

Faculty Senate Minutes

August 29, 2011

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

Members absent: Dana Roark (Teaching class).

Special guests: Dr. Steve Lohmann and Dr. Aaron Mason.

Dr. Roger Hardaway called the meeting to order at 2:07 p.m.

New Business

Review of Previous Minutes

The April 26, 2011 minutes were reviewed. Dr. Jim Breyley moved to approve the minutes. Karen Sneary seconded the motion. The minutes were approved unanimously.

Welcoming New Senator

Dr. Hardaway welcomed newly elected Senator Kimberly Weast who is replacing Dr. Sandra Petree.

Faculty Senate Activity during Summer 2011

The Faculty Senate voted to pass an amendment in the Faculty Handbook about the need to grant permission for students to take required class field trips during other scheduled class times. In addition, it worked to fill Dr. Petree's vacancy with a timely special election at the start of fall term.

Amendments to Faculty Handbook

Dr. Steve Lohmann addressed several issues on amending the Faculty Handbook. The most recent set of changes, though all were minor word modifications, came from the Regents' Governing Board. The administration has no say concerning such mandatory changes in this case. Whenever possible, however, he emphasized that the administration seeks to confer with faculty and the Faculty Senate on changes to the Handbook. It was also raised during the discussion that in the future it would be helpful and informative for the university to post in an email or online the specific Handbook changes for the faculty to read.

Travel in State Vehicles

Dr. Aaron Mason asked whether spouses and children can be permitted to travel in state vehicles on university-sponsored trips under certain circumstances. University policies place certain restrictions on the ability to bring family members in state vehicles, however. For a more detailed clarification of risk management policies in higher education, Dr. Lohmann recommended that this inquiry be brought to the attention of David Pecha and Joyce Garvie.

Faculty Representatives to the Athletic Advisory Council

Two faculty spots have come up for reappointment on the Athletic Advisory Council. The Faculty Senate is permitted to elect individuals to these two posts. Dr. Steven Thompson therefore proposed holding an election for these positions, and Kimberly Weast seconded the motion. By a 10 to 1 vote, it was approved to receive nominations by August 31 and elect two individuals from the nomination list on September 1.

Next Meeting

Dr. Breyley motioned to adjourn. Dr. Mary Ellen Nutter seconded the motion. The motion was passed unanimously, and the meeting adjourned at 2:50 p.m. The next Faculty Senate meeting time is yet to be determined for late September.

Respectfully submitted,

Faculty Senate Secretary Dr. Eric Schmaltz

Faculty Senate Minutes

October 31, 2011

Members present: Steven Barrows, Dr. Jim Breyley, Dr. Sheila Brintnall, Dr. Roger Hardaway, Dr. Cornelia Mihai, Dr. Mary Ellen Nutter, Dana Roark, Dr. Eric Schmaltz, Karen Sneary, Dr. Steven Thompson, and Kimberly Weast.

Dr. Roger Hardaway called the meeting to order at 3:06 p.m.

Approval of Minutes

Karen Sneary moved to approve the minutes of the August 29, 2011, meeting. Dana Roark seconded the motion. The motion passed unanimously.

2011 Faculty Senate Elections

Regular elections for the six (6) at-large Faculty Senate positions are to be held prior to the end of the semester. The Faculty Senate decided that the nomination period will run from Tuesday, November 15 through Tuesday, November 22, 2011, and that voting, which will be done on Ballotbin.com, will run from Monday, November 28 through Friday, December 2, 2011. All full-time faculty members are eligible to run and to vote. Voters will vote for up to six candidates. Senators whose terms are expiring are Hardaway, Schmaltz, Thompson, Weast, Barrows, and Roark.

Faculty Representation at State Regents Faculty Assembly

The State Regents have invited the NWOSU Faculty Senate to send a representative to a Faculty Assembly to be held in Oklahoma City on Saturday, November 12, 2011. Senators proposed a number of full-time faculty members who might be willing to represent NWOSU at this gathering. Kimberly Weast moved that the Faculty Senate president ask certain faculty members whether they could attend the meeting. Dr. Jim Breyley seconded the motion. The motion passed unanimously.

