

# Faculty Senate Committee Meeting Minutes

September 8, 2017

Chairperson: S. Housel

Place: Boardroom, Centennial Center

Time Beginning: 1:15 pm / Time Adjourning: 3:25 pm

Members Present: HOUSEL, S., Chair HPS; RICHARDS, A. Secretary HS; WOLLER, K. Vice-chair P&S; BYCROFT, T. Treasurer HS; CLARK, SARAH LIB; COOMER, CATHY COM; GRAY, DANA ; HATLEY, PAUL HPS; KERLIN, GIOIA E&H; MCKEON, MIKE FA; SEO, JIN BIO; SPARLING, CURTIS TJS; SOE, MIN ; ELWELL, FRANK P&S; SMITH, MARLA HS

Members Absent: EMMONS, S. E&H

Minutes Taken by: RICHARDS, A.

Call to Order: 1:15 pm Call to order by S. Housel Committee Chair

Approval of Minutes: S. Housel asked for a review of the Feb 2017 meeting minutes. Minutes from 05/26/17 were motioned by T.Bycroft, 2nd by C. Sparling, Unanimous.

## Reports

### A. Budget Advisory Committee (BAC)

1. Steve Housel reported that the BAC met once for the first time this school year with a 2-hour meeting. Four significant items were discussed.
2. Informational purposes only.
3. Credit hour decrease was budgeted at 5% and today is at 4.6%. Nationally, it is trending down. RSU is now where it was in the year 2008. F. Elwell suggested that Faculty Senate explore this breakdown by campuses.
4. C. Sparling will research the breakdown of the different RSU campuses and report back to Faculty Senate
5. S. Housel will invite Dr. Beck to next month's Faculty Senate meeting to discuss the movement to offer certificates. Discussion ensued with senators regarding Workforce Ed, Continuing Ed, CTL, and the Certificate program.
  - a. No action. For informational purposes only.
6. S. Housel reported that the conversion rate of applicants to enrollees is now at 61% while the national rate is 50%. RSU has increased by 7%.
7. No action. For informational purposes only.
8. S. Housel reported that RSU health insurance costs will increase for employees by \$23 for basic and \$27 for high, which is a 4.2% increase. Shared also was the statistic that one-third of all employees take a check in lieu of insurance. D.Gray brought to the discussion table the fact that there is no faculty on the BAC who knows budgeting and finance specifically. Has met twice and are preparing for three, future budget scenarios.
9. Motion: The Faculty Senate proposes a resolution to ask Dr. Rice to allow Faculty Senate one more placement on the Budget Advisory Committee, beginning this semester and moving forward. Moved by T. Bycroft, 2nd by C.Sparling, Unanimous.

### B. Staff Advisory Council

1. No report. S. Housel asked Dr. Rice for a committee update and Dr. Rice was unsure of the committee's status.
2. Informational purposes only.

### C. IDEA Center Alternatives

1. S. Housel will ask Dr. Milliken if she has made a decision regarding IDEA surveys for this year.
  - a. S.Housel will inform Senators by email of Dr. Milliken's reply.

### D. 2017-2018 Committee

1. *Assignments*: Discussion ensued regarding committee assignments, faculty attendance/quorum at meetings, and purpose of each committee.
2. S.Housel will meet with S. Emmons to review need, size, and composition of committees. S. Housel will report at next Faculty Senate Meeting. Committee minutes should be forwarded by all committees to A. Richards.

### E. Faculty Awards

1. K. Woller discussed adding a wildcard into the awards in which each school would get two. T. Bycroft reported that the Prof. Development Committee met to discuss but could not vote due to lack of quorum.
2. Dr. Bycroft will give an update at next Faculty Senate meeting.

