

Minutes of the March Session of the Faculty Senate

The Faculty Senate held the first meeting of its March session on Thursday, March 17, 2011, in PSU 315. Chair Rebecca Woodard called the session to order at 3:30 p.m. Dr. Eric Shade served as parliamentarian.

Substitutes: Jef Cornelius-White for Paul Ajuwon, CL; Pauline Nugent for Joe Hughes, MCL; John Satzinger, for Richard Johnson, CI; Beth Williamson for Sean Newton, PT; Gloria Galanes for Stephanie Norander, CM; and Jamaine Abidogun, for Steve Willis, PEC.

Absences: Terrel Gallaway, chair-elect; Daniel Crafts, RA; Michele Day, SW; Mike Foster, CGEIP Chair; John Hail, EF; Dimitri Ioannides, GG; James Philpot, Acad Rel Chair; and Beth Walker, AG.

Guests: Rhonda Ridinger, HPER; Edward DeLong, LIS; Penni Groves, Gen Counsel; Cathy Pearman, RFT; Rick Biagioni, FHRC/Chem; Justin Mellish, SGA; Jacob Swett, SGA; Frank Einhellig, Graduate College; Mathew Stubblefield, Computer Services/Staff Senate; Linda Johnson, Registrar's Office; Belinda McCarthy, Provost's Office; Art Spisak, Provost's Office; and Nila Hayes, CFO.

APPROVAL OF MINUTES

The February 2011 minutes were approved as distributed.

ANNOUNCEMENTS

1. Dr. Gloria Galanes announced that the Public Affairs Conference brochure is being sent out, and the speakers and schedule are available on the Public Affairs Conference website. Dr. Galanes answered questions from the Senate.
2. Chair Woodard announced Bears Illuminating Japan has set a goal to raise \$30,000 in thirty days. Contact Jeremy Shank with any questions.
3. Please complete the Gen Ed Task Force survey by March 21st.
4. A long-range plan open forum will be held Wednesday afternoon, March 23rd, from 3 to 4:30 in Meyer Library auditorium.
5. The Graduate Student Interdisciplinary forum will be April 2nd, 7:30 a.m. to 4 p.m.
6. The All Faculty Reception will be held Monday, May 2nd, 3 p.m.
7. The Senate held a moment of silence for those faculty members who have recently passed away.
8. A Faculty Senate carryover meeting is scheduled, if needed, for Tuesday, May 22nd, in PSU Ballroom East.

QUESTION AND ANSWER SESSION WITH PROVOST MCCARTHY

Dr. McCarthy discussed the following:

1. Faculty received a recent email on roles and rewards initiative (part of the President's nine goals) stating this initiative will not go forward at this time.
2. There are many under-recognized programs that are "hidden gems" and these need to be converted into programs of distinction.
3. There needs to be more awareness and recognition of faculty achievements and excellence.
4. Support is needed for faculty teaching large classes, working with the transformation process and facing new challenges, and using feedback for online classes.

5. The roles of leaders and administrators must be reviewed with more professional development for department heads and deans, then clearing the way for faculty to innovate, teach and reach, plus improving communication and feedback.
6. Deans have been asked to meet with faculty every three years.

Dr. McCarthy encouraged attendance at the Long-Range Planning Open Forum.

Dr. McCarthy answered questions from the Senate.

VOTING ON PROPOSED AMENDMENTS TO THE CONSTITUTION AND BYLAWS OF THE FACULTY

Charge 1

Examine every usage of the word “action,” or the phrase “senate action,” in the Constitution and Bylaws to determine whether it refers to an Action as defined in ART I SEC 6.A, and if so, change it to “Action” or “Senate Action.” Also consider replacing the work “action” used in a generic sense with a different term, so as to minimize confusion.

PASSED: 38-1

Charge 5

Change “Four” to “Five” standing committees of Graduate Council [ART V SEC 7 A]; adding a standing graduate recruitment committee [ART V SEC 7 A (5), beginning on line 1712].

PASSED: 39-0

ELECTIONS FOR FACULTY-STUDENT JUDICIAL COMMISSION AND UNIVERSITY HEARING COMMITTEE

The following 8 faculty members were elected to the **University Hearing Committee** for a three-year term, ending in 2014, at least one each must be elected from CHPA and COE:

Tom Dicke (History) CHPA

Mary Beth Mann (Childhood Education and Family Studies) COE

Ruth Barnes (Theatre and Dance) COAL

Kandiah Manivannan (Physics, Astronomy & Material Sciences) CNAS

Mary Newman (Psychology) CHHS

Kathy Pulley (Religion) CHPA

Anthony Toste (Chemistry) CNAS

Rose Utley (Nursing) CHHS

NOMINATIONS FOR CHAIR-ELECT AND SECRETARY

Dr. Rhonda Ridinger, member of the Nominations Committee, announced the nominations from the committee: Dr. Cindy Hail for Secretary of the Faculty, and Dr. Christopher Herr for Chair-Elect.

