

Faculty Senate Meeting

4 p.m., Friday Sept. 25, 2009, Fine Arts 229/Enid214

Members present: Eric Schmaltz, Karen Sneary, Melanie Wilderman, Frank Martinez, Shelia Brintall, Chandler Mead, Jeff McAlpin.

Members absent: Mary Ellen Nutter, Venkata Moorthy, Cheryl Kent, Kimberly Weast (all gone at respective conferences)

Guest in attendance: Bob Battisti

Quorum attended the meeting

Faculty Senate President Eric Schmaltz called the meeting to order at 4:01 p.m.

New Business

- I. Faculty Senate President Schmaltz and Vice President Sneary addressed key issues from their May 21, 2009 meeting with university President Janet Cunningham and university Vice President Steve Lohmann. These issues included:
 - a. Health insurance concerns: Dr. Cunningham stated that Oklahoma higher education institutions in the Oklahoma State System are sending an RFP during the summer of 2009. NWOSU has representatives identified that will help evaluate the RFP. Faculty committee representatives are Mrs. Dana Roark and Dr. Aaron Place. David Washington is the staff representative, and Mr. Pecha and Joyce Garvie also serve on the committee. If faculty members have concerns, they should contact either Dr. Place or Mrs. Roark to make those concerns heard.
 - b. The task force pertaining to committees that was headed by Dr. Jim Therrell was discussed. It was noted that Dr. Therrell is leaving NWOSU to take a position at Central Michigan University and that NWOSU will miss his contributions. The task force felt that all faculty members should have input since it is faculty-driven. Dr. Cunningham also mentioned that with regard to a committee concerned with sustainability issues, the students need to be involved with this issue, especially considering the possibility of turning the campus into a completely tobacco-free environment, since students are impacted as well. Jake Boedecker will build a campus website for all standing committees as well.
 - c. ITV issues were discussed. Six compatible studios will now be available at all three campuses. Faculty can get into a studio prior to classes beginning in August to practice if they have not used one of the updated studios. Dr. Cunningham noted that training for ITV includes technical and equipment training as well as pedagogical issues for best results when teaching on ITV.

- d. Dr. Cunningham stated that the Oklahoma legislature tried to meet educational needs with regard to the upcoming year's budget. It budgeted \$31.5 million for the 25 institutions to help cover mandatory basic costs. NWOSU has made a commitment not to raise tuition and fees for the upcoming year. NWOSU will also honor the monetary commitments to faculty with regard to rank, education, and years of experience which is 1.4% of the base.
 - e. NWOSU is also planning to raise the minimum salary level from \$15,000 to \$16,000 for entry-level positions to attract a greater qualified applicant pool and meet the demands of the cost of living increases.
 - f. NWOSU is still working on trying to fund the last \$5,000 of OTRS, so that all of the retirement will be paid by NWOSU.
 - g. Dr. Cunningham and Dr. Lohmann mentioned that NWOSU did fund one agricultural education position. This was covered with an expectation that this important program will grow and benefit NWOSU.
 - h. Dr. Lohmann stated that the time schedule for afternoon classes is being addressed to allow more than five minutes between classes. He will talk to Sharon McConkey and Chauncey Durham to make sure there are no problems with ITV schedules. If approved, the scheduling changes will take place in fall 2010.
 - i. Dr. Cunningham stated that any methods that Faculty Senate can suggest to improve communication with administration are always welcome, as she is open to suggestions. She takes the evaluations of administrators seriously and wants input. This channel of communication is also helpful for the next North Central Accreditation visit that will occur in 2014.
- II. Dr. Schmaltz and Ms. Sneary reminded faculty members to check in the Faculty Handbook and with their respective deans and department chairs when applying for tenure to make sure all necessary steps are completed in the process.
- III. Based on a mid-June 2009 meeting with Dr. Lohmann, the deans, the registrar, and ITV, Dr. Schmaltz reviewed the following:
- a. Concerning the newly revised fall 2009 Finals Schedule, all final exams from now on will now be completed by Friday at noon. This change allows the courier to complete the route even more quickly.
 - b. It was also recommended that online classes should assign their final exams in the few days immediately preceding Finals Week, such as the last day of classes (Monday), etc., in order to permit students some degree of flexibility for the final exam schedule.

