

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

Attendance: Ken Kelsey arrived later in the meeting

## **AGENDA for meeting on September 9, 2016**

### Old Business:

- ❖ Minutes from April meeting—approved via email
- ❖ FEAD update/ALCA training—Dr. Maharry
  - ALCA Training (Sept. 8<sup>th</sup> & 9<sup>th</sup>)
  - ALCA Training in Enid (Sept. 16<sup>th</sup>)
    - HOW TO CREATE PORTFOLIO:
      - In a few weeks we will have training on portfolio evaluation.
      - Individuals to review
        - 1<sup>st</sup> member - your choice
        - 2<sup>nd</sup> member - Choose 3 people to review Send to chair – they will pick 1 of the 3 peer reviewers
      - Log onto ALCA & the plan is if you are peer reviewer you can submit evaluation automatically
      - Chairs – Are all portfolios sent to Dr. Bell?
      - Dr. Bell will serve as person to designate reviewer for chairs
- ❖ ITV issues/evaluation—Dr. Page
  - ITV Survey at end of Spring 2016
    - Obstacles
      - Sent out survey = 31 questions
      - 23 responses were received - Over 80 faculty members who teach ITV Received survey
        - Split responses ½ no problems, ½ problems & need to vent problems
        - We received 1 response from a faculty member stating - This might mean that too many surveys are being sent out.
  - Dr. Page reviewed results of survey; results of survey are contradicting what Dr. Page has been hearing.
    - ITV COMPLAINTS:
      - The software failures
      - Robo calls

- Unable to connect with multiple sites
    - Media not working
    - Lost instruction time – robo calls
    - Not being able to fix the problems
    - Scheduling
    - Test Security
  - Dr. Lane – survey at end of Spring is not a good time, maybe send one out now
    - 31 questions may be too lengthy
  - Dr. Maharry – we really don't need demographics
    - Specifics on what happened? What room? What programs?
  - Krista Tilley – Suggested that during department meetings; ask for concerns about ITV to departments, bring info back to Faculty Senate Meeting
  - Dr. Lane – I like idea of asking faculty in departments & bringing info back to Faculty Senate Meeting
    - Problems? Are you losing instruction time? If so how much? Need concrete information
    - Is every department represented at faculty senate?
    - Questions for Department Meetings and provide summary to Kate Lane before next Faculty Senate Meeting 10-7-16
      - What are the main ITV problems you are experiencing? (Be specific and provide details regarding the situation)
      - How much instructional time are you losing because of ITV issues? (Be specific and provide details regarding percentages of class)
      - How are the ITV problems impacting/disrupting the educational atmosphere?
      - What problems have you experienced with proctors? (Be specific and provide details regarding the situation)
- ❖ Update on Admin. Visit—Dr. Clark & Dr. Lane
- Office Hour Recommendation – recommendation on office hour & work load
    - Flexibility – don't want to tighten requirements
      - 10 hours, 5 days a week
      - Online hours – close door with note
      - Work from home – Dr. Cunningham “occasionally” and if approved through department
      - Article in Spring about: NWOSU ADMIN AWARE:
        - Faculty at larger universities don't work,
      - Work load of faculty does not equate to teaching load
      - Suggested actual change faculty handbook – unsure what else to do.
        - Changes to handbook have to be approved through Russo.
        - This “might” be stressful
      - Administration was very faculty friendly
        - Did not want to change policy because it “might” tighten things down
      - Dr. Mackie – “I would like to see thoughts on recommendations.”

- How do we advertise your thoughts to faculty on office hours and work load
- Need to be sensitive to reporting guidelines
- Does this need to come from administration
  - We will ask Administration about how to provide information
- Holds & Advisement
  - Strategic plan trying to fix financial aid disbursement
  - There are many things done manually
  - Trying to fix this
  - Admin stated that holds are down
- Survey
  - 6 ITV studios will be updated each year for the next 3 years
- Admin. May 2<sup>nd</sup> 9:00am

❖ New Business

- What do we want to work on as a faculty senate
  - Talk to department to regarding ITV questionnaire
  - CORE – Paper Issues – Is it better?
    - Forgot to discuss at last meeting.
    - Students printing over & over
      - Alva Campus students have to pick up printing at front desk in library to avoid multiple copies
  - Krista – “Print shop fees – concerned that we pay for all ink & toner & then 5 cents per page – there is a concerned about being double charged.”  
I AM JUST THE MESSENGER!
  - I was told we pay for ink & toner & then 5 cents per paper – nursing was pretty sure
  - Any problems with charges; nursing keeps records of copies made
  - Maharry – “Has anyone been told that you are unable to make copies because of budget?”
    - Confusing with billing
    - Dr. Lane will do a little investigation
    - Speak with division chair to do investigation regarding copy codes

❖ **NEXT MEETING OCT. 14<sup>TH</sup> @ 12:00, NOV. 4<sup>TH</sup> @ 12:00,  
DEC. 2<sup>ND</sup> @ 12:00**

Motion to Adjourn: Breyley

Second: EVERYONE!

