

## **Faculty Senate Minutes**

**September 18, 2014**

Members present: Dr. Jim Breyley, Dr. Sheila Brintnall, Dr. Tim Maharry, Dr. Steven Mackie, Dr. Mary Ellen Nutter, Ms. Dana Roark, Ms. Kimberly Weast, Dr. Beverly Warden and Dr. Wei Zhou.

Not present: Dr. Cheryl Kent (class), Dr. Cornelia Mihai (class)

Guest: Ms. Kathy Earnest

Dr. Beverly Warden called the meeting to order at 3:06 p.m.

### **Welcome New Senators**

Dr. Warden welcomed the new senators:

School of Arts & Sciences (term expires Jan., 2015)

Dr. Cornelia Mihai replaces Jesse Schroeder

Kimberly Weast replaces J. W. Platt

At-Large (term expires Jan., 2016)

Dr. Sheila Brintnall replaces Sarah Chan

Dr. Steven Mackie replaces Justin Olmstead

### **Approval of Minutes**

Ms. Dana Roark moved to approve the minutes of the April 30, 2014, meeting. Dr. Jim Breyley seconded the motion. The motion passed unanimously.

### **Election of Officer**

Election of Secretary was preceded with discussion and volunteers for the positions. Dr. Jim Breyley moved to nominate Dr. Mary Ellen Nutter for the office of Secretary. Ms. Dana Roark seconded the motion. The motion passed unanimously.

### **Faculty Exit Survey**

Senator reported a constituent requested investigating the possibility of the creation of an exit survey for faculty members terminating their employment along with potential faculty that decline job offers with NWOSU. Dr. Breyley volunteered to contact Human Resources and Administration inquiring to the possibility of a survey already in existence.

### **Faculty refilling cars**

Discussion on faculty refilling vehicles upon late night returns to campus; personal safety, cost saving suggestions, and on-site bulk gas were issues brought before the senate. Ms. Weast requested that the issue be sent to Administration with the suggestion that the maintenance department handle refilling the vehicles returned to campus between 8am and 5pm.

### **Faculty parking on east side of campus**

Discussion ensued on faculty parking on the east side of the campus and parking availability. Ms. Kathy Earnest reported that parking spots around Vinson Hall for faculty/staff are usually full by 7:30am. More parking spaces to be created for faculty/staff is requested. Dr. Warden will bring the concern to Administration during her next monthly meeting with Dr. Cunningham and Dr. Lohmann.

### **Online enrollment timeline**

Senator reported that a constituent voiced a concern regarding the current timeline for online enrollment. Dr. Warden will forward the voiced concern and questions on remedial holds to Sheri Lahr, Registrar, for clarification.

### **Other items for discussion**

The following items were open for discussion:

- Faculty Senators voiced concern regarding student workers at the Wellness Center. It is reported student workers are busy working on homework instead of helping patrons. Another concern voiced was lack of access to the building through the back parking lot.
- Faculty Senators voiced concern regarding what seems to be a practice of athletic coaches bringing in enrollment forms ahead of the students waiting in line to enroll. Suggestion was made to have enrollment by class rank with seniors enrolling first, etc.

#### **Next Meeting**

The next Faculty Senate meeting will be held October 1, 2014

Dr. Nutter moved to adjourn. Ms. Weast seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 4:02pm.

Respectfully submitted,

Faculty Senate Secretary Dr. Mary Ellen Nutter

# Northwestern Oklahoma State University Faculty Senate

*Membership for January 1, 2015 – December 31, 2015*

## In Attendance:

Dr. Sheila Brintnall (AL-16)

Dr. Jim Breyley (AL-16)

Dr. Tim Maharry (AL-16)

Leigh Kirby (EX-17)

Dr. Aaron Place (AL-16)

Dr. Irene Messoloras (AS-17)

Dr. Chandler Mead (PS-17)

Dr. Steven Mackie (AL-16)

Krista Tilley (PS-17)

Dr. Cheryl Kent (AL-16)

