

# MSU Faculty Senate

## April 2007 Minutes

The MSU Faculty Senate met at 3:00 p.m. on April 12, 2007, in the Cheyenne Meeting Room of CSC. Senators present included Cate, Rodney; Coe, Mary Ann; Comello, Robert; Davis, Fred; Goldberg, Gary; Gorham, Jim; Guthrie, Paul; Johnson, Tina; Kilgore, Lon; Lewandowski, Elizabeth; May, Marsha; McClintock, Stuart (Secretary); McNeely, Tom (Parliamentarian); Owen, James; Paddack, Ted; Redmon, Bob (Chair); Rincon-Zachary, Magaly; Stiles, Beverly (Vice-Chair).

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

### *Current Business:*

1. Writing Proficiency Exam (WPE): English Department Chair Tom Galbraith introduced the professors who administer and grade the WPE. They are Dana Barnett, coordinator; Sally Henschel, professor of composition; and Robert Johnson, chair of Freshman English Committee. Galbraith stressed that this group has worked together for a long time and has developed a common set of standards. He turned the floor over to Professor Barnett who went over how the test is administered and graded. She said that much of the information students need and can use for help is on the university's web site. She reported that she gives detailed explanations of grading procedure to the students before the exam and takes as much time as necessary to answer questions before the two-hour test begins. She stressed that every effort is made to help a student pass the test. However, she also pointed out that, because of circumstances in a student's life on a given day, a good student sometimes does poorly on this test, and a less strong student does well. Professor Barnett emphasized that no quota exists. She also reported that 21% of students at the last test failed the WPE. Among those students, 70% had taken their English courses at another university.

After this group left, the Senate agreed that this is a dedicated group of professionals that does an excellent job of administering this program.

2. The bookstore: Bookstore manager Jenny Denning gave her annual report about the bookstore to the Senate. She introduced the new assistant manager, Jim Johnson, who will be taking over text book orders as he becomes more familiar with the system. She explained that she likes to get book orders from faculty early so that she can find as many used books as possible for students. She also said that textbook companies are trying to thwart the used book trade by making combination packs (two or more texts required for a course combined together and priced less expensively than if one bought each component separately). She also wanted to stress that a less expensive customized text can be made for a book of which a professor only uses part in order to avoid making students buy the entire book. Finally, she said that the more the bookstore sells, the more Barnes and Noble gives to MSU. She said that B and N gives at least \$ 200,000 annually to the university.

3. The Governor's proposal for higher education: Elizabeth Lewandowski presented the governor's proposal for higher education. This is just a proposal at this point and has not been

presented as a bill. She and Frank Fair from Sam Houston State are writing TACT's response to this proposal. She said that the funding system proposed would hurt small universities and the middle class.

4. Athletic Council Report: Senator Guthrie gave his annual Athletic Council Report about MSU student-athletes in which he went over GPA, missed class days, and graduation rate by sport and highlighted student-athletes who had received awards. (The entire report is attached to the minutes.) He also spoke about exit questionnaires and reported that they were quite positive; student-athletes' most common complaint dealt with the quality of the athletic facilities.

5. 2007-2008 Senate meeting calendar: Chair Redmon presented the Senate with 2007-2008 Senate meeting schedule. Parliamentarian McNeely, with a second from Senator Coe, moved to accept next year's meeting schedule. The motion passed. Schedule and comments are below.

***Faculty Senate Calendar for the 2007-2008 Academic Year***

<b>Month</b>	<b>Executive Committee</b>	<b>Senate Meeting</b>
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August	8/21/07 (Tuesday)	8/23/07
September	9/06/07	9/13/07
October	10/04/07	10/11/07
November	11/01/07	11/08/07
December	11/29/07	12/06/07
January	1/08/08 (Tuesday)	1/10/08
February	2/07/08	2/14/08
March	3/06/08	3/13/08
April	4/03/08	4/10/08
May	4/29/08 (Tuesday)	5/01/08 (Elect officers only)

**Notes:**

- The May meeting is set by the constitution to elect officers for the next year. It will be attended by continuing members and newly elected members for the sole purpose of choosing officers for the next academic year. These nominations will be ratified at the August meeting, and the officers will assume their official duties at that time. No other business can be transacted at the May meeting.
  - It may be necessary to have called meetings other than those listed.
  - The Senate Executive Committee generally meets one week before the regular meeting to set the agenda (note the exceptions).
  - Senate meetings will normally be at 3:00 pm in the Kiowa Ex Students Dining Room.
  - Executive meetings will normally be at 3:00 pm in the Apache Board Room
6. May meeting: Chair Redmon reminded Senators that, according to the Faculty Senate Constitution, no business takes place at the May meeting other than electing officers for the 2007-2008 Faculty Senate. He encouraged Senators to be thinking about potential candidates for the positions that need to be filled.
7. Emeritus faculty nominations: With a second from Senator Coe, Parliamentarian McNeely moved to endorse the following professors for emeritus status: David Martin, professor, political

science; Tracy Menard, associate professor, counseling; and Adolph Sutko, professor, McCoy School of Engineering. The motion passed.