## Old Business

None

## New Business

1. *Resolution Supporting Faculty and Staff Emergency Relief Fund*: D. Gray requested discussion on establishing an Emergency Relief Fund.
2. K. Woller will schedule an appointment to meet with the RSU Foundation to discuss and to establish a fund that is non-profit, confidential, and for gifting. Faculty Senate will determine the criteria and evaluation for applicants.
3. *Intranet Proposal*: D. Gray created a rough draft of a password protected sandbox for internal communication for all faculty.
4. Senators were appreciative of D. Gray's efforts and are in full support of this sandbox creation.
5. *Taxpayer Funding*: K. Woller met with President Rice to discuss taxpayer funding measures. Results indicated that RSU would have to create a technical school district and then one could ask for a county-wide, ad valorem tax. Possible partners may be found in Claremore Collective.
6. C. Coomer will invite key members of Claremore Collective to the Faculty Senate November 2017 meeting to discuss.
7. *Diversity Committee*: Senators discussed that this committee was re-created by K. Lanius who no longer works at RSU. This committee consists of students and faculty but is not part of the Faculty Senate Committees.
8. For informational purposes only.
9. *Compensating AA's*: C. Coomer began a discussion regarding the work demands of AAs and how job-sharing has been introduced to many of them. Discussion ensued regarding the increased job requirements for many AAs with no monetary compensation.
10. Motion: It is the belief of the Faculty Senate that we compensate RSU Administrative Assistants and have created a resolution that all Administrative Assistants be given a stipend. Moved: E. Elwell, 2nd C. Sparling, Unanimous.
11. *Regent's Review of Higher Education*: No report.
12. No action.
13. *Constitution Review of Faculty Association*: A review of the Faculty Senate Constitution is indicated, according to K. Woller.
14. P. Hatley, F. Elwell, and K. Woller will create a subcommittee and review the constitution. Recommendations will be brought back to the Senators for review and discussion.

15. *Student Chain of Command*: P. Hatley discussed the importance of using the proper chain of command regarding student complaints. Students have, occasionally, proceeded to talk with Dr. Rice or Dr. Beck instead of talking to their instructor, department head, and dean. Senators discussed the importance of enforcing the chain of command which is listed in the syllabi, student handbook, and discussed in orientation.
16. P. Hatley will review verbiage regarding chain of command for students in the student handbook. S. Housel will share this recommendation with administration as indicated.
17. *DACA Support Resolution*: D. Gray began the conversation to discuss DACA and if RSU would like to create a resolution regarding recent developments in the outcome of DACA.
18. S. Housel and S. Clark will look into this matter and bring information back to Faculty Senate.
19. *Comparative Analysis of Faculty Salaries*:  
K. Woller requested assistance in creating a comparative analysis spreadsheet regarding RSU salaries compared nationally. It was suggested by F. Elwell that regional salaries may be more beneficial than national for comparison purposes.
20. P. Hatley will ask Todd Jackson to perform this number task.
21. K. Woller would like to discuss the possibility of creating an employee survey to rank budget reducing options. This would be a pro-active measure.
22. For discussion only. No action taken at this time.
23. K. Woller stated that he created a university-wide conference with the major goal of helping faculty. The conference would be at a minimal cost of approximately \$20 per person or less and be for all disciplines. K. Woller is seeking volunteers.
24. Senators who would like to assist with this conference should email K. Woller with their skills and talents that they could bring to the conference.

Minutes respectfully submitted by: Amy M. Richards, PhD(c), MSN RN, Secretary, Faculty Senate

# Faculty Senate Committee Meeting Minutes

October 6, 2017

Chairperson: S. Housel

Place: Boardroom, Centennial Center

Time Beginning: 1:20 pm / Time Adjourning: 3:25 pm

Members Present: HOUSEL, S., Chair HPS; RICHARDS, A. Secretary HS; BYCROFT, T. Treasurer HS; CLARK, SARAH LIB; JACKSON, TODD COM; EMMONS, S. E&H; GRAY, DANA ; HATLEY, PAUL HPS; KERLIN, GIOIA E&H; MCKEON, MIKE FA; SPARLING, CURTIS TJS; SOE, MIN ; ELWELL, FRANK P&S; SMITH, MARLA HS; ZIMMERMAN, CRAIG BIO

Members Absent: WOLLER, K. Vice-chair P&S; COOMER, CATHY COM; SEO, JIN BIO;

Minutes Taken by: RICHARDS, A.

Call to Order: 1:20 pm Call to order by S. Housel Committee Chair

Approval of Minutes: S. Housel asked for a review of the Sept 2017 meeting minutes. Minutes from 09/08/17, with corrections, were motioned by T.Bycroft, 2nd by F.Elwell, Unanimous.

