

**ROGERS STATE UNIVERSITY
FACULTY SENATE MINUTES OF MEETING
4 September 2015**

Chairperson: S. Housel

Place: Executive Boardroom, Centennial Hall

Time Beginning: 1:17

Time Adjourning: 2:50

Members Present: K. Woller (Vice Chair), T. Bycroft (Treasurer), S. Emmons (Parliamentarian), E. Dial-Driver, D. Ulbrich, P. Hatley, D. Gray, P. McPherson, H. Foley, H. Kruse, S. Katz, and C. Ohman.

Members Absent: A. Embrey and E. Newendorp

Guests Present: K. Martin and F. Grabowski

Topic	Discussion	Action
Call to Order	Senators introduced themselves; and Faculty Senate Chair (S. Housel) welcomed guests.	
Approval of Minutes	N/A	
Reports & Announcements		
1	<p>S. Housel summarized the Faculty Senate officers' activities over the Summer:</p> <ul style="list-style-type: none"> A. Discussed the RSU Budgetary process/review and determined to maintain a presence in that process/review. B. S. Housel and K. Woller on their meetings with Dr. Beck, Dr. Rice, and finally with Mr. Volturo as being positive. C. S. Housel and K. Woller made points with Dr. Beck, Dr. Rice, and Mr. Volturo that they want full access to the RSU Budget, receive timely answer to their questions, and gain a fuller understanding for the Budget and the process/review. All three RSU senior administrators agreed to support this effort. D. This visibility by S. Housel and K. Woller in the RSU Budget process/review is in concurrence with the best practices of good communications and "shared governance" that the Senate wants to see and that 	<p>Limited discussion with questions and comments from senators.</p>

Topic	Discussion	Action
	is consistent with the HLC findings	
2	<p>K. Martin (Dean) gave an explanatory overview of his role as Faculty Athletic Representative (FAR) at RSU.</p> <p>A. The FAR reports directly to Dr. Rice. Every NCAA member institution must have a FAR, who serves as liaison between the institution and the athletics departments.</p> <p>B. The FAR tries to maintain a balance between academics and athletics for the student-athletics.</p> <p>C. If disputes or other problems occur, the FAR is involved investigations and resolutions.</p> <p>D. The FAR works with and also independently of the Athletics Advisory Council.</p> <p>E. The FAR represents RSU and attends the Faculty Athletics Representatives Association meetings.</p>	<p>S. Housel turned the floor over to K. Martin</p> <p>Limited discussion.</p> <p>K. Martin provided answers to questions.</p>
3	<p>F. Grabowski (expert on Quality Matters and new chair of Distance Education Committee) spoke about the emergence of Quality Matters as a major priority and focus to improve RSU's online education. This was largely an explanatory overview. He stressed the need for all faculty teaching online or blended courses to take the Quality Matters workshop – at least the “Improving Your Online Course” (IYOC) and perhaps the advanced workshops. Grabowski also concurred with the faculty's desire to receive some compensation for summer time spent designing courses. He stated that the RSU Administration might provide some stipendiary support. There was some opposition to expecting RSU to pay for faculty time because the Quality Matters workshop could otherwise be considered “continuing education” for RSU faculty.</p> <p>S. Housel invited F. Grabowski to return to speak to the Faculty Senate about Quality Matters as needed. Discussion followed about the utility of having F. Grabowski return to speak when two senators concurrently serve on the Distance Education Committee. S. Housel wanted to have the option of having F. Grabowski return to clarify and update the activities surrounding Quality Matters.</p>	<p>S. Housel turned the floor over to F. Grabowski</p> <p>Limited discussion.</p> <p>F. Grabowski provided answers to questions.</p>
Old Business	N/A	
New Business		

Topic	Discussion	Action
1	<p>Goals and objectives for the Faculty Senate for this academic year:</p> <p>A. Budget:</p> <ul style="list-style-type: none"> i. See point 1 in "Reports and Announcement." ii. It was also agreed the select senators and faculty members will assist S. Housel and K. Woller in understanding the Budget review/process. iii. There is also a need for better/more "shared governance" in decisions about health insurance, retirement plans, and other employee benefits issues, about which the higher RSU administration does not necessarily include faculty input. Such "shared governance" and transparent communication was mandated by HLC. <p>B. Pay Plan:</p> <ul style="list-style-type: none"> i. There is a need for a clearly stated, clearly defined, and fairly administered Pay Plan for RSU faculty and staff. The Senate desires that clarity and transparency become the norm for determination of pay. ii. Tulsa Community College has a pay plan and predictable step increases, and RSU should consider some similar process. iii. There is a deeper problem: There have been no cost-of-living pay raises or step raises, at RSU in several years. iv. Creating a pay plan could benefit both faculty and staff at RSU. <p>C. Income inequity at RSU:</p> <ul style="list-style-type: none"> i. There is disparity of pay across departments and schools at RSU. ii. There needs to be research conducted to determine what rationales and policies exist, if at all, for decisions regarding faculty pay. <p>D. Income inequity compared with other regionals:</p> <ul style="list-style-type: none"> i. According to initial research, RSU faculty members are the lowest paid among regionals at all ranks. There is disparity RSU faculty income 	<p>S. Housel outlined goals and objectives.</p> <p>Several senators participated in an open discussion.</p>

Topic	Discussion	Action
	<p>per year at rank relative to the regional with the highest paid faculty. Further investigation and research will verify this income disparity.</p> <ul style="list-style-type: none"> ii. This inequity/disparity relative to other regional creates serious problems, not only in attracting the best faculty, but also in retaining outstanding faculty who can seek higher compensation elsewhere. iii. Research and recommendations by the Senate could benefit both faculty and staff at RSU. <p>It was agreed that Dr. Rice, Dr. Beck, Mr. Volturo, or other RSU administrators should be invited to the Senate meetings to provide answers and information as needed and as requested by the Senate.</p>	
2	Looking ahead, S. Housel pointed out that several sections of the Faculty Association and Senate constitution are either outdated or not consistently followed. To remedy this, he called for the Senate to consider deleting or amending the outdated sections, and to consider how to better follow other sections.	No discussion.
Next Meeting	1:15 on Friday, 2 October, in the Executive Boardroom in Centennial Hall	
Adjournment	Motion to adjourn at 2:50.	Moved. Seconds. Passed unanimously.

