

Northwestern Oklahoma State University – Faculty Senate

Membership for January 1, 2015 – December 31, 2015

In Attendance:

Dr. Sheila Brintnall (AL-16)	Dr. Kate Lane (AS-17)	Dr. Steven Mackie (AL-16)
Dr. Tim Maharry (AL-16)	Dr. Aaron Place (AL-16)	
Leigh Kirby (EX-17)	Mr. Ken Kelsey (AS-17)	
	Dr. Chandler Mead (PS-17)	

AS – School of Arts and Sciences, AL – At-Large, EX – Extended Campuses, PS – School of Professional Studies
Office/Term expires January 1, 20xx

Not in Attendance:

Dr. Jim Breyley (AL-16)
Dr. Cheryl Kent (AL-16)
Krista Tilley (PS-17)

AGENDA for meeting on September 22, 2015

Meeting began 3:30pm

- Old Business:
 - Approval of minutes from April 24 meeting
Dr. Mackie made a motion to accept minutes from Faculty Senate Meeting on April 24th and Dr. Lane seconded the motion.
- Faculty senate approaches to modeling policy
Dr. Mackie suggested brainstorming ideas of how the Faculty Senate could be more proactive and seek an item or two to address, promote, or change. For example, UCO and East Central have different policies on office hours. UCO's policy is to work on campus for three days and at home for two. Dr. Mackie was surprised by the differences in policies at other universities. Would like for the Faculty Senate to be more active in creating or changing policy. Bigger voice for change. Dr. Lane stated that there has been push back from new faculty about the requirement of office hours. There seems to be an unwritten rule about being on campus daily. Arts and Sciences require 10 hours of office hours. In the Education Department individuals working on their doctorate degree are allowed one day per week to work on dissertation. Dr. Mackie stated students are expecting more interaction during evenings or weekends through e-mails, texts, or calls.

Decision was made to poll the faculty in each department to determine what issues are important and what would faculty like to see change. Most departments were represented by faculty senate and those who were not were divided among other faculty senate members. Talk to faculty and bring information back to next faculty meeting. Motion was made by Dr. Lane and was seconded by Ken Kelsey to gather information informally and discuss at next faculty senate.

- Updates from FEAD committee

- Faculty Portfolios due October 1st -- may be in LiveText, ALCA, or hard-copy
 - *Eighteen faculty have signed up for using ALCA this semester. Nursing department will continue to use LiveText to maintain consistency. There are a few faculty that continue to use hard-copy portfolios.*
- Scoring system for fall 2015 (email from Tim earlier this week)
 - *During last FEAD meeting scoring of portfolio was discussed. The benefit of ALCA will be the ability to complete evaluation by clicking on numbers and providing feedback directly in the portfolio. LiveText a separate document must be opened to provide scoring and feedback. ALCA scoring has not been used at this time. FEAD decided to continue to use separate document for fall 2015 and ALCA scoring will be piloted at a later time. For the fall 2015 evaluation process, Chairs and peer evaluators should fill out the Word document and email to department chairs.*
- **Reminder – Friday, September 25 @ 9am – 1pm** – work session in EC 101 – development of portfolios using ALCA – Gary Sacket will be available to answer questions.

- Online course reviews/Online Learning Committee

*During first week of class Dr. Maharry and Dr. Lane received an e-mail regarding evaluations of online classes. Last spring **State Authorization Reciprocity Agreement (SARA)** was discussed about reciprocity across state lines. This is not part of the evaluation criteria. Online classes are reviewed for rigor and grading to meet standards. Individuals were referred to rubrics, but no one could find the rubrics. Jake Boedecker sent an e-mail with online rubrics.*

Questions were raised about the online committee and how it is formed and who is on the committee. There are nine members on the online committee and no one is faculty, but they are in administration. Dr. Maharry stated there is a meeting with administration on Friday, Oct 9. Questions will be asked about advanced notice being provided if portion of online classes are reviewed, how the online committee is selected, and to request more than one person review the online class. Dr. Brintnall stated that the last time her online course was reviewed, only one person reviewed the class.

