

## **Faculty Senate Minutes**

**September 10, 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, Ms. Kimberly Weast, and Dr. Claudia Young.

Not present: all members were present

Guest: Dr. Steven Palmer

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

### **Approval of Minutes**

April 30, 2012 minutes were approved via e-mail May 2, 2012, in order for the minutes to be uploaded to NWOSU's Website for the close of the spring 2012 semester.

### **Faculty Handbook**

Revisions to the Faculty Handbook were made over the summer. Approval for the changes was documented via return email to Dr. Brintnall.

### **Archived Faculty Senate Minutes**

Past faculty Senate minutes were uploaded to NWOSU's Website by Dr. Sheila Brintnall September 2012.

### **Faculty Athletic Representative**

Dr. Palmer is a faculty representative of the Athletic Advisory Board. In this capacity, he functions as a liaison between the athletic department and the faculty. Dr. Palmer reviewed the enrollment requirements & processes mandated by NCAA. Dr. Palmer committed to keeping Faculty Senate informed of any changes or concerns regarding the enrollment of student athletes and would like Faculty Senate to invite him to any meetings where constituents have concerns regarding student athletes. He noted that there will be a faculty advising seminar in the spring.

### **Report of meeting with Administrators**

Dr. Sheila Brintnall met with Dr. Steve Lohmann on June 26, 2012, and reported on the following:

- Blocking classrooms from certain websites – Administration responded it is not possible without disrupting internet access to other areas of building.
- Bahama Breakaway – Senator broached the subject of moving that activity to the afternoon of Assessment Day. Administration will take this request under consideration.
- Excessive absences of athletes – Senator questioned the amount of class absences by athletes due to scheduled games. Administration noted that scheduled departure times for the games will be later than previously scheduled to stay compliant with NCAA candidacy.

Additionally, only a few Tuesday and Thursday games will be scheduled in the new conference.

- Print shop – Senator express concerns from off-campus community members, as well as on-campus community members, about print jobs not being completed by agreed times and dates. Administration is currently addressing the concerns.
- Dead week (revisited) – Senator wanted to make inquiry into different final schedule so that students would not have to take exam the day after the class finished. Administration responded that the schedule will remain as is.

### **Selection of faculty representatives for two-year term on Athletic Advisory Board**

Two faculty representative terms on the Athletic Advisory Board, one from each school, have expired. Faculty Senate members are to send nominations to Dr. Brintnall by Sept. 18<sup>th</sup> at 5:00pm. Dr. Brintnall will collect the nominations and then email nominations to Faculty Senate members. Vote will be taken via email.

### **Ranger Connection impressions/content**

Dr. Chan received correspondence from a constituent regarding concern of the content that is being taught in the Ranger Connection classes. President Brintnall will investigate which entity is responsible for establishing & planning the content. An invitation to attend the next Faculty Senate meeting will be extended.

### **Faculty Advisory Council**

Dr. Steven Maier is the Northwestern Oklahoma State University representative for the State Regents Faculty Assembly for 2012. The Regents Faculty Advisory Council meets once a month via ITV from Oklahoma City. Ms. Kimberly Weast moved that Faculty Senate ask Dr. Steven Maier to represent Northwestern Oklahoma State University as the State Regents Faculty Assembly for 2013. Dr. Jim Breyley seconded the motion. The motion passed unanimously. President Brintnall volunteered to communicate with Dr. Maier regarding accepting the nomination.

### **Other items for discussion**

The following items were open for discussion:

- Faculty Senate Minutes – President Brintnall will email faculty with a link to the minutes on the Web along with dates of future Faculty Senate Meetings.
- Faculty Senators voiced concern regarding what seems to be a shortage of personnel to maintain the campus buildings. President Brintnall will bring this item to the next meeting with Administrators.

- Faculty Senators voiced concern regarding the schedule for the Courier during the last day of final exams. Suggestion was made to have a NWOSU employee to drive the Courier route from Ponca City to Alva via Enid. President Brintnall will make inquiry to administration.

**Next Meeting**

The next Faculty Senate meeting will be held October 8, 2012

Respectfully submitted,

Faculty Senate Secretary Dr. Mary Ellen Nutter

## **Faculty Senate Minutes**

**October 8, 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. Kimberley Weast (school business)

Guest: Dr. Steve Lohmann & Mr. Brad Franz

Dr. Sheila Brintnall called the meeting to order at 1:04 p.m.

### **Approval of Minutes**

Dr. Jim Breyley moved to approve the minutes of the September 10, 2012, meeting. Dr. Tim Maharry seconded the motion. The motion passed unanimously.

