

Rogers State University

Faculty Senate Minutes

September 5, 2014

The RSU Faculty Senate held a meeting September 5, 2014, in the Executive Boardroom of the Centennial Center at 1:15 p.m.

MEMBERS present were Jim Ford (Chair), Kevin Woller (Vice-Chair), Karen Smith (Treasurer), Emily Dial-Driver (Parliamentarian), Sally Emmons (Secretary), Theresa Bycroft, George Gottschalk, Paul Hatley, Sue Katz, Johnny Kirk, Holly Kruse, Peter Macpherson, Gary Moeller, Frances Morris, Gary Marche, Kirk Voska, Joel White

MEMBERS absent were None

GUESTS Steve Housel, Craig Zimmerman, Amy Richards, Shirley McNickle

Minutes: approved for April 4, 2014.

CHAIR REPORT

- A. Academic Council Updates:** 1) Reminder that online course syllabi need to meet the minimum standards laid out by the Quality Matters initiative; 2) Adjunct e-mail accounts will now continue when a semester ends so departments can remain in contact with instructors.
- B. Course Schedule Review Committee:** has been formed to examine possible innovations in course scheduling, including the feasibility of a Monday-Wednesday/Tuesday-Thursday schedule. This committee consists of faculty from each school and the deans.

OLD BUSINESS

- A. Tenure/Faculty Feedback:** Johnny Kirk reported that he contacted 6 universities (12 departments) and none of them have a formal process for tenure/faculty feedback. He will prepare formal talking points on the subject for the next Faculty Senate meeting.
- B. Tenure/Promotion Guidelines:** the deans currently use suggested tenure/promotion guidelines but these guidelines are informal. The Senate had met with Dr. Beck about revisions to the guidelines; the Chair will ascertain their current status.

NEW BUSINESS

- A. IDEA Administrator Feedback Surveys:** Two issues have been raised:
 - i. There are reports of reprisals in some departments after administrators receive their surveys.
 - ii. Whether the surveys are beneficial—are they factored into reappointment decisions or evaluations?

Motion: it was moved, seconded and unanimously approved that the Faculty Senate ask Dr. Beck about how the IDEA Administrator Feedback Surveys are currently used and if a summary report can be provided to faculty.

- B. Travel Reimbursement Process:** Currently, faculty are required to cover the cost of academic conferences; upon return, they then formally request reimbursement but many faculty report they have waited a long time for reimbursement which creates financial strain. The Faculty Senate has been working on this issue since 2008.

Motion: it was moved, seconded and unanimously approved that the Faculty Senate inquire about alternatives to the current purchase order process, particularly the possibility of departmental credit cards.

- C. Peer Review of Teaching:** no formal peer review process is in place at RSU, though departments have informal processes. Senators are encouraged to ask their faculty about the desirability of a more formal peer review process.
- D. Assessment Update:** Assessment representatives are now given a Student Learning Report Degree Program Checklist to assist them with the preparation of student learning assessment reports.
- E. Assessment Committee Representation:** The Curriculum and Assessment Committees must have a member from each department serving on them. If a faculty member does not volunteer to serve, then the department head will need to represent the department. Reminder: if a committee representative is unable to attend committee meetings, the departmental Senator will contact the Senate Chair to request a replacement.

Adjournment: 2:40 p.m.

Next Meeting: October 3, 2014 at 1:15 p.m. in the Executive Boardroom.

Submitted by: Sally Emmons

Approved: October 3, 2014

Rogers State University

Faculty Senate Minutes

October 3, 2014

The RSU Faculty Senate held a meeting October 3, 2014, in the Executive Boardroom of the Centennial Center at 1:15 p.m.

MEMBERS present were Jim Ford (Chair), Kevin Woller (Vice-Chair), Karen Smith (Treasurer), Emily Dial-Driver (Parliamentarian), Sally Emmons (Secretary), Theresa Bycroft, George Gottschalk, Paul Hatley, Sue Katz, Johnny Kirk, Holly Kruse, Peter Macpherson, Gary Moeller, Frances Morris, Gary Marche, Kascia Roberts for Kirk Voska, Joel White

MEMBERS absent were None

GUESTS Steve Housel

Minutes: approved for September 5, 2014.

