volunteer committee will examine the list & make recommendations; the committee should be one person from each school and now includes: Hill, Camfield, Carter, Kealoha.
3. Teleconference on Critical Thinking- input? None voiced.
4. University vehicles- How many people are having problems with getting needed vehicles? Any problems may be relayed to your faculty senator.
5. The Fitness Center will be closed over the break for work. Comments were made about needed improvements such as showers, toilets. Inappropriate comments were also made.
6. Phone problems were discussed. What to do in an emergency??? People mentioned that in time of dire need, a campus operator can probably get an outside line. Mention was also made that some people are using the long-distance service when a local line is not available. It was generally agreed that there is the need for a new phone system as the university needs to deal with the technological problems instead of ignoring them. David Miller will try to find out what is being done and what will be done in the future.
7. The final exam schedule was discussed. Resolution was passed: "We should revert to the previous final exam schedule (copy attached) for every semester and it should be published in the course schedule every semester".
8. Problems with the asbestos removal in the library: It was felt that our academic integrity is "on the line" with the library being closed just before the end of the semester. Why was there no previous warning? Resolution as passed: "The Faculty Senate expresses concern that the faculty and students were not informed before the fact that the library would be closed for asbestos removal. We are willing to be flexible but we must be informed."
9. A spring meeting time for the Senate was not set.

6. Meeting adjourned 18:00.

-J. Hill, secretary



*Unapproved*  
*Approved*

FACULTY SENATE MINUTES, *unapproved*

The PSU Faculty Senate met 24 September at 16.00.

Members present: Cranwell, Carter, Miller, Brooks, Latham, Burns, Sewell, Lewis, Hill, Seward; absent: Camfield.

Visitor: Dr. Goldsmith discussed the feasibility of a "Professor of the Year" award. He would like to set it up. He mentioned that about \$20K was available for "faculty development" and arrangements for use of the funds are made through his office. There is now no specific way it is allotted.

Minutes of previous meetings were read and approved as read.

Correspondence in: a letter from Dr. M. Seddighin.

Reports and Announcements by D. Miller:

1. Dr. Goodwin is aware of the need for speedbumps around campus.
2. Currently, nobody coordinates with the Goodwill city council.
3. Fitness center: "Why enroll to get the faculty discount?" Since this use is now a credit class, faculty have three choices: enroll for credit and get the faculty discount, enroll for audit/no credit and pay tuition or pay for the use (you're paying a "use fee"). It was mentioned that the Registrar's office has refused to allow the faculty discount on this audit enrollment.
4. On the matter of office hours: Dr Goodwin will look in the questions. Dr. Goldsmith wondered if the complaint came from an offender?
5. Information from Dr. Goodwin indicated that the "30 hours for overload" memo was premature. however, that memo is now "policy": anything taught over 30 hours would be paid extra.
6. Graduation checks: problems have not been resolved. More information is coming and resolution is expected. What information does Faculty Senate want from the Registrar's Office?
7. Academic Council matters: Is there a time limit for the associate degree? There is no policy on this so such a request was granted. The residency requirement does not appear to apply to the associate degree.
8. Dr. Goodwin wants to develop a common form for checking all general education classes.

Committee reports: none

Old business:

Concerning the Honors and Memorials committee: It appears that faculty wish to continue this function. However, the "honors" function should be handled as a function of the university and the committee will handle only the "memorials" function. Dues will remain set at \$10 until the deficit is made up. Volunteers to serve on the committee will be requested.

New business:

1. The Senate discussed "what information is wanted from the Registrar's Office"? There was a general consensus that faculty would want regular but fewer term sheets at the beginning of the semester, a grade report for each advisee or a much-updated transcript, a list of advisees before pre-enrollment time.

2. The faculty pot-luck picnic suggestion was discussed. People felt the picnics should be continued. Would Faculty Senate "sponsor" it? This topic will be postponed as "old business" for a future meeting.
3. Next year the faculty improvement consortium meets at PSU. As the hosts, we will have to be involved much more next year.
4. Academic Council meetings were discussed. It was pointed out that at one time motion was made and passed in the Academic Council that minutes of those meetings should be sent to all faculty. That fact will be pointed out in a future meeting.
5. A memorandum from Dr. Priest concerning agenda items for Academic Council was discussed. A resolution in reference to that memo was moved and passed: "Dr. Priest is intruding into faculty affairs with language that is accusatory, sarcastic and demeaning. Issues have recently been dealt with in Academic Council and they do not need rehashed."
6. A matter of handicapped parking for a faculty member was discussed. It was seen that the number of handicapped spaces will not always be sufficient for the need, and the needed spaces may not always be at the needed places. Motion was made and passed: "Policy of the University should be changed so that a faculty member with a severe mobility handicap (usually a wheel chair) may be assigned a reserved handicapped space anywhere that person wants the space. That space will revert to its previous use when the person is no longer on the faculty."
7. It was generally agreed that the quality of outdoor security lighting on campus "stinks". Campus lights need to be ON AT NIGHT. Lights in some buildings need to be left on at night until the building is closed for the night. What are the present security guard arrangements? It was suggested that faculty should list the days, times, locations that lights need to be on so this matter can be discussed with documentation.

Meeting adjourned 18.00 hours.

-J. HILL, secretary.



C FACULTY SENATE *approved* MINUTES, unapproved

The PSU Faculty Senate met 27 August at 15.00. All memebtrs were present.

*Freshman* President Goodwin discussed university affairs including current enrollment which was slightly below last year but ahead of past years and on schedule for "2000 by 2000". Retention methods were discussed.

V.P. Goldsmith also talked with the Senate about current campus events.

The election of officers was held. David Miller was elected president. Clyde Cranwell was elected vice-president. James Hill was elected secretary.

The reading of past minutes was delayed until the next meeting as they were unavailable.

There was a discussion of the graduation check procedure. Opinion was expressed that a one-month return time should be a maximum so that students could use their last year to get remaining courses completed. There was question about when these checks should be turned in and then returned so that there might even be time for changing enrollment in a fall semester for spring graduation. It was moved that the senate committee recommendation as sent out earlier this semester should now be taken to the Academic Council for official consideration. Motion carried. David Miller will present this to the A.C.

It was expressed that crosswalks need painted on campus. The feeling was that concerned individuals should discuss this with Chuck Jordan.

The matter of office hours was discussed. There was the feeling that Liberal Arts was being singled out for the enforcement of the "8-4 timing". There was discussion about the effect of time spent in evening classes. The feeling was that this timing has never been enforced and "other times" have never been considered.

Faculty loads and overloads were discussed. There was question about the 3-hour "buffer" between the minimum 27 hours per year full load level and the 30 hour minimum for payment for overload. Is there any guarantee that an overload will be paid? There was the feeling that this policy might lead to faculty refusing to teach loads beyond the 27 hour-per-year level. The feeling was that this policy needs clarified and converted from "memo status" to "official policy".

The Faculty Honors committee was discussed with information that the expenditures of the committee were over \$200 "in the red". The current policy is that a remembrance will be paid into the Foundation upon the death of an immediate family member and retirement plaques are presented to retirees. A motion was passed that senators should poll the members of their schools about whether they want this committee and function to continue.

Future Faculty Senate meetings are planned for 16.00 on the last Wednesday of each month in H-S 216.

Journed.