

Rogers State University

Faculty Senate Minutes

August 16, 2013

RSU Faculty Senate held a meeting August 16, 2013, in the Executive Boardroom of the Centennial Center at 1:00 pm

MEMBERS present were Jim Ford (Chair), Kevin Woller (Vice Chair), Emily Dial-Driver (Parliamentarian), Sally Emmons (Secretary), Karen Smith (Treasurer), Bill Hart, Sue Katz, Gary Moeller, Frances Morris, Gary Marche, Carolyn Gutierrez, Cliff Layton, Paul Hatley, Kirk Voska, David Blakely, Johnny Kirk

MEMBERS absent were

Minutes: approved for May 3, 2013 meeting.

CHAIR REPORT

Budget: continues to be concern, made more problematic because enrollment is down. Prior to fall convocation, Jim Ford recommended to administration the promotion step raises should be funded immediately; the 4½% retirement cut should be made up in salaries as soon as possible; and Faculty Senate should be involved in the budget process. Faculty Senate members agree that faculty should have input at all levels of governance of the institution, especially when it concerns faculty issues.

Graduation Honors: approved by the Academic Council and the new policy is now in effect.

Best Practices for Distance Education: approved as amended by Faculty Senate and has been distributed to all faculty.

Corrections to Committee Descriptions: will be taken up at next Academic Council meeting.

Faculty Parking: still with the President's Cabinet.

Search for Athletic Director: search continues; Jim Ford serves on the Search Committee.

OLD BUSINESS

Bookstore Issues: continued problems with bookstore not ordering enough books. Senators should query their departments for specific problems that have occurred this semester.

Committee Assignments: each committee should meet at least once per semester. If faculty member cannot serve on committee, he/she should notify senator immediately. New assignment will come from Faculty Senate. A substitute should be sent if the individual cannot make a committee meeting. A department head can serve in one's absence.

NEW BUSINESS

Supplemental Benefit Elimination: there is concern among faculty and staff about the retirement benefit being removed, and budgets for departments and programs being lowered due to budget crisis. After much discussion, it was decided Jim Ford would request budget information from Tom Volturo. For now, Jim Ford will draft a resolution regarding the supplemental benefit elimination for the Faculty Senate to review by email prior to the next meeting.

The Budget: will be discussed at the next Faculty Senate meeting.

Title IX Complaints: all members of the Faculty Senate should review the policy in the employee manual.

Adjournment: 2:30 p.m. **Next Meeting:** September 6, 2013 at 1:07 pm in the boardroom of the Centennial Center.

Submitted by: Sally Emmons. **Approved:** September 6, 2013.

Rogers State University

Faculty Senate Minutes

September 6, 2013

The RSU Faculty Senate held a meeting September 6, 2013, in the Executive Boardroom of the Centennial Center at 1:07 p.m.

MEMBERS present were Jim Ford (Chair), Kevin Woller (Vice Chair), Emily Dial-Driver (Parliamentarian), Sally Emmons (Secretary), Karen Smith (Treasurer), Sue Katz, Gary Moeller, Frances Morris, Gary Marche, Allison Embry, Cliff Layton, Paul Hatley, Kirk Voska, Lee Williams for Holly Kruse, Johnny Kirk

MEMBERS absent were Bill Hart (arrived during the meeting)

VISITOR Steve Housel

Minutes: approved for August 16, 2013 meeting.

CHAIR REPORT

Enrollment: RSU is currently experiencing an enrollment decrease. The largest drop in enrollment has been with online enrollment. Claremore has experienced a drop in enrollment but Bartlesville's enrollment is unchanged, and enrollment has increased slightly at Pryor.

General Education Task Force: has been formed. Members are Steve Housel, Juliet Evusa, Craig Zimmerman, Laura Gray, and Jim Ford.

IPEDS and AAUP Salary Data: all universities participate in the IPEDS survey; only half of Oklahoma schools participate in the AAUP survey. If interested, faculty can compare faculty salaries on the IPEDS survey, as well as how schools differ in how they allocate their monies.

Faculty Advisory Council Opinion Survey: was passed out today. All senators should complete the survey on behalf of the faculty in their departments and return the survey to Jim Ford.