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Leigh Kirby (EX-17)		Dr. Chandler Mead (PS-18)
Dr. Jim Breyley (AL-18)	Ms. Krista Tilley (PS-17)	

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Office/Term expires January 1, 20xx

Not in Attendance: Mr. Ken Kelsey (AS-17)

Guest Speaker: Dr. Palmer

## **AGENDA for meeting on October 14, 2016 Noon in EC 209 & E221**

### ❖ Old Business:

- Minutes from September meeting need to be sent to Dr. Lane and approved by Faculty Senate.
- Update on Admin. Visit—Dr. Clark & Dr. Lane
  - Office hours recommendations
    - Not filtered down from administration to chairs to faculty
    - Reemphasize decision on office hours to dean of professional studies
  - ITV issues/evaluation
    - Survey to department chairs about ITV – Dr. Hannaford said to wait until closer to midterm
    - Dr. Hannaford has been working with ITV & IT
    - List of chain of command regarding who to contact with IT if there are problems - email Sharon McConkey, Craig Ricke, Dr. Bell – Dean of Faculty, & Chair of Department
    - Dr. Gustafson has been working on ITV problems. He created a list of problems and how they are being addressed.
- Dr. Cunningham offered her apologies on field house and how this affected parking - should be finished very soon
- **Kate – you mentioned this, but I did not get the main content. You may want to add additional information** Concurrent enrollment of HS students
  - 62% but went down to 32% now back to 62%
- Dr. Clark reiterated Dr. Hannaford is working hard to solve problems with ITV
- Print Shop questions—Dr. Clark
  - Dr. Pecha & Alisa Hall @ Print Shop

- During last faculty senate there was question about 5 cents for printing. The 5 cents covers toner, maintenance on machine & staples
- If your department is paying for toner, let Alisa know – the department should not be paying for print shop toner

❖ New Business

- Athletic Advisory Board—Dr. Steven Palmer (guest)
  - He is the liaison between faculty and athletics department
  - If a faculty member has a problem with a student athlete go to head coach first.
  - Last year's team GPA was very good – usually over 3.0
  - If you are having problems with athletic department talk to Dr. Palmer
  - If a student is having problems with faculty members – Palmer may get involved
  - Palmer is there to advocate for the student – IF their story is factual
  - Encourage faculty to have collaborative relationship
  - If athlete asks for faculty to come to game Palmer encourages faculty to participate
- Faculty Athletic Advisory Board Development with NCAA Process
 

The Athletic Advisory Board usually meets once a semester. The board is comprised of administrators, faculty, staff, non-athlete students, student-athletes and community members. Various constituencies are responsible for appointing members. Athletic administration and university administration also attend the meetings. When possible, we try to have a lunch meeting. Next Meeting 10/27/2016 Thursday at Noon

  - Here are the board's responsibilities, as set forth in the by-laws: The principal function of the Athletic Advisory Board is to advise the university president and Athletic Department on all major decisions affecting the administration of the athletic department. The Athletic Committee shall recommend policy on intercollegiate athletics to the athletic director and to the President. Specific duties of the Athletic Committee include, but are not limited to:
    - Insuring the proper role of athletics within the overall mission of the university
    - Insuring the integrity of the athletics program with regard to NCAA/NAIA, conference, state and federal law compliance and gender equity
    - Working to maintain the proper perspective of athletic competition within the university life of the student-athlete
    - Advise in the strategic planning process and implementation.
    - Monitoring the recruitment, scholastic eligibility, and academic progress of student athletes
    - Evaluating athletic policies and programs to ensure their compatibility with the overall aims and mission of the university