Respectfully submitted,

David J. Ulbrich

Secretary

**ROGERS STATE UNIVERSITY
MINUTES OF MEETING
FACULTY SENATE**

Date: 2 October 2015

Chairperson: S. Housel

Place: Executive Boardroom, Centennial Center

Time Beginning: 1:15

Time Adjourning: 3:16

Members Present: K. Woller (Vice Chair), T. Bycroft (Treasurer), S. Emmons (Parliamentarian), E. Dial-Driver, D. Ulbrich (Secretary), P Hatley, H. Foley, H. Kruse, S. Katz, C. Ohman, E. Newendorp, and A. Embrey

Members Absent: D. Gray and P. Macpherson

Guests Present: D. Marangoni and T. Berglund

Topic	Discussion	Action
Call to Order	<p>S. Housel (Faculty Senate Chair) recognized that the agenda will need to be adjusted to accommodate guests' schedules and welcoming the guests.</p> <p>S. Housel wished Library senator A. Embrey the best as she leaves RSU to take a new job.</p>	
Approval of Minutes	Several errors were identified and acknowledged.	Minutes of 4 October approved with corrections.
Reports & Announcements		
1	<p>Budget Review</p> <p>S. Housel summarized the follow-up questions and clarifications regarding the 2015-16 Budget to be given to T. Volturo:</p> <ul style="list-style-type: none"> A. Ask for a clearer breakdown and itemization of academic vs. athletic scholarship expenditures. B. Ask about rent expenses of \$200k. C. Ask about the exact itemizations for Schedule H, Line 295 went up from \$900k in 2014-15 to \$1.5 million in 2015-16. 	Input on follow-up questions and clarification during open discussion

Topic	Discussion	Action
	<p>S. Housel reaffirmed the goals of the Senate's inquiries:</p> <ul style="list-style-type: none"> A. Make the budget understandable, such as creating a spreadsheet with links to specific, detailed line items B. Investigate with a "scholarly" approach 	
2	<p>Pay Plan and Pay Equity Investigation</p> <p>Nothing more to add at this point, other than to restate that Dr. Beck remains supportive in this effort.</p>	None
3	<p>Strategic Planning Steering Committee</p> <p>Steps I (table summaries at Convocation) and II (Synthesis of table summaries) are complete. Next step is for Pres. Rice to set up the Steering Committee (week of 5-9 Oct).</p>	None
4	<p>Budget Council</p> <p>Subcommittee to look at Opt-Out and Pay Equity issues.</p>	None
New Business		
1	<p>D. Marangoni (Chair, Staff Advisory Council) addressed the Senate regarding Staff Advisory Council (SAC) activities and goals:</p> <ul style="list-style-type: none"> A. Last year: Passed a strongly-worded resolution for better pay equity B. Now: SAC is in the process of amending its Constitution. C. For the future: <ul style="list-style-type: none"> i. Increasing autonomy of SAC ii. Pass more resolutions especially regarding Opt-Out iii. Polling RSU Staff for input <p>Additional Discussion followed:</p> <ul style="list-style-type: none"> A. Among the regionals, only RSU has Opt-Out for employees who have health insurance from another source. They receive equal pay contributions equal to the premiums paid by RSU. There is concern among staff that, to save money, RSU might cancel this Opt-Out policy. B. SAC needs a representative on the Athletic 	S. Housel introduced D. Marangoni.

Topic	Discussion	Action
	<p>Advisory Council.</p> <p>S. Housel queried the Senate if the Senate should support the SAC on issues also relevant to faculty. He stated that many issues overlap the two groups.</p>	<p>Open discussion with comments by senators and D. Marangoni.</p> <p>General agreement among senators to support SAC, but no vote was taken.</p>
2	<p>T. Berglund (manager of bookstore) talked about "Flashnotes" which is now part of Barnes and Noble's LUVVO program. This is a peer-to-peer learning program that allows students to post their lecture notes from classes and be paid by their classmates. There are also other components like tutoring sessions and supplemental study materials.</p> <p>Senators asked several questions.</p> <ul style="list-style-type: none"> A. What is the cost and benefit to RSU? B. What might be possible violations of Intellectual Property Rights of instructors and/or RSU? C. Why can't faculty post their own lecture notes and get paid directly? D. Would faculty monitor the quality of the student lecture notes online in LUVVO? If so, that would be uncompensated work for faculty E. How would context expertise be demonstrated during peer tutoring sessions or in the lecture notes? F. Is LUVVO a duplication of resources that RSU already provides for students? (Such as tutor.com) <p>Not enough information was available, so T. Burgland agreed to accept questions in the future.</p> <p>After T. Berglund left the meeting room, discussion ensued. A motion was made that "Given the information provided at this time, the Faculty Senate does not</p>	<p>S. Housel introduced T. Berglund and congratulated her on her promotion to become manager.</p> <p>Need to consult with OU Legal Counsel about B.</p>

Topic	Discussion	Action
	<p>support LUVVO as too many questions regarding costs, benefits, intellectual property rights, quality control, student expertise, and resource duplication exists."</p>	<p>Open discussion.</p> <p>Moved by T. Bycroft. Seconded by ?</p> <p>Passed unanimously.</p>
<p>3</p>	<p>Invitation to State Legislators: OK Senator Marty Quinn and OK Representative Mark Lepak</p> <p>S. Housel asked for discussion about this possibility.</p> <ul style="list-style-type: none"> A. The focus of the meetings/visits must be educational and RSU-focused topics. The focus should be unrelated questions. B. There must be a good moderator to keep questions on topic. C. Should it be Faculty Senate-only or a larger group such as the Faculty Association? <ul style="list-style-type: none"> i. Possible answer: It may be the best use of time for the legislators to meet with several groups while on campus. ii. Possible answer: The Faculty Senate represents the faculty and can convey faculty needs. Too many extras will make the conversation unwieldy. D. Give the legislators some topics and questions beforehand to allow them time to prepare. <p>After conclusion of discussion, a motion was made to "Invite the legislators to talk to the Faculty Senate and give the legislator the option to meet with the Faculty Association, the Staff Advisory Council, or other groups that day or at a later time."</p>	<p>Questions and comments followed in open discussion.</p> <p>Moved by T. Bycroft. Seconded by H. Kruse.</p> <p>Passed unanimously.</p>