CHAIR REPORT

- A. Committee Webpage Introduction:** has been added to the RSU website that introduces each committee on campus. The list is comprehensive.
- B. Academic Council Updates:**
 - 1. Tenure/Promotion guidelines were formally approved by Academic Council and will soon be distributed to faculty.
 - 2. Academic Council was updated on the peer review assessment process.
 - 3. Dr. Millikin presented a Peer Review Institutional Comparison to the Academic Council, a few highlights of which were: in 2000, approximately 2600 students attended RSU; in 2014, approximately 4000 students attend RSU. Also included in this report is that the faculty-to-student ratio at RSU is 18:1. However, when compared to other regional universities, RSU has the fewest FT faculty relative to PT faculty; RSU has the lowest salary for assistant professors; RSU has the second lowest salary for associate professors; and RSU instructors' salaries (not adjuncts) are "middle of the pack." The Comparison was followed by an enrollment report as well as a discussion of new enrollment and recruiting initiatives.
 - 4. Reminder that department heads should be updating their faculty on every issue discussed at Academic Council.
- C. Course Schedule Review Committee:** is currently looking at innovative ways to create a more standardized schedule and welcomes feedback from faculty.
- D. Representing Part-Time Faculty:** Reminder that departmental senators represent full-time and part-time faculty. Senators should periodically email part-time faculty about what the Faculty Senate is doing, and to ask for any concerns they may have. The Chair asks that Senators communicate with their part-time faculty in a manner and frequency similar to their communications with full-time faculty in the department.
- E. Assessment Committee Representation:** issue is ongoing.

OLD BUSINESS

- A. Tenure/Promotion Guidelines:** Tenure/Promotion guidelines were formally approved by Academic Council and will soon be distributed to faculty.
- B. IDEA Administrator Feedback Surveys:** Dr. Beck was informed that faculty reprisals may be occurring in departments after the IDEA administrator surveys are returned to department heads. He indicated that the IDEA

surveys are taken seriously and are used to help administrators to improve their performances, and that they do factor into reappointments. No decision has yet been made on whether a summary report will be available to faculty.

- C. **Travel Reimbursement Process:** credit cards are currently in process and hopefully will be in place for Studies-at-Large ventures, student organizations, and academic departments by the end of fall 2014. Credit cards for individual faculty travel are still under consideration and may not be feasible.
- D. **Tenure/Faculty Feedback:** Johnny Kirk agrees to draft a recommendation on how tenure seeking faculty might receive feedback from tenured faculty prior to going up for tenure approval, and will present this recommendation to the Faculty Senate. The Faculty Senate will then decide whether it should be forwarded to a university committee for further consideration.
- E. **Peer Review of Teaching:** each department currently has its own informal method of peer review.

NEW BUSINESS

- A. **Part-Time Faculty Compensation:** A discussion of adjunct pay was held. It was suggested that adjuncts have not received a raise in some time, seven years by one estimate.
Motion: it was moved, seconded and approved that when money becomes available, the university should increase adjunct pay to be more competitive with other local institutions. One opposed.
- B. **Quality Assurance Procedure:** A checklist for online courses has been revised and will go before Academic Council next week. If approved, all faculty will be required to complete the checklist by the end of October. Department heads will be required to make sure that faculty meet the checklist criteria in their online and hybrid courses.
- C. **Faculty Advisory Council:** conducts an annual survey. Jim Ford will send all faculty a link to this survey so they can provide input.
- D. **Recognition of Part-Time Faculty:** the Faculty Development Committee will be tasked with preparing a proposal describing how part-time faculty recognition could work. This proposal will then come to the Faculty Senate for approval.

Adjournment: 2:31 p.m.

Next Meeting: October 31, 2014 at 1:15 p.m. in the Executive Boardroom.

Submitted by: Sally Emmons

Approved: October 31, 2014

Rogers State University

Faculty Senate Minutes

December 5, 2014

The RSU Faculty Senate held a meeting December 5, 2014, in the Executive Boardroom of the Centennial Center at 1:15 p.m.

