

Unapproved Faculty Senate Minutes for Meeting of May 4, 2000

President Mindy Davis called the meeting to order with representatives Ellzey, Hill, Kealoha, Martin, Nelson, Soe, Townsend, and Bender in attendance. Butler and Lark were absent.

Hill moved to approve the March minutes. Ellzey seconded.

Davis announced that Sam Nelson has been added to the Higher Education Consortium to as local coordinator with Wayne Manning.

In presenting the professional development sub committee report, John Townend said he would talk with Dr. Goldsmith regarding the formation of an official university professional development committee and request being on that committee for next year to set policy for future years.

Sam Nelson reported that the payment for faculty overload, originally agreed to by the president last year, is not feasible. Too many faculty members teach overloads. No action was taken.

Senate members discussed the administrator evaluations by faculty on March 12. Members agreed that the faculty was better represented seemed more comfortable with the process than last year. Discussion followed with suggestions for possible improvement, including allowing faculty to bring typed comments to the evaluations.

After discussion for ways to show appreciation to Representative Jack Begley, John Townsend made a motion to present a plaque and certificate to him at graduation. Nelson seconded. Davis and Bender will make arrangements.

Senate members discussed the strategic plan and made various suggestions to John Townsend for him to take to the next North Central Steering Committee meeting.

Russell Guthrie presented a letter to the Regents regarding possible pay increase irregularities and requested Faculty Senate support. No action was taken.

John Townsend moved to adjourn. Hill seconded.

J.Bender, Secretary

Approved: October 5, 2000

March Faculty Senate Minutes

OPSU Faculty Senate met March 30, 2000 at 2:00 p.m. Davis called the meeting to order with members Butler, Hill, Kealoha, Nelson, Soe, Townsend, and Bender in attendance. Sharon Brantner attended for Steve Martin. Lark arrived late, and Ellzey was absent.

Dr. Goldsmith presented a proposal for a comprehensive retention plan for OPSU and requested endorsement of the plan by Faculty Senate. The proposal is the result of a study conducted by an all-campus committee. Goldsmith provided proof of the need of such a plan with data such as OPSU's loss of 41% of the freshmen enrolled in the fall of 1999. Discussion followed.

Goldsmith responded to questions concerning lack of adequate funds for summer school. Priority will be given to classes that have to be met for graduating students and to full enrollment classes.

Nelson made a motion to approve the February minutes. Butler seconded. Passed unanimously.

Discussion ensued regarding endorsement of the retention plan. Brantner suggested a need for refinement of the plan. Davis will write a letter in support of the plan but requesting refinement suggestions from the faculty senate. Bender moved to approve. Townsend seconded. Motion carried.

Senate next heard committee reports. Townsend presented the professional development committee report. The committee needs to determine criteria and guidelines; such as, whether the request follows the faculty member's plan and whether funding is different for activities in compliance with the plan or not. The committee will meet before the April meeting and bring a complete report.

Davis gave a report from the committee investigating raise issues. Davis spoke with President Goodwin who said he "requested leveling, across-the-board, and performance-based faculty raises" from the Regents. No mid-semester changes will be made. Goodwin said he intends to try to obtain raises for next year, and they will again be performance based.

Sam Nelson reported that many faculty members teach more than a 27-hour load and that figuring cost is time-consuming. He will have a complete report for the April meeting.

Tom Ellzey is in charge of administrative evaluations which will be conducted prior to or immediately following the April 13 faculty meeting at 1:00 p.m. with Karen Kietzman, the North Central representative.

Sharon Brantner presented Martin's report of the evening enrollment committee. Offices will be open two evenings prior to summer and fall semesters. If an enrollee contacts the school in advance, an advisor in the student's major will also be available. Discussion followed. Townsend suggested amending the policy to allow students to enroll at the first night class meeting. Lark made a motion to ask the committee to request this change. Townsend seconded. Motion passed.