Topic	Discussion	Action
4	Athletic Advisory Council needs to have a faculty representative appointed. It made sense to consider appointing E. Newendorp because he is a Sports Management faculty member.	Nomination and acceptance by of E. Newendorp. Agreement by Senate.
5	Faculty Association and Faculty Senate Constitution S. Housel stated that the current Constitution is outdated or not being followed, so it needs to be reviewed and possibly amended. He asked for senators to serve on a sub-committee. It was suggested that long-serving senators should serve because they possess institutional memory.	E. Dial-Driver and P. Hatley accepted the call to serve on this subcommittee. General agreement by Senate.
6	Title IX – Rights of the Accused Under the old RSU process, anyone accused of Title IX violations has been “under a shadow” of suspicion during RSU’s investigation process. B. Marsh (VP for Student Affairs) has changed the process to reduce this “shadow.” Although not tied directly to Title IX, some follow-up discussion occurred and questions were raised about the role of the Disability Services Office. RSU recently hired a new Student Affairs staff member for RSU’s Greek Life program. This person will also work in the Disability Services Office. RSU must be attentive to the needs of these students and if RSU Student Affairs staff can meet those needs. Should the Faculty Senate be concerned? What are the qualifications of that new staff member? What resources are made available to this new staff member? It was suggested that a senator meet with B. Marsh to discuss these issues. It was also suggested that G. Dotterer be invited to discuss online accessibility.	Open discussion with brief explanations. T. Bycroft volunteered to meet with B. Marsh to discuss these matters.
7	Concurrent Enrollment	After discussion, P. Hatley was asked to investigate

Topic	Discussion	Action
	<p>Concerns were raised regarding the possibility that high school teachers may start teaching concurrent college classes in high school classrooms during regular school hours. Several questions arose:</p> <p>What professional oversight will ensure that high school teachers' concurrent courses will be equal to or more demanding RSU's concurrent courses?</p> <p>What will the expertise/educational requirement be for high school teachers offering these courses?</p> <p>Is reduction of college faculty one possible outcome of this program?</p> <p>No concrete answers could be provided.</p> <p>Senate watchfulness is necessary.</p>	<p>these questions.</p>
<p>Old Business</p>		
<p>1</p>	<p>President's Cabinet -- Membership</p> <p>S. Housel agreed to ask Pres. Rice if the Faculty Senate Chair could become a member of the President's Cabinet. Several positives and negatives were discussed:</p> <ul style="list-style-type: none"> A. Positive: President's Cabinet does not have a active voice speaking for faculty interests. Student Affairs and Athletics have voices, but not faculty. B. Negative: The faculty has already made significant gains in shared governance. Senior RSU administrators might want to attend Faculty Senate meetings in return, which cannot happen. C. Possible middle ground: Request of Pres. Rice that Faculty Senate Chair be offered the opportunity to visit the President's Cabinet to address specific issues. 	<p>After open discussion, S. Housel said that we should stop asking for this because President Rice has an open-door policy.</p>
<p>2</p>	<p>Communication Initiative</p> <p>This entailed S. Housel distributing a chair's summary of the Faculty Senate meeting on 4 September. This increases the visibility of the Senate among the faculty.</p>	<p>No action.</p>
<p>3</p>	<p>Cafeteria Service and New Class Schedule</p> <p>No discussion or action pending S. Housel's meeting with SGA about cafeteria hours.</p>	<p>Tabled; and S. Housel agreed to look into the matter.</p>

Topic	Discussion	Action
4	Waiver for MBA Students who are RSU employees. A survey of RSU employees is necessary before any Senate action can be taken.	Tabled until November after faculty is surveyed.
Next Meeting	1:15 on Friday, 13 November, in the Executive Boardroom in Centennial Center	
Adjournment	Motion to adjourn at 3:16	Moved. Seconded. Passed unanimously.

Respectfully submitted,

David J. Ulbrich

Secretary

**ROGERS STATE UNIVERSITY
MINUTES OF MEETING
FACULTY SENATE**

Date: 13 November 2015

Chairperson: S. Housel

Place: Executive Boardroom, Centennial Center

Time Beginning: 1:20 pm

Time Adjourning: 3:24 pm

Members Present: K. Woller (Vice Chair), T. Bycroft (Treasurer), E. Dial-Driver, D. Ulbrich (Secretary), P. Hatley, H. Foley, H. Kruse, S. Katz, K. Voska, C. Ohman, S. Clark, and P. McPherson

Members Absent: S. Emmons and E. Newendorp

Guests Present: C. Zimmermann and A. Marrero

Topic	Discussion	Action
Call to Order	<p>S. Housel (Faculty Senate Chair) recognized that the agenda will be adjusted to accommodate guests' schedules.</p> <p>S. Housel welcomed the new Library senator Sarah Clark, who will complete A. Embrey's term this year.</p>	
Approval of Minutes	No errors found in minutes of 2 October meeting.	Minutes of 2 October approved.
Reports		
A	<p>Budget Review</p> <p>T. Volturo continues to be cooperative in meetings with S. Housel and K. Woller. T, Volturo provided complete answers to first set of questions regarding the budget. These questions and answers need to be distributed to the Senate. S. Housel and K. Woller will meet again with T. Volturo on Monday 24 November. The Budget Council met three times this semester. It's most significant action was approving a raise for all staff receiving less than \$25,000/year to be raised to that level. This amounted to a \$106,000 budget increase for RSU. A question was raised about what the forthcoming "travel restrictions" would mean? No answer is possible at this time, but this would be addressed in a meeting with T. Volturo.</p>	<p>Update by S. Housel.</p> <p>Open discussion.</p>

