

Rogers State University

Faculty Senate Minutes

September 3, 2010

The RSU Faculty Senate held a meeting September 3, 2010, in the Board Room of the Centennial Center at 1:15 p.m.

MEMBERS present were Mary Mackie (Chair), Mary Rose Hart (Vice-Chair), Terry Sutton (Parliamentarian), Sally Emmons (Secretary), Kevin Woller (Treasurer), Don Glass, Frank Grabowski, Carla Lynch, Rich Ronan, Jan Ferris, David Blakely, Mike McKeon, Paul Hatley, Cathy Kennemer, Johnny Kirk, D. Djayanbaev

MEMBERS absent were

OLD BUSINESS

Committee List for 2010-2011: Members reviewed the committee list for any mistakes. In addition, members discussed the possibility that the Curriculum Committee may be abolished; if this occurs, all curricular changes will go from the department head, to the dean, and then to Academic Council for approval. Some members expressed concern that with this streamlined process that the administration might be guiding curriculum more than faculty. The Chair of the Faculty Senate will ask Dr. Beck for clarification on whether the Faculty Senate will remain in charge of departmental curriculum committees if the university committee is streamlined into three Schools.

Motion: After discussion, members of the Faculty Senate moved, seconded, and unanimously approved appointing two members of the Faculty Senate to write a memo to the administration on behalf of the Faculty Senate requesting that the Curriculum Committee remain intact. Once the memo is drafted, the memo will be sent to Faculty Senate members electronically for approval.

NEW BUSINESS

Bookstore: Once again, faculty are complaining that necessary and required materials (i.e., textbooks, art supplies, etc.) for their classes are not available in the bookstore because the bookstore deliberately under-orders the faculty's requested amount of required materials. This is especially a problem in Fine Arts, Health Sciences, and English/Humanities. There are limited alternative suppliers available to the students, particularly those on financial aid. The end result is two-fold: it interferes with how departments assess student learning outcomes at the end of the academic year and it undermines the academic potential of students. Mary Mackie will discuss this concern with Dr. Beck.

Motion: After discussion, members of the Faculty Senate moved, seconded, and unanimously approved appointing two members of the Faculty Senate to draft a memo to Tom Volturo informing him of the difficulties regarding textbook orders. Consequently, because students cannot obtain their necessary course supplies, assessment is compromised at the end of the semester. The memo will request that the bookstore be allowed to order the number of books that faculty need to teach their classes. Once the memo is drafted, the memo will be sent to Faculty Senate members electronically for approval.

Out-of-Pocket Expenses: Blue Cross/Blue Shield Insurance: Anecdotal evidence on campus suggests that faculty is paying more out of pocket expenses as a result of the university opting for BCBS insurance coverage. Anecdotal complaints include: a doctor who has previously been allowed on BCBS insurance is no longer being allowed to see BCBS patients; prescriptions are being denied or are costing more; procedures are being denied or are costing more. Members of the Faculty Senate would like to poll faculty as to whether BCBS is actually equivalent care and coverage to plans that have been offered in the past?

Motion: After discussion, members of the Faculty Senate moved, seconded, and unanimously approved appointing two members of the Faculty Senate to work with one external member to put together a survey that polls faculty on their satisfaction with the new BCBS health coverage and whether they believe it is equivalent to previous care offered.

Staff Organization: In the past, staff had an organization that represented their concerns to the university community but this organization was disbanded in 2000. Now, the professional and technical staff have little-to-no way of representing their concerns because there is no organization to represent them.

Motion: After discussion, members of the Faculty Senate moved, seconded, and unanimously approved requesting the administration to allow professional and technical staff to form an organization that will represent their concerns to the university.

Assessment Update: The university Assessment Committee has organized a survey that faculty need to fill out that will survey their knowledge of the assessment process (including their knowledge of its forms, the process, etc.). This will provide the Assessment Committee with valuable information to use when streamlining/clarifying the assessment process. In addition, faculty should be aware that RSU is not wedded to the IDEA Center evaluation process. Currently, we are in the final year of our two-year trial period with the IDEA Center. Faculty representatives need to return to their departments and request feedback regarding this evaluation process since RSU will soon either need to renew its contract with the IDEA Center or opt for a different evaluation procedure. Finally, a new General Education Committee has been formed. This committee will recommend a standardized measuring tool for 12 general education classes on Oct. 17, 2010. In addition, this committee will also rewrite RSU's general education mission statement.

