**Faculty Senate Draft Minutes**

**October 1, 2012**

**SU 313 4:00 – 5:30 p.m.**

**Present:** Amy Belcastro, Deborah Brown, Todd Carney, David Carter, Prakash Chenjeri, Kate Cleland-Sipfle, Sherry Ettlich, Doug Gentry, Fredna Grimland, Rich May, Kasey Mohammad, Narcisa Pricope (for Steve Jessup), Mary Russell-Miller, Larry Shrewsbury, Ellen Siem , Jamie Vener, , Jody Waters.

**Absent:**  John King, Byron Marlowe, Garth Pittman, Robin Strangfeld, and Kevin Sahr.

**Visitors:** Sue Walsh, Robert Ellis Cochran, Joshua Danielson, Taylor Burke, Victor Chang, Kelli Horvath, Sarah Westover, Sam Longnecker, Jennifer Fountain, Linda Wilcox Young, Mark Siders, Drew Gilliland, Matt Stillman, Karen Stone.

**Agenda**

The meeting was called to order at 4:04p.m.

**Approval of Minutes from June 11:**

Waters explained that the sign in-sheet from the June 11 meeting has been misplaced. Pending minor corrections, Waters suggested that the approval of the June 11 meeting notes be tabled until next month. Gentry motioned for the approval of the notes, with minor corrections, but no second was made, so the motion was tabled.

**Announcements:**

Chenjeri announced that the campus theme presentations will continue this fall. He has sent a flier with all upcoming events listed for the “Happiness” theme. Chenjeri explained that faculty members give ninety percent of all campus theme presentations. One minor correction has been made, and a new revision will go out soon. The committee is preparing for winter, when Social Sciences will be the focus, and spring, which will focus on the Sciences.

Waters wanted to begin the meeting by acknowledging the passing of Wilkins-O’Reilly Zinn. A memorial event was well attended during the summer, but many faculty and students were not able to attend. If folks would like to make a contribution to honor Zinn, a scholarship fund has been established. Please contact Eric Baird at the SOU Foundation.

**Comments from President Cullinan:**

President Cullinan was not in attendance.

**Comments from Provost Klein:**

Provost Klein was not in attendance.

**ASSOU Report:**

* Joshua Danielson and Robert (Ellis) Cochran were in attendance and made the ASSOU report.
* Danielson reviewed issues that ASSOU will focus on this year, which in include a shared-governance document and work on the Heath Care Subsidy—Plan A. Any student who gets health insurance will get a subsidy, and half the cost will be covered by the school ($1500 to $750).
* Vote Kick off—60 people attended, and the event included a live band, and President Cullinan spoke. They registered 474 new voters. Their goal is to register 1300 new voters. The state’s goal is to register 38,000 new voters, which would be 1 in 50 Oregonians.
* Work is underway to organize a display of Zinn’s unique belongings and office furnishings. This will take place in the SU, and a meeting room might be dedicated to her as well.
* ASSOU would like a list of when committees meet, and they need clarification about what the function of each committee is. They would like student representation on appropriate committees.
* Cochran explained the ASSOU is working on visibility. They are planning a year-long tabling in the SU to reach students and have a presence. They plan to do this every day in the SU during peak hours as well as in Cascade during dining hours. They hope to keep students informed of what ASSOU is doing.
* ASSOU would like three students to attend faculty senate meetings, and they would invite faculty senate representation at ASSOU senate meetings, which are held weekly at 6:00 on Tuesdays.
* ASSOU has hired its first campus organizer.

**Discussion:**

* Ettlich offered to help students with the faculty committees.
* Walsh noted that her office had a request for committee information.

**AC Report:**

* Waters noted that John King has agreed to serve as senate vice chair and will give the AC report at future meetings.
* Budget needs one more senate representative. Gentry has offered to serve. This committee will meet on a semi-regular basis with UPB.
* T and P guidelines--momentum has been lost, so we need to review. Waters urges departments to work on these guidelines promptly. The provost will set a firm deadline.
* Revisions to the by-laws were accepted. University Planning Board met over the summer. Handout explains what the new committee will look like. This extensive and representative committee will meet for the first time on Friday at 3:00.

