

Faculty Senate Minutes
Monday, Sept 13, 2010
via E-mail

Members participating: Steven Barrows, Sheila Brintnall, Roger Hardaway, Cheryl Kent, Jeffrey McAlpin, Mary Ellen Nutter, Sandra Petree, Eric Schmaltz, Karen Sneary, and Steven Thompson

No agenda items were brought before the Faculty Senate prior to the meeting date. President Karen Sneary suggested that the Senate meet via e-mail to approve the May 5, 2010 minutes. The members of the Senate agreed unanimously.

Eric Schmaltz motioned that the minutes be approved.

Dana Roark seconded the motion.

The motion was approved unanimously.

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

Minutes were submitted by Steven Thompson.

Faculty Senate Minutes

Meeting of October 4, 2010

Members present: Senators Karen Sneary, Roger Hardaway, Jeff McAlpin, Eric Schmaltz, Dana Roark, Sheila Brintnall.

Members absent: Steven Thompson (attending an academic conference), Mary Ellen Nutter (in class), Sandra Petree (meeting with a student), Steve Barrows (personal leave), Cheryl Kent (meeting with a student).

A quorum being present, President Sneary called the meeting to order at 3:05 p.m. The Faculty Senate minutes for September 13, 2010, were amended to indicate Senator Roark's presence at that meeting. Senator Schmaltz moved, and Senator McAlpin seconded the motion to approve the September 13 Faculty Senate minutes as amended. The motion passed 6-0.

The Faculty Senate discussed two complaints that a constituent had raised concerning Maintenance. One, work orders are not being attended to in a timely manner (that is, it takes too long to get things fixed); two, Maintenance personnel are mowing the grass during class times which is disruptive. The Senate took no vote on the complaints but senators indicated their desire to have the Faculty Senate officers bring them to the attention of the NWOSU administration.

The Faculty Senate discussed a complaint that a constituent had raised concerning the Wellness Center. Some community members who pay to use the Wellness Center would like to see it open earlier than 6:00 a.m. so that they can have a longer workout before having to be at work at 8:00 a.m. The Senate took no vote on the complaint but senators indicated their desire to have the Faculty Senate officers bring it to the attention of the NWOSU administration.

The Faculty Senate discussed a complaint that a constituent had raised, wanting some clarification from the administration concerning any policy that may exist relative to non-tenured faculty being pressured to complete their doctoral degrees and then being moved into tenure-track positions. The Senate took no vote on the

complaint but senators indicated their desire to have the Faculty Senate officers bring it to the attention of the NWOSU administration.

The Faculty Senate discussed a complaint that a constituent had raised wanting to know if the university has a policy concerning students texting and facebooking during class. Senators discussed the idea of students being encouraged not to do this when they come to campus for Freshman Connection and other orientation visits; also, that any students on campus for Upward Bound activities could be encouraged not to engage in these activities once they get into regular classes; and that Ranger Connection instructors could make an effort to encourage students to cease these activities in all of their classes. The Senate took no vote on the complaint but senators indicated their desire to have the Faculty Senate officers bring it to the attention of the NWOSU administration.

President Sneary distributed information warning faculty members that they cannot while at work advocate for or against State Question 744 which is on the ballot in Oklahoma at the November 2 election. The Senate took no action on this information.

There being no further business before the Faculty Senate, Senator Brintnall moved, and Senator Roark seconded the motion that the meeting be adjourned. The motion passed 6-0, and the meeting was adjourned at 3:51 p.m.

Respectfully submitted by:
Roger Hardaway, vice-president

Faculty Senate Minutes

Monday, Nov. 1, 2010

Members present: Steven Barrows, Sheila Brintnall, Roger Hardaway, Cheryl Kent, Jeffrey McAlpin, Sandra Petree, Dana Roark, Eric Schmaltz, Karen Sneary, and Steven Thompson

Member absent: Mary Ellen Nutter

The October 4, 2010 minutes were reviewed. Sandra Petree moved to accept the minutes. Jeff McAlpin seconded the motion. The minutes were approved unanimously.

New Business

Enrollment Issues

The Senate discussed several issues relating to enrollment. The very early filling of some classes and sections were mentioned as a concern. The lack of faculty was identified as one problem preventing the addition of more sections. The question was raised whether we should prioritize the hiring of additional faculty, and how that might be done. No formal recommendation was made. Adjusting class size and the scheduling of classes to avoid common conflicts were suggested as possible ways to help with scheduling. For example, it was suggested that more classes be offered outside of the popular 9:00 a.m. - noon time frame.

