

## Faculty Senate Meeting Minutes

August 27, 2021

Dr. Oswald called the Faculty Senate meeting to order at 11:59 a.m. via Zoom.

Those in attendance were: Dr. Clark, Dr. Hardaway, Dr. James, Dr. Longhurst, Dr. Mackie, Dr. Mahieu, Dr. Oswald, Mr. Randolph, and Dr. Riegel (absent: Mr. Lahr and Dr. Riley)

### Old Business/Continuing Business

- Minutes approved via email
- Grade check feedback submitted – faculty requested a reminder email the week before grade checks will go out, and that grade checks are sent within a two-week time frame. Confirmed with Dr. Palmer and Mr. Franz that an alert/reminder will be sent the week prior to grade checks going out to faculty. Grade checks will come within a two-week time frame this fall. Mr. Franz said this process helps streamline the process of checking grades for 500 athletes. Coaches appreciate and use these grade checks.
- Admin update – none for this meeting

### New Business

- Athletic Advisory Board – appointments needed to fill the following expired terms
  - Dr. Roger Hardaway (SAS) – eligible for reappointment
  - Dr. Jen Oswald (SPS/Educ) – eligible for reappointment
  - Dr. Mindi Clark (at large) – eligible for reappointment
  - All three individuals expressed willingness to continue serving on the Board. Hearing no other nominations, Dr. Hardaway, Dr. Oswald, and Dr. Clark are reappointed for a second 2-year term.
- Discuss 2021-2022 Faculty Handbook addition section 5.1.3
  - Proposed addition: “5.1.3 Additional Salary. Institutional practice allows faculty to earn up to 25% above academic year salary from other university related activities. These activities can include: course overload salary, summer salary, and supplemental grant salary. In other words, a faculty member earning \$50,000 as a base academic year salary could earn an additional \$12,500 in other salary. The \$12,500 could be earned by any combination of overload, summer, or grant activities.”
  - Dr. Mackie enquired about the reason behind the change to the handbook and asked if this was replacing some previous policy. Dr. Oswald indicated it was a new addition, but that she was unaware of the source of the change. During discussion it was noted that it would be tiered based on current salaries, and the question of why that choice was made. Dr. James expressed concern over what would happen if a faculty member went over that amount. Mr. Randolph noted that last year due to a faculty member leaving on short notice his load during the year and over the summer would have put him over this limit, but the courses needed to be offered. Dr. Oswald indicated that many faculty members count on summer teaching to augment salaries. She also questioned why, given the courses need to be taught and faculty are willing, should it be required to shift courses to adjuncts rather than having the normal faculty teach those classes. There was also a question of whether the policy applies only to funds from Northwestern, or to any

form of salary (such as being an adjunct for other institutions, work as a private tutor, etc.) Dr. Riegel wondered if this change was coming from a RUSO or OKRHE policy? There was general consensus that we would like more information regarding this change in policy. Dr. Oswald will follow up with the Administration at their next meeting.

