



NORTHEASTERN STATE UNIVERSITY

Faculty Council

September 7, 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.

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Meetings (First Friday of Every Month) 3:00 - 5:00 p.m.

Location: CASE 134, BALA 276 and NSM 112.

The meeting was called to order by President Cambiano in CASE 134 at 3:00 p.m. on September 7, 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):

- **Dr. Ben Ofili - Faculty Advisor/Mentor**

Formerly led by Dr. Bekkering, thanks were shared by Dr. Ofili for all those who have previously participated with this program. Great strides have been made already, but more awareness needs to be exhibited to increase the mentorship opportunities to engage with our students and influence their overall success. Selection criteria for outstanding faculty advising will be finalized by the end of September,



NORTHEASTERN
STATE UNIVERSITY

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some of which will be determined by student nominations. Discussion included details of how faculty will keep a personal record of their interactions with mentees, which has yet to be determined. The faculty mentor role should focus on mentorship and future career opportunities, whereas the academic advisor offers more basic guidance.

- **Shawn Medlock and Dr. Richard Rief - New Acceptable Use Policy**

A broader cyber-security policy needs to be in place for NSU, which is contingent upon receiving Federal Grants and meeting state requirements, as well as RUSO standards. The original acceptable use policy was completely analyzed and the template upon which the new policy is based is from Truedigital. The acceptable use policy also needed to be updated to fulfill the Payment Card Industry for any credit card transaction conducted on campus. This also needs to be in place for European Union compliance for all of our international students. Staff council is currently discussing this and Medlock will soon speak with the Student Government Association as well.

- **Karl Siewert - Banner Operations Committee**

Siewert previously served as a Library Faculty Council representative and now needs a current delegate to serve on the Banner Operations committee. An upgrade has already taken place between Banner 8 to Banner 9. Banner's parent company Ellucian will be coming to campus soon.

- **Jerol Skinner - CTL**

A recap of Community and Collaboration Day was shared. 156 faculty participated in 2017 when Community and Collaboration Day was held in BA, 103 faculty participated this year (2018) when Community and Collaboration Day was held in Tahlequah. There are currently 350 total faculty.

I. Call to Order:

II. Quorum Check: A quorum was present.

III. Approval of Minutes: Posted

<http://offices.nsuok.edu/facultycouncil/FacultyCouncilHome.aspx>

IV. Old Business Items:



NORTHEASTERN
STATE UNIVERSITY

Faculty Council

September 7, 2018 Minutes

- A. **Stephan Sargent - Retirees**

Delegate Sargent has been approached by several faculty members about continuing to engage retired professors. Ideas range from having retirees return to campus to mentor a junior faculty member, assist with student advising, or serve as a guest lecturer. Jeanetta Brave in Human Resources has been helpful in understanding how retired faculty can keep their NSU e-mail address. Sargent shared ideas from how other universities maintain connections with former faculty: continued library privileges, parking permits, use of the campus fitness center, tickets to campus performances and athletic events, a retiree office on campus, and attending commencement ceremonies. Sargent agreed to serve as chair of a subcommittee for this proposal. Volunteers to help serve: Delegates Louderback and King, or others interested can contact President Cambiano later.

- V. New Business Items
 - A. **Helping Students - Letter from the President / Enrollment**

The initiative from the Cabinet and President Turner, shared at Opening Meeting, is for all NSU employees to “help students,” which includes mentorship and broader academic applications. Enrollment has been down since 2010, but has slowly risen over the past 4 years. We have missed the goal by 7 students, but we do have 6 new RiverHawks Scholars on campus, which have helped with enrollment. The College of Education has the most significant decline and the Graduate College has shown the most growth. These enrollment efforts can be addressed with more emphasis on faculty mentoring, advising, recruitment, and retention.

 - B. **Faculty Student Advising/Mentoring**

There is a need for faculty advisee lists on Banner to be accurate for the current semester and I.T. is working on this problem.



NORTHEASTERN
STATE UNIVERSITY

Faculty Council

September 7, 2018 Minutes

C. **Faculty Handbook (yearly committee)**

President Cambiano would like to recommend to President Turner the need for a committee who consistently meets to evaluate the Faculty Handbook. The current committee works over the summer to make adjustments and then follows the channels to recommend these to the the Cabinet for approval. Those who serve currently do so by a one-time appointment from the Provost's office, led by an NSU administrator, with the Faculty Council president sitting on the committee. There is a need for the committee to be more active, meeting throughout the year with a two year term. The goal of this new committee is not to update the handbook on a yearly basis, but evaluate what details need to be clarified, and should align with the two year cycle of the Faculty Council President.

A motion was made for President Cambiano to bring this proposal to President Turner. The motion passed.

D. TailGating for Home Games (Sign up list)

E. **Fitness Center Application - Update**

The Faculty Welfare committee addressed the concern for the Fitness Center application to include gender equal language regarding spousal partners. This adjustment has been made to the application forms.

F. **Webpages are key to program recruitment**

It has come to President Cambiano's attention that departments are responsible for inputting keywords for easy searching on departmental webpages. Communications and Marketing are investing efforts to target accurate Google searches when off-campus users search for details about NSU. Faculty can play a helpful role in uploading pertinent information on these departmental webpages.

Fall 2019 curriculum changes must be brought before the University Curriculum Committee by November 2018. NSU administrators attended a Grey and Associates conference that included topics of growth, sustain, sunset, and fix for academic programs. Faculty are encouraged to be proactive in having conversations at the department level for curricular changes that need to be addressed.



NORTHEASTERN
STATE UNIVERSITY

Faculty Council

September 7, 2018 Minutes

G. Hooding at Graduation

This is a formalized proposal for faculty to continue hooding graduate students with whom they have worked closely. The request is to open a conversation to see if other programs outside of Psychology & Counseling agree with this formalized proposal. Other discussion included opportunities for interactions between faculty, graduating students, and administrators prior to the ceremony.

A motion was made for Faculty Council to support President Cambiano addressing this proposal with Student Government and Staff Council, speaking with Provost Landry. The motion passed.

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)
<https://offices.nsuok.edu/facultycouncil/HawkTalks.aspx>
- F. University Committee Reports

Dates to Remember

- President's Brown Bags
 - Broken Arrow - Monday, September 10th, 12-1 p.m. (Delegate Sargent to represent Faculty Council)
 - Muskogee - Monday, September 10th, 3-4 p.m.
 - Tahlequah - Tuesday, September 11th, 12-1 p.m. (Secretary Whittle to represent Faculty Council)
- NORA Summit (www.neokregion.org) - October 23rd - NSU Tahlequah

Meeting adjourned 5:02 p.m.

Respectfully submitted, Sarah Burkhead Whittle, Secretary/Treasurer
September 12, 2018