

***Minutes of the April Session  
of the Faculty Senate  
Southwest Missouri State University***

The Faculty Senate held its regularly scheduled meeting on Tuesday, April 19, 2005, in Karls 101. Chair Lois Shufeldt called the session to order at 3:32 p.m. Dr. Ralph Smith served as parliamentarian.

**Substitutes:** Bob Miller for Holly Baggett, HST; Tim White for Joel Persky, MJF; and Edward DeLong for Ken Rutherford.

**Absences:** Linda Azeez, LAB; E. E. Balcos, T&D; Paul Blisard, COU; Dwaine Crigger, A&D; Chris Curtis, SGA; Bill Drake, IDM; Clay Franklin, CSD; Tracey Glaessgen, GSC representative; Norm Griffith, Staff Senate representative; John Hoftyzer, Budget & Priorities Committee chair; Jim Kaatz, PLS; Laszlo Kovacs, FRS; Ed Matthews, CGEIP chair; Janet Nazeri, PEC chair; John Satzinger, CIS; Dale Walton, DSS; Robert Watson, EAD; Jon Wiggins, AGR; and Rod Williams, MIL.

**Guests:** Kishor Shah, MTH; Mark Richter, CHM; Kim Bell, Records & Registration; and Kyle Winward, LIS.

***APPROVAL OF MINUTES***

Senator Nugent moved for approval of the minutes of the March Senate session (seconded by Senator Martin). By voice vote, they were approved as distributed.

***ANNOUNCEMENTS***

1. The Public Affairs Conference held last week was a success. If anyone has input concerning the conference, please contact Drs. Kathy Pulley or John Strong.
2. Chair Shufeldt announced she would be in West Plains next Tuesday, April 26, to conduct a workshop for faculty on the West Plains Campus.
3. Dr. Keeling could not be at the Senate meeting on April 21, so Chair Shufeldt has scheduled his presentation to the Senate for Thursday, April 28.

***VOTE ON BYLAWS AMENDMENTS DISCUSSED IN MARCH SENATE SESSION***

Secret ballots were distributed to Senators for voting on the *Bylaws* amendments which were discussed in the March Senate session. To be approved, amendments must have an affirmative vote of 2/3 of those senators present and voting. All of the amendments passed except for the four amendments to ART I, SEC 2, A, B, C, and D, which would have deemed administrators at or above head/chair/director level ineligible to vote or nominate during elections for departmental representatives and rank representatives (in both the primary and general elections). Chair Shufeldt said the two amendments to ART I, SEC 1 and 2, which would

have added one administrative delegate from the academic administrators assembly as a non-voting delegate to the Faculty Senate, were both contingent upon the passage of the four amendments to ART I, SEC 2. Since administrators still retain the right to vote, those two amendments will not be enacted. The other amendments will go forward as **Senate Action 24-04/05** through **Senate Action 30-04/05**.

### ***CANDIDATE FORUM***

Chair Shufeldt announced that Reed Olsen had withdrawn his name from consideration as Chair-elect. The remaining candidates for Chair-elect drew numbers at random to determine the order of their presentations. Each presented a two-minute opening statement, followed by eight minutes of questioning from Senate members. All three candidates then fielded questions as a group for another twenty minutes, after which the vote was taken by secret ballot. Mr. Edward DeLong withdrew his name from the Secretary of the Faculty ballot inasmuch as he will serve as Assistant Professor rank representative to the Senate. By majority vote, Mark Richter was elected 2005-06 Chair-elect, and Rhonda Ridinger was elected 2005-06 Secretary of the Faculty.

### ***ADJOURNMENT***

Chair Shufeldt adjourned the meeting at 4:48 p.m. The April session will be continued on Thursday, April 21, in PLSU 313 at 3:30 p.m.

Rhonda R. Ridinger  
Secretary of the Faculty

***Minutes of the April Session  
of the Faculty Senate  
Southwest Missouri State University***

The Faculty Senate held the second meeting of its April session on Thursday, April 21, in PLSU 313. Chair Lois Shufeldt called the session to order at 3:31 p.m. Dr. Ralph Smith served as parliamentarian.

**Substitutes:** Bob Miller for Holly Baggett, HST; Mike Carlie for Margaret Buckner, S&A; Jack Knight for Bert Helm, PHI; and Edward DeLong for Ken Rutherford, Assistant Professor representative.