- Discuss Faculty Pay as stated in the handbook
  - A faculty member had approached Dr. Oswald with questions regarding the way that the Salary Schedule is presented in the handbook. In particular regarding how the changes in rank or education level are expressed. After clarifying the question and determining that clarification might be helpful to more than one faculty member, it was suggested that an example be added to help clarify the computation. Dr. Oswald will discuss this possibility with Administration. In related discussion Mr. Randolph brought up the issue of how our salary schedule compares to our sister institutions. He had found a report from the Oklahoma State Regents for Higher education listing average salaries by rank for the various institutions throughout the state, in which Northwestern's average salary was below the average for Regional 4-years in every rank category.
- Dr. Oswald received an invitation from Frank Elwell of Rogers State University to a zoom meeting regarding COVID-19. The goal is to bring statewide faculty leadership together to discuss the ways in which various colleges and universities are handling the situation (i.e masks, vaccinations, alternative course delivery, etc.). Dr. Oswald will forward the invitation to the Senate for those who would like to attend. She will be attending the meeting, scheduled for September 2 at 4pm.
- COVID Task Force Disbanded?
  - Dr. Mackie was approached by a faculty member who had expressed concern that the COVID Task Force was indicated at the All-Faculty meeting to have been disbanded. In light of growing concerns regarding the Delta and Lambda variants and the upcoming winter flu/cold season, the faculty member wondered why the task force was no longer functioning. Dr. Riegel indicated that she had been on the task force and had received no communication after a meeting in the spring wherein they discussed the plan to remove the mask mandate for the summer. Dr. Longhurst, who also served on the task force, indicated he had reached out to Dr. Bell when no task force meeting was set prior to Fall. Dr. Bell cited the state regulation prohibiting mask mandates as the reason. Dr. Riegel clarified that the law does not prohibit a mask policy, rather it prohibits a discriminatory policy of requiring only non-vaccinated individuals to wear masks. Mr. Randolph indicated he would appreciate having a standing committee in place to stay abreast of the situation in order to act quickly should the need arise. Dr. Mackie agreed that having such a group in place would be beneficial for faculty piece of mind. Dr. Longhurst would also encourage the task force remain in place to protect faculty, and important university resource, especially those at higher risk. Dr. Oswald will discuss the issue of the task force with the Administration.
- ADA Accessibility issues on campus
  - Dr. Longhurst is on the diversity committee and wanted to open a dialogue between the Senate and that committee regarding accessibility concerns on campus. He asked that

specific instances of concern be sent to him via email so that he can begin compiling a list of concerns to bring up to the Diversity Committee (and eventually administration). Dr. Mackie indicated that with the CARES Act money the university received now may be a perfect time to try to get some of these projects completed.

- Dr. Oswald asked for any further business. Hearing none, a motion to adjourn was given and seconded, and the meeting adjourned at 12:31 p.m.

## Faculty Senate Meeting Minutes

September 21, 2021

Dr. Oswald called the Faculty Senate meeting to order at 1:01 p.m. via Zoom.

Those in attendance were: Dr. Clark, Dr. Hardaway, Dr. James, Mr. Lahr, Dr. Longhurst, Dr. Mackie, Dr. Mahieu, Dr. Oswald, Mr. Randolph, Dr. Riegel, Dr. Riley

### Old Business/Continuing Business

Updates and clarification from administration regarding:

- Faculty Senate Handbook Addition section 5.1.3
  - “5.1.3 Additional Salary. Institutional practice allows faculty to earn up to 25% above academic year salary from other university related activities. These activities can include: course overload salary, summer salary, and supplemental grant salary. In other words, a faculty member earning \$50,000 as a base academic year salary could earn an additional \$12,500 in other salary. The \$12,500 could be earned by any combination of overload, summer, or grant activities.”
  - From Administration: Has always been a policy in the handbook, however it has not been an issue in the past, although last year someone came close. Dr. Pecha monitors this and reports to Dr. Hannaford if anyone is close to meeting that amount. Northwestern moneys only count towards this 25% cap.
  - Discussion: Mr. Randolph wondered if this change to the manual is related to the budget cutbacks we have experienced in recent years or if there was some other motivation behind this issue being addressed now. The senate expressed understanding of the policy but also asked for transparency and communication regarding this type of policy adjustment.
- COVID Task Force
  - From administration: Cases are monitored and tracked daily. Will recall the task force if necessary. Protocols are not on website – faculty are to work with students on an individual basis as with any communicable disease.
  - Discussion: Dr. Mackie indicated that we are the only OK institution without a direct link on the homepage to our COVID policy and information. He would like to see this corrected as well as information posted regarding contacts for students as well as staff in the event of a positive test, information regarding the vaccination opportunities we are offering and the incentive plan. It was agreed by the senate that we would like to see these changes made. Several members reported that students had asked who they were supposed to contact after a positive test. The senate also wondered how accurate the reported case numbers are given that no policy exists requiring students to self-report. Dr. Oswald will take our recommendation to post COVID contact information and vaccination pod schedule on the website to the administration.

