

Northwestern Oklahoma State University
Faculty Senate Meeting
Thursday, Sep. 12, 2013 2:00pm-3:00pm
Carter Hall 107 /Enid 202

PRESENT: Dr. Sarah Chan, Dr. Tim Maharry, Dr. Mary Ellen Nutter, Mr. J.W. Platt, Ms. Dana Roark, Dr. Jesse Schroeder, Ms. Kimberly Weast, Dr. Claudia Young, Dr. Wei Zhou

ABSENT: Dr. Beverly Warden (class)

1. Call to order at 2:04 p.m.

2. Approval of Minutes for April 22, 2013 and April 29, 2013

Dr. Nutter motions to approve the minutes; Dr. Maharry seconds.

3. Report on Meeting with Administration

Dr. Young met with Dr. Cunningham and Dr. Lohmann regarding issues of the last Faculty Senate meeting:

- a. Issue of sabbatical: Dr. Cunningham mentioned that Dr. Place had spoken with her previously regarding this issue; she said that a policy on sabbatical needs to be in the handbook and also welcomed the recommendation by Faculty Senate to form a committee to discuss sabbatical issues. Dr. Young mentioned that Dr. Palmer is gathering faculty ideas to this end.
- b. Student evaluations of faculty: Dr. Lohmann commented that student evaluation in a single day would not be implementable. Dr. Cunningham suggested that Faculty Senate contact Leah Haines on issues of faculty evaluation and comments; she also suggests that the FEAD Committee undertake the issue.
- c. Issue of anonymity regarding faculty assessment of administrators: Dr. Cunningham said that the university does not request Social Security numbers for identification of any person making an assessment; the administration only receives the results and comments of the evaluations. Leeta Grimsley in IT is the only individual who would keep raw data of these evaluations.
- d. Dr. Cunningham has received compliments about ~~the rubric used for accreditation~~ the process of faculty evaluations. (Note: error of miscommunication herein corrected per faculty senate approval at meeting of November 22, 2013. –S. C., Secretary)

4. Business:

1. Visit with Dr. Dennis Angle – Discussion on Title III Grant

- The Title III Grant, entitled “Retention of At-Risk Students”, is written by Dr. Mike Knedler and Mr. Brad Franz (student services portion). Incoming freshmen students who have scored below a 23 composite ACT score are considered at-risk.
- The grant stands on two foundations:
 - 1) Student services component: Intrusive/interactive action for incoming freshmen.
 - a. The Office of Title III serves to academically advise at-risk students for the entirety of their freshman year.
 - b. If a student does not pass 2 of 3 accuplacer test, academic appeals must be enacted. Dr. Angle advises those students.

2) Faculty component: Course re-design for select services in the School of Arts and Sciences.

- a. Academic departments are free to choose professional development activities as well as the manner in which they go about redesigning the courses selected. (Last year, the Mathematics Department undertook the re-design of three courses. Previous Title III activities in the English Department included processing combined test scores in pilot testing; this data will be evaluated in Spring of 2014). Courses designated for re-design remain at the 1000-2000 level.
 - b. The Title III Grant funds for the university endowment to \$10,000 for each of the five years of grant funding, totaling \$50,000. NWOSU matches that grant with another \$50,000. Total overall grant funds = \$100,000.
- Retention data from Title III activities is being kept. Dr. Angle reports that student retention has been better than in the past year; the retention increase has meant \$40,000 additional advising funds for the university. He also mentioned that the continued challenge of being able to chart the data over time, even as grant funds expire, will be incumbent. Upon expiration of the Title III Grant, Dr. Angle will not be advising students; two other advisors, however, will remain to continue advisement of incoming freshmen.
 - Dr. Maharry comments on the consideration of co-advisement, particularly as it seems students have been increasingly advised by members of Student Services, an issue which faculty have desired to move away from. Dr. Angle responded that on Oct. 2 there will be a session on co-advising, with speakers to include Dr. Decker. Dr. Angle also made known that the Title III Grant office makes continual contact with department chairs on issues of advisement. He discussed the priority of putting at-risk students in basic writing courses before the assignment of courses that might normally serve core departmental programs and needs.
 - Mr. Platt commented on the issue of Title III advisors having placed incoming freshmen in upper-level history courses and thus often setting students up for failure of those classes in which they were not appropriately prepared to take. Dr. Angle assured the Senate that his office tries to work closely with department Chairs.