No nominations were offered from the floor, and senators were reminded that they have until April 4th to submit nominations for either office to the current Secretary of the Faculty. On behalf of Nominating Committee Chair Terrel Gallaway, Chair Woodard thanked the committee members.

REPORT FROM RULES COMMITTEE

Charge Three was originally presented by Dr. Cindy Hail, Secretary of the Faculty, in February. The February report mistakenly listed an incorrect charge. Dr. Cindy MacGregor presented a report with the correct charge and an improved rationale. There were no changes to the actual recommendations.

Charge Three

In Spring 2010, the Judicial Review Committee interpreted the Constitution and Bylaws as prohibiting the head of *any* department from serving as a senator (and thus from being nominated for Chair-Elect or Secretary of the Faculty), regardless of whether the department is academic, such as Biology, or non-academic, such as Collection Development and Acquisitions within the library. The charge to the Rules Committee is to determine whether ranked faculty who are heads of non-academic departments *should* be eligible to serve as senators and to be nominated for Chair-Elect or Secretary of the Faculty.

Recommendation

The Rules Committee recommends that all occurrences of “department” or “department/school” be replaced with “academic department” or “academic department/school” within the Constitution and Bylaws. Within the Bylaws, the qualifier “academic” is implied by context even when omitted, so this change ensures consistency and eliminates confusion but is otherwise non-substantive. Lines 48-49 of the Constitution must also be changed since they summarize the more detailed information in the Bylaws. Thus the Rules Committee believes the change to the Constitution to be non-substantive, and therefore does not require a vote of the entire Faculty.

A corollary of this change is that ranked faculty, who are heads of non-academic departments, are eligible to be senators and to be nominated for Chair-Elect or Secretary of the Faculty.

ACTION ON CURRICULAR PROPOSALS

New Program: Graduate Certificate in Tax Accounting

Moved by Senator Lampe: APPROVED

Senate Action 14-10/11

REPORT FROM FACULTY CONCERNS COMMITTEE

Dr. Sharmistha Self, Chair of the FCC, presented an overview of the Faculty Concerns Survey results. Dr. Self answered questions from the Senate. Dr. Woodard thanked the Faculty Concerns Committee members.

REPORT FROM THE AD HOC COMMITTEE ON SEMESTER LENGTH

Dr. Eric Shade first thanked the committee members, Dr. Cindy Hail, Dr. Sharmistha Self, and Dr. Kent Ragan, and then presented the report, the most important findings of which are that MSU has the longest spring semester and the greatest variability in number of weekdays per semester of the 29 universities considered. He observed that the committee's charge was simply to present the facts, and that the Senate is free to draw its own conclusions and take any actions it sees fit.

REPORT FROM THE AD HOC COMMITTEE ON THE PROPOSED INTELLECTUAL PROPERTIES POLICY

Dr. John Satzinger, Chair of the IPP Ad Hoc Committee, presented the committee's report and the substantive amendments to the policy.

Recommended Long Term Improvements

Generally, the committee found some weakness to the proposed draft. These are items the committee suggests be addressed in a future revision of the policy. First, there is no section providing definitions. Terms such as seated, online course, and blended course are not defined. The University also uses terms such as iCourse, distance education course, video course, and distance learning to describe formats. The distinction between significant and not significant use of University resources is not very clear. The committee found the definition section of the Indiana University Bloomington IP policy detailed and clearer (https://www.indiana.edu/~vpfaa/academicguide/index.php/Policy_I-11). The committee also felt having one policy that covers faculty and staff makes the policy more difficult to interpret. Faculty have traditional roles and rights in producing and owning intellectual property that staff members do not have. It would be better to have a faculty IP policy that is clearly part of the Faculty Handbook.

Following the procedure for consideration of Handbook amendments, the chair asked for a motion to Adopt the FHRC report on IP policy as amended per the recommendations of the ad hoc committee. Motion made by Senator Richter. This opened up the entire IP policy, including the amendments from the ad hoc committee, for discussion and possible further amendment. After discussion Senator Cornelius-White moved to call the question. Motion passed. The motion to Adopt the FHRC report as amended passed.

ADJOURNMENT

The meeting was adjourned at 5:10 p.m. due to a loss of quorum. A carryover meeting has been scheduled for Tuesday, March 22nd, at 3:30 p.m. in the PSU Ballroom East.