## Reports

### A. Budget Advisory Committee (BAC)

Steve Housel reported that he was unable to attend the most recent BAC meeting. However, he received information that the BAC lowered the contribution that RSU makes for health insurance from \$575 per person to \$500 per person for next year. The expectation is that the employee will pick up the difference for healthcare coverage increases or select the healthcare Basic Plan.

The BAC discussed the possibility that RSU join with the University of Oklahoma's self-funded, Cigna Health Insurance Plan which is presently at a cost to OU employees of approximately \$30 per month. This self-funded plan is a PPO Plan.

Cash back for RSU employees who choose not to select RSU Health insurance will still have the option to receive cash back at this time.

- Informational purposes only.

### B. Staff Advisory Council

No movement. No report.

- For informational purposes only.

### C. IDEA Center Alternatives

S. Housel will ask Dr. Milliken about surveys for faculty and investigate why there has not been surveys for administration lately.

- For informational purposes only.

### D. Faculty Awards

T. Bycroft presented to Senators a motion from the Faculty Development Committee which described the Funding for the Faculty Excellence Awards. Discussion ensued regarding changing the verbiage from "two, at-large awards may be granted for excellence" to "will be granted for excellence".

- Motion: The Faculty Senate moves to accept the Motion from the Faculty Development Committee for Faculty Excellence Awards as written. Moved by S. Emmons, 2nd by C. Zimmerman, Unanimous.

## **E. Due Process Investigation**

C.Sparling completed a comparative study but is no longer a senator. F.Elwell recommended that this comparative study be referred to the Policy and Procedures or Grievance Committee, then onto Student Affairs.

- S.Emmons will bring the study results to the Policy and Procedures committee.

## **F. General Education Committee (GEC)**

A meeting was held in May of the GEC. C. Zimmerman, Chair of the Assessment Committee, reported that Dr. Beck would like to see improvement in student learning for HLC. C.Zimmerman reported that the Critical Thinking Initiative will take a backseat for now.

- No action. For informational purposes only.

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## **New Business**

### **A. Marketing of Education/Property Tax Proposal**

S. Housel reported that two weeks ago, a luncheon was held at RSU. In attendance were some state Regents, all of the OU Regents, Claremore business leaders, the mayor of Claremore and the city manager of Claremore. S. Housel shared that a movement is underway to increase millage of property taxes. The concern is how leaders will market this request to Rogers County citizens to vote for this increase. S.Housel stated that there is a concern regarding how to inform citizens that this increase would be in their best interests. This action is scheduled to be on the voting ballot in November of 2018.

- S. Housel will seek out further information regarding the cost benefit to RSU.

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## **Old Business**

### **A. Senate Summary**

S. Housel will write a summary of the Faculty Senate meetings and release it mid-month to all RSU faculty.

- For informational purposes only.

### **B. Resolution Supporting Faculty and Staff Emergency Relief Fund**

S. Housel and K. Woller did contact the RSU Foundation to explore the reasons why a Faculty and Staff Emergency Relief Fund is not viable. They were told by Maynard that it was an issue with auditors.

D.Gray believes that the Foundation should be able to assist in finding a solution to this request.

- S. Housel stated that K. Woller will update Faculty Senate at the next meeting.

### **C. Intranet Proposal**

D.Gray is requesting input from the Senators in the creation of the prototype for the intranet portal. All Faculty Senators have been allowed access. It presently has three columns for news, live chat/discussions forums, and resources. D.Gray is encouraging feedback on the site from senators by the end of fall break.

- The senators thanked D. Gray for creating this intranet portal for faculty.

### **D. Compensating AAs**

S. Housel was unable to attend the BAC meeting in which this issue was to be discussed.

- S. Housel will report on this topic at the next Faculty Senate meeting.

### **E. Regents Review of Higher Education**

A representative from Claremore Collective will be present at our next Faculty Senate meeting along with Dr. Beck. To be discussed will be the example of having an online department for the entire state. This initiative is coming from Glen Johnson, Chair of Regents) on down.

- For informational purposes only.

#### **F. Faculty Association Constitution Review**

K.Woller, P.Hatley, and F.Elwell reviewed the constitution and sent out updates with a proposal to the Faculty Senate to approve the changes. The senators complimented Woller, Hatley, and Elwell for their hard work on this project. Changes to the constitution will be reviewed with the goal of it taking effect in the 2018-19 school year.

