

FACULTY SENATE MINUTES, ~~was~~ approved  
with correction

The PSU Faculty Senate met 26 April, 1999, at 15.00.

Members present: Latham, Burns, Hill, Nelson, Goldberg, Carter  
Administrative visitor: Dr. Goldsmith

1. VISITOR: Dr Goldsmith discussed:

- a. A "Strategic Plan" has been approved. Copies were distributed to the Faculty Senate and additional copies are available upon request. Senators will probably make their copies available within their schools.
- b. He was concerned whether the minutes of the Faculty Senate reflected the proper approach to "student advising". It was decided that the past committee on advising should get together with Dr. Goodwin to decide whether there was misquoting or misinterpretation and to decide whether the current (or new) policy is working.
- c. Concerning off-campus travel- the problem is that the "away for 18 hours" rule is a Regents rule and there is no way around it; otherwise, travel must involve going the day before a meeting. But Dr. Goldsmith had no "problem" with going to a distant meeting a day early.
- d. Dr. Goldsmith emphasized that "the faculty improvement funds are still there" (minus the amounts already expended). He felt there may have been a communication problem. It was indicated that needs and availability information should "go in both directions."
- e. Concerning problems with the course catalogs, he hopes to have a strict line of communication of VP --> deans --> faculty and then back up to VP. He feels this will decrease problems with communicating changes and corrections for the course catalog. He emphasized that expressions of "problems" must go through the deans.
- f. Saturday, 30 October, 1999 is "Professional Development Day" at Amarillo College. All faculty and staff are encouraged to attend.
- g. Tuesday, 4 May, at 12:45-1:30 will be a reception tea for retirees and resignees. Location will be in the Faculty Lounge in Hesper.

2. Minutes of the February-99 senate meeting were approved as circulated with one correction showing visitor S. Branter present.

3. President Burns reported and discussed:

- a. "Advising" seemed to be working. A motion was passed recommending that the new Faculty Senate next fall should establish a standing committee on student advisement.
- b. Further comments generally indicated that any new advising forms issued should be dated so that updates can be tracked and used.
- c. The process of faculty rating or evaluating of administrators (as conducted by the Faculty Senate) should be continued in future years.

4. Committee on summer school class sizes reported. Some findings and suggestions were heard. The following acceptance motion was passed: "The Faculty Senate would like to recommend to the OPSU administration that the summer faculty reimbursement for courses be calculated as an average enrollment for the classes each professor teaches. Although it is desirable for summer courses to 'break even' financially, it is our belief that the university would be better served by looking at the entire picture for each faculty member than by looking at each class enrollment. If the break-even point for lower division courses is '10', then each faculty who might teach 3 courses would receive full summer pay if total enrollment in those 3 courses is '30'."

The benefits to the university for this approach:

Increased course offerings during the summer session.

Better public relations because fewer courses will be cancelled at the last minute.

Higher enrollment because students that do not want to drive to take "just one course" will be able to find multiple courses.

5. A resolution concerning Dr. Steven Sewell was passed:

"Whereas, STEVE SEWELL, PhD Assistant Professor of History, has been a member of the OPSU Faculty Senate for the 1998 and 1999 Academic years and,

"Whereas, he has attended all meetings, and

"whereas, he has served as Chairperson for the Committee on Retention of Students and the Committee for Faculty Advisement of Administrators and he performed an outstanding job on both committees, and

"whereas, Dr. Sewell has submitted his resignation from the OPSU faculty,

"Be it therefore resolved that the OPSU Faculty Senate extends its thanks to Dr. Sewell for a job well done."

6. It was felt that the Faculty Senate should review its accomplishments over the past year. San Nelson will compile that list.

7. The Faculty Senate had a lengthy discussion of the Student Retention Survey results. A resolution was passed: "The lowest ranking was given to the Office of Student Affairs. The Faculty Senate recommends that next year's Senate address specific complaints of students concerning that office."