Spanish, American Sign Language and General Physical Science were mentioned as examples of classes which fill rapidly. It was clarified that students do not have to take General Physical Science to fulfill the General Education physical science requirement. Earth and Space Science, Non-majors Chemistry, General Physics I and Physical Science by Inquiry may be taken.

During the discussion of the Foreign Language requirement, it was suggested that alternative methods for demonstrating fluency in a foreign language be considered. It was suggested that life experience and or CLEP exams be used. Foreign students who speak a language other than English and demonstrate fluency in English would be likely candidates for this option.

Other enrollment problems were identified. It was reported that people have been allowed to submit multiple enrollment forms instead of each person being limited to just their own enrollment. Holds frequently prevent online enrollment. Can the holds be more completely identified, and advisors given the ability to complete the enrollment while certain holds remain? It was also suggested that we return to staggered enrollment periods, with seniors allowed to enroll first, followed by juniors, sophomores and then freshmen. This would help alleviate the problem of graduating seniors having to be added to already full classes so that they can complete their requirements.

Microcomputer Applications was identified as a class which occupies more time on the schedule than is actually attended by the students. Due to a limited number of computers, each

student does not meet MWF for lecture and Tuesday or Thursday for lab. The course schedule should reflect the actual times a student is in class.

Academic Rigor

The topics of academic rigor and cheating were discussed, especially as they apply to online classes. Many of the senators felt that proctored exams should be an important method used to ensure the enrolled student is not cheating and is actually the person completing the exam. The potential problems of providing appropriate sites and reliable proctors were discussed. On a related note, it was mentioned that the online service Turnitin, has been useful in identifying and preventing plagiarism.

Chartwells

A constituent commented that Chartwells' willingness to provide contracts for groups in a timely manner, its ability to meet deadlines, and provision adequate setups and serving has been an issue. It was suggested that this issue be best handled by V.P. David Pecha. The quality of the food was identified as a concern. It was suggested that an evaluation process might be useful.

Vehicle Condition

The senate again addressed the issue of vehicle condition. The senators agreed that tasks including removal of trash, filling the gas tank and washing the windshield should be the responsibility of the driver. Vacuuming, washing the vehicle, routine vehicle service and similar maintenance should be the responsibility of the maintenance department.

In response to a discussion about the mechanical condition of the school's vehicles, and the recommendation that the university place the safety of our students, faculty and staff as our first priority, Sandra Petree moved that the university administration be formally asked, "Does the university have a comprehensive fleet maintenance program in existence?" It was also recommended that if such a program is not in existence, the institution should create a fleet maintenance program. Cheryl Kent seconded the motion. The motion was approved unanimously by the senate.

Senate Elections

Senators Sheila Brintnall, Cheryl Kent, Jeff McAlpin, Mary Ellen Nutter, and Karen Sneary are ending their terms. Roger Hardaway moved, and Eric Schmaltz seconded, that nominations for these positions be open from Nov. 15 – Nov. 23, 2010. Elections will be held on Dec. 1-3. The motion was approved unanimously.

Holiday Mail for Heroes

Shelia Brintnall moved and Jeff McAlpin seconded the motion that the Faculty Senate again sponsor Holiday Mail for Heroes. The motion passed unanimously. Holiday Mail for Heroes is administered through the American Red Cross. The deadline for mailing is Dec. 10th.

Heart BEST

The Faculty Senate would like to recognize the great work done by faculty and staff in sponsoring and hosting the Heartland BEST competition here on campus.

Athletics and Academics

Steve Barrows commented that the grade checks and mandatory study halls for athletes have been very successful. Seven teams on campus now have GPAs of 3.0 or higher. Steve Barrows reports the athletes have a renewed pride in academic performance.

In response to a question about excessive absences due to weekday games, Steve Barrows explained that the coaches have no control over the mandatory play dates.

Thank you

Karen Sneary will be stepping down as Faculty Senate President at the end of this semester. She thanked all the members of the senate for their support.

Roger Hardaway moved that the meeting be adjourned. Sheila Brintnall seconded the motion. The motion passed unanimously. The meeting adjourned at about 4:30 p.m.

This was the last Faculty Senate meeting of the fall semester. The next meeting will be scheduled at the beginning of the spring semester.

Minutes were submitted by Steven Thompson.

