

NORTHEASTERN STATE UNIVERSITY

Minutes of Faculty Council Meeting

Friday, October 3, 2014

1. Call to Order

The meeting was called to order by President Van Den Handel in BAPT 225 at 3:00 pm. There was ITV access at Muskogee, Broken Arrow and Tahlequah.

Council Members in attendance in Tahlequah: Emily Bruce (Optometry), Ron Cambiano (Education), Samantha Clifford (Library), John Diamantopoulos (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), Julie Mercado (Business & Technology), Mitch Ricketts (Business & Technology)

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: J. Rachel Green (Education) in Tahlequah; Dee Gerlach (Education), Troy Lee (Science & Health Professions), Tom Rink (Library) in Broken Arrow;

Minutes of the September 2014 meeting were approved. The budget remains unchanged at \$3,895.

2. Committees/Standing Reports:

A. **Faculty Welfare Committee:**

Louderback reported on the committee's recent meeting. They talked about summer salaries, teaching without compensation and number of students in online classes.

There was some information about summer salaries in the past. The salaries were reduced under President Williams to \$4,500 and there have been no increases in salaries for summer since 1998. Comments were made about salary being tied to number of students if there were under ten in a class. We have not addressed the issue formally. West is expecting to finish research and issue a report soon.

The Faculty Welfare Committee is planning a meeting with Provost Arant next Thursday and will ask some of these questions.

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Regarding teaching classes without compensation, the committee only has anecdotes and would like to gather data. They would like to know if any of these cases are tracked in an office: new faculty first semester load of nine hours; over 13 hours overload pay; independent study classes for pay or not. It is unclear how the process should work. They propose a central area to track the numbers and a statement to be consistent.

Caps in class enrollments. The cap for face to face classes is the number of seats in the classroom. There does not seem to be a cap on numbers in online classes. CTL recommends that we fall back on best practices which state that 25 is the best number for an online class. Other institutions fund by number of students in class and fund the class on a revenue sharing model or fund additional GA's to help with larger classes. Our concern should be for quality and student learning. The committee will meet again in late October or early November.

The Provost will be invited to address these issues at our November meeting. Some individuals present reported that some summer classes were prorated and some were cancelled. The College of Liberal Arts caps online classes at 35. Other colleges may have different caps.

B. Circle of Excellence Nominating Committee:

There was discussion of how the nominating committee works and whether we need a group to oversee the COE bricks. A committee of Tobey and Bennett was appointed to monitor the placement of the COE bricks and put together the celebration for the Circle of Excellence winners.

The committee in the past has been a selection committee and nominations were solicited by the Faculty Council President who then passed them on to the chair of the selection committee. In the past, committee members have been former winners of the award, one from each college and the library. There was a motion to have a small committee oversee the bricks. The motion passed. West noted that we may be several years behind in getting bricks engraved for winners of the award.

C. Bylaws and Faculty Handbook:

The committee reported on the first meeting. Currently, they are focusing on the portions of the handbook about promotion and tenure and Appendix C. They started discussing mentoring committees,

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guidelines and timelines, and clearer wording for the RTP process. It was noted by individuals that some non-tenured faculty have mentoring committees and some do not. There may be a discrepancy with the way one college is approaching the tenure process this year. It appears that they are using a small committee instead of the RUSO mandated meeting of all tenured faculty in the department.

3. Old Business/Pending Issues:

A. **Inconsistent RTP between Colleges** - See the Faculty Handbook Committee above.

B. **Faculty Council Website must be moved by December**

There was discussion about where the Faculty Council website would be. Most committees are being moved to BlackBoard. This will not work for the information to be shared with a population outside of NSU. All of the Councils should be on the NSU website as part of NSU's Consistency/transparency core value.

C. Pro-rating summer salaries – see above.

D. COE Bricks – see above

E. **Collegial Governance Document update**

The document has passed through Academic Council and the Policy Committee. The President now has it.

F. **Enrollment** – Credit Hour Production – Headcount – Will put this on the agenda for November.

4. New Business

A. **Dee Gerlack – Faculty Athletic Representative**

The Council was provided the NCAA handbook in advance of the meeting. Gerlack explained her duties and activities. The position has not changed from the one filled by Louis White. She receives no release time, no compensation and no assistance in doing this job which requires knowing NCAA rules, meeting with campus NCAA contacts, student monitoring and representing NSU at MIAA conferences. Some of the things she does are attend conferences, insure academic integrity in the admission process, monitor academic performance and graduation rates, look at eligibility each semester, proctor a coaches' test, be involved in violation and infraction reports, do program review for Title IX, monitor students missed class times,

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meet with teams about academic responsibilities, chair of the Athletic Committee and review transfer requests and hearings.

She would like to know if any faculty have problems with student athletes involving missed classes or not informing faculty about missed classes.

B. Courses taught for no compensation – discussed earlier

C. **Faculty Development Funding & Special funding for research & conferences with students**

There are issues with students presenting at conferences and faculty mentors not being able to find funds to travel with them. Student funds are available through Student Affairs, however, some colleges are already out of Faculty Development funds. Funds have been taken from student fees in the past by some colleges. Faculty Development funds are divided by college at the beginning of the year. At the end of the year, any unused funds are pooled and can be applied for. There was discussion about Foundation funds for faculty development and other ways to provide a pool of money for faculty to use. It was suggested that we form a committee to look at the issues.

Faculty Development funds were cut by 15% last year and that funding level remained this year. It was decided to bring this up in the meeting with the Provost next week.

D. **Academic Integrity**

Van Den Handel has been involved in discussions about a perception of a growing “culture of cheating” among students. There are feelings that this needs to be addressed. Some methods currently in use are Safe Assign on BlackBoard, Respondus Browser, and web cam use while testing. Grammarly has been suggested as a resource. What do we think? Do we need a committee to look at the issue? Is there a problem?

In the discussion, it was noted that we all share the responsibility, faculty and students. This could be a teachable moment. Bennett shared about the honor code used in HPE and that it is written on every assignment and text. She volunteered to head a committee that will find out what is being done in other colleges and across campus, as well as look at tools that we may need to recommend. Tobey and Hasselman joined the committee.

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E. **RiverHawk Rally** – Visibility – Identity

The Council talked about our visibility and various promotional tools. Developing a brochure with our mission, member and pictures of council members, a newsletter format to share what we do, and a Facebook page were suggested. Van Den Handel will put together a newsletter and a Facebook page. We will invite feedback

F. **Idea for Faculty: “Delicious Dialogs”** monthly faculty research talk & brown bag lunch

Everyone liked the idea. We need spaces in Tahlequah and BA and advertising. Best days would be the second Wednesday at noon. Dates for this semester are tentatively: Nov. 12, Dec. 10, Jan. 14. There will be a speaker at each campus for about 15 minutes and then a chance for faculty to chat and visit. The topics will be announced in advance.

G. **Diversity Statements**

Since 2010 we have been working on getting diversity statements into campus policy documents such as the student handbook, the faculty handbook, the employee handbook and general compliance statements. The statements proposed by Faculty Council were approved in 2013 by the Policy Committee and counsel. We had previously noted that UCO has similar statements in all of these documents. President Turner has stated that he will allow the statement in the Faculty Handbook the next time it is reprinted. For now, he is waiting on Oklahoma laws to be clarified. Choate asked to be added to the Faculty Handbook Committee, ad hoc committee of Faculty Council.

5. **Announcements.**

Announcements are on the Agenda. New business for next time is incentives for students to complete evaluations.

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

Next meeting November 7, 2014

Submitted by Linda West, Secretary-Treasurer
10/10/14