

MSU Faculty Senate October Minutes

The MSU Faculty Senate met at 3:00 p.m. on October 12 in the Cheyenne Meeting Room of CSC. Senators present included Cate, Rodney; Coe, Mary Ann; Comello, Robert; Davis, Fred; Donovan, Tim; Garrison, Steve; Gorham, Jim; Guthrie, Paul; Kilgore, Lon; Lewandowski, Elizabeth; Lunce, Stephen; May, Marsha; McClintock, Stuart (Secretary); McNeely, Tom (Parliamentarian); Owen, James; Paddack, Ted; Polvado, Karen; Stiles, Beverly (Vice-Chair); Watts, Lynette.

Vice-Chair Stiles ran the meeting due to Chair Redmon's absence. Roxanne Gooch represented Charles Bultena. Chris Vogel from *The Wichitan* sat in.

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

Current Business:

1. Jenny Duncan from the MSU bookstore made her annual visit to the Faculty Senate to bring the faculty up to date with events at the book store. The bookstore has to remove all the asbestos in the flooring and will also remodel. The bookstore will be open during the remodeling, and the project should be finished by Thanksgiving.

She also wanted faculty to know about a program Barnes and Noble has called Faculty Center Network. It is a web site available through the bookstore's MSU site. It can provide a lot of information for professors such as researching titles, getting desk copies, and seeing what other professors are doing in similar courses.

2. Lynn Hoggard was chosen as the university's nominee for the Minnie Piper award.

3. Issues for the Provost to address during her visit to the November meeting. The Provost will attend the November Faculty Senate meeting and will address salary issues, particularly that of salary compression. Vice-Chair Stiles asked if there were other issues that the Senate would like the Provost to address. The following were brought up:

- ORP contributions. Does the administration have plans to raise ORP contributions to the pre-1995 level for professors hired after that date?
- Course fees. How are course fees distributed back to each department?
- Administration of faculty evaluations. Can anything be done so that it is unnecessary to have another professor administer one's course evaluations? (See "New Business" #1)
- Summer schedule. The Senate would like the Provost to address the four-day versus five-day summer schedule. (See #4 below.)

4. Summer schedule. Dr. Rogers has indicated that he is in support of each college having the freedom to determine if it would like to use the four- or five-day summer schedule. Hardin and administrative services will be open five days. (After the Senate minutes were distributed, Dr. Rogers indicated that the entire university would be on the same schedule.)

5. Standard syllabus statement about attendance. Because not having an absence policy stated in a professor's syllabus could lead to problems for the professor and the university, it was strongly recommended that every professor clearly state his/her absence policy on the course's syllabus. In a related issue about absences, some senators wanted to know if students were notified after twelfth-day roles had come out when they had been dropped for not attending. Vice-Chair Stiles will investigate with registrar.

6. Senator Paddock made the motion with a second by Senator Garrison to reevaluate the number of university promotional events involving faculty. The motion passed unanimously. Senator Lewandowski, Senate representative on the Student Affairs Committee, will present this motion to the committee.

Committee and Other Reports:

1. Administrative Council (Redmon): no report
2. Board of Regents (Redmon): no report
3. Academic Council (Coe): 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): See end of minutes
7. Student Affairs (Lewandowski): See end of minutes
8. Other active committees: Senator Lewandowski updated the Senate on the ad hoc Tenure and Promotion Committee that is meeting to reevaluate the tenure and promotion rules that must be reviewed every two years. The committee is seeking faculty input, and all faculty should have been contacted by a representative from their college. The committee will meet November 3.
9. Financial report (Bultena): The Faculty Senate has \$ 1,985.

Closing Items:

New Business:

1. Senator Gorham stated that getting faculty to cover other faculty members' classes for evaluations has been problematic in the College of Fine Arts. The Senate will ask the Provost to discuss this issue when she visits the Senate at its November meeting.

2. Senator Lewandowski suggested inviting Keith Lamb to address the Senate about the Infusion program being used with first-year and new students.

After soliciting further comment, Vice-Chair Stiles entertained a motion to close the meeting. The meeting adjourned at 4:00.