2. Call to Special Election for Senate Vacancy of Brandice Guerra

Dr. Young calls for nominations for the At-Large Faculty Senate vacancy. Nominations will be accepted through September 20, 2013; special elections will occur on September 24-25. Per the Constitution of the Faculty Senate, this position will take effect immediately and remain active through December of 2014. Only full-time faculty may be nominated and elected.

3. Difficulties Regarding Request for Proctor in Alva for ITV Instruction in Woodward

The difficulty of procuring proctors in Alva for ITV classes was seen to most likely revolve around the timing of requests being made. Faculty Senators discussed the concern that faculty requests for proctors were most likely not being made early enough for Sharon McConkey's office to properly procure a proctor. The general senatorial consensus was that university faculty ought to make known their needs for proctors earlier and/or as soon as possible when requesting proctors. Ms. McConkey also ought to be asked about more specific concerns on the issue.

4. Proposal by Dr. Palmer for Survey Questions Regarding Sabbatical

Dr. Maharry commented that no further information has been recorded on this issue of sabbatical leave at this time. Dr. Young commented that Dr. Steve Palmer is presently compiling faculty comments on the issue of sabbatical and that he continues to welcome emails from faculty members with concerns about the issue.

5. Next Meeting – Thursday, Oct. 3 at 2:00 PM

Dr. Young spoke about the difficulty of scheduling this semester's Senate meetings on a specific day and time whereby all Senators could be present. Procuring a workable meeting day and time directly currently affects Dr. Warden, who cannot attend meetings due to conflicts with her teaching schedule. Dr. Young will continue to check with Dr. Warden on future dates that might work.

6. Dr. Schroeder motions to adjourn Faculty Senate meeting at 2:49 p.m. Ms. Weast seconds.

—Respectfully submitted,
Dr. Sarah Chan
September 12, 2013

Minutes of the Meeting of the
Northwestern Oklahoma State University
Faculty Senate
Held on October 31, 2013

The meeting was called to order at 2:10 p.m. by President Claudia Young.

Members present: Senators Claudia Young, Wei Zhou, J.W. Platt, Tim Maharry, Beverly Warden, Jesse Schroeder, Dana Roark, and Roger Hardaway.

Members absent: Senators Sarah Chan (out of town at an academic conference), Mary Ellen Nutter (appointment with a student), and Kimberly Weast (prior appointment).

New Member. President Young recognized Roger Hardaway as a new senator replacing a faculty member who resigned.

Minutes. After discussion, Platt moved, Schroeder seconded the motion to approve the minutes of the September 12, 2013, meeting of the Faculty Senate. The motion passed 8-0.

Upcoming Faculty Senate Election. The Faculty Senate discussed the election of new members to be held in December. The faculty will elect six at-large senators to take office in January 2014. Senators agreed that an item should be placed on the agenda of the November Faculty Senate meeting to set dates for receiving nominations and for conducting the election. No other action was taken.

State Regents Annual Faculty Assembly. The State Regents will hold their Annual Faculty Assembly in November and they have invited NWOSU to send a faculty member to be present at the meeting. After discussion, Maharry moved, Warden seconded the motion to give President Young the authority to find a faculty member willing to represent NWOSU at the State Regents Annual Faculty Assembly. The motion passed 8-0.

Other Matters. In other action, the Faculty Senate discussed how meetings of the Faculty Senate should be conducted, recent activities of the state Faculty Advisory Council, problems that faculty members have been experiencing with ITV technology, problems that faculty members have been experiencing with athletes being late for 8:00 a.m. classes, and cell phone use in class. No action was taken on any of these matters.

Next Meeting. President Young announced that the next meeting of the Faculty Senate will take place on November 21, 2013, beginning at 2:00 p.m.