**Absences:** Linda Azeez, LAB; E. E. Balcos, T&D; Paul Blisard, COU; Michael Craig, BMS; Dwaine Crigger, A&D; Allison Crocker, Staff Senate representative; Chris Curtis, SGA; Clay Franklin, CSD; Mark Given, REL; Tracey Glaessgen, GSC representative; Norm Griffith, Staff Senate representative; Mary Ann Jennings, SWK; Laszlo Kovacs, FRS; Cindy MacGregor, Graduate Council representative; Ed Matthews, CGEIP chair; Janet Nazeri, PEC chair; Joel Persky, MJF; Mike Reed, P&A; Ralph Rice, PAS; Rhonda Ridinger, Secretary of the Faculty; John Satzinger, CIS; Robert Watson, EAD; Jon Wiggins, AGR; Rod Williams, MIL; and Jim Zimmerman, CHM.

**Guests:** Mark Richter, CHM; Kim Bell, Records & Registration; Kathy Pulley, Academic Affairs; Bruno Schmidt, Academic Affairs; Skip Phelps, Academic Affairs; Arlen Diamond, Broadcast Services; Martha Kirker, Assessment Center; and Sarah Eubanks and Robert Martin, student representatives on the Academic Relations Subcommittee.

***ANNOUNCEMENTS***

1. Chair Shufeldt announced that Joel Persky (MJF representative) is in neuro intensive care at Cox South after suffering a significant spinal column injury on April 11. Arlen Diamond has been visiting him every afternoon, and Chair Shufeldt asked him to pass along the Senate's good thoughts and well wishes.
2. Members of this year's and next year's Senate Executive Committee will be meeting with Dr. Nietzel on May 24 from 11:30 a.m. - 12:15 p.m. in CARR 203 to discuss Senate issues.

***REPORT ON KOZK***

Chair Shufeldt advised Item I on the Senate agenda would be taken first per Dr. Diamond's request. Since one of the Faculty Senate's Budget & Priorities Committee responsibilities is to "monitor SMSU's outlay relating to KOZK...and report its findings to the Senate on an annual basis," Dr. Diamond's report (Attachment 2 to the April Senate agenda) was earlier presented to that committee. The committee found no concerns in the report.

According to Dr. Diamond, the final cost for the acquisition and upgrading of KOZK-KOZJ would be approximately \$2,400,000, which would be \$295,000 under budget. Total net University funds transferred to Broadcast Services in FY 02 was \$489,008; the amount estimated for FY 05 is \$486,600.

The television station's digital signals have been used to help provide professional education services to several school districts in southwest Missouri, and Broadcast Services has obtained a grant to expand services to work with approximately six "at risk" school districts in FY 06. Senator Wyrick commended Dr. Diamond for the great job he has done with KOZK since its purchase in 2001.

### ***REPORT FROM ACADEMIC RELATIONS COMMITTEE***

Dr. Reed Olsen, chair of the Academic Relations Committee, reported concerning the committee's charge to investigate the repeat policy. The current policy was investigated and compared to other institution's policies. After investigation, the Committee decided to recommend that the repeat policy be retained as is.

A second charge was for the Committee to work with SGA representatives to design a teaching evaluation instrument which would be available to current students on-line. The Committee's resolution presented to the Senate contained six separate motions, which were taken separately.

Senator Drake moved Motion 1 (seconded by Senator Nugent). Dr. Olsen remarked that the committee had consulted with the University counsel concerning the questions to be used on the teaching evaluation instrument. He said if the instrument is going to be public to the university community, the results cannot be used to make personnel decisions (won't be available to instructors' supervisors). Senator Bourhis moved an amendment to add, "The ratings cannot be used in personnel decision making." His motion was seconded by Senator Wyrick, and by voice vote, the motion passed unanimously.

Senator Carol Miller raised concerns with the questions on the teaching evaluation instrument. She said the textbook used in the course many times was not the instructor's decision but instead was a committee decision. Also, the size of the class directly affects how much class participation is feasible. In answer to a question from Senator Wyrick, Bruno Schmidt agreed to communicate to deans and department heads that they would not have access to the information and that faculty members could not submit the results to them.

