

Faculty Senate Meeting Minutes Friday, September 13, 2019

- ✓ **Present in Alva:** Dr. Mary Riegel, Dr. Tim Maharry, Dr. Steven Mackie, Dr. Christie Riley, Dr. Jennifer Mahieu, Dr. Roxie James, Dr. Aaron Place, Dr. Jennifer Sattler (absent: Dr. Richmond Adams, Dr. Jen Oswald)
- ✓ **Present in Enid:** Ms. Jennifer Pribble

Old/Continuing Business

- ✓ Dr. Place opens the meeting at 9:02 a.m.
- ✓ Dr. Place moves to approve the minutes of the April 23rd meeting. The minutes are approved.
- ✓ Drs. Place and Riegel met with administration. The following points were covered:
 - Library Staff: Library Staff are represented by Faculty Senate and are part of Arts and Sciences—this means they can serve on Faculty Senate.
 - Concurrent Enrollment: Administration explained that concurrent courses were taught at high schools to reduce scheduling issues. Dr. Place noted that when those students get to the University, they're still going to be susceptible to scheduling conflicts. Further, administration explained that it's a national trend, and that flagship schools are getting into it. Dr. Hannaford explained that it's about building relationships, and it can be seen as a tool for recruitment. Administration also announced that some schools are beginning to pilot concurrent courses for sophomores. As far as pay is concerned, the public school typically pays the instructor and Northwestern may pay some (that's up in the air). Dr. Maharry noted that there is one concurrent class being taught by Tom Fischer, and that Northwestern pays him; however, he is not faculty, but rather he is retired and an adjunct for Northwestern. So if the concurrent teacher is a full time school employee, they are paid by the school, but if they are one of our faculty, or adjuncts, then they are paid by the University. Dr. Mahieu noted that the rise of concurrent class offerings meant that students are graduating at a younger age, and that their maturity level is a concern. Dr. Maharry asked if administration said anything about offering concurrent courses beyond the gen. eds. Dr. Riegel relayed that according to Dr. Cunningham, Northwestern would have 24 gen. ed. hours connected to our institution, and that administration did not seem in favor of offering courses beyond gen. eds. Dr. Riley asked if the concurrent teachers still had to have 18 hours of graduate credit, and Dr. Riegel said that technically they should.
- ✓ The Op-Ed piece: The Op-Ed piece was not picked up by *The Oklahoman* nor *Tulsa World*. Dr. Place mentioned that he thought about sending it to *The Oklahoma Observer*.
- ✓ Retirement Process Discussion: Dr. Kay Decker submitted a letter to Faculty Senate regarding Professor Emeriti Status. Some major suggestions from her letter included wanting Emeritus faculty benefits listed in the Faculty Handbook, addressing discrepancies in pay if Emeritus faculty continued to teach, creating an ambassador program that utilizes Emeritus faculty (this would be useful for recruitment), and allowing Emeritus faculty to retain the use of their school email address. Dr. Place noted that Dr. Decker's letter had merit and suggested letting administration know about her

concerns and then letting Dr. Decker lead the discussion for making changes in Emeriti faculty status. Dr. Mackie proposed that Faculty Senate should vote to support her idea. A vote was called, and there was a unanimous decision to support Dr. Decker's suggestions. Dr. Riegel noted that a lot of Dr. Decker's suggestions were already in effect and that many of her suggestions should be straight forward to implement.

- One of the biggest issues regarding the retirement process and retired faculty is the loss of email use. Retiree's inactivated email accounts is an issue for students needing recommendations, advisement, etc. Dr. Place argued that retired faculty should be able to keep access to their email. Dr. Maharry asked if there was any reason that the emails were turned off to begin with. Dr. Riegel indicated that according to Craig Ricke, Northwestern has to pay for any email that it has active. She also questioned how expensive this actually was. Further, Dr. Riegel noted that her understanding is that everyone who leaves the University signs the same form relinquishing their rights to access to all electronic portals. She suggested that there needs to be a separate way to deal with people retiring versus those who leave for other reasons. Drs. Riley and Mackie suggested that there should be a separate form for retiree's/Emeriti faculty who would still have ties to the University (especially as we often pull from the retired faculty for adjuncts). The Senate was in favor of making this recommendation to the administration.