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. Kate Lane (AS-17) –

Dr. Lane was attending a  
conference

## **AGENDA & Minutes for meeting on February 13, 2015**

- Election of officers for 2015
  - Vice-President (to become Faculty Senate President January 1, 2016)
    - Nominated Dr. Lane to be vice-president. She was not at the meeting. Dr. Maharry will discuss this with Dr. Lane. (addition: Dr. Lane has agreed to be Vice-President)
  - Secretary
    - Leigh Kirby – nominated for secretary.
- Possible alternatives to LiveText for Faculty Portfolios
  - LiveText is used for Education assessments and Faculty Portfolios
  - Dr. Warden, Dr. Holliday, and Dr. Hannaford looking for better fit
    - LiveText has poor customer services
    - NWOSU would like scoring incorporated into LiveText so it does not have to be done separate, but has not happened.
    - Looking at other alternatives.
  - Aurora Learning Community Association (ALCA) – Small group out of Fairview that participates in learning communities and assessments. ALCA feels they can develop system for NWOSU. Local service and feel NWOSU would get better customer service. ALCA will be conducting meetings with Faculty one to two

weeks after spring break. Exploring options and customizing to meet NWOSU's needs. Please come and ask questions.

- Discussion of faculty resolution against guns on campus
  - Discussed email from Debra Stewart and Faculty Advisory Counsel
  - Dr. Mackie stated that 25 public universities opposed guns on campus. We should stand behind regents and other universities. Everyone in agreement. Faculty Senate will provide support for public document for NWOSU to oppose guns on campus. Tim Maharry will modify and email changes. This will include any property for NWOSU, including parking lots.
  
- Parking around Vinson Hall
  - Dr. Maharry read current e-mail concerning parking. This has been addressed in past and ten additional parking spots provided. Faculty Senate feels there are more important issues and that this was discussed and resolved.
  
- Other topics:
  - Developing a staggered enrollment for seniors - seniors wait until last minute to enroll and classes are full – would staggered enrollment be better?
  - Sheri Lahr – this was done in the past, current system is old and not upgraded. Changing to staggered enrollment would create more work for staff. IT opposed staggered enrollment in the past.
  - Dr. Lane (if she accepts vice-president) and Dr. Maharry will discuss with administration.

Discussed next meeting time for faculty senate. Friday @ 2:00. Dr. Maharry will e-mail out times.

Dr. Mackie brought up urgency to get gun statement out.

# Northwestern Oklahoma State University Faculty Senate

*Membership for January 1, 2015 – December 31, 2015*

## **In Attendance:**

Dr. Tim Maharry (AL-16)

Dr. Sheila Brintnall (AL-16)

Dr. Aaron Place (AL-16)

Dr. Steven Mackie (AL-16)

Dr. Kate Lane (AS-17)

Dr. Irene Messoloras (AS-17)

Krista Tilley (PS-17)

Dr. Chandler Mead (PS-17)

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Office/Term expires January 1, 20xx

## **Not In Attendance:**

Dr. Jim Breyley (AL-16)—attending a conference

Dr. Cheryl Kent (AL-16)

Leigh Kirby (EX-17)—email correspondence

## **Minutes from March 26, 2015 Faculty Senate Meeting**

Dr. Maharry called the meeting to order a few minutes after 3:30 p.m. by reviewing old business. These issues included: approval of the February meeting minutes, Dr. Lane accepting the Vice-President position, and the Faculty Senate representatives' (Dr. Maharry, Pres. And Dr. Lane, V.P.) meeting with the University Administration is scheduled for April 3<sup>rd</sup> at 10 am. Dr. Maharry and Dr. Lane will report at the next meeting as to the results of the meeting with the administration.

Discussion was then opened to new business items. The first issue raised was the University Print Shop. A number of issues were brought up by various senators. Some complaints regarding the Print Shop include: items not printed on time, delivery of tests to wrong people, having to submit an item multiple times for it to be completed, no correspondence when a project is completed so that pick-up can be arranged, test security, etc. Problems were reported by students when printing posters for Ranger Research Day. In addition, several faculty members stated that they felt the quality of the product being produced has decreased. Furthermore, the Print Shop isn't as organized as in the past and the staff don't seem well-trained in customer service. There were a few comments about the space being a "hang out" more than an active working space. This issue will be raised in the Faculty Senate meeting with Administration.

