Senate Meeting

May 4, 2015

SU 313 4:02 – 4:57 pm

**Minutes
The video recording of this session is available at:**

<https://sites.google.com/a/sou.edu/sou-faculty-senate-videos/may-4-2015>

**Present:** Brown, Carter, Hughes, Roden, Nordquist, Ormes, D. Lane, Purslow, Richards, Rosenberg, Harvey, Shrewsbury, Slattery, Whitman, Wilder (15; minimum for quorum =11) *Ex Officio:* Saigo, Walsh

Guests: Lee Ayers

4:02 Call-to-order and Announcements – No Announcements

4:03 Approval of Minutes for April 6, April 20, and April 27 (Special Session)

* 04/06/2015: Approval moved Ormes; 2d, Rosenberg. Approved unanimously, no abstentions.
* 04/20/2015: Approval moved Rosenberg; 2d, Ormes. Approved unanimously, one abstention (Purslow).
* 04/27/2015: Approval with edits, moved Ormes; 2d, Rosenberg. Approved unanimously, one abstention (Roden).

4:04 Comments from President Saigo

* 1000 seventh graders to visit campus 08 May, 2015 – Intro to higher education
* Admissions are up by 400 this time relative to last year. Faculty should continue phoning students to ensure commitments
* The Ford Family Foundation reports that a large number of their scholarship applicants have indicated SOU as their school of choice.
* Thanks for attendance at Ways and Means Committee meeting in Grants Pass – we can’t be sure that attendance helps, but we know absence hurts.
* SOU Luau had some 650 attendees – congratulations!
* Over 100 people from local service clubs visited campus last Wednesday
* ? Spring Boat Ball fundraiser at Eagle Point golf Course
* 29 Students made commitment deposits during last Sunday’s preview day.

4:09 Comments from Provost Walsh

* Busy Campus Saturday – Shakespeare Symposium, Foreign Language Film Festival, 2d Emerging Media Conference
* SOAR coming up next week (5/11 – 5/15)
* 5/15 – SOU will present Retrenchment metrics to the Legislature
* 5/19 TRU day at the legislature – major lobbying event for the regional and technical universities

4:12 Advisory Council update – None

4:13 ASSOU Report Torii Uyehara

* At least 11 students will attend TRU day; some will present their SOAR projects, others will lobby.
* Student elections through Friday – please remind students to check their email for voters’ pamphlets and ballots.

**Discussion Items**

4:15 Further discussion of issues raised at Advisory Council:

* Schneider Day Care: efforts being made to find alternative funding.
* Cost of houses c.f. USEM; opportunity costs and relative effectiveness of the two programs – lively discussion. Consensus to allow to stand the AC decision to delay Administrative report to the Senate until early Fall term.
* Ayers made brief report on status of Houses including decision to end Social Justice house program after 2 years and admit those students into otrher programs. Decision to return to posted agenda.
* Walsh – Please refer questions to Provost for rumor control!

4:24 **Proposed Bylaws changes** (Nordquist)

* Definition of Voting faculty under sections 15:04.22, 4.513, 6.400:

Amend definition to read: “membership as stipulated in Section B, Article 3 of the Collective bargaining Agreement.”

4:41 Motion to change “his or her” to “their”, consciously preferring grammatical error to gendered language in 6.400. (Rosenberg; 2d, Ormes) Ayes 15, Nays 0, abstentions, 1 (Purslow). Passed.

4:43 Discussion of Chairs duties:

Purslow presented a summary of the APSOU poll of chairs.

* + Discussed changing the title of the table of chairs’ duties from “Program Chair Duties” to “Chair Oversight” or some other option.
	+ Considerable discussion regarding mission creep for chairs – Purslow raised concerns with balance between workloads and release time.
	+ Provost Walsh noted that the duties list is intended to be comprehensive and that Division Directors might divide the listed duties among a number of personnel. Walsh requested to be informed of any chairs’ duties not listed in the document (Appendix “A”).

4:47 (Purslow) At what point did the Directors sit down with the chairs to talk about this?

* + 4:44 (Walsh) To your point, the Directors and I were trying to come up with a comprehensive list of duties that chairs might be doing, as the old list produced during re-organization was not complete. The question now is whether release time is commensurate with duties, and that is a conversation we need to have.

 (Walsh) The other piece of it might be working efficiency.

* (Lane) The problem seems to be that we are calling this (Appendix “A”) a job description, which it is not, but rather it is a list of potential chair duties.

4:43 (Ormes) We need to address the issues of how to title the document (Appendix A); it can too easily be confused with a job description. Maybe something like “Program chair duties according to the needs of the division with commensurate support” -- We need to address how to determine the proper levels of support for individual chairs.

* (Slattery) use the word “Responsibilities” instead of “Duties”? Allow delegation?

4:53 Proposal (Nordquist) to replace all of 4.211 and 4.212 with the table provided by the Division Directors via the Provost (Appendix “A”); the title of this section includes the word “responsibilities”. Constitution Committee will prepare language for formal discussion and vote at our next meeting. No action taken.

4:57 Meeting Adjourned.

Appendix “A”

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| Program Chair Duties |
| ***Communication.*** Serve as point of contact for internal and external constituents; respond to information requests from students, faculty, administrators, staff and the general public (in person, phone, and e-mail); meet with incoming or prospective students during the regular academic year; field student and faculty questions. |
| ***Scheduling, Faculty Loading and Curriculum.*** Manage course planning, course scheduling, course enrollments, teaching assignments and faculty loading in consultation with Division Director; oversee curricular development, review, and submissions, and catalog revisions. |
| ***Leadership.*** In collaboration with other Division chairs, provide programmatic recommendations to the Division Director. |
| ***Program Management.*** Oversee, coordinate and/or delegate responsibility for student events and activities (e.g., award ceremonies, performances and supervision of student clubs), outreach (e.g., course articulations, recruitment and admissions events), program compliance (e.g., accreditation, assessment), scholarship awards, faculty service, student workers as applicable, admissions processes as applicable, assignment of students to faculty advisors, committee assignments and degree approvals. |
| ***Personnel.*** Evaluate faculty for annual and colleague evaluations, sabbaticals and/or promotion and tenure; oversee and/or delegate the identification, recruitment, orientation and evaluation of adjunct instructors. |
| ***Student/Faculty Issues.*** Respond to concerns and complaints, in consultation with the Director, as appropriate. |
| ***Budget.*** Provide budgetary recommendations to Division Director. |
| ***Other Duties***. Program specific duties and special projects as assigned. |