- Individual members, upon request by the administration, participating in the screening and selection of applicants for the position of athletic director and head coaches
    - Ensuring progress and continued development of the Athletic department
  - Kate – noticed there are not many representatives from gen. ed.
    - Ironically seems student athletes struggle with general studies
  - Mr. Franz – new administrator, more focused on academics – athletic department
    - Wants students enrolled in Spring semester before Fall Break
  - Sent out email – anyone interested – sent email
    - Faculty Senate will appoint representatives
  - Reappoint Hawkins
    - Tim made a motion
    - Mackie and Breyley seconded
  - Matt Adair did not indicate if he wants to be reappointed
  - 2 At Large – Arts & Science – Positions available on FAAB
    - Email sent by Tuesday – will review and will be settled by fall break - who to appoint for FAAB
  - Chandler – Grade checks go to Brad, set expectations on students
- Brainstorm about topics we want to tackle.
  - Sent to faculty about what issues do you want to evaluate
  - Starving the Beast – Mackie
    - What does it mean to be a public university
    - As funds go down, we are asking for private funds – are we still a public university?
    - UCO Dr. Betz – had a showing of Starving the Beast at UCO this morning
    - 8:30 all faculty invited – watched Starving the Beast and had 1 hour of intellectual discussion
    - Watched trailer at Faculty Senate Meeting – Starving the Beast -
    - Discuss at next meeting
    - Lane – What would be our cost to host this?
    - Mackie – was substantial but we could figure it out.
    - Table this – any topics we want to discuss at the next meeting
  - What does it mean to be an intellectual within a democracy?
  - Dr. Place – talked to department & he got blank stares. No response – everyone so busy that they are not thinking about anything else.
  - Futures Thinking – Tilley - as nursing faculty how to help students be aware of political type thinking
  - Start getting students prepared for futures type thinking
  - Am I preparing students for future events
- PLAN
  - FAAB – sent out email
    - Arts & Science (2 years)

- At large (1)
    - Response by Tuesday
    - Be available for the meeting on October 27<sup>th</sup>
- Motion to adjourn
  - Mackie
  - Alva Seconded

**Next Meeting Nov. 4th**

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Dr. Tim Maharry (AL-18)                Dr. Jennifer Page (AL-18)  
Leigh Kirby (EX-17)                      Dr. Steven Mackie (AL-18)  
Dr. Jim Breyley (AL-18)

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## Not in Attendance:

Ms. Krista Tilley (PS-17)—Nursing faculty meeting  
Dr. Chandler Mead (PS-18)—Education interviews  
Dr. Mindi Clark (AL-18)—National Ag convention (I think)  
Mr. Ken Kelsey (AS-17)--class

## **AGENDA for meeting on November 4, 2016 Noon in EC 209 & E221**

### ❖ Old Business:

- Minutes from last meeting
  - Motion to approve – Dr. Breyley 1<sup>st</sup> & Dr. Place 2<sup>nd</sup>
  - Approved minutes
- ITV survey results
  - Responses will be kept anonymous
  - Email from Lane re: ITV issues (Put in copy of letter in minutes)
  - Hours 30 min./120 every week
  - Updated ITV Form that students sign at the beginning of the semester

- 
- ✓ **ITV Survey Results (part *deux*)—Department/Division Chair reporting**
  - ✓ All departments reported back, even those which do not offer courses via ITV.
  - ✓ The amount of response was overwhelming and frankly, hard to “collate” as there was such variety in the problems reported.
  - ✓ What are the main ITV problems you are experiencing? (Be specific and provide details regarding the situation.)
    - Robocalls are still happening.
    - Dropping of calls
    - Tech issues specific to rooms/locations
    - High schools/concurrent sites aren’t properly equipped.
    - Loss of sound at certain sites.
  - ✓ How much instructional time are you losing because of ITV issues? (Be specific and provide details regarding percentages of class.)



- 10/75 minutes
- 5 min. each class
- 5-10 minutes/50
- 5 min./class up to last 15-20 minutes being cancelled.
- Up to 15 min but “on average less than 5 min. per session”
- 15-20/50 once a week.
- No.
- 30 min./150 every week
- ✓ How are the ITV problems impacting/disrupting the educational atmosphere?
  - Bulbs are dull (CH 107) &/or projectors aren’t in focus.
- ✓ What problems have you experienced with proctors? (Be specific and provide details regarding the situation.)
  - None reported.
  - Proctors aren’t equipped to assist with technical problems.
  - Help isn’t always available when called, especially at night.
  - Concerns about reprisal by staff for complaints/being difficult.
  - Proctors telling faculty how to “run” their class.
- ✓ Other issues/concerns:
  - Forms, forms, forms.
  - Such a widespread decision should be piloted before being adopted for entire campus, to work out “kinks.”