NEXT MEETING

The next meeting of the Faculty Senate will be October 1, 2010, at 1:15 p.m. in the Board Room of the Centennial Center

SUBMITTED BY Sally Emmons, Secretary

APPROVED October 1, 2010

Rogers State University

Faculty Senate Minutes

October 1, 2010

The RSU Faculty Senate held a meeting October 1, 2010, in the Board Room of the Centennial Center at 1:15 p.m.

MEMBERS present were Mary Mackie (Chair), Mary Rose Hart (Vice-Chair), Terry Sutton (Parliamentarian), Sally Emmons (Secretary), Kevin Woller (Treasurer), Sue Katz for Don Glass, Frank Grabowski, Carla Lynch, Rich Ronan, Jan Ferris, Mike McKeon, Phil Sample for Paul Hatley, Cathy Kennemer, D. Djayanbaev

MEMBERS absent were David Blakely, Johnny Kirk

OLD BUSINESS

Bookstore: A memo detailing faculty concerns over the lack of necessary textbooks and supplies has been sent to Tom Volturo. In addition, the president of the Faculty Senate will request a meeting with Tom Volturo to discuss why the bookstore does not have enough textbooks and supplies and to express what an academic problem this is.

Out-of-Pocket Expenses: Blue Cross/Blue Shield Insurance: A survey to assess faculty and staff satisfaction with Blue Cross/Blue Shield has been created on Survey Monkey and will be sent to the RSU community by e-mail. All faculty and staff should be encouraged by senators to take the survey. Results will be available at the November Faculty Senate meeting.

Curriculum Committee: According to Dr. Richard Beck this committee will exist for at least another year. If it is divided into three committees per school as proposed in Academic Council, it will remain under the purview of the Faculty Senate.

NEW BUSINESS

Faculty Association Dues: There is currently \$115.44 in the treasury. The Faculty Senate needs to collect dues for the Faculty Association so that there is money in the budget when it is needed.

IDEA Center: The University will need to make a decision by Mar 1, 2011, on whether to continue with the IDEA evaluation system. Linda Andrews believes the old evaluation system in place at RSU is outdated and lacked anonymity. However, handwritten copies are being returned with the IDEA evaluation system and some faculty have indicated the new system does not provide helpful information. Faculty need to be queried whether they like the IDEA evaluation system. In the meantime, Faculty Senate will request additional information from Linda Andrews on the IDEA evaluation system.

Faculty Parking: Since faculty morale is low, it is suggested that faculty parking might boost morale. Recommendation is currently under advisement with President Larry Rice and Dr. Richard Beck.

Academic Council: Revised copy of the *Academic Policies and Procedures Manual* is currently being assessed by members of Academic Council. OU lawyers already approved revised copy, yet Faculty Senate is concerned about rumors that revised manual is being changed section-by-section by members of Academic Council and faculty will not be able to see these changes and offer their input. Faculty Senate president will ask Dr. Beck whether faculty will see a “black line” copy of the *Academic Policies and Procedures Manual* before it is officially in place at RSU.

Dean Evaluation Form: Dean evaluation form proposed and passed by Faculty Senate and forwarded to Academic Council for approval, yet nothing has been heard about it. Faculty Senate president will ask Dr. Beck about the status of this form.

Tuition Reimbursement for Faculty/Families: Questions raised during Faculty Senate discussion included: Is there an incentive for faculty to send their families to RSU? Which state universities offer tuition reimbursement? Would there be a projected benefit of RSU allowing tuition reimbursement for faculty/families?

Motion: After discussion, members of Faculty Senate moved, seconded, and unanimously approved appointing two members of to research this subject and draft a memo for to be considered at its next meeting.

Faculty Committees: There is a perception among some faculty that there are faculty committees which are inactive and/or unproductive. In addition, the Academic Council has suggested eliminating several committees, including the Scholarship Committee, the Marketing Committee and the Curriculum Committee. Moreover, there is concern that in the case of the Assessment Committee that its mission as it appears on the RSU intra-web does not correlate with its mission as approved in the *Academic Policies and Procedures Manual*. As a result, a task force of four members has been created by the Faculty Senate to query each committee on whether it is accomplishing its mission statement. Results will be reported at the next Faculty Senate meeting. In addition, the president of the Faculty Senate will ask Dr. Richard Beck how a mission statement on the RSU intra-web system was altered from its official mission statement in the *Academic Policies and Procedures Manual*.

