

**Minutes of the University of Central Oklahoma  
43<sup>nd</sup> FACULTY SENATE  
December 13, 2012  
Education Building 106**

***CALL TO ORDER***

President Mock called the meeting to order at 2:05 pm and asked for a call of the roll. A quorum was found to be present for this meeting of the 43<sup>nd</sup> UCO Faculty Senate.

***ROLL CALL:***

Members Present (21): Senator Adele, Senator Barger-Johnson, Senator Chappel, Senator Clavin, Senator Cowan, Senator DeBolt, Senator Dickson, Senator Epstein, Senator Ferguson, Senator Fister, Senator Garcia, Senator Glaubitz, Senator Holt, Senator Kickham, Senator Mertens, Senator Mizell, President Mock, Senator Nelson, Senator Overman, Senator Patrick, Senator Rundle

Members Absent (15): Senator Barnes, Senator Brown, Senator Butler, Senator Charoenwongse-Shaw, Senator Chooback, Senator Delano, Senator Farnell, Senator Frush, Senator Khandaker, Senator Krishnan, Senator Lindblade, Senator Maddy, Senator Shin, Senator Vanhoy. Senator Mazuet is on sabbatical.

***RECOGNITION OF VISITORS TO THE SENATE:***

Adam Johnson, Registrar's Office, Division of Enrollment Management.

Dana Jackson, UCO Chambers Library

Lindsay Holder, Volunteer Coordinator, UCO Volunteer and Service Learning Center

Stacey Sutherland, Asst. Chair of Modern Languages, UCO

***APPROVAL OF MINUTES:***

The minutes of the meeting as distributed were approved without correction.

***SENATE EXECUTIVE COMMITTEE REPORTS:***

**President's Report 12/13/2012**

The members of the Executive Committee have, as you know, been involved as members of the President's Council in the university strategic planning process. The 9 to 5 meeting the Monday before last concluded with a change to the process. Many new committees are being formed to work on implementation of the goals identified through the efforts of the President's Council. Whether any of us will be involved with the new sets of working groups is unknown.

In our Executive Committee meeting November 27th, with President Betz and Provost Radke, we spoke about the Higher Learning Commission visit. The schedule for our evaluation is approximately this: there will be a tentative report from the HLC Team Chair by December 7<sup>th</sup>, and then a response from UCO, and then the final report will arrive in about four months.

As a direct result of a conversation with HLC team members at my table during the luncheon, we spoke about the national trends in dean responsibilities. I was told that UCO's deans, although now involved in fund raising as part of their assigned duties, are atypical in the percentage of time they are directed to devote to fund raising. We are at 25% of time dedicated to fund raising, while the national trend is closer to 100% fund raising and general college oversight, while the associate deans perform the day to day tasks of college administration. The president and provost are well aware of this trend, and the provost noted that we may soon be moving in that direction. This led to a short conversation about modifying the current practices for associate dean selection.

We spoke about the strategic planning process in light of our President's Council meeting with the HLC team. President Betz emphasized the importance of having actual goals that can be measurable, rather than simply having a rhetorically impressive but useless document. The president spoke forcefully about the importance of flexibility in the strategic plan's goals, so that we can rapidly modify/ adjust in light of changes rather than be committed rigidly to what may

well be a destructive but clear course of action. President Betz noted the importance of soliciting and using ideas from the university and the community and how this process should be community building. These ideas should be summarized in such a way that those who have submitted them can recognize that they have been paid attention to in the planning process and the crafting of the documents.

President Betz told us about the new initiative to find federal funds for the university, since we have what could be called resource streaming issues. We are now in contact with a specialist group in Washington who will aid us in sorting out what is possible, or workable, for us. This may or may not be a successful funding mechanism, but it has to be investigated and tried out.

President Betz again noted the importance of the anti-harassment training, and the importance of the university not being sued. As I mentioned before, this has happened in the past, and should not happen ever again.

We had an extensive chat about the Regents' Advisory Council as well as the new Performance-Based Funding Model that has come into effect. The depressing feature of this is that it only applies to new money, which has been very, very sparse. This will not provide us with the infusion of funds which we need. However, the performance based funding discussion led us to discuss research into student-learning models, and the information that the most significant person involved with the component of the project most important to UCO has retired and the project may fade out.

Finally, we talked with the president and provost about modifications to Digital Measures, so that the system is more user-friendly. Apparently the program is modifiable, and methods to deal with this will be undertaken (possibly by me, if no one else leaps to the task).

