

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 he 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: Daily 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 my 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 change to read as a "Disclosure of Outside Employment" form rather that a request for approval. We would also like to limit the number of signatures required to just the employee and the VP of Academics. 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 support 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 send 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.

Follow up on elections: Serving January 2022 to December 2023 will be:

Dr. Roxie James
Mr. Garret Lahr
Mr. Kyle Larson
Dr. Steven Mackie
Dr. Jen Oswald
Dr. Stephanie Widick

Faculty Senate Meeting Minutes

February 10, 2022

Dr. Mahieu called the Faculty Senate meeting to order at 11:00 a.m. via Zoom.

Those in attendance were: Dr. James, Mr. Lahr, Mr. Larson, Dr. Mackie, Dr. Mahieu, Dr. Oswald, Mr. Randolph, Dr. Riegel, Dr. Riley, and Dr. Widick (Absent: Dr. Longhurst)

Old Business/Continuing Business

- Election of new officers- Dr. Mahieu opened the floor to volunteers or nominations for officers.
 - Dr. James nominated Dr. Mackie and Dr. Riley seconded the nomination. Dr. Mackie accepted the nomination. Having no other nominations Dr. Mackie was approved unanimously as the Vice-President/President Elect.
 - Dr. Riegel volunteered to continue serving as the secretary, and was unanimously approved by the Senate.

New Business

- Faculty Senate Resolution opposing Firearms on College Campuses
 - The Senate has once again been requested to reaffirm our resolution against firearms on campus. Dr. Riegel indicated that in the most recent faculty survey, the participants had again indicated their continued support of this position. Dr. James moved to reaffirm the resolution, Dr. Riley seconded, and the motion was unanimously approved. Dr. Mahieu will sign the new resolution and send it on to the administration.
- Dr. James posed the question for discussion: should Northwestern have a Land Acknowledgement statement?
 - Dr. James indicated that she could not find one for Northwestern, but that other institutions in Oklahoma (and the nation) have such statements that recognize Indigenous Peoples as traditional stewards of the land. Dr. James felt this measure might be beneficial to inclusion and diversity at Northwestern. Mr. Larson recommended getting in touch with local indigenous populations regarding making such a statement. Dr. Mackie, who serves on the Diversity committee, indicated that he was unaware of current work on such a statement and that the Faculty Senate taking on such a task would be beneficial. Dr. Riegel will inquire at the next FAC meeting about what other schools in the state have in place, and Dr. Mackie will look into some of our sister institutions. He also suggested that senators look at their alma maters for any statements they may have posted as well. Any statements found are to be sent to Dr. James who will collect them for review at a future meeting.

Dr. Mahieu asked for any further business. Hearing none, a motion to adjourn was given and seconded, and the meeting adjourned at 11:15 a.m.

Faculty Senate Meeting Minutes

April 27, 2022

Dr. Mahieu called the Faculty Senate meeting to order at 11:00 a.m. via Zoom.

Those in attendance were: Dr. Roxie James, Mr. Garret Lahr, Mr. Kyle Larson, Dr. Karsten Longhurst, Dr. Steven Mackie, Dr. Jennifer Mahieu, Dr. Jen Oswald, Dr. Mary Riegel, Dr. Christie Riley (Absent: Mr. Taylor Randolph, Dr. Stephanie Widick)

Old/Continuing Business

- Minutes of February meeting approved via email
- Land Acknowledgement statement (Dr. James)
 - Information from several schools (both in Oklahoma and Nationally) were presented. There are statements of various lengths from very brief and general acknowledgements to entire webpages dedicated to land use. Some schools have both a short and a long version, some have a single institution wide statement and others allow departments to have their own. OSU is currently in the middle of the process of ratifying a Land Acknowledgment. It was suggested that NWOSU have a singular statement that would be posted on the Diversity page as well as the About Northwestern page of the website. The question of whether the statement should be included as part of events such as graduation was also discussed. Dr. Mackie commented that our geographic location in the Cherokee Strip makes it particularly important for us to acknowledge the history of the land we now occupy. Dr. Mackie moved that we form a committee to take this initiative to the next step. He suggested that the Diversity Committee (of which he is a member) could also be involved, as well as the Native American Student Association (NASA) and the history department. Dr. Longhurst, also on the Diversity Committee, expressed interest in participating. He also suggested that in addition to Dr. Schmaltz of the History Department it might be beneficial to reach out to Deena Fisher. Dr. Mackie expressed his willingness to do so. Dr. James seconded the motion to form a committee and hearing agreement from the Senate a committee was designated including Drs. James, Mackie, and Longhurst. After Dr. Mahieu and Dr. Mackie discuss the initiative with the administration, Dr. Mackie will reach out to Deena Fisher, Dr. James will reach out to NASA and Dr. Schmaltz and the committee will begin the research phase of the process.
- Admin update - Nothing from admin at this time

New Business

- Freshman Connection
 - Process for faculty was difficult due to a perceive lack of communication. Several members expressed concern over the way in which Freshman Connection was handles this year. There were instances where large groups of students (5 to 12) showed up to a department all at once to find only one faculty member available for advising. This was in contrast to the rolling process that faculty had been told to expect. Meanwhile faculty who were stationed in the Ranger room expressed concern over the small number of departments represented. There seems to have been fewer departments who sent faculty to the Ranger room than in past years which meant the room was full of empty tables. The general understanding of the Senate was that this was a choice left up to the departments, but that it was unclear what exactly was expected. Faculty in the Ranger room also indicated that they did not have students needing advising in their area

during the time they were told to be there. This meant that some faculty felt their time was wasted while others felt they had to rush through too many students at once to be able to spend the time they would like to. Not having the time to give the individual attention and experience we are so proud of at Northwestern was a major concern of many faculty members after this year's Freshman Connection. Dr. Mahieu will take our concerns to the administration.

- Dr. Mackie brought to the Senate the concerns of a faculty member regarding faculty salaries. Specifically, how our salary schedule affects our ability to attract quality faculty in the hiring process. Also of concern is the loss of the ITV stipend that many faculty members had been receiving. Mention was also made of how our salaries are in fact worsening given the rate of inflation. Dr. Mackie asked that our concerns about faculty salaries be brought forward, especially in light of the upcoming change in administration. Dr. Longhurst also wondered if we could look at not just salaries but also teaching loads and other duties as compared to similar institutions, and how the increase in faculty responsibilities without commensurate increase in pay is leading to overworked faculty and difficulty in recruiting. Dr. Riegel mentioned that this issue is also on the FAC's radar given faculty responses to the annual survey. Dr. Mahieu reiterated this issue, mentioning that in nursing they have been trying to hire for two years now, but it is hard to get people to take a significant pay cut to come to Northwestern to teach. She and Dr. Mackie will discuss the issue with the current administration, and it will also be brought to the new administration in the fall.
- Dr. Riegel mentioned the need to hold a mid-term election to replace people leaving Northwestern, and thus the Senate. This election will take place over the next couple of weeks.
- A clarification was sought by Dr. Oswald regarding chairs serving on the Senate as she will be assuming that role in the fall. Dr. Riegel indicated that, per the constitution, chairs are allowed to serve on the senate, and in fact anyone designated as full-time faculty may serve.

Dr. Mahieu asked for any further business. Hearing none, a motion to adjourn was given and seconded, and the meeting adjourned at 11:26 a.m.