Adjournment. There being no further business before the Faculty Senate, Maharry moved, Warden seconded the motion to adjourn. The motion passed 8-0 and the meeting was adjourned at 3:52 p.m.

Respectfully submitted,
Roger Hardaway, acting Secretary

Northwestern Oklahoma State University
Faculty Senate Meeting
Thursday, Nov. 21, 2013
2:00-3:00 p.m.
Alabaster Room

Present: Dr. Sarah Chan, Dr. Roger Hardaway, Dr. Tim Maharry, Mr. J. W. Platt, Ms. Dana Roark, Dr. Jesse Schroeder, Dr. Claudia Young, Dr. Wei Zhou

Absent: Dr. Mary Ellen Nutter, Dr. Beverly Warden, Ms. Kimberly Weast

1. Call to Order at 2:02 p.m.

2. Faculty Senate Minutes of October 31, 2013: approved at 2:20 p.m.

3. Meeting with Dr. Steve Palmer, Faculty Athletic Representative

- a. Dr. Palmer delivered an update on improvements seen at the university since coming under NCAA affiliation. These include improved student-athlete ACT scores, higher grade point averages attained by football students, a slower rate of student transfers to other schools, and a general agreement among student-athletes that faculty work well with them in issues such as rescheduling tests. Other positive shifts include an attitude among student-athletes towards more academic accountability and excellence; the coaching staff was noted as being responsive toward faculty inquiries and conversations about maintenance of academic progress with student-athletes.
- b. The issue of student-athletes meeting financial aid application deadlines, along with the concern for timely processing of such applications by the financial aid office, was discussed. Faculty senators expressed concern that some student-athletes were not buying necessary course materials for classes on time and/or in full, and that this may involve some issues of financial aid application. Dr. Palmer discussed the accountability student-athletes must maintain with the athletic compliance committee.
- c. The NCAA membership committee will review the university's athletic programs during the Spring semester. Should the review be approved, the university's two-year candidacy under NCAA would then be fulfilled, a one-year provisional candidacy subsequently given, and full membership possibly granted by Fall of 2015.

4. Clarification on Senate minutes of September, 2013.

A miscommunication about Dr. Cunningham's compliments, shared in the September 12, 2013 Faculty Senate meeting, was corrected to reflect the compliment as accurately applying to the process of faculty evaluations rather than the rubric for accreditation. The change will be re-issued on the original minutes with said correction, approved by the Faculty Senate and edited by the Faculty Senate Secretary.

5. Report on Meeting with Administration

Dr. Young's and Dr. Warden's meeting with Dr. Cunningham included the discussion of the following topics: improvements for ITV facilities in EC209 (which have since been made), faculty concerns about student-athletes reporting to their 8:00 a.m. morning class, faculty concerns about student usage of cell phones during class. Dr. Cunningham will speak to the Athletic Director about

student-athletes reporting to classes on time. On cell phone usage, she remarked that issuing a campus-wide rule regarding cell-phone usage would be difficult due to the diversity of manners by which individual faculty members handle the issue; she is willing to support faculty members on their individual rules on technology usage and encouraged the articulation of such in course syllabi.

6. Nomination and Selection Process for Six At-Large Faculty Senators

Mr. Platt and Dr. Schroeder will handle notification and ballot procedures for the election of six at-large faculty senate seats for the 2014-2016 term. Faculty-wide nominations will be held from November 23rd to December 2nd; Senate seat elections will be held December 3rd to 6th.

7. Appointment of School of Professional Studies Faculty Member to Athletic Board

Faculty Senate discussed the need to appoint a member from the School of Professional Studies faculty for service on the Athletic Board. Faculty Senate will email a nomination invitation to members of the School of Professional Studies faculty at a future date.

8. Dormitory Issue

A concern about unclean dormitories was brought to the attention of the Faculty Senate. It was determined that the concern needed to be brought under the provision of the Office of the Dean of Student Services.

9. Sharing of Requested Information with Sister Institutions

Dr. Jerry Stout, faculty senate president at Southeastern Oklahoma State University, sent an email inquiring into the possibility of the NWOSU Faculty Senate sharing information about issues of senate concern. The inquiry was seen as a desire by a sister institution to consider faculty senate issues shared among RUSO schools. Faculty Senate notes that the minutes of our meetings are posted online at the faculty senate website.