The next item agenda was an announcement/alert from Dr. Lane that the English Department will not be instructing students in APA format in Comp II any longer. After much research and departmental debate, the department feels they are doing a disservice to the students and their peers by teaching this documentation style when they are not trained in it. Furthermore, faculty should feel comfortable discussing documentation expectations with their students in all classes; however, frequently there is no dialogue in classes because the expectation is that the

English Department has “covered” it. The reality is that documentation styles change constantly and it is only professionals in that field who are up-to-date on these changes and should be engaging students in this ongoing dialogue. Dr. Lane will be sending out an email to the full faculty in the near future, explaining this further.

Dr. Maharry issued a reminder that Monday, March 30 will be presentations from ALCA. This company and their product is being considered as alternative to LiveText for faculty portfolios. The floor was then opened for other issues.

The next item discussed was difficulties with ITV and how these issues impact instructional time. During the course of the meeting, Dr. Mackie in Enid was forced to call for assistance with the studio sound equipment and Dr. Maharry had to disconnect and redial to reconnect Dr. Mackie. Unfortunately, this did not resolve the situation. Although this was a definite annoyance for Dr. Mackie as he claimed his colleagues sounded like “a drive-thru speaker;” it did illustrate typical ITV issues and the inability to fully resolve these issues in a timely manner. Note from Dr. Mackie: A hi-def room (as is present in Enid) works best when projecting to another hi-def room. This issue and its impact on instructional time will be raised in the Faculty Senate meeting with Administration.

Janitorial issues were the next topic of discussion. The faculty realize that the janitorial staff is severely under-staffed and are doing the best they can; however, some of the work that needs to be done cannot be done by one person in a few hours in a week. Specific locations were brought up: the 2<sup>nd</sup> floor of the Enid campus, the 3<sup>rd</sup> floor of Jesse Dunn, and Carter Hall. This issue will also be discussed with the Administration at the April 3<sup>rd</sup> meeting.

Speaking of Carter Hall, the temperature in CH 107 is very warm which is supposedly offset by fans in the room. However, the fans add another distraction to the classroom. Is there no way to make this room more usable for those assigned there for their classes?

Dr. Mackie raised the issue of the gun resolution that was discussed last meeting. Dr. Mackie reported that he and Dr. Maharry sent 17 letters out to various legislators. However, no response has been received. In addition, no one could recall seeing the issue in recent publications or on news broadcast. Dr. Maharry stated that perhaps it was a “no news is good news” situation. The Faculty Senate will act accordingly when this issue arises again.

**The next meeting is set for Friday, April 24<sup>th</sup> @ 2pm.**

Dr. Lane moved to adjourn and Dr. Mackie seconded. The motion passed and the meeting adjourned at approximately 4:15 p.m.

Respectfully Submitted,

Dr. Kathryn Lane

# 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. Jennifer Page

Dr. Jim Breyley (AL-16)

Dr. Aaron Place (AL-16)

Dr. Tim Maharry (AL-16)

Dr. Irene Messoloras (AS-17)

Leigh Kirby (EX-17)

Dr. Chandler Mead (PS-17)

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Office/Term expires January 1, 20xx

## Not in attendance:

Ms Cheryl Kent (AL-16)

Dr. Steven Mackie (AL-16)

Krista Tilley (PS-17)

## Minutes for meeting on April 24, 2015

- Dr. Maharry called the meeting to order a few minutes after 2:00 p.m. by reviewing old business.
  - March minutes approved via email

**Dr. Maharry reviewed the following information from Faculty Senate meeting with Administration – 4/3/15 @ 10am – In attendance: Dr. Cunningham, Dr. Lohmann, Dr. Lane, Dr. Maharry**

### • **Issues with the Print Shop**

*Concerns have been noted; Dr. Pecha has been monitoring the print shop weekly; admin is working to address the issues; they want to give employees the opportunity to be successful; there have been issues with the print shop with other offices, not just faculty.*