- Update on FAAB at large positions
  - Shane Hansen
  - Cris Gordon
- BOTH attended meeting
- Palmer asked who was one year and two year. He will decide.

❖ New Business

- This year’s topic/cause?
  - *Starving the Beast*—Dr. Mackie
    - Contacted director who resides in Oklahoma
    - Are public universities still public if receiving private funds?
    - \$350 for screening
    - Early Spring 2017
      - Don Betz at UCO – Cancelled class
    - Film is 1:35 long
    - Bill Banowsky is producer [starvingthebeast.net](http://starvingthebeast.net)
  - Limit # of W’s a student is allowed. Pay tuition and when they withdraw they lose the money Faculty member said he was advising a student and the student had 12 W’s
    - Financial Aid has something in place
  - AC/Heating Issues
  - Nursing Faculty would like to reevaluate when evaluations are completed

- Dr. Place talked to Brooke Fuller and she states evaluations must be completed by a certain time to have data calculated.
  - Dr. Maharry – FEAD looked at research on timing of evaluations.
    - Ask for logic of when evaluations are completed
- **Wednesday Nov. 9<sup>th</sup> – Next Meeting with Administration & Lane/Clark**
- Dr. Clark & Dr. Lane will address “Starving the Beast” in meeting with Admin. Do we want to pursue this? UCO did screening.
- Mackie will take care of logistics and head the subcommittee, if it passes.
  - Donations:
    - CORE
    - Psychology Club
    - Regents? Can they donate
- What do we do with ITV?
  - Present to administration and then provide update
- ❖ Nominations/set up elections for new senators
  - Clark should send out email for new nominations
    - Two from Arts/Science
    - Two from Professional Studies
    - One Extended Campus
  - Take nominations – 1<sup>st</sup> meeting of Spring 2017 Nominate VP

**Next meeting is December 2<sup>nd</sup> at 12:00. THANKS!**

# Northwestern Oklahoma State University – Faculty Senate

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Dr. Tim Maharry (AL-18)	Dr. Jennifer Page (AL-18)	
Leigh Kirby (EX-17)	Ken Kelsey (AS-17)	Dr. Mindi Clark (AL-18)
Dr. Jim Breyley (AL-18)		

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## Not in Attendance:

Dr. Steven Mackie (AL-18)  
Dr. Chandler Mead (PS-18)

## **AGENDA for meeting on December 2, 2016 Noon in EC 209 & E221**

### ❖ Old Business:

- Minutes from last meeting
  - Dr. Clark made a motion to accept
  - Dr. Page seconded
  - All approved
- Admin update—Dr. Lane & Dr. Clark
  - *Starving the Beast* ballot
    - Cunningham is willing to sponsor if there is full support of Faculty Senate.
    - Give all Faculty Senate members the ability to vote on ballot bin – yes/no question
    - Dr. Hannaford & Dr. Cunningham did research and UCO did not cancel classes or require attendance so Dr. Cunningham will not cancel classes and will not require attendance.
    - Maharry – has anyone seen the movie – not just trailer?
      - No
  - Dr. Cunningham – NWOSU hosted new Legislators at Enid campus
    - Roland Peterson elected to Senate.
  - Wednesday November 9<sup>th</sup> – Discussed ITV chair results. Dr. Hannaford asked if there are still complaints to use the “complaint” protocol
    - Email McConkey, Ricke, Bell, Hannaford, and Department Chair,
    - Hannaford feels more in control of the situation when he knows what is going on.
  - Survey or Focus Group via ITV every semester regarding ITV

- Election update—Dr. Clark
  - Dr. Clark – policy change:
    - There are three different schools: School of Education, Professional Studies, and Arts of Science
  - Printed off bylaws from Faculty Handbook
    - 2 from school of Professional Studies
    - 2 from Arts & Science
    - 1 extended campus
    - 6 for at-large
  - Update policy because we now have 3 schools
  - Maharry – Faculty Handbook is updated every summer
  - Temporary faculty members cannot serve on Faculty Senate
  - Change of policy needs to happen – but can't do now – questions
  - Provided list of nominated names
    - Krista Sandy Nigh on Ponca City
    - Kate Lane does not want to be nominated
    - Krista Tilley nominated by Kate lane
    - Clark will check with Myra on who is housed at Woodward campus location
    - Clark – will develop ballot bin
    - Kate Lane nominated Ken Kelsey for Arts & Science

