

# NORTHEASTERN STATE UNIVERSITY

Minutes of Faculty Council Meeting

Friday, March 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: Ron Cambiano (Education), Shari Clevenger (Liberal Arts), Samantha Clifford (Library), John Diamantopoulos (Science & Health Professions), Kendra Haggard (Liberal Arts), Jim Hicks (Science & Health Professions), Sandra Martin (Library), Cheryl Van Den Handel (Liberal Arts)

Council Members in attendance in Broken Arrow: Andrew Aken (Business & Technology), Jeb Briley (Business & Technology), Kelly Dunbar Davison (Education), Mai Anh VuTran (Business & Technology), Weijia Zhu (Science & Health Professions)

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

Guests: Renee Cambiano (Education), J. Rachel Green (Education), Mark Giese (Education), William Rugg (VPAA/Provost); Tom Rink (Library) in Broken Arrow.

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

Guests: VP Rugg

**Faculty Handbook revision** - Dean Bridgmon will chair. Let representatives from your college know about changes needed.

**Shared Governance** - There have been discussions recently. Dr. Turner would like to have a clean document to look at. The versions under consideration seem to be an issue.

### **Ride Share Board**

This will be online and the cost will be paid out of his office. We also need input from students. For international students there is now a bus running regular routes on Tuesday and Thursday at 5pm to Walmart. Tulsa is scheduled once a month and buses to the airport as needed. There are several drivers signed up for the service. Also concerning international students, there is now a kitchen in Hastings for access to cook native dishes.

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**Campus lighting** - This is an issue for the master plan, but we don't have to wait for five years. Lighting will be solar.

## **Arapaho Server**

The server needs retired. Some Social Security numbers were found on the server and have been removed. There is no control of what is posted so it needs converted to another platform. There will be a new system, Dotnet.nuke; and Arapaho files will migrate. We need to formalize who the web champions are for each college. There will be training for people and new guidelines for student groups, faculty groups, etc.

## **Searches**

The searches for Communication and Marketing and Library are completed. There are ongoing searches for International Programs and CTL. The Enrollment Management position has been reopened.

**Faculty Lounge in BA** - Room 170 is a temporary solution and we cannot move furniture at this time.

## **College Advisors**

Positions were posted today to hire four for BA and eight for Tahlequah. They will be hired by the college and jointly trained by the college and CASE. This will be our opportunity to update information more quickly. All students will be required to see an advisor before enrolling. Students will also be assigned faculty mentors, not for schedule building, but for career advisement.

## **ESL**

NSU is taking over control of the program. We can do a better job here. It will probably be managed through Continuing Education because it needs to generate funds to pay for itself. We need a fulltime ESL certified staff member. There will be a Language Institute to learn a language starting in BA.

## **College of Extended Learning**

We are going to increase the number of non-credit certificates in CEL/CE. It has been decided that colleges will control their online programs. The revenue sharing model is gone. CEL will deliver and market the three programs they currently have and expand to non-credit offerings.

VP Rugg was asked about scheduling student events during popular class times. He said that Academic Affairs cannot mandate excused absences,

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especially for students not making arrangements in advance. His office has been asked about this.

## 1. Call to Order

- A. **Review/Approval of minutes of the February 1, 2013 meeting**  
([http://arapaho.nsuok.edu/~faculty\\_council/minutesfeb2013.htm](http://arapaho.nsuok.edu/~faculty_council/minutesfeb2013.htm))

Minutes were accepted.

- B. **Budget Report**

The budget is unchanged. It was suggested that Cari Keller be asked to recommend furnishings for the lounge in Tahlequah.

## 2. Committees/Standing Reports

- A. None

## 3. Old Business/Pending Issues

- A. **Faculty/Mentoring/Evaluations/Reviews**

The survey results were provided to delegates. The survey shows that a small number of faculty are not being evaluated. The results have been shared with President Turner and VP Rugg. It was suggested that this survey be done on a yearly basis. There was a motion and a second and the motion was approved.

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

There is a meeting Monday, March 4, to look at locations.

## 4. New Business

- A. **Review and discussion of OU & UCO Equal Opportunity Statement, Diversity Statement and non-harassment policies for possible recommendation to adopt these more inclusive versions for NSU**

The OU and UCO policies address diversity, sexual orientation and gender preferences. The NSU policy does not. There was information provided that these issues have been brought to HR in the past and there is a fear that a policy change would force NSU to change services provided to partners. There was discussion of what to change and where it would be included.

Some places were listed: Faculty Council Constitution, Faculty Handbook, Employment Handbook. It was noted that the College of

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Education Student Handbook has a good model statement that we could use. We will also want to use OU and UCO as models.

## **B. Scheduling of student activities during "prime" class times. (e.g. Career Fair) -- other options to obtain student participation/ engagement**

There have been recent scheduling conflicts that have caused problems with class attendance. The group suggested several alternatives that can be presented to administration.

Have one day a week and one time when there are no classes scheduled, i.e. 11 am on Friday.

Have them during Collaboration and Communication Day when classes are not in session. Have accountability for attendance.

Go to a four day week and have activities scheduled on Fridays. This would allow for longer normal class sessions which would be a benefit for teaching more complicated topics and to allow for collaboration in the classroom. It would also reserve time for service learning activities, events and lectures on Fridays.

Some general suggestions were to make sure communication is done clearly and in advance. There was a general discussion of student activities and excused absences. Lists are sent out for recognized events and competitions. Many of these students are required to be in attendance and receive scholarships from the sport, etc. It is up to faculty to honor these absence forms. Students should check with the professor in advance for work missed. It is a two way street. There are lists from Banner, but they need better tailoring. Perhaps advisors could help with breaking up the lists.

## **C. Grievance Committee changes**

Bekkering and West brought in recommended changes to the Faculty Handbook concerning the grievance committee. A few changes in wording and changes to timeframes were the major changes. There was a motion and a second and the changes were adopted.

## **D. Funding for Students to participate in Study Abroad Programs**

We need a policy to cover this issue. There are various methods being used across campus and it is usually up to the faculty member to arrange for these trips. We need more transparency for comparable access. This could be coordinated through Continuing Education or

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International Programs. Faculty need help with all the details and funding.

## **E. Services for International Students - Host family/parent program?**

Faculty have noticed international students struggling in class and not being successful due to many different kinds of problems. They need a place to ask for help. Some suggestions were to assign peer mentors and host families. This should be considered a student service. Faculty should send President Deason-Toyne a wish list of ideas and she will communicate these with the chair of the search committee for the Director of International Programs. There should be some kind of cooperation between Student Affairs and International Programs.

**Announcements** - None.

Adjournment - The meeting adjourned at 4:55 p.m. Next meeting: April 5, 2013

Submitted by Linda West, Secretary-Treasurer  
3/27/2013