

FACULTY SENATE

MEETING MINUTES

FOR THE YEAR

2002-2003

MEETING MINUTES FOR 09-23-02

Meeting with Dr. Wiley

September 23, 2002

The officers of the Faculty Senate met with Dr. Wiley to express faculty concern with the process involved in a recent student misconduct appeal hearing: no members of the University Student Conduct committee were involved, and new information not reviewed through the committee process was included in the revised Student Code.

Dr. Wiley replied that the a process of revision of the Code began in the spring of 2002, including the addition of a mental health policy, a change in computer use policy, and a change in the composition of non-academic student conduct committee. The printing of the Code was delayed by the mental health policy, but the new committee composition was pasted into the Code. He stated that he regretted not consulting the Student Government Association about this change. Since this is not an academic issue, it does not need to go through a faculty review process. Dr. Wiley stated that members of the faculty Student Conduct Committee would serve on any future student conduct hearings. The new committee structure (three faculty appointed by the Committee on Committees of the Faculty Senate, two students appointed by the Student Government Association, and two staff members appointed by the President) will appear in the revised Academic Policies and Procedures Manual.

MEETING MINUTES FOR 10-25-02

Proposal for the Governance of General Education

We propose that General Education at Rogers State University remain the shared responsibility of the administration, the Academic Departments, and the University Assessment and Curriculum Committees. The Curriculum Committee is responsible for curricular decisions related to General Education, and the Assessment Committee is responsible for the assessment of General Education courses and programs, with both committees forwarding their recommendations and proposals to Academic Council for approval (currently the standard operating procedure). The annual review of the mission and philosophy of General Education is a responsibility shared by the Curriculum and Assessment Committees, and each committee should review that mission annually, forwarding any proposed revisions to the other committee and then to Academic Council for further action. Finally, the recently formed General Education Committee should be dissolved, since its function is more appropriately handled by other bodies.

This proposal is based in part on the following seven reasons:

1. General Education is an integral part of the curriculum as a whole, not a separate program or department. As such issues related to general education should be handled in the same manner as all other academic issues, particularly through the activities of the University Assessment and Curriculum Committees.
2. Most of the procedures and policies necessary for the effective evaluation, review, and development of General Education are already in place (as detailed in Section Four of the Rogers State University Institutional Assessment Plan (April 2002)).
3. Under the current system, in which General Education is the shared responsibility of the University Assessment and Curriculum Committees as well as the administration and the six Academic Departments, we have successfully revised the nine general education outcomes, developed supporting goals and identified core general education courses for each outcome, and devised assessment planning and reporting forms for general education courses. The current system has enabled Rogers State University to make tremendous progress in the field of general education.
4. Many of the current members of the Assessment and Curriculum Committees were instrumental to this progress. The members of these committees have the knowledge, the skills, and the experience to effectively supervise general education. They are well-versed in the university's existing curriculum and assessment procedures. Utilizing these committees and their members helps ensure that general education policies and procedures are coherent and consistent with established university practices.
5. While some of our peer institutions (Oklahoma regional universities) have a separate General Education Committee (such as Southeastern University), others (such as Northeastern State University) do not. Still others use an ad hoc Task Force (such as the University of Central Oklahoma) to evaluate the mission, philosophy, and practice of general education. Still others (such as Langston University) have a single, unified Assessment and General Education Committee to oversee general education. In short, there is a wide variety of committee structures in place for the leadership of general education among Oklahoma regional universities.
6. The current members of the recently formed General Education Committee have reached the consensus that their committee is redundant, needlessly complicates the existing university governance structure, and should be dissolved.
7. Concerns have been raised about the workload for certain committees, particularly the Assessment Committee. Dissolving the General Education Committee makes it possible to reassign three of its members to the Assessment Committee to help ease the burden on that committee's members. Additional faculty could also be assigned to the Curriculum Committee, if that committee so desires.

MEETING MINUTES FOR 01-24-03

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The RSU Faculty Senate held a meeting January 10, 2003, at 1:30 p.m. in BH 203.