c. Also, late afternoon class times will be slightly modified in preparation for fall 2010 to allow for more time between classes (10 minutes):

2:00-3:15 PM, 3:25-4:40 PM, 4:50-6:45 PM, 6:55-9:45 PM

- IV. At the end of the spring semester 2009, a quorum of Faculty Senate formally voted on and decided in favor of two Faculty Senate Constitution amendments declaring which faculty members may vote in faculty senate elections and describing what to do when a Faculty Senator steps down before their term ends. These amendments originally were proposed to clarify earlier traditional Faculty Senate practices and existing constitutional provisions:
- a. One of the approved amendments determines that only full-time faculty members may vote in faculty senate elections.
 - b. The second accepted amendment states that that if a Faculty Senator steps down before their term expires, a new election must be held as soon as possible. The amendment also determines that their replacement only can serve out the remainder of that term until the next cycle of elections is held.
 - c. Later this fall, Dr. Schmaltz is preparing Ballotbin.com to let all full-time faculty members to cast their votes on these two Faculty-Senate approved amendments.
- V. Athletic Director Bob Battisti updated the senate members on progress made in establishing the task force to review Northwestern's current athletic affiliation as well as issues/concerns involved a possible switch from NAIA to NCAA Division II. Battisti indicated the possible switch will not be a quick change (up to a 3-year process) and noted that the university is "in the very early stage of changing athletic affiliation."
- a. A nine-member taskforce has been established which includes coaches, students, community members, faculty and staff.
 - b. Battisti indicated that Northwestern fits the description of an NCAA Division II school.
 - c. Of 15 schools that applied for NCAA II affiliation last year, only eight were accepted.
 - d. The application process is very thorough and will involve campus visits and internal interviews from NCAA Division II officials.
 - e. Faculty senate members asked what the advantages would be to making the switch to NCAA Division II:
 1. Battisti indicated that because NCAA rules are more stringent for students (especially concerning transferring and eligibility), the university would likely see a "better student profile" for student athletes.

2. Battisti also expressed that the NCAA has tougher rules about the number of hours practiced per week and how much time student athletes can spend on the field.
 3. Battisti said that the athletic teams would also play schools more similar to Northwestern; many would be closer geographically and would make for better rivalries, especially traditional ones.
 4. All Northwestern sports would be in the same affiliation, which is not currently the case.
 5. Battisti indicated there is a trend in premier NAIA schools leaving that affiliation.
- f. Faculty senate members asked Battisti to address any disadvantages or negative aspects of joining in NCAA Division II. Battisti responded that there are not many cons:
1. Battisti indicated that the competition level would increase and it “will take us a while to compete.” But he also stated that in the long run, this constitutes a positive aspect.
 2. Battisti stated that when an institution joins NCAA Division II that institution cannot compete in post season play for the first three years.
- g. A senate member asked if coaches would have more pressure to win if the university joins the NCAA Division II affiliation:
1. Battisti indicated that the coaches at Northwestern are not judged based on wins and losses.
 2. Battisti concluded by encouraging faculty, staff and students to send their comments and concerns about this situation to him. The task force concludes its activities and makes its recommendations for the administration at its last meeting on Tuesday, Nov. 17, 2009.

VI. Constituent concerns/comments were discussed and include:

- a. Could any additional English classes be made available over ITV to the extension sites, especially for those students interested in earning English minors?
 1. Faculty Senate does not think this can be arranged for the survey courses due to Northwestern’s agreement with NOC, but could additional upper-level English courses be offered over ITV, even if only for those students at the other sites who are interested in earning English minors?
- b. Is there a possibility of having more designated faculty parking?