#### **G. Institutionalizing Student Chain of Command Protocol**

P.Hatley shared that this information should be discussed at student orientation and proposed that it should be added to course syllabi.

- For informational purposes only.

#### **H. Comparative Analysis of Faculty Salaries**

P.Hatley stated that he would reach out to Todd Jackson to work on this task.

- P. Hatley will ask Todd Jackson to perform this number task.

# Faculty Senate Committee Meeting Minutes

December 1, 2017

Chairperson: S. Housel

Place: Boardroom, Centennial Center

Time Beginning: 1:20 pm / Time Adjourning: 3:25 pm

Members Present: HOUSEL, S., Chair; RICHARDS, A. Secretary WOLLER, K., Vice-Chair; BYCROFT, T. Treasurer; EMMONS, S, Parliament; JACKSON, TODD; SEO, JIN; COOMER, CATHY; GRAY, DANA; HATLEY, PAUL; KERLIN, GIOIA; MCKEON, MIKE; SPARLING, CURTIS; SOE, MIN; ELWELL, FRANK; SMITH, MARLA; ZIMMERMAN, CRAIG

Members Absent: WOLLER, K. Vice-chair P&S; COOMER, CATHY COM; SEO, JIN BIO;

Minutes Taken by: RICHARDS, A.

Call to Order: 1:20 pm Call to order by S. Housel Committee Chair

Approval of Minutes: Deferred.

## Reports

### **B. Staff Advisory Council:**

S. Housel reported that the SAC has been re-invented and will meet on 12/13/17 for the first time this year.

- Informational purposes only.

### **C. IDEA Center Alternatives:**

S. Housel stated Dr. Milliken will meet with Faculty Senate in January 2018 to present the new IDEA survey replacement.

- Informational purposes only.

### **More Frequent Meetings:**

Proposal made for Faculty Senate to meet more frequently, if needed.

- Motion: K. Woller. 2nd: F. Elwell. Unanimous in agreement.

### **Resolutions:**

Discussion ensued after an overview on the Resolution was presented by F. Elwell

- Resolutions attached.

### **Findings and comments shared:**

Burns and Meadors made the recommendation for the 19 stipends and received their own.

T. Volturo made the decision to accept the Burns and Meadors recommendation. Volturo then made this recommendation to Dr. Rice, who accepted it.

The process of giving stipends for Jenzabar was arbitrary, capricious, and non-transparent.

Some questioned by stipends were not given to academics. Some questioned why stipends were given at all.

Asking Rogers County for an Ad Valorem tax would be futile with the Jenzabar bonus situation.

Stipends were rendered before work was completed on Jenzabar.

Dr. Rice was stated to have regretted his lack of transparency.

Drs. Beck and Miliken were unaware of the bonuses.

There was a lack of concern for university staff.

There was a lack of effective, organizational leadership with poor vision and no consultation.

Jenzabar told RSU administration not to try to roll out the program in 12 months for it would not enough time to complete the task.

The decision to use Jenzabar and not Blackboard was taken out of faculty's hands.

Is there confidence in Dr. Rice?

We have been promised transparency since April of 2016. Has it happened?

Volturo made the decision to turn down consults for Jenzabar.

Action must be taken now to stop furloughs.

S. Housel stated that he would take the resolutions to Dr. Rice along with six other Faculty Senators.

- Informational purposes only.



# Faculty Senate Committee Meeting Minutes

February 2, 2018

Chairperson: S. Housel / Recorder: A. Richards

Place: DCTC Boardroom

Time Beginning: 1:20 pm / Time Adjourning: 3:30 pm

Members Present: HOUSEL, S., Chair; WOLLER, K Vic-Chair; BYCROFT, T. Treasurer; RICHARDS, A. Secretary; EMMONS, S, Parliamentarian; HATLEY, PAUL; CROTTY, KAITLIN; GRAY, DANA; SEO, JIN; COOMER, CATHY; ELWELL, FRANK; SPARLING, CURTIS; SOE, MIN; JACKSON, PAUL; MCKEON, M

Members Absent: SMITH, MARLA; KERLIN, GIOIA

Call to Order: 1:20 pm. Call to order by S. Housel Committee Chair

Approval of Minutes: January 12, 2018 Minutes - Approved.