MEMBERS present were Jim Ford (Chair), Kevin Woller (Vice-Chair), Emily Dial-Driver (Parliamentarian), Karen Smith (Treasurer), Sally Emmons (Secretary), Theresa Bycroft, George Gottschalk, Sue Katz, Johnny Kirk, Holly Kruse, Peter Macpherson, Gary Moeller, Frances Morris, Gary Marche, Kirk Voska, Joel White

MEMBERS absent were Paul Hatley

GUESTS Ryan Erwin, Athletic Director

Minutes: approved for October 31, 2014.

ATHLETIC DIRECTOR REPORT

Ryan Erwin wants student athletes to be successful in their degree programs. To that end, each athletic team adopts a faculty member who serves as their mentor. Students who maintain a 3.5 GPA are honored with a breakfast each spring semester and these students are encouraged to bring faculty who have had a positive academic impact on them to the breakfast. The current average GPA of student athletes is 3.02. Erwin also discussed plans for sports expansion in the areas of dance and men's track.

CHAIR REPORT

- A. **HLC Site Visit:** went very well; a big thank you to everyone who made the visit a success.
- B. **Course Schedule Review Committee:** the committee continues to meet and review how a MW/TR class schedule would work.
- C. **Assessment Committee Representation:** Jeff Gentry has been appointed as the Assessment Committee representative for the Department of Communications.
- D. **Staff Advisory Council/University Council Updates:** 1). Tom Volturo is an ex-officio advisor to the Staff Advisory Council per the "Policy Statement"; any change in this would need to be made by the Staff Advisory Council. 2). President Rice has expressed an interest in a University Council but no proposal has been made.
- E. **Shared Leave Committee:** Faculty can make donations to the shared leave pool at any time, either in the name of a specific employee who has been approved for shared leave, or to the general pool. The recipient must pay 50% of the shared leave donation back once they return to work full-time so a pool remains available.
- F. **Employee Bullying Policy:** the existing provision in the employee handbook should cover bullying concerns. Dr. Beck encourages faculty to bring forward any bullying that occurs on campus.
- G. **Presidential Planning Retreat:** Jim Ford has been asked to participate as a representative of faculty.
- H. **Senate Priorities for Spring:** be thinking about issues the Faculty Senate should consider in the spring semester.

OLD BUSINESS

- A. **Part-Time Faculty Recognition:** the Faculty Development Committee has formed a sub-committee to look into this issue; a recommendation should be ready to give to the Faculty Senate by the February meeting.

- B. Intellectual Property Policy Recommendation:** there is only a brief discussion on intellectual property in the employee manual. It advises the university to follow the Academic Policies and Procedures Manual regarding issues of intellectual property, yet this topic was omitted. The item has been referred to the Academic Policies Committee for consideration but they struggled with the issue and making a recommendation. Concerns raised in discussion today were: how much compensation should faculty receive from faculty property? Does a policy that fits a research university fit a teaching university? OU has a committee that hears appeals and disputes to its intellectual property policy, but RSU does not have this. This issue will be sent back to Dr. Beck for clarification.

NEW BUSINESS

- A. Part-Time Faculty Evaluation:** Do we need a system for annual evaluation of part-time faculty? Senators should talk to their department heads about whether this system would help them to do their job and improve the quality of education. Feedback should be brought to the February meeting.
- B. Guns on Campus:** The Faculty Advisory Council has opposed allowing guns on campus. The state regents requests feedback on this issue. Currently only campus police and community security officers are allowed to carry a gun on a campus. We need to review this policy and consider whether to vote for it.
- C. Faculty Compensation for Directed Studies:** this issue is still with the President's Cabinet.

Adjournment: 2:45 p.m.

Next Meeting: February 6, 2015 at 1:15 p.m. in the Executive Boardroom.

Submitted by: Sally Emmons

Approved: February 6, 2015

Rogers State University

Faculty Senate Minutes

February 6, 2015

The RSU Faculty Senate held a meeting February 6, 2015, in the Executive Boardroom of the Centennial Center at 1:15 p.m.