Topic	Discussion	Action
B	<p>Strategic Planning Steering Committee</p> <p>Steps I (table summaries at Convocation) and II (Synthesis of table summaries) are complete. Next step is to create 4-6 broad objectives. No timetable has been set, but this process will likely go into spring semester.</p>	Update by S. House.
C	<p>General Education Committee</p> <ol style="list-style-type: none"> 1. Committee discussed the possibility of moving CS-1113 from its current place as a hidden requirement into the Gen Ed Core, also raising that Core to 44 hours. However, this idea was tabled indefinitely because any such action had to be initiated at the departmental level per GEC procedures. 2. Discussion ensued about filtering all Gen Ed Core courses through the learning outcomes to ensure that they fit those outcomes and that they are offered frequently enough to justify inclusion as "general education." 3. The GEC is working with UAC to determine the best process to assess/evaluate departments' general education efforts. This is ongoing and is nearly resolved. 4. It was noted that CS-1113 was part of the Gen Ed Core in 2003-2004, and then it disappeared from the Gen Ed Core by 2005-2006. 	<p>Update by D. Ulbrich, with input from C. Zimmermann and K. Woller.</p> <p>Open discussion.</p>
D	<p>University Assessment Committee</p> <p>The biggest change was the decision to make peer-reviews biennial. In 2016-17, the School of Liberal Arts' department will be peer-reviewed; and the other two schools will be peer-reviewed in 2015-16. Feedback from the HLC accreditation report allows RSU to reduce frequency. Regardless, data still must be collected and reported by all departments every year.</p> <p>The UAC also made other changes:</p> <ol style="list-style-type: none"> 1. Ask that the departments take lead during the peer-review sessions, make their own statements, and answer questions asked by the UAC peer-reviewers. 2. Move the peer-reviews to departments' building "making house calls." 3. Because there has been significant turnover on the UAC, it is necessary to bring new members up to speed. 	Update by C. Zimmermann.

Topic	Discussion	Action
E	<p>Faculty Development Committee</p> <ol style="list-style-type: none"> 1. The committee has been unable to hold meetings because not enough members attend to make a quorum. This is of great concern especially because one member unilaterally withdrew from the committee with no replacement being named. 2. The committee's work with Student Affairs regarding disabilities issues is moving forward with meetings and seminars to inform faculty and students about disability-related issues. 3. Good interaction with B. Marsh (VP Student Affairs) regarding RSU's efforts in disabilities services. 	<p>Update by T. Bycroft</p> <p>Open discussion and agreement that the Senate needs to establish some means of enforcing or reprimanding committee members for not attending and participating in committee meetings.</p>
F	<p>Staff Advisory Council</p> <p>Recent items:</p> <ol style="list-style-type: none"> 1. The SAC's resolution requesting MBA tuition to be pro-rated at undergraduate rate for staff employees was denied. 2. The SAC successfully placed a Staff member on the Athletic Advisory Council. 	<p>Update by S. Housel.</p>
G	<p>Athletic Advisory Council</p> <ol style="list-style-type: none"> 1. The athletes logged 3,000 community service hours last semester, and may reach 5,000 hours this semester. 2. Recent staffing changes have been made without additional cost to RSU. 3. NCAA compliance directive will take a high priority so that the RSU can be in compliance. 	<p>Update by S. Housel (based on his attending in place of E. Newendorp).</p>
H	<p>Cafeteria Service Concerns</p> <p>Still in progress.</p>	<p>Update by S. Housel.</p>
I	<p>President's Cabinet</p>	<p>No action. No discussion.</p>
<p>New Business</p>		
A	<p>Online Learning Plan</p> <p>D. Gray summarized the Distance Education Committee's report "RSU Online Learning Program-Proposal: Designing and Implementing RSU Online Quality Assurance." This plan outlines policies and programs designed to bring RSU into full compliance with Quality Matters (QM) best practices and with membership requirement of State Authorization</p>	

Topic	Discussion	Action
B	<p>Alternatives to the IDEA Center</p> <p>The IDEA instructor evaluations have been used by RSU for several years. The data collected from student evaluations is sent to the IDEA Center, where it is compiled and analyzed. It has the virtue of allowing RSU to compare faculty effectiveness with peer institution, but it is also expensive. Senators wondered if RSU could drop this expense as a budget-cutting measure and create RSU's own internal teaching evaluations.</p>	<p>Open discussion.</p> <p>At S. Housel's suggestion, it was decided that H. Foley, P. Hatley, and D. Ulbrich would form a subcommittee to investigate possible alternatives to IDEA.</p>
C	<p>Accusations and Due Process</p> <p>Several senators were concerned about accusations possibly damaging the careers of innocent faculty accused of violations of RSU policies. A clear, concrete process of investigation and judgment needs to be established, understood, and followed consistently.</p>	<p>No vote or motion, but K. Voska and C. Ohman will serve on subcommittee to investigate this matter.</p>
D	<p>Four Day Week Survey</p> <p>S. Housel encouraged all senators to take the survey and requested that senators encourage their colleagues in their departments to do the same.</p>	<p>No discussion</p>
E	<p>Enrollment Management</p>	<p>No action. No discussion</p>
F	<p>Veterans' Day Parade</p> <p>What is RSU doing for Veterans' Day to honor veterans? S. Housel agreed to address this next semester</p>	<p>Input from A. Marrero.</p>
<p>Old Business</p>		
A	<p>Concurrent Enrollment in High Schools</p> <p>High school teachers offering college-level/credited courses might be permitted, but senators asserted that the teachers must possess the graduate degree with the minimum of 18 hours in the given subject.</p> <p>Several candid questions arose:</p> <ol style="list-style-type: none"> 1. Who would be responsible for determining teacher credentials, let alone assessing student performance as compared to the college courses at universities? 2. To what degree is the idea for concurrent courses taught in high school being driven by school districts as a cost-saving measure? 	<p>Open discussion.</p> <p>S. Housel agreed to address</p>

Topic	Discussion	Action
	3. Would the state government reduce budget outlays to universities in proportion to the reduction of concurrent student enrollments at RSU? 4. What effect would loss of concurrent students have on the Pryor and Bartlesville enrollments?	this issue at the state-wide meeting of Faculty Senate chairs.
B	Invitations to State Legislators S. Housel, P. Hatley, and D. Ulbrich met informally with Representative Mark Lepak. They found him to be a thoughtful and competent public servant. Lepak agreed to come to a Faculty Senate meeting and field questions regarding education-related issues in the state legislature.	Summary of meeting by S. Housel with input by P. Hatley and D. Ulbrich. No specific time or date was set.
C	Faculty Senate Constitution The subcommittee discussed possible amendments to update the Constitution, but the two senators stated that they found no serious violations or inconsistencies requiring any amendments.	Update by E. Dial-Driver and P. Hatley. Decision to table any amendments.
D	See section E in Reports.	No action.
E	See section F in Reports.	No action.
F	Not applicable. See section A in Old Business.	No action.
Next Meeting	1:15 on Friday, 4 December, in the Executive Boardroom in Centennial Center	
Adjournment	Motion to adjourn at 3:24	Moved. Seconded. Passed unanimously.

