

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

The Faculty Senate held the first meeting of the April session on Thursday, April 15, 2004, in Plaster Student Union 313. Chair Jim Giglio called the session to order at 3:32 p.m. Dr. Ralph Smith served as parliamentarian.

**Substitutes:** Gary Brinker for Margaret Buckner, S&A; D'arcy Simmons for Charles Facer, LAB; Stephen Berkwitz for Mark Given, REL; John Satzinger for Richard Johnson, CIS; Bill Burling for Tim Knapp, Professor rank representative; Lynda Plymate for Janet Nazeri, PEC chair; David Lee for Pauline Nugent, Associate Professor rank representative; and Robert Patterson for Mike Reed, P&A.

**Absences:** Michael Burns, ENG; William Corcoran, CGEIP chair; Allison Crocker, Staff Senate representative; Norm Griffith, Staff Senate representative; Michael Hendrix, BMS; Joel Persky, MJF; Pat Van Velsor, COU; and Rod Williams, MIL.

**Guests:** Kim Bell, Records & Registration; Kathy Pulley, Academic Affairs; Skip Phelps, Academic Affairs; Bill Cheek, CNAS; John Catau, University College; and Jim Baker, Assistant to the President.

***Approval of Minutes***

The minutes of the March 11 meeting were approved as distributed.

***Announcements***

1. On Thursday evening, March 30<sup>th</sup>, the Board of Governors approved a \$2 per credit fee increase beyond the original bump, the purpose of which is to fund the existing dental plan as well as take care of any additional costs in medical benefits for FY05. (One dollar should cover the dental costs while the second dollar is to be applied to the medical plan.) The existing medical plan is apparently in trouble even after having our deductibles doubled in January 2004. Chair Giglio is appreciative that the Student Government consented to the additional increase in student fees to ameliorate that problem as well as to save the dental. Despite initial concerns that the administration would apply that second dollar increase to other university needs, Chair Giglio has recently been given assurances by the president that this will not happen.
2. The student body president had one request of the faculty at that Board meeting; he wanted the Faculty Senate to adopt a student evaluation instrument for all courses, the evaluation results of which would be available to students. This, of course, is up to next year's Senate to decide. Chair-elect Lois Shufeldt is agreeable to initiating a joint committee with SGA early next fall to explore this matter. Chair Giglio's personal view is that if the purpose is to enhance the quality of education at SMS, then he is in agreement. A lot depends on the sort of questions the instrument asks. Questions relating to the availability of professors and to the quality of their instruction, for example, are appropriate. So too are questions relating to the fairness of the instructor and whether the course challenges students.
3. The state financial picture appears to be improving. Revenues are up over 5 percent, and last week the Missouri House passed an appropriation bill which included a \$77.8 million budget for SMS, representing a flat budget for SMS. Moreover, last Friday the governor announced that he was releasing \$955,000 to SMS from last year's withholds. The university should receive that money in the next couple of weeks.
4. The nomination of faculty members to the Presidential Search Committee has been completed following input from the College councils and Faculty Senate representatives from the six colleges. The final list of 21 names

will yield four faculty members to the search committee. How that will be done has not been yet determined. Chair Gigio hopes that he, on behalf of the faculty, will have some input into that decision.

5. The Senate Executive Committee is working on the next issue of the *Voice*, which will include an analysis of faculty responses to my three questions relating to the presidential search. That newsletter will be available by early May.
6. Rafiel Warfield announced that the SGA will host a public forum focused on education on Sunday, April 18, at 7 p.m. in the Plaster Student Union theatre. Panelist will include Senator Peter Kinder, Representative Catherine Hanaway, and Representative Carl Bearden. Faculty are encouraged to attend.
7. Skip Phelps distributed a memo concerning proposed modifications to the Academic Integrity Policy. The revised policy can be viewed at <http://www.smsu.edu/acadaff/AICproposedrevisions.doc> and will be brought back to the Senate for a vote in the May 6 Senate meeting.

### ***Election of 2004/05 Chairperson-elect and Secretary of the Faculty***

Dr. Art Spisak from Modern & Classical Languages was elected 2004/05 Chairperson-elect, and Dr. Rhonda Ridinger from Health, PE & Recreation was elected 2004/05 Secretary of the Faculty.