New Business

- ✓ Safety of Fleet vehicles: Senators had a discussion regarding the safety of the fleet vehicles. Faculty are experiencing problems once they receive a vehicle for travel. Problems include (but are not limited to): low tire pressure, check engine lights being left on, visible steel belt of tires, vans with no seatbelts or A/C, etc. The fact of the matter is that these are all issues that need to be taken care of before faculty even pick up the vehicle. Dr. Place noted that there is a spot on the travel form for comments, and that faculty should be writing in problems. Dr. Riley suggested that perhaps maintenance could put something on the form acknowledging that they know that something is wrong with the vehicle. Dr. Riegel also noted that some of the vehicles in the fleet need to be phased out, but that this is not happening in a timely manner.
- ✓ Online course preparation: Senators had a discussion regarding online course preparation and intellectual property rights. Northwestern is pushing for more online courses being made available; however, it seems as if not all online course materials are being measured by the same rubric. There was also some confusion about property rights. Senators questioned who owns the material (from an online course) when faculty is done creating it? Senators also questioned pre vs. post class ADA accommodations.
- ✓ Additional items
 - Dr. Place wanted to start a discussion on committee chairs and department chairs for life. He noted that he didn't want to begin the discussion at this meeting, but rather encouraged senators to speak to other faculty to get their opinion, and to come to the next faculty senate meeting prepared for this discussion.
- ✓ Hearing no further discussion, Dr. Place adjourns the meeting at 9:53 a.m.

Faculty Senate Meeting Minutes Tuesday, October 22, 2019

- ✓ **Present in Alva:** Dr. Mary Riegel, Dr. Tim Maharry, Dr. Christie Riley, Dr. Jennifer Mahieu, Dr. Roxie James, Dr. Aaron Place, Dr. Jen Oswald, Dr. Richmond Adams (absent: Dr. Jennifer Sattler)
- ✓ **Present in Enid:** Dr. Steven Mackie, Ms. Jennifer Pribble

Old/Continuing Business

- ✓ Dr. Place opens the meeting at 1:03 p.m.
- ✓ The minutes of the September 13th meeting were approved via email.
- ✓ Drs. Place and Riegel met with administration. The following points were covered:
 - Retirement process: Specifically, Dr. Decker's idea. Dr. Cunningham explained that the idea of retired ambassadors was not new, and that this was a "thing" around 20 years ago. She agreed that it was a good idea and explained that it should be coordinated with student services. The concerns about retired faculty email will be addressed with Dr. Pecha and IT specifically.
 - Fleet vehicle safety: This issue was noted and will be passed on to the physical plant. Dr. Mackie explained that a faculty member came to him again as they were still concerned with the safety issues. Dr. Place announced that he would make a note to bring the issue to administration again.
 - Concurrent enrollment: The regents want high school students to be able to earn 24-27 hour during their 2 years of concurrent enrollment in high school. The plan is to have about 25 hours of concurrent gen eds available consistently each year. Dr. Cunningham seems to not want any more than that. We have about 180 concurrent students now (this is up from c. 120). Dr. Riley asked how we assured that rigor was met in these courses. Dr. Riegel explained that the departments at NWOSU has input into what goes into the concurrent syllabus. Dr. Riley also asked if students were evaluating concurrent teachers. No one knew the answer to this, but all senators agreed that this was something to look into. Dr. Place also explained that they are piloting sophomore concurrent classes at Panhandle State and TCC. Dr. Mahieu asked if there was a reason why schools were doing this. Dr. Riegel explained that according to Dr. Cunningham this is becoming a national trend. Dr. Riegel also explained that it was unclear as to how schools were deciding which sophomores were eligible for concurrent classes. Finally, Dr. Riegel noted that there were some schools in Kansas that have students finishing high school with associate's degrees.
 - Online course preparation: Dr. Hannaford explained that ADA accommodations for online courses should be met as the need arises (as opposed to when initially creating the course). Administration also explained that ownership of online materials is shared by the creator and the university. Thus, a faculty member can take the created course with them if they leave; however, the University can still use the material as well. Dr. Place also explained that all courses are supposed to be reviewed with a rubric on a cycle. However, the exact years in this cycle is unclear. The reviews are reported to Jake Boedecker, but there is no communication between the online education committee and the instructor of record. Senator's discussed the possibility of inviting Mr. Boedecker to the November meeting to

discuss this lack of communication and to get some concrete answers about the review cycle.