Senator Drake moved the previous question. Chair Shufeldt advised the Senate would be voting to support the concept and to add that the ratings cannot be used in personnel decision making. Three friendly amendments were offered (accepted) to add "the responses to which," after "set of questions," change "their" to "its," before "teaching evaluations," and delete "currently enrolled" before "students." By voice vote, Motion 1, as amended, was approved. It will read as follows:

That each department/school/college will add to its teaching evaluations a fixed set of questions, the responses to which will be compiled and the results disseminated to all students and their respective instructors but not to the instructor's supervisors. The ratings cannot be used in personnel decision making.

Senator Drake moved Motion 2 for approval (seconded by Senator DeLong), which read, "That Southwest Missouri State University will go to a university wide teaching evaluation instrument." Dr. Olsen said the SGA doesn't care whether the teaching evaluation instrument is the same university wide, but the Academic Relations Committee felt that was the only practical way to achieve this goal. Senator Bourhis felt that each department should have its own instrument. He thought the data would come back to bite faculty and would arm administration with information that they currently do not have. Senator Wyrick said differences within the disciplines make it inappropriate for all departments to use the same questions. He felt the instrument should be administered at the departmental or college level but not on a university level. Dr. Richter said his department at present had four different evaluation forms, and that going to a university-wide instrument would destroy their evaluations system. Dr. Olsen said it simply was not the case that there are wide variations in the instruments, with the exception of the Music Department.

Having been on several evaluation committees, Senator Drake said it was his opinion that having a basic set of questions would be beneficial. Department should still have an opportunity to put in some of their own questions. Senator Visio said her department has 12 years of ratings which are available to them, and having that data available has been very helpful. After further discussion, the motion failed 15-16 by a show of hands.

Since Motion 2 failed, Motion 3 was no longer relevant. Dr. Olsen moved to Motion 4, noting that the motion would have to be rewritten to make sense since Motion 2 and 3 were no longer included. The Senate would be voting on the basic idea conveyed by Motion 4. Senator Bourhis moved and Senator Marvel seconded a motion to approve. By voice vote, the basic concept of Motion 4 was approved (rewording to be submitted by Dr. Olsen).

Senator Yarbrough offered a friendly amendment (accepted) to Motion 5 so that sentence would read, "That the primary responsibility for administering evaluation questions that will be available to students..." Dr. Olsen said it is intended that Academic Affairs won't look at the results of the evaluations; rather, they would just make sure the evaluations are secure and that the results are disseminated.

Senator McCallister was concerned with the process the scantrons would take. She had no problem with Academic Affairs compiling the results but said there are some departments that require the raw data sets to be retained for tenure and promotion. Dr. Olsen said the details would need to be worked out later. After the details are determined, the process will be brought back before the Faculty Senate for its approval. After further discussion, Motion 5 was approved by voice vote.

Senator Drake moved and Senator Coombs seconded a motion to approve Motion 6. A friendly amendment was offered to the motion by Chair Shufeldt (accepted) so the motion

would read, “That the second set of four questions be adopted as the template for the university wide teaching evaluation instrument.” Student Robert Martin told Senate members the SGA had passed these questions nearly unanimously and that they were the result of compromise. In response to the question from Senator Richter as to whether the questions were going to be essay, Dr. Olsen replied that they would not be essay. Senator Carol Miller objected to the way the questions were worded. She felt several of the points in the question (e.g., participation related to class size, textbooks chosen by committees) were out of the control of the instructor. A friendly amendment was offered (accepted) to change the word “commonly” in Question 2 to “frequently.”

Senator Wyrick moved to amend Motion 6 to add descriptors, indicating whether the course was a small section, a telecourse, or a large lecture class. His motion was seconded by Senator Drake, and the motion was approved by voice vote. Dr. Olsen said if the Senate approved Motion 6, it would be approving a template of questions that would be asked of all students, and not necessarily approving word for word the sentences presented today. Senator Carlie (subbing for Senator Buckner) moved to amend Motion 6 so that, if approved, the Senate would be approving a set of four questions to be used as a template (not necessarily word for word), using a Likert scale of 1-5, with descriptors applied to the results, and (friendly amendment offered by Senator Kent and accepted) with no compound questions. The questions will be voted on again by the Senate after they are revised. The motion to amend passed by voice vote. Also by voice vote, the main motion, as amended, was approved. It will go forward as **Senate Resolution 10-04/05**.

