

Faculty Senate Meeting

2 p.m. Friday Nov. 21, 2008, Fine Arts 229/Enid214

Members present: Mary Ellen Nutter, V. Moorthy, Melanie Wilderman, Roger Hardaway, Eric Schmaltz, Kimberly Weast and Chandler Mead.

Members absent: Frank Martinez, Jerry Gustafson (due to illness), Jeff McAlpin

Quorum attended the meeting:

Faculty Senate Vice President Eric Schmaltz called the meeting to order at 2:05 p.m.

New Business

- I. Dr. Hardaway brought to the senate's attention concerns about the senate's constitution.
 - a. The first concern is whether adjunct faculty should be allowed to vote in faculty senate elections.
 - b. The second concern deals with who may vote for which faculty senate positions based on the two schools (Arts & Sciences and Professional Studies).
 - c. Hardaway has suggested two amendments to the senate constitution.
 1. The senate decided to table decisions on these proposed amendments to the next meeting.
- II. Senate members discussed the following concerns:
 - a. Scholarship caps: The cap continues to be an issue. Members are concerned that we are not able to award the top students accordingly. The senate will ask Dr. Cunningham to address this concern.
 - b. Faculty portfolio and non portfolio evaluations: Faculty is concerned about repetitive paperwork. The question has been raised if faculty has to do the portfolio every year. The senate will ask Dr. Cunningham about this concern as well.
 1. Also there are some redundancies in the portfolio review form, and the senate will ask the FEED committee about the form.
- III. The senate reviewed nominations for the Dec. 2008 elections.

Meeting adjourned at 2:29 p.m.

Addendum:

Faculty Senate Elections took place during the first week of Dec. 2008. The following faculty members have been elected to faculty senate in the School of Arts and Sciences category: Dr. Sheila Brintnall and Mr. Jeff McAlpin.

Faculty Senate Meeting

2 p.m. Friday Feb. 27, 2009, Fine Arts 229/Enid214

Members present: Eric Schmaltz, Karen Sneary, and Melanie Wilderman.

Members absent: Mary Ellen Nutter (NCATE retreat) Venkata Moorthy (out sick), Sheila Brintnall (attending conference), Frank Martinez, Jeff McAlpin (meeting at corrections center), Cheryl Kent (committee meeting in Enid), Kimberly Weast (attending event off campus) and Chandler Mead.

Guest in attendance: Dr. Tim Maharry, representing FEAD committee

Quorum *did not* attend the meeting

Faculty Senate President Eric Schmaltz unofficially called the meeting to order at 2:08 p.m.

New Business

- IV. Dr. Tim Maharry, representing the FEAD committee, attending the meeting to answer questions raised in previous faculty senate meetings concerning some overlapping sections in the Faculty Portfolio as well as in the portfolio evaluation document.
 - a. Maharry addressed the overlapping section issue, saying that some activities may fall into more than one category, for example, professional development and scholarly activity.
 - b. Maharry reminded faculty that not all sections of the evaluation have to include written feedback. The only requirement is to select a ranking for each section.
 - c. The FEAD committee is looking into making the evaluation process electronic. At this time, LiveText is not set up for multiple feedback submissions, but the committee is exploring other alternatives.
 - d. Maharry invited all faculty members to ask him or the other FEAD committee members questions and give any feedback or suggestions regarding the evaluation process.
- V. Some constituents' concerns were addressed at the meeting:
 - a. Some constituents have expressed concern about a news article in the Alva Review Courier about Northwestern's health care provider, HealthChoice. The article suggests that HealthChoice is among other insurance companies who have stopped paying certain claims to local health care providers, Share Medical Center included.
 1. Faculty Senate President Eric Schmaltz will bring this issue to Dr. Cunningham and report back the constituents.

- b. A constituent raised the concern that the IT and ITV departments overlap in some of their duties, but there is a concern about how to continue improving and coordinate better the communication channels between both departments as well as between them and faculty members.
 - 1. There is talk of looking into better communication avenues for IT and ITV employees, including cell phone contact numbers being available to faculty.
 - c. Another constituent concern: In Gen. Ed. courses, there is a concern about how to meet Gen. Ed. requirements with the existing number of faculty in some areas. For example, Foreign Language requirements for Gen. Ed. call for 400 available student seats per academic year, but limitations in class size and faculty numbers make that task very difficult in practical terms. There might be a need to hire additional faculty members or instructors in some areas to handle such Gen. Ed. requirements.
 - 1. Eric Schmaltz will take this issue to President Cunningham and Vice President Steve Lohmann.
 - 2. It should be noted any changes could not be put into place until spring 2010.
- VI. The Faculty Senate would like to congratulate the NWTV 7 student staff and adviser Jesse Schroeder for their first place win in the category of "NEWSCAST" at the Oklahoma Broadcast Education Association competition, beating out University of Central Oklahoma and the University of Oklahoma who won second and third, respectively.
- VII. Irala Magee and David Pecha will attend the April 24 faculty senate meeting to discuss the matter of scholarship caps.