- Other business

Dr. Mackie had a question about the strategic plan and if there was a faculty senate member on the development of the strategic plan. Dr. Brintnall stated that the strategic plan is generally driven by administration but that there was some faculty involvement in the past. The selection of faculty to be involved in the strategic planning process is unknown. The self-study had been faculty driven, but with the new Pathways for

accreditation, it is unlikely we will have a full blown study in the future. At the next meeting with admin, Dr. Maharry and Dr. Lane will ask about the plans for the next Strategic Plan and how faculty will be involved as well as an overview of how the new Pathways for accreditation will work.

Dr. Mackie asked about frequency of meetings between faculty senate president and vice president and administration. Dr. Lane and Dr. Maharry meet with approximately 2-3 times per semester. Next meeting is October 9, 2015.

Discussion of printing services and if things have improved. Some stated that billing is better and others stated there are continued problems. Dr. Place voiced concerns about printing services not being in the office during posted office hours. Printing Services is supposed to be in the office at 7:30, but Dr. Place has received information that they were not in the office for faculty/adjunct who have 8:00 classes.

FYI – Not faculty senate business, no action required. CORE has a panel discussion set for November 4th at 7:00 about recycling program on campus. This meeting will be ITV'd to Woodward and Enid. On the panel will be individual with recycling business from Enid and city council members.

Meeting times for future faculty senate meetings: October 13th at 3:30 and November 17th at 3:30. Email was received later by Dr. Tim Maharry stating November 17th was faculty recognition. Date was changed to November 10th at 3:30.

Dr. Mackie moved to adjourn the meeting and Aaron seconded. Meeting ended 4:15pm

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Dr. Jim Breyley (AL-16)		Dr. Steven Mackie (AL-16)
Dr. Tim Maharry (AL-16)	Mr. Ken Kelsey (AS-17)	Krista Tilley (PS-17)
Leigh Kirby (EX-17)	Dr. Chandler Mead (PS-17)	Darren Randall - Visitor

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Not in Attendance

Dr. Aaron Place (AL-16)

AGENDA with minutes for meeting on October 13, 2015

- Old Business:
 - September 22 minutes approved via email
- Report on meeting with Admin – Dr. Maharry and Dr. Lane provided the following information to the faculty senate regarding their meeting with Dr. Cunningham and Dr. Lohmann.

Faculty Senate meeting with Administration – 10/9/15 @ 10am

- Online Course Review Process:

*Dr. Lohmann explained the online course review policy and noted that this was a valid concern and was glad it had been brought to faculty senate. Dr. Lohmann reported that the state regents as well as SARA (**State Authorization Reciprocity Agreement**) requires NWOSU to do periodic review of online courses. This is not part of the faculty evaluation process, but rather a process to ensure course quality and course rigor. The rubric used was not available last spring, but has since been sent to faculty by Jake Boedecker. The review is done after the course, not during a course, approximately 4 members of the committee review each course. A summary of suggestions and comments is then sent to the dean to visit with the faculty member. Dr. Lohmann commented that NWOSU is doing well with its online course development and review process, we are ahead of many other institutions in the state. Dr. Lohmann indicated that the online committee is made up of the 4 deans, IT director, directors of Nursing and Business (have online degrees), and the Blackboard administrator. Senate had suggested added 2 faculty members to the committee and Dr. Lohmann thought this was a good idea and will find 2 faculty members to be on the committee.*

Dr. Maharry suggested at large faculty members and possibly individuals from Arts and Sciences because of the amount of online classes at this time. Dr. Mackie suggested Dr. Christie Riley and Leigh Kirby recommended Dr. Cris Gordon.

Also, correspondence with students is not tracked via blackboard and this is an issue that needs to be changed for online classes.

➤ Print Services Concerns:

Dr. Cunningham visited with Dr. Pecha and he is regularly checking with printing services. He was aware that there were some times where the print shop was not open at 7:30am. This is still a work in progress, but Dr. Cunningham and Dr. Lohmann asked for faculty to please contact Dr. Pecha with specific issues with the print shop.

Dr. Mackie confirmed that the faculty senate needs to let all faculty in each department know that if there are problems with printing services to notify Dr. Pecha.

➤ Strategic Planning/Accreditation:

The last strategic plan was for 2011-2015, thus NWOSU is planning to develop a new strategic plan this year. We will use a consultant and he will visit campus several times. (Dr. Reno) Dr. Cunningham believes the next strategic plan is critical as we will be dealing with declining funds from the state. An initial committee has been developed – it consists of 12 members of senior staff; 14 faculty members; and 6-8 members of staff. When choosing faculty, admin tried to have at least one faculty from each department, have some dept chairs and some not chairs, some long-term faculty, some mid-term faculty, and some newer faculty.