### ***ADJOURNMENT***

Chair Shufeldt adjourned the meeting at 5:12 p.m. The April session of the Faculty Senate will be continued on Thursday, April 28, at 3:30 p.m. in Karls 102.

Sarah McCallister  
Substituting for Rhonda R. Ridinger  
Secretary of the Faculty

*Minutes of the April Session  
of the Faculty Senate  
Southwest Missouri State University*

The Faculty Senate held the third meeting of its April session on Thursday, April 28, in Karls 101 (meeting room changed). Chair Lois Shufeldt called the session to order at 3:30 p.m. Dr. Ralph Smith served as parliamentarian.

**Substitutes:** Lynn Cline for Jim Coombs, LIS; Tim White for Joel Persky, MJF; and Edward DeLong for Ken Rutherford, Assistant Professor representative.

**Absences:** E. E. Balcos, T&D; Paul Blisard, COU; Lisa Casey, MUS; Dwaine Crigger, A&D; Chris Curtis, SGA; Clay Franklin, CSD; Tracey Glaessgen, GSC representative; Norm Griffith, Staff Senate representative; John Hoftyzer, Budget & Priorities Committee chair; Laszlo Kovacs, FRS; Cindy MacGregor, Graduate Council chair; Ed Matthews, CGEIP chair; Don Moll, BIO; Janet Nazeri, PEC chair; Ralph Rice, PAS; John Satzinger, CIS; Robert Watson, EAD; Jon Wiggins, AGR; Rod Williams, MIL; and Sue Yarbrough, NUR.

**Guests:** Martha Kirker, Assessment Center; Mark Richter, CHM; Kathy Pulley, Academic Affairs; Skip Phelps, Academic Affairs; and Russ Keeling, COM.

***ANNOUNCEMENT***

1. Chair Shufeldt reminded Senate members of the retirement reception for President Keiser on Tuesday, May 3, from 2-3:30 p.m. in the Plaster Student Union Ballroom which is being hosted by the Faculty Senate, the Staff Senate, and the Student Government Association.

***REMINISCENCES BY DR. RUSS KEELING***

Dr. Russ Keeling presented reminiscences of the time in which he served as CEO (his title was later changed to Acting President) during the turbulent transition period from the time President Gordon departed from SMS in February of 1992 until President Keiser became the new president effective July 1, 1993. During that time, he encouraged SMS to take a new, open approach with the press and focused on improving relations with the Coordinating Board of Higher Education. Chair Shufeldt presented a plaque thanking Dr. Keeling for his leadership during a turbulent time for SMS.

***RESOLUTION RECOGNIZING DR. KEISER***

Senator Wyrick moved for approval of a proposed Senate resolution (seconded by Senator Drake) commending President Keiser for his contributions to SMS. By voice vote, the motion was approved. It will go forward as **Senate Resolution 11-04/05**.

## ***REPORT FROM ACADEMIC RELATIONS COMMITTEE (Cont'd.)***

Senator Zimmerman moved and Senator Buckner seconded a proposed Senate action to appoint a committee of six faculty members "...to provide faculty input to the Academic Affairs Academic Council about the allocation of faculty lines. This committee will be known as the Faculty Personnel Management Committee. Members of the faculty personnel committee would be invited to all Academic Council meetings, along with the Chair of the Faculty Senate, whose agenda included discussing the approval of individual tenure-track faculty lines within departments and colleges, the approval of instructor and lecturer lines within departments and colleges, and the approval of per course instructor lines within departments and colleges."

Senator Byrd moved (seconded by Senator Wyrick) to amend the fourth paragraph so the college councils would forward the names of faculty members for membership on the committee to Academic Affairs instead of the Faculty Senate Executive Committee. Senator Carol Miller offered a friendly amendment (accepted) to change the word "forwarded" to "selected." Another friendly amendment by Senator Buckner added, "each department shall forward a nominee to its college council." Senator Bourhis added as a friendly amendment, "the faculty of" Senator Wyrick asked for a hyphen to be added between the words, "two year." The paragraph now read as follows:

The membership of the Faculty Personnel Management Committee shall be determined as follows. The faculty of each department shall forward a nominee to its college council. The name of one faculty member from each of the six academic colleges will be selected by each college council. The Faculty Senate Executive Committee will choose one of these six members to serve as the chair of the committee. Members will serve two-year terms.