No further business, meeting adjourned. -J. Hill, Secretary



# FACULTY SENATE MINUTES, ~~was~~ approved

The PSU Faculty Senate met 29 March, 1999, at 15.00.

Members present: Latham, Burns, Sewell, Hill, Nelson, Goldberg, Carter  
OPSU visitors present: D. Murphy, S. Martin, *S. Brantner, accounting*  
From a university in Brazil: Prof Maria Souza (a friend of C. Burns)  
Administrative visitors: Dr. Goodwin, Dr. Goldsmith

1. VISITOR: Dr Goodwin discussed:

He has received and looked over the forms from faculty evaluation of administrators. He has talked with all the administrators involved except for one (not stated which one). He noted that about half of the faculty were involved with this evaluation and he had tried to justify why only half had been involved (reasons postulated).

He mentioned that, based on student evaluations of the university, perhaps the student advisement process was good enough and nothing needs done with it.

2. VISITOR: Dr Goldsmith discussed:

An advisor's handbook is now available. Some were handed out in the meeting. Dr. Turner will supply us with a sheet listing NCAA guidelines.

3. Minutes of the February-99 senate meeting were approved as circulated.

4. The process of faculty evaluation of administrators was discussed. It was felt that refinement of the process for next year was needed. A motion was passed: "For next year's faculty evaluation of administrators, the senate should consider a continuing committee to refine the process."

5. Committee on summer school class sizes: Some findings and suggestions were heard. Further work will be done and the report was tabled until the April meeting.

6. Advisement committee: Comments about similar committee in past years were heard and those comments will be relayed to this committee. Correspondence from D. Miller suggests looking at committee structure and activities in past years. Further committee work has been postponed.

7. Off-campus travel was discussed, especially concerning "mileage" and "per-diem" reimbursements. Same-day travel lessens significantly the amount of expenses covered. There was a suggestion that trips far away could or should include an "overnight" if the distance is over 4-5 hours or 200 miles. It was pointed out that per-diem is paid on the first day only if the person is away for over 18 hours. A motion was passed to recommend that "When university-approved off-campus travel involves going over 200 miles away, the individual would automatically be approved for travel with lodging with per-diem expenses."

8. OLD BUSINESS: Discussion involved the "faculty improvement" funds in the office of VPAA. A motion was passed to appoint Dr. Burns to find out (and report back) where the faculty development money went, and how much "went".

9. NEW BUSINESS: There was discussion of the class schedules for fall-99. Discussion indicated that people thought the compiling and printing was a "poor job", "poor print quality" and "too many mistakes", reflecting poorly on the university.

No further business, meeting adjourned. -J. Hill, Secretary

as circulated

FACULTY SENATE MINUTES, ~~was~~ approved

The PSU Faculty Senate met 22 February, 1999, at 15.00.

Members present: Latham, Burns, Sewell, Hill, Nelson, Lark, Goldberg, Carter.

1. VISITOR: Dr Goldsmith discussed:

1. 1999 summer and fall schedules are being formed. There is a possibility the schedules could be accessed on-line.
2. He would like to arrange an all-faculty meeting in March to deal with distributing the advisors handbook and advising. One possible date could be 19 March. He will consider whether the advising load should be considered as part of the whole load for a full-time professor.
3. The strategic plan will be submitted to NCA to show how we will implement goals. Faculty input is still possible and solicited.
4. The "General Studies" degree is being considered.
5. About a new Faculty Handbook: "The lawyers still have it". Memos are going back and forth to complete it. Meanwhile, there are still questions about which edition is current. Maybe the 1980s issue? There were suggestions about getting an existing OSU shandbook and using that.
6. About faculty development funds: The Foundation does not yet have any. There is supposed to be an average of \$300 per person but those funds must be requested from VPAA office. If faculty need funds for this travel, go talk with Dr Goldsmith. For a meeting after July-99, the funds will come from next year's budget. There was some discussion that the available funds are possibly \$20K down to none, but there was no indication about just how much is available. Individual faculty members may ascertain whether funds are available for the project they wish.

