



Minutes for Faculty Senate Meeting

Friday, December 8, 2023 at 1:00PM in SAB 202 and Online

Members:	COASN – Dr. Curtis Bensch, Dr. Kristy Calloway, Tenoch Ramon COAE – Dr. Patrick Maille, Dr. Marjory Hall, Dr. Jarrett Kaufman COBT – Vicki Pasque, Hue Helms
Present:	COASN - Dr. Curtis Bensch, Dr. Kristy Calloway, Tenoch Ramon COAE – Dr. Patrick Maille, Dr. Marjory Hall, Dr. Jarrett Kaufman COBT – Vicki Pasque, Hue Helms Others: multiple faculty guests Invited Guest: Dr. Julie Dinger, Dr. Teresa Billiot, Tycine Chambers
Absent:	
Call meeting to order:	Dr. Curtis Bensch at 1:00 PM.
Reading/Approval of Minutes:	Vicki Pasque moved that the November minutes be approved as written. Marjory Hall seconded. The motion passes unanimously.
Special Guests	<p>Tycine Chambers: Travel requests moving from paper to digital. Nothing changes in what is required in the paperwork only the format. It will go live in January.</p> <p>Dr. Julie Dinger and Dr. Teresa Billiot:</p> <ol style="list-style-type: none">1. Dr. Billiot discussed changing the Online Teaching Committee to Onboarding and Faculty Development. Welcome Back Day will be changing to Welcome Back Week. More fully developing onboarding. Dr. Dinger expressed appreciation for FS bringing this forward.2. Dr. Billiot discussed dedicated central advisors are in process for each college. The central advisors report to Dr. Billiot. The Deans and other departments are working with central advisors to get them up to speed.3. Dr. Billiot discussed if you have a small class to move to an appropriate classroom. Dr. Hall asked about course caps being raised in high-workload courses. Dr. Billiot stated that when those spreadsheets are sent out with low enrollment classes they are not specifically looking for them to be canceled, but need justification for why the course needs to be held. Discussion about adjuncts teaching some of these low enrollment courses and just getting pro-rated pay for teaching these courses. Dr. Dinger discussed the Program Economic Analysis that is happening now to determine minimum enrollment in courses so we can determine what we can do as far as prorated pay. The study should be completed in January and Dr. Dinger will share that information with faculty senate. Dr. Maille asked about course caps being raised without adjunct awareness. Department chairs, Associate Deans, and Deans are made aware but sometimes the class caps have to be raised to accommodate students. Discussed need to communicate clearly with faculty and adjunct.

	<p>4. Dr. Billiot has a Dean job description. The Dean and Associate Dean for each college must work together to determine their job descriptions. The Department Chair job description will need to come from the Deans. For the job descriptions, they will be submitted to Dr. Billiot and HR for approval. Formalizing those descriptions will aid in making the determination of the need for department chairs. This has been a discussion between VPAA and the Deans of whether to continue with department chairs and will be based on individual needs of each college and department. Dr. Maille suggested that faculty be involved in discussions about the role of Department Chairs. Faculty feels that the expertise of department chairs has been passed over recently and communication has not been flowing well from administration down to department chairs and faculty.</p> <p>5. Faculty credential policy: Dr. Billiot stated that the report is due in October to show the consistency of the faculty credentialing policy. Established pathway to achieve credentialing. Met with those who did not meet criteria and they have had 18 months to work through the plan.</p>
Reports from Officers and Committees:	November 10, 2023 – Ad hoc committee; document of faculty concerns
Unfinished Business:	None
New Business:	<p>Faculty Credentials Policy: Dr. Hall reports that there have been issues due to faculty credentialing on 2 separate HLC reports. If issues are found again, we could be put on monitoring which could have negative effects on the university. Faculty would like to have representation on the HLC Credentialing Committee.</p> <p>Dr. Maille moved that one faculty member selected by their peers from each college serve on the HLC Credentials Committee. Jarrett Kaufmann seconded. Discussion ensued. The motion passes unanimously.</p> <p>Syllabus Template: Email from Dr. Billiot about quality control for syllabi. Marjory Hall recommends that Department Chairs evaluate syllabi each semester to be sure that full- and part-time faculty, including adjuncts, meet all the requirements. Dr. Kaufmann seconded. Discussion ensued. The motion passes unanimously.</p> <p>Vicki Pasque moved that syllabi be submitted to the Department Chair on the first Friday of the first week of classes. Department chairs have 1 week to approve or complete the required necessary changes and follow appropriate processes after approved. Dr. Maille seconds. Discussion ensued. The motion passes unanimously.</p> <p>Requiring faculty to teach HyFlex (F2F and online in the same section): COBT is supposed to implement. Dr. Maille reports that his experience with HyFlex in Criminal Justice was negative. Discussions was that no one has had a positive experience with it as an instructor or a student.</p> <p>Faculty resolution: Dr Maille moved: Faculty Senate recommends that the decision to offer HyFlex should be left solely to the individual faculty instructor in</p>

	<p>consultation with the department chair, considering discipline-specific needs and student experiences. Dr Kaufmann seconded. The motion passes unanimously.</p> <p>Travel request conversion to digital format: no discussion</p>
Old Business:	None
Other Business:	<p>Discuss potential change of Fall 2024 schedule to match Langston's with classes starting July 29th – Faculty Senate Recommendation: Marjory Hall moves The Faculty Senate is not in favor of adopting the Langston Fall calendar. Vicki Pasque seconds. The motion passes unanimously.</p> <p>Thank you to Dr. Patrick Maille for his service to the University.</p>
Announcements:	None
Adjournment:	Dr. Curtis Bensch at 3:10 pm.

These minutes are respectfully submitted by Dr. Kristy Calloway.