Faculty Teaching Load

Faculty Senate discussed the issue of faculty teaching loads at NWOSU, specifically the fact that some faculty members have a 24-hour per academic year teaching load while others have a 27-hour load. Dr. Roger Hardaway moved to approve the following statement:

“The NWOSU Faculty Senate believes that all full-time NWOSU faculty should have a teaching load that does not exceed 24 hours per academic year.”

Dr. Cornelia Mihai seconded the motion. The motion passed 8-2 with 1 abstention.

Schedule of Night Classes

The Faculty Senate discussed the issue of the scheduling of night classes. Dr. Sheila Brintnall moved to create a Faculty Senate committee to examine the matter further. Dr. Steven Thompson seconded this motion. The delegation could meet with Dr. Steve Lohmann on this issue. Dr. Brintnall, Dr. Breyley, Dr. Nutter, and Kimberly Weast agreed to serve on the delegation. The motion passed unanimously.

Upgrade of Campus Website

The Faculty Senate discussed the possibility of upgrading the campus Website to make it more user-friendly for both faculty and students. Dr. Brintnall proposed that the Faculty Senate president ask the Assessment Day committee to include a survey question on the spring 2012 Assessment Day form for faculty and students: "Do you have any concerns about the NWOSU Webpage? If so, what are they?"

Next Meeting

Dr. Mary Ellen Nutter moved to adjourn. Dana Roark seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 4:16 p.m. The last Faculty Senate meeting of the semester will be held on Monday, November 28, 2011.

Respectfully submitted,

Faculty Senate Secretary Dr. Eric Schmaltz

Faculty Senate Minutes

November 28, 2011

Members present: Steven Barrows, Dr. Jim Breyley, Dr. Roger Hardaway, Dr. Cornelia Mihai, Dr. Mary Ellen Nutter, Dana Roark, Dr. Eric Schmaltz, Karen Sneary, Dr. Steven Thompson, and Kimberly Weast.

Not present: Dr. Sheila Brintnall (family emergency).

Guest: Dr. Steven Maier.

Dr. Roger Hardaway called the meeting to order at 3:07 p.m.

Approval of Minutes

Karen Sneary moved and Dr. Jim Breyley seconded the motion to approve the minutes of the October 31, 2011 meeting. The motion passed unanimously.

2011 Faculty Senate Elections

President Hardaway reported that regular elections for the six (6) at-large Faculty Senate positions were currently taking place. Eight (8) nominations were received, and the election was to end at 7:00 PM on Friday, December 2, 2011.

Schedule of Night Classes

Dr. Jim Breyley wanted to put on the next agenda the issue of Tuesday night classes finishing a week earlier than other night courses each term (although all night classes meet 15 times each semester). He would like to see the Faculty Senate invite someone from the administration to discuss letting the Tuesday night classes hold their final exams the same week as the other evening courses.

Kimberly Weast reported her findings based upon the recent special Faculty Senate committee meeting that she, Dr. Sheila Brintnall, Dr. Jim Breyley, and Dr. Mary Ellen Nutter held with Dr. Steve Lohmann. Dr. Lohmann drafted the following statement to address the issue: "All classes will be scheduled according to the established 'Time Schedule for Classes' to avoid time overlaps. Instructors of non-ITV night classes may contact the Executive Vice President to change the start time of their courses provided that none of the students enrolled has a conflict with the proposed new time." This arrangement can only be conducted in face-to-face classes, though the first night class must be held at the originally required time before any scheduling changes can be made; no change can occur

without first conferring with the Vice President and receiving the students' vote of approval.

Retention/Rigor in the Classroom

Dr. Roger Hardaway moved and Dr. Steven Thompson seconded the motion that the Faculty Senate adopt the following resolution:

“The Faculty Senate opposes any pressure put on NWOSU faculty members by the NWOSU administration to lower academic standards in order to pass more students.”

The motion passed 8-1 with 1 abstention.

Report of Regents Faculty Advisory Council Meeting

Dr. Steven Maier reported on his attendance at the State Regents Faculty Advisory Council Meeting held on November 12, 2011, in Oklahoma City. He noted that the gathering proved to be primarily an informational meeting. The RUSO Chancellor talked about defending higher education to the state legislature. The goal is to get university representatives working on the issues. Dr. Maier observed that such meetings would be beneficial in establishing outside contacts with other universities on a host of issues and concerns.

