

MSU Faculty Senate December Minutes

The MSU Faculty Senate met at 3:00 p.m. on December 7, 2006, in the Cheyenne Meeting Room of CSC. Senators present included Bultena, Charles; Cate, Rodney; Coe, Mary Ann; Comello, Robert; Davis, Fred; Donovan, Tim; Garrison, Steve; Goldberg, Gary; Gorham, Jim; Guthrie, Paul; Johnson, Tina; Lunce, Stephen; May, Marsha; McClintock, Stuart (Secretary); McNeely, Tom (Parliamentarian); Owen, James; Paddack, Ted; Polvado, Karen; Redmon, Bob (Chairman); Rincon-Zachary, Magaly; Stiles, Beverly (Vice-Chair); Watts, Lynette.

The agenda was unanimously approved. October minutes had previously been approved by e-mail.

Current Business:

1. Keith Lamb, Associate Vice-President for Student Affairs, addressed the Faculty Senate about Infusion (www.mwsu/infusion). This is a project that the Student Affairs division has developed to let the campus be aware of the various services this division provides. For the most part, Infusion contains services that the division already provides; there are others that are new. Infusion includes previous services for students that promote academic success, health and wellness, civic responsibility, mentoring, career development, social engagement, and spirit and tradition. It offers a new service called leadership education and achievement program. Associate VP Lamb plans to get this program going formally in spring 2007. It is for all students, with particular emphasis on the first-year experience to get students involved from the beginning of their careers at the university. He presented an informative brochure that explains the program in depth.

2. Provost Wiedemann addressed the Faculty Senate about salary issues. She began by saying that Dr. Rogers' highest priority is to raise faculty salaries to be more competitive with those of the other thirty-four public universities in Texas.

Dr. Wiedemann gave present salary rankings of MSU among Texas public universities. For professor, MSU ranks twenty-fifth out of thirty-five public institutions; for associate professor, twenty-second; for assistant professor, twenty-third; and overall, twentieth. If MSU spent \$150,000 more on salaries, the university would pass six institutions in the state, and MSU's salaries would be better than the Texas average.

Beginning this year, minimum salaries have been established for professors based on their rank at MSU. The minimum salary for a full professor is \$61,000; for an associate professor, \$51,000; for an assistant professor 41,000; and for an instructor, 31,000. Several salaries were raised this year to meet the minimums.

Dr. Rogers' primary goal for 2007-2008 is to raise faculty salaries. He hopes to have a pool of five percent for faculty salary raises.

Dr. Rogers has another goal of establishing a pool of \$150,000 either to address problems for individual professors caused by salary compression or to gradually raise ORP contributions for

those hired after 1995 whose contributions by the state are lower than for those hired before 1995. Dr. Rogers will seek input from the faculty about these two possibilities.

Dr. Wiedemann said that the student:teacher ratio at some point before she arrived was 24:1. It is now 19.2:1. The ratio has dropped because a lot of new faculty have been added. MSU consults average salaries at public universities that do not have collective bargaining in the College and University Professional Association for Human Resources (CUPA-HR) survey when deciding on a salary for a new faculty member.

Dr. Wiedemann asked if there were questions. Parliamentarian McNeely wanted to know if there were prospective endowment possibilities for salary increases on the horizon. The Provost said that nothing prospective existed at the moment. Senator Rincon-Zachary wanted to know how administrators' salaries were determined. An administrator's immediate superior determines this salary, and the President's salary is determined by the Board of Regents. Vice-Chair Stiles is grateful for a five-percent raise but is concerned that it is only a band aid in solving the problem of salary compression. Dr. Wiedemann said that Dr. Rogers was fully aware that salary compression was creating a lot of problems for faculty who have worked at MSU for some time, and he is trying to find a solution to the problem.

On a different issue, Dr. Wiedemann was queried about the decision-making process when we have inclement weather. When the President is here, he makes the final decision based on his consultations with the chief of campus police and with Howard Farrell, among others. Faculty asked if a final decision could be made earlier than they were last week so that faculty, staff, and students who do have to leave early will not have to be on the road when classes are cancelled.