- c. One constituent asked why the price of departments' regional printers is 5 cents per page, and not slightly cheaper.
- d. Concern about the university possibly hiring some faculty from unaccredited universities and to make sure that current NWOSU faculty pursuing graduate degrees should not attend such unaccredited programs either.
- e. One constituent wanted to know about the student-faculty ratio and if there was a guideline for it. Some classes seem to make with only 3-5 students and others have 30+ students. This individual wanted to know if there was any remedy to solve this anomaly or imbalance and if the instructors with very large enrollment can be considered for any relief.
 - 1. Concerning faculty/student ratio, senate members also expressed concerns over the need for more classes and adjuncts to teach them in both Spanish and zero-level courses.
- f. The other concern regarded online classes. One constituent said that initially online classes had started with a limit of 15 students. Is there a limit for online classes as a rule?
 - 1. This also included concerns about instructors signing students into online classes that were closed. One constituent had mentioned being overloaded by more than twice the limit in one online course.
 - 2. The coordination for off-campus tests (for online courses in particular) needs to be established and make sure it is followed. Is there a NWOSU policy as well for those who are testing off of the NWOSU campus? This individual also wanted to know if the university could devise a policy for enrollment of students who are on campus and taking other non-ITV/ITV classes on the campus (Alva/Enid/Woodward) and simultaneously enrolling in online class(es), so as to save spots in online classes for those students unable to attend campus regularly.
- g. Another constituent asked for the faculty senate to address the issue of the discrepancy in the pay scale. Why do some chairs teach fewer hours than other chairs, and why do some faculty members get paid way above pay scale?
- f. Dr. Schmaltz and Ms. Sneary will confer with the administration on the above constituent concerns, among other issues, in their next follow-up meeting with them.

Old Business

- I. It is recommended that Dr. Therrell's recent task force's proposal for new faculty committees issue be brought up again in the Faculty Senate for further discussion. Following additional Faculty Senate discussions, there would an opportunity to poll the

entire faculty to determine if they would like to see the development of additional faculty-driven committees, perhaps with some input from students in certain cases (such as that of Sustainability). The idea is that if these committees are to be faculty-driven, which the administration expressly supports, then all faculty members should have a voice to determine their relevance. The faculty should also get the opportunity to voice their opinions to the respective Faculty Senate members. It is believed that this would be a good overall approach, in case individuals inquire where these committee proposals originated. Also, this approach offers us an opportunity to find people who might be interested in serving on such committees (see also New Business, point I.b).

a. Discussion of this issue also brought up inquiries about the proposed salary task force and what has happened to its progress. Faculty Senate agreed to address this issue at the next meeting.

- II. Dr. Lohmann has inquired with Jake Boedecker about developing a committee web page, which was one of proposals of Dr. Therrell's committee task force. It is now posted on the campus website.
- III. Concerning questions from some Faculty Senate members on the issue of committee assignments, after consultation with the administration, Dr. Schmaltz noted that committees have members selected mainly on experience, commitment to the cause, accountability, and ability to see the big picture. Dr. Lohmann's office does meet with the chairs or directors in some instances and works with those individuals when selecting committee members. Again, the chairs most often ask for faculty who will show up and participate and also are able to work well with others.

Meeting adjourned at 5:10 p.m.

The next faculty senate meeting will be 4 p.m. on Monday, Oct. 26 2009, in Fine Arts 229/Enid214.

Submitted by Faculty Senate Secretary, Melanie Wilderman

Faculty Senate Meeting

4:00 p.m., Monday, October 26, 2009, Fine Arts 229/Enid 214

Members Present: Eric Schmaltz, Venkata Moorthy, Frank Martinez, Sheila Brintnall, Karen Sneary, Cheryl Kent, Mary Ellen Nutter, Jeff McAlpin.

Members Absent: Chandler Mead, attending meeting in Enid; Kimberly Weast attending conference; Melanie Wilderman, attending doctoral class.

Quorum attended the meeting.

Faculty Senate President Eric Schmaltz called the meeting to order at 4:02 p.m.

Sheila Brintnall was acting secretary due to absence of Melanie Wilderman who was attending class for her doctoral program.

I. New Business:

1) Faculty Senate President Dr. Eric Schmaltz will remind Faculty Senate members that any input from them or their constituents is still welcomed by Athletic Director Bob Battisti concerning the current NWOSU Task Force to Review Athletic Affiliation (NAIA-NCAA Div. II). The next task force meeting is scheduled for Tuesday, November 17, 2009.