### ***Report on Time-Limited and Non-Tenurable Teaching Faculty***

Dr. Kathy Pulley, Associate Vice President for Academic Affairs, presented the *Report on Time-Limited and Non-Tenurable Teaching Faculty* (see Attachment 1 to the April Senate agenda) in accordance with Senate Resolution 15-91/92 and answered questions from Senate members.

### ***Report on Higher Learning Commission Self-Study and 2005 Site Visit***

Dr. Bill Cheek presented a report on the Higher Learning Commission Self-Study and 2005 site visit. The following are five criteria SMS must address and evaluate based on its mission: mission and integrity; preparing for the future; student learning and effective teaching; acquisition and discovery of learning (research); and engagement in service. The commission has devised three positions statements: assessment of student learning; general education; and diversity. Dr. Cheek said the single most important reason not to receive accreditation has been assessment of student learning. The 2005 self-study must show how SMS is poised for the future and will be tied closely to the previous plans and the long-range plan presently being developed. Existing committees will be used to the fullest extent possible to help develop the self-study report.

### ***Presentation on SMS' Long-Range Plan***

Dr. Jim Baker presented a report on SMS' long-range plan currently being developed. The website can be accessed by clicking the "long-range plan" button in the upper right-hand side of SMS' home page. The plan has two parts: vision and tactical. The vision part is being developed at present, with the tactical part to be looked at in the fall. The two parts will be put together in the spring of 2005. Dr. Baker said the University Planning Advisory Committee (UPAC) meetings are open meetings which faculty can attend and give input. A schedule of the UPAC meetings and open forum meetings can be found on the website.

### ***Approval of new undergraduate Certificate in Internal Auditing***

Senator Byrd moved for approval of the new undergraduate certificate in Internal Auditing (seconded by Senator Woodall). Budget & Priorities Chair Rhonda Ridinger said no appreciable costs were associated with the certificate, and the motion was then approved by voice vote. It will go forward as **Senate Action 15-03/04**.

### ***Approval of program deletion of Pre-Professional Curriculum in Osteopathic Medicine***

Senator Ward moved for approval of the program deletion of Pre-Professional Curriculum in Osteopathic Medicine in the Departments of Biomedical Sciences, Biology, and Chemistry (seconded by Senator Richter). When asked how many students were in the program, Kim Bell said there were none. The above motion was approved by voice vote and will go forward as **Senate Action 16-03/04**.

### ***Report from the Academic Relations Committee***

Dr. Reed Olsen, chair of the Academic Relations Committee, said materials concerning the GEP 397 course were on reserve at Meyer Library for review of anyone who wished to see them. Dr. John Catau commented that all sections of GEP 397 close every semester with 25-30 sections being offered every fall and spring semester. The course is capped at 40 per class per the Faculty Senate's instructions, so he can't give special permission to let additional students in. In the summers, 400-500 students take the course. It is always a struggle to find teachers. Dr. Catau mentioned that there is a grant program in place (Funding For Results—Kris Sutliff, chair) to help faculty in developing a course.

Senator Dyer moved the first resolution from the Academic Relations Committee as a Senate action, and his motion was seconded by Senator Mazzella (see Attachment 4 to the April Senate agenda). After discussion, the motion passed by voice vote. It will go forward as **Senate Action 17-03/04**. The rest of the Academic Relations Committee report will be presented at Tuesday's Senate meeting.

### ***Adjournment***

Senator Byrd moved to adjourn at 4:50 p.m. The April session will be continued next Tuesday, April 20, at 3:30 p.m. in Plaster Student Union 313.

Robert E. Thurman  
Secretary of the Faculty

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

The Faculty Senate held its second meeting of the April session on Tuesday, April 20, 2004, in Plaster Student Union 313. Chair Jim Giglio called the session to order at 3:34 p.m. Dr. Ralph Smith served as parliamentarian.

**Substitutes:** John Harms for Margaret Buckner, S&A; John Satzinger for Richard Johnson, CIS; Kishor Shah for Paula Kemp, MTH; Lynda Plymate for Janet Nazeri, PEC chair; and Art Spisak for Pauline Nugent, Associate Professor rank representative.