Respectfully submitted,

David J. Ulbrich

Secretary

**ROGERS STATE UNIVERSITY
MINUTES OF MEETING
FACULTY SENATE**

Date: 4 December 2015

Chairperson: S. Housel

Place: Executive Boardroom, Centennial Center

Time Beginning: 1:15 pm

Time Adjourning: 3:20 pm

Members Present: K. Woller (Vice Chair), T. Bycroft (Treasurer), D. Ulbrich (Secretary), P. Hatley, H. Foley, S. Katz, K. Voska, D. Gray, C. Ohman, S. Clark, and P. McPherson

Members Absent: H. Kruse, E. Dial-Driver, and E. Newendorp

Guests Present: H. Hoskinson, Vice President for Enrollment Management and Registrar

Topic	Discussion	Action
Call to Order	S. Housel stated that the agenda will be changed to accommodate guest's schedules.	
Approval of Minutes	Several errors were identified and revised.	Minutes of 13 November approved with revisions.
New Business		
A	<p>Marketing</p> <p>S. Housel welcomed H. Hoskinson (VP for Enrollment Management and Registrar).</p> <p>H. Hoskinson gave an overview of Marketing at RSU.</p> <ol style="list-style-type: none"> 1. RSU has no person in control of marketing or broadening RSU in the Market Place. 2. NE OK was the traditional area for RSU recruitment. 3. This area needs to change and expand. <p>Enrollment Management at RSU brings together several entities regarding Marketing:</p> <ol style="list-style-type: none"> 1. How to build a student footprint 2. Who we want as students? 3. What student experiences should be? 	Remarks by H. Hoskinson. Moderated by S. Housel.

Topic	Discussion	Action
	<p>4. Who are we?</p> <p>RSU needs to develop Marketing Strategies to attract:</p> <ol style="list-style-type: none"> 1. New appeal to adult learners 2. Online learners 3. Transfer students <p>General comments and discussion:</p> <ol style="list-style-type: none"> 1. Need for faculty to help with academic side of course equivalencies and transfer credit. 2. RSU needs more resources for Marketing, with the caveat that higher enrollment will mean more dollars. 3. Reach out to Tulsa area and to community colleges. 4. One senator commented that there is more to Marketing than merely promotion and advertising. Marketing of RSU also needs to "sell" the RSU degrees, certificates, on-demand learning. 5. One senator asked how is all this (Marketing plan and Strategic Plan) to come together? 6. One senator commented that in the past a Marketing Committee existed and included faculty members. She suggested that this committee might be re-established. <p>Then H. Hoskinson continued:</p> <ol style="list-style-type: none"> 1. Retention represented a big challenge. 2. Who owns Retention at RSU? Unclear because several units are involved. 3. Several comments: 4. Sara McElroy promoted to become Director of Enrollment Retention. 5. Bring together student affairs, faculty, and school advising/retention specialists in coordinated effort at Retention. 6. Early Alert should be more proactive. 7. S. Housel asked if Early Alert has helped with Retention? Discussion resulted in a call for streamlined process. <p>S. Housel thanked H. Hoskinson for her time and attendance.</p>	<p>Open discussion between H. Hoskinson and senators.</p>
Old Business		
A	<p>Budget Inquiry</p> <p>T. Volturo gave S. Housel and K. Wollner copies of the</p>	<p>Update by S. Housel.</p>

Topic	Discussion	Action
	<p>2015 Annual EADA Athletic Survey (see enclosure).</p> <p>The figures show that the RSU Athletics Department is cost neutral in terms of costs and revenues in FY 15.</p> <ol style="list-style-type: none"> 1. A question was raised regarding page 2 in the Revenues section in the Grand Totals column. The line item "General State Support" totals \$2.47 million. However, this large dollar amount (2/3 of AD Revenue) has no detailed breakdown. 2. A follow-up question was raised: Did this include the allotted dollars from Student Activity Fees? 	<p>Open discussion.</p> <p>K. Woller and S. Housel agreed to address these questions at future meetings with T. Volturo.</p>
B	<p>Due Process</p> <p>The existing process is okay for grade disputes.</p> <p>But, in faculty disputes or investigations, a "decision tree" process needs to be created and followed. The Senate should propose a "decision tree" for RSU.</p>	<p>Update by S. Housel.</p> <p>Steve will ask Kelly to provide link to it.</p>
C	<p>Alternative to IDEA Center</p> <p>H. Foley met with M. Milliken to discussion options other than IDEA since IDEA is increasing in cost from \$10,000 to \$20,000. She agreed to identify different vendors with existing Teaching Evaluations.</p> <p>If RSU faculty created new questions for Teaching Evaluations, then faculty would need to find vendors.</p> <p>Possible use of OU's Qualtrics system to do analysis of data from questions created by RSU faculty.</p>	<p>Open discussion.</p> <p>H. Foley agreed to revisit the possibility of using Qualtrics with M. Millikin.</p>
D	<p>Online Learning Program and QM</p> <p>Discussion regarding whether or not to support the report "RSU Online Learning Program-Proposal: Designing and Implementing RSU Online Quality Assurance" previously created and submitted to the Senate by the Distance Education Committee.</p> <p>Clarifications were offered:</p> <ol style="list-style-type: none"> 1. LMS is only training required of all faculty teaching online or blended courses. 2. APPQMR and IYOC will be recommended to faculty, but only required for course designers 	<p>Open discussion.</p>

Topic	Discussion	Action
D	President's Cabinet Faculty chair to attend when topics relate to faculty.	No action.
E	Invitation to State Legislature Extend invitation to Rep. Mark Lepak in Spring 2016	General agreement.
F	Faculty Senate Constitution	No action.
G	Concurrent Enrollment	No action.
New Business		
B	Faculty Liabilities Regarding Students with Disabilities After brief discussion, a motion was made that "Students need to deliver their Disabilities Accommodations letter via email with the signed letter attached as a .pdf." T.Bycroft will ask if ADA letter can be sent to faculty electronically, however SA is opposed to this idea.	Open discussion. 35 Moved by K. Woller. Seconded by S. Clark. Passed unanimously.
C	Student Success and Retention	See New Business - A
D	Marketing	See new Business - B
E	Waivers for Student Taking MBA Courses	No action.
F	Voting results for vacancy of Secretary in Spring 2016 Senators turned in ballots from their respective departments.	K. Woller counted ballots. 26 votes for A. Richards 26 votes for F. Graboski A tie requires a re-vote. Ballots will be distributed during early in Spring semester, and faculty will have set amount of time to vote. Ballots to be delivered by senators to K. Woller.