### **Faculty Advisory Council**

Dr. Steven Maier has agreed to continue as the Northwestern Oklahoma State University representative for the State Regents Faculty Assembly for 2012-2013.

### **Faculty Athletic Representative**

Ms. Kimberly Weast, School of Arts & Sciences, and Dr. Ralph Bourret, School of Professional Studies, have been elected by the Faculty Senate as representatives to NWOSU Athletic Advisory Board.

### **Report of meeting with Administrators**

Dr. Sheila Brintnall and Dr. Claudia Young met with Dr. Cunningham and Dr. Lohmann on September 19, 2012 to discuss items from the regular monthly Faculty Senate meeting:

- Courier - Senator expressed concern regarding the frequency of the Courier during finals week; administration approved an additional Courier route for Friday of finals week.
- Custodial needs – Senator expressed concern regarding custodial needs for university buildings; administration is aware of the situation and is working on resolving the issue.
- Ranger Connection – Constituent expressed concern regarding the content that is taught in the Ranger Connection course; Dr. Steve Lohmann accepted an invitation to attend Faculty Senate Meeting to discuss concerns.

### **Response by Dr. Lohmann and Brand Franz**

#### Ranger Connection impressions/content

Dr. Steve Lohmann presented a brief history of Ranger Connection at NWOSU, including instructors for the course, NCA concerns, and expense to students; he outlined key aspects of the course. Mr. Brad Franz

addressed the specific concerns regarding the content, the on-going process of re-vamping the course to make it more relevant to students, and the purpose of the course. Examples of content include note taking, study skills, financial aid, and important academic facilities available to the students on campus such as the library and the Academic Success Center. Purpose of the course is to help students learn how to navigate the procedural side of the college experience as well as to prepare them for academic course work and overall success for college.

#### Concurrent Enrollment

Dr. Lohmann addressed the item of concurrent enrollment through interactive television (ITV) with the K-12 schools. Two additional studios are being constructed for this purpose; one each at Alva and Woodward through a USDA grant. Enid did not qualify for any disbursement of funds.

#### Spring Commencement

Dr. Lohmann and Mr. Franz both addressed this item. Spring commencement is held at NWOSU's largest facility in order to allow for the greatest number of attendees.

#### Online course with Kansas

Senator asked for clarification regarding online courses crossing state line. Dr. Lohmann explained the regulations associated with online courses and the fees to the universities to have courses cross state lines.

#### **Other items for discussion**

Faculty Opinion Survey – please complete the survey and return it to Dr. Brintnall by October 15.

Dr. Lohmann thanked Dr. Brintnall and Dr. Young for their willingness to serve on Faculty Senate and for meeting with administration. He thanked all the Faculty Senate for their service and dedication to the university.

#### **Adjourn**

Dr. Tim Maharry moved to adjourn the meeting. Dr. Jim Breyley seconded the motion. The motion passed unanimously.

#### **Next Meeting**

The next Faculty Senate meeting will be held November 12, 2012 at 1:00pm.

Respectfully submitted,

Faculty Senate Secretary Dr. Mary Ellen Nutter

## **Faculty Senate Minutes**

**November 12, 2012**

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

Not present: Ms. Brandice Guerra (death in family), Ms. Dana Roark (class), Ms. Kimberley Weast (class)

Guest: None

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

### **Approval of Minutes**

Dr. Jim Breyley moved to approve the minutes of the October 8, 2012, meeting. Dr. Claudia Young seconded the motion. The motion passed unanimously.

### **Dates for Faculty Senate Election**

There are five Faculty Senate positions that will expire at the end of December 2012; two faculty positions from the School of Arts & Sciences, two faculty positions from School of Professional Studies; and one faculty from Extended Campuses.

Nominations for volunteers to fill the expired terms will be received by Dr. Brintnall from November 19, 2012 thru December 3, 2012.

Voting for nominated faculty to fill the expired positions will be from December 4, 2012 thru December 7, 2012.

### **Other items for discussion**

Senator proposed that Dr. Lohmann be invited to discuss the process of faculty tenure and promotion to Faculty Senate during a future meeting. Dr. Brintnall will extend an invitation to Dr. Lohmann.

### **Adjourn**

Ms. Cheryl Kent moved to adjourn the meeting. Dr. Jim Breyley seconded the motion. The motion passed unanimously.

### **Next Meeting**

The next Faculty Senate meeting will be held December 10, 2012 at 1:00pm.