Committee Reports:

Academic Council Minutes September 20, 2006

Provost's Comments

- Faculty members from the Academic Support Center will be under the guidance of Dr. Watson, Dean, Prothro-Yeager College of Humanities and Social Sciences, for the purposes of council and committee appointments.
- Faculty Development funding amounts have been reported to the college deans.
- HEAF funds are being transferred into the colleges and should be available by the first part of October.
- A list of students who need to take the Writing Proficiency Exam or enroll in ENGL 2113 is being sent to the deans. Letters are being mailed to students who are in the 60-90 credit hour and the 90 credit hour levels. The letters remind the students about the WPE requirement and will provide the upcoming examination dates.
- The Texas Higher Education Coordinating Board is reviewing the SACS recommendation that degrees should require a minimum of 120 hours. MSU deans are encouraged to review their degree plans and see if they meet the minimums. More information will be provided on this item as it becomes available.
- Effective Spring 2007, faculty overload contracts will be paid as \$2,500 per course for faculty with a terminal degree and \$2,000 per course for faculty without a terminal degree. This will ensure that faculty will be compensated equally across campus.

New Business

1. The honors program committee proposes the following changes:
 - Discontinue the Honors Capstone Seminar, MWSU 4433
 - The "Senior Requirement" of either study abroad, an internship, or a research project will be enhanced in the following ways:
 - a. Of the 8 honors courses that each student is required to take, at least one of them should be an upper level honors course.
 - b. Each honors student must give a 20-30 minute oral presentation on his or her senior requirement.
 - c. A community service component will be added to the senior requirement.
 - The changes will be phased in over a period of approximately two years
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 - Of the 8 honors courses that each student is required to take, at least one of them will be an upper level honors course

2. Undergraduate and Graduate Course and Catalog Changes

3. Early Registration Dates for Spring 2007

Friday, November 17

Seniors and Web: 7 a.m. – 10 p.m.

Monday, November 20

Juniors: a.m.

Sophomores: p.m.

Web: 7 a.m. – 10 p.m.

Tuesday, November 21

Freshmen and Web: 7 a.m. – 10 p.m.

Wednesday, November 22

No classes, no registration

Monday, November 27

All classifications and Web: 7 a.m. – 7 p.m.

Registrar's office hours will remain 8 a.m. – 5 p.m.

Early registration will end the last week of classes (December 8).

Registration in January will resume orientation week for re-enrolling.

Monday & Tuesday, January 8 & 9: re-enrolling by classification

Wednesday & Thursday, January 10 & 11: orientation for new students

Thursday, January 11: evening orientation at 5:30 p.m.

registration from 6:30 – 8 p.m.

Friday, January 12: all letters/all classifications until 5 p.m.

Round Robin

- Dr. Clark announced that the Testing Office will be able to administer make-up tests for faculty at no charge. A form that will be used by faculty requesting the make-up exam was provided. The date that this service will be available will be announced in the near future.
- Dr. Clark reported that the WFISD is looking at a later start date for schools beginning in the fall of 2007. This would mean a later end date in the summer of 2008. If approved, these dates will affect our summer enrollment and courses offered. Ms. English will provide some scenarios with different dates for deans to work with on scheduling.
- Dr. Stewart announced that the women faculty of the College of Science and Mathematics will present a Science Career Day for junior high school girls on November 18, 2006.
- Dr. Capps asked that faculty help undergraduate students who want to take a graduate course to follow the time guidelines that are in the catalog.
- Dr. Fischli reported that the Tenure and Promotion Committee is reviewing the T&P policy and procedures. If faculty has concerns or comments, they should contact him as soon as possible so those items may be reviewed by the committee.

- Dr. Farris asked if anyone knew faculty members that were actively using the TurnItIn plagiarism program that he could visit with. Faculty members recommended for him to contact were Dr. Bob Redmon, Dr. Nadia Bugg, and Dr. Tom Galbraith.
- Ms. Spiller announced that she will be speaking with each dean to discuss their department degree plans that are on the web. She would also like the deans to work with her on providing training to new faculty about advising procedures.
- Ms. Merkle announced that the competitive tuition waiver process is completed. Any requests submitted late must provide justification for missing the deadline.

Respectfully submitted,
Mary Ann Coe

Enrollment Management Council Summary for Faculty Senate

The Enrollment Management Council met on September 19, 2006. Dr. Clark started with the approval of previous minutes and then discussed a new service that will soon be offered by the Testing Center. Brandon Carpenter, Director of Testing, said that the Testing Center will soon offer to help faculty with make-up exams. This service will allow faculty to send students who miss a major exam, midterm or final to the Testing Center for make-ups. Brandon is waiting for two rooms which will hopefully be available soon and he will then inform faculty of this new service. I have attached a copy of the form that will be used to request this service and the form will be available online.

