

Rogers State University

Faculty Senate Meeting Minutes

August 16, 2001

The RSU Faculty Senate held a meeting August 16, 2001, at 2:30 p.m. in the Herrington Hall Conference Room.

MEMBERS present were: Phil Sample (Chair), Jim Ford (Vice-Chair), Emily Dial-Driver (Secretary), Jan Jones Nolen (Treasurer), Carole Burrage (Parliamentarian), Pam Fowler (Current and Rising Senator, Health Sciences), Eldon Hallum (Senator, Communications and Fine Arts), Susan Rainey (Rising Senator, Communications and Fine Arts), Paul Hatley (Senator, Social and Behavioral Science), Richard Ronan (Senator, Applied Technology), Peter Macpherson (Rising Senator, Applied Technology), Patrick Seward (Senator, Math/Science)

APPROVAL OF MINUTES: Minutes of the Faculty Senate meeting of May 8, 2001, were approved.

OLD BUSINESS

Distance Education Task Force: Distance Education as a standing committee was not approved. The Senate will discuss instituting an ad hoc committee again this year.

University Committee Membership: The Senate will continue to discuss recommendations for designing committee membership.

MOTIONS

It was moved, seconded, and passed that the Senate recommend a female member for the Academic Policies and Procedures Committee (specifically, Carolyn Taylor) and that the RSU committee list be disseminated to the department heads.

NEW BUSINESS

Phil Sample passed out the RSU committee list received from the administration. The Senate recommended a female member for Academic Policies and Procedures (Carolyn Taylor) and that the list be disseminated to department heads. See motion above. New items for discussion this year include:

1-Safety

2-College Experience class3-Department heads increasingly becoming administrators

4-Academic Policies and Procedures manual current publication

5-Calendar January report date and Martin Luther King Day

6-Rifle Range Historic Building7-Education for Staff and Faculty on University History and Traditions

8-Faculty orientation9-Schedule

10-Grade deadlines

11-Communication

12-Respect for faculty

13-Tuition breaks for dependents of faculty and staff

MOTIONS: None

TOPICS FOR NEXT MEETING

NEXT MEETING: Meetings will be held every two weeks at 12 noon on Wednesdays (August 29, September 12, September 26, October 10, etc.) in the Bunker.

SUBMITTED BY Emily Dial-Driver, Secretary

APPROVED: August 29, 2001

Attachment to May 8, 2001, minutes

TO: Dr. Joe Wiley
FROM: Faculty Senate
DATE: May 10, 2001
SUBJECT: Establishment of Permanent Committee on Distance Education

The Faculty Senate has accepted the attached report from the Distance Education Ad Hoc Task Force, established by the Faculty Senate in Fall 2000, to investigate issues of importance to the faculty in relation to distance education.

The Faculty Senate concurs with the Task Force's recommendation that it be established as a standing University committee and requests that said committee be instituted with the same membership for next semester.

To: The Faculty Senate

From: The Distance Education Task Force (David Tait, Sally Emmons-Featherston, Susan Rainey, Cliff Layton, Jan Jones Nolen, Doug Grenier, Sam Richardson, Gary Rutledge, Rich Ronan, Myra Haulmark (ex officio), Peter Williams (ex officio))

Approval: _____ David Tait, Chair

The Distance Education Task Force was charged by the Faculty Senate to "develop policies to enhance the development and evolution of Rogers State University's distance education efforts and to make distance education a rewarding environment for faculty, staff, and students."

With this mission statement as its guiding principle, the Distance Education Task Force has accomplished the following:

- Synthesis of research materials from the following sources:
 - --NCA's "Guides for the Evaluation of Electronically Offered Degree and Certificate Programs"
 - --NEA's and Blackboard Inc.'s study measuring quality in Internet-based Distance Learning
 - --Cameron University's draft regarding its "Policy for Development and Delivery of Online Courses"
 - --The United States Congressional Committee on Web-Based Education's report on "The Power of the Internet for Learning: Moving from Promise to Practice"
 - --The American Association of University Professors' findings by its "Special Committee on Distance Education and Intellectual Property Issues"
 - --Surveys of Rogers State University Faculty in Communications and Fine Arts.
- Assessment of Rogers State University's policy for compliance with NCA's guidelines regarding distance education; currently, there is a lack of written policy (See also below).
- Determined the definition of distance education and identified five types of distance education at Rogers State University: Web-based education, live broadcast television, tele-courses, compressed video, and correspondence courses.
- Developed a draft of policy recommendations concerning distance education in the following topics: faculty compensation in the development of distance education courses; appropriate class size for each distance education course medium; distance education assessment; distance education curricular review policy; faculty load; intellectual property rights.
- Completed a draft of the Distance Education Program Survey regarding Faculty Load and Class Size.

After reviewing these matters, the Distance Education Task Force has concluded that these issues need the sustained attention of a university committee. Therefore, the Distance Education Task Force makes the following recommendation:

To establish a standing university distance education committee with a faculty chair. The committee should include a faculty member from each department, with ex officio participants including the Director of Distance Education, the Instructional Design and Development Specialist, and the Institutional Research and Assessment Officer.

Rationale: Distance education is a major part of the University's overall strategic plan, as illustrated by the assignment of two full-time staff positions to this function. Currently, no faculty committee exercises appropriate oversight or review of

this critical area. RSU's mission demands that the university be "committed to excellence in teaching and student service," yet we are not currently fulfilling all of the NCA guidelines for oversight of distance education.

Specifically, the NCA specifies in section 2a of the "Guidelines for the Evaluation of Electronically Offered Degree and Certificate Programs" that "Through its formal processes of curriculum development and review, the institution assures that each program of study results in collegiate level learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded by the institution, that the electronically offered degree or certificate program is coherent and complete, and that such programs leading to undergraduate degrees include general education requirements."

RSU's Faculty Senate charged the Distance Education Task Force with insuring that issues mentioned in NCA's guidelines regarding distance education are met, as evident in NCA guideline 3a: "In the development of an electronically offered program, the institution and its participating faculty have considered issues of workload, compensation, ownership of intellectual property resulting from the program, and the implications of program participation for the faculty member's professional evaluation processes. This mutual understanding is based on policies and agreements adopted by the parties." This task has not fully been accomplished.

