



NORTHEASTERN
STATE UNIVERSITY

Faculty Council

October 7, 2016 Minutes

The mission of the Northeastern State University Faculty Council is to promote communication and cooperation among the faculty and between the faculty and the administration. The Council serves as the faculty's collective voice in shared governance in order to achieve excellence in the academic endeavors of the university. Toward this goal the Council seeks to enhance the university's pursuit and dissemination of knowledge by promoting and preserving academic freedom and integrity, encouraging creative inquiry, and recognizing scholarly achievement. The Council further serves to foster the professional development and economic well-being of the faculty ~ Adopted by the Council, February 6, 2004.

The meeting was called to order by President Renee Cambiano in Bagley 121 at 3:00 p.m. on October 7, 2016. There was ITV access in Tahlequah, Broken Arrow and Muskogee.

Guests (Time is typically set aside for administrators who wish to address the council):

Christy Landsaw addressed the Council. There were questions about the timing of the retirement contributions for August. Payroll is supposed to post these within ten days. Some months have been earlier. For August, they were late. There were staff shortages and a new person training in payroll. She is looking at a process improvement plan and can report back to Council in the future if it is desired. Looking ahead, a year from December, deposits and fund transfers should be faster as the state is making some changes. Right now we must send a file of transfers to the state. They send it back to us and then we can print checks.

John Yeutter visited with Council. He was asked about the general history of the Administrator's Survey. He has been doing this for more than a decade since he was Faculty Council President. He uses the off campus site and pays for it himself. The data is secure. Department Chairs have not been surveyed. That would add complexity to the process. Cabinet members and Deans have been evaluated in the past. The President gets all reviews. Deans get their own and the Provost gets a copy. It has been tricky to control who answers the survey. At first, he trusted people to answer once and only if they should be included. More recently, each survey has been tied to an individual email. He gets the addresses from Dean's secretaries. So,



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the list can include faculty not part of the Faculty Association by definition. The memo that introduces the survey says that it is sent on behalf of Faculty Council. The Council thanked Yeutter for his efforts over the years on the Administrator's Survey.

Chad McLane addressed the Council. There is a pilot of a possible replacement product for BlackBoard Collaborate, YuJa. He is looking for volunteers to help test it and provide feedback. YuJa effects BlackBoard IM and does have chat. It is fully integrated with BlackBoard and the gradebook. It caps at 50 people. There is a feature that allows groups to go into separate rooms for discussions. Sisk volunteered to help with the testing. Other faculty are welcome to help, also.

- I. Call to Order: Delegates introduced themselves.
- II. Quorum Check: There was a quorum present.
- III. Approval of Minutes: Minutes of the September meeting were approved.
- IV. Old Business Items:
 - A. Survey of Administrators
There was considerable discussion about the idea of a survey. One point of view was that we should only do this if there is a purpose, it will be acted on and it corresponds with the University core values. Much depends on the attitude of the faculty in responding to the survey. Are faculty involved in the process of developing the instrument and what is our role in performing a survey? There was a discussion of power and what kind of power Faculty have in this kind of evaluation process. If the survey continues, it should align with core values and lead to a process of improvement. Department chairs are supposed to be evaluated, but that process has not been consistent. We need to explore how they are evaluated now. What is administration's attitude toward the process? Faculty delegates are going to contact their faculty and get feedback about continuing the survey. We will follow-up at the November meeting.
 - B. RTP Task Force Report
There is a meeting with Department Chairs next week. There is still discussion about the language in combining Appendix C1 and C2. Some words being discussed are excellence and peer review. There will be no 2016 version of the handbook. It is usually every other



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odd year. The Task Force will be asking for Faculty opinions soon and the final changes will come to Faculty Council before the handbook is revised next year.

C. Delicious Dialogues

Louderback has contacted Cindy Cisar and received a spreadsheet with five years' worth of faculty grant participants. She will issue a call for proposals from that group. She has also been looking at how other institutions do this kind of thing. Dimitri Plessas and Sharon Jones volunteered to help her with the peer review process.

D. New Faculty Mentorship

The concept was discussed. The concept of engaging them back to campus was appreciated. Several people felt it would be a good idea and would have helped them as new faculty. The consistency of the process of choosing RTP mentors was again mentioned. Cambiano will gather information and report back. She is looking for volunteers to help with the process.

E. Delegate Responsibility

West presented the proposal of the Task Force. It was adopted by the Council as By Law 13 to the Faculty Council Constitution. There was additional discussion of what it means to communicate with faculty. It could vary by person and event. The minutes of Faculty Council are usually published on the website the week after the meeting.

By-Law 13

Faculty Council Delegates are elected representatives of the faculty they serve. Delegates should represent the voices of the faculty and communicate Faculty Council activities back to them. Delegates should actively seek out the multiple perspectives of the faculty they represent. Delegates should be engaged with the business of Faculty Council. As such, they should have regular attendance, active participation and they should strive to provide service by membership on various committees and task forces.

If any Delegate misses three consecutive meetings without sending an alternate or misses five meetings in a year without being represented by an alternate, the appropriate unit shall be formally requested to elect a replacement.



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V. New Business Items

A. Retirement Contribution Discussion – See above.

B. Bookstore Policy

From Diamantopoulos, Faculty Welfare. The Bookstore is willing to remove the additional suggested materials for courses on a section by section basis. Contact the manager to have this applied to your courses.

C. Absence Reporting

From Diamantopoulos, Faculty Welfare. The reporting from the VPAA/Provost office has been overwhelming with the number of pages of names and other courses listed. Some absences are being reported for spring semester, although students are not yet enrolled in classes. It seems to be a scan of a spreadsheet. There was consensus that we should ask if the process could be changed. We would like to see only absences for the next two weeks and only classes taught by that faculty member. There will be a Task Force to look at this issue. One improvement would be to supply the spreadsheet so that it could be sorted.

VI. Committee and Standing Reports:

A. Faculty Welfare Committee: (John, Chair) Needs membership

B. Faculty Awards Committee: (Chair) – Needs membership

a. Circle of Excellence Awards & Lunch.

C. Ad hoc Strategic Plan Committee: Linda West (Chair) – Needs membership.

D. Ad hoc Budget Committee: Linda West (Chair) Renee, Needs membership.

Committee membership will be solicited via email. Ron Cambiano volunteered to join the Faculty Welfare Committee.

Meeting adjourned 5:10 pm

Respectfully submitted, Linda West, Secretary/Treasurer

October 10, 2016