2. Minutes of the January-99 senate meeting were approved as circulated.

3. ANNOUNCEMENTS:

The teaching load proposal from Faculty Senate was favorably accepted by Dr Goodwin but use of all the formulas is questionable as use may relate to the number of people teaching "extra" this fall.

4. COMMITTEE ON RETENTION & RECRUITMENT: Tabulation of surveys from 569 students responding showed the following results:

HOW WOULD YOU RATE..... (percentages of question responses)

dorms?	86% fair/poor
married student housing?	74% fair/poor
the cafeteria food?	84% fair/poor
the faculty?	83% excellent/good
your faculty advisor?	82% excellent/good



VP Academic Affairs Office?	61% excellent/good	
Dean of Students Office?	46% excellent/good	54% fair/poor
Financial Aids Office?	79% excellent/good	
administration (overall)?	64% excellent/good	
staff personnel?	78% excellent/good	
your overall experience?	69% excellent/good	31% fair/poor

Are classes offered at times well-suited for you?  
77% yes      23% no

Would you like to see more classes offered...  
 early afternoons      late afternoons      evenings      weekends  
 63%                      11%                      15%                      10%

Class standings:  
 freshman              sophomore              junior              senior  
 28%                      24%                      26%                      20%

[Specific comments have been relayed to Dr Goodwin.])

5. COMMITTEE ON ADVISING has not met and there is some concern whether use of advisor load numbers might not work because of differences in academic areas. Also, some associate degree students are being advised outside their academic areas.
6. COMMITTEE TO EVALUATE ADMINISTRATORS: An evaluation form has been developed to use in evaluating all administrators. Faculty will have the opportunity to fill these forms. A letter will circulate announcing an open faculty senate meeting friday, 12 March at 1:20. Faculty may bring typed comments which can be attached to the forms instead of hand-written comments, with one administrator per sheet of paper.

No further business, meeting adjourned. -J. Hill, Secretary

FACULTY SENATE MINUTES, ~~was~~ approved  
as circulated

The PSU Faculty Senate met 29 January, 1999, at 15.00.

Members present: Latham, Burns, Sewell, Hill, Nelson, Lark.

1. VISITOR: Dr Goldsmith discussed:

1. There is an enrollment management taskforce (chaired by Alesha Cruz) that is developing suggestions for retaining enrollment. It will be developing an orientation process. One faculty representative is requested (to be named by the Faculty Senate.)

2. There is a research proposal review committee (a federal requirement) chaired by Dr. C. Carpenter with C. Burns, L. Shafer, D. Goldsmith members. Proposals for projects and research go through this committee if they involve people or animals. Independent study class operations are likewise if they involve people or animals.

OLD BUSINESS: Pres. Burns announced:

1. The Pflash will resume publication for improved communication within the campus community. Ideas and articles are solicited as announced in a memo from the Office of Public Information. In addition, some of this information may be published in the Guyton Daily Herald.

2. A committee is needed (requested by Dr Goodwin) to look at student advising. Those members are J. Lark, J. Townsend, and another person to be recruited.

3. A committee to develop a form for the evaluation of OPSU administrators was established. It includes S. Sewell (chair) and S. Latham.

COMMITTEE REPORTS:

2. A committee for developing a recruitment questionnaire, chaired by S. Sewell, presented a form they developed. That form will be distributed to faculty members to copy (on Faculty Senate budget) to present to their classes. Completed forms should be returned to Steve by campus mail. It was pointed out that students should be asked to fill out the form only ONCE.

3. A committee on teaching loads and overloads reported their recommendation. Since the usual "full time load" is 30 semester hours per school year (fall+spring), the following criteria below should be considered. Acceptance of this recommendation passed.