By voice vote, the amendment passed. Senator DeLong moved to amend to add "staggered" before "two-year terms." His motion was seconded, and by voice vote, the amendment passed.

Senator Shade asked whether this would be a standing committee of the Faculty Senate. Dr. Reed said the matter would be referred to the Rules Committee next year. There was some question as to whether it should be a Faculty Senate Committee or an Academic Affairs Committee. When asked what "fully participate" meant, Dr. Reed said it was his opinion it meant the committee members would be allowed to vote, participate in discussions, and make motions.

Senator Wyrick moved (seconded by Senator Drake) to amend to add, "This committee will be an *ad hoc* committee until it can become a standing committee." Senator Zimmerman moved the previous question. By voice vote, the motion, as amended, passed. It will go forward as **Senate Action 31-04/05.**

## ***REPORT FROM FACULTY CONCERNS COMMITTEE***

Dr. Stephen Jones, chair of the Faculty Concerns Committee, presented a resolution recommending the investigation of The SMSU Academy which read as follows:

Whereas, the Faculty Concerns Committee has reviewed the merits of a proposed SMSU Academy to “professionalize the professoriate” and has unanimously approved it for further investigation and discussion by the Faculty Senate;

Be it resolved, that the Faculty Senate of Southwest Missouri State University should establish a committee including Mike Carlie and Art Spisak to develop the proposal further for Senate review in the next academic year.

Dr. Jones said the Faculty Concerns Committee had earlier viewed the materials concerning the Academy and thought it was an idea worth pursuing. A web site had already been set up so anyone who wants to be a part of it can easily do so. The Academy would be a resource with periodic conferences and would be placed with the Academic Development Center.

Senator Woodall moved the above resolution for approval (seconded by Senator Kemp). When asked how it differed from the Academic Development Center, Dr. Jones said the faculty are in charge of this, and it would be auxiliary to the ADC. When questioned as to why it should be on a university level instead of on a college or departmental level, Dr. Jones replied that the concern was that a good number of faculty would not pursue it if it were at a college level or department level.

Chair-elect Spisak said the Academy was meant to address the Diamond-Sell survey and the question on the Faculty Concerns survey which addressed mentoring, which had been targeted as a problem area. Senator Bob Miller said his department already had a mentoring system, and he felt that different disciplines have different mentoring needs. Senator Wyrick felt there should be some open forums concerning this topic where faculty members would be invited to come and give their ideas. Senator Garrison-Kane added she also had concerns. Senator Bourhis moved the previous question, and by voice vote, the motion failed.

## ***REPORT ON TIME-LIMITED AND NON-TENURABLE TEACHING FACULTY***

In accordance in Senate Resolution 15-01/92, Dr. Kathy Pulley presented the above report concerning the status of time-limited and non-tenurable teaching faculty (Attachment 3 to the April Senate agenda). In looking back at several of her reports in years past, Dr. Pulley said some of the changes in numbers can be attributed to the addition of the Writing II course, the Computers for Learning course, other revisions to the general education program, a change in the Math Center which added several lecturers, and increases in student population. This year, three lecturers were added to the Communication Department to address the COM 115 backlog. She commented that hiring lecturers is also part of a national trend.

Senator Wyrick distributed a table titled, “Missouri Regional State Universities During FY01-FY05 Budget Crisis,” which was presented earlier to the Faculty Senate and to the Board of

Governors. He asked that comparisons to universities such as University of Missouri and Missouri Southern, plus other universities which are not comparable to SMS, cease. Chair Shufeldt remarked that Senator Wyrick's table would be a good work product to show Dr. Nietzel when the Senate Executive Committee meets with him on May 24.

***REPORT ON REVISED MISSION STATEMENT***

Dr. Martha Kirker, director of the Center for Assessment and Instructional Support, presented the revised mission statement (see Attachment 4 of the April Senate agenda). Since the original mission statement came before the Senate when it was drafted, the Senate also needs to approve any revisions. Senator Woodall moved (seconded by Senator DeLong) for approval of the revised mission statement, and by voice vote, the motion passed. It will go forward as **Senate Action 32-04/05**.

***UNFINISHED BUSINESS*** - There was no unfinished business.

***NEW BUSINESS*** - There was no new business.

***ADJOURNMENT***

Senator DeLong moved to adjourn at 4:52 p.m. The next regularly scheduled Faculty Senate meeting is the 2005-06 organizational meeting. It will be held on Thursday, May 5, in PLSU 313.