Senate Action 14-10/11

Adopted by Senate on March 17, 2011

Right of Challenge Expires April 18, 2011

New Program: Graduate Certificate in Tax Accounting

A complete copy of the curricular proposal is on file in the Faculty Senate office.

Minutes of the March Session of the Faculty Senate

The Faculty Senate held the second meeting of its March session on Tuesday, March 22, 2011, in PSU Ballroom East. Chair Rebecca Woodard called the session to order at 3:35 p.m. Dr. Eric Shade served as parliamentarian.

Substitutes: Pauline Nugent for Joe Hughes, MCL.

Absences: Bela Bodo, HI; David Byers, SO; Vicki Dunlop, GL; Ben Goss, MG; Shyang Huang, PA; Dimitri Ioannides, GG; Richard Johnson, CI; Jim Kaatz, PS; Keegan Kimbrough, GSC Rep; James Lampe, AC; Cynthia MacGregor, Rules Chair; Judith Martin, B&P Chair; Rick Martin, CS; Eric Nelson, Grad Council Chair; Ron Netsell, CD; Sean Newton, PT; Stephanie Norander, CM; James Philpot, Acad Rel Chair; Gay Ragan, Assoc Prof Rep; Jenifer Roberts, FI; Jack Rosenkoetter, PY; and Sharmistha Self, FCC Chair.

Guests: John Catau, Provost Office; Matthew Stubblefield, Computer Services/Staff Senate; Nila Hayes, Financial Services; and Edward DeLong, LIS.

ANNOUNCEMENTS

1. Reminder of open forum tomorrow.
2. An error on the FSJC ballot in last Thursday's voting was discovered and a re-vote taken.

ELECTIONS FOR FACULTY-STUDENT JUDICIAL COMMISSION

The following 3 faculty members were elected to the Faculty-Student Judicial Commission for a two-year term, ending in 2013:

Pat Gartin (Criminology & Criminal Science) CHPA
John Hail (Childhood Education and Family Studies) COE
Patricia Webb (Nursing) CHHS

Secretary Hail reported that the same people were elected in both cases.

REPORT FROM THE AD HOC COMMITTEE ON THE PROPOSED INTELLECTUAL PROPERTIES POLICY

Senator Richter moved to reconsider the adoption of the IP Policy.

Motion passed.

Senator Richter moved to amend the policy with the following language (distributed in a handout from FHRC Chair Biagioni).

The following would be added to Section VI. B. 2. B. (University Copyright Policy/Policy/Application of Copyright Policy/University Ownership of Copyright):

(vi) For cases not covered by VI. 2. B. 2. B. (i) – (v), ownership and exclusive right to license for course materials created by an individual will reside with the Creator except as follows: For course content developed for a course for which the usual practice is to share such course content among two or more instructors (e.g., for multi-section laboratory courses), the Creator will maintain ownership of the Copyright but the University will retain a license for its use within the University.

Added to list of case studies at the end of the Section VI:

21. Case 21: Faculty V develops handouts for a multi-section course, using a university office, computer, software, Internet connection, e-mail, phone, and basic office support. The course normally has several sections taught by different instructors, but other than a common syllabus and common exams, each instructor works independently. V retains all rights to the handouts. (I, VI. B. 1, and VI. B. 2. B. vi)

22. Case 22: Faculty W develops laboratory write-ups for a multi-section laboratory course, using a university office, university laboratory space, a computer, software, Internet connection, e-mail, phone, and basic office support. The laboratory is normally taught by several different instructors using the same instructional materials for the laboratory. W retains ownership of the materials, but the University maintains a license to use the materials for internal use. (VI. B. 2. B. vi)

Motion to amend passed.

Motion to accept the IP Policy as amended by the committee passed.

REPORT FROM THE FACULTY HANDBOOK REVISION COMMITTEE

Dr. Rich Biagoni, Chair of the FHRC, presented the committee's changes to the handbook. Dr. Biagoni outlined the major changes to the handbook.

There are two distinct topics to this revision:

- Issues with the date revisions become effective arose during discussions relating to modification of the evaluation process. Art Spisak (Provost's Office) suggested that the Handbook be amended to allow the possibility of expediting the effective dates of revisions in order to:

(1) make corrective / editorial changes in the Handbook, e.g., updating URLs for links to specific websites; modifying passages to clarify ambiguities.

(2) allow mid-year adoptions of policies that require revision of the Handbook. These could take effect upon approval by the Board of Governors as long as there was consensus at all levels (FHRC, Senate, Administration, Board of Governors).