- ✓ Rotating chairs: Senators had a brief discussion about rotating chairs. We looked at the positives (this would bring fresh ideas into a department) and the negatives (what if faculty doesn't get along with their department head; What about a small department? Why rotate 2 faculty members?). Dr. Riley explained that in an accredited department, this would be a bad idea, because the department head does more than just run the department. Dr. Place questioned what if those departments worked on the off-accreditation cycle. Dr. Adams talked about his doctoral program and explained that every 3 years the chair had the option to step down, but they could only serve a maximum of 6 years. Administration explained that in the past, faculty could apply to become the chair at any time. Administration also explained that there is no verbiage regarding the tenure of a department chair, it is still a one-year line. If a faculty member would like to become chair, they just tell their chair that they would like to do so. Drs. Riegel and Maharry discussed the idea of assistant chairs, and simply having someone share the work load with the chair. Dr. Mahieu explained that the assistant chair position works well in nursing. Dr. Place asked how compensation would work for this. Overall senators noted that it doesn't say anywhere that a department chair is a permanent position, and that departments could look at what works for them. Drs. Adams, Place, and Riegel plan to reach out to departments to get more feedback.

New Business

- ✓ Dr. Place noted that there was a general expectation to post syllabi and grades to Blackboard. Senators discussed this and agreed that the syllabi should be posted to Blackboard, but that the grades would be posted at the discretion of the faculty member.
- ✓ Senators looked at the dates for next year's calendar. We noted that there will be a 4-week break again.
 - Start Date – August 17, 2020
 - Last Day – December 11, 2020
 - Spring Starts – January 11, 2021
 - Last Day - May 7, 2021
 - Commencement – May 8, 2021
- ✓ Senators discussed the lack of a Collegiality Statement in Faculty handbook, and felt that such a statement should exist. Senators noted that collegiality is not as simple as not creating a hostile work environment as “Hostile Work Environment” has a legal definition. Drs. James and Adams will research collegiality statements at other universities.
- ✓ There was a discussion on academic freedom. Dr. Place urged senators to ask their colleagues if they felt as if they had academic freedom. There is not a lot in the faculty handbook addressing this—however there is a larger section on academic responsibility. Dr. Place question if we could expand this to include academic freedom. Senators should be prepared for more discussions about this at the November meeting.
- ✓ Hearing no further discussion, Dr. Place adjourns the meeting at 1:56 p.m.

Faculty Senate Meeting Minutes Friday, November 15, 2019

- ✓ **Present in Alva:** Dr. Mary Riegel, Dr. Tim Maharry, Dr. Christie Riley, Dr. Jennifer Mahieu, Dr. Roxie James, Dr. Aaron Place, Dr. Richmond Adams, Dr. Jennifer Sattler (absent: Dr. Jen Oswald)
- ✓ **Present in Enid:** Ms. Jennifer Pribble, Dr. Steven Mackie