Topic	Discussion	Action
G	Results of the student/faculty/staff survey showed overwhelming support of the new schedule.	S.Housel and discussion.
Next Meeting	1:15 on Friday, 5 February in the Executive Boardroom in Centennial Center	
Adjournment	Motion to adjourn at 3:35	Moved. Seconded. Passed unanimously.

Respectfully submitted,

David J. Ulbrich

Secretary

ROGERS STATE UNIVERSITY
Faculty Senate Committee Meeting
MINUTES OF MEETING

Date: February 5, 2016

Chairperson: S.Housel

Place: Executive Boardroom, Centennial Center

Time Beginning: 1:21 pm

Time Adjourning: 3:05 pm

Members Present: S. Housel (Chair), K. Woller (Vice Chair), A. Richards .(Secretary), P. Hatley, H. Hoskinson, H. Foley, S. Emmons, S. Katz, K. Voska, D. Gray, C. Ohman, S. Clark, E. Dial-Driver, C. Croomer (proxy for H. K. Kruse)

Members Absent: T. Brycroft (Treasurer) P. McPherson

Guests Present: H. Hoskinson, Vice President for Enrollment Management and Registrar

Topic	Discussion	Action
1. Call to Order: 1:12pm	Call to order by S. Housel Committee Chair	Low enrollment applications
2. Approval of Minutes	Several errors were identified and revised.	Unanimous approval from committee with changes.
3. Old Business	<p>New Officer</p> <p>S. Housel welcomed Amy Richards, new Secretary for Faculty Senate.</p> <p>Staff Advisory Council (SAC)</p> <p>S. Housel shared changes in committee members</p> <p>1. the recent resignation of the Chair and new chair, Lynsdy Simmons, stepping in to fill the position</p> <p>2. Dr. Rice was presented with constitution amendments approved by the committee.</p> <p>3. All amendments were vetoed by Dr.</p>	<p>Introductions were made by faculty members</p> <p>S. Housel will continue to attend occasional Strategic Planning Steering Committee Meetings on behalf of Faculty Senate</p> <p>Open discussion between H. Hoskinson and senators.</p>

Topic	Discussion	Action
	<p>Rice</p> <p>4. Several members of the council have given their notice of departure.</p>	<p>Open discussion with Senators.</p>
<p>4. New Business</p>	<p>Marketing</p> <p>S. Housel welcomed H. Hoskinson (VP for Enrollment Management and Registrar).</p> <p>1. H. Hoskinson requested to gather a Task Force to focus on using RSU staff and resources to work together</p> <p>2. Encouraged senate members to discuss “how do we brand RSU?” and what makes us different and unique.</p> <p>3. Goal for Enrollment is to attract potential students and gift-giving people</p> <p>4. Asked the senate members to consider a pro-active approach to retention by requiring faculty to report mid-term grades in addition to early-alert reporting</p> <p>5. A. Richards asked if Early Alert has helped with Retention? Discussion began regarding the effectiveness of Early Alert and if a second, mandatory reporting system would be needed if students are already identified through Early Alert.</p> <p>S. Housel thanked H. Hoskinson for her time and attendance.</p> <p>Budget Committee</p> <p>S. Housel shared the list of committee members on Dr. Rice’s committee, with Jerry Bower appoint by Dr. Beck and Mary Van Dust assuming position</p>	<p>Open discussion between H. Hoskinson and senators.</p> <p>Move made to</p> <p>“Amend to use midterm grades or early alert reporting so that students are appraised of their grade one-half to one-third of the way into their semester”.</p> <p>Moved by S. Katz, seconded by D. Gray.</p> <p>Faculty vote resulted with one opposed and 2 abstaining, with all others in favor.</p>

Topic	Discussion	Action
		Discussion to be continued.
Adjournment 3:05pm	Next meeting	March 4, 2016

**ROGERS STATE UNIVERSITY
Faculty Senate Committee Meeting
MINUTES OF MEETING**

Date: March 4, 2016

Chairperson: S. Housel

Place: Executive Boardroom, Centennial Center

Time Beginning: 1:22 pm

Time Adjourning: 3:05 pm

Members Present: S. Housel (Chair), K. Woller (Vice Chair), T. Bycroft (Treasurer), P. McPherson, S. Emmons, S. Katz, K. Voska, D. Gray, C. Ohman, H. Kruse, S. Clark, P. Hatley, J. Curley, A. Richards (Secretary)

Members Absent: H. Foley, E. Dial-Driver

Guests Present: S. Rosser (Chair of Fine Arts)

Topic	Discussion	Action
2. Call to Order: 1:22pm	Call to order by S. Housel Committee Chair	
2. Approval of Minutes	Errors were identified and revised.	Motion to approve minutes with correction of errors, P. Hatley, Seconded C. Ohman. Unanimous approval from committee with changes.
4. Reports	<p>A. Strategic Plan Steering Committee</p> <p>S. Housel shared that the Strategic Planning Steering Committee has not met since the last Faculty Senate Meeting. M. Milikin, meanwhile, has been conducting all Focus Group gatherings.</p> <p>B. Center for Teaching and Learning</p> <p>The Center for Teaching and Learning (CTL) compiled a report which was distributed to Senators. A total of 193 full and part-time</p>	S. Housel will continue to attend occasional Strategic Planning Steering Committee Meetings on behalf of Faculty Senate