2) In the very near future, President Schmaltz will be setting up the Ballotbin.com for the full-time faculty vote on the amendments for the Faculty Senate constitution regarding elections.

a) In preparation for the election, President Schmaltz passed out the current list of Faculty Senate members. Senate members noted some discrepancies in the list – Mass Com appears to be represented twice and Agriculture, Nursing, and Health & Sports Science do not appear to

be represented at all. Senate members requested that President Schmaltz research the constituency divisions.

(After researching the issue, President Schmaltz determined that one senator's representation area was incorrectly listed and that Mass Com was to be represented only once. The positions up for re-election this year are all 6 at-large positions. As it should be, each department or division already has representation, including the off-sites, and those five other positions will come up for re-election in the next cycle. This year, therefore, only the 6 at-large positions should come up for re-election.)

- b) A deadline of November 23 was set for nominations for Faculty Senate. President Schmaltz reminded that faculty members need to be asked before being nominated and noted that faculty may self-nominate.**
- c) President Schmaltz will set the elections on Ballotbin.com for December 2- 4, 2009. Faculty will vote on new senators and changes in the amendments of the constitution.**

3) New constituent concerns/comments to relay to the Faculty Senate's attention:

a) Issue about getting more reserved faculty parking.

i) Senate Members were unable to determine which lot was in question. Members request constituent to contact President Schmaltz with additional information.

ii) A second issue of dually pickup parking in the Education Parking lot was raised. Senate Members would like to know if a special parking lot or area can be designated for dually pickups.

b) Question about why the price of departments' regional printers is 5 cents per page, and not slightly cheaper.

i) Senators feel the higher charge is to encourage the use of the Print Center and noted that the regional printers are more expensive to maintain.

c) A question on adjunct faculty pay. Why do adjuncts have to wait longer in the fall semester for receiving pay than in the spring term?

They will inquire if the task force has met and if there are any developments.

5) President Schmaltz and Vice President Karen Sneary will hold a follow-up meeting with NWOSU President Dr. Janet Cunningham. One issue of inquiry the Faculty Senate wishes to be raised at this time concerns the procurement of additional Spanish instructors (in view of a Japanese course being offered in the spring).

Faculty Senate members voted to have certificates made for all members of the Faculty Senate to provide documentation of each senator's service to the university. Senators recommended the certificates be presented at the Faculty/Staff Appreciation Day. Motion was made by Frank Martinez and seconded by Jeff McAlpin, passed unanimously.

Sneary moved to adjourn, seconded by McAlpin. Meeting adjourned 5:03 p.m.

Next meeting will be November 16, 2009 at 4 p.m.

Minutes submitted by Dr. Sheila Brintnall.

Faculty Senate Meeting

4:00 p.m., Monday, November 16, 2009, Fine Arts 229/Enid 214

Members Present: Eric Schmaltz, Chandler Mead, Sheila Brintnall, Karen Sneary, Cheryl Kent.

Members Absent: Kimberly Weast, teaching class; Melanie Wilderman, attending doctoral class; Venkata Moorthy, attending conference; Frank Martinez, preparing for Spanish Club Dinner; Mary Ellen Nutter, attending conference; and Jeff McAlpin

A quorum did not attend the meeting so an information meeting was held, no actions were taken.

Faculty Senate President Eric Schmaltz called the meeting to order at 4:05 p.m.

Sheila Brintnall was acting secretary due to absence of Melanie Wilderman who was attending class for her doctoral program.