Directly after the Executive Committee meeting, I attended the University Budget Task Force session on priority requests for funding. There are breakdowns of needs from the university divisions, in detail. My impression is that the requests uniformly are sensible; all are focused upon student services and student well-being, and are doomed by the lack of money. The word 'doomed' is mine. As you heard from Vice president Kreidler, we are seriously underfunded. Unless a new and significant source of money appears, my interpretation is that the majority of budget requests will remain requests.

Last Wednesday, December 5<sup>th</sup>, I began my term on the Regents' Advisory Council. The first meeting was devoted to setting out the workplan for 2013. I have forwarded to you the workplan as posted on the council webpage. However, some items will be combined, and some given less complete attention than others; the items on the plan dealing with salaries and medical benefits, for example, are out of our control and our scope for suggestions is limited. We will indicate preferences, but there is little more that we can do. One of the major items for most members is difficulties with Information Technology. This will be a major project. When the final list is completed, I will forward it to you.

Finally, difficulties with distance learning testing as well as questions about night students and the shelter in place drill as mentioned in my last report have been looked into by the provost. I have been informed that Norman Nieves has been told of our concerns and is working on the shelter in place issue. CeCE is actively seeking better testing center facilities for on-line courses. Apparently, there is a possibility of joining with the University of Phoenix for proctoring exams, and, of course, the UCO Library already helps with this.

Such, then, is my December report.

**Vice President's Report:**

No report

**Webmaster/Historian's Report:**

No report

**Secretary/Treasurer's Report:**

No expenditures reported.

**Parliamentarian's Report:**

No report.

***COMMITTEE REPORTS:***

**Graduate Council report via email 12/12/2012 11:36 am.**

Votes were unanimous in favor of accepting all three committee reports which recommended:

Two curriculum proposals

One acceptance of re-admission and

One new associate member of the Graduate Faculty

One information item was offered by Dean Bernard: Dr. Linda Rider and Dr. Nancy Dentlinger, both of Nursing, are the first to gain Graduate Faculty membership under the new Graduate Faculty Handbook's provision for automatic membership for tenured faculty. Both will begin teaching in the new MSN program in January .

If there are questions concerning this report, I will be glad to address them at any time.

Respectfully submitted

Warren L. Dickson

Graduate Council Representative of the Faculty Senate

***UNFINISHED BUSINESS:***

None

***NEW BUSINESS:***

Lindsay Holder spoke to the faculty Senate about the recently created Central Pantry that serves as an emergency resource to students, faculty, and staff who may be experiencing financial

difficulties and need assistance with food and personal hygiene items. This program is coordinated from the Volunteer and Service Learning Center, is partnered with the Oklahoma Regional Food bank, and accept donations from the public. Food drives and donation drop sites will be positioned around campus on a regular basis. A handout defining their services and financial requirements for assistance were given to faculty senate members.

Paul Patrick spoke about the Emeritus faculty guidelines sent via email to the Faculty Senate on 12/13/12 11:03am. The email content regarding Emeritus Faculty is as follows:

As an informational item, from the AA FHB, the attached item will be added to the Faculty Handbook in the appendix Q: Emeritus Research Proposal. Exactly where will be referred back to the Emeritus Faculty Association, who control the bylaws.

#### UCO Emeritus Faculty Research Program

It is in the best interests of UCO and the broader academic and scholarly community that UCO and its Emeritus faculty benefit from a UCO research program that facilitates research initiatives and interactions between emeritus faculty, existing faculty, and students. Therefore, emeritus faculty members are encouraged to engage in research activities that may assist faculty and students with research goals at the department, college or university levels.

The goal and benefits of emeritus faculty involvement in faculty research and/or grant writing is to support Transformative Learning efforts at UCO and broaden the impact of their scholarly research activities and, as mutually desired, to participate in a constructive mentoring dialogue with students.

UCO's sponsorship of research and grant writing activities involving emeritus faculty should be arranged to have minimal expense for the university and should be consistent with Transformative Learning efforts and the prioritization of student curriculum and program needs. Emeritus faculty research not involving current UCO faculty and/or students will not be approved. Therefore, before initiating any research project or development of a grant proposal that might be associated with UCO, contact the Office of Research & Grants at (405)974-3492, or send an email to [research@uco.edu](mailto:research@uco.edu).

