

NORTHEASTERN STATE UNIVERSITY

Minutes of Faculty Council Meeting Friday
November 6, 2015

1. Call to Order

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

Council Members in attendance in Tahlequah: Ron Cambiano (Education for Lignon), Samantha Clifford (Library), Dan Sisk (Science & Health Professions), Tom Salmon (Optometry), Hsin-I Sydney Yueh (Liberal Arts)

Council Members in attendance in Broken Arrow: Tia Bennet (Education), Julie Mercado (Business & Technology), Victor Zhu (Science & Health Professions)

Council Members in attendance in Muskogee: None

Council Officers in attendance: Pamela Louderback (Interim President), Linda West (Secretary/Treasurer).

Guests: James Bell (Public Safety), Renée Cambiano (Education), Peggy Glenn (Foundation), J. Rachel Green (Education), Chris Owen (Liberal Arts, AAUP), Denis Vovchenko (Liberal Arts)

James Bell addressed the Council:

Bell encouraged faculty to download the new cell phone app, 911 Shield for iPhone and Android. The app dials the closest NSU dispatch or 911 and gives GPS location. It can also send and receive text messages, pictures and video. It has links to emergency procedures. There is a Friend Watch feature and a crime map. Public Safety is changing the way calls are handled. All calls will be dispatched through the central dispatch on the Tahlequah campus (2468). Faculty are encouraged to report any troubling student issues, criminal or non-criminal but concerning. They can call in other departments if needed. They can also offer Alice, active shooter, training to any class. Call to schedule the 45 min. training if you need it for curriculum or to fill class time. They also offer RAD classes and need five people to make a class. You can register for emergency alerts at eas.nsuok.edu.

Peggy Glenn spoke with Council:

The ENSURE campaign for employees will end November 30th. Giving to the Food Basket Frenzy counts for campaign giving if it can be identified. We currently have 53.55% employee giving. Of the \$20.925 million campaign, we have already reached 60%. There was a question about giving and

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student organizations. Student organization funds do not go through the Foundation. Only money given for scholarships is deductible. There was a question about how scholarships are awarded. It varies by scholarship, but often there are College committees that decide who gets a scholarship. Ask your dean for more information. Students apply through the scholarship office. There was another question about graduate scholarships. We have a very limited number of graduate scholarships.

Chris Owen addressed the Council:

Owen is NSU AAUP President. AAUP is looking at ways to bring positive change to the University. They are looking at policies to help NSU. They have developed a policy on Freedom of Speech which is modeled after the University of Chicago. It includes ACLU campus speech models and is endorsed by the local AAUP. They would like the NSU Faculty Council to endorse the statement and facilitate endorsement by other sister Faculty Councils and the RUSO Board. It is a general, neutral statement that they would like to see become part of NSU official policies. There was discussion about a statement already in the Regents Policy Manual and quoted in NSU's Faculty Handbook about Academic Freedom. The document will be shared with delegates and discussed at the December meeting.

Minutes of the October 2015 meeting were not approved due to a lack of quorum.

2. Committees/Standing Reports:

- A. Budget Report – \$2983 administrative + \$912 travel = \$3895.
 - i. Bricks have been purchased for \$350
 - ii. We have a request from Undergraduate Research Day for \$500. The question was raised about why the funds are needed and why the event is not funded through a regular budget line.

- B. Faculty Welfare Committee: No report.

- C. Academic Integrity Committee:
Julie Mercado has joined the committee and Darren Tobey will chair.

- D. Circle of Excellence Plaza Rededication Planning Committee:
There are two viewpoints: should we have a separate dedication ceremony or would combining with a campus event bring more attendance?

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3. Old Business/Pending Issues:

A. Update on Bricks.

Bricks are on campus.

B. Medallions for COE winners

Founders Day is March 4th. We cannot use Honors medallions as they have the word Honors on them. Other sources have been found. Each would involve a base order and one source, with nicer medals, would involve an initial setup fee.

C. Finals Week

The revised statement is at the Cabinet for review. It was noted that the old version is included in the Faculty Handbook published in October.

D. Officers Election results

Congratulations to Renée Cambiano, President; John Diamantopoulos, Vice President, and Bruce McDaniel, Secretary/Treasurer, whose terms start January 1st. Thanks to Dr. John Yeutter who helped Faculty Council with the difficult online election process.

E. Proposed changes to Appellate Committee Election

F. RTP Processes and Appeals

The change to the Appellate Committee prevents committee influencing by a faculty member bringing forth a complaint. The RTP processes and appeals were clarified and a process inserted to permit the Provost to grant an additional year to make up deficits in a Tenure and Promotion portfolio. Both of these issues had been vetted at the proper level to be added to the handbook. It was noted that the changes presented in May are in the recently published Faculty Handbook. The dates for election of the Appellate Committee seem to be in conflict in the new version. VP/Provost Arant is willing to come address any concerns about the RTP process that are presented to him in advance in a written format. Louderback asked what we want to communicate. It was noted that what we want to see is help from the VP/Provost in implementing the policies consistently across campus. It was mentioned that some individuals view the handbook as a guideline and some view it as policy.

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4. New Business

A. Reporting of Absences Procedure

The faculty sponsor completes the University Authorization for Student Class Absences that is submitted to Student Affairs five days prior to the requested absence. Once SA confirms the students are in good standing and eligible to participate and Dr. Freeman signs the form, they forward it to Academic Affairs. Ms. McCormick's responsibility is to run the report through Argos within the parameters given. Dr. Arant, Dr. Fly or Dr. Jackson approves the request and an email sent to the instructors involved.