See sample form on next page.

Midwestern State University
Testing Services
Hardin South, room 224
Office: 397-4676 Fax: 397-6228
Make-up Test Information Form

Instructor: _____ Date: _____

Office Phone: _____ Home Phone: _____

E-mail: _____

Course Name: _____ Course Number: _____

Time Limit: _____ Last Date the Test May Be Taken: _____

Materials Allowed:

Dictionary	<input type="checkbox"/> Yes <input type="checkbox"/> No	Textbook	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Calculator	<input type="checkbox"/> Yes <input type="checkbox"/> No
Formula Charts	<input type="checkbox"/> Yes <input type="checkbox"/> No	Scratch Paper	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:	_____		

After the test:

- Please return through campus mail
- I will pick up from Testing Services office

Please remind students:

1. Students may call 397-4676 to verify test is in our office.
2. Students do not need to make an appointment for a make-up test.
3. Students must present their student ID prior to taking the test.
4. Testing hours for make-up exams are below.

Students Name(s):

Special Instructions:

Note: It is the instructor's responsibility to complete this form accurately, provide all testing materials to Testing Services, and inform the examinee of the make-up exams testing hours.

Testing hours: 10:00am to noon; 3:00pm to 5:00pm (Thursday)
3:00pm to 5:00pm (Friday)

Policies and Procedures:

1. Instructor will complete the Make-up Test Information Form
2. Instructor will attach any testing materials that are needed
3. Instructor will bring completed form and testing materials to the Testing Services office (Hardin South, 224)
 - Or, completed forms and materials may be mailed through campus mail – Attn: Lynn Ducioame
 - Or, completed forms and materials may be faxed – 397-6228
4. Examinee will come to the Testing Services office at one of the three available times.
5. **Examinee must have student ID** – tests will not be administered to examinees without a student ID
6. For test security reasons, students will not be allowed a restroom break during the exam unless the instructor allows it. If an examinee must take a restroom break that has not been approved by the instructor during the exam, then the test session will be terminated.
7. After the exam, Testing Services will either (a) mail the completed tests in campus mail or (b) contact the instructor and hold tests until they are picked up. Testing Services will not hand-deliver completed exams.

Please remember:

- This service provides administration of make-up exams for students who do not receive special accommodations. Please contact the Disabilities Office to accommodate students with special needs.
- This service is provided for MSU students who have missed an hourly exam in a course which meets on campus. This service does not include WebCT, correspondence coursework, distance education testing, internet-based/computer-based exams, etc.
- Testing Services will not administer exams to an entire class.
- Currently, this is a free service.

Dr. Clark then asked Naoma Clark to report on concerns with the first year probation policy. Naoma Clark is the Director of the Academic Support Center and is concerned over the decrease in the number of first year students on probation. She fears that many of our first year students are slipping through without proper direction on retaking courses that they made a D or F in because they are not being advised as students at risk. First year students are placed on scholastic probation after their first semester if they have less than a 1.7 GPA on a total of less than 18 hours. It is possible, however, for a first year student to have some transfer credit resulting in 18 or more hours with a 1.7 and then have difficulty the next semester. Naoma is continuing her search for data on this issue and Dr. Clark will take this concern to Academic Council.

Naoma Clark also addressed the next item on the agenda regarding the advising and registration calendar. The Office of the Registrar has continued to expand the days that registration is open but some of the students are having difficulty finding advisors on those days that faculty are not on campus. The Academic Support Center is therefore overloaded with advisees. There was discussion on shutting down registration during those times when faculty are not on campus and Dr. Clark said he would take this issue to Academic Council.

Darla English, MSU Registrar, presented the proposed early registration dates for Spring, 2007 which are listed below. She said that closing registration during certain times of the year was also a big help to her office.

Friday, November 17 – Seniors/web 7a.m. – 10 p.m.

Monday, November 20 – Juniors – a.m.

Sophomores – p.m.

Web 7 a.m. – 10 p.m.

Tuesday, November 21 - Freshmen

Web 7 a.m. – 10 p.m.

Wednesday, November 22 – NO CLASSES, NO REGISTRATION

November 27 – December 8 – all classifications

Web 7 a.m. – 7 p.m.

Office hours will remain 8 a.m. – 5p.m.

Early registration will end the last week of classes.

Registration in January will resume during orientation week for reenrolling students
(January 8 and 9 reenrolling by classification)

January 10 and 11 will be orientation for new students and January 11 will be evening
orientation at 5:30 followed by registration from 6:30 -8 p.m.