Budget Meeting: Jim Ford met with Mark Meadors and Tom Volturo regarding RSU's budget. All of the budget reports that are provided to the regents are available online for faculty to review.

OLD BUSINESS

Bookstore Issues: Senators reported specific problems about the bookstore, including: the wrong edition being ordered, some textbooks being under-ordered, and the bookstore not stocking necessary art supplies. Jim Ford will query the bookstore about these issues, but it is also suggested that the Faculty Senate institute a bookstore liaison to negotiate problems.

Supplemental Benefit Elimination: The president has voiced his commitment to making up the recent retirement cut to faculty and staff, and is aware that faculty received their last raise in 2011.

Motion: members of the Faculty Senate moved, seconded, and unanimously approved that the Faculty Senate strongly recommends an across-the-board faculty and staff pay raise equivalent to the recent supplemental benefit elimination should be the university's top priority in the Oklahoma State Regents for Higher Education Budget Needs Survey for FY2015.

The Faculty Senate also recommends that the agreed-upon faculty promotion step-raise increases should be the university's second priority in the Oklahoma State Regents for Higher Education Budget Needs Survey for FY2015. Approved unanimously.

President's Cabinet: The President's Cabinet currently does not have faculty involvement.

Motion: In the interests of shared governance and full participation by all stakeholders, but especially faculty, the Faculty Senate recommends that the Chair of the Faculty Senate should be a member of the President's Cabinet. Approved unanimously.

Title IX Complaints: discussion tabled pending review by the Senators (see item 9.7 in Employee Procedures). In the meantime, Jim Ford will find out about legal requirements in comparison to OU.

NEW BUSINESS

Bike Racks: are available on campus for anyone who wishes to use them. If additional racks are needed, please notify the Physical Plant of the location with need.

Class Cancellations: concerns have been raised about the educational efficacy of cancelling a Capstone course due to low enrollment because of the wrong message that this suggests to graduating students. Faculty in some departments have been pressured into teaching directed studies pro bono when a course does not make.

Compressed Video System: is being updated and is cutting edge and expandable. There may ultimately be 3-6 classrooms capable of compressed video.

Art on the Hill: is September 20 and 21.

Adjournment: 2:40 p.m.

Next Meeting: October 4, 2013 at 1:07 pm in the boardroom of the Centennial Center.

Submitted by: Sally Emmons

Approved: October 4, 2013

Rogers State University

Faculty Senate Minutes

October 4, 2013

The RSU Faculty Senate held a meeting October 4, 2013, in the Executive Boardroom of the Centennial Center at 1:07 p.m.

MEMBERS present were Jim Ford (Chair), Kevin Woller (Vice Chair), Emily Dial-Driver (Parliamentarian), Sally Emmons (Secretary), Karen Smith (Treasurer), Sue Katz, Gary Moeller, Frances Morris, Gary Marche, Allison Embry, Cliff Layton, Paul Hatley, Kirk Voska, Holly Cruse, Johnny Kirk, Bill Hart

MEMBERS absent were Johnny Kirk

Minutes: approved for September 6, 2013 meeting.

CHAIR REPORT

Budget Resolutions: Academic Affairs has established its budget priorities. The top requests were a salary raise for full-time faculty and staff (equal to the recent benefit elimination) and faculty step-raises, both of which correspond to the Faculty Senate's resolutions.

President's Cabinet: our motion that the chair of the Faculty Senate be included on the President's Cabinet has been sent forward.

Faculty Advisory Council Meeting: the FAC makes recommendations to regents. All Faculty Senate chairs attend this annual statewide meeting. Members of the Senate should complete the survey distributed at the Senate meeting; Chair will tabulate and submit officially on behalf of RSU.

OLD BUSINESS

Title IX Complaints: concern has been expressed that RSU's Title IX Investigative Policy does not clearly indicate what a faculty member's rights are if a complaint is issued. There is concern about a number of issues, such as whether a faculty member is notified what his/her options are once a complaint is received, who the right person to investigate the complaint is, and what constitutes a Hearing Panel. The Chair will contact Vice President Titsworth and Vice President Beck regarding these policies.

Bookstore Issues: tabled today.

