

# MSU Faculty Senate

## August 2011 Minutes

The 2011-2012 MSU Faculty Senate met at 3:00 PM on August 18, 2011, in Kiowa Ex-Students room in CSC. Senators present included Azouz, Idir; Bernard, Guy; Bultena, Charles (Treasurer); Duff, Jeremy; Griffin, Terry; Henschel, Don (Parliamentarian); Johnston, James; Jun, Nathan; LaBeff, Emily; Lewis, Gary; Masuoka, James; McClintock, Stuart (Secretary); McDonald, Terry; Owen, James (Chair); Patin, Roy; Roberts, Kathy (Vice-Chair); Smith, Brandon; Vandehey, Michael; Veale, Beth; Williamson, Anne-Marie; Wood, Julie.

The agenda was unanimously approved.

The minutes of the May meeting had been approved by e-mail vote.

### *Current Business:*

**1. Ratification of officers for the 2011-2012 Faculty Senate.** With a motion by Senator Veale and a second by Senator LaBeff, the Faculty Senate ratified its officers for the 2011-2012 academic year. The officers are

Chair:	James Owen, Dillard College of Business Administration
Vice-Chair:	Kathy Roberts, College of Health Sciences and Human Services
Secretary:	Stuart McClintock, Prothro-Yeager College of Humanities and Social Sciences
Treasurer:	Chuck Bultena, Dillard College of Business Administration
Parliamentarian:	Don Henschel, Fain College of Fine Arts

**2. Introduction of Senators.** For collegiality's sake, each Senator introduced himself/herself to other members of the Faculty Senate.

**3. Senate meeting procedure.** Chair Owen explained procedure for discussing topics in the Faculty Senate. A Senator wishing to bring up a subject for the Senate's consideration will first introduce the subject briefly. Then a motion with a second must be made to discuss the topic further.

The Chair also emphasized that senators should be prepared to remain at Senate meetings until 5 o'clock.

**4. Review of Senate minutes procedure.** Secretary McClintock explained the procedure for voting on the minutes of the Faculty Senate minutes. He sends the minutes first to Faculty Senate officers, the Executive Committee, for their consideration. He then sends the minutes to all Senators asking them to accept, abstain, or suggest corrections to the minutes. Corrections can be related to content or to spelling, grammar, and punctuation. The secretary asked that senators vote on the minutes in a timely manner so that record of the meeting can be distributed quickly to the entire university.

The secretary asked committee members to write up their minutes to attach to the entire minutes.

The secretary also mentioned that a Senator should find a representative if he/she knows he/she will be absent from the meeting.

5. **Faculty Award.** The Faculty Senate conducts voting for the Faculty Award given at the December graduation ceremony. Each college nominates a candidate for this award. All faculty members vote for two of the six candidates in the first round. The top vote getters will be in a runoff, and each faculty member will vote for one of the nominees. The Chair is still missing the nominee from one college. Voting will begin when the Chair receives all nominations. Although no longer a Senator, former Vice-Chair David Carlston has graciously agreed to conduct the voting for this award.

6. **Piper Award.** Each college elects a faculty member for consideration for the Piper Award, a prestigious teaching award given in Texas. The Faculty Senate chooses the university's candidate for this award at the September meeting when the Chair should have received all nominations.

7. **Issues anticipated during the 2011-2012 academic year.** Chair Owen opened the floor for subjects that Senators would like to consider for the year.

A. Chair Owen mentioned that he would like to see the role of the faculty members on the Budget Oversight Committee grow to include not only study of the budget but also of the expenditures. Faculty members on this committee are Chair Owen, Mark Farris, and Terry Patton.

B. Many Senators would like to see open and clear communication between faculty and administration. Senator Veale said that she was sometimes confused by certain practices or policies but understood why they existed once they had been explained. She asked that procedure and practice be explained to faculty to avoid rumor and misunderstanding. To that end, Senator Smith suggested that the President or the Provost write a quarterly newsletter to faculty and staff with explanation of policy and practice. Senator Griffin suggested implementing some kind of rumor hotline. The Chair will discuss these suggestions with the President at their next meeting.