Davis asked faculty senate members to sign a letter to Senator Laughlin and Representative Begley requesting one million dollars from \$50 million allocated to Governor Keating for distribution among House and Senate Republicans for use in their districts. Davis will have two letters in her office: one for all faculty, one for faculty senate members for signature.

Townsend moved to adjourn. Lark seconded.

Joyce J. Bender, Secretary

Approved Faculty Senate Minutes for the February Meeting (met 3/2/00)

OPSU Faculty Senate met March 2, 2000. Members Butler, Ellzey, Hill, Kealoha, Brantner for Martin, Nelson, Soe, and Bender in attendance. Lark and Townsend were absent. Tom Ellzey made a motion to approve the October minutes; Nelson seconded. Hill moved to approve the January minutes; Kealoha seconded.

Dr. Goldsmith reported that the Academic Council will probably vote to record only pass/fail on remedial courses. He stated that the CAAP exam would be given for mid-level assessment on April 4. We will have the results in two weeks. Faculty can request 9 criteria questions concerning the results.

President Davis called for persons from each school to serve with Wayne Manning on the Higher Education Consortium next year. The names submitted were as follows: David Miller, Steve Kissel, Sam Nelson, Loyet Shafer, Shawna Lyle, John Townsend, and Jay Lark. Dr. Goldsmith will select one from the list..

Senate heard committee reports as follows: The professional development committee did not meet to establish criteria to submit to Dr. Goldsmith. The committee to investigate raise issues reported that the Regents mandated "across the board" raises. Discussion followed. The committee to help determine the actual cost of faculty load increments reported their findings. Sam Nelson will forward this information to President Goodwin. The evening enrollment committee learned that there is already a Task Force Committee meeting March 14, so Steve Martin will go to that meeting and report back to the senate. Dr. Hill gave his report on the sick leave policy. The change is a Regents directed change. The former three day personal leave policy is now two weeks leave for any purpose. Vice president Jordan welcomes faculty to talk with him about it if they have questions.

Davis reminded senate members that each school needs to have both two-year and a four-year plans of study available for admissions before May. Davis clarified that the newly elected Sympathy Committee needs to take care of any necessary arrangements themselves.

New business: Administrator evaluations will be carried out April 13 when faculty members attend the North Central meeting. Faculty members may complete evaluations either before or after the meeting.

Hill made the motion to adjourn; Ellzey seconded.

J. Bender, Secretary

Approved Faculty Senate Minutes for the January Meeting

OPSU Faculty Senate met in the first floor conference room of Sewell-Loofbourrow at 3:00 p.m. Monday, January 31, 2000. President Davis called the meeting to order with members Butler, Ellzey, Hill, Martin, Nelson, Soe, Townsend, and Bender in attendance. Lark and Kealoha were absent.

Dr. Goldsmith's report included the following:

1. The regents' mid-level assessment requirement given upon completion of 45-60 hours. OPSU is considering the CAAP test. More will be presented at the faculty meeting February 24.
2. A reminder to faculty senate to name a representative to the Higher Education Consortium of Texas and Oklahoma.
3. Discussion for ways that professional development funds could be used more optimally. Davis suggested appointment of a committee to set guidelines.
4. Statistics from fall 1999 faculty evaluations will not be available except by individual request from the deans. Student comments will be forthcoming. President Goodwin and Vice president Goldsmith want faculty opinion of student evaluations.
5. At the academic council meeting, the deans discussed the advantages/disadvantages of giving grades in remedial classes and did not agree.

Next, Russell Guthrie and Willard Underwood presented concerns about whether 1999 raises were merit or across-the-board. Schools appear to have handled raises differently. Minutes of the regents' meeting and the new handbook leave the decision open.

Davis spent the remainder of the meeting appointing sub committees for the above issues. The committee for developing criteria for the use of professional developmental funds is represented by each school. Committee members include Townsend, Butler, Soe, Nelson, and Martin.

Davis appointed another sub committee to review raise issues and suggest criteria to be used for merit pay. This committee includes Davis and Hill.