Rhonda R. Ridinger  
Secretary of the Faculty

Right of Challenge Expires May 24, 2005

*Amendment to Bylaws*  
*ART III, SEC 4 and 5 - Professional Education Committee*

New wording shown in bold and underline; deletions in strikethrough.

1. Amend ART III, SEC 4, B, 1, Membership of Professional Education Committee, and ART III, SEC 5, A, to read:
  - B 1 The PEC shall include at least one PEU faculty member from each department/school with one or more education programs as well as Greenwood Laboratory School. Two additional members shall be selected from each department/ school having four or more undergraduate ~~teacher~~ education ~~degree~~ programs.
  - A Each department/school that offers a professional education program shall elect one representative who is a member of the PEU as the departmental representative and forward the name(s) to the chair of the PEC and chair of the Faculty Senate by April 1. Each department/school having **four or more** ~~than four~~ undergraduate education programs shall elect two additional members and forward the name(s) to the chair of the PEC and the chair of the Faculty Senate by April 1.

Right of Challenge Expires May 24, 2005

*Amendment to Bylaws*  
*ART III, SEC 4, 5, and 11 - Professional Education Committee*

New wording shown in bold and underline; deletions in strikethrough.

Amend sections in ART III, Professional Education Committee, to read:

SEC 4, A ...departments/schools/units\* or colleges must be members of the PEU.

The term “unit” here refers to any group of faculty members who collectively controls the curriculum of one or more academic programs and resides outside of the administrative structure of any single department/school. The only professional education entity that fits this description is the MSED-Secondary Oversight Committee. If additional professional education units are formed which fit this description, they shall receive voting membership on the PEC automatically without additional amendment to the Bylaws. The BSEd-Secondary Oversight Committee does not fit this description because each of the BSEd-Secondary programs is controlled by its respective department.)

B 1 The PEC shall include at least one PEU faculty member from each department/school/unit\* with one or more education programs as well as Greenwood Laboratory School. Two additional members shall be selected from each department/school/ unit\* having four or more undergraduate ~~teacher~~ education ~~degree~~ programs.

SEC 5 A Each department/school/unit\* that offers a professional education program shall elect one representative who is a member of the PEU as the departmental representative and forward the name(s) to the chair of the PEC and the chair of the Faculty Senate by April 1. Each department/school/unit\* having **four or more** ~~than four~~ undergraduate education programs shall elect two additional members and forward the names(s) to the chair of the PEC and the chair of the Faculty Senate by April 1.

SEC 11, 10 (regarding the MSED-Secondary Oversight Committee)

...shall be elected and assume duties as chairperson-elect. The chair of the committee shall be a voting member ~~delegate~~ to PEC. If the chair of this committee is already a voting member of PEC representing a department/school, then the membership of the MSED-Secondary Oversight Committee shall select another member of that committee to be their voting representative on PEC.

Right of Challenge Expires May 24, 2005

*Amendment to Bylaws*  
*ART I, SEC 3 - Election of Officers - Faculty Senate*

New wording shown in bold and underline; deletions in strikeout.

SEC 3 Election of Officers - Faculty Senate

- D** **Candidates for Chairperson-elect and Secretary of the Faculty shall submit a statement of purpose not to exceed 300 words to the Faculty Senate office for distribution no later than April 3. Failure to comply with this requirement shall result in the withdrawal of the candidate from the election.**
  
- E** **Candidates for Chairperson-elect and Secretary of the Faculty shall participate in a Candidate Forum which will be held during the April meeting after announcements and approval of the minutes of the March meeting.**
  
- F** **After the Candidate Forum is concluded, senators shall vote by secret ballot on the slate of nominees presented by the Nominating Committee and on any other nominations received from the Senate floor.**

Followed by: G, H, I, J, K (previously D, E, F, G, H)

Right of Challenge Expires May 24, 2005

*Amendment to Bylaws*  
*ART I, SEC 3 - Election of Officers - Faculty Senate*

New wording shown in bold and underline; deletions in strikeout.

SEC 3 Election of Officers - Faculty Senate

- J In case a vacancy occurs in the office of Chairperson, the Chairperson-elect shall become Chairperson. The Chairperson and/or Chairperson-elect **and/or Secretary of the Faculty** will immediately vacate their office upon accepting an oral or written offer to become an administrator, at the level of Department/School Head/Chair/ Director or higher.