❖ New Business

- How are dates determined to start the academic year?—Dr. Lane
  - Faculty asked Dr. Lane this question
    - Interim class – Spring class
    - This is affecting tuition payment
      - 3 weeks instead of 4
  - Maharry heard from administration. They look at OU & OSU & try to start a week later, to catch students who are unable to attend OU & OSU
    - Take interim class can't pay off before Spring
- Wellness/smoking cessation—Dr. Page
  - No smoking or Vaping on campus
  - This week – saw half dozen NWOSU staff and students vaping or smoking
  - Bring to wellness to come up with freshfit challenge
  - Helping individuals to quit – American Heart Association
    - Steps to quit – support
    - Ask Chandler Mead if there is a wellness committee
  - Krista Tilley provided resources from American Heart Association.
    - Kirby – what penalty are individuals given for smoking or using tobacco on campus? People need to be told that this is unacceptable on this campus, but most people will not say anything.
- Faculty Rank—Dr. Place

(Faculty Rank passage)

- Regents Professor. This honorary title may be awarded to professors who have made outstanding contributions in their discipline through resident teaching, research or other scholarly activities, and extension or outreach activities at Oklahoma State University or while serving as a professorial faculty member at another comprehensive university. Persons appointed with this title should be recognized on campus and at the national level for past and continuing scholarly accomplishments. Evidence of accomplishments may be their record of publication in nationally recognized journals or as authors of monographs, scholarly books and/or textbooks, creative activities, or outstanding performance as classroom teachers. Teaching excellence must be documented by their unit administrators, peers and students or indicated by previous teaching awards granted by student or faculty groups. Outstanding performance in extension or outreach activities will also be considered.
- Regents Professors on other campuses
  - Regents Professor is an honorary title
  - No raise but prestigious because that recognizes exceptional faculty
  - Could this be a free-way to recognize faculty doing a good job
- Dr. Lane – Once Regents Professor are they always Regents Professors?
  - Clark – does that follow them from campus to campus? Not Sure
  - Kelsey – is this recognized by the regents? Not Sure
  - OSU has regents professors
  - Determine where title came from
  - Dr. Lane & Dr. Clark will talk to administration about Faculty Rank
  - Dr. Lane – Great idea to honor someone in a free-way
- Incentive Program—Dr. Place
  - Scholarly activity
  - Grant submitted in the past you would receive a check \$100
    - Just submit – do not have to receive the grant. \$100 for initial request
  - Creative endeavor – could there be an incentive for doing these things
    - Publish
    - Art Exhibit – Gallery
    - Scholarly activity
    - Publishing in peer review journal
  - This could encourage scholarly work
  - English/History
  - As an incentive program
    - How big of incentive \$50 – President Fund – Barton Award is an endowment
    - Get funds to set-up incentives
- Dr. Maharry – Online committee

- Is there another member of the committee in Arts & Science?
- Who is the committee
  - Palmer
  - Wells
  - Fisher
  - McMillin
  - Boedecker
  - Ricke
  - Hannaford
  - Page
- We asked for more faculty representation
- Why is remote proctoring an option? **Several faculty give** students the option of coming to campus or finding a testing location. Why must we give the option of using Remote Proctoring
- Can impact Pedagogy
- Dr. Place – why are there so many administrators on this committee?
- Business has online classes
- Nursing will have DNP online
- Dr. Page – they discussed this at the last meeting – to look at other proctoring resources

Faculty Senate completed the fall 2017 semester. Meeting times will be established for spring by the new president.

## Faculty Senate Meeting Minutes February 1, 2017

Dr. Mindi Clark, chair, called the meeting to order at 1:05 p.m. Senators in attendance were Dr. Jim Breyley, Dr. Tim Maharry, Dr. Steven Mackie, Dr. Cheryl Kent, Mr. Ken Kelsey, Dr. Mary Riegel, and Dr. Chandler Mead. Dr. Jennifer Page, Dr. Aaron Place, and Dr. Jennifer Mahieu were unable to attend.

Old Business:

Minutes from the previous meeting were passed previously via email, so the committee moved forward.

Dr. Clark gave an administrative update regarding the action items from the previous meeting:

- Academic Year – It was asked from a faculty member about the process in developing the calendar for the academic year. That process goes through several individuals and many things are taken into account, such as the surrounding schools' schedules.
- Smoking Cessation – Concerns were presented to administration regarding compliance to the tobacco use rule on campus. Senators mentioned working with the wellness committee to address the issue and the administration was supportive.
- Regents Professor – The thought of providing faculty members with an additional title, such as Regents Professor was brought up on the previous senate meeting and presented to the administration. More investigation needs to take place as everyone is unsure of which regents the title refers to, the qualifications, and the standardization of the title across universities.
- Incentives – Incentives for faculty participating in works of creativity and scholarly activities was mentioned in the previous faculty senate meeting. When reported to administration, they recommended coming up with a model for this and the administration would be happy to look at it. At this time, funding is always an issue that must be considered.
- Online learning committee – a concern was brought to the senate about the online learning committee lacking faculty members. Administration offered to place more faculty members on the committee.