Respectfully submitted,

Faculty Senate Secretary Dr. Mary Ellen Nutter

**Northwestern Oklahoma State University**  
**Minutes for Faculty Senate Meeting: Monday, 1/28/13, 1:00-2:00 p.m.**  
**EC 101 / Enid Conference Room**

Present:

Dr. Sarah Chan, Ms. Brandice Guerra, Dr. Tim Maharry, Dr. Mary Ellen Nutter, Ms. Dana Roark, Dr. Jesse Schroeder, Dr. Beverly Warden, Dr. Claudia Young

Absent:

Mr. J. W. Platt, Ms. Kimberly Weast (class), Dr. Wei Zhou (out of town)

1. Call to order at 1:05 p.m. President Claudia Young welcomes Faculty Senate and delivers introduction of new Senators, Dr. Jesse Schroeder, Dr. Beverly Warden, Mr. J. W. Platt, Dr. Wei Zhou.
2. Nomination of new officers:  
Vice President: Dr. Beverly Warden  
Secretary (temporarily): Dr. Sarah Chan
3. Faculty Senate notes shall be sent by Secretary to Ms. Brandice Guerra, who will upload minutes onto website as well as email to all full-time faculty.
4. Old Business:
  - a. Faculty Senate Elections and Constitution: Decision was made to leave consideration of faculty senate election descriptions intact, as stated in the Senate Constitution.
  - b. Concern discussed: A constituent requested that a member of the Faculty Senate bring forward some concerns regarding perceived inequity of faculty teaching load, along with issues felt to compromise the quality of faculty teaching, academic, and professional activity. Quality of teaching and academic activity—including time and resources for professional publication, research, and scholarly/creative activity—were felt to be affected by a combination of various factors: heavy teaching load, number of office hours, and diverse demands on faculty such as committee activity, accreditation processes, accounting reports, and curricular and extra-curricular responsibilities above and beyond classroom teaching.
  - c. Issue of faculty sabbatical leave will be addressed at next meeting.
5. Motion to adjourn meeting at 1:55 p.m. by Dr. Tim Maharry; seconded by Dr. Jesse Schroeder.

Respectfully submitted,  
Dr. Sarah Chan  
1/28/13

**Northwestern Oklahoma State University**  
**Faculty Senate Minutes**  
**Monday, March 11, 2013 12:00pm-1:00pm**  
**EC 108 /Enid 210**

PRESENT: Dr. Sarah Chan, Dr. Mary Ellen Nutter, Ms. Dana Roark, Dr. Jesse Schroeder, Dr. Beverly Warden, Ms. Kimberly Weast, Dr. Claudia Young, Dr. Wei Zhou

ABSENT: Ms. Brandice Guerra, Mr. J.W. Platt (class), Dr. Tim Maharry

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1. Call to order at 12:09 p.m.
2. Visit by Dr. Steve Palmer, Faculty Athletic Director

In calling for the maintenance and sustenance of a positive environment at sports events, Dr. Palmer encourages faculty to attend student athletic events, as well as to encourage departmental colleagues to do the same. With the university having entered the NCAA, there are new considerations to mind:

1. Institutional control – The President and the faculty need to maintain the control in accordance with NCAA.
2. Student-athlete wellbeing (educational experience, health issues, coach-athlete relationship, gender equity).
3. Advising – Under NCAA rules, 12 hours minimum required, with hours contributing towards graduation; before a student enters the 5<sup>th</sup> semester (junior year), his/her major needs to have been declared. If a student needs to change majors, this must happen at the beginning of the semester, before the 5<sup>th</sup> semester of study. Dr. Palmer will put together information to hand out to faculty.

Activities which student-athletes will engage in in the near future:

1. Student athletes will go through a mandatory Life Skills seminar led by Dr. Joseph Nanna. Job-hunting and interviewing skills will be discussed, followed by optional participation in mock interviews.
  2. Student athletes will be attending a health seminar addressing substance abuse and usage.
  3. Student-athletes will be engaged in Bowling for Wishes fundraising event, with goal of \$1500 to \$2000.
3. Approval of old minutes: December 12, 2012 minutes -- Ms.Dana Roark motions to pass it; Ms. Kimberly Weast seconds. Januray 20, 2013 minutes --Dr. Jesse Schroeder motions to pass it; Dr. Warden seconds.
4. Old Business:
    - a. Follow-up on issue of faculty load and pay raise: Per discussion with Administration, there is no change in faculty load and pay. Regarding office hours, this may possibly be reduced in the future to 8 hours as well as other sister institutions. Regarding NWOSU have opportunity to hire new faculty, priority will be given to full-time math and science faculty; qualifying adjunct instructors usually difficult to find due to region of university's location. Senator raised question about the possibility of having graduate students teach introductory-level courses; another Senator comments that graduate



students' studies need to lie within the college of studies to which the instructional subject pertains.