- *Dr. Lane Alva discussed concerns with test security. Dr. Cunningham emphasized test security would be a priority.*

### • **Possibility of staggered enrollment (seniors 1<sup>st</sup>, juniors 2<sup>nd</sup>, etc.)**

*Concern about additional work for registry; staggered enrollment was done in the past and there were problems with the monitoring of the process; feeling among admin is that seniors will wait to enroll last minute even if enrollment is staggered; feeling that much of the demand for staggered enrollment stems from American Sign Language enrollment; there was not a line on the first day of enrollment this year, ASL did not close until the 2<sup>nd</sup> day; Dr. Cunningham will be meeting with a group of students and will ask about advisement and students opinion on staggered enrollment.*

- *Dr. Lane stated one problem is students that do not technically classify as a senior based on one or two hours – this could increase frustration*
- *Student Athletes do not have to stand in line for registration and may be the best group to ask – Student Athletic Advisory Board is meeting on May 1<sup>st</sup> (maybe)*
- *Dr. Maharry will talk to Craig in IT, but feels IT is against staggered enrollment.*
- **ITV issues**  
*This has been noted and will follow-up; there have been issues with IE 128 – a mtg with faculty who have taught in IE 128 along with IT staff has been set; to discuss improvements or changing systems. (replace Tanburg system with Polycom ??); recent ITV issues were discussed with IT at budget hearings this spring*
- **Custodial and janitorial support**  
*NWOSU is struggling to hire staff and there is high turnover in physical plant; Physical plant has been hit the hardest in terms of employees since the budget reductions; since 2008 have lost 5-6 positions; Admin will note concerns and visit with physical plant;*
- **Other items discussed**  
*Admin is appreciative of the opportunity to discuss issues with faculty senate  
Dr. Lohmann/Cunningham reported that all bills related to allowing guns on college campuses have not made it out of subcommittees; the current house chair (Mike Christian) was strongly opposed and has declined any bill introducing guns on college campuses; Dr. Lohmann/Cunningham thanked the senate for adopting a resolution against guns; The chancellor has indicated that colleges need to continue to be proactive on this issue; Projected \$611 million shortfall for FY 2016, and might be worse for FY 2017. All agencies have been asked to make contingencies for 2.5%, 5%, or 7.5% cuts; Governor has said education will be unaffected (2% for NWOSU is about \$220,000) Admin is considering a 5% tuition increase (to off-set possible budget reductions)*
- Discussion of calculation of load hours as it pertains to lab sections
  - Science teach 2 hour labs and get ½ credit – 2 hours lab = one hour paid
  - 0.6 is the percentage paid to the professor
  - Science, Computer Science, and English are all the same
  - Based on 2004 report no universities get paid full credit for labs
  - Ways to offset the work for ½ pay
    - Increase work study students (ENG paid by University or financial aid)
- ITV test security
  - Concerns with test security and ITV. Dr. Paige provided a test and rules for the test. This was not the first test for her students. Sharon McConkey made the decision to allow students to use books during the test. This was not allowed. Dr. Lane discussed a form required when having ITV provide testing facilitation. Dr. Maharry will talk with Dr. Lohmann about test security
  - Lack of training for adjunct faculty to use ITV and understand all services provided.



- Adjuncts or newly added faculty need more training and understanding to access services through RangerNet

Other business

Discussed new portfolio program (ALCA). Possible new program to replace LiveText. Flat rate of \$8 per portfolio. Some of the members of the faculty were nervous about making this decision to use ALCA so quickly. It was the understanding of some members that ALCA would be reviewed and discussed before a decision was made, but it appears the decision has been made by the university. ALCA is more affordable than LiveText and ALCA is located in Fairview, which could help with customer service. This would begin in Fall 2016.

Reminder – **Friday, May 1 @ 8:30am or 2pm** – presentations from ALCA – alternative to LiveText for faculty portfolios.

- Next meeting – Fall 2015 Enjoy your summer! (Finish the semester first of course!)