10. Policy on Plagiarism

The issue of student plagiarism was discussed. While plagiarism is defined in the student handbook, clear consequences for activities of plagiarizing are not therein articulated. Dr. Maharry suggested that a policy on plagiarism be discussed with the Dean of Student Services. Due to time, the issue was tabled and will be discussed at the next Senate meeting.

11. Meeting adjourned at 1:55 p.m.

Motion to adjourn given by Dr. Hardaway, seconded by Dr. Schroeder.

—Respectfully submitted,
Dr. Sarah Chan
November 22, 2013

Northwestern Oklahoma State University
Faculty Senate Meeting
Wednesday, January 29, 2014 2:00pm-3:00pm
FA 229/Enid Conf.

Present: Dr. Sarah Chan
Dr. Jim Breyley
Dr. Tim Maharry

Ms Dana Roark
Dr. Jesse Schroeder
Dr. Mary Ellen Nutter

Ms Cheryl Kent
Dr. Justin Olmstead
Guest: Dr. Kate Lane

Absent: Dr. Wei Zhou

Dr. Beverly Warden

Mr. J.W. Platt

1. Call to order at 2:04

2. Faculty Senate Minutes of November 21, 2013 were approved. Motion to approve by Dr. Schroeder and seconded by Mrs. Roark

3. New Business

a) Elect Officers

a. Dr. Tim Maharry was elected unanimously as Vice President/President elect. Maharry was nominated by Mrs. Roark and seconded by Dr. Schroeder.

b. Dr. Jesse Schroeder was elected unanimously as Secretary. Dr. Breyley nominated and seconded by Dr. Olmstead.

b) Representative needed – A committee to review bids for contract with Follett (University Bookstore) needs one committee member to serve from Faculty Senate. The group will meet once before the bids are received to discuss the business of running a bookstore operations and the impact of what is expected by Northwestern. Several meetings will take place once the bids are received. Those who have expressed interest are: Jesse Schroeder, Tim Maharry, and Jim Breyley. Dr. Maharry is following up on this and a final decision will be made.

c) Representatives needed – The Athletic Advisory Board amended the by-laws to expand faculty representation on the board. Below is a table showing the faculty positions for which the Faculty Senate has responsibility to **appoint** members. Please nominate those who you feel might be willing to serve. They will be contacted by a representative of the Senate. Dr. Maharry is sending out an email to all faculty members asking for volunteers for those interested in serving.

Last Name	First Name	Title	Member Status	1st Appointed	Term Expires June 30,	Term #
Weast	Kimberly	Ms.	Faculty (SAS)	9/1/2012	2014	1
Mason	Aaron	Dr.	Faculty (SAS)	9/1/2010	2015	2½
Bourret	Ralph	Dr.	Faculty (SPS)	9/1/2012	2014	1
Busche	Jason	Mr.	Faculty (SPS)	12/4/2013	2015	½
			Faculty (At-		2014	

			Large)			
			Faculty (At- Large)		2015	

4. Old Business:

- a) Policy on Plagiarism – Dr. Kate Lane visited with the Senate regarding plagiarism. Item 3 on page 6-12 of the Faculty Handbook was reviewed as well as section 6.3.15. The English Department would like to see a template for an incident report so faculty can report infractions. Dr. Breyley will chair a subcommittee along with Dr. Lane and Ms. Kent to review policy, develop a form and to identify where incident reports will be housed for tracking purposes. The subcommittee will first talk with Dr. Lohmann for input before proceeding.

5. Other

- a) Dr. Maharry provided an update on the sabbatical leave subcommittee. Maharry says the committee is reviewing policies at other institutions similar to NWOSU. The review process continues.