(Dr. Fly's response)

Absence reporting is a tremendous task; Lisa has worked closely with ITS and other campus entities to streamline the process. Emails are sent out as soon as possible after Academic Affairs receives the list and can process them. Sometimes we don't receive the information until after the absence event has occurred. Our goal is to get the information to faculty as soon as possible. Athletic teams provide the entire season's dates at one time so we process them as a batch.

· The Argos report includes all students for a particular event and their related faculty. Students' N numbers, the dates of absences and impacted courses are included. The format allows Lisa to double check to make sure we have all students appropriately listed. We ask faculty to find their name from the compiled list which is alphabetical by faculty member.

Dr. Fly noted she is always open to ideas to improve the processes.

B. EEO statements for Faculty Handbook compliance

There is a new Federal compliance statement as of September. An organization either has to include a general statement that refers back to the EEO statement or provide the complete list of covered protections. The Faculty Handbook that was revised in July and published in October is not in compliance with the Federal requirements.

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5. Academic Affairs Council Meeting Update (notes provided by Louderback)

Adjunct Orientation – Chad McLane, Interim Director, CTL - Link to the outline document

https://docs.google.com/document/d/1ATUZ3v1bpOQTOKPELcbDIkgNy0_wu2fIFfcg_HUD7GVI/edit

Please review and provide feedback.

Current plan - create an orientation for adjuncts (CTL website) that addresses specific NSU processes & procedures. CTL is also looking at creating evening events that mirror the online orientation (face-to-face version).

- Promoting Grant News – Dr. Tom Jackson, Assistant VP for Academic Affairs
- REAL ID Act - Dr. Mark Arant. Oklahoma has received an extension through Oct. 10, 2016 to meet the requirements of the act. During that time, federal agencies will accept Oklahoma -issued driver's licenses.

6. Executive Council Meeting Update (notes provided by Louderback)

Facilities; Dr. Christopher –

- Wilson Hall Update: Extended bids for an additional week to have the broadest reach of potential bidders. This includes Phase I which includes the exterior brick.
- Wellness Center/Pool Update: The Center is open, and the pool is being worked on; 3-4 weeks to finish the pool restoration; Should be ready by the end of the year

Student Services; Dr. Jerrid Freeman –

- November 7 is RiverHawk Rally – a major event targeted for HS Seniors. Schedule is as follows: 8:30-9 is registration; 9:30-12 is the Academic Fair, followed by lunch. Expecting 350 +. Most events take place at the UC.
- Game @ 1:00 against Washburn

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Communications; Ben Hardcastle –

- Recent e-vite from President Turner to visit the new Strategic Plan on the web. Roll Out will include videos, periodic updates in approximately two months
- Replacement of posters roll out will take place soon to include 11 X 17 posters w/out information related to Customer Service), and pocket cards, booklets, etc... will be coming out soon
- Quality Service Standards will be incorporated into this roll out process soon as well

Safety/Security; Patti Buhl –

- New "Texting Law" - November 1. Hands-free texting permissible.
- Key and Parking Policies – online - not many changes (updates to parking office locations, and an increased fee for handicapped parking violations);
- Clarifications on responsible key handling

President Turner –

- Homecoming Schedule - standardized Homecoming schedule: 2016 = September 24, and 2017 = September 30. Looking back @ a 10 year history. Be sure it falls on a HOME game, so there may be a bit of modification. Also, we want dates to consistently tie into the Emerald Ball (held on Saturday evening) since it is a fund raiser for scholarships.
- State Appropriations FY16/17 – Governor Fallon recently sent out information regarding a reduction of non-essential functions (10%) + moratorium on out-of-state travel. RUSO has a constitutionally created board, Dr. Turner met w/Chancellor last week and the Chancellor sent a letter to the Governor Tuesday stating that HIED has our own plan.
- NOTE: A revenue shortfall is likely, we just do not know enough at this time to determine the amount
 - The equalization #'s – (December) will play a part in what our plans look like
- Good News – NSU's FY15 audit is complete and there were no findings of any sort!

Announcements at the Meeting include:

- Xmas parade - Saturday December 5th
- Faculty/staff season tickets for Basketball are @ \$50 discount for season passes
- Office of Civil Rights "Athletics Review" of NSU – Tony Duckworth is working with Legal Counsel (Breanna)

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Louderback will be attending the Faculty Advisory Council Faculty Assembly on Saturday November 14th in Oklahoma City. They will be discussing the State of Oklahoma Higher Education and the 2016 FAC Work Plan –update forthcoming.

7. Reminders/Upcoming Events

New Phone system deployment in process Delicious Dialogue Lunch and Learn session:

- Broken Arrow Campus, Visitor Center Gallery, noon-1:00 p.m.
 - 11/11 – Dr. Pamela Fly, "NSU-BA Context and Perspectives"

8. Other Important Dates

- Tuesday, November 10, 2015 – NORA 7th Annual Regional Summit
- Friday, November 20, 2015 – Oklahoma Women in Higher Education
- Tuesday, December 1, 2015 – Lights On annual event to kick off the holiday season. The lighting of Seminary Hall will take place at 6:00 p.m.
- Thursday, December 3, 2015 – Holiday Open House, 2:00-4:00
- Saturday, December 12 – Commencement: B & T, CoLA @ 9:30; CoE, SHP @ 1:30

Adjournment. The meeting adjourned at 5:07 p.m.

Next meeting December 4, 2015, President Turner will be present.

Submitted by Linda West, Secretary-Treasurer
11/13/15