Dr. Maier reported that NWOSU for the first time is now represented on the Faculty Advisor Council Assembly for a two-year term. He recommended that a currently serving NWOSU Faculty Senator attend the monthly meetings, which may also be conducted by phone. Though not a senator, he was willing to represent the school one more time, since the next meeting was scheduled for December 9. The Faculty Senate determined that the issue of representation after that point will need to be brought to Dr. Brintnall's attention as the incoming President.

Faculty Senators also voiced concerns that the contact information on the Faculty Senate's website needs to be updated.

Adjournment

Kimberly Weast moved to adjourn. Steve Barrows seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 3:58 PM.

Respectfully submitted,

Faculty Senate Secretary Dr. Eric Schmaltz

Faculty Senate Minutes

January 17, 2012

Members present: Dr. Jim Breyley, Dr. Sheila Brintnall, Dr. Sarah Chan, Brandice Guerra, Dr. Tim Maharry, Dr. Cornelia Mihai, Dr. Mary Ellen Nutter, Dana Roark, Kimberly Weast, and Dr. Claudia Young.

Not present: Ms. Karen Sneary (resigned NWOSU)

Guest: Dr. Steven Maier

Dr. Sheila Brintnall called the meeting to order at 3:06 p.m.

Election of Officers

Election of Vice President and Secretary was preceded with discussion and volunteers for the positions. Dr. Jim Breyley moved to nominate Dr. Claudia Young for the office of Vice President. Mrs. Dana Roark seconded the motion. The motion passed unanimously. Dr. Jim Breyley moved to nominate Dr. Mary Ellen Nutter for the office of Secretary. Mrs. Dana Roark seconded the motion. The motion passed unanimously.

Approval of Minutes

Mrs. Dana Roark moved to approve the minutes of the November 28, 2011, meeting. Dr. Cornelia Mihai seconded the motion. The motion passed unanimously.

Faculty Representation at State Regents Faculty Assembly

The State Regents invited the NWOSU Faculty Senate to send a representative to the State Regents Faculty Assembly that was held in Oklahoma City on Saturday, November 12, 2011. Dr. Steven Maier volunteered as NWOSU representative. Dr. Maier reported on the November and December meetings stating the next meeting will be January 25, 2012. Dr. Tim Maharry moved to appoint Dr. Steven Maier as Northwestern Oklahoma State University representative for the State Regents Faculty Assembly for 2012. Dr. Cornelia Mihai seconded the motion. The motion passed unanimously.

Tuesday Night Classes finishing a week earlier than other classes

Faculty Senate discussed the occurrence of Tuesday night classes finishing the semester a week before other classes. Dr. Tim Maharry explained Tuesday night fall semester classes meet each week as there are no holidays that require

cancellation of classes. It was suggested that department chairpersons are made aware of this as several night classes are taught by adjunct instructors and that they be encouraged to communicate this information to their faculty members.

Website Issues

The Faculty Senate discussed the possibility of upgrading the campus Website to make it more user-friendly for both faculty and students. Dr. Brintnall reported that Mr. Steve Valencia is the university contact for Website issues. Senators discussed the features on the Website and adding meeting minutes to the Faculty Senate Web page. President Brintnall volunteered to communicate with Mr. Valencia regarding updating the Faculty Senate Web page.

Election to fill vacancy for Karen Sneary, School of Professional Studies

Faculty Senate set January 18 through January 27, 2012, as the open period for nominations to fill the position held by Karen Sneary. Ms. Sneary has resigned from NWOSU to accept another position. Elections will be held January 31 and February 1, 2012. Per the Faculty Senate Constitution, any full-time faculty member from the School of Professional Studies is eligible for nomination, but only the School of Professional Studies faculty housed on the Alva campus will be eligible to vote. The vacancy term will run 2012 calendar year.

Other items for discussion

Faculty Senators voiced concern regarding the schedule for the Courier during the last day of final exams. President Brintnall will make inquiry to administration.

Next Meeting

Dr. Cornelia Mihai moved to adjourn. Dr. Sarah Chan seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 4:06 p.m. The next Faculty Senate meeting will be held on Monday, February 13, 2012.