Topic	Discussion	Action
	<p>faculty have been trained in the new LMS system. An outline of course reviews was put into steps. The future of the CTL will consist of a Ph.D. for a 12-month staff position for instructional design who will work with Jenzabar support.</p> <p>C. Representative Mark Lepak</p> <p>S. Housel scheduled Rep. Lepak to visit Faculty Senate on or after April 15, 2016 for discussion.</p> <p>T. Bycroft suggested the use of \$114.00 in the Faculty Senate account to be used for refreshments for this discussion.</p>	<p>Open discussion with Senators.</p> <p>Unanimous agreement from Senators to use the \$114 in the Senate Treasury for refreshments for Rep. Lepak. S. Housel will seek additional donations for refreshments.</p>
<p>Old Business</p>	<p>A. Advertising/Marketing Task Force</p> <p>S. Housel shared that promotional and marketing strategies should include the successes and efforts of current faculty and staff. D. Ulbrich authored a book which has not yet been shared on the RSU webpage. C. Ohman taught CPR to Cub Scouts which should be shared on the RSU website. The RSU Basketball team won conference and little information was distributed to the public by RSU about this achievement.</p> <p>Marketing</p> <p>B. Budget Advisory Committee</p> <p>S. Housel reported that the Committee met for 2 ½ hours today</p>	<p>Open discussion between Senators.</p> <p>S. Housel stated that Dave Hamby is just a phone call away and should be informed of events, achievements, and activities that are newsworthy to the community.</p>

Topic	Discussion	Action
	<p>and will continue to be meeting for two hours, each Friday morning until the end of the school year.</p> <p>Budget reductions are anticipated for FY 2017 and expected to be an additional 1.3 to 1.5 million dollars reduction in State Allocations.</p> <p>A Summary of Fiscal Year 2016 and 2017 Budget actions and Proposed Actions were distributed to Senators. Minutes from the January 25, 2016 Budget Committee meeting were also distributed.</p> <p>S. Housel will compose a cover letter and share the Budget Proposals to all RSU Faculty and Staff on or about Monday, March 7, 2016. Senators were encouraged to discuss the proposals and proposed scenarios with their departments.</p> <p>C. Ohman reported that he will be losing a full-time employee at the end of the school year.</p> <p>C. Mid-term Grade Policy Proposal</p> <p>The Mid-term Grade Proposal created by the Faculty Senate was given to Academic Council for review and an altered version was returned for Senate review. Dr. Beck asked for Faculty Senate to review the newest version and discuss in the March Academic Council Meeting.</p> <p>D. Faculty Liability Regarding Students with Disabilities</p> <p>T. Bycroft reported that Student Affairs did not approve the addition of a checkbox with a faculty signature line on the disability letter. Presently, if a student would like</p>	<p>Open discussion regarding cost-saving measures and employee reductions. K. Woller stated that the proposal is not fixed and are just suggestions. Dr. Rice will make any final decision.</p>

Topic	Discussion	Action
	<p>accommodations for a disability, they are to meet with Student Affairs who will determine eligibility. If eligibility is determined, the student is given a letter. Presently, there is no signature required by the involved faculty to indicate that faculty has received a student's disability letter.</p> <p>D. Due Process Investigation Subcommittee</p> <p>C. Ohman and K. Voska investigated the process for Complaint Against a Student and process for Other Severe Sanctions.</p> <p>E. Alternative to IDEA Center Subcommittee</p> <p>S. Housel reported that the issue at hand is paying for the IDEA Center versus processing it ourselves. S. Housel clarified that RSU is in charge of compiling the comment sections of the IDEA surveys.</p> <p>F. S. Housel shared that the GenEd Committee would like the Faculty Assessment Meeting to precede their meeting. Date of meeting was proposed for April 29, 2016 with Faculty Assessment Meeting beginning at 1:00-2:30 pm and GenEd to begin at 3:00pm and end by 4:30pm.</p> <p>G. P. Hatley reported that Dr. Rice vetoed all of the amendments to the Staff Council Constitution.</p>	<p>Official Faculty Senate Proposal (revised)</p> <p>All faculty will issue midterm grades or early alerts between one-third to one-half of the way through the course for students with a grade of a "D" or "F".</p> <p>Motion made by T. Bycroft and seconded by P. Hatley. All in favor with one abstaining.</p> <p>T. Bycroft will meet with Student Affairs to report that Faculty Senate is in favor of adding a checkbox of receipt, faculty signature, and date to disability letters. Motion made by A. Richards and seconded by S. Emmons. Unanimous all in favor.</p> <p>Discussion with Senators resulted in recommendation that the blank boxes in the process algorithm be filled. This would initiate an official notification of the findings and would be sent to both the involved</p>

Topic	Discussion	Action
	Severe Sanctions from Student Handbook, Response from Dr. Rice regarding SAC Resolutions, Budget Advisory Committee Minutes and Scenario Proposals	
		<hr/> Steve Housel, Chair

ROGERS STATE UNIVERSITY
Faculty Senate Committee Meeting
MINUTES OF MEETING

Date: April 1, 2016

Chairperson: S. Housel

Place: Executive Boardroom, Centennial Center

Time Beginning: 1:20 pm

Time Adjourning: 3:40 pm

Members Present: S. Housel (Chair), K. Woller (Vice Chair), T. Bycroft (Treasurer), P. McPherson, S. Emmons, S. Katz, K. Voska, D. Gray, C. Ohman, H. Kruse, S. Clark, P. Hatley, J. Curley, A. Richards (Secretary) H. Foley, E. Dial-Driver

Topic	Discussion	Action
3. Call to Order: 1:20pm	Call to order by S. Housel Committee Chair	
2. Approval of Minutes	Three spelling were identified and corrections recommended.	Motion to approve minutes with correction of errors, Motion by T. Bycroft, Seconded by S. Emmons. Unanimous approval from committee with changes.
5. Reports	<p>A. Budget Advisory Committee – Spending Reduction Update</p> <p>S. Housel presented the cost-saving measures that were submitted to the BAC by faculty and staff. S. Housel stated that he was part of the discussion of the academic committee. Additional subcommittees involved included Academic Faculty, Athletics, and Grounds & Maintenance but their complete responses are not yet available.</p>	<p>Open discussion with Senators. Faculty Senators officially state “among all of the academic suggestions, the RSU Faculty Senate is unanimously opposed to Academic 21. Faculty Senate plans to revisit all other proposed suggestions at another time.”</p> <p>Motioned by P. Hatley.</p> <p>Seconded by K. Voska.</p> <p>Opposed by one.</p>

