

NWOSU Faculty Senate Meeting Minutes September 25, 2023

Dr. Mackie called the Faculty Senate meeting to order at 1:00 p.m. via Zoom.

Those in attendance: Dr. Jennifer Mahieu, Dr. Taylor Randolph, Dr. Mary Riegel, Ms. Dana Roark, Dr. Piper Robida, Dr. Roxie James, Dr. Garret Lahr, Dr. Matthew Lambert, Dr. Steven Mackie, Dr. Jennifer Oswald (Absent: Prof. Kimberly Weast)

Voting to approve previous meeting minutes happened via email.

Successes/Updates

1. Course Evaluation Software Update (Watermark) - Dr. Mackie
 - We will be using the old evaluation system for the first 8 weeks. However, we will start using the new system in November. Dr. James asked if there would be some sort of training for the new system. Dr. Mackie said he would look into it. Dr. Lambert asked what made Watermark the best choice. Dr. Mackie said that it seemed to be the better service and had reasonable prices.
2. Increase in Chair compensation and Correctional Facility Teaching Stipend - Dr. Mackie
 - Dr. Mackie noted that we saw success in this and that administration was supportive of our needs.

Old/Continuing Business

1. Emotional/Service Dog Policy - Drs. Mackie and Riegel
 - Dr. Mackie noted that this situation arose this fall, but the situation has since been resolved. Dr. Mackie explained that he spoke with Dean Mosburg who stated that there was no university guideline/policy regarding service animals, but that the University does refer to the ADA's rather strict policy (found here: <https://www.ada.gov/topics/service-animals/>).
2. Land Acknowledgment Statement - Drs. Mackie, Riegel, and James
 - Dr. Mackie explained that administration has been advised by the University's lawyers not to make the statement official.
 - Dr. Mackie wants to present the statement to the Native American Student Association and have them begin a discussion with administration about its future. He further noted that we could serve as advisors to the organization (in this situation) and asked senators if they were okay with this approach. Seeing no disagreement, Dr. Mackie made plans to contact Olivia Yandel and Dr. Mason about getting in contact with members of NASA.
 - Statement: We acknowledge that the land occupied by Northwestern Oklahoma State University in present-day Alva, Oklahoma was originally inhabited and cared for by Native Americans. These lands are part of the wider state of Oklahoma which is shared by 39 sovereign tribal nations. Further, we acknowledge that this territory once also served as a hunting ground, trade exchange point, and migration route for the Wichita, Ute, Comanche, Kiowa, and Osage nations. We recognize with gratitude the people who have stewarded

these lands since time immemorial and the vibrant Native communities who make their home here today.

3. ITV vs. Zoom (read attached letter by Dr. Stephens) - Dr. James
 - Dr. James noted that this situation arose this fall, but the situation has since been resolved. Administration has agreed that if an ITV class has six or fewer students registered AND if there are no students registered at the teach/main site, then a faculty member may move the class to Zoom.
 - Dr. Lahr noted that he has had similar discussions and made the argument that in those instances we should stress to faculty that they are still required to be on campus and holding the Zoom classes from their offices.
4. FEAD - Dr. Riegel
 - Dr. Riegel noted that the updates to the new faculty portfolio rubric will not be posted until mid-October and that we were waiting until after this round of portfolios was complete. She further noted that the University will try to get all rubrics locked in by the end of this semester, but we have to wait until all portfolios are submitted. The new rubrics should be in place in ALCA no later than March, with training then happening in April. This year's project for FEAD is to work on creating a document concerning best practices for creating and reviewing a portfolio

New Business

1. Attendance Policy
 - Dr. Lambert began a conversation concerning what student-athletes are being told by coaching staff in the athletic department regarding absences. Dr. Lahr noted that he has to have conversations with his students every semester concerning what counts as an absence. Dr. Riegel noted that there seems to be a disconnect between faculty, the athletic department, and administration regarding how excused absences are seen. She further noted that there needs to be a conversation with faculty and administration concerning the attendance policy. Dr. Mackie noted that he would bring the issue up with administration, but that we should also talk to Mr. Franz about our concerns.
2. Blackboard Updates
 - Ms. Roark began a conversation about the Blackboard integration that happened in late July/Early August and noted that faculty and staff should have had more of an update regarding the integration. Dr. Riegel and other senators noted that there have been some difficulties with the updated Blackboard—particularly in regards to the two-phase authentication factor.
3. Future Meetings
 - Dr. Mackie announced that the last Faculty Senate meeting of the year would be in November, and that we would be holding elections for new senators around that time as well.