I. New Business:

1) Faculty Senate President Dr. Eric Schmaltz and Faculty Senate Vice President Karen Sneary will quickly review their November 9 meeting with NWOSU President Dr. Janet Cunningham and NWOSU vice-President Dr. Steve Lohmann. The minutes of this meeting will be provided as well on that day.

a) The minutes were reviewed. Highlights follow:

- **Dr. Lohmann indicating that the timing of adjunct pay is due to the possible prorating of courses which necessitates the later pay date in the fall.**
- **Dr. Lohmann requested that his office be made aware of any changes that are made to the constitution so it can be updated in the faculty handbook and on the web page.**
- **Dr. Lohmann will check with Dr. Gustafson, the chair of the Salary Task Force Committee, to see when the next meeting will be.**

- **Dr. Schmaltz indicated he felt there was adequate parking but it might require a little more walking.**
- **Dr. Cunningham stated that 330 potential new students attended Ranger Preview. Enrollment for the Spring 2010 semester is stronger than at the same time during 2009.**
- **The next meeting with administration will be after final exams.**

2) President Schmaltz will remind Faculty Senate about the Dec. 2-4 (Wed. – Fri.) Ballotbin.com elections for all six at-large positions as well as the two amendments at to the Faculty Senate Constitution. In addition, he will review the nomination process, noting that current senators whose terms expire in January 2010 are certainly welcome to nominate themselves or fellow full-time faculty presently not serving on the Faculty Senate and who are not filling the five current Faculty Senate positions not up for election this year. You may nominate more than one person, too. The deadline for nominations is 5 PM on Monday, November 23. Any nominations may be sent to President Schmaltz.

d) The upcoming election and vote on amendments to the constitution were discussed. All nominations are due by Monday November 23 at 5 p. m. The elections will take place on December 2-4, 2009.

3) New constituent concerns/comments to relay to the Faculty Senate's attention:

a) AAUP handout provided on the issue of academic freedom.

iii) Handout was given to all members present.

b) Issue of academic integrity.

ii) Constituent raised concern of no university wide policy on plagiarism. Currently, it is left to the discretion of the instructor. Discussion raised the issue of how this was addressed in the faculty and student handbooks. Senators will readdress the issue at the January meeting and will further investigate the issue of academic integrity in both the Faculty Handbook and the Student Handbook.

c) Idea on Holiday Mail for Heroes through the American Red Cross.

ii) The American Red Cross is sponsoring a Holiday Mail for Heroes program that sends holiday cards to servicemen, veterans or family members from citizens. It was suggested that the Faculty Senate host a card drive. Vice President Karen Sneary agreed to head up the project. Anyone wishing to participate should contact her.

4) At the end of fall term, President Schmaltz and Vice President Sneary will hold a follow-up meeting with Dr. Cunningham and Dr. Lohmann.

This being the last meeting in President Schmaltz's term, he thanked the senators for all their work and noted how much he had enjoyed with them, the faculty, and the administration.

Sneary moved to adjourn, seconded by Mead. Meeting adjourned 4:55 p.m.

The date and time of the next meeting will be announced once the spring meeting schedule is set.

Minutes submitted by Dr. Sheila Brintnall.

Faculty Senate Meeting
Monday, Feb. 1, 2010, 2:00 p.m.
209 Carter Hall/Enid 214

Members Present: Steve Barrows, Sheila Brintnall, Roger Hardaway, Jeff McAlpin, Mary Ellen Nutter, Sandra Petree, Dana Roark, Eric Schmaltz, Karen Sneary, Steven Thompson

Members Absent: Cheryl Kent

Faculty Senate President Karen Sneary called the meeting to order at 2:07 p.m.
President Sneary welcomed the new senators.

Roger Hardaway was elected Vice-President.
Steven Thompson was elected Secretary.

Minutes for the Nov. 16, 2009 meeting were reviewed and minor typographical errors corrected.
Eric Schmaltz motioned to approve the minutes.
Sheila Brintnall seconded the motion.
The minutes were unanimously approved.

I. New Business:

Oklahoma Higher Education Teaching and Learning Conference

Eric Schmaltz provided background information and explained the process of selecting nominees. Each School selects a candidate and will submit that information to the Faculty Senate. By Feb. 15, 2010, the Faculty Senate will select one instructor from NWOSU who will attend the conference on April 8, 2010.
Eric Schmaltz motioned to send an instructor to the OHETL Conference.
Jeff McAlpin seconded the motion.
The motion was unanimously approved.