Directed Studies: many faculty teach directed studies without compensation. According to current policy, faculty may teach only three directed studies per year, but some faculty have exceeded this due to student need. There is also concern that some senior level courses (such as Capstone) are being cancelled due to low enrollment.

Frances Morris will draft a policy about senior level courses and how they should be handled for the November meeting.

Sue Katz and Paul Hatley will draft a policy on directed studies to be considered at the November meeting.

NEW BUSINESS

Cherokee Nation Flu Shots: since the Cherokee Nation offered free flu shots to all faculty, staff and students, this gesture should be honored.

Motion: It was proposed, seconded and unanimously approved that the Faculty Senate recognize the generosity of the Cherokee Nation by thanking them with a formal certificate.

Position Requests: after some discussion, it was concluded that Academic Council should handle concerns regarding procedures for ranking position requests.

Funding for Department Publicity: departments are now charged with publicizing their degree offerings yet there is no money to do this.

Adjournment: 2:27 p.m.

Next Meeting: November 1, 2013 at 1:07 pm in the boardroom of the Centennial Center.

Submitted by: Sally Emmons

Approved: November 1, 2013

Rogers State University

Faculty Senate Minutes

October 4, 2013

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MEMBERS present were Jim Ford (Chair), Kevin Woller (Vice Chair), Emily Dial-Driver (Parliamentarian), Sally Emmons (Secretary), Karen Smith (Treasurer), Sue Katz, Gary Moeller, Frances Morris, Gary Marche, Allison Embry, Cliff Layton, Paul Hatley, Kirk Voska, Holly Cruse, Johnny Kirk, Bill Hart

MEMBERS absent were Johnny Kirk

Minutes: approved for September 6, 2013 meeting.

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Next Meeting: November 1, 2013 at 1:07 pm in the boardroom of the Centennial Center.

Submitted by: Sally Emmons

Approved: November 1, 2013

Rogers State University

Faculty Senate Minutes

November 1, 2013

The RSU Faculty Senate held a meeting November 1, 2013, in the Executive Boardroom of the Centennial Center at 1:07 p.m.

MEMBERS present were Jim Ford (Chair), Kevin Woller (Vice Chair), Emily Dial-Driver (Parliamentarian), Sally Emmons (Secretary), Karen Smith (Treasurer) (arrived late), Sue Katz, Gary Moeller, Frances Morris, Gary Marche, Allison Embry, Cliff Layton, Steve Housel for Paul Hatley, Kirk Voska, Holly Kruse, Bill Hart, Johnny Kirk (arrived late)

MEMBERS absent were

VISITOR Richard Beck

Minutes: approved for October 4, 2013 meeting with amendment to members present.

CHAIR REPORT

Budget Resolutions: Academic Affairs has established its budget priorities. The top requests were a salary raise for full-time faculty and staff (equal to the recent benefit elimination) and faculty step-raises, both of which correspond to the Faculty Senate's resolutions. These have been forwarded to the regents for consideration.

President's Cabinet: our resolution to allow the chair of the Faculty Senate to serve on the President's Cabinet has been rejected. Richard Beck indicated the possibility of a "University Council" being formed, but stated this idea is purely hypothetical at this point.

Faculty Advisory Council Meeting: Jim Ford has tabulated and compiled the results of the survey distributed at the Senate meeting and has submitted these areas of concern to the FAC:

1. Oklahoma salary compression and comparison to regional universities.
2. Oklahoma higher education having a greater faculty voice at the Capitol.
3. Dependence on adjunct faculty and/or graduate teaching assistants.
4. Preparation of recent high school graduates for higher education.
5. Cost of health insurance and wellness programs.
6. Teaching loads and scholarship.
7. Writing, listening and reading skills of entering students.
8. Financial stability of OTRS (Oklahoma Teachers Retirement System).
9. Textbook costs including compliance with copyright laws.
10. Assisting students who are returning veterans.

Other: State accepting its share of the cost of higher education.

Title IX Investigation Policies: Jim Ford will review RSU's current Title IX policy with Richard Beck and Tobie Titsworth on November 4, 2013. They will compare the policy to those in place at OU and Cameron.