3. Summer 2008 Schedule. In 2008, summer classes will start the Monday after June 6, the latest possible closing day for area high schools. Two proposals have been made for the summer sessions. Suggestion one has a four-day week with two-hour classes. Second summer session ends on August 14, and the all school meeting to start the year is on August 18. Suggestion 2 has a five-day week with two-hour classes. It finishes on August 5.

In either case, staff will be on a five-day schedule.

The president would like faculty input about the two possibilities. To that end, the proposals will be e-mailed to all faculty. Faculty can then send their opinions to their senators. The Faculty Senate will vote on the schedule in its January 11 meeting.

1. *Committee and Other Reports:*

1. Administrative Council (Redmon): see end of minutes
2. Board of Regents (Redmon): no report
3. Academic Council (Stiles): see end of minutes
4. Enrollment Management (May): see end of minutes
5. Intercollegiate Athletics Council (Comello): see end of minutes
6. Alumni Association Council (Watts): no report
7. Student Affairs (Lewandowski): no report
8. Other active committees:
9. Financial report (Bultena): The Faculty Senate has \$ 183.

After soliciting further comment, Chair Redmon entertained a motion to close the meeting. The meeting adjourned at 4:30.

Committee Reports:
Administrative Council Report
October 9, 2006

A number of policies and policy changes were discussed by the Council. A summary follows:

1. Several changes and additions to the Policy Manual were considered. Items shown in the attachments recommended for deletion are show with an overstrike (-); new wording is shown in **bold and underlined** format.
 - a. Dr. Wiedemann proposed that Policy 2.333 Organization be changed to eliminate “title exceptions.” There were no questions and no opposition. See **Attachment A**
 - b. A number of changes to Policy 2.338 University Boards, Councils & Committees were proposed. These changes were either attempts to simplify and clarify the language or to reflect various changes. In one case, a new Committee replaces one that has been dissolved. These proposals were accompanied by some explanation and elaboration, and all seemed well received by the Council.
 - i. B. Councils, 2. Academic Councils – Dr. Wiedemann
– See **Attachment B**
 - ii. B. Councils, 4 Enrollment Management – Dr. Wiedemann
– See **Attachment C**
 - iii. D. Standing Committees, Academic Advising Committee –
Dr. Wiedemann – See **Attachment D**
 - iv. D. Standing Committees, Bookstore Advisory Committee –
Mr. Lamb
Change the chair of the committee from the Dean of Students to the Associate Vice President for Student Services. See **Attachment E**
 - v. D. Standing Committees – Student Success Committee/First Year Committee. Dr. Wiedemann See **Attachment H.**
 - c. Policy 3.133 Summer School Teaching – Dr. Wiedemann proposed this change to clarify “full faculty teaching load” during summer sessions for various purposes, including sick leave calculation. This change was supported by the Council. See **Attachment F**
 - d. Mr. Sandoval explained that the state has recommended adopting the new records management policy outlined in **Attachment G.** It was generally agreed that this is a good thing to do, and the policy has been adopted. *Paragraphs D and F may be of particular interest to faculty as they may eventually impact the way we keep records and the kinds of records that we keep. After reading the relevant Texas Codes to which this policy refers, and after listening to concerns about this policy at the TCFS meeting I attended this month, I am convinced that we should remain vigilant regarding this issue.*

2. The following key requests were considered and recorded. Considerable concern was voiced regarding the number of master keys being issued. On a related issue, the Council agreed that, rather than issuing keys to faculty who teach in Hardin, facilities personnel would be instructed to open classroom doors in Hardin and to keep them open during times when classes are being held there.