Moved: Any faculty member who fulfills any two of the following criteria be considered as teaching a full load if he or she also teaches 27 hours of courses during an academic year:

a. The number of student semester credit hours taught in a semester is more than 30% above the average number of student semester hours taught by instructors at OPSU.

b. The instructor has more than six different preparations during the academic year.



c. The number of committees served on is more than 50% above the average number of committees served on by instructors at OPSU.

d. More than 8 credit hours per academic year are spent administering a lab.

MINUTES of the 30 November senate meeting were accepted as read.

**NEW BUSINESS:**

A recent action by the Academic Council recommending the change of grading in the "0123" classes to pass/fail was discussed. It was pointed out that it appears that there may not have been faculty input into this decision and some people teaching those classes did not agree with this change. The resolution was passed: "The Academic Council agenda should be publicized to the faculty at least two working days prior to the meeting." This will give concerned faculty time to communicate with their representative.

Meeting adjourned. -J. Hill, Secretary

FACULTY SENATE MINUTES, <sup>as Had</sup> ~~approved~~

The PSU Faculty Senate met 30 November, 1998 at 3:00 with members present: Hill, Latham, Sewell, Peterson, Nelson, Burns, Goldberg, Lark, Keahloa, Carter

VISITORS: Drs Goodwin, Goldsmith, Priest; Mr Pate

Dr Goodwin discussed his plans and desires for recruiting and retaining students. Fall-98 enrollment was down about 105 from the previous fall; so far the spring pre-enrollment indicates being down about 115 from the previous spring.

He is trying to identify the populations that we can better serve (such as Hispanic and non-traditional) and a state consulting group has identified about 5000 possible of these potential students in our area.

He mentioned that the School of Business is going to try offering evening and weekend classes to reach more of this group. The Board of Regents has allowed ITV offering for developmental courses. He would like to waive 80% of the out-of-state difference of tuition to draw in those students, possibly as much as 100%. He mentioned that we get very few juco transfers from Kansas; they go to Kansas schools. We need to work toward attracting those.

Mr Pate, (Maintenance) indicated that he plans better service on buildings, aiming eventually toward "preventive maintenance". Roofs are getting worked on and the next in line is the roof of Hesper. There are interviews for four positions in general maintenance. He asked that future building changes be checked with him to improve developing the facilities needed when needed.

Dr Priest indicated that he is working at "enrollment management" (recruitment and retention) emphasizing instruction, advising, scholarships and financial aid, work-study programs, class scheduling. He claimed that there are very few real problems with food service and dormitory conditions. There is a food service advisory committee trying to improve cafeteria foods. The dormitory council is trying to improve dorm life with four RAs in the dorm to monitor noise and living conditions. It was mentioned that there are about 200 rooms with a capacity of about 350 students, so that additional living quarters will be needed if enrollment increases significantly. Construction possibilities are being investigated: 4-room units with "commons" and "bedrooms around commons" have been considered. Individual apartments are expensive and not possible at this time.

Also announced was that an advising task-force has determined that efforts of advisors will become more important. Mid-term grades are important but some faculty do not consider them so, and are not accurately recording them.

It was recognized that some classes are the type that can be offered evenings and some are not. We need to consider each possibility.



# FACULTY SENATE MINUTES, ~~later~~ approved as circulated

The PSU Faculty Senate met 26 October, 1998 at 3:00 with members present: Hill, Latham, Sewell, Peterson, Nelson, Burns, Goldberg, Camfield, Lark; faculty visitor: Russ Guthrie.