Right of Challenge Expires May 24, 2005

*Amendment to Bylaws*  
*ART I, SEC 4 - Duties of the Officers - Faculty Senate*

New wording shown in bold and underline; deletions in strikeout.

SEC 4 Duties of the Officers - Faculty Senate

A The Chairperson of the Faculty Senate

**(7) Shall convey all Senate Actions and Senate Resolutions to the Board of Governors within the next two regularly scheduled meetings of the Board of Governors.**

Senate Action 29-04/05

Adopted by Senate on April 19, 2005

Right of Challenge Expires May 24, 2005

*Amendment to Bylaws*  
*ART I, SEC 6 - Actions and Resolutions of the Faculty Senate*

New wording shown in bold and underline; deletions in strikeout.

SEC 6 Actions and Resolutions of the Faculty Senate

C Faculty Senate reports to the Board of Governors ~~may~~ shall include:

Right of Challenge Expires May 24, 2005

*Amendment to Bylaws*  
*ART I, SEC 3 - Election of Officers - Faculty Senate*

New wording shown in bold and underline; deletions in strikeout.

Amend ART I, SEC 3, of the *Bylaws* to read:

**L The removal of a Chair, Chair-elect, or Secretary of the Faculty from office is initiated by submitting a petition signed by at least 25% of the voting Senate membership; at that time, the issue shall be placed on the agenda of the next regularly scheduled Senate meeting. The office will become vacant if a two-thirds vote approves the motion to remove the officer and such votes account for at least a majority of the voting Senate membership.**

**Right of Challenge Expires May 24, 2005**

***Establishment of Faculty Personnel Management Committee***

***BE IT RESOLVED***, That a committee of six faculty members be appointed to provide faculty input to the Academic Affairs Academic Council about the allocation of faculty lines. This committee will be known as the Faculty Personnel Management Committee. Members of the faculty personnel committee would be invited to all Academic Council meetings, along with the Chair of the Faculty Senate, whose agenda included discussing the approval of individual tenure-track faculty lines within departments and colleges, the approval of instructor and lecturer lines within departments and colleges, and the approval of per course instructor lines within departments and colleges.

The faculty committee would not be invited to Academic Council meetings when the main purpose was to discuss other items of business. It is understood that the Academic Council will have the flexibility to address faculty hiring issues as needed as they come up during the year, even though faculty committee members may not be present. However, in these cases the members of the Faculty Personnel Management Committee will be informed of the discussion by the Faculty Senate Chair and their input solicited.

Members of the Faculty Personnel Management Committee would be fully participating when invited to the Academic Council. The faculty committee may choose, at their discretion, to forward a separate recommendation to the VPAA on any issue being discussed.

The membership of the Faculty Personnel Management Committee shall be determined as follows. The faculty of each department shall forward a nominee to its college council. The name of one faculty member from each of the six academic colleges will be selected by each college council. The Faculty Senate Executive Committee will choose one of these six members to serve as the chair of the committee. Members will serve staggered two-year terms. This committee will be an *ad hoc* committee until it can become a standing committee.

Only tenured faculty members who are not currently serving in administrative positions at the level of department head/school director or higher are eligible to be members of the Faculty Personnel Management Committee. Should a serving member become an administrator at the level of department head/school director or higher during his/her term of office a replacement will be appointed in the same manner to fill out the term.

The Faculty Personnel Management Committee shall have the additional responsibility to meet separately from Academic Council as needed. One of their tasks will be to develop annual targets for faculty hiring by establishing explicit goals on the percentage of FTE faculty who are tenure track, full-time non-tenure track, and per course faculty members. The faculty

committee of the Administrative Council will report annually to the Faculty Senate to present these recommendations on targets. The Faculty Senate may vote to endorse or not to endorse the recommendations. Both the recommendations from the Faculty Personnel Management Committee and the results of Faculty Senate votes will be forwarded to the Vice President for Academic Affairs.

The Faculty Personnel Management Committee annual report to the Faculty Senate will also include details regarding progress the University is making towards achieving the targeted goals. At the end of each academic year, the Vice President for Academic Affairs will report back to the members of the Academic Council and the Faculty Senate on the decisions made regarding tenured faculty, lecturer, and per course faculty lines.