C. The Senate will address the issue of academic dishonesty this year. Senator LaBeff suggested inviting the Dean of Students to a Faculty Senate meeting. Further, the Faculty Senate will examine the procedure for reporting academic dishonesty because many faculty members feel this procedure is cumbersome.

D. Senators discussed the student services' fund set up from the sale of the Harvey house. Senators wondered if and what kind of advisory board was to be set up to oversee this fund.

E. Chair Owen mentioned that AAUP is going to offer seminars to Faculty Senates about becoming more involved in university governance.

*Committee and Other Reports:*

1. Administrative Council (Owen) (no report)
2. Board of Regents (Owen): (no report)
3. Academic Council (Roberts): (no report)
4. Enrollment Management (Masuoka): (no report)
5. Intercollegiate Athletics Council (Paddack): (no report)
6. Student Affairs (Williamson): (see end of minutes)
7. Financial report (Bultena): The Faculty Senate has \$219.

*New Business:* Honors Program Director Farris wanted the Faculty Senate to examine the schedule for submitting courses for the spring term. As it stands, the spring course schedule is due September 7, which is in the middle of the third week of fall classes. Dr. Farris finds it difficult to make his honor schedule because he must work with all department chairs who don't know their budget for the spring semester at this point in the fall semester and can't always finalize a schedule. Farris noted that the date for submitting the course schedule in spring for fall courses is a few weeks later than it is in fall. He wondered if the fall date might be pushed back a week or two to correspond with the due date for spring submission of course schedule.

Dr. Farris wanted this issue brought up only if there were others who also felt this was an issue. Some Senators wanted to motion to push the submission date back two weeks; some felt that this was a subject for Academic Council; some did not want to recommend policy without knowing if chairs find this date to be a problem.

Vice-Chair Roberts, the Faculty Senate's representative on the Academic Council, will talk to her dean about this issue.

*Announcements:*

A. Chair Owen asked Senators to forward anything they would like him to present to the Board of Regent at their next meeting.

B. In light of reduced financing, Chair Owen emphasized that Diane Spiller is available to help with finding grants and writing proposals for them.

C. Chief of Police Williams wants to form a committee immediately of three faculty members and three students to deal with parking issues. Senator Veale volunteered to serve on this committee.

The meeting adjourned at 4:45.

Respectfully submitted,

Stuart McClintock  
Secretary of the Faculty Senate

James Owen  
Chairman of the Faculty Senate

The next Executive Committee meeting will be at 3 PM on Thursday, September 1, 2011 in the Apache Board Room of CSC.

The next Faculty Senate meeting will be at 3 PM on Thursday, September 8, 2011 in Kiowa Ex-Students room in CSC.

**Student Affairs meeting**

University Advancement and Student Affairs, August 16, 2011.

Remember that Disability Support Services is a resource for qualified students and is available to provide guidance to faculty also.

MSU is partnering with the United Way to combat childhood illiteracy. The campus community can read to school children and/ or donate books (up to 5<sup>th</sup> grade reading level). Contact

[Dominique.calhoun@mwsu.edu](mailto:Dominique.calhoun@mwsu.edu), the coordinator of Multicultural Services.

Students, Faculty, and Staff with an MSU ID card can ride the WF public transit system free of charge.

MSU Police: MSU ALERT is an emergency notification system that gives Midwestern State University the ability to send urgent and emergency information quickly by email and / or text message. By enrolling in MSU ALERT, subscribers will be able to receive urgent information from university officials. MSU ALERT is a free service to all MSU students, faculty and staff. To sign up go to: <http://www.mwsu.edu/msualert/?LL=498>

Respectfully submitted,

Anne-Marie Williamson  
Faculty Senate representative