**Discussion**:

* Ettlich asked how the message is getting to committees about how to report back to senate. Waters explained that this message has not been conveyed. Perhaps a meeting of all involved would be the most effective way to deliver this message.
* Belcastro notes that no representative is listed from the school of Education. She proposes that the Dean of Education should be listed in there.
* Waters notes that Connie Anderson is working on changing titles to fit all recent changes, and Ettlich suggests emailing her. Waters will follow up with Connie. The School of Education is represented on the committee, so it is likely an oversight.

**Information Items:**

**Online evaluations**:

* Matt Stillman gave an overview of the conversion from paper to online evaluations.
* Stillman explained that SOU purchased the evaluation software from a vendor, and it’s the same software Uof O and OSU use.
* He urges departments to avoid using other formats for evaluation. The online evaluation is the only format that will be supported.
* The window for fall evaluations will be broader so students aren’t rushed.
* A hold mechanism is in place so a grade and registration hold will be placed on student accounts and can only be removed when the students comple the evaluations. If the evaluations are not completed, the hold will be released when the deadline for completion passes.
* Departments will be allowed to generate individualized question sets this year. They must be submitted in the next several weeks for use this term. Many of the technical quirks are smoothed out, and integration with MySOU is complete.
* Evaluative information is released to departments after review and is stored indefinitely.

**Discussion:**

* Russell-Miller asked if students will be able to see grades in Moodle during the hold period. Stillman explained that he only has control of the SIS grades, so grades through Moodle will still be available to students.
* Gentry asks about registration dates, and Stillman notes that the timing of the hold is not highly effective. Gentry notes that it may hinder freshmen from registering.
* Waters asked if the hold dates are negotiable. Stillman says yes, it can change.
* Waters notes that week ten might be hectic for faculty in terms of advising if the date stands as is.
* Ettlich notes that Freshman with 0-8 credits can register on Nov 18.
* Chenjeri inquired about the department-specific questions. How many questions can this include? Can they be altered between upper and lower division classes? Stillman will check on this, but he had not anticipated this distinction. He will do his best to accommodate everyone.
* Stillman warns that too many questions will discourage student participation.
* Chenjeri voiced his concern that the quality of the evaluations not be compromised.
* Ettlich clarified that departments can still conduct surveys about outcomes and student learning, and Stillman confirmed that additional surveys are fine as long as no other form of complete course evaluations are used.
* Chenjeri wants to know if these all-campus questions are open for “tweaking.” Waters asked that this discussion be tabled discussion due to time constraints.

**Student Support Network:**

* Victor Chang and Taylor Burke presented an overview of the Student Support Network. Some details of the prior system remain the same. Increased use of technology will make efforts more effective for faculty and support staff.
* SOU Cares Report: Chang asked for a show of hands for how many have used this, and about half had submitted a report in the past.
* Burke provided explanation of how a report is routed, and explained the three main levels of triage: 911 and campus Safety for urgent and dangerous emergencies; SOU Cares Reports for all other academic, behavioral, social/emotions; phone number for direct consultation to Student Affairs.
* Academic Dishonesty issues will go through the SOU Cares. Lynn Lane will coordinate and Burke and Chang will support. Intervention will then occur.
* “Director of Student Support” title is not accurate. Burke is currently serving in this position. Sue Walsh will serve as point of contact.
* Chang and Burke explained that maintaining a data base for tracking students is crucial and allows support staff to piece together information about someone in distress.
* Mohammad notes that there might be issues on handheld devices. Gentry adds that he just had trouble accessing the reporting system on his iPad.
* Belcastro asked about the time frame for the process. When should a faculty member worry that no action has been taken?
* Burke explained that after a faculty member submits a report, an automated “thank you” message will be sent to acknowledge the report has been received. The nature of the report will determine the response time. If it is not a great or urgent risk, allow time. 48 hours is a general rule.
* Waters reports that an adjunct instructor in her department wanted to document a student’s behavior but did not require a response.
* Chang confirmed that this is an appropriate use of the system, and sometimes, no response is required or requested, and the behavior can simply be documented.
* Cleland-Sipfle wants to know what the procedure is on weekends. Chang assures that Campus Public Safety is aware of weekend activity and will report as necessary.