**Rationale:** The proposed senate action was developed collaboratively with the Vice President of Academic Affairs. The action strengthens the role of the faculty in the shared governance of the university. In addition, the proposed committee will address a continuing area of concern to the faculty and provide faculty input specific to the area of faculty hiring.

Right of Challenge Expires May 24, 2005

### ***Revised Mission Statement for Center for Assessment and Instructional Support***

The overarching mission of the *Center for Assessment and Instructional Support* (CAIS) at Southwest Missouri State University is to implement a comprehensive, continual, and multidimensional program to facilitate the assessment of student learning outcomes and the evaluation of academic programs at Southwest Missouri State University. The responsibilities of the CAIS include collection, organization, and analysis of multiple internal and external data sources that support the University's statewide mission in public affairs and the development of educated persons. Information obtained through CAIS based initiatives is disseminated among various University constituents and stakeholders. The multifaceted evaluation process implemented through the CAIS supports systematic planning and change within the broad University community. The goals associated with the CAIS mission follow:

1. To communicate the purposes of student outcomes assessment.
2. To assist Departments and Colleges in the development and delineation of assessment plans that support the evaluation of academic programs.
3. To assist in the selection of appropriate measures and methods for assessing student learning outcomes.
4. To analyze and communicate the results of assessments conducted by the CAIS.
5. To support and coordinate the reporting of assessments and the evaluation of majors and programs.
6. To support planning and budgeting decisions at the Department, College, and Unit levels.

### **Responsibilities of the University Assessment Council**

The central focus of the University Assessment Committee is to support the mission, goals, and corresponding objectives of the *Center for Assessment and Instructional Support* (CAIS). Specific duties of the assessment council include, but are not limited to the following. In addition, note that the duties of the Committee have been clearly aligned with the mission and goals.

1. To review and respond to Unit reports disseminated through the CAIS and to provide corresponding recommendations that support decision making within the Unit.
2. To review and respond to data specific to the **statewide mission in public affairs and the development of educated persons** and make recommendations which contribute to the success of the University mission.
3. To review and respond to specific Program, Department, or College generated assessment reports and to provide feedback that may be used to support program development and learner outcomes.
4. To provide recommendations to the *CAIS* in regard to development of assessment measures and procedures which support the mission and long range planning of the Unit.

***Resolution on University-Wide Teaching Evaluation Instrument***

***BE IT RESOLVED***, That each department/school/college will add to its teaching evaluations a fixed set of questions, the responses to which will be compiled and the results disseminated to all students and their respective instructors but not to the instructor's supervisors. The ratings cannot be used in personnel decision making;

***RESOLVED***, That the university will make available the responses of these fixed set of questions to all currently enrolled students and the individual instructors via a secure web based system to be designed and instituted in a collaborative effort by the Faculty Senate, the Student Government Association, and Academic Affairs;

***RESOLVED***, That the primary responsibility for administering evaluation questions that will be available to students will continue to rest with individual departments/schools or colleges where appropriate. The responsibility for the compilation of the results of the teaching evaluations will lie with academic affairs who may delegate that responsibility;

***RESOLVED***, That the Academic Relations Subcommittee draft a set of four questions to be used as a template for the Teaching Evaluation Instrument, using a Likert scale of 1-5, with descriptors applied to the results, and using no compound questions. After the revisions are completed, the questions will come before the Senate for approval.

*Resolution Commending President John H. Keiser*

**WHEREAS**, President John H. Keiser has faithfully served Southwest Missouri State University as its 8<sup>th</sup> President for 12 years; and

**WHEREAS**, He has intimated his feelings for SMSU in coining the phrase, “It’s a privilege to be a Bear”; and

**WHEREAS**, He has successfully defined SMSU as a metropolitan university system and garnered for it a statewide mission; and

**WHEREAS**, He has articulated and implemented the Public Affairs Mission to all constituencies; and

**WHEREAS**, He has worked effectively to enhance the stature of the University and, in so doing, has effected a name change to Missouri State University; and

**WHEREAS**, He has been recognized by the state House of Representatives with an Outstanding Missourian Award; therefore, be it

**RESOLVED**, That the Faculty Senate of Southwest Missouri State University commends Dr. Keiser for his contributions, for his commitment to education, and for his dedication to SMSU, and wishes him well as he pursues a fulfilling and satisfying retirement.