Centennial Center Costs: In 2008-2009 there was no charge for departments using conference rooms in the Centennial Center. In 2009-2010 the charge was \$25.00 dollars. In 2010-2011 the charge is \$75-100.00 depending upon the room being used. Why are academic departments being charged to use rooms for academic events? The president of the Faculty Senate will take to Mark Meadors and/or Tom Volturo about this issue.

Grading System that Uses Plus/Minus: RSU regents will not allow its schools to use a plus/minus grading system.

Phone System at RSU: The phone system at RSU is erratic for some faculty. Some messages on voicemail do not appear instantly and some of the phones do not blink. After discussion it was decided that faculty experiencing problems with their phone systems should contact ACS directly for assistance in troubleshooting the problems.

NEXT MEETING The next meeting of the Faculty Senate will be November 5, 2010, at 1:15 p.m. in the Board Room of the Centennial Center. **SUBMITTED BY** Sally Emmons, Secretary. **APPROVED** November 5, 2010.

Rogers State University

Faculty Senate Minutes

December 3, 2010

The RSU Faculty Senate held a meeting December 3, 2010, in the Faculty Lounge of the Centennial Center at 1:15 p.m.

MEMBERS present were Mary Mackie (Chair), Mary Rose Hart (Vice-Chair), Terry Sutton (Parliamentarian), Sally Emmons (Secretary), Kevin Woller (Treasurer), Don Glass, Rich Ronan, Mike McKeon, Cathy Kennemer, David Blakely, Johnny Kirk, Carla Lynch

MEMBERS absent were Frank Grabowski, Jan Ferris, Paul Hatley, D. Djayanbaev

Visitors: Juliet Evusa and Greg Thompson

OLD BUSINESS

IDEA Center: Senators polled the faculty in their departments to identify whether the faculty support continuing the IDEA evaluation system. The results of the reporting departments are: Fine Arts, against; English & Humanities, against; Communications, against; Applied Technology, against but noted lack of faculty training as being the problem; Business is neither for nor against but did note that faculty training is lacking; Criminal Justice is 2/3rd against. Senators from other departments did not report.

Motion: After discussion, members of the Faculty Senate moved, seconded, and approved (with one opposed vote) notifying the administration that the faculty would like other evaluation systems to be considered/reviewed prior to formally instituting the IDEA evaluation system in March 2011. The Faculty Senate would like for a task force that includes Faculty Senate membership to be formed that will examine student/teacher evaluation systems currently available, including the IDEA system (which may ultimately be identified as being the best evaluation system available). There are volunteers available on the Faculty Senate to serve on this task force.

Tuition Reimbursement Memo: The Tuition Reimbursement Memo was presented to members of the Faculty Senate for approval.

Motion: After discussion, members of the Faculty Senate moved, seconded, and unanimously approved the Tuition Reimbursement Memo with noted amendments.

NEW BUSINESS

Martin Luther King, Jr. Day: Juliet Evusa and Greg Thompson requested that members of the Faculty Senate notify faculty in their departments that various activities will occur on January 17, 2011, to celebrate Martin Luther King Jr., and also request that faculty encourage student involvement in the planned afternoon activities (which include service opportunities at local Claremore establishments).

Due Dates for Grades: Members of the Faculty Senate discussed the problem of getting grades in on time by the current fall 2010 due date.

Motion: After discussion, members of the Faculty Senate moved, seconded, and unanimously approved requesting that the due dates for fall 2010 grades be moved to the Wednesday after final exams week at 5:00 p.m. rather than the Monday after finals exams week at 5:00 p.m.

Academic Policies and Procedures Manual: the current manual that is available online is different from the print copy. Thus, it will be removed online immediately and the print copy will be scanned and uploaded for online consultation.

NEXT MEETING

The next meeting of the Faculty Senate will be January 14, 2011, at 1:15 p.m. in the Board Room of the Centennial Center

SUBMITTED BY Sally Emmons, Secretary

APPROVED January 14, 2011

ATTACHMENTS TO MINUTES

TO: Dr. Larry Rice, President, Rogers State University
FROM: Mary Mackie, Chair
DATE: December 3, 2010
SUBJECT: IDEA Center Evaluation System

After discussion, members of the Faculty Senate moved, seconded, and approved requesting that the administration form a task force including Faculty Senate membership that will examine the various faculty-student evaluation systems currently available, including the IDEA center. This is requested after departmental faculty were polled about their satisfaction with using the IDEA center evaluation system and it was revealed that a majority of faculty on campus are displeased with this evaluation system.