- b. Faculty Evaluation – Issue of rubric inconsistencies between peer evaluation forms and the rubric. There is no section for course management and the teaching evaluation in the faculty evaluation form, but Senator indicates that those sections are for administration and chairs to evaluate. Faculty Senate requested that this be clarified to entire faculty. FEAD committee will meet tomorrow, March 12, 2013, at which time these issues will be addressed.
  - c. Class assessment by students: Time taken out of classes to do course assessment needs to be restricted to the particular class in which students are taking time out to evaluate. Senator mentions that sometimes instructors' evaluation are inaccurate due to labs, textbook, and/or technology since these teaching resources might not necessarily be included in the instructor's class. Assessment day evaluation may not work due to students not concentrating on one particular instructor at a time; also, no faculty evaluations in Spring.
  - d. New class time additions due to university school closures: Senators share the understanding of the new time additions, but the implementation of it in an effective way not always successful due to threshold of student absorption of materials, 5 minute transition to next class.
5. Next Faculty Senate meeting: Monday, March 25, 2013, 12:00-1:00 p.m., EC108/ Enid 210.
  6. Move to adjourn meeting at 12:55 p.m. by Dr. Mary Ellen Nutter, seconded by Dr. Sarah Chan.

**Northwestern Oklahoma State University**  
**Faculty Senate Minutes**  
**Monday, March 25, 2013 12:00pm-1:00pm**  
**EC 108 / Enid 210**

PRESENT: Dr. Sarah Chan, Ms. Brandice Guerra, Dr. Tim Maharry, Dr. Mary Ellen Nutter, Ms. Dana Roark,  
Dr. Jesse Schroeder, Dr. Beverly Warden, Ms. Kimberly Weast, Dr. Claudia Young, Dr. Wei Zhou

ABSENT: Mr. J.W. Platt (class)

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1. Call to order at 12:07 p.m.
2. Approval of March 11, 2013 minutes: minutes motioned to pass by Dr. Jesse Schroeder, seconded by Ms. Dana Roark.
3. Old Business:
  - a. **Travel Office Issues**
    - i. Travel office issues seem to have been resolved.
    - ii. Vehicle reservations administration has changed. Senator suggested that the corresponding email address for vehicle reservations administrator be updated when possible, especially with regard to knowing whom to contact via regular email exchange; while the former administrator's email has been retained on, and works through the vehicle reservation webpage, the email address does not work via regular email correspondence. Senators shared that the maintenance office cannot presently update vehicle reservation webpage, but that the email service at least works fine when it is done through the vehicle reservation page.
  - b. **Sabbatical Leave Policy**

Issue of sabbaticals not being granted due to budgetary concerns and other issues were addressed. Senate recommended that faculty handbook notes on sabbatical be reviewed to reflect present institutional outlook and practice (sabbaticals are offered and noted in the faculty handbook, but are not necessarily granted). Senate recommends setting up committee to review sabbatical policy and present its findings to the administration for review of the written policy. Dr. Tim Maharry will chair the committee and invite interested faculty to the meeting.
  - c. **Faculty Advisory Council: Topics selected for 2013 work plan**

Minutes from the Faculty Advisory Council meeting of the Oklahoma State Regents for Higher Education on January 16, 2013 were passed along by Dr. Steven Maier to the Faculty Senate President. Per the minutes, the following topics were selected for the 2013 work plan and shared:

    1. Improve services for current military, veterans and family members including use of prior learning assessment: Discussion topics include offering services on campus, dealing with PTSD, and contributing to the State Regents ongoing efforts.
    2. Identify and share best practices for IT services and support for faculty: FAC will work with the COIT to promote the sharing of best practices.
    3. Clarify faculty issues and benefits including work load, adjuncts, salaries, retirement, and health insurance: Discussion includes the

collecting of examples of changes in workload policies or practices and impact of changes in health care options on adjunct contracts.

4. Improve college graduation rates including use of on-line courses and reducing textbook costs: FAC will monitor and contribute to the work of the State Regents Online Task Force.
5. Improve preparation for higher education of all students including those direct from high school, adults, transfers, and lower division students in areas including math, reading, writing, listening, and financial literacy.