STAFF

Colleen James	Bridwell Master	Work schedule requires her to start during lunch hour and department is locked if no faculty is present.
Karla Landours	Hardin South Master	Needs access to all rooms in Hardin South
Deb Schulte	Hardin Admin. Master	Access to building in absence of Provost
Melissa Yip	Hardin South Master	Needs access to all rooms in Hardin South

OTHER

Kelly Pham	O'Donohoe Outside	Student needs access to building for psychology clinic
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Attachment A

2.333 Provost

ORGANIZATION - PROVOST

Date Adopted/Most Recent Revision: 05/13/05

G. Graduate Coordinators

1. **Duties**

Graduate coordinators are appointed as academic administrative assistants for selected graduate programs. They are full-time faculty members who serve as administrative assistants to deans or department chairs.

2. **Appointment and Teaching Load**

The appointment of graduate coordinators will be based upon demonstrated administrative need specific to the academic program. The Provost and the President will approve all such appointments. Coordinators may be given load credits of up to three (3) hours per semester for administrative duties. Additional load credit for coordinators may be requested by the dean of the college in justifiable cases.

3. ~~**Title Exceptions**~~

~~An exception to the title of coordinator will be made for those individuals heading the Bureau of Business and Government Research, the Mamie Raborn Center for Economic Education and the Small Business Development Center. For those individuals, the title of director will be used.~~

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 08/04/2006

B. Councils

2. Academic Council

a. Purpose

To serve as an advisory group to the Provost. ~~The Academic Council will receive recommendations from the college councils, the Core Curriculum Committee, and the Graduate Council. The council will review all curriculum and programmatic changes arising from these councils.~~ The Academic Council will be primarily an oversight entity with major responsibilities relating to the university's total curriculum, faculty policies, and academic ~~policy~~ **policies**. ~~The Academic council~~ **Council** will meet on a monthly basis, twelve months per year. The agenda will be constructed from items contributed by the Provost, council members, and the ~~committees and councils listed above.~~

b. Personnel

The Deans of the six colleges, the Dean of Graduate Studies, the Vice Chair of the Faculty Senate, and the Vice President of the Student Government Association. Non-voting members are the Provost (chair), **the Associate Provost**, the Director of Extended Education, the Director of the Honors Program, **the Advising Coordinator**, the ~~Coordinator~~ **Director** of the Academic Support Center, the ~~Director of the Library~~ **University Librarian**, the Director of International Programs, ~~the Director of the Intensive English Language Institute, the Associate Provost,~~ the Registrar, and the Director of Admissions. In the absence of the Provost the Associate Provost will chair the council.

Reports To: Provost

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 08/04/2006

B. Councils

4. Enrollment Management Council

a. Purpose

To serve as an advisory group to the Associate Provost

b. Personnel

Director of Financial Aid, Registrar, Director of Admissions, ~~Director of Testing Services~~, Director of the Office of International Services, Director of Upward Bound, a representative from the Faculty Senate, a representative from the Student Government Association, a representative from Extended Education, a representative from University Advancement and Student Affairs, and one of the college deans. The Associate Provost (chair) and Provost will serve as non-voting members.

Reports To: Associate Provost

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 08/04/2006

D. Standing Committees

#. Academic Advising Committee

a. Purpose

To advise the Academic Advising Coordinator on all issues relating to undergraduate academic advising including information gathering and distribution, advisor training and evaluation, and policies.

b. Personnel

The Academic Advising Coordinator (chair); one advisor or advising faculty member from each college appointed by the respective dean, and a representative each from the Academic Support Center, the Office of Admissions, the Registrar's Office, and a program offered through distance education.

Reports To: Provost

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 08/04/2006

D. Standing Committees

10. Bookstore Advisory Committee

a. **Purpose**

To facilitate communication between the MSU Bookstore and the university community.

b. **Personnel**

The **Associate Vice President for Student Services** ~~Dean of Students~~ (chair), one faculty member, one staff member, and one student. The manager of the MSU Bookstore will serve as a non-voting member.

c. **Reports To:** Vice President for University Advancement and Student Affairs

Academic Advising Committee

a. Purpose

To advise the Academic Advising Coordinator on all issues relating to undergraduate academic advising including information gathering and distribution, advisor training, and policies.

b. Personnel

The Academic Advising Coordinator (chair), the Director of Student Activities and Orientation, one advisor or advising faculty member from each college appointed by the respective dean, and a representative each from the Academic Support Center, the Office of Admissions, the Registrar's Office, and a program offered through distance education.