Old/Continuing Business

- ✓ Dr. Place opens the meeting at 9:07 a.m.
- ✓ Dr. Place notes that the minutes of the October 22nd meeting were approved via email.
- ✓ Drs. Place and Riegel met with administration. The following points were covered:
 - Online course preparation: Mr. Jake Boedecker was at today's meeting to summarize the online course preparation process and answer any questions.
 - Mr. Boedecker explained how online classes are created and how they are evaluated. He said that first faculty had to fill out an online course proposal form where they explain the rationale for the course. This proposal works its way up a chain before a shell is created on Blackboard to hold the course. Deadlines for each semester are set and listed on the website.
 - Next, he stated that all online course reviews were done via a checklist and that the Online Education Committee (OEC) looks to make sure the course is in order. Mr. Boedecker then suggested that faculty building an online course should begin by establishing approximately 12 learning objectives, and then building the course to meet those objectives. He also explained that the OEC looks for those learning objectives.
 - Finally, Mr. Boedecker stressed the importance of interaction in an online course (both student to student and student to instructor). He also stressed that the committee is looking for these interactions to be asynchronous and meaningful interactions.
 - He concluded by explaining that there was a proctoring requirement for online courses, and that after a course is approved, there is a five-year follow up. During that follow-up, the OEC goes through same checklist and makes sure everything is still good to go. This follow-up happens during the summer, and Mr. Boedecker shares all feedback with Dr. Bell.
 - Dr. Place explained that after a course is evaluated, some instructors never hear any response and wondered if this may be because there are no deficiencies? Mr. Boedecker explained that for the initial evaluation, instructors will hear from him, but with the five-year review, that response goes to Dr. Bell. He also noted that it is up to Dr. Bell if faculty doesn't hear back.
 - Dr. Riegel asked if assessments must happen online. She explained that in a course like college algebra, the instructor must see work and there is no way to assess for this using a computer based exam. Mr. Boedecker explained that the OEC has adjusted the assessment policy in the past. He then stated that this was on a case by case basis.
 - Emeritus/Retired Faculty: Dr. Hannaford did say that the benefits would be added to faculty handbook

- Fleet Vehicle Safety: According to Dr. Cunningham tire gauges will be added to the glovebox, the oil light is often on even when the oil level is okay due to the use of synthetic oils with longer lifespan. Dr. Cunningham did note that faculty could take their own vehicle if they are uncomfortable with a fleet vehicle when no maintenance is around to ask about an issue. The faculty can then ask for reimbursement later (no questions asked). She also noted that faculty should add comments to the travel form when issues arise.
- Concurrent enrollment: Instructor assessment is same as on campus classes. Mr. Mosburg is checking in with concurrent classes monthly to see how things are going and to head off any issues that arise. Administration noted that the fast-forward (or “maturity”) effect is recognized but deemed rare, and that Ranger Connection deals with this to some degree.
- Online Accessibility: Administration also noted that there is a plan to get professional development opportunities from ABLE Tech to learn about online accessibility.
- Assistant Chairs: Administration noted that this is being discussed at a chairs meeting.
 - Sub-committee comments: The members of the sub-committee spoke with several faculty regarding this. Dr. Schmaltz viewed it positively and noted that the year transition he had was helpful. Dr. Adams noted that other universities have this title, and suggests that it’s not unworkable. Dr. Scarbrough suggested that his workload wasn’t heavy enough for an assistant chair. This led Dr. Maharry to note that it’s also department specific for what’s going on (via adjuncts, accounts, accreditation, # of faculty, number of campuses you regulate, etc.) but he agrees that it would be helpful. Dr. Place asked whether or not it would be helpful for accredited departments to have an assistant, and also asked how we would identify what departments get this. Dr. Riley noted that the education department needed an assessment coordinator, Dr. Riegel noted that this could be the job of the assistant chair. Dr. Place announced that the subcommittee would ask the chairs, and then bring the idea to admin about compensation and course release.
- Ellucian: Administration announced that they were working on fixing an Ellucian issue related to 8-week course grades posting immediately. Dr. Riegel explained that there were several potential fixes, but they are working to ensure the most seamless fix.
- Ryerson: Administration also wanted to bring our attention to the dedication of Ryerson Hall today at noon.
- ✓ Collegiality Statement in Faculty handbook
 - Administration did state that any expectations will need to be cleared with the university attorney.
 - Sub-committee comments: Dr. Adams explained that there were several universities that make use of a collegiality statement. Dr. James noted that NWOSU does have a statement regarding collegiality in the faculty handbook (it is simply labelled “Code of Ethics”). Dr. Adams then suggested that we make that statement more transparent, and more clear to faculty. Dr. Mackie asked what was the impetus for a need for a collegiality statement. Dr. Place explained that it refers to

discussions held in other meetings. He noted that the term “collegiality” comes up a lot in those meetings, and that he felt that we needed to have an established definition of the term.

- ✓ Discussion on academic freedom
 - Senators then had a brief discussion on academic freedom vs academic responsibilities. Dr. Place noted that he is not sure it’s clear anywhere what the difference is. He also noted that this discussion came up because of a conversation he had with a professor who is adamantly against online teaching, and he questioned whether it fell under academic freedom if she is forced to adjust her class for an online component. After further discussion, Dr. Riley indicated that she understands “freedom” is how you teach while “responsibility” is meeting university expectations.