Seeing no further new business, Dr. Mackie called the Faculty Senate meeting to an end at 1:50pm.

NWOSU Faculty Senate Meeting Minutes
November 13, 2023

Dr. Mackie called the Faculty Senate meeting to order at 1:00 p.m. via Zoom.

Those in attendance: Dr. Jennifer Mahieu, Dr. Taylor Randolph, Dr. Mary Riegel, Ms. Dana Roark, Dr. Piper Robida, Dr. Garret Lahr, Dr. Matthew Lambert, Dr. Steven Mackie, Dr. Jennifer Oswald (Absent: Dr. Roxie James and Prof. Kimberly Weast)

Voting to approve previous meeting minutes happened via email.

Old/Continuing Business

Course Evaluation Software Update (Watermark) - Dr. Mackie

- Implemented this fall for 16 week and 2nd 8 week courses. Dr. Mackie indicated that overall response rate has been around 75%. Senators indicated a general appreciation for this system over the old system, especially regarding the need to schedule the old evaluations and disrupt class time. Also appreciated that even the correctional facilities were able to participate in the evaluation process. Some questions from the Senators:
 - What kinds of questions were added by faculty? Would be nice to get a sense of what others might have been using.
 - What response rate is administration expecting for a course and or a faculty member?
 - For courses that were cancelled, but still listed in the course evaluations (so 0 of 0 students responding) how is that affecting faculty completion rates? It is being listed as a 0% completion rate in the system.

Land Acknowledgement Statement:

- The statement has been sent to the Native American Student Association and, although there was initial interest, it does not seem that there is much energy/enthusiasm behind the project at this moment. It will be up to the Native American Student Association to bring this issue up again when/if it feels right to them and Faculty Senate will support their efforts.

Campus Safety: Administration Challenged the Senate to identify unsafe areas around campus.

- It is extremely dark on the east side of Herod Hall. The night light on the pole does not eliminate the side walk. Many Senior adults are choosing to not come to night events due to parking and dark side walks.
- Stairs down to 8th St on west side of Shockley are unlit at night and often have leave debris which can get slippery.
- Stairs between Jesse Dunn and the Student Center become very slick during winter months due to water pooling. Can we look into better drainage, texturing, and/or consistent salting to mitigate the issue?

Attendance Policy

- Dr. Mackie talked to Mr. Franz about student athlete attendance. Mr. Franz indicated that unless the coach sends an email through Dean Mosburg's office, the students have not been excused. Furthermore, the dates and times as listed in said email are the only times for which a student is excused. If the email said they are excused starting at 10am, then they are not excused to leave a 9am class early. The attendance policy allows faculty members a bit of latitude in determining what percent of class (between 75% and 90%) a student must attend. Mr. Franz is going to reiterate to coaches the importance of sending emails to Dean Mosburg to excuse students.
- Related follow-up: a request has been made that the letter informing faculty of a student's participation in a sport and the list of expected absences be sent via email instead of the paper form. Also, can faculty receive an updated list of expected absences when a team makes the playoffs? These requests will be passed on to Mr. Franz.

New Business

Outdoor Benches:

- Prof Weast was taking a ten-minute walking break this past week. As she was walking around campus she realized there is nowhere to sit outside and enjoy the weather-accept at the student center. She ultimately sat on the fire escape of Jesse Dunn to soak up the sun. Could benches be placed between the library and Ryerson, the library and IT, the science building and the field house? What about some benches under the trees between Carter and Vincent? We hope there is an outdoor classroom soon, but that room will still be at the student center.
- Senate ideas: could be sponsored to put donor names on benches, or the welding classes could build them. Would like to see more options in shaded areas to encourage use during warmer months.