Dr. Clark updated the senate about the work of the Faculty Advisory Council to the state regents, a council she is a member of that consists of faculty senate representatives from universities across the state. She mentioned the program of work of the council as well as updates from the Chancellor.

Dr. Mead updated the group in regard to the smoking cessation item. He mentioned the current program on campus. Dr. Breyley discussed a scenario of tobacco use from a previous university. It was recommended to ask Dr. Page about any progress regarding a cessation program.

New Business:

Elections for 2017 took place. Mr. Kelsey nominated Dr. Riegel for vice-president/president-elect, Dr. Maharry seconded, and the motion passed. Dr. Maharry nominated Dr. Page for secretary, Dr. Mead seconded, and the motion passed.

Dr. Maharry discussed a faculty member's recommendation of a pay raise every five years for those who have reached the rank of full professor. Currently, there are no pay increases beyond the full professor rank, aside from years of service, so it was recommended to look at offering a pay increase to incentivize

retention. It could be considered a loyalty incentive. Senators discussed turnover and the importance of retaining good faculty members, and how this could be a possible solution.

Dr. Mackie brought forward the importance being active politically and communicating with legislators the importance of funding high education. He mentioned the lobbying group Oklahoma Tomorrow and they are lobbying to increase higher education funding.

Dr. Clark was asked to bring up a concern regarding the three week break by another faculty member.

That member's request was to see if the 2018-2019 schedule could have a longer January term.

Discussion was held about the complaints senators received from other faculty members. The concerns that were mentioned among faculty were 1) family travel plans, 2) too quick of a turnaround between semesters, 3) faculty members would have preferred to start a week earlier in August, 4) interim scheduling was difficult for the registry, financial aid, posting grades, etc.

Dr. Clark was also asked by a faculty member to address a safety concern. When faculty members go to the maintenance shed for an issued car while it is dark, the lighting is poor and safety is a concern.

Finally, a policy change was recommended from the senate to align better with the restructuring of the schools on campus. Dr. Mackie moved to recommend a change, and Dr. Breyley seconded. Dr. Maharry moved to amend the current policy of article II, Section 3 of the faculty senate bylaws to read:

*Senate Membership: The membership shall be limited to eleven members: two from the School of Arts and Sciences (elected by the faculty members of that school stationed on the Alva campus), two from **either the School of Professional Studies or Education** (elected by the faculty members of ~~that~~ **those schools** stationed on the Alva campus), one from the extended campuses (elected by the faculty members stationed at those campuses), and six elected at-large by all faculty members. Only full-time faculty members eligible for election to the Faculty Senate shall be allowed to vote in any Faculty Senate election. Senators representing **the two three schools** and the extended campuses shall be elected in December of even-numbered years for terms of office that begin in January of odd-numbered years. Senators representing the faculty at-large shall be elected in December of odd-numbered years for terms of office that begin in January of even-numbered years.*

With no further business, Mr. Kelsey moved to adjourn, Dr. Mackie seconded, and the meeting adjourned at 1:45 p.m.



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Not in Attendance:

## **AGENDA for meeting on February 1, 2017 1:00 p.m. in EC 102 & E208**

### ❖ Old Business:

- Minutes from last meeting
- Admin update—Dr. Clark
- Faculty Advisory Council Update – Dr. Clark
- Election update—Dr. Clark
- Wellness/smoking cessation—Dr. Page or Dr. Mead

### ❖ New Business

- Election of Vice President/President-elect
- Election of Secretary
- Full Professor Pay – Dr. Maharry
- Academic Schedule – Dr. Clark
- Lighting at Maintenance Shed – Dr. Clark
- Policy Change for Elections – Dr. Clark

#### ▪ *Article II, Section 3*

*Senate Membership: The membership shall be limited to eleven members: two from the School of Arts and Sciences (elected by the faculty members of that school stationed on the Alva campus), two from the School of Professional Studies (elected by the faculty members of that school stationed on the Alva campus), one from the extended campuses (elected by the faculty members stationed at those campuses), and six elected at-large by all faculty members. Only full-time faculty members eligible for election to the Faculty Senate shall be allowed to vote in any Faculty Senate election. Senators representing the two schools and the extended campuses shall be elected in December of even-numbered years for terms of office that begin in January of odd-numbered years. Senators representing the faculty at-large shall be elected in December of odd-numbered years for terms of office that begin in January of even-numbered years.*