NCA's guidelines in section 5a regarding Evaluation and Assessment specify that there be an institutional "review [of] the effectiveness of its distance education programs to assure alignment with institutional priorities and educational objectives." This task has not fully been accomplished.

Because of the aforementioned reasons, and due to the rapidly changing nature of distance education, the Distance Education Task Force concludes that the serious issues which have been pointed out, and others which may arise, will be best addressed by a standing university distance education committee.

Original proposal on committee membership

2.3 UNIVERSITY COMMITTEES

Membership on standing committees will be determined on a yearly basis by the individual academic departments in a departmental meeting. Each department will insure broad representation on as many of the standing committees as possible. Normally each committee will have at least one faculty representative from each academic department. At the first meeting of each year, the committee members will select a chair and other officers, as they deem appropriate.

REVISED VERSION

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

2.3 UNIVERSITY COMMITTEES

Membership on standing committees will be determined on a yearly basis by the Faculty [Senate's Committee on Committees](#), in accordance with these broad philosophical guidelines: ideally, each department should be represented on each committee; each faculty member should be allowed to express preferences for membership on committees and, if possible, those preferences will be honored; each committee member should be a full-time faculty member; each committee should retain 70% of its membership from year to year; each committee should elect its own chair; faculty should serve on at least one committee and, if possible, no more than three. Committee membership should be determined in the spring semester of the year prior to membership. New faculty will be assigned to committees as they begin their teaching tenure. At the first meeting of each year, the committee members will select a chair and other officers, as they deem appropriate.

Dr. Wiley's Comments

Faculty Concerns About the Schedule

Dr. Wiley stated that he visited with Drs. Minks and Brown and that they were unaware of faculty concerns about the new schedule. When he arrived at RSU, Dr. Wiley said, he was concerned about the schedule as it existed. He said that we must be careful to avoid faculty being concerned with their own schedules first, the department and student good second, and the institutional good third. This leads to lack of overall coordination and problems for students as a whole. When he arrived, he commented, there was a difference in beginning and end times, which was very departmentalized and compartmentalized, and included each faculty members' preferences. The Fall 2000 schedule had 70 time slots.

An August 23, 1999, memorandum to department heads suggested that RSU have a campus coordinated schedule. Since the memorandum elicited no feedback, except some comments from the deans on starting times for evening classes, Drs. Minks and Brown and the deans took that as tacit approval and the schedule was implemented. Dr. Wiley acknowledged that the faculty was heavily involved in the NCA process at the time. Dr. Wiley commented that his expectations were that no decisions are made until there has been significant input from stakeholders, in this case, faculty and students. Dr. Wiley also said that if there was not appropriate faculty input, then he apologized, because he didn't want these decisions made in a vacuum. The student government is in favor of a coordinated campus schedule, although they have not commented on this particular schedule.

Faculty should keep in mind, he said, that RSU's function has changed and that no longer is the institution's emphasis the A.A.S., which, of course, RSU will continue to support. RSU now has B.A. and B.S. degrees. We will work on input, he reiterated; the administration assumed that dialogue went on at the department level. He added that he has noticed few 8 a.m. classes and that the faculty is going to have to get used to 8 a.m. classes and to serving traditional-aged students. RSU has to become customer focused instead of supplier focused. Each department must coordinate the number of sections and the times of meetings. RSU's institutional culture has made it a practice that people who get within 8-10 hours of graduation with an A.A. or A.S. are given substitutions and arranged classes in order to graduate them to the detriment of quality education. Arranged classes should be used as curriculum enhancements.

The new schedule, he said, was set up for maximum flexibility and to allow night students to take nine hours in two days per week.

He said that the administration had made no restriction on block classes, on four-week classes, or on holding classes on only two days per week for an eight-week class in the summer session. Such decisions are academic matters and should be decided by the department.

Dr. Wiley suggested moving evening classes to a 5:00 p.m.-6:15 p.m. and 7:00 p.m.-9:45 p.m. schedule; the Senate concurred. The Senate also suggested revising laboratory times to allow only two laboratory sessions per day (1-3 p.m. and 3-5 p.m.) rather than three. Dr. Wiley said that should be up to the department.

Dr. Wiley and the Senate agreed to observe the summer and fall semesters carefully and revisit the schedule issue before the implementation of the next Spring schedule.

Committee Membership

Dr. Wiley said RSU needs to consider committee membership unencumbered by the heads of the departments. Since the Senate is the governing body of the Association and since the Association is comprised of all faculty at RSU, Dr. Wiley thinks a Committee on Committees should be part of the Faculty Senate structure and that committee should be charged with committee appointments with input from faculty members. RSU is maturing toward a process that removed administrative oversight of the process.

Faculty Hiring Process

Three issues related to the faculty hiring process were raised by a Senate member:

- 1) the timeline for faculty hiring is detrimental to hiring good faculty; positions should be advertised in early fall and determinations should be possible with greater facility;
- 2) the reimbursement for travel at \$250 and/or \$400 is inadequate to bring candidates in from distances; and
- 3) the faculty hiring process is prone to administrative blocks and delays.

Dr. Wiley said

- 1) he thought that the departments initiated the requests for hiring and that the timeline was up to the department and endorsed fall searches;
- 2) he would discuss alternatives for funding candidate travel with the other members of the administration, with serious consideration toward revising the policies on funding, such as reimbursing travel expenses in full for the candidate who is offered and who accepts the position or such as using a departmental fund for that purpose to be distributed in accordance with the needs of the department, etc.; and
- 3) responsibility for hiring should rest in the hands of the faculty, who should be in charge of the process to the point of recommendations for hiring. At that point the administrators have the option of accepting or rejecting the recommendation. Dr. Wiley said he would look into specific concerns about the process.