## VISITOR: Dr. Goldsmith spoke:

1. Concerning the "Sentiments Committee"- This committee needs to be functioning as there may be events requiring action. Based upon past Senate action, members of this committee are elected from the various schools. The schools need to elect their representatives and to notify the Senate of their election results.
2. An academic plan is being developed to take care of regular operations such as being sure that academic deficiencies are cleared within the first 24 hours; that is not always being accomplished and no one seems to be catching it.
3. Concerning student evaluations: What do the faculty think they are worth? What good can the faculty make of them? Does the Senate want to consider this function and use? President Goodwin requires them so what to do with the results?
4. Concerning an agenda attachment for this meeting on the question "if pay for a job is eliminated, shouldn't the persons affected be told?" He was in agreement with the suggested motion and he freely admitted that in this case, "non-notification was a screw-up". (See later notes in these minutes.)
5. There was discussion of the meaning of "assessment" and "evaluation". He suggested that "assessment" means a personal evaluation of one's self while "evaluation" is an evaluation of someone else. There was discussion whether these differences are significant and whether the differences are now being used, or being blurred.
6. He stated that he considers overloads as a voluntary choice of the instructor, and individually, declining to teach an overload is for the faculty member to decide. He will express an official statement to meet this problem. (See later notes in these minutes.)

## REGULAR BUSINESS MATTERS:

1. READING OF THE PAST MINUTES: Minutes for the 21 August meeting were amended and accepted. Minutes for the 28 September meeting were amended and accepted.
2. ANNOUNCEMENTS by C. Burns:
  - a. President Goodwin likes the idea of re-establishing a communication like the "Pflash". Sentiments expressed indicated that the publication should be an unbiased information report. If it becomes biased, it will be no good; it should not be "run" by the administration.
  - b. The E&G budget is now available in the library but there never has been an auxiliary budget available. There was discussion of how to get the auxiliary budget into the library. The motion was passed: "The President should receive a letter asking that the auxiliary budget be placed in the library." Cecil Burns will draft a letter.

c. A committee was appointed to study "full-time loads". It is Jim Hill, Matt Carter, Clyde Cranwell, Sandy Latham, and chaired by Sam Nelson.

#### **OLD BUSINESS:**

1. The matter of the student evaluation results was discussed. The motion was passed: "The administration be requested to return the summaries of the student evaluations of faculty similar to what has been done in the past, broken down by class, by instructor, by department, by school."
2. A representative to be on the Rank & Tenure Committee designated as "alternate at-large" was announced as elected from candidates selected by a committee from earlier. That person is Russell Guthrie.

#### **NEW BUSINESS:**

1. In the matter of information placed into personnel files concerning teaching overloads: Dr. Goldsmith earlier stated that "he considers overloads as a voluntary choice of the instructor, and individually, declining to teach an overload is for the faculty member to decide". The motion was passed: "The Vice-President of Academics should review faculty personnel files to remove any negative comments about overloads and any negative ratings based upon refusal of overloads."
2. The implementation of evaluation of administrators as discussed in the 28 September meeting could follow NCA guidelines as they (NCA evaluators) will probably be interested in these results. Further action is postponed until the actual guidelines are known.
3. Concerning the question of student retention- Is a committee needed to collect opinions and responses from students, faculty, people of the community? This question will wait until it is known what is the President Goodwin's agenda on student retention.
4. Concerning the question about people being asked to work assignments that had previously been "paid" but which become "unpaid"- this matter appears partly to involve faculty in teach education. Discussion indicated that a number of faculty participated in extra responsibilities this past year. Previously, some of those responsibilities had been compensated; this year they were not. But no one bothered to inform the participants of the policy change. The motion was passed: "When remuneration is reduced or eliminated for performance of activities not within a person's professional job description, the faculty thus impacted should be notified and given the option of declining the additional responsibilities."
5. The next meeting will be November 30, immediately after the Thanksgiving holiday. Any agenda items MUST be given to Sam Nelson no later than Monday, 23, preferably earlier.

Meeting adjourned, 4:58 pm according to Cecil's sundial.

-J. Hill, secretary.



FACULTY SENATE MINUTES, ~~as~~ approved  
as corrected

The PSU Faculty Senate met 28 September, 1998 at 3:00 with members present: Hill, Latham, Sewell, C. Peterson, Nelson, Burns, Goldberg, Carter, Guthrie, Kealoha *Lark absent*  
*vis for*

ANNOUNCEMENTS and DISCUSSIONS:

Also discussed was how communication between faculty members and between faculty and administration could be improved. Is there need for a publication such as the "Panhandle Pflash"? Should there be some sort of computer-broadcast news service? An on-campus computer "chat room"? Do we need periodic all-faculty meetings? The Senate is open for comments.