January 12 – all letters/all classifications until 5 p.m.

The schedule will be presented for approval at Academic Council.

Dr. Clark told the Council that all Public Schools in Texas will begin on the fourth Monday in August starting in 2007. This will mean that public schools will not end until after our summer school program begins. High school graduates and teachers often attend MSU summer school programs and we need to consider alternate plans now as they must be in place by Summer, 2008. Dr. Clark would also like the Senate to begin thinking of possible solutions for future recommendations.

Dr. Clark ended the meeting with a plan he is contemplating. He would like to create a group of MSU students who would go out into the community and talk to Junior High students about why they should consider going to college. Certain groups of minorities are locked into other choices by High School and do not have or do not choose avenues for attending college. This group of “student recruiters” would be paid a stipend if the money was available. This idea is still on the drawing board but hopefully will be in place by the fall of 2007.

Submitted by Marsha May,
Faculty Senate Representative

Intercollegiate Athletic Council

The IAC met briefly with Dr. Rogers on October 3, 2006. The purpose for the meet was for Dr. Rogers to inform the IAC his rationale for choosing an interim athletic director. Dr. Rogers’ choice was Ed Harris who was formerly the AD at West Texas State University. Ed brings many years of experience to MSU. Dr. Rogers felt Ed was the best choice to serve as interim AD because he is known for his dedication to athletics. Ed’s experience will also provide the groundwork for developing an active and stable athletic department. One goal is to get the

booster clubs to become more involved in the athletic programs at MSU. His official starting date is October 15, 2006.

It was also announced that there is a search for a new Commissioner of the Lone Star Conference.

There was a brief meeting of the IAC after Dr. Rogers left. Topics that were mentioned but not discussed were:

- Exit interviews
- Next IAC meeting – A date was set. We will meet with Ed Harris, Interim AD at this time.
- Men's soccer – It was noted that Jeff got his 100th win by defeating the #1 ranked team in the conference. This team has not lost a game since 2004.

At this time the IAC adjourned.

Respectfully submitted,

Robert Comello
Senate representative.

Board Meeting, Alumni Association Meeting Agenda

Tuesday, September 26, 2006
5:30 p.m. – 6:45 p.m.

- I. Welcome New Members
- II. Financial Reports
 - A. Balance on hand as of July 31st, 2006 - \$13,750.00
 - B. Since September 1st - 276 memberships received
 - C. Between money coming in and going out, as of September 1st, \$13,740.00
- III. New Business
 - A. Committee assignments for Homecoming 2006
 - B. Standing committees
 - C. Discussion of offering services to Alumni
 1. NelNet – debt consolidation
 2. Liberty Mutual – insurance
 3. Yourtravelbiz.com – travel assistance – coordinated with Travelocity

The Alumni Association will get a portion of fees if it chooses to go with any of the companies, because they will be allowing the companies the use of the Alumni Association logo. These service issues were tabled for further meetings – Leslee Ponder will have representatives from the three companies explain services, fees, etc. at future meetings before entering into contracts with any of these companies.

IV. Meeting adjourned at 6:45.

Respectfully submitted,

Lynette Watts

Student Affairs Council Report

September 19, 2006

The following issues discussed during the meeting are of particular interest to faculty.

- MSU Post Office box and delivery fees will increase beginning fall 2007. Among other changes, once a day delivery will increase from \$130 a year to \$250 and twice a day from \$160 to \$400. With the increases in fees, the Post Office will require less subsidization than in previous years.
- Students and faculty who need remote controls for campus automatic doors can get them from the Office of Disability Services.
- The Bookstore will be closed for 2 days for the changeover for the remodeling. During the remodeling, all entry to the Bookstore will be through the dock area. The remodeling is scheduled to be completed by December 1 in time for the fall textbook buy back.
- The October 19 Career Fair will have 52 employers represented.
- The Annual Fund, having exceeded last year's goals, has an increased goal of \$255,000 this academic year. The fund hopes to have the financial support of 125 faculty and staff.

Respectfully submitted,

Elizabeth J. Lewandowski
Professor of Theatre

Respectfully submitted,

Stuart McClintock

Bob Redmon

Secretary of the Faculty Senate

Chairman of the Faculty Senate

The next Executive Committee meeting will be at 3 PM on November 2 in the Caddo Room in CSC.

The next Faculty Senate meeting will be at 3 PM on November 9 in the Cheyenne Meeting Room in CSC.