MEMBERS present were Jim Ford (Chair), Kevin Woller (Vice-Chair), Emily Dial-Driver (Parliamentarian), Sally Emmons (Secretary), Theresa Bycroft, George Gottschalk, Eric Lee for Sue Katz, Paul Hatley, Holly Kruse, Peter Macpherson, Gary Moeller, Frances Morris, Gary Marche, Joel White

MEMBERS absent were Karen Smith (Treasurer), Kirk Voska, Johnny Kirk

Minutes: approved for December 5, 2014.

CHAIR REPORT

- A. **HLC Site Visit:** the draft report from the HLC is very positive in its review. RSU met all of the criteria. The next self-study team is currently being formed but it will be a much smaller group.
- B. **Course Schedule Review Committee:** the committee's report was approved by Academic Council and the President's Cabinet for a one-year trial basis. The emphasis will be on twice-a-week courses.
- C. **Assessment Committee Representation:** The department head was appointed to represent Communications on the Assessment Committee, but currently he is not participating.
- D. **University Council Updates:** has been formed the first meeting will be February 27, 2015 at 2:00 p.m. There will be approximately 40-50 members who meet to share information and ask questions, but it will not be a decision-making body.
- E. **Presidential Planning Retreat:** Jim Ford participated in the December retreat. Rather than being one single meeting, several meetings were held. No decisions were made during the meetings. Current universities structures and procedures were discussed.
- F. **Academic Policies Review, Committee Descriptions:** The Academic Policies Committee has been tasked with reviewing the descriptions of all committees on campus to make sure they are all accurate and appropriate.

Note: The following departments will be rotating committees in academic year 2015-2016: Business, Health Sciences, Psychology, Sociology and Criminal Justice, and English and Humanities.

- G. **Vice President, Enrollment Management and Marketing:** the OU board has requested that RSU hire a Vice President for Enrollment Management and Marketing in response to recent enrollment trends. This position will be funded from reserves or savings in other areas, according to President Rice.

OLD BUSINESS

- A. **Intellectual Property Policy Recommendation:** Following an extended discussion of OU's intellectual property policy the following motions were made:

Motion: it was moved, seconded and unanimously approved to amend section 2b, items # i and ii to state:

- b. The Revenues (e.g. royalties and other revenue fees of cash and equity) received by the University directly attributable to the licensing, sale, or commercialization of a University discovery or invention as described in section 2a will be distributed among the discoverer(s)/inventor(s), his/her/their primary department(s) and the University, in accordance with the following formula:
 - i) 65% of Revenues to the discoverer(s)/inventor(s);
 - ii) 35% of Revenues to the University for any remaining expenses not previously recouped that it has or shall incur directly in connection with the discovery or invention at issue;

Motion: it was moved, seconded and unanimously approved to amend section 2b, items #1 a, b and c to state:

- (1) After such expenses have been recouped, the remainder of the 35% will be distributed as follows:
 - (a) 25% to originating school(s), half of which to go to the originating department
 - (b) 5% to research and sponsored programs
 - (c) 5% to President's discretionary fund

Motion: it was moved, seconded and unanimously approved to forward the approved motions on the proposed intellectual policy at RSU to Academic Council.

- B. Guns on Campus:** Chancellor Glenn Johnson (OSRHE) has formally requested that all Faculty Senates in Oklahoma recommend a position on the issue of guns on campus. Today, a discussion was held regarding the Faculty Advisory Council's resolution regarding guns on Oklahoma college campuses.

Motion: it was moved and seconded to endorse the Faculty Advisory Council's resolution regarding guns on college campuses. Approved, one abstention.

- C. Part-time Faculty Recognition:** The Faculty Senate examined and discussed a written recommendation by the Faculty Development Committee on part-time faculty teaching awards.

Motion: it was moved, seconded and unanimously approved that each school add a category for an Outstanding Teaching Award for part-time faculty using the same procedure in place for the faculty teaching awards.

NEW BUSINESS

- A. Graduation Regalia:** at last year's graduation ceremony, faculty observed that so many students were wearing stoles, medallions, cords, pins and sashes that it was difficult to identify their meanings.

Motion: it was moved, seconded and unanimously approved to endorse the proposed Student Organization Regalia Policy which states that only students graduating with Latin honors be allowed to wear stoles; that students in academic honors organizations be allowed to wear medallions (the Honors Program, the President's Leadership Class and all academic honor societies) ; and, that cords, pins and sashes can be used by all other student groups if they receive permission in advance through Student Affairs.