Faculty Senate Minutes
January 31, 2011

Members present: Steven Barrows, Jim Breyley, Sheila Brintnall, Roger Hardaway, Eric Schmaltz, Karen Sneary, and Steven Thompson

Member absent: Cornelia Mihai and Dana Roark (class schedule conflicts), Sandra Petree (doctor appointment) and Mary Ellen Nutter

The Nov. 1, 2010 minutes were reviewed. Steve Barrows moved to accept the minutes. Karen Sneary seconded the motion. The minutes were approved unanimously.

Roger Hardaway welcomed the new senators. They are:
Sheila Brintnall and Cornelia Mihai from Arts and Sciences
Karen Sneary and Mary Ellen Nutter from Professional Studies
Jim Breyley elected Senator-at-Large

New Business

Election of Officers

Elected as last year's Vice-President, Roger Hardaway assumed the position of President.

Sheila Brintnall was nominated for the position of Vice-President.

Karen Sneary motioned that the nominations cease. Jim Breyley seconded the motion. Sheila Brintnall was elected unanimously.

Eric Schmaltz was nominated for the position of Secretary.

Sheila Brintnall motioned that the nominations cease. Karen Sneary seconded the motion. Eric Schmaltz was elected unanimously.

Jesse Dunn 218

Previously, JD 218 had been designated for use by the Faculty Senate. The room is not equipped with ITV, and therefore was never used for Faculty Senate meetings. The Business Department requested they be allowed to convert JD 218 into a conference room. Karen Sneary motioned to allow this change. Jim Breyley seconded the motion. The motion was approved unanimously.

Changes to the Academic Calendar

The Faculty Senate discussed the idea of modifying the academic calendar such that classes begin on Wednesday at the beginning of each semester, and finals be rescheduled to Thursday-Friday and then Monday-Tuesday of the following week. This schedule had been used several

years ago. It was suggested that this change could be beneficial to students, giving them a weekend between sets of exams. Jim Breyley motioned that this issue be tabled until the next senate meeting. Eric Schmaltz seconded the motion. Senators were asked to discuss this idea with their constituents. Roger Hardaway agreed to present the idea to the Student Government Association.

Sheila Brintnall motioned to adjourn. Steve Thompson seconded the motion. The motion was passed unanimously. The meeting was adjourned at 2:38 p.m.

Minutes were submitted by Steve Thompson.

Faculty Senate Minutes February 22, 2011

Members present: Sheila Brintnall, Roger Hardaway, Eric Schmaltz, Karen Sneary, Steven Thompson, Cornelia Mihai, Sandra Petree and Mary Ellen Nutter.

Members absent: Dana Roark (campus meeting), Steven Barrows (death in family), Jim Breyley (class scheduling conflict).

Meeting convened at 2:08 p.m.

The Jan. 31, 2011 minutes were reviewed. Karen Sneary moved to approve the minutes. Sandra Petree seconded the motion. The minutes were approved unanimously.

New Business

Adjustments to Academic Calendar

Roger Hardaway indicated that he had discussed this matter the previous day with the Student Government Association. The SGA wanted to consider the issue further.

The Faculty Senate awaits the Student Government Association's decision whether to pursue the matter further. The issue is tabled at this time.

Deadline for Submitting Final Grades

Senators discussed that a more significant concern for some instructors is allowing additional time between the end of finals week and the deadline for submitting final grades. Petree moved to designate the Wednesday (at 5:00 p.m.) after finals week to be the final grade submission deadline. Sneary seconded the motion. The motion was approved unanimously.

Notification of Class Cancellations

In the wake of recent winter weather, Faculty Senate considered how the University can best notify faculty, staff and students about campus closings. Petree moved to accept the following recommendations, and Steven Thompson seconded it. The recommendations received unanimous support, with agreement that multiple modes of notification are preferable to reach the most people:

- Notify people through the emergency text message system
- Leave calls/messages on campus phones

- Make announcements more prominent on the university Website homepage
- More effectively use news stations/media outlets
- Send emails to university accounts

Faculty Evaluations

Some faculty members have expressed concerns in Enid that course evaluations from “remote” ITV sites are not as good as the “home” evaluations. One constituent proposed creating two sets of evaluations per class to address this issue.

It was noted, however, that some course evaluation questions already take into account when the class is on ITV. Also, a counterargument to the proposal was that in either case, an instructor’s course evaluation scores would average out among the various sites.

The issue is tabled at this time.

Miscellaneous

The Faculty Senate commended the campus courier service now running from Ponca City, as materials arrive to the different sites quicker than ever.

Next Meeting

2:00 p.m. on Monday, March 28, 2011.