Should certain administrators have "standing" invitations to the Faculty Senate meetings? The motion was passed: "President Goodwin and Vice-President Goldsmith should be extended a standing invitation to address the Senate whenever possible or necessary." The motion was passed: "An invitation should be extended to the Student Association for a representative to attend the Faculty Senate meetings."

One senator has not been able to find in the Library the 1998-99 budget. Should it be there? Another senator mentioned that the E&G budget did get to the Library last year but he never could find the auxilliary budget.

OLD BUSINESS:

A representative for the Rank & Tenure Committee (designated "alternate at-large") will be needed. An election will be held after all the candidates are known as some schools have not yet elected their representation.

NEW BUSINESS:

Teaching overloads was discussed concerning the full load being defined as 27-30 hours for fall and spring semesters added together (memo from Dr. Goldsmith). The motion was passed: "Overload classes taught by full-time faculty should be completely voluntary in that, in the eventuality that a faculty member declines to teach an overload class, no criticism of that decision is warranted and will never appear in his or her personnel form nor will such a decision be subject to criticism for the purposes of rank, or tenure, or salary enhancement."  
*File*

The evaluation procedures were discussed. It was indicated that the NCA evaluation team may want to see evidence of the evaluation of administrators. The motion was passed: "Department heads, deans of schools, other deans, vice-presidents, and the president should be evaluated by the faculty, and the results placed in their personnel files and in a central location for perusal by accrediting agencies but not released to the general faculty."

NEXT MEETING: Monday, 3 pm, 26 October, in the conference room of SL-316. Any items for the agenda should be forwarded to Sam Nelson by Wednesday, 21 October.

Meeting adjourned 4:15.

J. HILL, secretary.

FACULTY SENATE MINUTES, ~~was~~ approved *as corrected*

The PSU Faculty Senate met 31 August at 2.30 with members present: Hill, Latham, Sewell, C.Peterson, Nelson, Burns, Goldberg, Carter, Camfield, Kealoha, and past-president Miller. *Lark was absent*

Dr Goldsmith offered comments:

1. Justin Collins and two people from Data Processing are gone 3 days a week on new-computer system business. Evaluations of spring classes are coming along only slowly.
2. Assessment for the NCA visit and for strategic planning has got to happen, and it will get started soon. Each course evaluated will be by the professor of that class to determine "whether it is successful and does it do what it should". Student assessments are not very suitable for such evaluations, and only the professor knows and can measure success of a class.
3. We need to apply for an "upward-bound" grant for kids of the panhandle.

Mr Vic Shrock told us:

1. Enrollment shows a headcount of 1100 (that's 130-150 behind past fall semesters), and 1005 FTE. Enrollment should end around 1000 FTE. He will put out a new advisor list. For graduation evaluations, all fall-98 evaluations are done, he is half-way through spring-99. Any spring-99 evaluations gotten in will be completed by December so information will be available for enrollment. Graduating seniors may have special enrollment needs.

The minutes of the 27April98 meeting were read and approved as read.

President Miller conducted the start of election of new officers. The president of the faculty senate is now Cecil Burns. VP is Sam Nelson, and secretary is Jim Hill.

**Old Business:**

The NCA evaluation process still is not clear, but it appears that it is to be faculty-oriented. We hope for more clarification on this point.

**New Business:**

1. An at-large member to represent "the faculty" *as at large alternate* on the Rank & Tenure Committee is needed. A committee was established to determine possible candidates and to hold ~~general~~ *Senate* faculty voting. The committee includes Sewell (chair), C.Peterson, Latham.
2. It was felt that for student assessments of success, we ought to go back to the departments for the best post-graduation evaluations as they should have the best contact with past students.

MEETING TIME is tentatively the last Monday of the month (except December and May TBA) at 3 pm.

Meeting adjourned.

-J. Hill, secretary