**Absences:** David Ashley, Assistant Professor rank representative; Michael Burns, ENG; Scott Cameron, MUS; William Corcoran, CGEIP chair; Dan Crafts, Faculty Concerns chair; Dwaine Crigger, A&D; Allison Crocker, Staff Senate representative; Nancy Dion, PAS; Bill Drake, IDM; Sam Dyer, COM; Charles Facer, LAB; Clay Franklin, CSD; Henry Gabriel GSC representative; Mark Given, REL; Michael Hendrix, BMS; Mary Ann Jennings, SWK; Loretta Knutson, PTE; Laszlo Kovacs, FRS; Marvel Maunder, CFS; Frank Mazzella, PLS; Kevin Mickus, GGP; Dragan Miljkovic, AGR; Gerald Moseman, EAD; BMS; Joel Persky, MJF; Mark Richter, CHM; Rhonda Ridinger, B&P chair; Martha Robinette, Instructor representative; Tom Tomasi, Graduate Council chair; Pat Van Velsor, COU; Dale Walton, DSS; Gary Ward, SMAT; Rafiel Warfield, SGA; Rod Williams, MIL; and Sue Yarbrough, NUR.

**Guests:** Kim Bell, Records & Registration; James Miller, GGP; Bob Jones, PSY; and Karen Horny, LIS.

***Announcement***

Chair Giglio announced the Senate office thus far has received 353 responses to the Faculty Concerns Survey (44 percent response rate).

***Presentation and response to questions by Governor Phyllis Washington***

Board of Governors member Phyllis Washington addressed the Senate and then answered several questions from Senate members.

***Report from the Academic Relations Committee (Cont'd.)***

Senator Wyrick moved and Senator Reed seconded a resolution from the Academic Relations Committee asking the Faculty Senate Executive Committee to set up an *ad hoc* committee to investigate problems and present possible solutions to the faculty rewards system. Dr. Bob Jones, a member of the Academic Relations Committee, explained the rationale behind the resolution. Senator Helm remarked that he did not think a linkage should be made between a reward and just receiving a faculty member's basic salary. It was suggested that he might present his concerns to the Faculty Handbook Revision Committee, who is at present in the process of revising the Handbook. By voice vote, the above resolution was approved. It will go forward as **Senate Resolution 18-03/04.**

Dr. Olsen, chair of the Academic Relations Committee, discussed another charge given to his committee to examine the issue of "early dismissal of classes before holidays or exam week" and to inquire "how much of a problem" the issue was (see Attachment 4 to the April Senate agenda). A survey was conducted involving 790 students, mostly freshmen and sophomores, in three of the colleges. The conclusion from the survey results was that this was not a widespread problem across campus and that the problems that do exist should be addressed at the departmental level.

### ***Vote on amendments to the Professional Education Committee's Bylaws***

Ballots were distributed to Senators, and the six amendments to Article III of the *Constitution and Bylaws of the Faculty* relating to the Professional Education Committee were all approved by the required 2/3 vote. They will go forward as **Senate Action 18-03/04**.

### ***Report from the Faculty Concerns Committee on the Administrators Assessment***

Dr. Tom Kane, co-chair of the Administrative Assessment Subcommittee, presented a report on the "2003 State of SMSU Leadership: Faculty Report" and answered questions from Senate members (copies of the report were distributed to Faculty Senate members and to Faculty Concerns Committee members prior to the April 15 Senate meeting). Senator Wyrick moved and Senator Woodall seconded the first recommendation from the report asking that the *State of SMSU Leadership* report be accepted by SMS administration as feedback for improving SMS leadership, and by voice vote the motion passed. It will go forward as **Senate Resolution 19-03/04**.

Senator Spisak moved and Senator Garrison-Kane seconded the second recommendation from the report requesting "an *ad hoc* subcommittee be selected by the Faculty Senate be convened to, first, identify a set of recommendations based on the content of this report" and to, second, "fully consider ways to encourage avenues that invite a constructive administrative response to the issues raised in this report at all levels of SMS leadership." The motion passed by voice vote and will go forward as **Senate Resolution 20-03/04**.