Course Repeat Policy

- Dr. Robida asked about the policy that limits students to retaking (for grade replacement) courses for which they originally received a grade of "D" or "F". She wondered if NWOSU has room to adjust this policy to allow students to replace a "C" (for example for Med school application purposes). There was general discussion about the current policy (up to 4 courses or 18 credits) and where that policy could be found.
- Follow-up: after the meeting the policy was found in the OSRHE Policy Manual (Section 3.12.6) which leads Drs. Mackie and Riegel to believe that the policy cannot be adjusted by an institution.

To close the meeting, Dr. Mackie thanked those Senators whose terms are ending for their service, and reminded the Senate of the successes of the year. In Fall 2022 a survey had been sent out to the faculty indicating that the top three areas of concern were: financial compensation, faculty course load and expectations regarding office hours, etc., and course evals. This year all faculty received a raise, but in particular a stipend was created for courses taught to correctional facilities at the suggestion of the Senate. There was a policy enacted so that faculty teaching ITV to small classes with no local students could do so via zoom from their office. Finally, as requested by the Senate and with the support of the Administration, the Fall 2023 course evaluations happened on a new system that simplified the process for faculty. In addition the Senate reaffirms our stance regarding firearms on campus, clarifies issues regarding service and emotional support animals, and supported FEAD's efforts regarding updates to the faculty evaluation process.

Seeing no further new business, Dr. Mackie called the Faculty Senate meeting to an end at 1:43pm.

NWOSU Faculty Senate Meeting Minutes February 13, 2024

Dr. Riegel called the Faculty Senate meeting to order at 3:30 p.m. via Zoom.

Those in attendance: Dr. Jennifer Mahieu, Dr. Mary Riegel, Ms. Dana Roark, Dr. Piper Robida, Dr. Roxie James, Dr. Garret Lahr, Dr. Steven Mackie, Dr. Christie Riley (Absent: Dr. Taylor Randolph, Dr. Karsten Longhurst and Prof. Kimberly Weast)

Voting to approve previous meeting minutes happened via email.

Old/Continuing Business

- Officer Elections:
 - Vice-President/President Elect – Dr. Steven Mackie nominated Dr. Roxie James. She accepted with unanimous approval from the senate.
 - Secretary (1-year can be anyone) – Dr. Garret Lahr nominated Dr. Piper Robida. She accepted with unanimous approval from the senate.
- Admin update
 - New scholarship: \$50K donor scholarship for nursing matched by a \$50K donation from the Chickasaw Nation (preference for native students, but open to all) – to begin Fall 2024
 - Updates from regents:
 - change to policy on repeated courses

3.12.5 Academic Forgiveness Provisions

Circumstances may justify a student being able to recover from academic problems in ways which do not forever jeopardize the student's academic standing.

Academic forgiveness may be warranted for currently enrolled undergraduate students in three specific circumstances:

A. Repeated Courses

All State System institutions are required to offer the repeated courses provision.

A student shall have the prerogative to repeat courses. All attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned. The Explanation of Grades section of the transcript will note that only the highest grade earned is used in the calculation of the GPA. If most recent repeated course was graded as pass-fail, then the pass-fail grade is used and none of the previous letter grades apply.

- There are some questions related to this, so it's back in flux a bit until we get clarification. However, policy is expected to be added to the 2024-2025 catalog.
- QA from committee:
 - Will there be a limit on number of repeats? No limitation on retakes
 - Will the policy be retroactive? Could be if student changes catalog.
- beginning fall 2025 there will be a statewide removal of all 0-level courses

- anticipate changes to concurrent teacher qualifications, but those are still pending
 - Outdoor classroom space - plans include a hexagonal pad with capped benches, possible shaded area and place to post flyers, construction planned for spring '24 and should be ready by midsummer. Plans were scaled back from original plans due to project bids, but potential changes/upgrades to the outdoor classroom space may come later if there is additional funding.
 - HLC Policy change - no longer requiring 18 graduate hours, rather allowing institutions some flexibility to determine qualification of adjunct instructors, e.g. experience in the field can be used as a qualification. Policy should be in place by Fall 2024.
 - Beginning summer 2024 from U.S. Department of Education: institutions can no longer hold transcripts (such as for large outstanding bills) - meant to encourage more students to finish their degrees
 - International students - now approved to attend in Enid and Woodward. (International NOC students could stay in dorms and take classes at NWOSU-Enid)
 - MBA approved through RUSO, and with OSRHE for review (look for final approval around spring 2025)
 - Requests for Senate discussion:
 - ways we can support students outside our current processes
 - ideas for fall faculty development day
 - how can we become more nimble/flexible regarding changing student demographics (nontraditional, concurrent, etc.)
 - ideas for building up a pool of adjuncts that could help create more flexibility in course schedules (e.g. offering more evening classes)
 - there are around 800,000 “stop outs” in Oklahoma who have completed some college credits. How can we reach them and get them back in school at NWOSU and through a degree?
- Course Evaluation Update: we had questions at the last meeting and Dr. Riegel reached out to Kaylyn Hansen about them:

