

NORTHEASTERN STATE UNIVERSITY

Minutes of Faculty Council Meeting

Friday, November 9, 2012

Call to Order

The meeting was called to order by President Deason-Toyne in SCL 129. There was ITV access at Muskogee, Broken Arrow and Tahlequah.

Council Members in attendance in Tahlequah: Ron Cambiano (Education), Samantha Clifford (Library), John Diamantopoulos (Science & Health Professions), Spencer Johnson (Optometry), Sandra Martin (Library)

Council Members in attendance in Broken Arrow : Andrew Aken (Business & Technology), Tia Bennett (Education), Jeb Briley (Business & Technology), Kelly Dunbar (Education), Buster Hall (Broken Arrow), Cheryl Van Den Handel (Liberal Arts), Mai Anh Vu Tran (Business & Technology), Victor Zhu (Science & Health Professions)

Council Members in attendance in Muskogee : Diana Mashburn (for Van Nostrand, Muskogee)

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

Guests: None

1. Call to Order

- A. **Review/Approval of minutes of the October 5, 2012 meeting**
(http://arapaho.nsuok.edu/~faculty_council/minutesoct2012.html)

Minutes were approved as presented.

- B. **Budget Report**

There was a budget request from Undergraduate Research Day for \$1,000. After discussion the motion was tabled for further information about other contributors.

2. Committees/Standing Reports

Standing Committees.

The Circle of Excellence guidelines committee will have a report at the next meeting.

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3. Old Business/Pending Issues

A. **Circle of Excellence Bricks**

The small group that met before will meet again to look at locations north of Seminary Hall and south of the Library.

B. **Bylaws changes**

The previous changes will be located and sent to Faculty Council delegates so they can be approved at the next meet for a vote by the Faculty Association in the spring.

C. **Undergraduate Research Day as a regular university expense**

There was a suggestion that funding from various organizations each year send the message that URD is not a regular university activity. Discussion centered around how to send the idea to the UPC or perhaps put it on the Academic Council agenda.

D. **Faculty mentoring/evaluations/reviews - consistency among colleges?**

A survey may be conducted to find out if faculty are being evaluated. This issue was taken to Academic Council where the deans said that they follow the policies. There may be an opportunity for training for deans and chairs with a special track at Community and Collaboration day. The October 24, 2012 minutes of the Council of Academic Administrators stated that "Training through the Faculty Council will be available to deans and department chairs for faculty annual evaluations."

4. New Business

A. **Faculty Handbook changes**

Annual evaluations - reappointment letters. Academic Council passed a revision of 3.442 in the Faculty Handbook outlining a method to supply each faculty member with a reappointment letter each year. Faculty Council approved of this change to the handbook.

Change to timelines for promotion/tenure decision and notification. A change to 3.525 and following in the Faculty Handbook was looked at by Academic Council and referred to Faculty Council for comment. The consensus was that the procedures had just changed and have not had a full vetting. We need time to see how the new process works before making changes.

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B. **Faculty Leave reports**

There is a reported problem with faculty leave reports. A paper leave report form was presented by the Provost for use by faculty. Faculty Council recommends that Banner be used for reporting leave versus the use of paper forms. It was also noted that if there are isolated problems with some faculty, it is best that it be addressed by deans and department chairs on an individual basis.

5. **Announcements:**

Davinci nominations should be turned in to deans by early December. There is new criteria for HLC.

Adjournment - The meeting adjourned at 4:15 p.m.

Next meeting will be December 7 at 3 pm in the same locations unless announced otherwise.

Submitted by Linda West, Secretary-Treasurer
11/29/12