### ***Unfinished Business***

There was no unfinished business.

### ***New Business***

Senator Baggett expressed concern about the way the presidential search committee is being formed. She felt the process is not a transparent one and asked that the minutes show that the process was protested. Chair Giglio said this presidential search committee will have a much stronger faculty representation than in the past and that the nominees were elected from College Council and Faculty Senate caucuses without interference from any administrator. Senator Baggett felt that the four faculty members who will serve on the Committee, along with Chair Giglio, should be selected by the Faculty Senate from the list of 21 nominees rather than by Mr. Franks or the Board.

Chair Giglio mentioned that he had talked with Mr. Franks about the process, and he had agreed there will be three finalists and that every individual member of the committee will have the right to provide a preference. However, rankings will not be part of the process. A summation of 140 responses from faculty members stating what attributes and qualifications they consider important in the next president will be in the next issue of the *Voice*.

### ***Adjournment***

Senator Helm moved to adjourn at 5:12 p.m. The next regularly scheduled Faculty Senate meeting will be the 2004/05 organizational meeting on Thursday, May 6, at 3:30 p.m. in Plaster Student Union 313.

Robert E. Thurman  
Secretary of the Faculty

**Senate Action 15-03/04**

**Adopted by Senate on April 15, 2004**

**Right of Challenge Expires May 15, 2004**

***New Undergraduate Certificate in Internal Auditing***

See 2003/04 curricular proposals in the Faculty Senate office.

**Senate Action 16-03/04**

**Adopted by Senate on April 15, 2004**

**Right of Challenge Expires May 15, 2004**

***Deletion of Pre-Professional Curriculum in Osteopathic  
Medicine (Biomedical Sciences, Biology & Chemistry)***

See 2003/04 curricular proposals in the Faculty Senate office.

**Right of Challenge Expires May 15, 2004**

***Senate Action on GEP 397***

***Whereas,*** The capstone general education course GEP 397 is a valued and important component of the process of developing educated persons at Southwest Missouri State University;

***Be it resolved,*** That faculty at SMSU should be encouraged to design and deliver quality GEP 397 courses through three means:

*First,* Departmental Heads, Deans and the VPAA should encourage faculty members to develop and teach GEP 397 courses;

*Second,* Departments should be encouraged to offer the opportunity to their faculty members to team-teach the course;

*Third,* Faculty who choose to teach the course should be able to continue to teach the course as part of their regular workload, or faculty should be allowed to teach the course as an overload and, when appropriate, to receive overload pay or other financial incentives as the University Administration deems appropriate.



Right of Challenge Expires May 15, 2004

*Amendments to Professional Education Committee Bylaws*

(New wording shown in underline; deletions in strikeout.)

1. Amend ART III, SEC 4, B, 1, of the *Bylaws* 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. If a department/ school has three or fewer PEU faculty members, then its PEU head/director may serve as an *ex officio* PEC member without vote.

2. Amend ART III, SEC 11, B, 5, of the *Bylaws* to read:

- B 5 The Committee on Diversity: shall monitor the PEU Diversity Strategic Plan. On an annual basis the This committee shall evaluate and report on the alignment of PEU education education programs' diversity components with the PEU Diversity Strategic Plan. ~~will sponsor at least one diversity activity per year for students and faculty.~~ Membership on this committee shall include the University Equal Opportunity Officer, the Director of the Multicultural Student Services Office, one representative from each of the PEU education programs (colleges with more than one program shall appoint at least one representative), representatives from various historically underrepresented student organizations, ~~the Coordinator of Minority Student Services, student representatives from various minority student Organizations,~~ and community members.