Rogers State University

Faculty Senate Meeting Minutes

August 29, 2001

The RSU Faculty Senate held a meeting August 29, 2001, at 12:00 noon in the Auditorium Bunker.

MEMBERS present were: Phil Sample (Chair), Jim Ford (Vice-Chair), Emily Dial-Driver (Secretary), Jan Jones Nolen (Treasurer), Carole Burrage (Parliamentarian), Pam Fowler (Current and Rising Senator, Health Sciences), Eldon Hallum (Senator, Communications and Fine Arts), Susan Rainey (Rising Senator, Communications and Fine Arts), Paul Hatley (Current and Rising Senator, Social and Behavioral Science), Gary Marche (Senator, Business), Peter Macpherson (Rising Senator, Applied Technology), Patrick Seward (Current Senator, Math/Science)

APPROVAL OF MINUTES

Minutes of the Faculty Association and Faculty Senate meetings of August 16, 2001, were approved.

OLD BUSINESS

Textbook choice: The Academic Policies and Procedures Committee approved the wording for textbook choice forwarded by the Senate. The Senate Chair will contact the Academic Policies and Procedures Chair and ask for clarification of the status of the suggested change. (See motion below.) (See attached.)

Committees: Committee choice and structure was discussed. It was decided that the Senate Chair send a memo to the Chair of the Academic Policies and Procedures Committee and suggest amended wording for Section 2.3 of the Academic Policies and Procedures Manual. (See motion below.) (See attached memorandum.)

Parking: Parking is a major problem, not just as a matter of convenience but as a matter of access. Faculty parking was discussed.

List of Concerns

Schedule: The list of concerns (see Minutes August 16, 2001) was discussed. The schedule is top priority. A form asking for suggestions for meeting times for summer classes, night classes, and labs will be disseminated to the Senators for information collection from their departments. The results will be forwarded to Dr. Ford by Wednesday, September 5, 2001, for collation; the issue will be discussed at the Sept. 7 meeting.

Safety: Pam and Jan will form a sub-committee to make recommendations.

College Experience class: Carole will ask Lois Ann and Kevin Woller to form an ad hoc committee to make suggestions to improve the College Experience class.

Department heads and faculty/staff reduction in tuition for self and family are topics that will be addressed at a later date.

Current copy of Academic Policies and Procedures Manual, report dates for faculty in Spring 02, Martin Luther King Day holiday, grade deadlines: Phil will report back on what version of the Academic Policies and Procedures Manual is most current and whether all faculty have been issued a Manual, on the report date for faculty Spring 02, on whether Martin Luther King Day is a holiday, and on whether grade deadline dates are accurate in the schedule.

Rifle range: Paul will form an ad hoc committee to make suggestions about the rifle range.

Faculty orientation: Pam and Jan will ask Deb Beltie to make suggestions for more effective faculty orientation.

Communication and respect for faculty will be addressed as issues when they arise.

MOTIONS

Textbook choice: It was moved, seconded, and passed that the Senate Chair contact the Chair of the Academic Policies and Procedures Committee and ask the status of the suggested change to the Academic Policies and Procedures Manual on the choice of textbooks.

Committees: It was moved, seconded, and passed that the Senate Chair send a memo to the Chair of the Academic Policies and Procedures Committee and suggest amended wording for Section 2.3 of the Academic Policies and Procedures Manual.

NEW BUSINESS

None.

MOTIONS

None.

TOPICS FOR NEXT MEETING

- 1-Ad hoc distance education committee
- 2-Schedule

TOPICS FOR FUTURE MEETINGS

- 1-Textbook choice APP suggestion report
- 2-Committee APP suggestion report
- 3-Parking suggestions report
- 4-Safety suggestions
- 5-College Experience class suggestions
- 6-APP Manual
- 7-MLK Day
- 8-Grade deadlines
- 9-Report dates for faculty
- 10-Rifle range
- 11-Faculty orientation

NEXT MEETING

Meetings have been rescheduled to fit the schedules of new Senators. The next meeting will be held at 1:00 p.m. on Friday, Sept. 7, and the subsequent meeting will be held Sept. 28.

SUBMITTED BY Emily Dial-Driver, Secretary

APPROVED: September 7, 2001

Attachment to August 29, 2001, Minutes

TO: Academic Policies and Procedures Committee
Eldon Hallum, Chair

FROM: Faculty Senate
Phil Sample, Chair

DATE: August 30, 2001

SUBJECT: Suggested Change in Policies and Procedures Manual—Committees

The Faculty Senate has voted to propose the following amendment to the Academic Policies and Procedures Manual, Section 2.3. The Senate has determined that this change would benefit the faculty and the University, as well as add to our credibility with accrediting agencies.

2.3 UNIVERSITY COMMITTEES

Membership on standing committees will be determined on a yearly basis by the Faculty Senate's Committee on Committees, in accordance with these broad philosophical guidelines: ideally, each department should be represented on each committee; each faculty member should be allowed to express preferences for membership on committees and, if possible, those preferences will be honored; each committee member should be a full-time faculty member; each committee should retain 70% of its membership from year to year; each committee should elect its own chair; faculty should serve on at least one committee and, if possible, no more than three. Committee membership should be determined in the spring semester of the year prior to membership. New faculty will be assigned to committees as they begin their teaching tenure. At the first meeting of each year, the committee members will select a chair and other officers, as they deem appropriate.

Rogers State University Faculty Senate

Please send to Jim Ford by Wednesday, Sept. 5, 2001

1. Summer class meeting times

If you had concerns, as a faculty member and/or as a mentor for students, with the meeting times of summer classes, Summer 01, what meeting times do you suggest for summer classes, both day and evening? What is your rationale for these suggestions?

If you did not have concerns, as a faculty member and as a student mentor, with the meeting times for summer classes, Summer 01, why were you pleased?

2. Night class meeting times

If you had concerns, as a faculty member and/or as a mentor for students, with the meeting times of night classes, Fall 01, what meeting times do you suggest for night classes? What is your rationale for these suggestions?

If you did not have concerns, as a faculty member and as a student mentor, with the meeting times for night classes, Fall 01, why were you pleased?