4. New Business

**Inappropriate Behavior in Jesse Dunn**

Faculty constituents' concern about March 15<sup>th</sup> presence of high school regional speech tournament debate in Jesse Dunn Building were discussed in connection with suspected acts of vandalism of certain rooms (hinges of doors removed as one example), concerns about potential thefts of classroom equipment /technology, and noise level of high school students during this event. Ms. Kimberly Weast commented that the administration had been notified about the building usage prior to the event and any usage of building facilities had been approved; miscommunication or non-communication between parties using building, faculty, and administration may be issues that could be better addressed in the future. The issues of door hinges and coffee machine may have been mistakenly blamed on the event presence. Ms. Kimberly Weast has been working with administration and faculty on the issues and graciously offers her assistance wherever possible for improvements vis-à-vis future events.

5. Other

**Student-athletes and academic advising**

The suggestion was brought forth that advisors for student-athletes ought to be faculty academic advisors rather than coaches, and that academic advisors counsel in a student-athlete's major area of study. Dr. Tim Maharry additionally recommended that, with faculty doing academic advising, Title III grant advisors could continue the supportive role of making regular grade and courtesy checks on students.

6. Move to adjourn meeting: Ms. Kimberly Weast motions to end meeting; Dr. Tim Maharry seconds.

Respectfully submitted,  
Dr. Sarah Chan  
March 25, 2013

**Northwestern Oklahoma State University**  
**Faculty Senate Meeting**  
**Monday, April 22, 2013 1:00pm-2:00pm**  
**IE 131 / Enid 208**

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**PRESENT:** Dr. Sarah Chan, Ms. Brandice Guerra, Dr. Tim Maharry, Mr. J.W. Platt, Dr. Beverly Warden, Dr. Claudia Young, Dr. Wei Zhou

**ABSENT:** Dr. Mary Ellen Nutter (class observation), Ms. Dana Roark (class), Dr. Jesse Schroeder (class), Ms. Kimberly Weast (class)

1. **Call to order at 1:10 p.m.**
2. **Report on Meeting between Administration and Faculty Senate President/Vice President**
  - a. **Sabbatical Leave:** Dr. Lohmann highlighted the description on sabbatical leave from the faculty handbook. Dr. Cunningham mentioned that RUSO requires the description to be in the faculty handbook. Administration is willing to work together with faculty to find a solution to sabbatical leave issues. Administration welcomes the creation of a faculty subcommittee to analyze the situation and to come up with creative solutions to the issue. The lack of adequate adjunct instructor pool is one reason keeping the sabbatical leave option from being fully operant.
  - b. **Academic advising:** Dr. Lohmann shared that because faculty members are not always available during summer and between semesters, staff is therefore included in advising activities. Coaches are recommended to advise only in their field (health and sports science). Note: Dr. Maharry recommends that any advisors who are not on faculty should follow up with an email to the Chair of the appropriate departments concerning advisement of students in those departmental majors.
  - c. **Off-campus events on campus:** Dr. Lohmann shared that collaboration with faculty continues to ensure the security and safety of campus facilities.
  - d. **Teacher pension rates:** Legislature is considering a change of how public pensions are determined; an averaging of entire salary from beginning to end of tenure is being considered as an alternative plan to replace the current plan which averages last three years of service. Dr. Cunningham shared that this proposal would define contributions rather than the current benefits program; at the present, no bill has yet been passed.
3. **Old Business:**
  - a. **Sabbatical Leave So Far Agreement**

Dr. Maharry is in the process of gauging the level of cross-campus interest in the issue of sabbatical leave. Nine additional faculty members are interested in

joining the subcommittee on sabbatical leave. Discussion on budget and funding was raised in initial discussions. Questions raised in the meeting: How often would the university offer and/or grant sabbaticals? Are faculty members aware that there is a sabbatical option? How many faculty members have recently applied for sabbatical? Could faculty members afford the offered pay if sabbatical is granted? Group is also researching what other comparable institutions are doing with regard to sabbatical leave (offers, funding, etc.).

Options discussed: 1. Sabbatical leave being funded by outside source, with sabbatical leave in these cases being called "leave of absence". 2. Unpaid sabbatical leave funded from other sources. Dr. Place talked to the NWOSU Foundation about raising money and interest for sabbaticals.

Research will be conducted over summer, with next meeting anticipated in Fall 2013.