The committee, which met in September 1999 to determine the 5th component for a faculty load plan established during the 1998/99 school year, was reconvened. Committee members are Davis, Nelson, Ellzey, and Bender. Before President Goodwin agrees, he needs to know the cost involved.

Moving to new business, Davis next appointed a sub committee to devise a plan for establishing a commuter night to ease enrollment procedures for working students who only attend evening classes. This committee consists of Townsend, Martin, and Bender.

Several faculty members have expressed concerns regarding the sick leave policy change from days to hours. A final sub committee was named to review the sick leave policy. This committee consists of Davis and Hill.

The new meeting time for faculty senate is 2:00 p.m. on the final Thursday of the month. The next meeting will be February 24.

At approximately 4:45, Townsend made a motion to adjourn. Ellzey seconded. J. Bender, Secretary.

J. Bender, Secretary

25 October 1999 Approved Faculty Senate Minutes

President Mindy Davis called the meeting to order at 3:00 p.m. in the president's conference room. Members present included: Butler, Kealoha, Townsend, Ellzey, Nelson, Hill, Soe, Martin, Davis, and Bender. Jay Lark was absent.

Dr. Goldsmith reviewed his comments from last month, first, reminding senate members that he is still waiting for their input regarding faculty evaluations. Second, the results of the at-large Rank and Tenure senate election: Diane Murphy will serve a three-year term (May 2002) and Kathy Turner, a two year (May 2001). Russell Guthrie remains the at-large alternate (May 2001). In May 2001, faculty will elect one at-large member and one alternate for three-year terms.

Goldsmith encouraged faculty to attend Professional Development Day October 30, 1999 at Amarillo College and asked the senate to recommend a replacement for OPSU's representative to the consortium board. Dr. Manning has served well for seven years and has not specifically asked to be relieved of the duty but has expressed concern that more faculty might be involved if the position were rotated. Class schedules for January interterm and spring 99 will be out next week and enrollment begins November 8.

Second guest, Vic Shrock responded to senate's questions about phone and internet enrollment. Currently, OPSU's phone system and concerns about the Family Education Privacy Act prohibit phone and internet enrollment. SCT has the capability and OPSU is working toward phone and internet enrollment when phone system replacement occurs.

OLD BUSINESS:

Minutes were read. Townsend made the motion to approve. Ellzey seconded. Passed unanimously.

Davis presented the proposal suggested by the overload committee as a 5th component of the overload pay schedule: Faculty advising 30% above the average number of advisees. Dr. Goodwin, has approved it as a pilot plan, stating that the SCT did not currently have the capabilities but it would go into effect fall 2000. Townsend moved to approve the plan. Hill seconded. The measure passed.

Last month Davis suggested that each school have a plan of study available for admissions personnel. Currently Business, Education, and Agriculture, have plans available.

Discussion of Administrators evaluation revealed no concerns with the instrument itself; concerns about the time the evaluation was conducted. Jim Hill suggested having an unsigned copy to faculty members in advance to complete in the privacy of their offices to turn in at a specified time or come to a group meeting to complete. Members agreed that one evaluation during the spring semester is sufficient.

Members discussed ways to reestablish the Sympathy Committee. Suggestions included asking for volunteers. Sam Nelson, volunteered if someone could keep him informed. Davis will research funding and a system of informing.

Davis will send a questionnaire concerning faculty evaluations to every adjunct and full time faculty member and compile information from those returned on time to present to next month's meeting.

Senate members discussed ways the faculty and OPSU could reach new members of the community. Suggestions included having a meeting in Guymon advertised by sending information home with school students, through businesses, and churches.

Senate members brainstormed methods of improving retention. Davis will request information about dropouts by category including GPA, ACT scores, majors, etc.

NEW BUSINESS:

There is a problem regarding ITV and breaks when OPSU's and local schools' schedules differ. Faculty senate concluded with a discussion of ways advisors can call in students.