OLD BUSINESS

Enrollment: Richard Beck presented data regarding enrollment. Current enrollment is down 7.7%. This is due to a drop in enrollment by first time freshmen and first time transfer students, a loss in continuing students (due to the largest graduation that RSU has ever had in May 2013), and a loss in returning students (likely due to changing Pell grant policies). Other institutions have experienced similar enrollment decreases. RSU is currently implementing initiatives to improve enrollment.

Directed Studies: Bill Hart has agreed to take this over from Sue Katz and Paul Hatley, and will make a recommendation to us about appropriate faculty compensation for directed studies.

Senior/Capstone Course Cancellations: tabled until December 2013 meeting.

Athletic Advisory Committee: Jim Ford has agreed to serve as our Faculty Senate representative.

Budget Concerns: several senators would like more information about the university's budget and how decisions are made. It may be advisable to invite Tom Volturo to visit the Faculty Senate to answer questions regarding budget concerns, or to meet when major initiatives are funded and/or not funded in the future.

Adjournment: 2:34 p.m.

Next Meeting: December 6, 2013, at 1:07 pm in the boardroom of the Centennial Center.

Submitted by: Sally Emmons

Approved: February 7, 2014

Rogers State University

Faculty Senate Minutes

February 28, 2014

The RSU Faculty Senate held a meeting February 28, 2014, in the Executive Boardroom of the Centennial Center at 1:00 p.m.

MEMBERS present were Jim Ford (Chair), Kevin Woller (Vice-Chair), Emily Dial-Driver (Parliamentarian), Sally Emmons (Secretary), Karen Smith (Treasurer) (arrived late), Sue Katz, Gary Moeller, Frances Morris, Gary Marche, George Gottschalk for Allison Embry, Cliff Layton, Steve Housel for Paul Hatley, Kirk Voska, Holly Kruse, Teri Bycroft for Bill Hart, Johnny Kirk

MEMBERS absent were

VISITOR Gary Dotterer, Director, Center for Teaching and Learning, Gioia Kerlin, Dave Anderson, David Hamby, BlueView Agency

Minutes: approved for February 7, 2014 with minor amendment to a heading.

CHAIR REPORT

Faculty Step Raises: were reflected in February 2014 check; check the pay stub to make sure the appropriate change was there.

Academic Council Updates: new absence policy is in effect, encouraging not to “unduly punish” students who miss class due to jury duty, military service, or student organization commitments; RSU had a policy that did not allow students to retroactively earn an associate’s degree, but the new bulletin reflects that students may now retroactively earn an associate’s degree; the attendance verification process was discussed, and “few” problems were cited.

Athletic Advisory Committee Update: Athletic Advisory Committee recently approved a proposal for a new sport at RSU: women’s track. Little cost is associated with the new sport: there will only be five scholarships, no equipment will be necessary, and travel expenses will be minor. According to Athletic Director Ryan Erwin, the goal is for the enrollment revenue for student-athletes in women’s track to meet or exceed the costs of the sport. Jim Ford represents the Senate on the Athletic Advisory Council, which also includes Keith Martin and Bob Willis from the faculty.

Committee List: Senators need to contact their faculty about committee rotations, and bring any requests to the April meeting.

OLD BUSINESS

Directed Studies Compensation: Paul Hatley contacted all regional Oklahoma schools regarding whether they provide compensation to faculty for offering a directed study course; only SWOSU provides compensation. Action cannot be taken on this issue yet because further information is needed, including how many students at RSU take a directed study course each year. This issue will be discussed again at the April meeting.

Senior/Capstone Course Cancellations: tabled. Dr. Beck has proposed and Academic Council has approved a form to cover these situations. The form lists 12 possible reasons for why a course should be offered if enrollment is low.

Roster Verification Process: technological updates have been made with conflicting results among faculty. Several senators raised concerns about the process, and multiple difficulties were reported.

Motion: a motion was made, seconded and unanimously approved that the Roster Verification Process be separated from the Early Alert System.