Promotion and Upgrading of Graduate Programs at NWOSU

The senators discussed several aspects of the graduate programs. Concerns were voiced about adjunct instructors teaching of graduate courses and if the instructor was required to possess a terminal degree.
Faculty requirements for chairing and serving on graduate committees were discussed.
Problems with graduate-level course availability and undergraduate preparation were discussed.
Course requirements, syllabi and course numbering were discussed.
It was suggested that Dr. Murrow be asked to provide more information about graduate programs to the Senate.
No motion was made.

Students enrolling after the published deadline

Faculty members have voiced concern about students adding classes after the 7 day deadline. University policy states the students must have an instructor's permission to add a class 7 days after the start of a semester.

Senators discussed possible causes for students needing to add classes late. The senators recognized the students' and advisors' responsibilities to ensure timely enrollment. Closing of sections after the start of the semester requiring course substitution and delays in financial aid were discussed as possible problems. Concerns were also voiced about a possible conflict of interest stemming from instructors' maintaining academic rigor and facilitating enrollment and retention of students. Preservation of an instructor's freedom to allow late enrollment in deserving cases was emphasized. The Senate recommended further discussion of the policy with President Cunningham and Vice President Lohmann.

Budget Saving Ideas

Several ideas were discussed including:

- reduction of paper use

- better use of Blackboard for disseminating course materials

- strict adherence to salary schedules and equitability in faculty salaries with recognition of rank and longevity

- pay for administration and the number of vice presidents

- department chairs maintaining reasonable teaching loads

- costs of potential switch from NAIA to NCAA

No motion was made.

Faculty Parking

It was recommended that designated faculty parking be created in the Education lot. Also in the Education lot, it was suggested that parking specifically for larger vehicles be designated along the south side of the lot. This parking would help alleviate problems with larger vehicles blocking lanes.

Increased patrolling and ticketing of improperly parked vehicles was identified as a possible aid to ensure adequate parking. It was also suggested that earlier arriving faculty use alternate open parking and save the designated faculty spaces for later arriving faculty.

II. Old Business:

Holiday Mail for Heroes – 356 cards were mailed to members of the armed forces.

The Faculty Senate will meet the first Monday of each month at 2:00 p.m. in Carter Hall 209.

Mary Ellen Nutter motioned to adjourn. The motion was seconded by Shelia Brintnall. Meeting adjourned at 3:31 p.m.

Minutes were submitted by Steven Thompson.

Faculty Senate Minutes

Monday, March 1, 2010, 2:00 p.m.

209 Carter Hall and Enid 214

Members Present: Steve Barrows, Sheila Brintnall, Roger Hardaway, Cheryl Kent, Jeff McAlpin, Mary Ellen Nutter, Sandra Petree, Dana Roark, Eric Schmaltz, Karen Sneary, and Steven Thompson

Members Absent: none

Faculty Senate President Karen Sneary called the meeting to order at 2:06 p.m.

Minutes for the Feb. 1, 2010 meeting were reviewed.

Roger Hardaway motioned to approve the minutes.

Sandra Petree seconded the motion.

The minutes were unanimously approved.

President Sneary and Roger Hardaway reported to the Senate on their Feb. 8, 2010 meeting with President Cunningham and Executive Vice President Lohmann. Topics addressed at this meeting included:

- 2010 Oklahoma Higher Education Teaching and Learning Conference nominations

- Graduate courses and faculty qualifications for teaching those courses

- Policy allowing students to enroll in a class after the deadline

- Cost saving ideas

- Faculty teaching loads

- Incentives for encouraging faculty research

- Parking issues on campus

I. New Business

Vehicle Maintenance

Responding to a request from a faculty member, the topic of motor pool vehicle maintenance was discussed. Faculty have reported incidents of vehicles not ready to be picked up, in need of oil changes, not cleaned between uses and comments on driver's reports not being addressed. Senators suggested a possible problem with not enough maintenance staff and/or work/study (or E&G) students available to service vehicles. Senators also would like to encourage all drivers to help remove litter from vehicles when they are returned.