3. Laboratory meeting times

If you had concerns, as a faculty member and/or as a mentor for students, with the meeting times of laboratory classes, Fall 01, what meeting times do you suggest for laboratory classes, both day and evening? What is your rationale for these suggestions?

If you did not have concerns, as a faculty member and as a student mentor, with the meeting times for laboratory classes, Fall 01, why were you pleased?

Textbook Selection

Pursuant to the RSU Academic Policies and Procedures Manual (October, 1999), 3.4.2 Academic Responsibility, (o) Textbook Selection, I would like to propose the following change:

(o) Textbook Selection.

Recognizing the diverse training, experiences and unique perspectives the academy brings to the classroom, selection of texts will be the responsibility of the faculty. The following general guidance is provided for textbook selection.

- (1) General Education Courses. A committee comprised of all full-time faculty who teach that particular course should select textbooks for general education courses with multiple sections. Textbooks should meet the educational objectives the faculty has established for that course. If possible, the committee should select a common textbook for all sections. If there is no consensus on a single textbook, faculty members will ensure that each text chosen meets the stated educational objectives. If more than one text will be used, the full-time faculty will select a text for sections taught by adjuncts.
- (2) Degree, program and upper-division courses. Under the auspices of the proponent school/department for the degree, program and /or upper-division courses, faculty involved in teaching these courses will be responsible for text(s) selection.
- (3) Adjunct Faculty. Adjunct faculty will use the primary textbook selected by the committee for that course. Selection of supplementary material may be disseminated to individual adjunct faculty as deemed appropriate.

Rogers State University Faculty Senate Meeting Minutes

October 5, 2001

The RSU Faculty Senate held a meeting October 5, 2001, at 1:00 p.m. in the OMA Conference Room in Meyer Hall.

MEMBERS present were: Phil Sample (Chair), Jim Ford (Vice-Chair), Emily Dial-Driver (Secretary), Jan Jones Nolen (Treasurer) Pam Fowler (Senator, Health Sciences), Doug Grenier (Senator, Math/Science), Paul Hatley (Senator, Social and Behavioral Science), Peter Macpherson (Senator, Applied Technology), Gary Marchè (Senator, Business), Susan Rainey (Senator, Communications and Fine Arts), GUESTS present were Dr. Joe Wiley, RSU President.

APPROVAL OF MINUTES

Minutes of the Faculty Association and Faculty Senate meetings of September 28, 2001, were approved.

OLD BUSINESS

MOTIONS

NEW BUSINESS

Dr. Wiley and the Senate members discussed several issues, including class schedules, committee selection, faculty hiring. (See attached.)

MOTIONS

It was moved, seconded, and passed to accept Dr. Wiley's proposal to leave the spring schedule hours as they appear for Spring 02 and to review a student needs survey draft and results, initiated by Dr. Wiley and to be carried out by Institutional Research, about class hour schedules.

TOPICS FOR NEXT MEETING

TOPICS FOR FUTURE MEETINGS

NEXT MEETING

The next meeting will be held at 1:00 p.m. on October 26, 2001, in the Health Science Conference Room, HS 138.

The next meeting with Dr. Wiley will be held at 1:00 p.m. on November 9, 2001, in the OMA Conference Room in Meyer Hall.

SUBMITTED BY Emily Dial-Driver, Secretary

APPROVED: October 26, 2001

ATTACHMENT TO MINUTES OCT. 5, 2001

Dr. Wiley met with the Faculty Senate at 1:00 p.m. on October 5, 2001, in the first meeting which he has joined this academic year.

At the end of AY 2000-2001, Dr. Wiley and the Senate discussed issues to be addressed this year: the new schedule, committee selection, and faculty hiring. Dr. Wiley met with the officers of the Senate briefly last week to begin this discussion and to clarify concerns and issues so the first meeting with the full Senate would be more productive.

Schedule: Phil gave a report last week to the full Senate that summarized the schedule issues (night class time, lab class time, block classes, summer classes, etc.).

At the Oct. 5 meeting, Dr. Wiley said that last year the institution of the new schedule addressed the problems of having an environment in which some faculty members scheduled classes as they saw fit, scheduling start and end times as the discipline or they individually needed. The administration and the deans worked on the problem and constructed a schedule that seemed easier for the students. One initial idea was to develop an evening schedule that would meet the needs of the evening students. Various alternatives, such as a 5 p.m. start time, were discussed. The principles the administration used included enabling each academic department/discipline to teach in such a way that makes instructional sense and not to force departments to teach classes in one night that would be best taught in two nights. Dr. Wiley said he did not know if individual faculty members were involved. Discussions among the administration ensued on whether students could get off work to make 5 p.m. classes, etc., so the night schedule became MW/TR 5:30-6:45 p.m., MW/TR 7:00-8:15 p.m., and MTWR 7:00-9:45 p.m. (Outside that general schedule, some classes, generally major block EMT 6-8 hour classes were scheduled at 6:00 or 6:30 p.m. A few other classes, generally four and five hour classes scheduled for one night, began at 5:00 or 5:30 p.m.)

In May the Senate expressed concern that 9:45 was very late, that students might not want to take such late classes, and that faculty might not want to teach such late classes. However, the schedule was already set for fall. The main justification for this evening schedule was so that students could take nine hours in two nights. At that time, Dr. Wiley said that if there were no objection to it, the schedule in the future could be backed up to begin at 5:00 p.m.

At this time RSU enrollment figures for Fall 01 are available: enrollment as a whole is up 18%; night enrollment is up 20+%. Knowing that enrollment is based on a number of factors (overall growth in enrollment, increased program offerings, more options, consistent scheduling), Dr. Wiley said that it is clear that "right or wrong, good or bad, the schedule didn't kill evening enrollment." No one could know what effect moving the schedule to 5 p.m. would have. Dr. Wiley added that it is inappropriate to force classes into one night a week if it is more academically sound to offer them in two.

