

# NORTHEASTERN STATE UNIVERSITY

Minutes of Faculty Council Meeting

Friday, February 6, 2015

## 1. Call to Order

The meeting was called to order by President Van Den Handel in SH 204 at 3:00 pm. There was ITV access at Muskogee, Broken Arrow and Tahlequah.

Council Members in attendance in Tahlequah: Emily Bruce (Optometry), Renée Cambiano (Education), Shari Clevenger (Liberal Arts), Samantha Clifford (Library), John Diamantopoulos (Science & Health Professions), Jim Hicks (Science & Health Professions), Dan Sisk (Science & Health Professions), Darren Tobey (Library)

Council Members in attendance in Broken Arrow: Tia Bennett (Education), Kurt Choate (Education), Ray Hasselman (Broken Arrow), Halil Kaya (Business & Technology), Mitch Ricketts (Business & Technology), Victor Zhu (Science & Health Professions)

Council Members in attendance in Muskogee: Heather Fenton (Nursing)

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

Guests: Dan Savage (Liberal Arts) in Tahlequah; Tom Rink (Library) in Broken Arrow

Dan Savage addressed the Council:

He presented a proposal from the General Education Committee for a change to the Faculty Handbook. The proposal adds words about assessment and data to the student course evaluation area and adds creation of these assessments to the scholarship area. Delegates will poll their colleges and a vote will be taken in March for addition to the Faculty Handbook.

Minutes of the December 2014 meeting were approved.

## 2. Committees/Standing Reports:

A. **Budget Report** – Remains unchanged \$3895. Funds for URD were approved for \$250.

B. **Faculty Welfare Committee:**

Letters to Faculty Council/Senates and Academic officers have been sent. Some responses have been received.

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## C. **Circle of Excellence Bricks Committee:**

President Van Den Handel has surveyed the bricks with Asbill and found sixteen that need ordered. She also presented the design for the area with cement paths, up lighting, benches and the star in dyed concrete. Construction should begin late spring or early summer. We need to plan a celebration to dedicate the display in the fall. It was asked if there will be a plaque or other method of identifying the area.

## D. **Ad Hoc Faculty Handbook Committee:**

The committee met and reviewed guidelines from various colleges and departments. There were discrepancies in dates for submission of decisions, absence of the Boyer model in some and absence of mentoring committees in others. Many of these were older. We are still trying to obtain the newest guideline for each department or college. The 2011 and 2013 Faculty Handbooks say there will be department guidelines. There was a question about how to get departments to update guidelines. There was also a question from a previous meeting about a comment from AVP Fly that Department guidelines were old and not valid. Oversight and transparency are missing from the process. These guidelines should be online for all faculty to see. It would be the job of the Provost to fix any guidelines that do not align with the Faculty Handbook. There was considerable discussion of these topics. This committee needs to work on making language clearer regarding committees – mentoring, post-tenure, tenure and promotion.

E. Academic Integrity Committee: The Committee will meet soon.

## 3. **Old Business/Pending Issues:**

### A. **Update on Collegial Governance Document.**

The document went to the Cabinet this week. Dr. Turner will be back next week and VanDen Handel will get a report.

### B. **COE Plaza update**

See above. The sixteen bricks and the Foundation bench will be ordered early next week.

C. Summer Salaries replies from MIAA schools. See above.

D. Order the bench and place orders for COE Bricks needed (see Budget above)

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## 4. New Business

### A. **Dan Savage RTP and Assessment**

See above.

### B. **Circle of Excellence Nominations**

Linda West will chair the review Committee. The committee should meet before April 1<sup>st</sup>. Another group will need to plan the ceremony.

### C. **Motor Pool Insurance Issue**

We need clarity and transparency about insurance for people and property at NSU. Recently, funds have been removed from student budgets when an accident happened. What is the Unit's liability? It was noted that insurance verification is not in NSU vehicles when people have been stopped and asked to provide it. President Van Den Handel has done some research but has many questions. A letter was drafted to send to Patty Buhl, Dr. Arant and Counsel Fite Morgan. The wording of the letter was approved by the Council. It was suggested that Fite Morgan be invited to visit with us in March. It was recommended that faculty consider using Enterprise when transporting students to make sure we have insurance coverage. A PO will be needed to pay for the rental.

### D. **Strategic Plan by Faculty Council "Unit"**

The Council needs a Strategic Plan and to align goals with the University plan. We need to have these by June 1<sup>st</sup> and need to approve at our April meeting. A subcommittee of West, Hix and Renee Cambiano volunteered to put together a plan.

### E. **Degrees of Excellence Program-Level Alignments**

The Student Learning Assessment Committee is working on aligning programs to assessment. There is a representative from each college on the committee. They want faculty to reframe what is currently done in terms of student assessment, not add extra assessment.

### F. **Title IX Mandatory Training**

There is a working group in the Academic Affairs office. There are changes in Federal rules and faculty will need to get training this spring. There will be a survey soon.

### G. **Non Attendance Policy**

There was discussion about the Non Attendance Policy. When students are reported, they contact instructors to be reinstated. Often after they

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are reinstated, they do not attend. How much do faculty need to do? When is the faculty part of this finished? What happens when they are put in MapWorks? There seems to be too long a time frame between NA and AW time periods. We need a list of all the faculty responsibilities and dates. It needs to be distributed to faculty ahead of time.

## H. **Guns in the classroom**

Faculty would like to know and be informed when a person approved to carry a gun is in their classroom. It was noted that the faculty can often be informed by the student, but the faculty member does not know if this was approved. There is a list of approved people and this is known by some individuals. It would be helpful to faculty if they are informed when one of these people is enrolled in a class.

## 5. **Announcements.**

See the agenda for announcements.

Adjournment. The meeting adjourned at 5:00 p.m.

Next meeting March 6, 2015

Submitted by Linda West, Secretary-Treasurer  
2/19/15