**b. Issue of offering interview and job training for student-athletes**

Following the dissemination of Faculty Senate minutes for March 25, 2013, a faculty constituent voiced concern about whether the Faculty Representative to the Athletics Department should be in charge of job training for student athletes. It was decided by Faculty Senate that the Athletics Department's decision to offer career training does not impede individual departments' career development activities for their respective students. Individual departments can hold their own job training activities in addition to those conducted by the Faculty Representative to the Athletics Department.

**4. New Business:**

**a. Title III Requirements vs. Academic Freedom and Low Course Standards**

Concern was brought up that Title III requirements for a certain department included regulating a number of aspects considered to belong to the realm of academic freedom, including the number and nature of exams to be taken. The question was raised as to whether course redesign was a misinterpretation of Title III. Faculty Senate recommends that departments and faculty members concerned about issues of Title III should contact Dr. Dennis Angle.

5. **Other: Evaluation of Faculty Committees for 2013-2014.** Ms. Roark suggested need for more members for the Social Committee, particularly as the Committee could both generally use more help as well as have more assistance when one or two committee members are absent for functions. Dr. Maharry recommended that administration restructure Social Committee and contract Chartwells to assist in running more of the social functions; Ms. Guerra seconded this. Ms. Roark brought up concern about such recommendation, so no motion was taken. The discussion was tabled for a further date.

**6. Next Meeting – April 29, 2013**

**Northwestern Oklahoma State University**  
**Faculty Senate Meeting**  
**Monday, April 29, 2013 1:00pm-2:00pm**  
**IE 128 /Enid 208**

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**PRESENT:** Dr. Sarah Chan, Dr. Tim Maharry, Dr. Mary Ellen Nutter, Mr. J.W. Platt, Dr. Beverly Warden, Dr. Claudia Young, Dr. Wei Zhou

**ABSENT:** Ms. Brandice Guerra (ill), Ms. Dana Roark (class), Dr. Jesse Schroeder (class), Ms. Kimberly Weast (class)

- 1. Call to order at 1:09 p.m.**
- 2. Approval of March 25, 2013 Minutes** – Dr. Maharry approves the April 22 minutes; Dr. Warden seconds.
- 3. Standing Committee** – As President of Faculty Senate, Dr. Young will be finalizing the faculty assignments and email the Senate for its approval.
- 4. Concern about anonymity factor of faculty assessments of administrators:** Concern by some faculty constituents that assessments did not seem to be completely anonymous since employee I.D. numbers were requested. Dr. Maharry shared that only one individual on campus, in I.T., could trace any particular evaluation via employee I.D. and that the number is used only to verify that specified employees could process evaluations. Faculty Senate recommends that I.T. clarify its email message to state that although the evaluation entry page requests an employee's I.D. number, it is requested only to ensure that a single employee/user is given access to a single evaluation at any given time. Dr. Maharry will also check with I.T. as to whether the evaluation forms are destroyed after all information from them have been recorded.
- 5. Dr. Maier's comments at the Annual Budget Hearing at the OSRHE were shared. These include:**
  - a. The hope that regents approve modest tuition increases as a part of an effort to keep quality of the state's institutions from slipping.
  - b. The effects of budget cuts resulting in diminished quality of instruction at institutions. Examples include the increased student per faculty ratio, fewer faculty hires, faculty members teaching outside of their areas of expertise).
  - c. Fewer faculty members factor into students taking longer to complete their undergraduate degrees.
  - d. The issue of tuition increases. Tuition increases will likely need to be part of the solution to funding education, and it is unlikely that any single, straightforward solution will present itself toward funding education. The burden of the funding of education being shifted onto students through tuition increases, however, is not desirable.
- 6. Continued Concern about Students Evaluations of Faculty on a Single Day:**

Responding to Faculty Senate minutes of March 25, a faculty constituent voiced concern

that faculty/course evaluations occurring on one day was not ideal to usage of class time and suggested evaluations take place on a single day. FEAD had, in previous times, reviewed the issue of same-day faculty evaluations vs. singular evaluations done on different, specified days (namely, the present practice of the evaluation process). Concern was voiced that should the evaluations for diverse courses be achieved in one sitting, students may be more prone to confusing their views on faculty members and courses. Dr. Maharry shared that Leah Haines was also concerned that online overload might result should all surveys be completed on a single day. Concern about valuable class time lost is understood, but as there remains no ideal or comprehensive solution, some Faculty Senators felt it best to leave the present evaluation procedures intact. Dr. Warden shared that she does “Question and Answer Day” on days of faculty assessment.

—Respectfully submitted,  
Dr. Sarah Chan  
May 5, 2013