**Minutes from the February 1 meeting were approved by email.**

**Dr. Clark and Dr. Riegel gave an update after meeting with Admin:**

1. At this meeting, Faculty Senate and administration discussed the idea of a pay raise every five years. While administration seems receptive, the budget will likely not allow for raises. They questioned whether such a raise might only affect full professors or if it would be a change to base pay every 5 years. Dr. Maharry clarified that this issue should apply only to full professors, who are not eligible for pay increases after they attain that rank.
2. Dr. Mackie mentioned in the last meeting that there is an Oklahoma lobbying group focused on higher education, and Northwestern has ties to the group. This relationship may be beneficial to the university. The 2018-2019 academic schedule was also discussed. Administration is concerned about how changing the schedule may impact enrollment and energy usage. The academic calendar is set the October before, so it's too late to make adjustments to the 2017-2018 calendar, but there will be measures to return to a four-week winter break for 2018-2019.
3. Administration indicated that they will make efforts to increase lighting in the maintenance shed as a safety precaution for faculty picking up vehicles.
4. Administration has also received, in writing, our proposed change to the Faculty Senate election protocol.
5. Administration clarified that one's years of service in a tenure-track position (while working toward a doctoral degree) count toward the tenure clock. The language in the handbook is vague to this point, and Faculty Senate has been asked to have a discussion as to how we can clarify the language to make it most beneficial to faculty.

**Old Business:**

1. Dr. Place provided Dr. Clark with a description of the Regents Professor status so that information can be shared with administration.
2. Dr. Clark updated Dr. Place regarding a prior meeting with administration. They also support the development of a model for rewarding faculty based on creative endeavors (as faculty are rewarded for submitting grant proposals). However, funding is always an issue.

**New Business:**

1. Dr. Clark explained that the Faculty Advisory Council mentioned the cigarette tax as a possible source of revenue. The FAC is particularly concerned about a legislator who has introduced legislation that will not allow universities to raise tuition.
2. Tenure: Currently at NWOSU, the department chair doesn't present a formal recommendation for a faculty member up for tenure. Dr. Clark suggests that we revise this policy to align it with RUSO's tenure policy. Proposed change: "Dean of faculty solicits a letter of recommendation from the department/division chair of the faculty member under consideration or review." The dean of faculty will then report the results

of the vote “and the department/division chair’s recommendation, separate from his/her recommendation.” Dr. Mackie moved, and Dr. Place seconded, that we support this change to the Faculty Handbook. The motion passed unanimously.

3. Dr. Mackie asked if there is a policy regarding faculty who are hired with tenure. No senators are aware of an existing policy. Dr. Maharry said that rank and salary are usually preserved from other universities, so tenure may be treated in the same manner.

**Dr. Mead moved to adjourn, and Dr. Maharry seconded.**

## **Faculty Senate Minutes**

April 21, 2017

Present: Dr. Clark, Dr. Riegel, Dr. Mackie, Dr. Breyley, Dr. Mead, Dr. Mahieu, Dr. Maharry, Prof. Kelsey, Dr. Page

Dr. Clark started the meeting and asked that any changes to the minutes from the previous meeting be emailed; minutes from the March 2 meeting were approved by email.

### **Old Business**

Dr. Clark and Dr. Riegel didn't meet with administration since the last Faculty Senate meeting, but Dr. Clark will try to meet with or email Dr. Cunningham and Dr. Hannaford if a pressing issue comes up in today's meeting.

Dr. Clark shared that the Faculty Advisory Council is drafting a statement about the issue of allowing guns on campus; the overall feeling is that the FAC does not want guns on campus, but Dr. Clark asked for input before casting her vote. Dr. Mackie shared that many, if not all, university presidents are against guns on campus, and in his personal opinion, weapons in the classroom present safety and curriculum challenges. The rest of the senators agreed with Dr. Mackie, and Dr. Clark stated that she would vote in support of the FAC's position. Dr. Clark will send us information about the results of the vote.