8. Granting immediate tenure when hiring administrators: Vice-Chair Beverly Stiles made a motion to endorse the Academic Council's amended policy that the Board of Regents can hire administrators at chair or above with immediate tenure after the hiring authority has had extensive discussion with search committee; relevant chair, who will discuss candidate with faculty in that discipline; dean; provost; and president. Senator Coe seconded the motion, and it passed. (See Academic Council minutes at the end of these minutes for more details.)

On a related issue, Senator Lewandowski made a motion to recommend that the Provost add appropriate language in this hiring policy that requires the candidate to have achieved tenure at another institution prior to coming to MSU if he/she will be granted tenure at MSU. Senator Paddack seconded the motion, and it passed.

#### 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 March and April reports at end of minutes)
5. Intercollegiate Athletics Council (Comello): (no report)
6. Alumni Association Council (Watts): (no report)
7. Student Affairs (Lewandowski): (see end of minutes)
8. Other active committees: Chair Redmon is a member of the ad hoc Work Load Committee whose task is to rewrite work load policy in the policy manual so that we do what the manual states. The committee will also simplify the language of the work load policy so that it is clearer.
9. Financial report (Bultena): The Faculty Senate has \$1,748 .

#### Closing Items:

After soliciting further comment, Chairman Redmon entertained a motion to close the meeting. Senator Paddack seconded the motion, and the Senate adjourned at 5 o'clock

#### Committee Reports:

##### **Administrative Council Report**

**March 26, 2007**

**2:00 p.m.**

The meeting was chaired by Debbie Barrow as Dr. Rogers was in Austin meeting with legislators.

1. The primary business was a proposed revision of Fiscal Policy and Procedures. These were described by Mr. Sandoval and endorsed by the Council.

- The discussed changes include clarification of policies related to travel, purchasing, and accounting for University property.
  - Of immediate importance to faculty are new forms being prepared for travel authorization and reimbursement. When adopted, these will standardize records keeping and rules governing travel authorization and related reimbursement process campus wide.
2. The Council endorsed revised descriptions of the BAAS Advisory Committee and the Committee for the Preservation of Sikes House and a change to the Staff Employee Education Incentive Program, allowing staff who are already benefiting from the incentive program to also receive tuition assistance from scholarships.
  3. The Council endorsed a request by Keith Lamb to increase campus post office rates for the first time in a number of years. Keith explained that the last time MSU had such an increase, he was still in high school. Mr. Sandoval explained that the campus mail delivery system operated in the red for a number of years, and though this increase would not resolve that issue, it was a good first step.
  4. The Council endorsed a request by Keith Lamb to increase camp and conference fees for summer camps and conferences using campus facilities, especially CSC. This included a hefty increase in cancellation fees.
  5. Dr. Clark reported that the practice of regularly mailing grades to students is under review. He is proposing we revert exclusively to on-line publishing of grades, which will be greatly simplified and made more efficient by the new Banner campus information system.
  6. A number of key requests were considered and endorsed by the Council. Additionally, the Council discussed policy related to lost keys and the expense of re-keying, concluding that more explicit and evenly enforced rules need to be developed defining liability of employees for the loss of keys.

Details of these actions will appear in the Minutes of the Academic Council, to be published by the MSU Postmaster.

### **Academic Council Report**

March 2007

---The deans suggested a change to the policy manual (3.120) regarding tenure and promotion. The amendment was to include “chairs” to those who may be hired with tenure. Being a chair puts one in an untenable position for evaluating faculty if they do not already have tenure. The following is the suggested amendment:

The Board of Regents may grant faculty members hired to serve as administrators (chair or above) immediate tenure. Before the decision on recommending tenure is reached, the hiring authority will consult with the search committee, the relevant chair (unless the chair's position is being filled) who will confer with discipline faculty, the relevant dean (unless the dean's position is being filled), the provost (unless the provost's position is being filled) and the president (unless the president's position is being filled).