Reports To: Provost

3.133 Provost

SUMMER SCHOOL TEACHING

Date Adopted/Most Recent Revision: 11/07/03

The university makes every effort to provide opportunity for summer teaching; however, it cannot guarantee such employment. ~~Each~~ **Generally, a** faculty member will be ~~generally~~ limited to one term, thus allowing alternation or rotation. Exceptions are **possible, especially** ~~to be recognized~~ in programs where summer enrollment requires the services of all or most of the regular program faculty. Six semester hours **will be considered a full load** in each **five week** summer session ~~will be considered a full load.~~

4.XXX Administration & Finance
RECORDS MANAGEMENT POLICY
Date Adopted/Most Recent Revision:

A. Policy

It is the policy of Midwestern State University to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of the university.

B. Purpose

In the interest of cost-effective and efficient recordkeeping, the university has adopted a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of State Records Management Laws and accepted records management practices. The university shall:

- 1. establish and maintain a records management program on a continuing and active basis;**
- 2. create and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the university designed to furnish information to protect the financial and legal rights of the state and any person affected by the activities of the university;**
- 3. ensure that all records of the university are passed to the university president's successor;**
- 4. identify and take adequate steps to protect confidential and vital university records;**
- 5. cooperate with the state in the conduct of university records management surveys; and**
- 6. cooperate with the Texas State Library and Archives Commission and any other authorized designee of the state in fulfilling the records management policy.**

C. Definitions

- 1. State Record A state record is any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency or institution or an elected state official that documents activities in the conduct of the state or university business or use of public resources. The term does not include:**
 - a. library or museum material made or acquired and maintained solely for reference or exhibition purposes;**
 - b. an extra copy of recorded information maintained only for reference;**
or
 - c. a stock of publications or blank forms.**

2. Records Management Records management is the application of management techniques to the creation, use, maintenance, ensuring access to public information, and reducing costs. The term includes:
 - a. the development of records retention schedules,
 - b. the management of filing and information retrieval systems in any media,
 - c. the adequate protection of state and university records that are vital, archival, or confidential according to accepted archival and records management practices;
 - d. the economical and space-effective storage of inactive records,
 - e. control over the creation and distribution of forms, reports, and correspondence; and
 - f. maintenance of public information in a manner to facilitate access by the public.

3. Records Management Officer The Records Management Officer (RMO) is the person designated by the university to administer the records management program. The RMO will ensure management of the university records in accordance with the requirements of the State Records Management Laws.

D. Records Declared Public Property

All records defined as state records in paragraph C, above, are hereby declared to be the property of Midwestern State University. No official or employee of the university has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

E. Records Retention Schedule

An appropriate records retention schedule shall be created and submitted to the Texas State Library and Archives Commission, based on Records Management Laws and Administrative Rules issued by the Commission. Once certified by the Commission, the university shall maintain its records in accordance with its currently certified records retention schedule. Any destruction of records of Midwestern State University will be in accordance with this certified schedule and any other laws and rules of the state.

Reference: Texas Government Codes 441 and 552

2.338 Provost
University Boards, Councils, and Committees

D. Standing Committees

~~39. Student Success Committee~~

a. ~~Purpose~~

~~To recommend collaborative programs, services, and experiences to help new students at MSU become successful and well-oriented members of the campus community.~~

b. ~~Personnel~~

~~The Associate Provost (chair), one faculty member from each college...and a student.~~

c. ~~Reports To: Associate Provost~~

First Year Committee

a. Purpose

To coordinate and oversee first-year student programs and to enhance the communication between structures that work on first-year efforts and other efforts that support overall student success.

b. Personnel

The Director of Academic Support Center and the Director of Student Activities and Orientation (co-chairs); the Dean of Students, the Director of Student Development, the Director of Housing and Resident Life, a representative from the Office of the Registrar, a representative from the Office of Admissions, a representative from Institutional Research and Planning, one representative from each of the colleges, and two student representatives. The council would be free to invite personnel from other areas on campus on an as needed basis.

c. Reports To: Associate Provost and Associate Vice President for Student Affairs (jointly)

Enrollment Management Council Summary for Faculty Senate

The Enrollment Management Council met on November 14, 2006.