The next assurance for accreditation will be in 2017-2018. There will not be a site visit from accreditors, but they will review documents and reports. The new Pathways is an ongoing accreditation. Dr. Lohmann did mention that one new requirement that is possibly coming is an 18-hour graduate-level discipline specific requirement for faculty. This may include adjuncts, which would affect NWOSU. The 2-year schools are struggling with this right now as many of their faculty have bachelor's degrees in their field, but a master degree in education with no discipline-specific hours.

Darren Randall was on the last strategic plan. Each group was split up and placed on committees. No input from faculty was provided, but just review and direction of the plan.

Question was asked by Dr. Maharry, do we want a representative from faculty senate on the strategic plan. Dr. Mackie wanted to have input regarding sustainability on the strategic plan. Dr. Maharry and Dr. Lane will ask Dr. Cunningham and Dr. Lohmann when general faculty will have opportunity to voice opinions or concerns. Dr. Reno's first visit will be October 25th and 26th.

➤ Fall 2015 Course Evaluations:

Dr. Lohmann will visit with Brooke about this issue. Problem was based on students cutting and pasting student numbers instead of typing them into the computer.

➤ Other:

Dr. Cunningham visited briefly about the hiring freeze. Admin will evaluate every position that becomes open and determine if refilling the position is vital to the university. She gave some examples: NWOSU has decided to NOT fill an athletic dept secretary position as well as the coordinator of special events/university relations secretary; NWOSU WILL fill openings in IT and International Student Advisor as these are critical positions. Dr. Cunningham does not want to create a panic where people want to jump ship for fear of personnel cuts. The state funding picture for the near future is not good, however, NWOSU reserve funds are good and NWOSU will continue to make strategic decisions to plan for potential budget shortfalls.

➤ Next Meeting with Admin – November 13, 2015 @ 10am

- Discussion of feedback from departments – issues Faculty Senate should address

Dr. Maharry received e-mail from staff asking about load credit decreases for advising students. Some faculty have 20+ advisees. Question about sabbatical policy. Question regarding Credit Loads and if NWOSU would consider paying more for publications.

Dr. Lane stated the faculty in her department would like to know more about office hours and policies. Dr. Mackie said education supports this idea. Darren Randell stated at his previous higher education job the faculty was required to keep 5 hours per week office hours and teaching duties. Dr. Mead discussed hours and involvement with the community. Discussion about UCO regarding teaching three days per week and then other days used for research.

Plan: Faculty Senate members will contact other universities to see if there are written policies. Dr. Maharry suggested talking to sister institutions to see if there are written rules about office hours and teaching load. Regions were split among members. Questions to ask: are office hours university wide policy or departmental? Is there a non-written understanding? And is there a written policy? What are the school teaching loads? NWOSU does not have a written policy, but unwritten rules regarding weekly hours.

Faculty Senate members will contact CAO's

Dr. Mackie will call UCO and USAO

Dr. Mead – Panhandle

Leigh Kirby – SWOSU

Ken Kelsey – Northeastern

Dr. Lane – Southeastern

Dr. Brintnall – East Central

Dr. Lane will contact Lohmann to determine contacts at sister universities

- Motion to adjourn by Dr. Mead and seconded by Ken Kelsey.

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Dr. Kate Lane (AS-17)

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Leigh Kirby (EX-17)

Dr. Aaron Place (AL-16)

Mr. Ken Kelsey (AS-17)

Dr. Chandler Mead (PS-17)

Dr. Steven Mackie (AL-16)

Krista Tilley (PS-17)

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Not in attendance:

Dr. Jim Breyley (AL-16)

Dr. Cheryl Kent (AL-16)