## Reports

### A. MyRSU Crash

### B. Budget Advisory Committee (BAC)

Steve Housel reported that the BAC has not met since Mr. Volturo has been ill. The Committee is scheduled to meet next week.

- Informational purposes only.

### C. Staff Advisory Council

No information.

### D. Committee with No Name

No information.

### E. SHIELD Conference

K. Woller stated that the event scheduled for 3/30/18 and encouraged FS participation.

- K. Woller reported that proposals are arriving and for senators to continue to promote and spread the word on the event.

## Presentations

### A. GoToMeeting

Dr. Millikin presented an overview of CourseEval with Roland Cariollo, who virtually reviewed this program. After the presentation, discussion ensued. Concerning is the lack of national comparisons that is not available with CourseEval.

- Senators will discuss at the next meeting and decide on which program to recommend for the 2018-2019 school year.

### B. RSU Works

Royal Ailles, General Manager of RSU Public Television presented an overview of RSU Works. This is a public television initiative which offers non-college credit education on demand.

- The Senators thanked Mr. Ailles for his presence and information regarding RSU Works.

## New Business

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### A. BAC Names

S.Housel reported that Dr. Marla Smith and Dr. David Johnk were selected by Dr. Rice to become members of the BAC, per the faculty senate's recommendation.

- Informational purposes only.

### B. Faculty Committee Structure

S. Housel reported that the university committees were established from Faculty Senate-created committees. Not all are meeting and not all are submitting minutes to the FS Secretary. Discussion ensued regarding consolidation of committees, taking attendance at committee meetings, and the difficulties of obtaining a quorum.

- Dr. Woller and Dr. Elwell will review further and report findings back to Faculty Senators.

### C. Faculty Qualifications

S. Emmons stated the Academic Policies Committee review and discuss the creation of a policy to be in alignment with the HLC regarding faculty qualifications for those instructors that may have experience but not an educational degree. Dr. Beck had asked S. Emmons to bring the policy template to FS for review, then to Academic Council, and then to the Board of Regents. Discussion ensued.

- Informational purposes only.

### D. Comments Made in FS

- None

### E. RollOuts for Computers

- None

### F. Faculty Senate Newsletter

- None

### G. Teacher to Teacher

- None

### H. Interim FS Meeting

- None

## Old Business

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### A. Constitution

- None

### B. Intranet Proposal

- None

### C. Taxpayer Funding

S.Housel talked to City Managers who have been marketing support for the Rogers County Ballot proposal.

- Informational purposes only.

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

**Date:** April 6, 2018

**Chairperson:** S. Housel

**Recorder:** A. Richards

**Place:** Executive Boardroom, Dr. Carolyn Taylor Center

**Time Beginning:** 1:20 pm

**Time Adjourning:** 3:20 pm

**Members Present:** HOUSEL, S., Chair  
 WOLLER, K Vice-Chair  
 BYCROFT, T. Treasurer  
 RICHARDS, A. Secretary  
 EMMONS, S, Parliamentarian  
 HATLEY, PAUL  
 CROTTY, KAITLIN  
 SMITH, MARLA (absent)  
 GRAY, DANA  
 SEO, JIN  
 COOMER, CATHY  
 KERLIN, GIOIA  
 ELWELL, FRANK  
 SPARLING, CURTIS (absent)  
 SOE, MIN  
 MULLER, GARY (for  
 MCKEON))

Topic	Discussion	Action
<b>Call to Order:1:20 pm</b>	Call to order by S. Housel Committee Chair	
<b>1. Approval of Minutes</b>	March 3, 2018 Minutes	Deferred

Topic	Discussion	Action
<p><b>2. Reports</b></p>	<p><b>A. Budget Advisory Committee (BAC)</b>            Croomer reports that there had been no meeting for two weeks. Most recent meeting revealed a \$250,000 surplus found but Dr. Beck reported that \$32,000 will need to be paid for Emergency Preparedness/Bolb Planning which is required by OU, \$20,000 for Office 365 update, and \$67,000 to Sodexo. There may be four or five positions cut from smaller departments along with the cutting of more classes. After paying these expenses, there is \$35,000 in surplus which will not help reduce furloughs. Woller reported that the Bit By Bit lawsuit has been wrapped up with an out of court settlement. Croomer reported hearing that several employees in Markham Hall have been awarded new titles and subsequent raises but this has not been confirmed. President Rice told the BAC that permanent employee placement in Enrollment/HR is still in the works.</p> <p><b>B. Staff Advisory Council</b>            No information.</p> <p><b>C. Committee with No Name</b>            Elwell shared that if the revisions for the Faculty Senate Constitution are</p>	<p>Informational purposes only.</p> <p>For informational purposes only.</p> <p>Faculty Senate Constitution revisions unanimously approved by Faculty Senators.            For informational purposes only</p>