Enrollment figures show that 216 students enrolled in six hours on two nights a week, 375 enrolled in three hours on two nights a week, and 261 enrolled in three hours on one night a week. (See attached page 5.) The vast majority of evening classes met MW/TR (evenly split between MW and TR classes) at 5:30-6:45 p.m. and on one night from 7-9:45 p.m. Very few classes met 7-8:15 p.m. so few students enrolled in such courses. One can conclude that students who go to school at night will take the schedule they can get. Since the schedule is on track for spring, Dr. Wiley said RSU will go forward with a consistent schedule, the same schedule, for spring. However, for future decisions RSU needs data. Dr. Wiley says he will request that Institutional Research do a survey on student needs. He will then ask the Senate to review the survey to ensure that it does not support a position but instead asks what needs to be asked. He said that this should have been done last year, but was not. He stated that we should determine "what the real needs of the students are," and that this would not be a survey of their preferences. Schedules should be based on student needs rather than the desires of the faculty; everyone needs to work on and coordinate the schedule so students can get all the classes they need. The deans have begun an initiative to coordinate common areas in the schedule, so that required courses in separate disciplines do not conflict. He said he knows faculty don't make decisions selfishly but that faculty works in its own "functional silos" without thought of impact on other areas.

Possible scenarios were discussed, including having, for instance, two night a week classes on MW 5:30-6:15 p.m. and 6:30-7:45 p.m. and one night a week classes on Tuesdays and Thursdays 5:30-8:00 p.m. Dr. Wiley said RSU needs to put in place what will serve the most students best.

He said the survey would be a priority for this fall in order to have data to affect the next fall schedule.

Dr. Wiley commented that of the three institutions at which he'd worked, this was the only one that did not have classes in descending order of numbers enrolled at 9, 10, and 8 a.m. More classes are scheduled at 12 than at 8: "There are things in the culture here that I don't understand."

He added that it seemed some lines of communication had broken down, but that lines were beginning to open up. It is his expectation that the deans would take what the vice-presidents tell them to the department heads and that the department heads would tell everything they know to the faculty. The dean's job is to tell the heads what the administration's position is on an issue so the head and the faculty can understand the stance. If this system is breaking down, he will do whatever it takes to fix it by whatever means it takes: "It is my intention that you know what it going on, so that you clearly understand why we're doing what we're doing."

In relation to the lab scheduling (12 noon, 2 p.m., and 4 p.m. starting times), Dr. Wiley said the schedule would remain as is. While he understands the science faculty's rationale for 1 p.m. and 3 p.m. starting times, he does not think it is based on student need.

He stated there is no roadblock to block classes. Scheduling should be coordinated and common sense used but "none of us is in the business of running off students."

He continued by saying that summer school can include two- and four-week classes in addition to eight-week classes. He said he was being told there was a problem in two- and four-week classes making. He said only two of ten shorter-than-eight-week classes had enough enrollment to make so that showed lack of good judgment in scheduling. Two- and four-week classes would only work if offered to specific populations, such as graduate students (no, we don't have any), public school teachers, and inter-session populations.

When asked if he had any objection to making the class cancellation date closer to the beginning of the semester, he said he had no objection to meeting the class the first day and seeing how many people were enrolled or if the student members of the class could increase enrollment.

Committee Appointments: Dr. Wiley said he would like to see the Faculty Senate take responsibility for making committee appointments. He said he and the vice-presidents "are not on the same page yet," and that the VPs had made counter-offers. He said it's his philosophy that Senate either makes appointments or not, either faculty or administration are in charge (having responsibility and control). He is aware that the Senate wants that responsibility but "just like I work with you guys, I work with the vice-presidents." Dr. Wiley says that it's not an issue "of you guys doing a terrible job," it's pragmatic issues, the feeling that certain expertise should be found on each committee.

Phil said that the Academic Policies and Procedures Committee had approved a change in the committee selection section of the Academic Policies and Procedures Manual and that it and a proposed change in textbook selection would be sent to Drs. Minks and Brown. Dr. Wiley said Drs. Minks and Brown were not inclined to approve the recommendation regarding committees.

Faculty Hiring: Dr. Wiley said the deans need to know what positions the departments need to fill so the search process can begin in a timely manner, as the Senate suggested. The department heads need to get in the requests; time is important. "Rules" on travel costs have been amended. The general guideline is \$250 for expenses, but the deans have funds built into their budgets, with the authority to fix the dollar amount, if the candidate is unable to come for \$250 since sometimes plane tickets, for example, exceed that amount. The search committees should review credentials, check references, and make a recommendation for interviews. Dr. Wiley said he is still working on why rejections of committee recommendations have occurred and that job descriptions, advertisements, and credentials should coincide, with the faculty and department heads making sure the advertisement asks for what the department needs, and that only people meeting the stated criteria are brought in. Recommendations should be rejected only for reasons such as that the candidate does not meet the criteria for the job or that the advertisement did not ask for what the department actually needed. He said this "should only happen on extremely rare occasions, and will eventually get to the point where that is not a problem." The Senate asked for specific policies, in writing, for search committees since no guidelines or procedures exist. Dr. Wiley added that the entire department should recommend hiring. Peter Macpherson added that search committees look at credentials but that credential information cannot be shared with the entire department. Dr. Wiley suggested that search committees be comprised of five members, four from the actual discipline and one from outside the disciplines (whether or not that fifth member is outside the department). Their role is to identify the best individuals who fit the needs of the program as described in the advertisement. The process should include all members of the department.

