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## 2013 April Minutes

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### Missouri State University-West Plains Faculty Senate Minutes

April 12, 2013

#### In attendance

Gary Phillips, Aimee Staggenborg, Cathy Proffitt-Boys, Renee Moore, Carla Huddleston, Joyce Pineda, Judy Carr, Sylvia Kuhlmeier, R.A. Pendergrass, Dennis Lancaster, Ana Estrella, Libby Gall, Alexandra Graham, Thora Boyles, Christopher Dyer, Leigh Adams, Connie Morgan, Melinda Denton, James Hart, Joyce Dewitt, Jerry Trick, Jay Towell, Ed Birdyshaw, Debra Mayers, Phillip Howerton, Cindy Smith

#### University Reports

1. Call to order
  - a. Called to order at 0904 by Gary Phillips
2. Chancellor's update
  - a. Public affairs conference continues today
  - b. Tutoring update
  - c. Outreach efforts update
    - i. Admin council
    - ii. Leadership award
    - iii. Governors teaching award
    - iv. Holding pep rallies for higher education
    - v. Recruiting efforts in Alton and Summersville
    - vi. High school visits made for rallies and dual credit classes in Bakersfield and Gainesville
    - vii. Just finished campus caravan to Bakersfield
    - viii. STIM fair
    - ix. Annual auction was on April 5<sup>th</sup> for fund raising for capital improvements
    - x. April 6<sup>th</sup> was the Debate conference
    - xi. April 7<sup>th</sup> was child advocacy day to Jefferson City with Renee Moore
    - xii. SGA promoted-Finish Strong for the Rest of the Year
  - d. Graduation will be May 18<sup>th</sup> with guest speaker Carol Sylvie
3. Dean's Update
  - a. Dean's merit awards
    - i. Community Service award- Cindy A Smith
    - ii. University Service award-Jerry Trick
    - iii. Teaching award-Kathleen Morrison
    - iv. Professional development award-Joseph Rugutt
    - v. Academic support award-Veronica Mays
  - b. Reminder to use allotted \$1100 for individual professional development or may be able to transfer to others
4. Campus updates
  - a. Skype for dual credit evaluation-Debra Mayers
    - i. Discussion on setting up video conference for virtual student
  - b. ADA updates-Renee Moore
    - i. Working from home, for ADA accommodations, (there is a better way to do it), watch work habits
    - ii. Poverty simulation update

- c. Dennis Lancaster will be interim Dean of Academic Affairs for two years. To get through accreditation. To become effective after commencement on May 20<sup>th</sup>.
    - i. Challenge from Dennis : What does it take to be a dean
      - 1. Provide 5 things it takes to be a good dean
      - 2. Provide 2 suggestions for things that need to be changed
      - 3. Provide 3 suggestions for projects going forward
      - 4. What's each faculty member to schedule meeting with him over the summer
  - d. Library Updates
    - i. Please review periodical subscriptions and eliminate is provided online or eBook.
    - ii. Film on demand has been a huge success
  - e. Nursing and NLAC
    - i. Retained accreditation till spring of 2018
  - f. Graduation photo (9:00 in street clothes, 9:30 in regalia) **MOTION** 9:30 street clothes. (Vote 8/5 for 9:30 in street clothes). Motion **passed** for 9:30 in street clothes.
5. Committee Updates
- a. Assessment committee-Gary Phillips
    - i. Will meet today after faculty senate meeting at 1130
  - b. Curriculum committee-Leigh Adams
    - i. Today is deadline for curriculum changes for fall 2013.
    - ii. Discussion on whether to eliminate the need for instructor approval for students to retake classes more than twice. To bring to vote at next faculty senate meeting.
    - iii. Have been some changes to appeal forms
    - iv. Discussion to change procedural format from Vita Culture, Agriculture, and Law Enforcement classes for fall 2013 from Dean's office back to curriculum committee.
  - c. Developmental education-Jay Towell
    - i. Mirra Anson still director till a replacement can be found the search is on
    - ii. No other updates to report
  - d. Faculty Evaluations committee-Ed McKinney
    - i. No updates to report
  - e. Handbook Committee-Barbara Nyden
    - i. No updates to report
  - f. RPT committee-Joyce Dewitt
    - i. RPT processed finished and finalized
  - g. Ad Hoc committees:
    - i. Institutional analysis committee (IAC): Joyce Jennings-Pineda/Kathy Morrison
      - 1. No updates to report
    - ii. Textbook committee
      - 1. David White committee chair, have not met yet
    - iii. PED committee
      - 1. Kathy Proffitt-Boys committee chair, have not met yet
6. Announcements
- a. Public affairs conference continues today April 12
  - b. Celebrations of leaders is April 18<sup>th</sup>
  - c. Kids College submission were due on March 28<sup>th</sup> still possible is would like to submit a proposal
  - d. Library requests are Due April 15<sup>th</sup>
  - e. Support Garnett Library by attending the "You're my Style" fashion show and luncheon on April 12 at noon
  - f. Shana Dale is leaving
  - g. April 22<sup>nd</sup> conservation dept. planting a tree at 10 am

