

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

**Date:** February 1, 2019  
**Chairperson:** Frank Elwell, PhD  
**Recorder:** Amy Richards, PhD  
**Place:** Executive Boardroom, Dr. Carolyn Taylor Center  
**Time Beginning:** 1:20 pm  
**Time Adjourning:** 3:20 pm

**Members Present:**

ELWELL, FRANK, Chair  
WOLLER, KEVIN Vice-Chair  
SMITH, MARLA Treasurer  
RICHARDS, AMY Secretary  
EMMONS, SALLY  
Parliamentarian  
HATLEY, PAUL  
CROTTY, KAITLIN  
ADHIKAR, RAM  
GRAY, DANA  
SEO, JIN  
COOMER, CATHY  
KERLIN, GIOIA  
BYCROFT, TERI  
SPARLING, CURTIS  
SOE, MIN  
MCKEON, MIKE  
SMITH, ANDREA - guest

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order: 1:15 pm</b>	Call to order by F. Elwell, Committee Chair	F. Elwell recommended brevity in faculty senate meeting points.

Topic	Discussion	Action
<p><b>1. Approval of Minutes</b></p>	<p>December 2018 minutes passed by e-vote. January 2019 minutes were reviewed and suggestions made by Senators.</p>	<p>Approved unanimously with suggested corrections made for the Jan 2019 minutes.</p>
<p><b>2. Reports</b></p>	<p>Treasurer:                      M. Smith requested guidelines for Senate Budget usage requests.</p> <p>Student Course Evaluations:                      M. Millikin provided two handouts regarding the new CourseEval tool and new process that we are using. The purpose is to have good practice. RSU developed our own questions for CourseEval. S. Munsell and M. Smith were instrumental in creating this eval and a thank you was made. A total of 744 course sections were evaluated and a 59% response rate was received from CourseEval compared to a 92% response rate and 45% online per the old method per M. Millikin. A feature is available to add extra credit points to award a gift from the book store, if desired. C.Coomer added CourseEval to her teaching schedule at time of her finals. Vendors report 70% compliance rate overall so the numbers from RSU's response is not that low, per</p>	<p>F. Elwell and K. Woller will work on guidelines.</p> <p>For informational purposes only.</p>

Topic	Discussion	Action
	<p>M.Millikin. M. Millikin will add a confidentiality statement to the survey. D. Gray stated that a url may be easier for students to access the evaluation.</p> <p>Feedback from students was overall positive in that it was convenient. M. Millikin asked reminder preferences for 16-week course and a 2-week response time was recommended and a 1 week reminder for 5-week courses. Senators recommended a reminder frequency to be one per week plus one on the final day.</p> <p>M. Milliken stated that there were data errors and she is working on getting dirty data cleaned up.</p> <p>C. Coomer stated that all information is available.</p> <p>F. Elwell would like a subcommittee to address any issues with S. Munsell and M. Smith.</p> <p>Tuition Waiver proposal from the Faculty Development Committee was shared with Senators. D. Gray recommended that we add that it is available to both graduate and undergraduate classes.</p> <p>K. Woller recommended that the statement "<i>tuition waiver does not include any fees</i>" should be highlighted in the resolution.</p>	<p>Discussion among Senators ensued. S. Munsell will bring this back to the committee.</p>

Topic	Discussion	Action
<p><b>3. Old Business</b></p>	<p>Feedback on Senate Page on MyRSU                      D. Gray asked if senators had an opportunity review the Faculty Senate intranet and she received a favorable response. F. Elwell stated that D. Gray had done a good job. M. Smith said that it was very useful.                      Feeds from New York Times and Wall Street will be added per Senator recommendations.</p> <p>Cigna Medical Insurance Premiums                      J. Seo presented a comparison table which was brought to Senators regarding Cigna rates and out of pocket costs with RSU and OU. Concerns were brought up regarding the high cost of the RSU health insurance.</p> <p>K. Woller asked Andrea Smith to speak to Faculty Senators regarding her email highlighting the public's perception of RSU. She stated that she heard on numerous occasions that many in the community said that RSU classes were unnecessarily difficult and created just busywork. She stated that rumors indicated that some RSU instructors were unwilling to work with students under certain</p>	<p>For informational purposes only.</p> <p>Move:                      The members of the Faculty Senate that are members of the Faculty Budget committee are asked to look into aligning our rates with OU insurance rates and out of pocket fees.                      K. Woller                      F. Elwell                      All in Favor unanimous</p>

Topic	Discussion	Action
<p><b>4. New Business</b></p>	<p>situations such as sickness. It was also stated that other schools are nicer than RSU when it comes to customer service.</p> <p>C. Coomer said faculty may not have the due-diligence because of meetings, low morale, turn over. M. Smith stated that those afflictions shouldn't matter.</p> <p>K. Woller responded that in certain areas of Oklahoma, RSU has a set reputation. If we have a lot of complaints, we need to change our customer service.</p> <p>T. Bycroft said that department heads should be taking care of that. For nursing, Bycroft states that we are a rigorous program and faculty are responsive.</p> <p>M. Smith asked if there is a standard for turnaround time for email responses. K. Woller stated to follow best practices but to not infringe on academic freedom.</p> <p>D. Gray recommended that a survey be submitted to ask their feedback on customer service.</p> <p>D. Gray will establish a student satisfaction survey with M. Milliken and A. Richards to focus on customer service.</p> <p>T. Bycroft asked if faculty and staff could have reserved parking spaces. A. Richards requested 8 parking spots.</p>	<p><b>Motion:</b>                      T. Bycroft made a motion to ask that eight parking spots be reserved for faculty and staff as a pilot.                      2<sup>nd</sup> by A. Richards                      2 abstained</p>



<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
	Respectfully submitted by <u>Amy M. Richards, PhD, RN,</u> Secretary, Faculty Senate	<u>Frank Elwell, PhD</u> Chair, Faculty Senate