3. Amend ART III, SEC 11, B, 10, of the *Bylaws* to read:

- B 10 The MSED-Secondary Education Oversight Committee: shall monitor the common elements of the MSED-Secondary Education program. The committee shall have responsibility for initiating program changes within the common elements of the program and reporting those recommended changes to the PEC. ~~The committee shall also coordinate common elements of the MAT (Master of Arts in Teaching) program and initiate changes in degree requirements and policies.~~ Every college having an emphasis area within the MSED-Secondary Education program shall select a representative from their PEU graduate faculty. Colleges with two or more emphasis areas shall select two representatives from their PEU graduate faculty. The School of Teacher Education shall select two representatives from their PEU graduate faculty. The Director of Secondary Education ~~and the MAT coordinator~~ shall serve as a non-voting *ex officio* members. At the March meeting, the chairperson-elect from the previous year shall assume duties as the chairperson of the MSED committee and a new chairperson-elect from the current committee member- ship shall be elected and assume duties as chairperson-elect. The chair of the committee shall be a delegate to PEC.

4. Amend ART III, SEC 6, A, of the *Bylaws* to read as follows:

- A Only current PEC members or individuals who have been PEC members within the past three years shall be eligible candidates for the position of chairperson-elect.

5. Amend ART III, SEC 5, D and SEC 6, B, C, and D of the *Bylaws* to read as follows:

- D The PEU members shall nominate at least one full-time school teacher from the community and one full-time school administrator from the community to the PEC by April 1. The representative shall be elected to a two-year term by the PEC at the organizational meeting in May ~~April~~.
- B No later than March ~~February~~ 7<sup>th</sup> the PEC Executive Committee shall convene to nominate two candidates for chairperson-elect for the PEC.
- C Members of the PEC shall have the opportunity to nominate additional eligible candidates at the March ~~February~~ meeting or by submitting nominations, with an appropriate second, to the Chair of the PEC no later than April ~~March~~ 1.
- D At the April ~~March~~ meeting of the PEC, members shall vote by secret ballot on the nominees for chairperson-elect of the PEC.

6. Amend ART III, SEC 11, C, of the *Bylaws* to read as follows:

- C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article B9), and the MSED Oversight Committee (as described in Article B10), the membership of each of these standing committees shall consist of at least one COE faculty PEU ~~PEC~~ member and at least one PEU ~~PEC~~ member from outside the COE. The chairperson and chairperson-elect must be members of the PEU ~~PEC~~. If the chairperson of a PEC standing committee is not a current PEC member, he or she will become an *ex officio* member of PEC without voting privileges.

***Ad Hoc Committee to Investigate Problems and  
Possible Solutions to the Faculty Rewards System***

***Be it resolved,*** That the Faculty Senate Executive Committee will set up an *ad hoc* committee to investigate problems and possible solutions to the faculty rewards system.

*Rationale:*

Data gathered from two sources, the Faculty Morale Survey and the “Comprehensive Report of Institutional Priorities and Faculty Reward Survey” (Diamond and Sell, January 2004) identify considerable dissatisfaction by faculty with the current system of rewards. The original plan as laid out in SMSU’s Faculty Handbook (section 2.10.1) and the Faculty Senate’s “Faculty Roles and Rewards” document require both cost of living adjustments and increases in salaries to “the average of all faculty salaries at comparable public, comprehensive universities” as the foundation of the rewards system before the use of college and university awards. In practice, however, the foundation of the reward system has not been utilized as planned leaving college and university awards as the sole, and inadequate, portion of the reward system. Both surveys identify additional problems that need to be addressed.

***Resolution Asking That State of SMS Leadership  
Reports Be Accepted by SMS Administration  
as Feedback for Improving Leadership***

***Resolved,*** That the *State of SMS Leadership* reports be accepted by SMS administration as feedback for improving SMS leadership. That means that the report would be discussed in administrative gatherings at all levels of SMS leadership, would be given full consideration, and would result in action plans for improving conditions that support the efficacy with which faculty can deliver University services.

***Ad hoc Committee to Examine the 2003 SMS  
Administrative Leadership: Faculty Report***

***Resolved,*** That after reviewing the *2003 SMS Administrative Leadership: Faculty Report* and after thorough discussion, the Faculty Concerns Committee determined it to be in the best interest of faculty if an *ad hoc* committee selected by the Faculty Senate be convened to, first, identify a set of recommendations based on the content of this report. Second, they recommended that the committee fully consider ways to encourage avenues that invite a constructive administrative response to the issues raised in this report at all levels of SMS leadership. They urged the Senate committee to share their report with the broader faculty body.