MEMBERS: Phil Sample (Chair), Jim Ford (Vice-Chair), Emily Dial-Driver (Secretary), Carole Burrage (Parliamentarian), Pam Fowler (Health Sciences), Paul Hatley (Senator, Social and Behavioral Science), Peter Macpherson (Senator, Applied Technology), Susan Rainey (Senator, Communications and Fine Arts), Patrick Seward (Senator, Math/Science), Bob Willis (Senator, Business)

APPROVAL OF MINUTES: Minutes of the Faculty Senate meeting of December 6, 2002, were approved.

OLD BUSINESS:

Committees: Committee descriptions were discussed. (See motion below.)

Charges: Committee charges were discussed. (See motion below.) When the proposal on general education is approved/disapproved, then the Curriculum and Assessment Committees will be charged.

General Education Proposal: The status of the proposal was queried. The Senate Chair will determine the status of the proposal.

Advising: It was suggested that the Registrar's office automatically generate a general education check at 30 hours, an AA/AS check at 45 hours, and a BA/BS/BT check at 90 hours. The Chair will discuss this with Dr. Boyd.

MOTIONS:

Committees: It was moved, seconded, and passed to accept the committee descriptions and missions as amended by Dr. Wiley. (See attached.)

Charges: It was moved, seconded, and passed to charge the following committees: The Faculty Development Committee will be charged to discover the relationship between the faculty development procedure and the faculty evaluation process as separate entities and to revise and improve those as necessary; to add categories to the faculty evaluation forms, such as contributions to the department; and to determine the status and application of student evaluations of faculty and to revise and improve the evaluations as necessary. The Scholarship Committee will be charged with creating a brochure of scholarship policies and procedures to disseminate to faculty. The Academic Policies and Procedures Committee will be charged with revision of the Academic Policies and Procedures Manual, in coordination with other committees, such as Curriculum and Faculty Development. Distance Education Committee will be charged with recommending a policy on distance education and on-ground classed "folded" together to create faculty credit for only one class.

NEW BUSINESS:

MOTIONS:

TOPICS FOR NEXT MEETING

TOPICS FOR FUTURE MEETINGS

NEXT MEETING: The next meeting of the Senate will be Friday, February 1, 2003, at 1:30 p.m. in BH 203.

SUBMITTED BY Emily Dial-Driver, Secretary

APPROVED

MEETING MINUTES FOR 04-10-03

The RSU Faculty Association held a meeting April 10, 2003, at 3:30 p.m. in Herrington Hall 148.

Phil Sample (Faculty Senate/Association Chair) presided.

OLD BUSINESS

MOTIONS

NEW BUSINESS

2002-03 Senate/Association Accomplishment: A list of actions taken by the Senate was discussed. The Senate has accomplished the following: The Senate

1. took responsibility for appointing membership in committees;
2. refined committee descriptions, with input from the committees;
3. refined committee appointment process;
4. developed additional charges, approved by the administration, for committees;
5. developed a department head selection/removal process, approved by the administration;
6. asked for an adjustment of due date for grades, approved by the administration;
7. pursued faculty concerns, and
8. most recently, is working on faculty workload data.

Elections for Association/Senate: Due to very low attendance at the FA meeting, the elections almost did not occur. However, since Senators recruited additional department members, the election actually did take place. The following officers were elected, running unopposed.

- Chair: Jim Ford
- Vice Chair: Patrick Seward
- Secretary: Emily Dial-Driver
- Treasurer: Paul Hatley
- Parliamentarian: Carole Burrage.

Election of Senators for 2002-2003: Each department should elect a Senator as its representative to the Senate before September 1, 2003.

New Senate Charges: The Senate has been charged with

1. discovering ways to increase attendance at Association meetings
2. asking the administration to allow faculty input on future semester scheduling

MOTIONS

TOPICS FOR NEXT MEETING

NEXT MEETING The next scheduled meeting of the Faculty Association will be August 14, 2003, at 12 noon. Special meetings may be called.

SUBMITTED BY Emily Dial-Driver, Secretary

APPROVED: April 25, 2003 Faculty Senate