NEW BUSINESS

Tenure/Faculty Feedback: some faculty have expressed that they feel the current tenure process at RSU is “opaque” when compared to other Oklahoma schools. Would it be possible for faculty who will go up for tenure to receive feedback from an anonymous committee about whether that individual is on track to receive tenure or not? Johnny Kirk volunteered to research what feedback (if any) faculty receive at other Oklahoma regional universities.

Distance Education Learning Management System Proposal: Gary Dotterer explained that Angel has been purchased by Blackboard. In June 2014 Blackboard will no longer support Angel; thus, RSU’s distance learning site and student data will be vulnerable. In addition, the current system does not work well with the newest technology available, including I-pads, tablets, and mobile devices. Thus, the Distance Education Committee recommends that RSU be proactive rather than reactive about this issue, especially since OSRHE is expected to soon recommend that all regional universities use the same LMS: Blackboard. The Distance Education Committee recommends that the Center for Teaching and Learning slowly migrate to Blackboard, starting summer 2015.

Motion: it was moved, seconded and unanimously approved that the Faculty Senate supports the Center for Teaching and Learning’s proposal to begin the process of migrating to Blackboard in summer 2015, with exception to goal #4.

BlueView Agency: Representatives from BlueView, a digital marketing and branding agency, conducted a focus group with the Senate.

Adjournment: 2:13 p.m.

Next Meeting: Friday, April 4th at 1:07 p.m.

Submitted by: Sally Emmons

Approved: April 4, 2014

Rogers State University

Faculty Senate Minutes

April 4, 2014

The RSU Faculty Senate held a meeting April 4, 2014, in the Executive Boardroom of the Centennial Center at 1:07 p.m.

MEMBERS present were Jim Ford (Chair), Emily Dial-Driver (Parliamentarian), Sally Emmons (Secretary), Gary Moeller, Frances Morris, Gary Marche, Allison Embry, Cliff Layton, Kirk Voska, Holly Kruse, Bill Hart

MEMBERS absent were Kevin Woller (Vice-Chair), Karen Smith (Treasurer), Sue Katz, Paul Hatley, Johnny Kirk

Minutes: approved for February 28, 2014 with amendment to member's officer title.

CHAIR REPORT

Roster Verification Process: David Barron received Faculty Senate's request to separate the system into two processes (Roster Verification Process and Early Alert System) and has agreed to do this.

Academic Council Updates: The proposed degree in General Studies was approved with a few questions regarding committee work, and removal of monetary compensation (\$200) for faculty mentors; Academic Council approved that students may wear any stole, cord, or pin at graduation ceremony (with approval), not just academic ones.

OLD BUSINESS

Compensation for Directed Studies: 291 directed studies have been offered in the past six years at RSU: Liberal Arts offered 238 of these courses, Business/Technology offered 16, and Math/Science/Health Science offered 37. Approximately 49 independent/ directed studies are being offered each year by faculty.

Motion: it was moved, seconded, and unanimously approved that Faculty Senate recommends faculty should be compensated for Directed Studies at a rate of \$75 per credit hour.

Tenure/Faculty Feedback: issue has been tabled because Johnny Kirk is absent.

NEW BUSINESS

General Education Task Force Report: We were presented with the General Education Task Force Report and asked to discuss the four recommendations included in the report.

Motion: it was moved, seconded and unanimously approved that the Faculty Senate endorses the report in its entirety.

Compensation for Mentoring: New General Studies degree originally included \$200 stipend for faculty mentoring students; Academic Council removed stipend before it approved the degree. It is now suggested RSU may need a general policy supporting compensation for mentoring of all students, including mentoring of Capstone students. Senators are asked to canvass their departments about this issue and get general feedback. Senators should make clear the possible complications of a policy such as this: what effect (if any) it might have on salary for faculty member teaching the Capstone course; whether faculty will be required to provide a narrative that records exactly when he/she met with a student and what was discussed.

Election of Officers: Potential candidates must declare their intent to run for Faculty Senate officer positions by April 18, 2014.

Faculty Association: the next meeting of the Faculty Association will be May 2, 2014, at 1:07 pm in the Performance Studio of Baird Hall.

Adjournment: 2:08 p.m. **Next Meeting:** immediately following the Faculty Association meeting on May 2, 2014.

Submitted by: Sally Emmons. **Approved:** September 5, 2014.