Minutes for meeting on November 10, 2015

- Old Business:
 - Approval of minutes from October 13 meeting
 - Dr. Lane made a motion to approve the minutes and Dr. Place seconded the motion. Minutes were approved.
- Discussion of information received from other RUSO schools on office hours and teaching loads
 - Dr. Maharry compiled all information received from universities on office hours and teaching loads. He also created Excel spreadsheet to provide side by side comparisons, see attached. (summary will be posted on the Faculty Senate website as well)
 - Much discussion about unwritten policies at NWOSU. Ms. Kirby stated that the dean of Professional Studies explained to the chair of psychology that faculty are to be in their offices from 8-3 Monday through Thursday or 9-4 Monday through Thursday. It is ok to leave around 2 on Friday. This policy is expected, but not a written policy.
 - Is this a department to department rules or university rules?
 - Email provided by Dr. Maharry :
 - It was suggested for Faculty Senate to look over information and discuss this at the next faculty meeting.
 - The following comments were discussed:
 - There is an idea that faculty are afraid to talk about office hours and expectations of office time.
 - Discussion of Online classes and having online office hours.

- Some departments do not consider travel time as office hours and this makes it hard when having to travel so much.
 - Is faculty senate ok with the idea of different departments having different policies or expectations?
 - Concerns with some of the newer faculty leaving because the expectations are so high regarding how much time they are expected to remain in their office.
 - Dr. Mackie mentioned that at the HCL visit last year and the comment made was most dedicated overworked staff on any college.
 - Discussed creating survey to ask faculty about the office hour expectations and what they are required from their department.
 - Survey questions will be created and survey will be sent out next week.
- New business
 - Electing new officers for Faculty Senate. Some faculty have reached the end of their term and need to be reelected or new faculty need to be elected.

Next Faculty Senate scheduled November 23, 2015 at 3:15pm.

Northwestern Oklahoma State University – Faculty Senate

Membership for January 1, 2016-December 31, 2016

In Attendance:

Dr. Mindi Clark (AL-18)

Dr. Kate Lane (AS-17)

Dr. Aaron Place (AL-18)

Dr. Jim Breyley (AL-18)

Dr. Jennifer Page (AL-18)

Dr. Steven Mackie (AL-18)

Dr. Tim Maharry (AL-18)

Mr. Ken Kelsey (AS-17)

Leigh Kirby (EX-17)

Dr. Chandler Mead (PS-18)

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Not in Attendance: Ms. Krista Tilley (PS-17)

AGENDA for meeting on February 5, 2016

First meeting of 2016 – began with introduction of all members of faculty senate.

❖ Old Business:

- Minutes from Nov. 23, 2015 meeting – Leigh Kirby was not in attendance for this meeting and she delegated Steven Mackie to take minutes. Minutes were misplaced.
- At last meeting Dr. Maharry and Dr. Mackie drafted a document regarding previous research conducted on office hours and university expectations. This draft needs to be reviewed by new faculty senate and voted on at the next faculty senate meeting. If faculty senate approves, then the document will be provided to administration for review.

❖ New Business

- Election of Vice-President/President Elect
 - Mindi Clark was nominated by Dr. Mackie and Dr. Breyley. Dr. Breyley feels Dr. Clark would be a good Vice-President/President Elect. Mr. Kelsey seconded the motion. Faculty Senate voted and all were in favor of Mindi Clark being the new Vice-President/President Elect.
- Before next faculty senate meeting talk to colleagues about other university issues they would like to pursue.

Schedule of Meetings:

March 4, 2016 at 2:00

April 8, 2016 at 2:00

Motion to adjourn was made by Dr. Breyley, Dr. Clark Seconded, all were in favor and motion was passed.

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Dr. Jim Breyley (AL-18)	Dr. Jennifer Page (AL-18)	Dr. Steven Mackie (AL-18)
Leigh Kirby (EX-17)	Mr. Ken Kelsey (AS-17)	Ms. Krista Tilley (PS-17)
	Dr. Chandler Mead (PS-18)	

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Not in Attendance:

Dr. Tim Maharry (AL-18)

AGENDA for meeting on March 4, 2016

- ❖ Guest: Shaquille Williams from CORE
 - Discussed how to reduce paper in library (students' printing) and across departments. Goal is to reduce amount of paper used by students and faculty. Provided numbers of current amount of paper used by students and departments. (See attachment.) Would like to develop new plan. Have faculty use Blackboard and suggest less printing of information to students. Another thought is to provide students 100 free copies and then charge after that. Have faculty place line in syllabus to be more mindful with printing and to print handouts double sided.
 - Dr. Place stated newer printers print front and back but this option is not available on all printers on campus.
 - Dr. Mackie would like CORE to develop a written plan to submit to Faculty Senate and then present to administration. Submit in April Faculty Senate Meeting.