Topic	Discussion	Action
	<p>approved, it will get a new name. Discussed at the meeting was how can we implement Quality Matters and get buy-in from faculty and staff? It was shared that no stipend is given to faculty unless they are the lead developer of the course. Heidi Hoskison is working on the problem in which students were dropped from LMS due to financial holds. This was not supposed to happen according to Hoskison.</p> <p>Regarding recruitment, Hoskison will begin to create invitations to faculty to attend recruiting events.</p> <p>The Committee will invite David Hamby to the next meeting to begin a conversation on RSU Website effectiveness.</p> <p>The Search Committee continues to look for a financial aid director.</p> <p>The Budget Committee has plans to include Electronic Sports.</p> <p>Gray and Associates will begin to interview on May 15 &amp; 16 to evaluate the programs offered at RSU.</p> <p>T.Bycroft asked if there was a limit on the number of days that furloughs could be required and the Senators responded that there is no limit.</p> <p><b>D.SHIELD Conference</b></p>	

Topic	Discussion	Action
<p><b>3. Old Business</b></p>	<p>ARichards shared that the SHIELD Conference was a success from a presenter’s standpoint with excellent speakers and pertinent topics.</p> <p><b>E. Teacher 2 Teacher</b>            Housel reported that this initiative is moving forward.</p> <p><b>A.Online Fee</b>            D. Gray has met with University leaders in the attempt to decrease the cost of RSU’s online fees. The recommendation is to reduce the online fee from \$80 to \$40.</p> <p><b>B.Review of Faculty Committee Structure</b>            Discussion ensued regarding a review of the committee structures. It was determined that this will be a long process. Will defer this task at this time.</p> <p><b>C.Meeting QM Standards</b>            Deferred.</p>	<p>For informational purposes only.</p> <p>For informational purposes only.</p> <p>RSU Faculty Senate Resolution:            The Faculty Senate supports to significantly reduce the cost of online fees.            Motion: T. Bycroft            Second: F. Elwell            All in favor.</p> <p>Deferred</p>
<p><b>4. New Business</b></p>	<p><b>D. Faculty Qualifications</b>            Deferred.</p> <p><b>A.Committee Rotations</b>            Deferred</p>	<p>Deferred</p> <p>Deferred</p> <p>Deferred.</p>

Topic	Discussion	Action
	<p><b>B.Electing Faculty Senate Officers</b>            Housel reported that he will send a University-wide email to faculty that applications to run for FS Office will be open as of 4.25.18. Faculty interested will send an email to A. Richards.</p> <p><b>C.FS Accomplishments for 2017-18</b>            Housel suggested that Faculty Senate compose a summary of accomplishments that occurred due to the efforts of Faculty Senate for the 17-18 School Year.</p> <p><b>d.SGA</b>            RSU Senior students Max West and Ophelia Travoya asked to speak to FS regarding a movement taking place. They are collaborating with other universities in the region to for a state-wide student organization with the sole purpose of increasing funding to higher education in the state. They are asking for the support of FS, advice on coordinating this movement, and the sharing of contact information.</p> <p>Respectfully submitted by  <u>Amy M. Richards, PhD, RN,</u>            Secretary, Faculty Senate</p>	<p>A.Richards will receive emails from those interested in seeking office for the 2018-19 school year.</p> <p>Housel will coordinate this effort.</p> <p>Proposal            The RSU Faculty Senate unanimously supports its SGA and others in their effort to encourage to cease de-funding and begin restoring funding to Higher Education in the state of Oklahoma.            Motion: J.Seo            2<sup>nd</sup>: S.Housel            Unanimous</p> <hr/> <p>Steve Housel,PhD,Chair            Steve Housel, Chair of Faculty Senate</p>

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>