6. Next Meeting – Wednesday, February 26, 2014 at 2:00 PM
 Guest - Dr. Steve Palmer as Faculty Athletic Director

7. Meeting adjourned at 2:43 PM
 Motion by Dr. Schroeder and seconded by Mrs. Roark

Minutes submitted by Dr. Jesse Schroeder 1/29/14

Northwestern Oklahoma State University
Faculty Senate Meeting
Wednesday, February 26, 2014, 2014 2:00pm-3:00pm
FA 229/Enid Conf.

Present:

Dr. Sarah Chan
Mr J. W. Platt
Dr. Jim Breyley
Ms Dana Roark
Dr. Justin Olmstead
Dr. Tim Maharry
Dr. Jesse Schroeder
Dr. Wei Zhou
Dr. Mary Ellen Nutter
Dr. Beverly Warden

Absent:

Ms Cheryl Kent

1. Meeting was called to order by B. warden at 2:03pm
2. T. Maharry made the motion and M. Nutter seconded for the minutes of the January 29th meeting be approved. Motion passed unanimously.
3. New Business
 - a) B. Warden provided congratulations to Dr. Maharry, Vice President and Dr. Schroeder, Secretary
 - b) Dr. Steve Palmer, Faculty Athletic Director, provided an update on the Athletic Advisory Board. Northwestern will have an institutional site visit from the NCAA Division II on March 24th and 25th. Consultants will be on campus the week prior to Spring break to offer guidance in preparation for the visit. S. Palmer reported all is looking good and there are no concerns.

A concussion policy for students is being developed by a committee appointed by the President. It is common to have a policy of this nature. Once a policy is approved the Office for the Dean of Students will handle issues.

S. Palmer reported the pairing of student athletes with faculty academic advisors is going well. There are still a few issues with faculty advising students outside of their major field.

S. Palmer also reminded the Senate he only serves as an advocate for student athletes. If a faculty member is ever contacted by him regarding a student athlete situation there is no pressure to change anything, he is simply doing his job of helping the student athlete resolve an issue.
 - c) Dr. Tim Maharry, FEAD committee chair handed out a document containing a proposal from the FEAD committee about post-tenure review and promotion timeline. The proposal reads: "When a tenured faculty member is eligible for promotion and scheduled for post-tenure review in consecutive years, the faculty member may submit the same portfolio each year. The faculty member may

modify or add to the portfolio before submitting the second time if he/she desires. The portfolio should be submitted to the appropriate Academic Dean each year.” This proposal will be formally submitted to Dr. Lohmann for his review. T. Maharry also reported the Faculty Evaluation System is being reviewed to consider adjustments.

4. Old Business:

- a) J. Breyley provided an update on the subcommittee developing a policy on Plagiarism. This subcommittee is meeting with Dr. Lohmann on March 4th for input and will report back to Senate.
- b) T. Maharry will serve as the Faculty Senate representative for review of the contract with Follett.
- c) Faculty Senate had been asked to appoint representatives for the Athletic Advisory Board. Matt Adair was recommended by J. Olmstead and seconded by T. Maharry for appointment to the board through 2015. Karen Linstrum was recommended by D. Roark and seconded by J.W. Platt for appointment to the board serving through June 2014.

5. Other

T. Maharry was approached by a faculty member concerning travel. Some questions were raised: 1) What is the process for assigning university cars requested for travel? 2) If a personal vehicle is used due to no fleet vehicles being available, and it gets damaged during a university trip, how is insurance handled? Does the university cover the deductible?

S. Chan reported some faculty have expressed concern with vehicle safety, tires needing replaced, etc. Also, cleanliness issues with fleet vehicles.

D. Roark motioned for adjournment, seconded by J. Breyley. Meeting adjourned at 2:38pm.

Next Meeting – Wednesday, March 26, 2014 at 2:00 PM

Northwestern Oklahoma State University
Faculty Senate Meeting
Monday, March 24, 2014, 2014 2:00pm-3:00pm
FA 229/Enid Conf.

Present: Dr. Chan, Dr. Breyley, Dr. Maharry, Dr. Nutter, Mr. Platt, Mrs. Roark, Dr. Schroeder, Dr. Warden, Ms. Kent, and Dr. Zhou.