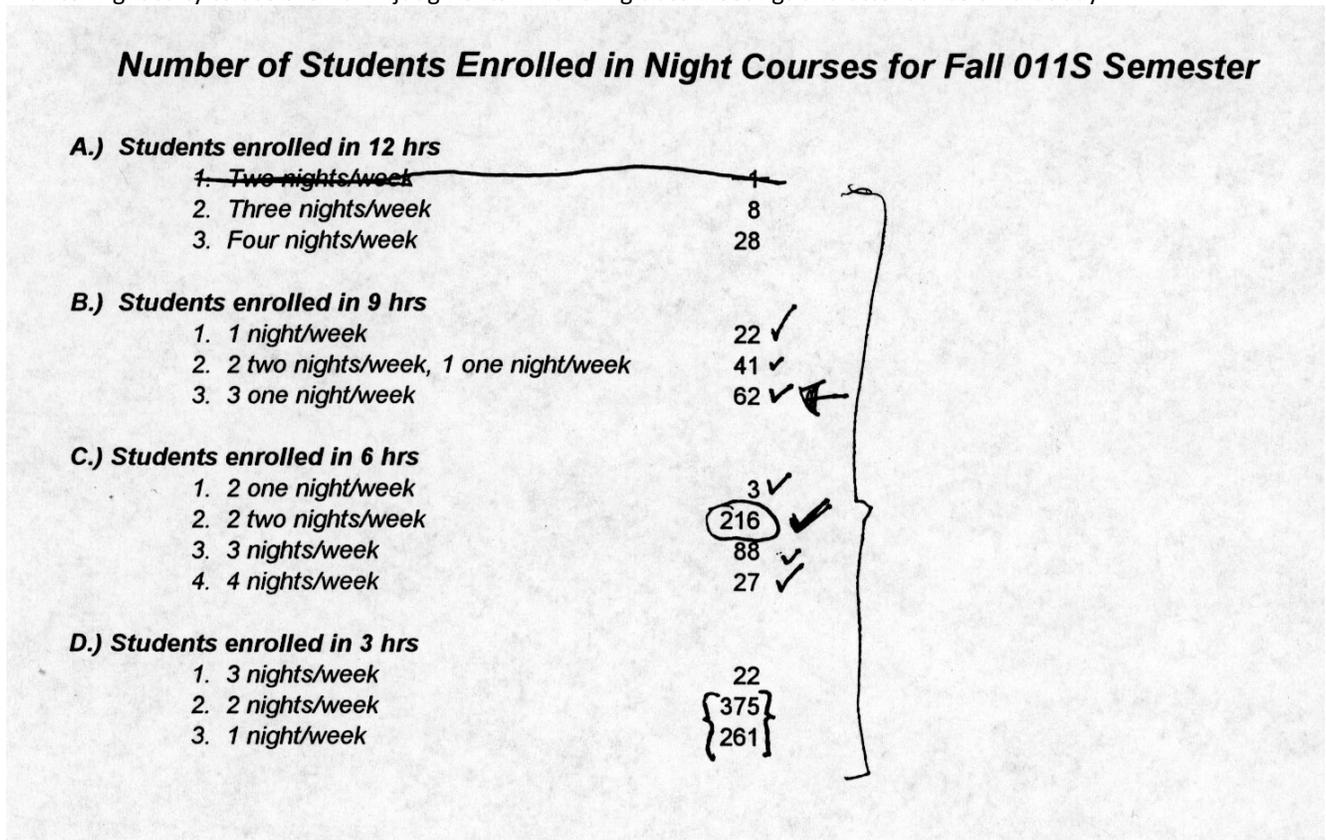
Dr. Wiley added that some faculty were not hired for the fall and that he had asked the vice-presidents to make sure that the positions were still necessary. He added that he did not anticipate a quantity of paperwork, simply an updated announcement of position opening.

Additional Topics: The timeline for the **Distance Education** Sub-Committee was reviewed. The Distance Education Sub-Committee was a task force during AY 2000-2001 addressing specific issues on distance education brought by faculty to the Senate. In May the Senate requested the task force become a standing committee; however, it was not on the list of University committees. The task force was reinstated as a sub-committee in September 2001, at which time it was charged. The administration made suggestions for charging subsequent to that date. The suggestions were sent to the sub-committee for consideration and action. Dr. Wiley said that this raised an important point, that the faculty senate "doesn't need the administration's permission to study, discuss, or comment on an issue you believe is important." Dr. Wiley said it is the administration's view that the sub-committee will become a standing University committee in the future.

The **College Experience** class is under review. Dr. Wiley said his understanding was that each faculty should have the opportunity on a volunteer basis to participate as a teacher for the class and that faculty would receive an overload for the one class taught. This, he said, was his understanding of Dr. Reasor's original concept.

Dr. Wiley concluded by saying that everybody wants the best for the institution, that everybody has different ways of doing things, and that part of the struggle is the environment. He said it is not his philosophy to make rules to "jump through hoops to prevent screw-ups"; that it is his philosophy that broad principles be followed and that then problems be fixed.

A Senate member commented that many of the faculty were pleased with the administration's handling of the recent resignation of a faculty member and that the administration had "gone beyond kind to generous in their response." The member added that other faculty had mentioned positively the administration's responses on September 11, 2001, specifically Dr. Brown's visit to the Student Union and his expressed concern over student needs and problems and the e-mail telling faculty to use their own judgments in handling class meetings and attendance on that day.



The following two proposals were approved by the Academic Policies and Procedures Committee and sent forward to the administration.

October 3, 2001

Textbook Selection Policy (see o of 3.4.2 of page 35—current policy)

General Education Courses—A committee comprised of all full-time faculty who teach that particular course should select textbooks for general education courses with multiple sections. Textbooks should meet the educational objectives the faculty has established for that course. If possible, the committee should select a common textbook for all sections. If there is not consensus on a single textbook, faculty members will ensure that each text chosen meets the stated educational objectives of that course. If more than one text will be used, the full-time faculty will select a text for sections taught by adjuncts.

Degree, program and upper-division courses—Under the auspices of the proponent school/department for the degree, program and/or upper-division courses, faculty involved in teaching these courses will be responsible for text(s) selection.

Adjunct Faculty—Adjunct faculty will use the primary textbook selected by the committee for that course. Selection of supplementary material may be disseminated to individual adjunct faculty as deemed appropriate.

October 3, 2001

UNIVERSITY COMMITTEES (see 2.3 of page 10—current policy)

Membership on standing committees will be determined on a yearly basis by the Committee on Committees, which shall be comprised of the members of the Faculty Senate acting as a committee of the whole.