New Business

- ✓ Issues with course evaluations: Senators noted that even with the new procedure, there still seemed to be more duties shouldered by faculty and questioned if we even need a proctor in the room and asked why we were discouraging students not to complete all evals at one time. Dr. Riegel noted that it was a good first step, but questioned where do we draw the line between this and babying our students? Dr. Mackie suggested putting more responsibility onto the student. Dr. Sattler suggested not issuing a grade until course evaluations were done. Dr. Mahieu noted that nursing does its own evaluation in Blackboard. Dr. Riley thought this was a good idea but noted that Northwestern’s data gathering system is not through Blackboard. Senators then posed the idea that we should post evaluations in Blackboard and students would not receive their final grades until they were complete.
- ✓ Extra Work: Senators discussed the issue of faculty being required to work on weekends during accreditation visits and questioned if they could be compensated in personal days or flextime. Several senators noted that in some instances, faculty have to cancel personal plans because of this. Dr. Riley then explained that her department begins informing faculty 6-months in advance, and explained that faculty is excused if family matters pop up.
- ✓ Parking: Senators discussed the Vinson Hall parking lot being closed for ball games at noon. Dr. Place explained that he spoke with Brad Franz who explained that it was one-time deal that only happens about every four years. He also noted that Mr. Franz said that faculty may move cones out of the way if they need to park.
- ✓ Ranger Connection: Dr. Place questioned who monitors the Ranger Connection curriculum for consistency, and asked what material would faculty like to see covered? He then explained that he tried to get a copy of a Ranger Connection syllabus, but no luck was had. Dr. Riegel will do some information gathering, and the issue was tabled until the Spring semester.
- ✓ Additional matters: Dr. Riegel explained that Faculty Senate would hold elections during finals week and that there were six seats open (at large).
- ✓ Dr. Place closed the meeting at 9:51 am and thanked everyone for letting him serve as president for the year.

Faculty Senate Meeting Minutes Wednesday, January 22, 2020

- ✓ **Present in Alva:** Dr. Mary Riegel, Dr. Richmond Adams, Dr. Mindi Clark, Dr. Roger Hardaway, Dr. Roxie James, Dr. Jennifer Mahieu, Dr. Jen Oswald, Dr. Aaron Place (absent Dr. Christie Riley)
- ✓ **Present in Enid:** Ms. Jennifer Pribble (absent Dr. Steven Mackie)

Old/Continuing Business

- ✓ Dr. Riegel called the Faculty Senate meeting to order at 2:00 p.m.
- ✓ Election of officers
 - Dr. Riegel called for nominations for the position of Vice-President, explaining that it must be an incoming Senator as the position is for 2 years, the first as Vice-President and the second as President. Dr. Clark nominated Dr. Jen Oswald to serve as Vice President. Seeing no other nominations, Oswald was elected by acclamation.
 - Dr. Riegel Called for nominations for Secretary, explaining that this is a one-year position and can be filled by any member of the Senate. Dr. Oswald nominated Dr. Mindi Clark to serve as secretary. Seeing no other nominations, Clark was elected by acclamation.
- ✓ Update from administration:
 - Issues with course evaluations – solution is to reach out to FEAD and ask them to coordinate with Kaylyn Hansen about the format of course evaluations. Dr. Riegel will follow up with Dr. Maier.
 - Ranger Connection – discussion was held about outcomes, effectiveness, and co-teaching. Mr. Mosburg and Andrea Lauderdale are in charge of setting curriculum. They would be the point of contact if the Senate wishes to pursue this issue.
 - Retirement – benefit list is planned to be added to the Faculty Handbook for 20-21 Academic year. The issue of retirees keeping their email accounts is still being explored.
 - Collegiality statement – covered in Faculty Handbook section 5.2
 - Academic Freedom and Responsibility – covered in Faculty Handbook section 3.3 and taken from RUSO Policy Manual.