Absent: Dr. Olmstead

1. Call to order at 2:10pm
2. Approval of Minutes with one correction. A misspelled word has been corrected. Maharry made the motion to approve, seconded by Nutter. Motion passed unanimously.
3. New Business
 - a) Warden discussed the Merlot Faculty Development – using technology in the classroom – April 2, 11:00 am (<http://facultydevelopment.merlot.org/>). She encourages everyone to attend
 - b) Schroeder provided an update to the HLC visit on April 7th-9th. An agenda will be going out later this week so staff and faculty members are aware of the schedule. Warden encourages everyone to review the Institutional Self-Study in preparation to meet with the team.
 - c) Warden provided updates on her meeting with administration. Travel request (1) car assignments – NOT 1st come, 1st served, but based on those going farthest, or who have lack of reliable transportation; (2) reimbursement is to include any damage incurred while using a personal vehicle, state law prohibits further compensation.
 - d) An issue had been raised regarding academic advisement. In looking at university policies, the university does not need to change any policies. It simply has to enforce the policy that is in place. The highlighted portion below was pulled from page 118 of the Student Handbook.

ACADEMIC ADVISEMENT POLICY

Students who enroll at Northwestern can decide on a major that they may want to pursue. **After the student has picked a major, they will be advised by that academic department.**

Warden is checking with registry to find out how registry tracks and transfers students from one advisor to the next.

4. Old Business:
 - a) Breyley updated the Senate on progress of creating a Policy on Plagiarism. Dr. Lohmann is currently creating a one page document. Lohmann will develop the form and send it out for consideration. Lohmann advised that he does maintain records of student infractions.
 - b) Maharry updated the Senate on a Proposal from FEAD committee about the post-tenure review and promotion timeline. Dr. Cunningham and Dr. Lohmann

agreed with the modification. Lohmann will be putting the update into the Faculty Handbook.

5. Other Business

- a) ITV proctor issues were raised. Issues discussed include proctors leaving early, do proctors have a job description, and who is the supervisor over the proctors. Warden is going to invite S. McConkey and C. Durham to the next Senate meeting to discuss.

6. Next Meeting – Wednesday, April 30, 2014 at 2:00 PM

7. Motion to adjourn was made by Platt and seconded by Roark. Meeting adjourned at 2:45pm.

Northwestern Oklahoma State University
Faculty Senate Meeting
Monday, March 24, 2014, 2014 2:00pm-3:00pm
FA 229/Enid Conf.

Present: Dr. Chan, Dr. Breyley, Dr. Maharry, Dr. Nutter, Mr. Platt, Mrs. Roark, Dr. Schroeder, Dr. Warden, Ms. Kent, and Dr. Zhou.

Absent: Dr. Olmstead

1. Call to order at 2:10pm
2. Approval of Minutes with one correction. A misspelled word has been corrected. Maharry made the motion to approve, seconded by Nutter. Motion passed unanimously.
3. New Business
 - a) Warden discussed the Merlot Faculty Development – using technology in the classroom – April 2, 11:00 am (<http://facultydevelopment.merlot.org/>). She encourages everyone to attend
 - b) Schroeder provided an update to the HLC visit on April 7th-9th. An agenda will be going out later this week so staff and faculty members are aware of the schedule. Warden encourages everyone to review the Institutional Self-Study in preparation to meet with the team.
 - c) Warden provided updates on her meeting with administration. Travel request (1) car assignments – NOT 1st come, 1st served, but based on those going farthest, or who have lack of reliable transportation; (2) reimbursement is to include any damage incurred while using a personal vehicle, state law prohibits further compensation.
 - d) An issue had been raised regarding academic advisement. In looking at university policies, the university does not need to change any policies. It simply has to enforce the policy that is in place. The highlighted portion below was pulled from page 118 of the Student Handbook.

ACADEMIC ADVISEMENT POLICY

Students who enroll at Northwestern can decide on a major that they may want to pursue. After the student has picked a major, they will be advised by that academic department.

Warden is checking with registry to find out how registry tracks and transfers students from one advisor to the next.