The following broad philosophical guidelines shall be followed by the Committee on Committees in determining appointments to the various standing committees:

- a. When possible, each department should be represented on each committee.
- b. Each faculty member should be allowed to express preferences for membership on committees, and, when possible, those preferences should be honored.
- c. Each committee member should be a full-time faculty member.
- d. Each committee should retain approximately 75% of its membership from year to year.
- e. Faculty should serve on at least one committee, and, when possible, no more than three.
- f. Committee membership should be determined during the spring semester of the year prior to membership.
- g. The chair of each committee should be elected by the members of that committee at the first meeting of the new academic year.
- h. New faculty should be assigned to committees as they begin their teaching appointment.
- i. In order to be aware of special needs and preferences, and to benefit from their expertise, the Committee on Committees shall seek the advice and suggestions of representatives of the administration, including but not limited to the Assistant Vice-President for Academic Affairs and the Director of the Library.

Rogers State University

Faculty Senate Meeting Minutes

November 9, 2001

The RSU Faculty Senate held a meeting November 9, 2001, at 1:00 p.m. in the Auditorium Bunker and at 1:30 p.m. in the Meyer Hall OMA Conference Room.

MEMBERS present were: Phil Sample (Chair), Jim Ford (Vice-Chair), Emily Dial-Driver (Secretary), Carole Burrage (Parliamentarian), Jan Jones Nolen (Treasurer), Pam Fowler (Senator, Health Sciences), Doug Grenier (Senator, Math/Science), Peter Macpherson (Senator, Applied Technology), Gary Marchè (Senator, Business), Susan Rainey (Senator, Communications and Fine Arts), **GUEST** present was Dr. Joe Wiley.

APPROVAL OF MINUTES: Minutes of the Faculty Association and Faculty Senate meetings of October 26, 2001, were approved.

OLD BUSINESS

Faculty Advisory Council to Oklahoma State Board of Regents for Higher Education: Since the Chair of the Faculty Senate was not available, the Vice-Chair attended the annual FAC meeting. Several of the faculty members from other four-year regional institutions said they would like RSU's Faculty Senate Chair to serve on the Council as the representative for regional institutions next year. Issues discussed at the meeting included distance education (quality, compensation, services, etc.), salaries, adjuncts, student preparation, etc. The FAC will send a full, compiled report to each faculty senate in the state. The survey results from the RSU survey are attached.

Academic Policies and Procedures Recommendations: The Chair received a call from Dr. Wiley saying that he preferred that the recommendation on Committee on Committees not go through into the Policies and Procedures Manual until he and the Senate agree on the procedures and standards.

The Chair said that he had been informed by the Chair of the Academic Policies and Procedures Committee that the recommendation on textbook choice approved by the Academic Policies and Procedures Committee had not been administratively approved, that a written response was not requested, but that instead a copy of the APP Committee minutes would serve as written response.

MOTIONS

NEW BUSINESS

Remarks by Dr. Wiley: The Senate moved from the Bunker to the OMA Conference Room to meet with Dr. Wiley. (See attached remarks.)

MOTIONS

TOPICS FOR NEXT MEETING

The topics for the next meeting will include:

--discussion of standards and procedures for the committee on Committees, those items to be decided by the Senate and forwarded to Dr. Wiley for discussion (deadline mid-spring)

TOPICS FOR FUTURE MEETINGS

NEXT MEETING

The next meeting will be held on November 30, 2001, in the Health Science Conference Room, HS 138.

The next meeting with Dr. Wiley will be held at 1:00 p.m. on December 7, 2001, in the OMA Conference Room in Meyer Hall.

SUBMITTED BY Emily Dial-Driver, Secretary

APPROVED: November 30, 2001

ATTACHMENTS TO MINUTES November 9, 2001

Dr. Wiley's Remarks

Current Tasks: Dr. Wiley began by commenting that he was on a committee on baccalaureate experience and that he was the chair of the OSHRE committee developing definitions and procedures for performance funding. His feeling is that institutional goals/objectives should be externally validated as reasonable and that performance funding be based on assessment of whether those goals/objectives are attained. In other words, performance is a function of the college mission.

Committee on Committees: Dr. Wiley commented that he was aware the Academic Policies and Procedures (APP) Committee had passed a resolution on the Committee on Committees. He endorses the concept of the Senate having responsibility for committee structure but the APP Committee does not have the authority to recommend that policy since no campus committee has responsibility over committees: it is a matter to be decided between Dr. Wiley and the Senate. "We work together, and I decide when the Faculty Senate takes over new appointments." The Senate has until mid-spring to develop operational guidelines on procedures and standards. The decision making process should be defined and the guidelines for selection committee membership should be decided. He added that he hoped the transition was smooth, and noted that at Southeastern "the first couple of years after we turned it over to Faculty Senate, it was a complete disaster, because faculty preference was the sole factor." Since committee membership has an impact on governance, "a significant responsibility comes with the privilege of making those appointments."

Standing Committees:

Question: Whose decision is it to create standing committees?

Dr. Wiley answered that he was not sure what the APP manual said, but that "I know how it should be" and that is that the APP committee that "should drive it." Dr. Wiley said that the APP committee should make a recommendation to the Vice-President for Academic Affairs who will make a recommendation to the President. He added that the procedure should be codified in the APP Manual. He added that "the challenge is in making sure that stuff ultimately gets to me."

Justification for Faculty Positions: Dr. Wiley said that when he had discussed justifying faculty positions in the previous meeting, he had misspoken: all faculty positions not previously justified should, of course, be justified with appropriate documentation and faculty positions that were previously justified should not be formally re-documented.

Written Guidelines: Dr. Wiley said he was concerned about "the drop-off" in communications from academic executive officers to the faculty. He said that he did not believe that the problem was between department heads and faculty, that the department heads did a good job of communicating with their individual faculty members. The Senate suggested that we need written guidelines and procedures. In response, Dr. Wiley said that any administrative decrees affecting faculty will be put in writing and approved by the President: "In the future, for any decrees faculty are going to have to live under, I'll have Brown and Minks put it in writing and run it by me for my approval first."