### New Business

- Calendar 2022-2023 – see attached – need feedback and approval
  - Discussion: Dr. Riley asked about the inequity in the number of weeks in the schedule for the second 8-week session in the spring. Because of Spring break, the number of school weeks for a second 8-week class is only 7 which causes problems with scheduling courses. Dr. Riegel mentioned that between Fall Break and Thanksgiving Break, the same issue happens in the Fall where the second 8-week classes have fewer class days than the first 8-week. The question of whether Final Exam week should count toward the week total was raised as well as how the first

8-week session is meant to schedule their final exams. (Note: In both the fall and spring schedule the first 8-week session is scheduled over a maximum total of 39 possible class days and the second 8-week session over a maximum of 36 class days plus a 2-hour final exam window.) Dr. James also noted that the difference between a MW class and a TTh class was even more pronounced due to the Monday of Finals week. Dr. Riley asked that a note be made as to this scheduling difficulty. Hearing no more discussion, a motion to accept by Dr. Clark was seconded by Dr. Mackie and the Senate voted to approve the proposed schedule, but would like our concerns regarding the 8-week scheduling noted to administration.

- Existing policy report – regarding outside employment disclosure and approval form.
  - Discussion: Dr. Hardaway expressed concerns regarding the proposed form. Specifically, inequity regarding what we do and do not have to report. For example, that time spent farming/ranching, volunteering, etc. do not need approval or reporting, but taking a part-time job at McDonald's or Walmart would need to be reported and approved. Dr. Oswald indicated that in the past she has reported outside employment via email to the VP of Academics and there was no issue and Dr. Clark and Mr. Lahr both indicated that they have never formally reported their farming work as outside employment. Dr. Riegel expressed concern over the phrasing of the form as a "Declaration and Request for Approval" and that the employee was signing as an "Applicant". Does this mean that Northwestern has the right to refuse a faculty or staff member seeking outside employment? Is this policy grounds for termination? Mr. Randolph further question why this would need to be signed for by 4 individuals. Why is the time we spend outside of our hours at Northwestern something that needs to be approved by 3 people? During discussion several examples of possible "outside employment" were raised and the question asked of if those would need to be reported and approved. Examples include: being a paid guest or keynote speaker, being a paid judge at music contests, farming/ranching, teaching at a high school or learning annex, being on a board of directors earning money through stock options, direct sales like Mary Kay or Scentsy, etc. The question is where is the line between what is and what is not required to be reported. The senate also wondered why this issue is coming up now? What is the cause for this form being implemented (or revived)? Why is it the business of the University if someone is seeking to augment their income? Also, what is the policy at our sister institutions? Dr. Oswald will discuss our questions with the administration as well as the request that the form be changed to read as a "Disclosure of Outside Employment" form rather than a request for approval. We would also like to limit the number of signatures required to just the employee and the VP of Academic Affairs. We will revisit the issue of the form after we hear back from the administration.
- Dr. Oswald then asked for any other new business. Dr. Riegel asked for an update regarding the zoom meeting between faculty senate leaders regarding the COVID situation. Dr. Oswald indicated that no consensus was reached by those present regarding how to answer the COVID question on campus or how to approach the administration. She shared that after hearing from other institutions she felt privileged that the administration at Northwestern supports faculty choice on the issue. She will keep us apprised of any future meetings and will send out a template that was generated during the meeting.

Dr. Oswald asked for any further business. Hearing none, a motion to adjourn was given and seconded, and the meeting adjourned at 1:47 p.m.

## Faculty Senate Meeting Minutes

November 3, 2021

Dr. Oswald called the Faculty Senate meeting to order at 1:00 p.m. via Zoom.