New Business

- ✓ Senate Resolution on Firearms on Campus: A renewal of the Faculty Senate's firearms resolution was requested by administration on behalf of the Chancellor. Dr. Riegel presented the senate with the previously approved resolution and asked for comments. Seeing no changes, Dr. James moved to accept the current resolution contingent upon alignment of certain organizations, Oswald seconded, and the motion passed. (Post meeting follow up: Dr. Riegel confirmed the IACLEA's statement as requested and the resolution was updated to indicate the renewal date.)
- ✓ Athletic Advisory Board: Steve Palmer requested that the Senate appoint 3 members of the faculty to serve two-years terms on the board. Members meet once a semester for a meeting that brings them up to date with changes in NCAA guidelines, any infractions incurred by our athletic teams, plans for changes to the programs, season statistics including academic accomplishments for the student athletes at NWOSU, etc.

Continuing members are Dr. Dena Walker, Dr. Jennifer Mahieu, and Dr. Ralph Bourret. After receiving self-nominations, the Senate agrees to the following appointments:

- Arts & Sciences – Richmond Adams
- Professional Studies/Education – Jen Oswald
- At – Large member – Aaron Place

✓ Additional Matters:

- Further Discussion of Ranger Connection: Dr. Hardaway recalled that Ranger Connection originally was taught by faculty volunteers, but to his recollection there was minimal oversight at the time. He commented that it seems the same issue of instructors teaching an inconsistent curriculum was a problem during the initiation of the course. It was mentioned that the offices of recruitment and retention have been actively involved in teaching and creating curriculum for the course, and Dr. Hardaway questioned if this is appropriate for an academic course. He mentioned his belief that academic classes should have academic rigor. Dr. Riegel indicated that the course is credit bearing and carries an impact on GPA which would also argue for more consistency and rigor. Dr. Mahieu recommended asking Caleb for more information about faculty co-teaching courses and if there is any difference in student experience for those sections. She asked if there is a plan to offer more major specific co-taught sections since there is already a co-teaching model in place. She also indicated that she thought the model had been successful for the pre-nursing focused section offered last semester. Dr. Hardaway asked if Ranger Connection teachers should have a master's degree or some other teaching experience. He also wondered about the possibility of hiring an adjunct instructor to teach multiple sections of Ranger Connection to help with consistency among the sections. He mentioned retired teachers and faculty might be a good resource for finding instructors as well. It was agreed that Ranger connection is a topic that we should follow up on and revisit in upcoming meetings.
- Faculty Senate future direction: Dr. Place mentioned that a project each semester is usually the goal for faculty senate. Is Ranger Connection our Spring 2020 project? Dr. James recommended polling the faculty to determine what issues they would like to see the Senate address. Dr. Riegel asked if the poll should be open or provide options to vote on. Dr. Oswald mentioned if having a list to click, be sure to include "other" option. Dr. Riegel indicated that parking, course evaluations, and office hours should likely not be included, owing to recent work on these issues. She asked what other topics (aside from Ranger Connection) the Senators would like to put in the list. Hearing no other recommended topics for the poll, and given the amount of discussion Ranger Connection had generated, Dr. Riegel suggested that Ranger Connection be our project this semester. She further suggested that we start a list of topics to send out to the faculty toward the end of the semester to pick a topic for next fall. The Senate indicated general agreement with this course of action and will begin collecting topics for the poll. Dr. Place suggested we invite Caleb to our next meeting. Dr. Riegel will request additional information and invite Caleb to the next faculty senate meeting.

✓ Dr. Riegel closed the meeting at 2:51 p.m.

Faculty Senate Meeting Minutes

March 3, 2020

- ✓ **Present in Alva:** Dr. Mary Riegel, Dr. Mindi Clark, Dr. Roger Hardaway, Dr. Roxie James, Dr. Jennifer Mahieu, Dr. Jen Oswald, Dr. Aaron Place, Dr. Christie Riley (absent Dr. Richmond Adams)
- ✓ **Present in Enid:** Dr. Steven Mackie, Ms. Jennifer Pribble
- ✓ **Guests:** Calleb Mosburg and Steven Palmer

Dr. Riegel called the Faculty Senate meeting to order at 12:00 p.m. in EC201.

Minutes of the previous meeting were approved through email.