Q: Did many faculty take advantage of the option to add questions? If so, what kinds of questions were added, and if there were plans to create a library of commonly added questions for faculty to select from?

A: There were 4 faculty members who added custom questions. The questions are listed below.

 - Do you find yourself getting distracted in class? What are the some of the distractions?
 - Do you use any of the student tools in the Connect software?
 - What study tools in the MindTap software did you use? Example, study cards, the glossary, the online book etc.
 - How was the class format for you (i.e., quizzes, zoom optional Fridays...)?
 - Compared to other courses, the work load in this course is___?
 - In an average month while attending or doing work for this class, how often were you introduced to new perspectives or information you did not previously know?
 - [From the instructor:] What most helped you learn in this course? Are there any changes that would have helped you improve your learning?

- [From the instructor:] Was there anything we didn't talk about that you wish we had or anything we did talk about that you wish we had covered in more detail?
 - We can add a library of questions that faculty can choose from. Kaylyn Hansen offered to work with faculty senate to develop questions for the library.
 - Q: Did we see a difference in our response rates with the new system? What about response rate for the comments?
 - A: We had a response rate of 76%! We do not know what the response rates were with the last system so there really isn't anything to compare it to.
 - Q: Faculty had a course that was cancelled but still listed as an evaluated course: how does this type of course affect faculty completion rates?
 - A: If the class is canceled, the students in the course are marked as inactive. We have a rule in the system that we cannot evaluate a course with less than three students so the system will not pull those classes to be evaluated since it will show 0 students.
 - Q: How are courses that are team taught treated by the system?
 - A: If the course is marked in Ellucian as having multiple teachers, the system identifies it as a team-taught course. While students are taking the survey, it will ask them the questions for each instructor separately and those teachers will only see their scores.
 - Q: Any other information about the system or the process that should be shared with faculty?
 - A: Kaylyn is still working on figuring out how to pull reports. The system can do more than what we are currently utilizing. We will have a better idea of the different types of reports that can be generated when we have multiple semesters of data to look at. Kaylyn sent out a few videos to help chairs and instructors navigate the reporting.

New Business

- Faculty questions regarding scheduling
 - Alva is taking a full week at Thanksgiving – is this something that we can do as well. Seem to struggle with students being absent on that Monday and Tuesday, plus issues for Faculty with children.
 - Senate agrees we should approach administration to ask about the possibility of a change before sending out a faculty poll. Senate voiced concern that staff also receive an increase in the number of paid holidays so they too could enjoy those days off. If a full week is taken, how will this affect Fall Break? Would it go away? Alva also takes Fall Break.
 - Concerns about the Final Exam Schedule – are the finals meant to be 2 hours or 110 minutes? Concern for students/faculty with back-to-back finals and there does not seem to be a common understanding of the rule. Should senate look at the schedule to get better alignment of final exam times/day of week with course schedules? Dr. Riegel to ask administration for clarification on timing and if adjusting the schedule is a possibility.
- Future meetings: do we want to go back to meeting in person and only zooming between the campus sites or do we want to continue meeting via zoom? Senate voted to continue meeting via zoom.
- Dr. Christie Riley remembers that they used to have planners available for purchase in the bookstore that would contain all the information in the “additional information to course schedule” bulletins – asked if it was possible to have those again with a purchase requirement

for Ranger Connection Students to help with organizational skills and to minimize confusion regarding finals schedules.

- Dr. Roxie James asked if it was possible for student athlete competition date sheets to be emailed or posted (with rosters) in an accessible location. Dr. Riegel will discuss this with Brad Franz.

Seeing no further new business, Dr. Riegel called the Faculty Senate meeting to an end at 4:17pm.