Those in attendance were: Dr. Clark, Dr. James, Mr. Lahr, Dr. Longhurst, Dr. Mackie, Dr. Mahieu, Dr. Oswald, Mr. Randolph, Dr. Riley

### Old Business/Continuing Business

- Existing policy form – Request for Approval of Proposed Outside Employment
  - \*This form complies with Faculty Policy 5.1.2 Outside Employment which states – A full-time faculty member must provide a written request to engage in outside employment. With written approval of the associate vice president and dean of faculty, vice president of academic affairs, and the president, if such employment in no way takes time from or interferes or is in conflict with the institutional services for which the faculty member is employed, such employment may be approved. Failure to comply with this policy may be grounds for dismissal. Services performed by a member of the faculty in any period during which the faculty member is not on the university payroll are excluded from this policy.
  - Policy is in practice already
  - Request for paper form – should have been in practice but was not; coming into compliance
  - Consistent work and/or work that could interfere with full-time job
  - Discussion: Dr. Oswald relayed conversation from administration that this is policy already – the paperwork is to document with a form, rather than an email, since people leave positions and things can get overlooked. The wording of interfering with full-time job is subjective. Administration considers farming/ranching/guest speaker/paid judge/etc. to be reasonable. Oswald mentioned she will still complete the form even though her additional work is outside of full-time job. Dr. Mahieu mentioned that anything that interferes with fall/spring semester full-time work should be reported/requested. Dr. Longhurst mentioned he can see how it protects the quality of instruction, and while it could be viewed by some to be an overstep, he's confident administration will be reasonable. Dr. Riley moved to make a note the senate members reviewed the form. Dr. Longhurst seconded. All in favor.
- Covid Task Force
  - Incentive continues through the fall semester
  - Treating as communicable disease
  - Discussion: Dr. Mackie would like to see the Covid plan and vaccine information available on the website. He reviewed 15 university and public school websites and all have a Covid link on their home page. Most have plans, links to health department info. Numerous emails from students have come asking about vaccine incentive, who to contact when they've tested positive, and vaccination schedule. Mr. Randolph mentioned Covid has a fatality rate, so it would be useful to have the information posted. Dr. Longhurst mentioned having the information on the website would help us be consistent and transparent. Dr. Mackie mentioned wanting the information out there to help students take care of their family and friends. Dr. Oswald asked if other senators have fielded emails from students and a few have. Dr. Oswald asked for clarification on what needs to be on the website because we represent all faculty, who will be divided on the

issue. Senators agreed the minimum needed is who to contact if they test positive, vaccine schedules, and incentive (which expires soon, so may be a moot point). Dr. Clark mentioned faculty understand students do not check emails, so having it on the website might take the burden off of faculty to inform students. Dr. James asked for a list of universities and school systems to be sent to Dr. Oswald so we can request to be consistent with other schools. Dr. Oswald confirmed the senate as a whole would like to request the information regarding who to contact and vaccination schedule be included on the website. She will send that request to administration.

### **New Business**

- Online Education Committee
  - Oswald gave background: Faculty member asked if any other departments/faculty have issues getting courses approved or following guidelines from OEC – faculty member mentioned guidelines have an impact on course content and pedagogy (specifically mentioned verifying identities through meeting/final exam when that may or may not be appropriate for the content, and procedures that impact faculty members and teaching should be something faculty have a voice in). Is this something that is an issue for others?
  - Discussion: Dr. James and Dr. Riley both serve on this committee. Dr. Riley said the verification process is needed to prevent cheating and to ensure the actual person taking the class understands the content. Dr. James mentioned the identity bearing assignment has caused classes to be kicked back to the faculty who may not understand why this is needed. For English, the essays show content, so creating an online course with a final exam is not always appropriate for this content area. Dr. James personally uses meetings with students to verify identities. Dr. Oswald uses a videoed presentation with identification card and clearly showing their identification and faces on the video. Dr. James mentioned the assignment must be worth a significant portion of the grade. Dr. Oswald asked if Dr. James and Dr. Riley could ask if this is part of the online course creation checklist. Dr. James and Dr. Riley will report back on this.
- Reminder - December – At-Large elections. Dr. Oswald reminded senators that the At-Large faculty terms will expire in December and the nomination email will be going out in December.

Dr. Oswald asked for any further business. Hearing none, a motion to adjourn was given and seconded, and the meeting adjourned at 1:39 p.m.