- B. Athletic Expansion Sign:** the Nature Reserve area now has a large sign that states "Future Site of Athletic Expansion." The Faculty Senate would like to know information about this expansion.
- C. Retirement Fee:** all faculty will now be charged a \$64 fee per year even if they are not contributing to Fidelity.
- D. Purchasing Cards:** are now available on a limited basis for athletics, the print shop, and studies-at-large courses.

Adjournment: 2:21 p.m.

Next Meeting: February 27, 2015 at 1 p.m. in the Executive Boardroom.

Submitted by: Sally Emmons

Approved: February 27, 2015

Rogers State University

Faculty Senate Minutes

February 27, 2015

The RSU Faculty Senate held a meeting February 27, 2015, in the Executive Boardroom of the Centennial Center at 1:00 p.m.

MEMBERS present were Jim Ford (Chair), Kevin Woller (Vice-Chair), Sally Emmons (Secretary), Theresa Bycroft, George Gottschalk, Sue Katz, Holly Kruse, Peter Macpherson, Gary Moeller, Frances Morris, Gary Marche, Joel White, Kirk Voska

MEMBERS absent were Karen Smith (Treasurer), Emily Dial-Driver (Parliamentarian, Paul Hatley, Johnny Kirk

GUEST: Steve Housel

Minutes: approved for February 6, 2015.

CHAIR REPORT

A. Academic Policies Review, Committee Descriptions: The committee descriptions will be reviewed soon to see if they are accurate and appropriate.

B. Academic Policies and Procedures Manual: Please check the manual online because it was just updated with January 2013-October 2014 changes.

C. Academic Council Updates:

- The intellectual property policy was approved as recommended by the Faculty Senate with one change to the wording regarding patents to make it more transparent; the policy will now go to the President's Council. The status of ownership of online courses has been raised and needs to be addressed.
- The recommendation for recognizing excellence in teaching among part-time faculty has been approved. It is hoped that the Foundation will be able to secure funding for monetary awards. The winners will receive a medallion and certificate.
- The graduation regalia recommendation was approved.
- Title IX: please be aware that federal law requires faculty to make accommodations for students who miss class due to pregnancy, both before and after birth.

D. Faculty Excellence Awards: due today (Feb. 27, 2015).

OLD BUSINESS

A. Committee Preferences: Today, senators provided suggestions for faculty rotations on university committees for Business, Health Sciences, Psychology, Sociology and Criminal Justice, and English and Humanities. Committee assignments will be distributed at the Faculty Association meeting.

B. Athletics/Nature Reserve: Many people have been concerned at the demolition occurring in one section of the Nature Reserve along Blue Starr Drive. David Hamby released a press statement indicating that the area is being prepared for future construction of community tennis courts, and that the funding for the project has been donated specifically for that use.

NEW BUSINESS

- A. Faculty Senate Officers, Faculty Association Meeting:** Senators should query faculty in their departments over their desire to serve as officers on the Faculty Senate for the next academic year. Currently, Steve Housel has indicated a willingness to serve as Chair, and Kevin Woller as Vice-Chair. Elections will occur at the Faculty Association meeting which will occur in early May, likely May 1.
- B. Other Business:** An announcement was made that department heads have been asked to report to Dr. Beck on how devastating budget cuts would be to their departments if budget cuts of 2 ½ %, 5 ½ %, and 7 ½ % were to occur. It is feared that the Oklahoma legislature will once again cut higher education budgets so this move is in preparation for that possibility. Any budget cut would be difficult to accommodate.

Adjournment: 1:50 p.m.

Next Meeting: April 10, 2015, at 12:30 p.m. in the Executive Boardroom.

Submitted by: Sally Emmons

Approved: April 10, 2015

Rogers State University

Faculty Senate Minutes

April 10, 2015

The RSU Faculty Senate held a meeting April 10, 2015, in the Executive Boardroom of the Centennial Center at 12:30 p.m.

