

NORTHEASTERN STATE UNIVERSITY

Minutes of Faculty Council Meeting

Friday, February 1, 2013

Call to Order

The meeting was called to order by President Denise Deason-Toyne in SCL129. There was ITV access at Muskogee, Broken Arrow and Tahlequah.

Council Members in attendance: Jeb Briley (Business & Technology), Ron Cambiano (Education), Shari Clevenger (Liberal Arts), Samantha Clifford (Library), Kendra Haggard (Liberal Arts), Jim Hicks (Science & Health Professions), Sandra Martin (Library), Chris Miller (Liberal Arts), Dan Sisk (Science & Health Professions)

Council Members in attendance in Broken Arrow: Andrew Aken (Business & Technology), Kelly Dunbar (Education), Buster Hall (Broken Arrow), Cheryl Van Den Handel (Liberal Arts), Mai Anh VuTran (Business & Technology)

Council Members in attendance in Muskogee: Joyce VanNostrand (Muskogee)

Guests: Bill Rugg (VP/Provost), Susan Woitte (Library), Tahlequah. Pam Fly (Academic Affairs), Erik Terdal (Science & Health Professions), Broken Arrow.

Council Officers in attendance: Denise Deason-Toyne (President), Pamela Louderback (Vice President), Linda West (Secretary/Treasurer).

Guests:

Pam Fly - Certification for Online Teaching

A draft document was presented to council for discussion. There are three levels of training for online certification, the last level is optional. Many faculty already teaching online will be able to test out of level 1. The training will be online. Level 1 of training will be available soon so that faculty will be trained before fall semester. A few things have been suggested to be added to the policy/training outline including universal design components for special learning and ADA circumstances in level 1. There was a question about training for GA's and adjuncts. There will be classes in August and September for those situations. There was also a question about Blackboard being the only option for presenting courses. Some textbooks have platforms with all the tools needed to teach a course. They are still taking suggestions for the final draft in a few weeks.

1. Call to Order

- A. **Review/Approval of minutes of the January 11, 2013 meeting**
(http://arapaho.nsuok.edu/~faculty_council/minutesjan2013.html)

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Minutes were accepted.

B. **Budget Report**

The budget is unchanged. One suggestion for use of the funds is to buy furniture for the two faculty spaces in BA and Tahlequah.

2. Committees/Standing Reports

Banner Committee

Jeb Briley was appointed to the committee that will look at further development and needs for additional components. There have been two meetings. There will be a course scheduling module so that faculty can select days and times to see a what if and how it would work.

3. Old Business/Pending Issues

A. **Circle of Excellence Bricks - potential location**

There are two potential locations which will be looked at in a few weeks when the weather is better.

B. **Faculty/Mentoring/Evaluations/Reviews**

Survey is in the process of being finalized and should be forwarded to faculty soon. The survey is almost ready and will be sent out next week to all faculty.

C. **Volunteer to serve on Handbook Review/Revision Committee**

Linda West will represent Faculty Council; Pamela Louderback - Library; Ernst Bekkerring - Business & Technology.

D. Post a Ride Board on GO NSU for Faculty/Staff who commute between Tahlequah and Broken Arrow/ or Muskogee - This is in the works.

E. **Campus Lighting (or lack thereof)**

Seminary Hall and the parking lot behind/between Science and Bagley Hall. Suggestion: solar-powered lighting.

These issues will be fixed immediately if safety is an issue, otherwise, they will be phased as budgeting allows. There are summer construction plans for the library and six restrooms around campus that will be addressed as soon as students are off campus according to Provost Rugg.

F. **Worker's Comp. advocate/liaison**

There is a need for a non-administration related person to serve in this

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role as an advocate for the employee.

G. **Circle of Excellence Guidelines - changes/additions (Clevenger/Woitte)**

A rubric was added to each category that will help the committee and the candidates with the process. There is more transparency of what is weighted for each category. The guidelines were changed slightly. The new versions will be put online. We still need nominations for excellent faculty. It was also decided to recommend that submissions be made electronically to be green and save paper. There was also a discussion of whether we want to continue a separate award ceremony. It was moved, seconded and approved to continue our tradition of a separate ceremony to recognize our excellent faculty.

4. **New Business**

Provost Rugg answered questions

Searches: The Director of Continuing Education is filled. The Libraries and Communication and Marketing positions are in the interview stages and should be filled by March 1st. The Communication and Marketing position was handled by an outside company and is private due to the high profile of the candidates. Administration is also bringing an agency in to help with the Enrollment Management position. Others should be filled by summer or before fall classes start.

There was a question about payroll issues and pay varying, some are overpaid and some are underpaid. There is a consistency problem. There was also a question about administrative rights to computers. This was addressed by giving access to load an approved list of programs. If programs need added, send those lists to IT. Individuals can install their own printers.

5. **Announcements:**

Argos is a very useful tool for faculty to use along with Banner.

Adjournment - The meeting adjourned at 4:14 p.m.

Next meeting: March 1, 2013

Submitted by Linda West, Secretary-Treasurer
2/26/2013