---Committee Changes were discussed. There were previous concerns that the University Website Committee had not met. The Academic Council expressed concerns about the changes to the university website. There were concerns that the academic community had no meaningful input in the maintenance of the website.

---Academic Council voted to institute The Academic Technology Committee, with one minor change. The minor change was to add a representative of the registrar's office as a member of the committee.

---Diane Spiller provided an Academic Advising Mission Statement that was amended to read as follows:

The mission of the academic advising program is to promote quality academic advising for all students. Advisors will assist students in their transition to a liberal arts university and in the development and implementation of educational plans to achieve their academic and career goals. Advisors will also encourage and empower students to be responsible for their own progress and success and to understand the learning goals of a Midwestern State University Education.

---From Darla English: Next year is a catalog year. Please look at changes to be made. They should be on agendas "by" fall, for board approval. Banner training is time consuming. Therefore, email response may not be prompt because of the time spent in training. We may possibly stop mailing grades. Summer 2008 may be the last time for mailing grades. This would save \$6,000. There was some discussion of whether we should continue to print the schedule of classes.

---Dr. Wiedemann wants to get the word out that she's going to form an energy committee. The purpose of the committee would be to gather ideas for what we could do to save money.

### **Enrollment Management Council Meeting Summary for Faculty Senate**

The Enrollment Management Council met on March 20, 2007.

The first item of business was the Summer 2008 academic calendar. Most area schools, including WFISD, have announced a closing date of May 30 for the 2007-2008 academic year. Darla English presented the following scenario for Summer 2008 based on the announcement of the May 30 closing date. Summer I 2008 will begin on June 2 and end on July 3. Summer II 2008 will begin on July 7 and end on August 7. (August 18 is the date for the Fall Faculty/Staff meeting.) The above schedule for Summer 2008 was unanimously approved by the Council.

(Summer I and II are presently 4-day weeks but there is still some discussion about 5-day weeks.)

I asked Dr. Clark how much input the faculty has regarding academic calendars. He said that the majority of the decisions for academic calendars are controlled by the academic year for public schools and holidays. However, academic calendars are always presented to the Enrollment Management Council and the Academic council for approval before being taken to the Administrative Council. The faculty is always consulted when special situations arise such as the Summer 2008 schedule.

Darla English also reported that the start date of the new Banner Campus Information System would be 2007 -2008 which is also a Catalog production year. Printing schedules and mailing grades are expenses that might be eliminated with Banner. More discussion will follow on that later.

Respectfully submitted by Marsha May  
Faculty Senate Representative

### **Enrollment Management Council Meeting Summary for Faculty Senate**

The Enrollment Management Council met on April 10, 2007.

This meeting resulted in the three motions listed below.

Motion 1 was made to give students passing the IB Mathematics Standard Level exam credit for Math 1533 and Math 1634 and to give students with a passing grade of 61 on the precalculus CLEP exam credit for Math 1533. Dr. Pat Mitchell, Chair of the Math Department, recommended this action to Barbara Merkle, Director of Admissions. Motion 1 was unanimously approved.

Motion 2 was made to raise the fee students pay for the CLEP test by \$5 effective July 1, 2007. Brandon Carpenter, Director of Testing Services, recommended this action because the cost to MSU for the CLEP test has increased by \$5. Motion 2 was unanimously approved.

Motion 3 was made to allow athletes to register early with Seniors, Graduates and Honor students. Naoma Clark, Director of the Academic Support Center, recommended this action based on the fact that many schools allow athletes priority registration to solve time issues with schedules and to promote academic retention of athletes. Motion 3 failed for lack of a second.

Submitted by Marsha May  
Faculty Senate Representative

### **Student Affairs Council**

3:00 April 17, 2007, Kiowa CSC

Dr. Farrell expressed his concern for all those affected by the killings at Virginia Tech.

Dr. Farrell announced an immediate review of all university safety and emergency policies involving a cross section of the university community.

The council endorsed a student government initiative to have a candlelight vigil for the students who were killed at Virginia Tech Monday. This will take place on Wednesday evening, April 18, 2007, at 8:30 in Sun Watcher Plaza.

An emergency policy and procedures practice is scheduled for May when most faculty and students are off campus.

The Council discussed the proposed campus smoking policy that would prohibit smoking anywhere on campus. Most favored adopting the policy, but Will Moreland, Student Government President, was reluctant, recommending a university wide referendum before enacting such a policy.

Respectfully submitted

Robert Redmon (for Elizabeth Lewandowski)

Respectfully submitted,

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 April 26 the Apache Boardroom in CSC.

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