Respectfully submitted,

Faculty Senate Secretary Dr. Mary Ellen Nutter

Faculty Senate Minutes

February 13, 2012

Members present: Dr. Jim Breyley, Dr. Sheila Brintnall, Dr. Sarah Chan, Dr. Tim Maharry, Dr. Mary Ellen Nutter, Dana Roark, and Kimberly Weast.

Not present: Dr. Brandice Guerra (illness), Ms. Cheryl Kent, Dr. Cornelia Mihai (class), and Dr. Claudia Young (traveling due to snow storm).

Guest: none

Dr. Sheila Brintnall called the meeting to order at 1:05 p.m.

Approval of Minutes

Ms. Kimberly Weast moved to approve the minutes of the January 17, 2012, meeting. Dr. Jim Breyley seconded the motion. The motion passed unanimously.

Report of meeting with Administrators

Dr. Sheila Brintnall and Dr. Claudia Young met with Dr. Cunningham and Dr. Lohmann on January 27, 2012 to discuss items from the regular monthly Faculty Senate meeting. Dr. Cunningham expressed her concern about the resolution taken by the Faculty Senate on November 28, 2011 regarding the students' retention/rigor in the classroom. She clarified that there is no pressure from the NWOSU administration to lower academic rigor. In addition academic rigor is a priority of the Administration. If any faculty member has been asked to lower academic standards by an administrator s/he is requested to address that with the president. It was clarified that administration consists of dean positions and higher.

Website Issues

Dr. Brintnall reported that she received Web training and will update the Faculty Senate Web page to include an archive of previous minutes. Senators in attendance discussed several concerns from constituents regarding NWOSU's Web site. President Brintnall volunteered to communicate with Mr. Valencia regarding concerns discussed.

Dead Week

At the request of a constituent, the senate discussed concern about 'dead week' prior to final exams week. Particular concern included: some faculty hold a regular class meeting on Monday of finals week, some faculty offer a review and some faculty just make themselves available for students with no formal class meeting. No action was recommended by the senate.

Extending the hours in the Wellness Center on weekends

Senator reported a constituent requested investigating the possibility of expanding the operating hours at the Wellness Center during the weekend. Dr. Brintnall will bring the concern to Administration during her next monthly meeting with Dr. Cunningham and Dr. Lohmann.

Managing new technologies in the classroom like the use of iPads

Several Senators expressed interest in receiving new training on using and/or incorporating new technology tools in the classroom. More textbooks are available as ebooks for instructors and students. Faculty Senate President Brintnall will make inquiry into more training for faculty on the new technologies.

Next Meeting

Meeting was abruptly adjourned at 2:02pm when a class needed the Enid room. The next Faculty Senate meeting will be held on Tuesday, March 13, 2012 from 3:00-4:00pm in FA 229 on the Alva campus and the Enid conference room.

Respectfully submitted,

Faculty Senate Secretary Dr. Mary Ellen Nutter

Minutes for Faculty Senate Meeting – Northwestern Oklahoma State University March 13, 2012

Roll: Ms. Cheryl Kent, Dr. Claudia Young, Ms. Brandice Guerra, Dr. Tim Maharry, Dr. Sheila Brintnall, Dr. Cornelia Mihai, Dr. Sarah Chan

Dr. Breyley & Ms Roark were absent due to a business accreditation site meeting. Ms. Kimberly Weast had a family emergency.

Dr. Brintnall called the meeting to order at 3:05pm. She indicated that there would be several senators gone due to various conflicts.

The senate reviewed the minutes from the February meeting. Cornelia M. motioned to approve the minutes, 2nd by Sarah C., motion passed.

OLD BUSINESS:

Report of Meeting with Dr. Brintnall, Dr. Young, Dr. Cunningham, & Dr. Lohmann:

- Discussion of the possibility of having the Monday before finals as a “dead day” – no classes, but faculty would be in offices. Dr. Lohmann will investigate if other universities around the state have such a day in the schedule.
- Extending the hours at the wellness center is not possible due to the additional costs that would involve. They will look into the possibility of additional cardio machines.
- Technology in the Classroom – there is some money available for utilizing technology in class and faculty can request through department chairs and deans for funds. Additionally, it was noted that the library has Ipads available for faculty and/or student use. It was unclear whether or not they could leave the library or not. Dr. Lohmann also indicated that he would contact Steve Maier and/or Leah Haines about the possibility of training on the use of technology at the assessment day seminars.
- Dr. Cunningham also indicated that she is always willing to attend any faculty senate meeting and address any questions or concerns from faculty.