**Update on Facilities and Building Projects:**

* Drew Gilliland explained that OUS allotted SOU 1.3 million for deferred maintenance and capital repairs projects. Gilliland then asks deans what they want done and prioritizes the requests. Because no furniture or carpet can be included in these repairs, it makes classroom renovations problematic.
* Ed/Psych, McNeil, and Britt restrooms are still under construction.
* “Soft opening” is underway in Churchill Hall, so Gilliland urges folks to walk through and see the renovations.
* Bids for science building renovations are currently underway.
* New housing complex is on schedule and on budget. Opening is planned for fall 2013.
* Theater expansion on the way (5 million dollars was given from state and SOU must match funds). State did allocate the matching funds, and project will move forward.
* A new chiller is ordered and on the way. Our current chiller can’t keep up with warm weather and will be replaced.
* A new “classroom of the future” is in the planning stages. Input from faculty is welcome. It must be accessible by a variety of departments, so Taylor is a logical location, but no building has been confirmed.
* See handout for complete listing of projects and status updates.

**Discussion:**

* Ettlich wonders about floor outlets for students with laptops. Gilliland reports that adding floor outlets is much more expensive than adding outlets to the walls. Siem notes that her department has tables with outlets that serve students well.
* Cochran asked about excessive water use on campus this weekend. He noted student complaints about sprinklers that ran excessively. Gilliland explained that the sprinklers are fed by TID (Talent Irrigation District) water, so there is no additional cost to SOU for use. The nature of the irrigation system demands relief of pressure, and often one of the 12,000 sprinkler heads on campus breaks.

**Report from Change/Retreat Planning Group:**

* Karen Stone explained that the committee is meeting every week and has met through the summer. The focus this term will be on how to start revising general education through a pilot program. She notes that this change will go forward, so skeptics are welcome but cynics are not. She urges faculty to add to the conversation in productive ways.
* House model will move forward, but it is not clear what houses will look like.
* A culture shift necessary for real change to occur.
* Stone announced that the meeting on Wednesday will look at defining the guiding principles of what a house is.
* She anticipates a Gen Ed model that is project based and includes a cohort experience. They will likely choose four houses and pilot them next fall.
* Houses will be thematic. Conversations must happen. How to participate is the question.
* Faculty meeting (Friday at 10:30) will be held to discuss the houses and start looking at a General Education model that will fit in this framework. Two GE models will naturally run as the pilot continues.
* Ettlich wants to know if results of Wednesday’s meeting will be released, and Stone explained that the results will have to wait until Friday’s faculty meeting since almost half of the committee will be gone.
* Cochran wants to know if students can observe this committee, and Stone notes that two students (Josh and Jason) are on the Change Committee.
* Chenjeri wants to know if the names of the houses are set in stone. Stone encouraged all faculty to bring ideas and suggestions to Friday’s meeting.
* Pricope worries that faculty might feel they are in competition for houses. She reports that her department notes a sense of urgency and limited number of possibilities.
* Stone says urgency is to get going but not to set themes yet. New houses can be added and must be inclusive, not too specific.
* Waters explained that departments should not just propose their own houses.
* Ettlich says Arp will open discussion board that might be good place to discuss house structure.
* Belcastro asked how the two small schools will participate in this new structure.
* Stone noted that Education and Business don’t run many GE classes, but they can still contribute. Stone mentioned that it is important that they participate, pull in people with expertise from each school, but the specific structure has not been defined. She stressed that houses are not departments.
* Gentry asked about how professional programs fit in the new model. Will they be set aside and integrated later? Belcastro wondered about other undergraduate programs. Stone noted that these items are all under discussion.
* Waters expressed the importance of reporting back on all committee work.

**Adjournment:**

The meeting was adjourned at 5:26. Non-voting members and guests were dismissed, and an Executive Session meeting was held.