The first topic of discussion was a proposed rate increase for the MSU Post Office. Keith Lamb and Cindy Loveless presented a proposal that I have attached. The main interest to faculty will

be the changes suggested for departmental deliveries. One daily delivery will change from \$130 a year to \$250 a year which is approximately a 92% increase. Two daily deliveries will change from \$160 a year to \$400 a year which is a 150% increase. The MSU Post Office has not increased rates in over 20 years and this proposal will be presented to Academic Council.

The second topic of discussion was the Academic calendar for summer 2008. The ending date for WFISD will be May 30th or June 6th. Several scenarios were presented by Darla English, but no decision will be made until the ending date is determined. I was asked if the faculty would prefer 5 day weeks (20 days) with 2 hr classes or 4 day weeks (20 days) with 2 hour classes. I said that I was sure the faculty would prefer 4 day weeks to 5 day weeks since classes would remain at 2 hours for 20 days. Some scenarios had one summer session with 4 day weeks and the other with 5 day weeks. This was done so that faculty teaching the second summer term would have some time off before the fall term. Dr. Clark has indicated that more scenarios are possible and I will keep you posted on those as well as the decision from WFISD.

The final topic of discussion concerned international students being allowed to complete English deficiencies in the Intensive English Language Institute at MSU. Leslie Penrose withdrew a proposal for changes in admission requirements for these students as completion of English Language training in the Intensive English Language Institute must be prior to enrollment in the University and is therefore not an admission problem. The Visa status of these students is really the problem and Kerrie Cale will check how other institutions handle this problem.

Submitted by Marsha May
Faculty Senate Representative

Intercollegiate Athletic Committee Meeting

October 23, 2006

Mr. Ed Harris

The IAC was formerly introduced to Ed Harris, Interim Athletic Director. Mr. Harris, in his address to the committee, started with a brief background of his experiences and what his expected goals for MSU would be. One of his goals is for the graduation rates of all MSU athletes to be the highest in the conference. Mr. Harris is also interested in the IAC mission. He distributed copies of the institutional control guidelines that he used at West Texas A&M for the committee to read and compare.

Absenteeism was discussed with Mr. Harris as well. Concerns such as untimely delivery of notification letters to faculty were mentioned. Faculty would like more advanced notice of classes that will be missed by student athletes. This concern was addressed for all sports, however, women's softball was of the greatest concern. Mr. Harris along with Kurt Portman, Associate A.D., will review the procedures being used for advanced notification. The IAC will be reviewing athletic schedules.

Exit and end of season surveys and interviews.

The IAC will be making every effort to conduct all surveys and interviews with student athletes as soon as possible after the season ends.

Substance Compliance Committee

Keith Lamb informed the IAC that the Office of Counseling and Disability Services has split into two separate offices. Debra Higginbotham was a member of the Substance Compliance Committee and was left on as a member. A change was made to reflect Ms. Higginbotham's new title. Keith asked that the committee support a change in the membership by removing the Director of Disability Support Services and adding the Director of the Counseling Center. The committee agreed. This will now go to the next Administrative Council.

Adjournment

The meeting was adjourned at 2:30 pm.

Respectfully submitted,

Robert Comello
Faculty Senate Representative

Stuart McClintock
Secretary of the Faculty Senate

Bob Redmon
Chairman of the Faculty Senate

The next Executive Committee meeting will be at 3 PM on January 9 in the Caddo Room in CSC.

The next Faculty Senate meeting will be at 3 PM on January 11 in the Cheyenne Meeting Room in CSC.