Old Business

- I. Dr. James Therrell spoke with the faculty senate in January about the prospect of a temporary taskforce to be assembled for the purpose of evaluating Northwestern's current committee system. Therrell suggested faculty senate could be involved with this taskforce, have one or more members serve on it and possibly help work on a proposal to implement it.
 - a. Therrell and others interested in this idea submitted a tentative proposal to the faculty senate about this possible taskforce, now being referred to as a "study group."
 - b. The study group has met with Dr. Lohmann and will meet for the first time in March.
- II. Following up on an ongoing issue, the senate again addressed former senate member Dr. Roger Hardaway's concerns about possible amendments/clarifications to the faculty senate constitution. Eric Schmaltz took the concerns about the constitution to President Cunningham on Feb 12.

- a. The first concern was whether adjunct faculty should be allowed to vote in faculty senate elections. They have voted in some elections and not in others in the past.
 - i. President Cunningham recommended that only full time faculty members can vote in faculty senate elections, as that is one of the perks and distinctions between full time and non-full time personnel.
 - ii. Faculty Senate members at this meeting suggested it is up to senate members and department chairs to address the needs of our adjunct faculty constituents
 - b. The second concern deals with who may vote for whom in faculty senate elections based on the two schools (Arts & Sciences and Professional Studies.)
 - i. The problem here again is one of vague or misinterpreted wording in the constitution. Senate members are going to consider revisions to the wording/or the need for an amendment. Dr. Schmaltz noted that any instructor listed in the annual course catalogue falls under the full-time designation, as adjuncts are not included.
 - ii. There is also the logistical problem in elections of keeping track of all the e-mail addresses, the changing status, and which schools apply for all the adjuncts.
 - iii. The senate will follow up on this issue in the March meeting.
- III. Senate addressed concerns in January about course scheduling issues.
- a. The first concern is about courses scheduled from 2-3:15 p.m. M/W or T/Th and 3:20-4:35 on the same days. There is not enough time between these course for instructors to success shut down and/or set up ITV rooms or to make it across campus for those student and instructors who have these course times back to back.
 - i. The suggestion is to move the latter class time to 3:30-4:45 p.m. Additional suggestions for proposed class times T/Th 5:00-6:15 p.m. and 6:30 to 9:25 p.m.
 - b. The second scheduling issue is a suggestion from a constituent for an additional course time: M/W 11-12:15. This would allow another time slot for three-hour classes.
 - c. President Schmaltz is scheduled to meet with Vice president Lohmann about these concerns

Meeting adjourned at 3:55 p.m.

The next faculty senate meeting will be 2 p.m. Friday March. 27, 2009, Fine Arts 229/Enid214.

Submitted by Faculty Senate Secretary, Melanie Wilderman

Faculty Senate Meeting

2 p.m. Friday April 24, 2009, Fine Arts 229/Enid214

Members present: Eric Schmaltz, Shelia Brintnall, Frank Martinez, Jeff McAlpin, Karen Sneary, Cheryl Kent, and Mary Ellen Nutter

Members absent: Kimberly Weast (**Conference**), Melanie Wilderman (**Graduate School Courses**), Chandler Mead, Venkata Moorthy

Guest in attendance: Mr. David Pecha, Ms. Irala Magee

Quorum attended the meeting:

Faculty Senate President Dr. Eric Schmaltz called the meeting to order at 2:06 p.m.

New Business

- I. Mr. David Pecha and Ms. Irala Magee addressed the issue of scholarship caps to the faculty senate members.
 - a. Freshmen in Alva are able to receive tuition, fees, room, and board as the maximum total. Freshmen at the Woodward campus are able to receive tuition and fees, though the issue does not apply to Enid campus, where freshmen do not attend and reside. For students in their second, third, and fourth years at NWOSU, the cap is set at \$2,200, which constitutes a big drop from their freshman year. NWOSU also has a fee waiver program for in state students that help to benefit the students. No books are covered for any student through NWOSU. The scholarship cap was raised from \$1,750 two years ago to the current \$2,200.
 - b. The Alva incentive money can also be awarded to freshmen who attend the Alva campus and live in Alva while attending school during the regular school year. Freshmen also can take advantage of the Ranger Preview money (\$400) and others such as a valedictorian scholarship, athletic scholarship, and academic scholarship. There is also a \$300 Freshman Incentive award for any incoming freshman who does not get any other money.
 - c. As an overview regarding funding, the NWOSU Foundation provides scholarships through donor endowments. These have qualifications placed on them based on the wishes of the donor(s). The NWOSU activity fees are partially used to fund athletic, drama, speech, and band scholarships, but a majority of the funding is for athletic scholarships. Mr. Pecha stated that the endowments are through the NWOSU Foundation and that those scholarships are typically awarded first since there are stipulations about those awards based on the donors' wishes. The NWOSU Foundation Awards are honored first so the donor will know who the recipient of their award was ;

it also frees up other monies. The NWOSU Foundation requires \$10,000 for a particular area as an endowment. Once the funds are endowed, the department determines the application process.