Both John Catau (Provost's Office) and Rebecca Woodard (Senate) classified this as a substantive revision.

- In the process of reviewing Section 16, it was discovered that in the last revision of the Handbook (2010), when *Section 14. Professional Practices Review Process (PPRP)* was added, the former *Section 14. Separation from Employment* and *Section 15. Amendments* were renumbered to Sections 15 and 16. However, in Section 16, a number of internal references referring to Section 15 were not updated. These revisions were classified as editorial by both Rebecca Woodard and John Catau.

Senator Lambert moved to adopt the editorial changes to Section 16.

Motion passed.

Senator Richter moved to adopt the substantive change as to when amendments take effect.

Senator Olsen offered an amendment to change the wording to:

"...if that is supported by a regular process of Faculty Handbook revision within the Senate."

Amendment passed.

It now reads:

[Following final approval by the Board of Governors, the Faculty Handbook shall remain in effect until amended in accordance with the procedures set forth above. Amendments classified as editorial or corrective, and those covered under Section 16.2.3.4.1, shall take effect immediately upon approval by the Board of Governors. Other amendments shall normally take effect at the commencement of the next academic year; however, amendments may take effect upon approval of the Board of Governors if that is supported by the Senate,

the Administration, and the Board a regular process of Faculty Handbook revision within the Senate. Any amendment so adopted shall be incorporated into the Faculty Handbook as a permanent revision thereto. The Office of the Provost shall undertake prompt distribution of all amendments upon passage by the Board.]

Senator Kane made a Motion to adopt the final editorial change in Attachment 5 of the agenda packet.

Motion passed.

It reads as follows:

[Eligibility:

To be eligible for Distinguished Professor rank, an individual must have Professor rank and for a minimum of five years, with at least three years at in the rank at Missouri State University; have a record of extraordinary performance in research with a national or international reputation; have a sustained record of excellence in both teaching and service.

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FACULTY SENATE ACTION ON FULL PROFESSOR INCENTIVE REVIEW PROGRAM

Senator Richter moved the Action to the floor.

Senator Richter moved to amend the Action, striking:

“Whereas, President Cofer has indicated that across the board pay increases are unlikely in the near future (2 – 3 years), and that pay increases must be targeted to specific groups and justified accordingly;”

Motion to amend the Action passed.

The Senate discussed the Action.

Senator Callahan moved to call the question. **Motion to call the question passed.**

Action passed: SA 15-10/11

FACULTY SENATE ACTION ON INCREASING EMPLOYEE CREDIT COURSE FEE WAIVER

Senator Richter moved the action to the floor.

Senator Richter moved to strike the third whereas, due to the fact that Drury does not pay room and board and replace it with:

“Whereas, many institutions of higher education offer more generous dependent tuition benefits than Missouri State University,”

Amendment passes.

The Senate discussed the Action.

Action passed: SA 16-10/11

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 4:30 p.m. The next regularly scheduled meeting of the Faculty Senate is Thursday, April 14, at 3:30 p.m. in Karls Room 101. (*Please note the location change for April*).

Cindy Hail

Secretary of the Faculty

Right of Challenge Expires April 18, 2011

Faculty Senate Action on Full Professor Incentive Review Program

Whereas, Missouri State University has few mechanisms in place to reward or recognize individuals after those individuals achieve the rank of Full Professor;

Whereas, Wichita State University recently enacted a Full Professor Incentive Review Program to reward and recognize high performing individuals after they achieve the rank of Full Professor (http://webs.wichita.edu/inaudit/ch5_13.htm; also see attached); Therefore,

Be it resolved, that the Faculty Senate recommends that the University implement a Full Professor Incentive Review Program.

Be it further resolved, that the Faculty Senate requests that if this Action is approved by the President and Provost, that they work with the Faculty Senate Executive Committee to form an ad hoc committee to develop a Full Professor Incentive Review Program;

Be it further resolved, that the ad hoc committee will bring forward a proposal to the Faculty Senate for approval as an Action no later than the October 2011 session.

[EXAMPLE ONLY]

Wichita State University Full Professor Incentive Review Program

From http://webs.wichita.edu/inaudit/ch5_13.htm

Full Professor Incentive Review Program

The purpose of this program is to motivate and reward those individuals who continue to perform at sustained levels in the areas of research, teaching and service. Establish a voluntary incentive review program for tenured faculty holding the rank of Full Professor.

Preamble:

The voluntary incentive review program is intended to provide an opportunity for a (1.0 EFT) tenured faculty member holding the rank of Full Professor at Wichita State University for six (6) years to be eligible for salary supplements based on the faculty member's continuing professional work. Any Full Professor, including those holding administrative positions, may apply for the merit award if they feel that they meet the criteria provided in paragraph five below.