MEMBERS present were Jim Ford (Chair), Emily Dial-Driver (Parliamentarian), Sally Emmons (Secretary), Theresa Bycroft, George Gottschalk, Sue Katz, Holly Kruse, Peter Macpherson, Gary Moeller, Frances Morris, Gary Marche, Joel White, Kirk Voska, Steve Housel for Paul Hatley, Brian Andrews for Johnny Kirk

MEMBERS absent were Kevin Woller (Vice-Chair), Karen Smith (Treasurer)

Minutes: approved for February 27, 2015.

CHAIR REPORT

- A. Academic Council:** President Rice has been approached with the suggestion that RSU take over the operation of the Will Rogers Museum and homestead. If faculty have an opinion on this suggestion they should pass that on to Jim Ford or to members of the administration.
- B. University Council, First Meeting:** Various reports were made by different representatives of the university. The Q and A at the end of the meeting was most interesting due to the issues raised: how budget decisions will be made in the future, lagging faculty morale on campus, and a discussion of the formation of a budget committee. President Rice did state that the contribution to the Oklahoma Teachers Retirement System is not a possible budget cut because the OTRS contribution is legally required. The University Council was an information meeting, not a decision-making group, and no actions were taken.
- C. Budget Advisory Committee:** A budget committee has been formed and will meet every Monday and Wednesday from 8-10 a.m. for the remainder of the semester to discuss the university budget for the upcoming year, and where cuts can be made if the legislature should cut funding to higher education (as it is suspected will occur). Members of the committee are: Tom Volturo, Richard Beck, Brent Marsh, Maynard Phillips, Keith Martin, Frank Elwell, Brian Reeves, Ryan Erwin, Mark Meadors, Jim Ford, Daniel Marangoni, Jerry Bowen, Lenn Szopinski, and Bryce Hall.

Interesting points to emerge from the first meeting include: despite dips in enrollment, RSU has received more revenue than expected (\$292,434); the expected mandatory cost increase for next year is \$446,878; a part-time lobbyist who represents RSU with the Oklahoma legislature has been hired on an as-needed basis.

A report from this committee is due May 15, 2015. The report will make recommendations to the President regarding the University's overall budget.

Motion: A motion was made and seconded that Jim Ford should continue serving as the Faculty Senate representative on the Budget Advisory Committee. Unanimous.

- D. Higher Learning Commission Update:** RSU has been reaccredited for another ten years with its choice of pathway.
- E. Faculty Senate Minutes:** a question has been raised as to whether Faculty Senate minutes can be sent out within a few days of a meeting. Although minutes must be sent out within three business days of being approved, they should not be distributed until they are officially approved by the Faculty Senate.

OLD BUSINESS

- A. Committee Preferences:** A draft of committee assignments for the next academic year will be available to Faculty Senate officers next week.

- B. Faculty Senate Officer Elections:** The slate for officers is: Steve Housel, Chair; Kevin Woller, Vice-Chair; Sally Emmons, Parliamentarian; Terry Bycroft, Treasurer; David Ulbrich, Secretary. All faculty are urged to attend the Faculty Association meeting on May 1, 2015 to vote in the election. Faculty who are unable to attend should vote by absentee ballot through their department senator. An issue was raised as to whether Frank Grabowski could put his name on the ballot slate as Vice-Chair even though he will not complete his term as department head until the end of the Summer term, 2015, and new officers will take office June 1, 2015. This would violate the Faculty Association Constitution. Members of the Faculty Senate expressed concern over the potential conflicts-of-interest if a department head were to serve on Faculty Senate.

NEW BUSINESS

- A. General Education Forum:** The General Education Forum will be held May 1, 2015, at 1:00 p.m. in the Performing Arts Studio in Baird Hall. All faculty are encouraged to attend.
- B. Academic Policies Review, Committee Descriptions:** The committee has not submitted a recommendation regarding committee descriptions. This will need to be an issue for the Academic Policies Review Committee and Faculty Senate in the next academic year.
- C. Faculty Development, Peer Review Form:** A peer review form has been distributed and approved by e-mail. All departments should now use this form when conducting a peer review of faculty teaching.

Adjournment: 1:39 p.m.

Next Meeting: Faculty Association, May 1, 2015, from 2:30-3:45 p.m. in the Performing Arts Studio.

Submitted by: Sally Emmons

Approved: May 1, 2015