Old Business/Continuing Business

Calieb Mosburg, Dean of Students spoke about Ranger Connection. He stated the aim was to connect students to the university. He said many students are undecided, first generation, may deal with mental health issues, etc., so they work to connect those students to the university in a variety of ways. Instructors of the course strive to help break barriers and allow students to build relationships with professors and university staff, such as financial aide. He stated they have implemented My Majors to help students find a fit with their aptitude, strengths, and interests, and this seems to have helped with retention. He showed the senators the Ranger Success Guide and answered questions regarding evaluations, transfers, curriculum, campus sites, and sections for majors.

Dr. Palmer provided an update from the Athletic Advisory Board. He presented data of student athlete academic performance and shared with senators that coaches are eager to help if there is an issue. He explained his role as a liaison between faculty and athletics and offered to assist with any issues faculty would have. He addressed questions from senators.

Chair Riegel updated the senate in regard to continuous items discussed with administration and discussion was held:

- Issues with course evaluations – continuing
- Retirement – benefit list will be in Faculty Handbook
- Budget meeting next week

New Business

Dr. Place wanted to know if there are any plans for the coronavirus. Dr. Riegel will follow up with Admin.

Dr. Riley asked about three years of work on portfolios and the committee discussed various scenarios.

Dr. Oswald asked about non-tenure track faculty applying for three-year portfolio submission and discussion was held. The Senates concerns and questions will be taken to the FEAD committee.

With no further business, Riegel adjourned the meeting at 12:58 p.m.

Faculty Senate Meeting Minutes Friday, April 10, 2020

- ✓ **Present Via Zoom:** Dr. Mary Riegel, Dr. Mindi Clark, Dr. Roger Hardaway, Dr. Roxie James, Dr. Jennifer Mahieu, Dr. Jen Oswald, Dr. Aaron Place, Dr. Christie Riley, Dr. Steven Mackie, Ms. Jennifer Pribble
- ✓ **Absent:** Dr. Richmond Adams

Chair Riegel called the meeting to order at 1:00. She updated the group in regard to administration (See comments from agenda). Administration wanted Riegel to relay how appreciative they were of the faculty during this time.

- Update from Administration Dr. Riegel and Dr. Oswald: Met with Dr. Hannaford to update him on our last meeting. When I reached out recently to let them know we are meeting they sent along these message:
 - Dr. Hannaford: "I have heard a few rumblings about the form we are asking people to fill out on what they are doing. It is NOT that we do not trust individuals, but are preparing to show how we adapted in this situation to HLC, accrediting partners and possibly the Regents in the future. We feel it will be good to get some of this evidence for the future. Other than that, we are tremendously proud of how the faculty have responded in this crisis."
 - Dr. Cunningham: "Please just reinforce how much we appreciate faculty working through this uncharted territory and serving our students."

Questions about the portfolio were presented to the FEAD committee (See comments from agenda). Some topics addressed: 1) creating different rubrics for different faculty and 2) if there is a need for a one-year vs. three-year rubric. They discussed looking at sister institutions' expectations. Dr. Maier mentioned working on this issue throughout the summer. With the current situation, it is difficult to create a timeline on making changes.

- Portfolio questions: FEAD committee met and I was able to convey our questions and concerns to the committee. The issues of when and how faculty are evaluated, and especially how a faculty member's rank/position affects when and how they should be evaluated was a major topic of discussion. Another major concern was how the scholarship section is evaluated and expectations in particular disciplines. Future tasks the committee is going to tackle: investigating a new schedule for faculty who are non-tenure track (eventually going to a three-year portfolio?); creating separate rubrics for one-year, three-year, and initial-tenure portfolios to clarify expectations; creating discipline-specific sub-rubrics and/or guidelines for parts of the rubric such as the scholarship section; creating a set of training materials on creating and evaluating portfolios.

Chair Riegel updated the committee on the open seat for the faculty senate and the process she will use to fill the position.

Finally, administration requested comments and concerns from senators about the alternative instruction requirement. Hardaway asked about summer classes and the mode of delivery for those. Riegel stated May 1 will be the latest for a decision on the mode of delivery for summer courses. Hardaway asked about retirement and the retirement reception. Riegel said she would ask about it. She asked for additional questions from senators, and seeing none, the meeting adjourned at 1:15 p.m.