Any policies and costs warranted for emeritus faculty involvement in research or grant writing should be coordinated and consistent with the individual emeritus faculty requests and approved

through the UCO Office of Research & Grants and the respective dean, and/or department chair/school director.

As an informational item, from the AA FHB, the attached item will be added to the Faculty Handbook in the appendix Q: Emeritus Research Proposal. Exactly where will be referred back to the Emeritus Faculty Association, who control the bylaws.

Approved by Academic Affairs and the Office of Research and Grants: September 12, 2012

**The Faculty Senate voted on the wording for the Faculty Handbook for the following items:**

**I. FSR 2011-12 007 – Mandatory Submission of D, F, U**

**\*3.6.2.2 REQUIRED LAST DATE OF COURSE ENAGEMENT FOR F & U GRADES**

A Last Date of Course Engagement is required for F & U grades. The last date of course engagement is that date known, or reasonably assumed, by the teaching faculty when the student ceased to make progress toward completion of the course requirements. Examples include, but are not limited to: the last date the student attended class according to the attendance roster; or the last date the student accessed a learning module in an online course; or the last day the student attended a practicum site; or the date of the last exam or activity completed by the student.

**Received unanimous approval by the Faculty Senate.**

**II. CLASSROOM POLICIES AND PROCEDURES**

**3.1 CLASS ATTENDANCE**

“Faculty are expected to verify official enrollment beginning the first day of class on UConnect/School Services. Students who are not officially enrolled in the course are prohibited from attending the class after the deadline for enrolling in that course has passed. In addition, students who are not officially enrolled may not be manually added to class rosters on UConnect or the learning management system.”

The university expects students to regularly attend classes in which they are enrolled. Faculty members are expected to establish specific attendance policies governing their classes. Attendance policies must appear in the course syllabi .....

*Note: the original wording from AA FHB for the Class Attendance statement did not include the phrase “after the deadline for enrolling in that course has passed”. I added that wording based on recommendation from Senator Ferguson after his conferring with his department.*

**Approval by the Faculty Senate, 1 opposed.**

### III. 1.5.4 Associate and Assistant Dean

#### 1.5.4.1 Roles and Responsibilities

The Dean may delegate duties and responsibilities to the associate or assistant dean. The specific duties and responsibilities of the associate and assistant deans will vary according to the needs of the college and the respective strengths of the dean and the associate and assistant deans. **Recommendations** While associate and assistant deans may be involved in the faculty evaluation process, final recommendation related to personnel decisions affecting full-time faculty, leave, annual evaluations, promotion, tenure and termination ~~may not be delegated to the associate or assistant dean,~~ rest with the dean. In the absence of the dean, the associate or assistant dean is responsible for routine operations, representation of the college and other duties as approved by the provost/vice president for academic affairs.

**Received unanimous approval by the Faculty Senate.**

#### 1.5.4.3. Evaluation

Associate and assistant deans shall be evaluated during the spring semester of their ~~second year of service and every second year~~ **third year of service and every third year thereafter.** The evaluation instrument used shall be mutually agreed to by the supervising dean, the provost and **in consultation** with the Faculty Senate. These formative evaluations are to be used for ~~the purpose of improvement~~ leadership development of associate and assistant deans

**Received unanimous approval by the Faculty Senate.**

### IV. 2.3.2 SPECIFIC AREAS OF ACADEMIC RESPONSIBILITY

Faculty members at all academic ranks **including those teaching exclusively online** have responsibilities to ~~communities including~~ the university, the communities it serves, and ~~the~~ **their** professional ~~communities~~ **organizations** within their disciplines. These responsibilities include, among others:...

**Received unanimous approval by the Faculty Senate.**

### V. 3.2 SUPPORT SERVICES FOR STUDENTS

#### 3.2.1 ADA ACCOMMODATIONS

**Faculty are required to comply with ADA accommodations (within reason). For more information see <http://www.uco.edu/student-affairs/dss/files/dsshandbookfacstaff.doc>**

**Held for re-evaluation of wording.**

#### ***ANNOUNCEMENTS FOR THE GOOD OF THE ORDER:***

- SP 2013 enrollment will stop at midnight on Friday of the first week of classes.

**ADJOURNMENT:** President Mock adjourned the meeting at 2:56 p.m.

Respectfully Submitted,

Secretary/Treasurer Dana Rundle, 1/15/13