

NORTHEASTERN STATE UNIVERSITY

Minutes of Faculty Council Meeting

Friday, October 4, 2013

1. Call to Order

The meeting was called to order by President Van Den Handel in BALA 114 at 3:00 pm. There was ITV access at Muskogee, Broken Arrow and Tahlequah.

Council Members in attendance in Tahlequah: Ron Cambiano (Education), Shari Clevenger (Liberal Arts), Samantha Clifford (Library), John Diamantopoulos (Science & Health Professions), Kendra Haggard (Liberal Arts), Christine Hallman (Liberal Arts), Jim Hicks (Science & Health Professions), Spencer Johnson (Optometry), Sandra Martin (Library), Dan Sisk (Science & Health Professions)

Council Members in attendance in Broken Arrow : Andrew Aken (Business), Tia Bennett (Education), Kurt Choate (Education), Buster Hall (Broken Arrow), Mai Anh Vu Tran (Business & Technology), Lee Woods (Education), Victor Zhu (Science & Health Professions)

Council Members in attendance in Muskogee : Heather Fenton

Council Officers in attendance: Cheryl Van Den Handel (President), Pamela Louderback (Vice President), Linda West (Secretary/Treasurer).

Guests: James Bell, Pam Fly, Mark Giese, Gordon Shamblin, Donna Shelton, Mike Landry in Tahlequah; Jim Ferrell, Jodi Gooden, Jennifer Ivie Barth, Marvita McGuire, Karl Siewert, Joan Wipf in Broken Arrow

2. Review/Approval of Minutes of the September 6, 2013 Meeting

(http://arapaho.nsuok.edu/~faculty_council/minutessep2013.html)

Minutes were approved as presented

3. Budget Report

We had a 5% decrease this year. Our starting budget is \$3,895 with \$900 set aside for travel. We usually support Undergraduate Research Day. We will consider other uses for our funds at the November meeting.

4. Committees/Standing Reports

None

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5. Old Business/Pending Issues

- A. **Scheduling of Student Activities during "prime" class times** (e.g. Career Fair)
Survey in process.
- B. **Diversity Statement**
Sent to Policy Committee meeting Friday, October 11.
- C. **Design & Location of a Faculty Memorial, location of COE Bricks**
There is a staff visit scheduled for November 1st.
- D. **Spending Budget Funds**
Will be considered in November
- E. **Faculty Handbook Rollout**
Edits have been received from Faculty Council and some from President Turner. Fly will consolidate these and put the final version up on the web in the next month.
- F. **Faculty Welfare Committee**
We will not be staffing this committee this year. There was discussion of abolishing the committee, but because it is included in the Faculty Handbook and might be needed in the future, it was decided to keep the committee but not appoint members this year.
- G. **Circle of Excellence**
Clevenger and Bennett will gather names for the committee.
- H. **Bylaws and Faculty Handbook Committee**
Changes were incorporated into the Faculty Handbook. It was decided to revisit the need for this committee in January.
- I. **Worker's Comp**
Ombudsman: Cheryl will explore.
- J. **Status of Shared Governance Document**
Fly now has a copy and will review with President Turner. She will then meet with VanDen Handel and we will receive a report at the next meeting.

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6. New Business

A. **ALICE Training: Cpt. Bell**

Bell reported that the Campus Police have developed training modules for Active Shooter scenarios. They have people who can present to classes when faculty need to be absent. They can come easily on all campuses if you are not able to meet class. The presentation can be tailored to 50 or 90 minute sessions. They also have a suicide prevention class available.

B. **CUPA Data: Dr. Pam Fly**

Links to the CUPA data that was used in the faculty raises will be available from the Academic Affairs website. The salary data used was revised in 2013. We were compared to the same 33 institutions that were used for the Condrey survey for staff salaries. There are two CUPA salary files. One is for tenured/tenure track and one is for non-tenure track. The average salary was used for each discipline.

The plan is to raise faculty salaries to 87% of the average this year and go to 90% of the new average next year. Next year new salary data will be used. These raises will be effective October 1st. About one-third of the faculty will have an adjustment this year and less than one-third will have one next year, depending on funding. We need to be aware that our enrollment is down. The way these raises were funded was from a 3-5% budget cut that was taken by every part of the university.

Those hired by September 1, 2012 are eligible for the raise. CIP codes for disciplines come from a national code. One reason for these increases is that compression had been going on with new people hiring in at higher salaries. Those who are promoted during the year will be compared again next year. There was a question about cost of living increases for the two-thirds of faculty not receiving increases. These are not being considered at this time.