800 Number: Two 800 numbers exist. One is for Navy use only; education officers will have that number. The other number had been restricted to marketing and informational purposes for several years but the policy until recently was not being followed. It is now being implemented. Students should use their own phones to call advisors and faculty since "using their nickel" is like "using their gas."

Offices: Dr. Wiley mentioned that his pet peeve was offices not being covered between eight and five. He wants professional attitudes and atmospheres. Student workers can answer phones when other staff is not present.

Pay Phones: Pay phones across campus are being removed (except for a minimal number). Thirteen campus "blue" phones will be put in parking lots, etc., at a cost of \$2500 apiece. The phones are solar powered and have a sun-free battery life of two weeks; they will dial Campus Public Safety, which is covered 24/7, and will forward to CPS cell phones.

Mail:

Question: What is the policy in the mail room?

Dr. Wiley said we now have coordinated central services. The new administrator is the former Tulsa County Director of Administrative Services. His goal is to raise productivity in the print shop and decrease use of copy machines in departments. It is not possible to transmit print jobs electronically via secure server to the print shop. In addition, RSU will not be a postal substation. Faculty and staff will have 24 hour access to secure mailboxes. Faculty may give combinations to administrative assistants.

Software Support: Dr. Wiley said the University is not equipped to handle software that is discipline specific, only software that is part of the campus package. Asked if there could not be someone to aid faculty with such problems, he said he was reluctant to add staff. He added that, in this one case, he will talk to Debra Hedrick about a specific problem with the nurses' testing package. As soon as Markham Hall renovations are complete and offices from Preparatory Hall are moved, Computing Services will be located in Prep Hall.

New Classroom Building: Asked what is being planned for the new classroom building, Dr. Wiley said that when it was decided what academic department was going to be housed in the building, faculty will be consulted on classroom configuration. Since RSU was not selected for a Reynolds grant, then the library will be on two floors of the new classroom building. Possibly laboratories would go into that building. Campus planning continues.

Rogers State University

Faculty Senate Meeting Minutes

November 30, 2001

The RSU Faculty Senate held a meeting November 30, 2001, at 1:00 p.m. in the Health Science Conference Room.

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

APPROVAL OF MINUTES

Minutes of the Faculty Senate meeting of November 9, 2001, were approved with changes.

OLD BUSINESS

Academic Policies Review Committee Recommendations: The Senate reviewed the Academic Policies Review Committee minutes from Oct. 3, 2001, and the memorandum sent from the Committee to Dr. Minks and to the Senate. The Senate determined it should ask that the recommended policy on textbook choice be reconsidered. (See motions below.)

Committee Selection Process: The Senate discussed standards and procedures for the selection of University committee members. (See motions below.)

MOTIONS

Academic Policies Review Committee Recommendations: It was moved, seconded, and passed to amend the proposed memorandum asking for reconsideration of the textbook choice policy. (See attached memorandum.)

It was moved, seconded, and passed to send the amended memorandum to Dr. Wiley, with copies to Dr. Minks and Professor Hallum. (See attached memorandum.)

Committee Selection Process: It was moved, seconded, and passed that the secretary would collect and collate information about the process and procedures for committee membership and disseminate this to the Senate.

It was moved, seconded, and passed that, upon finalization of the language of the process and procedures, the process and procedures will be forwarded to Dr. Wiley. (See attached.)

NEW BUSINESS

University Information: Many departments have to provide program reviews, etc. Much of the information about the University seems to be common to all programs and should be consistent across the University. Questions were raised as to what University department should be in charge of gathering and disseminating such information and what kinds of information should be readily available to all faculty and programs. Senators will look into this matter and come back with questions and recommendations.

MOTIONS

TOPICS FOR NEXT MEETING

“boiler plate” information from the University that can be used in program reviews, etc.

TOPICS FOR FUTURE MEETINGS

NEXT MEETING

The next meeting will be held on January 25, 2002, in the Health Science Conference Room, HS 138.

SUBMITTED BY Emily Dial-Driver, Secretary

APPROVED: January 25, 2002

ATTACHMENTS TO MINUTES November 30, 2001

MEMO

DATE: 30 November 2001

TO: Dr. Wiley

CC: Dr. Minks, Eldon Hallum

FROM: Faculty Senate

SUBJECT: Textbook Selection Policy

On October 3, 2001, the Academic Policies Review Committee forwarded to the Assistant Vice President of Academic Affairs/Instruction a recommended change to the subject policy (copy attached). The policy was approved unanimously by the committee and had the full backing of the Faculty Senate.

On October 31, 2001, the committee was informed verbally that the Assistant Vice President of Academic Affairs/Instruction was not prepared to carry the proposal forward at that time (see attached copy of the minutes of the committee meeting). No explanation was provided.

This situation raises serious questions with regard to faculty governance at this institution.

We request reconsideration of this policy. In the future, a written rationale for such decisions would facilitate communication.

Recommendations for Committee on Committees Standards and Procedures

Procedure

The Senate will act as a committee of the whole. University committee assignments for the following academic year would be made in the spring. Faculty hired subsequent to the process would be assigned membership in the fall.

- In February, the Senate will ask each faculty member for a statement on which committee(s) he/she would prefer membership.
- In March, the Committee will meet to select members for University committees, basing that selection on its own guidelines (see below) and on the skills, experience, and expertise of the faculty member and the needs of each committee.
- Between April 15 and May 1, members of committees will be notified of seating.

Standards

Membership on standing university committees will be determined on a yearly basis by the Faculty Senate's Committee on Committees, in accordance with these broad philosophical guidelines: ideally, each department should be represented on each committee; each faculty member should be allowed to express preferences for membership on committees and, if possible, those preferences will be honored; each committee member should be a full-time faculty member; each committee should retain at least 70% of its membership from year to year; faculty should serve on at least one committee and, if possible, no more than two. Committee membership should be determined in the spring semester of the year prior to membership. New faculty will be assigned to committees as they begin their teaching tenure. At the first meeting of each year, the committee members will select a chair and other officers, as they deem appropriate.