Cornelia Mihai motioned to adjourn. Mary Ellen Nutter seconded the motion. The motion was passed unanimously. The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Faculty Senate Secretary Eric Schmaltz

Faculty Senate Minutes

March 28, 2011

Members present: Jim Breyley, Sheila Brintnall, Roger Hardaway, Eric Schmaltz, Karen Sneary, Steven Thompson, Cornelia Mihai, Sandra Petree, Mary Ellen Nutter and Steven Barrows.

Members absent: Dana Roark (teaching class).

Special guest: Dr. Steve Lohmann.

Meeting convened at 2:04 p.m.

The February 22, 2011 minutes were reviewed. Dr. Sandra Petree moved to approve the minutes. Dr. Sheila Brintnall seconded the motion. The minutes were approved unanimously.

New Business

Athletes Enrolling Ahead of Other Students

Dr. Steve Lohmann attended the first part of the meeting to discuss this agenda item with the Faculty Senate. He reported that the Registrar's Office handles the actual line of students in the office first before they process bundles of forms for athletes. The students in line get first priority, and there is no special preference given to student athletes. The reason for the bundles of forms concerns the Registrar's need to determine eligibility requirements.

Students Having to Miss Classes to Attend Other Events

The question arose of students needing to attend an instructor's special event that conflicts with another instructor's class period. Outside the realm of athletics, should the administration institute a policy regarding mandatory functions? Dr. Brintnall moved that a formal procedure be adopted for this matter, and Dr. Petree seconded the motion. The Faculty Senate voted unanimously in favor of the proposal.

Dr. Lohmann said that Dr. Janet Cunningham and he will look into the issue.

Adjustments to Academic Calendar

Dr. Roger Hardaway reported that the Student Government Association is still considering the issue of adjustments to the academic calendar. Therefore, the matter is tabled at this time.

Evaluations of Courses on ITV

The Faculty Senate resumed discussion of the issue of student evaluations for ITV classes on-site and off-site (i.e., that off-sites tended to be more negative in their evaluations). It was suggested that course evaluations from the various ITV sites would likely even out in any case, with good evaluations countering the negative ones. The Faculty Senate took no action on the issue.

Students Dressing Inappropriately for Class

Regarding a constituent's concern, discussion moved on to the matter of students' inappropriate attire in class. Dr. Eric Schmaltz reported that the following statement is found on page 125 of the current NWOSU Student Handbook under "Other General Regulations": "Standard of Dress: The University expects all students to dress appropriately on the Campus." The Faculty Senate took no action on the issue.

Next Meeting

The final Faculty Senate meeting for the Spring 2011 Semester will be held at 2:00 p.m. on Tuesday, April 26, 2011, in Carter Hall 209 and the Enid Conference Room.

Dr. Jim Breyley motioned to adjourn. Karen Sneary seconded the motion. The motion was passed unanimously. The meeting was adjourned at 2:54 p.m.

Respectfully submitted,

Faculty Senate Secretary Dr. Eric Schmaltz

Faculty Senate Minutes
April 26, 2011

Members present: Jim Breyley, Sheila Brintnall, Roger Hardaway, Cornelia Mihai, Mary Ellen Nutter, Dana Roark, Eric Schmaltz, and Steven Thompson.

Members absent: Steven Barrows (out of town on university business), Sandra Petree (meeting with student), and Karen Sneary (out of town on university business).

Dr. Roger Hardaway called the meeting to order at 2:02 p.m.

The March 28, 2011 minutes were reviewed. Dana Roark moved to approve the minutes. Dr. Steve Thompson seconded the motion. The minutes were approved unanimously.

New Business

Adjustments to Academic Calendar

Dr. Roger Hardaway reported that the Student Government Association has preferred to keep the current academic calendar schedule. Dr. Sheila Brintnall moved to keep the academic calendar schedule as is, and Dr. Cornelia Mihai seconded it. By a vote of 7 to 1, the Faculty Senate agreed to maintain the current academic calendar schedule.

Cost of Regional Copiers

Discussion arose about what determines regional copier costs on campus. Dr. Jim Breyley moved to table the issue until someone could speak to the Faculty Senate and offer more input on this matter. Roark seconded the motion.

Next Meeting

This Faculty Senate meeting was the last official one until the Fall 2011 Semester. A summer meeting could be called with a quorum, if it becomes necessary.

Mary Ellen Nutter motioned to adjourn. Dr. Mihai seconded the motion. The motion was passed unanimously. The meeting was adjourned at 2:17 p.m.

Respectfully submitted,

Faculty Senate Secretary Dr. Eric Schmaltz