C. **Online Educators Certificate training: Dr. Pam Fly and Dr. Ivie**

The first part of training is the nuts and bolts of how to use the LMS, Blackboard. The second part is being developed for the spring and will cover pedagogy and give participants a chance to apply what they have learned. Everyone who teaches online or blended courses in spring will need to finish the first part of the certification. Both sessions will be taught continually to give people opportunities to take and complete them.

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There were many questions based on the experiences of those present. There was considerable concern about the quality of the quizzes and examples and the nature of the testing in the course. The course was piloted in June and had constant updates during that period. Ivie answered most of the questions and defended the need to know how to use all the modules of Blackboard, "no faculty know everything they need to know about BlackBoard." Fly commented that we need to be competitive with others in the online market and move out of our comfort zones. We need to learn how to do a better job. If we don't meet student needs, they will take the course somewhere else.

There was a question about the ability to test out of the modules. About three or four people have tested out. They were hoping people would not test out so that they could take all the modules of the class. The 85% pass rate for quizzes was taken from Quality Matters. It was suggested that there be feedback for right and wrong answers. Currently, one must take the test again and again trying to pass it, but getting no feedback. There was also a comment that the timer on the quizzes was distracting and that some people had run out of time on the quizzes. The duration was also questioned. A thirty day window might be too short to finish the course during a semester.

The course was a negative experience for some people and some of the answers in the quizzes were wrong. Others expressed that they had learned from the course. The course was structured the way it was because CTL does not have the manpower to give individual feedback and self-paced learning to the enrolled faculty. They needed a way to assess learning and used the 85% pass rate on quizzes as the assessment. Some faculty expressed the desire to have a conversation about what faculty need from the course. Ivie also asked for innovative teachers to present at the spring C&C day. The CTL newsletter is coming out this week.

D. ITV Facilitators – Faculty learning curve

Because of budget cuts, there will no longer be facilitators for ITV classes or committee meetings. In spring 2014 there will be training for faculty who use ITV rooms. We hope to have at least two Collaborate rooms soon and will provide training for those. For the first two weeks of the semester the facilitator will be there for the first 15 minutes on the sending side. On the receiving side, a facilitator will be present the first 15 minutes for the whole semester. There will be

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no facilitators for meetings. Collaborate rooms will be BA Admin 215 and Bagley 101. Those rooms should be scheduled online through CTL three days in advance. There were requests to have labels on remotes, detailed instructions and full contact numbers in each ITV room.

E. Faculty Evaluations – from paper to electronic (Blackboard)

One feature of the new version of Blackboard is the ability to offer course evaluations online. There has been concern about response rates in the past. Academic Council had a lively discussion and decided to have course evaluations in the fall in both paper and online formats. They will look at response rates.

Fly feels that the questions need reworded. She is asking to form an Ad Hoc group to look at course evaluations. There will be five faculty, one from each undergraduate college and Optometry, one person from the Chairs Council and one Dean. Ivie will chair this committee. There will also be representation from Institutional Research and one student representative. They will meet after fall break and we will use the new revised questions in the spring. CTL piloted the Blackboard survey tool this summer in one course. The faculty member can view response rate and overall results as soon as surveys are completed. There were comments from the faculty that the course evaluation is given too early and that the questions are too open ended. Send names to Van Den Handel for membership on the committee.

F. NSU Event Center and Commencement

There will be an opening ceremony on November 16th at 5:45 pm. Commencement is planned for December.

G. New Police Dept. Location

The new campus Police location is by Spring Creek.

H. Homecoming Week Schedule:

<http://nsualumni.com/s/1517/index.aspx?pgid-366>

I. Professional Closet for Students

We are partnering with NSGA to start a closet of clothing students can use for interviews, etc. Donations are being accepted.

Christine Hallman volunteered to judge the Homecoming Parade entries on behalf of Faculty Council.

Tutoring Appreciation week is next week.

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News:

President's Brown Bag lunches

10/24/13 – TQ Ballroom Lounge; 10/30/13 – BA; 10/31 – Muskogee

1/09/2014 Opening meeting & Community and Collaboration Day

May 7, 2014, 125th Anniversary of Seminary Hall

Adjournment The meeting adjourned at 4:35 p.m.

Next meeting November 1, 2013

Submitted by Linda West, Secretary-Treasurer

10/23/13