- d. Transfer students are handled similarly to freshmen and are eligible for a \$500 Transfer Incentive Scholarship. Much less is available for transfer students than incoming freshmen. NWOSU Enid students have the Bridge Program available as well as academic awards for those who have a 3.5 GPA or higher. Graduate students are eligible for fee waivers for various reasons.
 - e. Based on projections, there is likely to be a 25% reduction in scholarships/endowed chairs due to the present economy. Scholarship money is leveraged to compensate between good economic times and poor economic times. NWOSU assumes a certain amount from the NWOSU Foundation and must continually plan and look long-term at the budget. No scholarships are tied to financial aid, and scholarships from private sources are not included in the cap.
 - f. Ms. Magee encouraged faculty and students to contact the Financial Aid Office with questions pertaining to scholarships and to provide the student's name if a question exists about a particular student. The Financial Aid Office is able to answer questions properly and provide accurate information. Mr. Pecha also mentioned that NWOSU is very fortunate to have an aggressive foundation and the Alva incentive money to encourage students to attend NWOSU.
- II. The payments to Health Choice are improving. Part of this was due to an outsourced vendor that HealthChoice has contracted with for payments. It was also mentioned that the new cards issued by HealthChoice should be used instead of the old ones. They look similar, but there is a difference.
- III. The tenure and promotion items are receiving further clarifications in the revised Faculty Handbook. It must be emphasized that promotion and tenure are two distinctively different matters. NWOSU awards promotion, but tenure is awarded by the Board of Regents. Also, promotions are indicated by April 1, while tenure is reported by May 1, since the Board of Regents does not meet during March. Faculty coming up for promotion or tenure should be made aware of this one-month time discrepancy.
- IV. The Faculty Senate was asked by Dr. Lohmann to look at the faculty choices for standing committees and to make recommendations. Members discussed limiting the number from one department serving on a committee to add more diversity to a committee. Members also questioned why some committees were not considered standing committees or why members did not rotate off some of these other committees to allow other faculty to serve on them. Since committee work is included in faculty portfolios, the FEAD Committee might want to consider removing this constraint if some committees are by appointment only. Dr. Lohmann has already noted that some committee appointments are also based on a faculty

member's experience in certain matters as well as on one's ability to work well on certain assigned tasks, among other things.

- V. Faculty Senate members discussed the idea of allowing adjuncts to serve on Faculty Senate and the issue of filling a term if a Faculty Senator left NWOSU prior to fulfilling his/her term. There are problems associated with allowing adjuncts to serve, including the maintenance of email addresses, the number of adjuncts used in some departments which could skew votes, and some adjuncts who teach for other schools besides NWOSU.
 - a. Dr. Brintnall moved to change the wording of Section III to state that only "full-time" faculty members would be allowed to serve on Faculty Senate.
 - b. It was also discussed and moved that if a Faculty Senate seat was vacated prior to fulfilling the term, an election would be held for the vacated position, and the term would only run for the period of time left in the term.
 - i. Early in the fall term, both amendments will come up for a campus-wide faculty vote through Ballot Bin for ratification.
- VI. After discussion, it was decided that Dr. Schmaltz, along with Dr. Jim Therrell and others interested in the committee task force, will schedule a meeting to present the issue to the administration. Dr. Schmaltz added that the administration has certainly expressed its support of such an initiative, but that it also has emphasized and recommended that since such a committee task force is to be faculty-driven, the best procedure would be for the committee task force through the Faculty Senate to present its ideas to the campus-wide faculty for their suggestions and input.
- VII. Faculty Senate members discussed the issue of General Education required courses closing quickly and the limited number of offerings in certain discipline areas. Dr. Schmaltz stated that the NWOSU Administration was aware of the concerns in this area and is working to find solutions.
- VIII. There appears to be rollover issues with the Lincoln Group that may impact those who are nearing retirement. Dr. Schmaltz stated that in the meeting with NWOSU Administration, this was not the fault of NWOSU, but that offerings are limited due to recent governmental changes. Faculty members nearing retirement need to contact Joyce Garvie to clarify any questions or concerns.
- IX. Budget concerns were discussed, and faculty members were grateful that Dr. Cunningham's office alerts faculty to the date and time of the budget hearings and the updates on the current budget issues.
- X. ITV issues were the last item discussed. There seems to be a need for additional ITV training if the system changes. Faculty stated that they would like more training after they had become somewhat familiar with the equipment, so that they would be better able to

understand the full capabilities of the system. One faculty member also had voiced concern to a Faculty Senator regarding proctors. The faculty member had requested a proctor after completing the necessary paperwork, but when the class met, a proctor was not present. The Faculty Senate also noted that improvements have been made by ITV and IT in the past year, including providing various contact information to instructors, including the cell phone.

XI. Vice President Karen Sneary and Dr. Schmaltz will be holding a follow-up meeting with Dr. Cunningham and Dr. Lohmann early in the summer.

Mrs. Mary Ellen Nutter moved to adjourn, and Dr. Brintnall seconded. The meeting adjourned at 3:26 p.m.

Submitted by Faculty Senate Vice President Karen Sneary