Report of Meeting with Dr. Brintnall, Mr. Steve Valencia, and Ms. Valerie Case:

Sheila shared some of the concerns expressed dealing with navigating the website as well as some of the difficulties finding forms. Steve indicated that several of these concerns were discussed at senior staff. Steve Valencia encouraged faculty to let them know immediately about specific issues with the website and they will try to address them. He indicated that the original goal with the website was for faculty to be able to modify the departmental pages

directly and that there should be someone in each department with access to maintain the page. Steve also indicated that they are trying to make the website more user-friendly and also more useful for students with mobile devices to access the website. Valerie indicated that some of the problems with the search engine are because not all pages on the web have key words listed. For the search engine to find a particular page, it searches for key words – thus adding key words under the settings of the specific pages can help people searching locate your specific page. The senate discussed the possibility of having surveys done about the website at Freshmen connection and also at Assessment day. (Steve V. indicated that surveys have been done before at assessment day about the website)

Report of Survey Results – Scantron Machine:

Sheila reported that 31 faculty responded to the survey about scantron machines on campus. The majority of responses were from the Alva campus, and the majority do not use the scantron machine. Of those that use the scantron, 63% suggest it stay in Shockley Hall, they indicated that they liked having someone there in IT to help if there was a problem. Of those that use the scantron, 37% suggest moving it to the library. The senate felt that leaving the scantron in Shockley Hall was best at this point, but also discussed the possibility or cost of adding a second machine in the library. (provide access after 5pm)

NEW BUSINESS:

Notification of University closings – the senate discussed a concern from a faculty member about notification of school closings due to weather. The senate felt that the current system utilizing the website, facebook, and TV stations seemed to be adequate. The senate noted that the emergency text system was reserved for emergencies only (intruder on campus for example).

The senate discussed a concern about the availability of committee meetings via ITV. The senate noted that sometimes there are restrictions – meetings not conducive to ITV, or rooms not available at certain times. The senate made a recommendation to encourage committees to meet via ITV when possible and when appropriate in order to allow faculty from Enid and/or Woodward to more actively participate.

The senate discussed concerns related to university vehicles. A senator indicated several issues including: low tire lights coming on frequently in vehicles; dirty windshield and no washer fluid; 12/15 passenger vans with missing seats – often faculty come at 6am with 10-12 students and the van is there but all the seats are out; oftentimes vehicles are not clean and sometimes

do not have a full tank of gas. The senate noted that part of the problem is we have older vehicles that get used quite often and we often have more requests than vehicles available. Sheila agreed to share some of these concerns in her meeting with administration.

The senate discussed issues related to the courier service running late to Ponca City.

The senate discussed business cards. There was a question about whether or not faculty had a choice about using the HH logo or the Ranger Athletic logo on business cards. Sheila will inquire about this with Dr. Lohmann.

A faculty had expressed a concern about enrollment of student athletes. Student athletes cannot be enrolled online. The reason is that the university does not want student-athletes to drop a class without a coach or advisors knowledge. Wendy McManus is the university compliance officer and gave some information about enrolling student-athletes at the advisement training this past Monday. Sheila will contact Tammy Brown and ask if the handouts from the advisement training could be emailed to all faculty. The senate also had a question about why students with a remedial hold cannot be enrolled online.

Meeting adjourned @ 4:15pm

Respectfully submitted,

Tim Maharry

Faculty Senate Minutes

April 9, 2012

Members present: Dr. Jim Breyley, Dr. Sheila Brintnall, Ms. Brandice Guerra, Dr. Tim Maharry, Dr. Mary Ellen Nutter, and Dr. Claudia Young.

Not present: Dr. Sarah Chan(attending department meeting), Ms. Cheryl Kent (meeting in Woodward), Dr. Cornelia Mihai (class), Ms. Dana Roark (class) and Ms. Kimberly Weast (class).

Guest: none

Dr. Sheila Brintnall called the meeting to order at 1:10 p.m.