Dr. Page and Dr. Mead did some research about incentivizing a smoking cessation program. Monitoring and incentivizing existing smoking cessation programs and apps would be very difficult; instead, they suggested increasing awareness of 1-800-Quit-Now, the program shared on university bulletin boards and other promotional materials. Dr. Mead talked to Richard Burdick and found out how to get new informational posters to post around campus. Dr. Page will talk with Calleb Mosburg to see if the citations written to students and faculty for smoking or vaping on campus can be waived if the smoker completes a smoking-cessation program. Dr. Page will also meet with Tammy Brown about sharing this information at new faculty orientation and at insurance enrollment every year. An update will follow at the next meeting.

At our last meeting, we discussed existing language in the faculty handbook about how faculty members' years of service is interpreted for the purpose of tenure; new, clarified language has been drafted to reflect more specifically how years of experience should be interpreted. Dr. Clark explained that administration has been informed that we want to change the language, but they did not give an official response. Faculty Senate can provide a recommendation to the policy, but that doesn't mean there will necessarily be a change. At our next meeting, we will draft a recommendation to send to administration, which may then be included in the 18-19 faculty handbook. Dr. Mackie offered to compose a rough draft of the language that can be discussed at the first meeting of the fall semester (early September).

## **New Business**

The senators read over and discussed Dr. Place's proposed program to incentivize the completion of faculty's creative works. Dr. Clark explained that administration is willing to entertain the idea of providing incentive for creative works, but with the current budget, that might be difficult. Dr. Mead pointed out that grant-writing brings funds to the university, and so it makes sense that writing grants be incentivized; publishing or producing other creative works doesn't bring the same funding to the university. He agreed that faculty should be rewarded for their labor, but he suggests that grant-writing and publishing/producing are not analogous. Dr. Maharry asked how we would determine the qualifications for a product to be rewarded. He says that many faculty members invest time and effort into workshops, writing textbooks, and planning events, and these things take up as much time as research and drafting. Incentivizing only certain endeavors may make other faculty members feel undervalued. Dr. Clark suggested that some faculty members may take advantage of the proposed changes for the monetary incentive rather than for scholarly innovation. Dr. Mackie moved that we table this discussion until Dr. Place can be involved; Dr. Breyley seconded, and the motion passed.

Dr. Clark asked whether any unforeseen issues or new business should be addressed. Dr. Page and Dr. Mackie shared two concerns.

A faculty member approached Dr. Page to ask for clarification on the existing policy of how long and when faculty are expected to be in their offices. The concern is that the policy is too vague, and some departments are interpreting it quite rigidly while others are far more lax. In other words, some departments don't mind if faculty leave early on Fridays, while others require faculty to stay on campus until 4 p.m. Dr. Clark said that the general faculty feeling on this issue is that there should not be an official statement because it could be too restrictive for faculty members. Dr. Maharry suggested that individuals with concerns approach chairs of their departments to request clarification and consider how their expectations might align with other chairs' policies. Dr. Mead suggested that the dean of the faculty member's division or school be approached so that chairs can create more flexible policies. Dr. Maharry agreed he would like to see a clearer statement—neither too loose nor too rigid. Dr. Mahieu suggested that if we push this issue to administration, that a too restrictive statement might be developed. If a written policy is developed, it becomes public record, and the public perception of higher ed. is that professors already don't work long enough hours; we could see negative consequences, therefore, of pushing for an explicit policy. Dr. Mead suggested asking all chairs for their policies about campus presence so that chairs could compare their expectations and perhaps make changes if they see their policy is not in line with others'. Dr. Clark asked whether this suggestion should be brought to Dr. Bell to address with all chairs. Dr. Mackie said that some disciplines aren't compatible, and so coming to a uniform decision is rather difficult. Dr. Clark will approach the issue with Dr. Bell.

Dr. Mackie shared his concern that none of the cooperating teachers who work with student teachers get a benefit. Some universities in Oklahoma grant cooperating teachers financial or comparable compensation, like free tuition for a one-hour class. Dr. Mackie asked whether other departments offer incentives to community members who work with students. Dr. Mead said that community members who work with NWOSU students receive passes to the Wellness Center; he

suggested that cooperating teachers receive free admission to university activities. Dr. Clark says that she gives gift cards (from her private funds) to agriculture cooperating teachers at their summer conference. Nursing faculty sometimes provide donuts or other treats (from their private funds) to community members who help facilitate nursing trials. Dr. Mead asked whether we could use some of the operating budget for purchasing items. Dr. Mackie will continue polling other departments and draft a proposal to be discussed at the next meeting.

Having no further business, Dr. Mead motioned to adjourn, and Dr. Riegel seconded. All approved, and the meeting ended at 1:45.