TO: Dr. Larry Rice, President, Rogers State University
FROM: Mary Mackie, Chair
DATE: December 3, 2010
SUBJECT: Due Dates for Grades

Following discussion in today's Faculty Senate meeting, the Faculty Senate unanimously requests that the administration set the deadline for submitting course grades to December 15, 2010, at 5:00 p.m. rather than December 13, 2010, at 5:00 p.m. In the past, the turnaround for grades has been the first working day after final exam week in order to allow time for the Bursar's Office to process and post the grades. Now, however, faculty input grades electronically via the Hillcat Hub which eliminates processing time. As soon as the grades are posted, the grades are available to students. Moreover, many faculty administer essay exams for final examinations and/or are teaching overloads to meet the demands of the university community. Thus, it is extremely difficult for faculty to meet the current deadline without rushing the grading process.

If this request is approved, the Faculty Senate recommends that the due date for final grades routinely be the Wednesday following final exam week to allow adequate grading time.

Rogers State University

Faculty Senate Minutes

January 14, 2011

The RSU Faculty Senate held a meeting January 14, 2011, in the Executive Boardroom of the Centennial Center at 1:15 p.m.

MEMBERS present were Mary Mackie (Chair), Mary Rose Hart (Vice-Chair), Terry Sutton (Parliamentarian), Sally Emmons (Secretary), Kevin Woller (Treasurer), Don Glass, Rich Ronan, Mike McKeon, Cathy Kennemer, David Blakely, Carla Lynch, Frank Grabowski, Laura Bottoms for Jan Ferris, Paul Hatley, D. Djayanbaev

MEMBERS absent were Johnny Kirk

OLD BUSINESS

Tuition Reimbursement Memo: The administration is requesting more information regarding the Tuition Reimbursement request made by the Faculty Senate. Specifically, the administration would like to know how many people on campus might take advantage of this program if it is made available; also, does the request include faculty spouses or will it apply to faculty dependents only? The staff currently receives 7 credit hours of tuition reimbursement each semester.

After discussion, the Faculty Senate decided to survey the faculty regarding how many people would utilize this program if it becomes available. The Faculty Senate also agreed that it will request that RSU faculty, spouses and dependents receive the 7 credit hours of tuition reimbursement each semester that the staff currently receives. No motion was made.

Due Dates for Grades: The administration approved the Faculty Senate's request for extending the due dates for final course grades in fall 2010. However, department heads and deans did not uniformly inform their faculty of this change. The Faculty Senate would like for the Chair of the Faculty Senate to request that this grade extension become university policy for all upcoming spring and fall semesters.

Martin Luther King Day: Some faculty have expressed an interest in requesting that this day be a university holiday as it is at other Oklahoma colleges. No action will be taken on this matter now.

NEW BUSINESS

Physical Plant Work Outside Classroom Buildings: Coursework and lectures continue to be detrimentally impacted due to exterior work being performed outside of certain buildings on campus by the Physical Plant. These buildings include STL, BH, PH and LH. The Faculty Senate would like the Chair to discuss the matter with Dr. Beck to see if outdoor/grounds maintenance can be scheduled early in the morning around the affected buildings.

RSU Emergency Preparedness: There are two emergency plans available online—the EOP Plan prepared by the RSU Police Department and the Campus Emergency Plan. However, the instructions on the plans have problems as written because they have not been practiced and/or experimented with to see how they would actually work in the event of an actual emergency. This is of great concern to the university community.

Motion: After discussion, members of the Faculty Senate moved, seconded, and unanimously approved requesting that the administration revisit the campus emergency preparedness plans with faculty involvement so that a proper emergency plan can be put into place.

NEXT MEETING

The next meeting of the Faculty Senate will be February 4, 2011, at 1:15 p.m. in the Board Room of the Centennial Center

SUBMITTED BY Sally Emmons, Secretary

APPROVED March 4, 2011

ATTACHMENTS TO MINUTES

TO: Dr. Larry Rice, President, Rogers State University

FROM: Mary Mackie, Chair

DATE: January 14, 2011

SUBJECT: RSU Emergency Preparedness

Following discussion in today's Faculty Senate meeting, the Faculty Senate unanimously requests that the administration revisit the two emergency plans available online—the EOP Plan prepared by the RSU Police Department and the Campus Emergency Plan. As written, the current plans are incomplete, muddled and impracticable. There is great concern among the university community that if an actual emergency occurs that faculty and staff will not know what to do. The Faculty Senate would like for there to be faculty involvement when these plans are reviewed/revise.