4. Old Business:
 - a) Breyley updated the Senate on progress of creating a Policy on Plagiarism. Dr. Lohmann is currently creating a one page document. Lohmann will develop the form and send it out for consideration. Lohmann advised that he does maintain records of student infractions.
 - b) Maharry updated the Senate on a Proposal from FEAD committee about the post-tenure review and promotion timeline. Dr. Cunningham and Dr. Lohmann

agreed with the modification. Lohmann will be putting the update into the Faculty Handbook.

5. Other Business

- a) ITV proctor issues were raised. Issues discussed include proctors leaving early, do proctors have a job description, and who is the supervisor over the proctors. Warden is going to invite S. McConkey and C. Durham to the next Senate meeting to discuss.

6. Next Meeting – Wednesday, April 30, 2014 at 2:00 PM

7. Motion to adjourn was made by Platt and seconded by Roark. Meeting adjourned at 2:45pm.

Northwestern Oklahoma State University
Faculty Senate Meeting
Wednesday, April 30, 2014, 2:00pm-3:00pm
FA 229/Enid Conf.

Present: Dr. Chan, Dr. Breyley, Dr. Nutter, Ms. Roark, Dr. Schroeder, Dr. Warden, Ms. Kent, Dr. Olmstead, and Dr. Zhou

Absent: Dr. Maharry & Mr. Platt

1. Call to order at 3:05pm

2. Roark made the motion to approve the minutes, seconded by Breyley. Motion passed unanimously.

3. New Business

A faculty member addressed the senate with a few concerns.

- a) The faculty member suggested using money allocated for E&G and Work-Study student workers to pay for more adjunct faculty. B. Warden asked Dr. Lohmann about this. He explained this was not possible due to how budget allocations can be used.
- b) The faculty member asked about yearly training sessions to educate NWOSU employees on how to deal with potential violence on campus. J. Olmstead motioned, seconded by S. Chan that there be an in-service offered in August of each year to offer armed intruder training.
- c) The faculty member asked how bullying was handled on our campus. B. Warden had also discussed this Dr. Lohmann who explained that this type of situation should be handled by the Dean of Student Affairs, and this individual should be notified.

4. Old Business:

a) ITV proctor issues

Several ITV proctor issues had been raised during past Faculty Senate meetings. Examples include; proctors leaving early, the proctors job description, and proctors supervisor. B. Warden had visited with C. Durham and S. McConkey regarding these issues as they serve as the proctor supervisors. Any faculty member having an issue with a proctor should notify C. Durham or S. McConkey immediately so the situation can be resolved. A copy of the proctors' job description was provided to all senators.

b) Policy on Plagiarism/Academic Honesty

J. Breyley led a committee to develop an Academic Dishonesty Report Form. The form was reviewed by the Faculty Senate. A few recommendations were made. J. Breyley will make the corrections and send out via email to Senators for final approval. Once approved, the form will become part of the Faculty Handbook for faculty members to use to report academic dishonesty. The following questions were also discussed.

- a. How much can be shared with colleagues? B. Warden informed everyone no information regarding academic dishonesty should be discussed with colleagues. The only individuals this type of issue can be addressed with are your department or division chair and administration.

- b. Who can have access to information? B. Warden reported Dr. Lohmann is the only one who will have access to all records.
- c. How will instructors know if this has been occurred previously? B. Warden reported that faculty members will not know. If Dr. Lohmann's office uncovers multiple acts of academic dishonesty he will take appropriate action.
- d. When will form for reporting been made available to faculty? The form should be available to faculty members starting in fall 2014.

J. Olmstead also asked for it to be considered that the university sends out a mass email to students each semester reminding them of the process and reporting if any actions were taken against a student during the semester.

B. Warden praised J. Breyley for his work on his work in this area.

c) Academic advisement

C. Mosburg is working to refine this procedure. The goal is for students to be sent to a faculty advisor within their major area of study once a major is determined.

5. Other

The Senate reviewed the standing committee recommendations. J. Breyley made the motion, seconded by Nutter that we approve the recommendations. These recommendations will now go to Dr. Lohmann for final approval.

6. Next Meeting – September, 2014

Meeting adjourned at 3:55pm.