



NORTHEASTERN STATE UNIVERSITY

Faculty Council

February 2, 2018 Minutes

The mission of the Northeastern State University Faculty Council is to promote communication and cooperation among the faculty and between the faculty and the administration. The Council serves as the faculty's collective voice in shared governance in order to achieve excellence in the academic endeavors of the university. Toward this goal the Council seeks to enhance the university's pursuit and dissemination of knowledge by promoting and preserving academic freedom and integrity, encouraging creative inquiry, and recognizing scholarly achievement. The Council further serves to foster the professional development and economic well-being of the faculty ~ Adopted by the Council, February 6, 2004.

The meeting was called to order by President Renee Cambiano in CASE 134 at 3:00 p.m. on February 2, 2018. There was Zoom access in Tahlequah to Broken Arrow 276, and Muskogee 201.

Guests (Time is typically set aside for administrators who wish to address the council):

Dana Eversole addressed the council. As chair of the Circle of Excellence committee, she shared recommendations from the meeting held by members Craig Clifford, Denise Deason Toyne, Kippi Wyatt, Carl Farinelli, and Tom Rink. They recommend nominees submit no more than a two-page narrative outlining the nominee's qualifications for the award to the chair of that committee. The committee will read all of the narratives and then select three of the nominations to interview face-to-face, not through Zoom. A winner will then be selected from the three. They propose there needs to be three committees with five past winners on each committee. They recommend that "research" to be seen as "scholarship," per the Boyer model. Circle of Excellence recipients will be recognized during the Faculty/Staff appreciation banquet and at Commencement. Comments included encouraging junior faculty to aim towards this, the highest achievement among colleagues at NSU. Questions were raised about how to provide supplemental evidence that might not fit within the two-page parameter. Concerns were also shared about the rigor not being strong enough if this is considered to be the highest honor for a faculty member to achieve and if past recipients on the selection committee have a bias for the current applicants. The nomination application no longer includes the same information as Appendix C in the Faculty Handbook. Regarding the timeline,



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an e-mail to submit nominees will be sent later in February, nominees' packets are due before Spring Break, the committee will meet to determine awardees after Spring Break, and the CoE luncheon Monday, April 23.

Cindy Bendabout and Thad Turman addressed the council. Regarding travel policies, there is a concern about zero balance receipts needed and reimbursement timeliness. Two years ago the NSU policy changed for any overnight or out of state trip to require pre-approval. Concur is the e-based system used to streamline reimbursements. This system is set up to accommodate a claim and goes directly to Accounts Payable if pre-approval and the travel policy are followed, expediting reimbursements. Concur can be used to book a hotel directly with more purchasing power with a vendor. The travel agency used through Concur is a state mandate used to book flights and compare the cost of driving vs. flying. Upcoming trainings will be scheduled for Submit & Approve, Standard Travel Training, and Booking. All faculty should have access to Concur via <https://www.concursolutions.com/> and login using their full NSU e-mail address. A detailed portfolio is needed for line item expenses. This is difficult when using services like Expedia, which aren't in compliance with state regulations. There remains a need for faculty to know exactly who is the point person in each department to assist with travel, perhaps by contacting leadership teams in Colleges around campus. Bendabout shared handouts for dates, policies, and user guides.

Video tutorials are available through Concur's website under Administrator Help. The Accounts Payable Travel staff are happy to help with training and booking assistance, as well.

Dan Mabery addressed the council. He appreciates faculty's feedback about the viewbook with previously shared proposed changes. The first draft should be available next week and he also appreciates faculty recruitment during community college visits. Mabery shared four questions about enhancing communication between campus offices and faculty to have better, more informed conversations with students about engagement on campus. 1.) Is the current system working? 2.) Are faculty learning about campus events & deadlines through students, or through others? 3.) What information would our faculty like to receive? 4.) Are we able to get information to our faculty, or what barriers might exist?



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Examples: when to sign up for campus housing, when to visit an advisor, and when to register for classes. There is a need for a unified system for compiling dates and events on campus. Comments included how to address faculty engagement with an incentive or a timely application, possibly a calendar app to integrate ideas. Further comments and suggestions can be shared with President Cambiano or Maybery directly.

- I. Call to Order:
- II. Quorum Check: There was a quorum present.
- III. Approval of Minutes: Minutes of the December 1 meeting were approved.
<http://offices.nsuok.edu/facultycouncil/FacultyCouncilHome.aspx>
- IV. Old Business Items:
 - A. **Chancellor's Forum - State Regents Task Force (handout)**
Chancellor's visit on campus Tuesday, February 20, 2018 @ Webb Auditorium (TQ) and broadcast to Muskogee and Broken Arrow, to discuss Higher Education Task Force.
 - B. Retention and Recruitment (Faculty Engagement)
 - C. RTP Task Force update
 - D. Handbook Update
- V. New Business Items
 - A. **Circle of Excellence Guidelines Revisions**
Vote on proposed revisions to table until March meeting and leave guidelines currently as is for 2018. The motion passed.
 - B. Step it up Oklahoma (<http://www.stepupoklahoma.com/>)
 - C. LMS Review
(<https://academics.nsuok.edu/teachingandlearning/CTLHome/LMSReview.aspx>)
 - D. eCampus Committee update
- VI. Committee and Standing Reports:
 - A. Faculty Welfare Committee: John (Chair)
 - B. Faculty Awards Committee: Renee (Chair)
 - C. Ad hoc Strategic Plan Committee: Sarah (Chair)
 - D. Ad hoc Budget Committee: Sarah (Chair)
 - E. HawkTalks: Pamela Louderback (Chair)
 - F. University Committee Reports



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Dates to Remember

- February 20th - Dean of Liberal Arts candidate and search committee to meet on Broken Arrow campus
- February 20th @ 1:00 Chancellor Johnson - Open Forum
- February 20th @ noon - HawkTalks - Dr. Das-Bradoo, "Cancer Undergraduate Research Experience at NSU"
- March 27th @ 12:00 - HawkTalks - Dr. Paulissen, "Animal Behavior, Herpetology"
- April 17th @ 3:00 - HawkTalks - Dr. King "Intermountain Diné Student Experiences of 'Emergency' Education"

Next meeting March 2, 2018

Meeting adjourned 5:03 pm

Respectfully submitted, Sarah Burkhead Whittle, Secretary/Treasurer
February 5, 2017