- ❖ Old Business:
 - Dr. Mackie moved to accept minutes from February 5, 2016 Faculty Senate and Dr. Breyley seconded the motion. Approved.
 - Draft of office hours statement
 - Reviewed Faculty Senate Recommendation considering office hours and workload.
 - Leigh Kirby made a motion to send recommendation to administration, Dr. Breyley seconded and it was approved. Typo will be fixed and then recommendation will be sent to administration.

❖ New Business

- Update on FEAD—Dr. Lane for Dr. Maharry
 - Developing evaluation rubrics for portfolios. All portfolios will be going to ALCA in the fall 2016. Training for ALCA will be provided in the spring and fall.
- Retention Academy Roundtable—Mr. Mosburg
 - Collecting data for the academy of student persistent completion. Understanding predictors of why students are leaving. ACT and GPS scores out of High School are not a predictive factor. Grades, family income, athletes and non-athletes. Mr. Mosburg stated that 1st year undecided students seem to be the biggest predictor. Freshman class is the largest class 25.9% of freshman students came back and 16.2 % of undecided students that did not return. Why do they leave, undecided or transfer to another university. Student Services does the best they can to determine why, how, and what contributes to students leaving.
 - Do international students figure into the numbers?
 - Dr. Page suggested NWOSU is a starting point to get to the U.S. and then they transfer.
 - Yes this does play into the decisions.
 - Dr. Lane stated NWOSU has special classes tailored to international students.
 - Idea is to evaluate Ranger Connection. Currently it is one hour per week and there is a large amount of content. Idea to increase to 2 hours and provide a co-teaching format—someone from Student Services and have a faculty member co-teach.
 - Dr. Lane asked how the Ranger Connection course is utilized, because based on feedback she hears from her students it appears that the full 50 minutes of instruction is not utilized.
 - Could a lab hour of credit be added? Dr. Lane stated that when adding a lab class the faculty must be paid, but students do not pay tuition for labs.
 - If there was a co-teaching situation students could be exposed to different departments.
 - Initially when Mr. Mosburg first started at NWOSU the faculty taught Ranger Connection, but now it is taught by Student Services.
 - Dr. Mead again asked why students are leaving and if Ranger Connection courses provide an evaluation in course. Mr. Mosburg stated current evaluations are used. Dr. Mead suggested a change in evaluation to focus on retention and not just course evaluation.
 - Sidebar: Discussion of how to “frame” course evaluation (discuss, motivate, and how they are used with students) to improve participation by students.
 - Mr. Mosburg would like for Faculty Senate to provide feedback and create discussion on this topic and this is why it was presented to Faculty Senate.

- ITV issues/evaluation—Dr. Page
 - Hardware failures
 - Miscommunications
 - Making delivery to students less effective.
 - Tuesday at 3:30, Dr. Lohmann is calling a meeting to discuss possibly doing away with proctors to save money.
 - Students evaluate faculty; faculty and students should evaluate ITV. Will discuss with administration about having ITV evaluations from students and faculty.
 - Brainstorm with Brooke Taylor from Assessment on evaluating ITV.
- Online course design workshop—Dr. Page
 - Online learning training
 - Dr. Page would like to discuss this with online committee and asked Faculty Senate to provide what they would like to have for online training.
- ❖ Next Faculty Senate was scheduled for April 8th, but meeting was changed to April 15th at 2:00.

Dr. Clark made a motion to end the meeting and Dr. Mead seconded.

Attachment: CORE statistics on paper usage.

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Not in Attendance:

Dr. Jim Breyley (AL-18)
Ms. Krista Tilley (PS-17)

Guests: Dr. Cunningham

Mr. Tim Lauderdale

AGENDA for meeting on April 15, 2016

Call Meeting to order 2:05 p.m.

Minutes were approved for March Faculty Staff meeting.