Policy Statement:

1. The voluntary incentive review program is available to all tenured faculty members who have held the rank of Full Professor at Wichita State University for a minimum of six (6) years (whose appointment is 1.0 EFT) and who have not received an incentive supplement under this policy in the last six years.
2. Eligible faculty members interested in participating in the voluntary incentive review program shall submit their names to the Chair of the department by the 3rd Friday in April of their fifth (5th) year as a Full Professor at WSU, at the same time as faculty seeking promotion to Full Professor as noted in the [Tenure and Promotion Calendar](#). The candidate for the voluntary incentive review will present a primary dossier comparable to a promotion dossier to the department, highlighting work completed since the last review; the candidate may prepare a secondary dossier.
3. Chairs interested in participating in the voluntary incentive review submit their dossiers to the Full Professors of the department for review. Chairs who are candidates for the Full Professor Incentive Review Program do not participate in their own evaluation or in evaluations of candidates in the Full Professor Incentive Review Program, or when the Chair has a conflict of interest. Such cases automatically go forward without prejudice for review at the next level.
4. Salary supplements under this policy are part of the merit pay system, not the tenure and promotion process. The criteria for award of a salary supplement are the same as the criteria for promotion to Full Professor (in effect at the time the candidate files an application for full professor incentive review). In the interests of fairness and to assure comparable standards across campus, the process for review is the same as for promotion to Full Professor, and will process through the stages of the tenure and promotion review process.

The process of review involves these steps:

- (A) Nomination for review.
- (B) Departmental review of nominees by the departmental committee* and by the Chair.
- (C) In favorable or appealed** cases, college/school/University Libraries review of departmental nominations by the college/school/University Libraries tenure and promotion committee, and by the college/schools/University Libraries dean.
- (D) In favorable or appealed** cases, University review of college/school/University Libraries nominations by the tenure and promotion committee, and by the Provost and Vice President for Academic Affairs and Research.
- (E) In favorable or appealed** cases, approval by the president of the University.

*In departments having fewer than three faculty members with appropriate rank, the college/school/University Libraries faculty will develop appropriate review procedures subject to the approval of the college/school/University Libraries dean.

**Procedures have been established for appeal in the case of an adverse promotion recommendation at the department, college/school/University Libraries, and University levels.

Note: The applicable policies and procedures may be found in the [WSU Policies and Procedures Manual, Chapter 4](#); and in the [WSU Faculty Handbook, Chapter 3](#).

5. The requirements for a successful full professor incentive review merit award require that a candidate demonstrate all of the following:
 - a. The candidate must have established and maintained a sustained, successful program in research, publication, or creative activity that has led to national visibility as judged by the standards of the discipline. It is the responsibility of the candidate to supply clear and convincing evidence in this area.
 - b. The candidate must be able to demonstrate sustained, successful teaching at the undergraduate and/or graduate level as determined by the mission of the department. It is the responsibility of the candidate to supply clear and convincing evidence in this area.
 - c. The candidate must be able to demonstrate sustained, successful service to the University and to the profession commensurate with the rank of professor. It is the responsibility of the candidate to supply clear and convincing evidence in this area.
6. Satisfactory completion of the voluntary incentive review program will result in payment of a salary supplement to the participating faculty member that equals the salary supplement paid to a person promoted to Full Professor at the same time.

Implementation:

This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The Provost and Vice President for Academic Affairs and Research shall have primary responsibility for publication and implementation of this University Policy.

Right of Challenge Expires April 18, 2011

Faculty Senate Action on Increasing Employee Credit Course Fee Waiver to 30 Credit Hours

Whereas, employees at Missouri State University have a Course Credit Fee Waiver of 15 credit hours per academic year (12-month period starting in the Fall semester) as part of their benefits package (<http://www.missouristate.edu/human/education.htm>);

Whereas, during the past several years, salaries for faculty and staff have remained flat (causing a decline in real income), while tuition at most universities has increased, making it more difficult for employees to send their own dependents to college without accruing significant debt;

Whereas, many institutions of higher education offer more generous dependent tuition benefits than Missouri State University;

Whereas, this would be a benefit that costs MSU little in terms of actual monetary expenditures, thereby providing a potential boost to morale and productivity while potentially attracting high performing students; therefore,

Be it resolved, that the Faculty Senate recommends to the Provost, the President and the Board of Governors that the University increase the Credit Course Fee Waiver to 30 credit hours per academic year (12-month period starting in the Fall semester) beginning in the Fall of 2011.