Topic	Discussion	Action
	<p>B. Strategic Planning Steering Committee Update</p> <p>S. Housel reported that M. Millikin is working on Strategic Planning and Weaknesses/Oppositions/Threats (W.O.T.).</p> <p>C. Center for Teaching and Learning Update</p> <p>S. Housel reported that F. Grabowski has offered to present a seminar on Quality Matters to Faculty Senators.</p>	<p>Unanimous among remaining Senators.</p> <p>Senators discussed arranging a meeting again in April with this additional meeting date to be determined.</p> <p>For informational purposes only. No action taken by Faculty Senate.</p> <p>Faculty Senators unanimously declined the offer of a Quality Matters seminar.</p>
	<p>D. Physical Plant Update</p> <p>S. Housel reported that a new Physical Plan Director has been hired.</p> <p>E. Representative Lepak Visit Update</p> <p>Rep. Lepak sent an email to S. Housel requesting a date for fall, 2016 to visit.</p> <p>F. Meeting with Dr. Rice</p> <p>S. Housel and P. Hatley reported of a meeting held with Dr. Rice. S. Housel stated that Dr. Rice was</p>	<p>Faculty Senators would like S. Housel to invite the new Director to a Faculty Senate meeting.</p> <p>No discussion. Meeting date with Rep. Lepak and Senators to be determined.</p> <p>For informational purposes only. No</p>

Topic	Discussion	Action
<p>Old Business</p>	<p>mislead into believing that the Staff Advisory Council could bypass Dr. Rice on issues and go directly to the Board of Regents. S. Housel requested that Dr. Rice clarify this misinformation to the staff and faculty.</p> <p>A. Search for Instructional Designer</p> <p>D. Gray is presently on the search committee for a new Instructional Designer. The job description is different that the job description of Kay Brown, who is retiring at the end of April.</p> <p>B. Mid-Term Grade Policy</p> <p>S. Housel reported that the Mid-Term Grade Policy, effective in fall of 2016, will require reporting of 1000, 2000, and Developmental level classes to be reported with a Pass, D, or F. This affects only the lower level classes.</p> <p>C. Faculty Liability Regarding Students with Disabilities</p> <p>T. Bycroft that after discussions with Student Affairs, it was suggested and agreed that a check-box be added to the Disability Accommodations Letter.</p>	<p>discussion.</p> <p>Faculty Senators discussed the new role and change in salary.</p> <p>Faculty Senators discussed how this policy differs slightly from the policy suggested by the Faculty Senators.</p>

Topic	Discussion	Action
<p>New Business</p>	<p>D. Due Process Investigation</p> <p>K. Voska updated the 3.5.4. Process for Other Severe Sanctions to name who is notified of the final decision.</p> <p>E. Senate Constitution</p> <p>Article 4, Section 6.a (Committee Membership) of the Faculty Association/Senate Constitution says, "Unless otherwise restricted, committees shall be comprised of members of the Faculty Association, with the position of chair being held by a Senator or officer of the Faculty Senate." Article 4 is Faculty Senate; thus, Section 6.a of Article 4 refers to Faculty Senate Committees, committees formed by Faculty Senate to do Senate work; it does not refer to University committees. Only Senate committees, not University committees, must be chaired</p>	<p>Faculty Senators discussed the addition of the checkbox. It was recommended that the students sign and date the accommodation letter as well as the faculty, to verify receipt of the letter from the student to the faculty. T. Bycroft will discuss this recommendation with Student Affairs.</p> <p>Motion: K. Voska</p> <p>Seconded: A. Richards</p> <p>Abstained: One</p> <p>All others, unanimous</p> <p>S. Katz suggested that the student be informed of the final decision as well as the involved faculty. S. Housel and K. Voska will ask Dr. Beck and OU Legal Services where and when the student is to be involved in this process.</p> <p>P. Hatley and E. Dial-Driver clarified that no action on the Constitution need be taken.</p>

Topic	Discussion	Action
	<p>by a Senate member.</p> <p>.</p> <p>A. Annual Faculty Association Meeting and Election Protocol</p> <p>S. Housel stated that the General Education meeting will be on 4/29/16 at 1:15pm and the Faculty Association Meeting will be held following General Education.</p> <p>B. IDEA Center</p> <p>S. Housel asked if cost-saving measures can be initiated to avoid the high-cost of the IDEA surveys. S. Housel reported that AA's would be unable to assume the added task of processing Scantrons due to the larger time requirement for the basic Scantron machines.</p> <p>C. Department Promotion Initiative</p> <p>S.Housel has attended all department promotional meetings.</p> <p>D. RSU Private Facebook Initiative</p> <p>S. Housel reports that our websites are underdeveloped for each department.</p>	<p>For informational purposes only.</p> <p>It was discussed that Scantron machines may still be available for use. Senators will search their departments for the more advanced Scantron machines which may cut costs for student evaluation processing.</p>

Topic	Discussion	Action
	<p>F. Dr. Rice – more visibility</p> <p>S. Houself inquired if the Senators believed that Dr. Rice was a visible leader on campus</p> <p>G. Adjunct Faculty on University Senate</p>	<p>Open discussion with Faculty Senators.</p> <p>Open faculty discussion on increasing the use of the public relations department, obtaining departmental access so each department can update their own page. D. Gray will initiate a Facebook page for RSU faculty. A. Richards volunteered to assist.</p> <p>Faculty Senators unanimously agreed that Dr. Rice maintains adequate visibility for the University.</p> <p>Open discussion among Senators with decision to remain which will allow only full-time faculty to represent at Faculty Senators. All faculty was welcomed to attend as guests or share concerns or issues with their designated representative.</p>
Ended 3:40pm	Next meeting	May 6, 2016
	Attachments: 3.5.4 Processes for Complaint Against Student and Process for Other Severe Sanctions from Student Handbook, Cost-Saving Suggestions as of March 30,	

Topic	Discussion	Action
	2016, Academic Subcommittee Recommendations for Cost-Saving Suggestions	
	Respectfully submitted: <u>Amy M. Richards, MSN RN</u> Secretary	<hr/> Steve Housel, Chair