Graduate College

At the request of the Senate, Dr. Rod Murrow, Associate Dean of the Graduate College, and Dr. Sue Diel, Chair, Division of Education, met with the Faculty Senate to answer questions concerning the Graduate College. The senators received copies of the Graduate Catalogue, the Graduate Advisory Committee Membership Grid. Drs. Murrow and Diel answered questions concerning:

graduate degree programs currently offered at NWOSU

bachelor degree requirements for admission into a graduate program, including the

appropriate department's role in recommending undergraduate preparation

availability of appropriate graduate level classes

graduate advisory committees and which faculty can serve as chairs and members

required approval by Graduate Dean for adjunct to serve as graduate level course

instructors

graduate level course requirements, in particular, those courses which are offered for

both graduate and undergraduate credit

syllabi for graduate level courses.

Dr. Sandra Petree and Dana Roark agreed to attend the next Graduate Committee meeting, on Mar. 24, 2010, as representatives of the Faculty Senate.

Student Evaluation Averages

A faculty member suggested that student evaluation averages only be used for comparison within a given division or department. The senate determined that additional information was needed from the Faculty Evaluation and Development (FEAD) Task Force before any action might be considered. Sheila Brintnall suggested that a FEAD representative be invited to the next Faculty Senate meeting. President Sneary agreed to extend the invitation.

II. Old Business

Dr. Venkata Moorthy was selected to attend the 2010 Oklahoma Higher Education Teaching and Learning Conference.

Roger Hardaway motioned to adjourn the meeting. Sandra Petree seconded the motion.

The meeting was adjourned at 3:25 p.m.

The next Meeting of the Faculty Senate will be at 2:00 p.m., April 5, 2010, in CH 209 and the Enid Conference Room.

Minutes were submitted by Steven Thompson.

Faculty Senate Minutes

Monday, April 5, 2010

209 Carter Hall and Enid Conference Room

Members present: Sheila Brintnall, Roger Hardaway, Jeff McAlpin, Sandra Petree, Eric Schmaltz, Karen Sneary and Steven Thompson

Members absent: Steve Barrows, Cheryl Kent, Mary Ellen Nutter and Dana Roark.

The meeting was called to order at 2:03 p.m.

Sandra Petree motioned to approve the minutes from March Faculty Senate minutes.

Sheila Brintnall seconded the motion.

The motion to approve the March minutes was unanimously approved.

I. New Business

Ranger Connection

A constituent brought up the concern that a number of Ranger Connection classes are not being taught by faculty members. The constituent's understanding was that initially a goal of Ranger Connection was to help students identify with faculty members.

The senators discussed how Ranger Connection has evolved since its initiation. It was observed that initially full-time faculty taught many of the sections, but this was no longer true. Heavy faculty teaching loads and the fact that many faculty already have overloads was proposed as one possible reason for the change in instructors. Concerns were voiced about:

Are there consistent requirements among sections?

Are students receiving adequate information on faculty expectations of students?

Does instruction include study skills, test taking, services offered by the Academic

Success Center, use of Blackboard, SIS and email?

Are the students satisfied with the course?

Senators also discussed potential changes in format and content for Ranger Connection. It was suggested that as an alternative to Ranger Connection, incoming freshmen might come to campus a week before classes begin to facilitate meeting each other and learning about campus life. It was suggested that the freshmen class could undertake a campus service project as a bonding experience. The idea of dormitory floors sponsoring activities that foster camaraderie was presented. To foster ties with the faculty, guest speakers from the various departments might be invited to Ranger Connection.

The senators suggest that this might be a good time to reevaluate Ranger Connection. Goals should be redefined. The effect on retention and student success should be investigated.

Library Video Materials

Two senators voiced concerns that video materials used by faculty in classes are being removed from the library if they have not been checked out after two years. The Faculty Senate suggests that faculty be contacted prior to the removal of any video material. The Senate will invite Library Director Susan Jefferies to the May Senate meeting to discuss library policy on video materials.

II. Old Business

Graduate College

Representing the Faculty Senate, Sandra Petree and Dana Roark attended the March Graduate Committee meeting. The Graduate Committee recommended that the requirements for a Master's degree with emphasis in English be evaluated. The Graduate Committee requested that Department Chairs notify the Graduate Committee of any students' concerns with graduate faculty. Qualifications for graduate faculty were clarified as possessing a terminal degree or significant life experience in the field of study. The Graduate Committee explained that separate syllabi are required for classes which can be taken for undergraduate or graduate credit because the sections receive separate course numbers.