OLD Business:

❖ CORE Proposal – Shaquille Williams

- Track Paper Usage – Trying to determine what works
 - Professors to reduce printing on syllabus
 - ITV to cut back on paper by potentially eliminating roll sheets
 - Ranger Connection courses to discuss saving paper
 - CORE member talked to Woodward students about changing to all Blackboard curriculum. Students were against it and preferred paper.
 - Suggested bringing computers & laptops to class with professor approval.
 - Place advertisements on campus TV's to discuss saving paper
 - Students need to be more mindful of printing
 - Shaquille gave kudos to Dr. Page for talking to students in her class about saving paper
 - Start putting plans into place by Fall 2016, really push for suggestions.

❖ Dr. Maharry – Retention Academy

- Update: Mr. Mosburg spoke at the last Faculty Senate Meeting and since then he has put together 5 to 6 committee members to pilot 3 sections of ranger connection to target undecided majors.
- This Committee will be working on structure of the classes
 - Co-taught by Faculty & Student Service Staff
 - 2 by Brooke & 1 by Kaylen = 8 Weeks
 - Unsure of Faculty member at this time

❖ ITV Issues/Evaluations

- Dr. Page is working on how to evaluate ITV & other support Faculty

- Portfolio outline on NWOSU rubric
- Community involvement use to 5-15% use to be 0% and this will be starting Fall 2017 – all other % staying the same

New Business

- ❖ Insurance changes
 - Tim Lauderdale is now the new HR director
 - He replaced Tammy Cooper (Retired)
- ❖ Dr. Cunningham – discussed the following
 - Budget
 - Fluid Process
 - Current budget cut since January 1 = \$944,000
 - Did not plan for that much, but there were two Revenue short falls and two gross production deficits
 - The VPAA position was filled by Dr. Hannaford.
 - The Dean of Professional Studies position was reevaluated and it was decided to not refill position. The work is still there but administration reorganized positions to help balance the work load.
 - Health Insurance
 - NWOSU is part of OKEE RUSO - group consortium to get a cheaper rate on health insurance. Two years ago - rebid Health Insurance and received the Red, Blue & White Plan
 - NWOSU Adopted to Red Plan
 - There is a prediction that BCBS could increase costs up 18% in Healthcare
 - 3 RUSO schools have already moved to White Plan
 - UCO
 - SWOSU
 - ECU
 - If moved to White Plan University would save \$180,000 per year
 - Looking at all options
 - BCBS said we will know rates in May
 - If change occurs it will happen in December
 - Affect Dependent Coverages
 - Deductible is the biggest change
 - Providers (In Alva 78% - Blue Preferred, Enid 60% - Blue Preferred and Total Facilities 85% in Blue Preferred, Woodward 44% Blue Preferred and Facilities 78%)
 - Everything is on the table to keep faculty aware of changes.
- ❖ Holds and How They are Impacting Advising
 - Dr. Place
 - Advising Student and there was a hold on account because Financial Aid had not been distributed
 - Is this affecting retention?
 - Can you go to another University?
 - They can't go to another University with a hold.

- Can't get official transcript.
 - The faster we can get Financial Aid awarded then we can get student enrolled.
- Dr. Place
 - Is there anything we can do about it?
 - Student's bill not paid they can't enroll
- Dr. Lane
 - I agree, but not sure what we can do
- Dr. Lane and Dr. Clark
 - Will have another meeting with administration
- ❖ Update on Administration - Dr. Clark and Dr. Lane
 - Dr. Cunningham & Dr. Lohmann are we worried about budget temperature?
 - Asking Faculty Senate to be aware if Faculty feel like their jobs are in jeopardy
 - Trying to develop different ideas
 - Planning on another 14% cut for next year
 - Hashing out budget – 3 hour budget meetings
 - Administration would love to hear any recommendations
 - Considering reducing ITV compensation by \$20 per site
 - Down 13 Staff positions on campus
 - Health/Insurance will increase
 - Recommendations for office hours may not be as accepted, such as Online office Hours and not in office hours. Dr. Lane and Dr. Clark will discuss with Admin at final meeting.
 - We appreciate Administration and how they protect faculty!
- ❖ Standing committees
 - Faculty Senate President is responsible to do Faculty Committee lists
 - Everyone got first choice
 - Except two committees are assigned not standing
 - Graduate
 - Teacher Education
 - Move to add Mackie to Diversity Committee
 - Dr. Maharry made motion seconded and approved
 - Made Recommendation to change FEAD to Faculty Evaluation
 - Dr. Maharry made motion, Dr. Place seconded and it was approved

Meeting Dismissed 3:09 P.M.