Townsend moved to adjourn. Ellzey seconded. Faculty Senate meets at 3:00 p.m. the last Monday of each month. J. Bender, Secretary

Faculty Senate Minutes, Unapproved

OPSU Faculty Senate President Mindy Davis called the meeting to order in the president's conference room at 3:00 p.m., Monday, September 27, 1999, with the following members present: Jerry Butler, John Townsend, Tom Ellzey, Sam Nelson, Joyce Bender, Jim Hill, Min Soe, and Steve Martin. Jay Lark was absent. Education has not elected two members.

V.P. Dale Goldsmith presented three areas of concern for faculty consideration:

1. Faculty evaluations. How does the faculty perceive evaluations? Are they being used as effectively as possible? What are our objectives from the evaluations?
2. OPSU's changing clientele. What is OPSU doing to meet the needs of traditional and non traditional students? What services could we provide to make OPSU more attractive to the growing Hispanic population?
3. Retention. OPSU's published retention rate varies from 6% to 36%. We need to determine what it is and find ways to improve it.

Other items that Dr. Goldsmith brought to the attention of the faculty senate included:

1. Two at-large representatives needed for the rank and tenure committee. (one 3 yr., one 2 yr.)
2. For the past two years administration has carried out the charitable acts. He suggested that it would be more appropriate for faculty to have a committee made up of faculty members as it had been done previously.

A brief discussion concerning problems with enrollment, library, student advisement, etc, all problems stemming from SCT followed.

OLD BUSINESS:

Davis stated that Dr. Goodwin wants faculty input in designing a policy for numbers of advisees to become the 5th component in the faculty overload plan adopted last year. Discussion followed concerning what constitutes an overload in advisement. Davis appointed Ellzey, Nelson, Bender to work with her to devise a plan to be presented to the senate in October.

Davis will make up a ballot of eligible faculty for elections for the rank and tenure committee. Whoever received the most votes will be the 3-year position, next gets 2 year, next will be the alternate. FS officers will count and forward the results to Dr. Goodwin.

Davis suggested that each department develop a four-year plan of study for their degree. This instrument could be used by summer admissions staff when enrolling students. FS members believe this procedure could improve retention.

After discussion of Dr. Goldsmith's items, the senate decided that Davis will talk more with him and develop a request for faculty input on faculty evaluations. FS may decline on further discussion of changing clientele and retention until we have more specific numbers and information.

NEW BUSINESS

Davis requested members to ask faculty members what projects or concerns they have. Dr. Goodwin will consider issues.

Students want to enroll by phone. When will this be available?

A brief discussion of Who's Who reminded faculty that they can nominate anyone.

John Townsend moved to adjourn. Seconded by Steve Martin.

J. Bender, Secretary

FACULTY SENATE MINUTES, unapproved

The PSU Faculty Senate met 30 August, 1999, at 16.00.

Members present: Hill, Nelson, Ellzey, Soe, Davis, Butler, Townsend, Lark, Burns (completing his term in office)

Members absent: S. Martin, Bender, and others unknown at this time

President Burns called the meeting to order.

Minutes of the last meeting were read and accepted with minor change.

Burns reviewed accomplishments of last year's Faculty Senate concerning overloads, student opinions, assessment of administrators, new criteria for overload assignments, summer school loads recommended, resurrection of the Pflash, trip length and reimbursement policy.

Burns conducted the election of new officers:

Mindy Davis was nominated then acclaimed president.

Bender and Ellzey were nominated for Vice-President, Ellzey elected.

Bender was nominated then acclaimed secretary.

Dr. Cecil Burns then "retired" his office and departed. Farewell, faithful servant. -JWH.

President Davis led discussion that indicated that President Goodwin wanted to include "number of advisees" in the "definition of load" schedule. That topic will be discussed at a later meeting.

OLD BUSINESS included a consideration of what recommendations from last year's Senate should this year's Senate consider or act upon.

NEW BUSINESS for the future will include recommendations to Admissions counselors concerning advisor and advising policies for new students enrolling during the summer.

MEETING TIME was set as "last Monday of the month, 3 pm (15:00).

Meeting adjourned. -J. Hill, acting secretary.