## Business

- 1. Call to order
  - a. Call to order at 1034 by Gary Phillips
- 2. Addition and approval of agenda
  - a. No additions to the agenda **MOTION** to approve the agenda 1<sup>st</sup> RA Pendergrass 2<sup>nd</sup> Aimee Staggenborg (Vote 20/0) Motion **Passed**
- 3. Approval of minutes from previous meeting
  - a. Changes to minutes: change spelling of John Fohn name, additionally process changes applies to PED, IDS

and Military Science only. **MOTION** to approve minutes with changes 1<sup>st</sup> Barbara Nyden 2<sup>nd</sup> Jay Towell (vote 22/0) Motion **passed**.

4. Unfinished business

- a. RPT proposal from Feb meeting
  - i. Discussion on RPT proposal from Feb meeting. No meeting has been scheduled yet. The RPT process to be carried over to next semester with Gary Phillips and David White to work on policy for new pretenure process
  - ii. Recommendations for Ad Hoc committee for Pretenure Process: Jay Towell, Joyce Pineda, Jerry Trick, Barbara Nyden, Ed McKinney and Connie Morgan. Jerry Trick and Barbara Nyden to work over the summer on pretenure mentor policy
  - iii. Recommendations for changes In committee members, chart will be sent out by Connie Morgan asking for preferences; To be carried over to next faculty senate meeting.
- b. Storage Ideas/proposals for faculty document reports-Leigh Adams
  - i. To be carried over to next meeting
- c. Student technology requirement policy revision
  - i. Discussion on impact to various departments with cap at \$150.
  - ii. Designed for no technology surprise for students when paying for materials.
  - iii. Recommendations to make some minor changes to the proposal to be carried over to next faculty senate meeting for vote.

5. New business

- a. Graduation photo option (already voted on)
- b. Unlimited class repeat policy-Leigh Adams
  - i. Unless prohibited by specific course. Discussion on limiting the number of times a student can retake a class.
  - ii. Recommend making action plan or mandatory advising session.
  - iii. Asking faculty for suggestions. To be carried over to next meeting for motion. (motion to allow unlimited retakes was discussed as inappropriate for our campus and was not made or passed)
- c. Faculty senate nomination for chair elect
  - i. Debra Mayers
  - ii. Leigh Adams
- d. Faculty senate nominations for secretary
  - i. Aimee Staggenborg

6. Faculty concerns

- a. Governor of Missouri making commercial for Western governors University. Recommendation to send letter from MSU-WP faculty senate
- b. Length of faculty senate meetings

7. Adjourn

- a. **MOTION** 1<sup>st</sup> Aimee Staggenborg 2<sup>nd</sup> Jerry Trick (Vote 12/0) Motion **passed** Adjourned at 1145