Faculty Evaluations

A representative of FEAD was not able to attend the April Faculty Senate meeting. They have been invited to the May meeting.

Motor Pool

Improvements in the cleanliness of motor pool vehicles were noted. It was suggested that the feasibility of adding a night security person at the motor pool for late night and early morning vehicle pick-ups and drop-offs should be pursued.

Roger Hardaway motioned that the meeting be adjourned. Eric Schmaltz seconded the motion. The meeting was adjourned at 3:12 p.m.

The next Meeting of the Faculty Senate will be at 2:00 p.m., Monday, May 3, 2010, in CH 209 and the Enid Conference Room.

Minutes were submitted by Steven Thompson.

Faculty Senate Minutes

Monday, May 3, 2010

209 Carter Hall and Enid Conference Room

Members present: Steve Barrows, Roger Hardaway, Cheryl Kent, Jeff McAlpin, Mary Ellen Nutter, Sandra Petree, Dana Roark, Eric Schmaltz, Karen Sneary and Steven Thompson

Members absent: Sheila Brintnall.

The meeting was called to order at 2:05 p.m.

Roger Hardaway motioned to approve the minutes from April Faculty Senate minutes.

Sandra Petree seconded the motion.

The motion to approve the April minutes was unanimously approved.

I. New Business

Online Evaluation of Administration

A constituent voiced concern with the policy of using Social Security Numbers as an identifier when logging on to complete evaluations for administrators. Several senators noted that they had been told by other faculty members that evaluations were not completed because of the appearance of the surveys not being anonymous. Administration has assured faculty that Social Security Numbers will not be used to identify who completed an evaluation.

Other concerns related to surveys and evaluations were also raised by senators. It was agreed that demographic information collected during surveys should be separated from the evaluations. The concern was that a series of demographic questions could be easily used to identify individuals. It was also observed that the university has taken measures to protect students' Social Security Numbers, but has not taken similar care with faculty and staff SSN numbers. It was suggested that a faculty and staff be issued a separate number along the lines of the Student Identification Numbers currently used.

Education 102

At the request of a constituent, the senate discussed problems with Education 102. Of primary concern was the disruption of classes by some of the activities. Participants are often very loud, especially in the hallways. No action was recommended by the senate.

Committee Recommendations

The Faculty Senate made recommendations on appointments to standing committees for the 2010-2011 academic year.

II. Old Business

Library Video Materials

Susan Jeffries, Library Director, met with the Senate in response to concerns voiced in the April meeting about video materials used by faculty in classes being removed from the library. Susan explained several reasons for the changes. NWOSU did not continue its membership in the Oklahoma School Video Consortium. One of the conditions of the membership was that materials obtained through the consortium must be destroyed when membership is discontinued. Accreditation standards for the Nursing Department require that material used in courses must not be more than 10 years old. Additional materials were removed due to copyright restrictions. There were many off-air recordings that could be kept for only 45 days and other restrictions with education versus home version recordings. Other factors which determined if an item was kept included quality of the material and whether a recording was in VHS or DVD format.

Susan also explained that while the video materials are now in circulation, instructors can place items on reserve for classroom use.

Faculty Evaluations

Dr. Tim Maharry, FEAD Chairman, attended the senate meeting to answer questions concerning faculty evaluations. Dr. Maharry clarified that FEAD was responsible for developing the methodologies for helping evaluate faculty, including the portfolio rubric, but has not been involved with determining how the evaluations are used. FEAD does not set the guidelines for how the averages are used for comparing faculty within or among departments. FEAD also does not address how the scores are used in considering faculty for promotion or tenure review. Dr. Maharry also stated that FEAD is not currently involved with faculty development. Instead, the Faculty Development committee is handling that.

Sandra Petree motioned that the meeting be adjourned. Eric Schmaltz seconded the motion. The meeting was adjourned.

The date and time of the first fall Faculty Senate Meeting will be announced at a later date.

Minutes were submitted by Steven Thompson.