Approval of Minutes

Dr. Jim Breyley moved to approve the minutes of the March 13, 2012, meeting. Dr. Tim Maharry seconded the motion. The motion passed unanimously.

Report of meeting with Administrators

Dr. Sheila Brintnall and Dr. Claudia Young have not been able to meet with Dr. Cunningham and Dr. Lohmann to discuss the March Faculty Senate Meeting. Plans are to meet later this month.

Meetings via ITV

Dr. Brintnall reported that there has been a request that meetings that involve faculty from more than one campus be held via ITV to help eliminate travel between campuses. Dr. Tim Maharry moved that Faculty Senate recommend to Dr. Steve Lohmann that an email be sent to all committee chairs to conduct meetings via ITV when possible and appropriate. Dr. Jim Breyley seconded the motion. The motion passed unanimously.

Standing Committee Recommendations

The Faculty Senate recommends membership to all standing committees to the president for final approval. Dr. Jim Breyley moved that the Faculty Senate Standing Committee recommendations for Academic Year 2012-2013 be sent to Dr. Steve Lohmann for review and forwarded to the president with a recommendation that the chair of the Student Affairs committee be allowed to

request additional members, if needed. Ms. Brandice Guerra seconded the motion. The motion passed unanimously.

Other items for discussion

There were no further items for discussion.

Next Meeting

The next Faculty Senate meeting will be held on Monday, April 30, 2012.

Respectfully submitted,

Faculty Senate Secretary Dr. Mary Ellen Nutter

Faculty Senate Minutes

April 30, 2012

Members present: Dr. Jim Breyley, Dr. Sheila Brintnall, Dr. Sarah Chan, Ms. Brandice Guerra, Ms. Cheryl Kent, Dr. Tim Maharry, Dr. Cornelia Mihai, Dr. Mary Ellen Nutter, Ms. Dana Roark, and Dr. Claudia Young.

Not present: Ms. Kimberly Weast (teaching class).

Guest: none

Dr. Sheila Brintnall called the meeting to order at 1:06 p.m.

Approval of Minutes

Dr. Jim Breyley moved to approve the minutes of the April 9, 2012, meeting. Dr. Tim Maharry seconded the motion. The motion passed unanimously.

Report of meeting with Administrators

Dr. Sheila Brintnall and Dr. Claudia Young met with Administration on April 24, 2012, and reported on the following:

- Scantron survey – a new machine is cost prohibitive at this time; more accessible times is a possibility; additional staff training a possibility
- University vehicles – scheduling of vans to accommodate number of passengers will be considered when making reservations
- Courier – Dr. Lohmann will review the schedule
- Logo on business cards – Dr. Cunningham to check policy on appropriate logo
- Enrollment of athletes – due to NCAA Div II regulations, paper/pencil enrollment will continue
- Academic hold/remedial hold – Dr. Lohmann will review policy
- Advisement of incoming freshman – Title 3 grant – lengthy discussion
- Dead week/day – after researching sister institutions, no change will be made at this time

Other items for discussion

The following items were open for discussion:

- Discussion on laptop computers during regular class sessions – Senator inquired into whether a faculty member could restrict students from using

personal laptop computer in class. Discussion followed. It was brought to the Senate that some students are purchasing digital eBooks for class instead of hard copy books. No further action requested.

- Bahama Breakaway – Senator broached the subject of moving that activity to the afternoon of Assessment Day. Discussion followed. No further action requested.
- Excessive absences of athletes – Senator noted that spring softball players had missed more than 25% of the scheduled class meetings due to regular softball season games. An additional senator noted that due to the softball schedule, a softball athlete will miss the scheduled final exam. It is noted that the faculty are willing to work with the athletes, but that some of the softball athletes are well below the 75% attendance requirement. Discussion followed. Dr. Brintnall will bring this item to the next meeting with Administrators.
- Print shop – Senator noted that they had received concerns from off-campus community members, as well as on-campus community members, about print jobs not being completed by agreed times and dates. Discussion followed. Dr. Brintnall will bring this item to the next meeting with Administrators.

Next Meeting

The next Faculty Senate meeting will be held Fall 2012.

Respectfully submitted,

Faculty Senate Secretary Dr. Mary Ellen Nutter