

Missouri State University-West Plains

Faculty Senate Minutes

November 1, 2013

In attendance: Aimee Staggenborg, Rajiv Thakur, Melinda Denton, Kathy Morrison, David White, Sylvia Kuhlmeier, Gary Phillips, Judy Carr, Tae-Wan Park, Craig Albin, Alexandra Graham, Ana Estrella, Joyce Pinneda, Leigh Adams, Barbara Nyden, Jeff Huff, Brenda Smith, Michelle Branton, Alex Pinnon, Renee Moore, Jacob Poulette, James Hart, Jerry Trick, Phillip Howerton, Joyce Dewitt, Connie Morgan, Linda Risner

- I. Call to Order- Call to order at 0901 by Connie Morgan
- II. Additions and Approval of Agenda- **Motion:** to approve agenda 1st Gary Phillips 2nd Aimee Staggenborg- Passed
- III. Approval of Minutes from Oct 4, 2013 meeting- **Motion:** to approve Minutes from October 4, 2013 meeting- 1st Gary Phillips 2nd Aimee Staggenborg-Passed
- IV. University Updates
 - a. Chancellors Update: Drew Bennett
 - i. Discussion about having enough faculty to have a forum
 - ii. Invitation to participate in United Way Campaign- Only Charity the University Supports
 - iii. Fall 2013 Public Affairs Convocation lecture- Nov 11, 2013 7:00 pm with Blake Mycoskie at JQH Arena on Springfield Campus/
 - iv. Operation 50K is in full swing-Students should become involved
 - b. Dean's Update: Dennis Lancaster
 - i. In contract agreement with Three Rivers Community College at Willow Springs satellite campus. Agreement is for three year pilot project that may be terminated after 1 year. \$150,000 is allocated for this project. MSU-WP to support general education classes that support technology programs offered by Three Rivers at the Willow Springs campus.
 - ii. ADP- Letter from Chancellor Bennett for Appraisal & Development Plan for merit pay increase. Had discussion on ADP process
 - iii. Advising- Discussion on making appointment with students
 - c. Dean of Student Services: Herb Lundy
 - i. Campus safety- Emergency situations
 1. Discussion on safety statistical information
 2. Campus should we watchful
 3. Report anything suspicious
 - a. Call supervisor, call Herb, or call 911
 4. Don't be alarmed
 5. If a shooter opens fire on campus: (1) Run if you can (2) Hide if you can't (3) Fight if you must (4) call 911

6. Take note of surroundings. Should review hostile intruder procedure with students on the 1st day
- V. Students to address the Senate:
- a. SGA members Allison and Katrina to request having service learning/community service added as part of the course work for the Spring 2014 semester. Discussion about getting students involved in operation 50K. Also presented opportunities available for students to get involved.
- VI. Old Business
- a. No old business to report or discuss
- VII. New Business
- a. Faculty Concerns/Discussion/Reports
 - i. IAC committee reactivation discussion. Will need a chair person and a person to record the minutes. Joyce Pineda agreed to chair the committee. All faculty is invited to attend IAC committee meetings.
 - b. Committee Updates:
 - i. Assessment Committee-Gary Phillips
 1. Assessment committee to be held today Nov 1 @ 1100 T208
 - ii. Curriculum Committee-Leigh Adams
 1. Voted on additions of agriculture classes
 2. Change made to the Nursing degree program
 3. Gen Ed review committee met on Oct 21 to review the Gen Ed offerings
 4. Discussion about Class scheduling. **Motion:** to take a global look at class scheduling by academic dean. 1st Jerry Trick 2nd Aimee Staggenborg Passed (+21/-0)
 - iii. Development Education Committee-Michelle Branton
 1. Discussion with Michelle Branton to move the development education to her department and make the committee dormant. **Motion:** to have Barb Nyden to a constitutional review and recommend changes to the constitution if making the committee dormant is allowed and table the vote till the next meeting 1st Barb Nyden 2nd Gary Phillips Passed(+21/-0)
 - iv. Faculty Evaluations Committee-Kathy Morrison
 1. Active evaluation in progress to make changes to the ADP. Not to be confused with RPT process. Goal is to align process with Springfield
 2. Meeting Scheduled Nov 6, 2013 @ 3:30 pm in T208 all welcome to attend
 - v. Handbook Committee-Barbara Nyden
 1. Meeting today Nov 1, 2013 at 1:00 pm. Will be looking and reviewing section one of the handbook and making recommendations.
 2. Will be reviewing each section in sections and making recommendations. Will vote on revisions in the Spring
 - vi. RPT Committee-Barbara Nyden

1. In progress- Letters have been sent out. Meeting with the Chancellor next week on the matter. Discussion when binders are due and when applications are due.

VIII. Faculty/Staff to address the Senate:

- a. The distance learning committee: David White
 - i. subcommittee traveled to Springfield to evaluate other schools
 - ii. to compare if retention and performance fared as well as seated classes
 - iii. Retention rates were lower for online classes, but grades remained the same.
 - iv. Discussion of development strategy for online classes. Discussed if students need to have at least 15 hours of seated classes before enrolling in an online class.
 - v. Provide a Blackboard training program for hands on practice before students enroll in online classes
 - vi. Vesta program is 100% online with good students success
 - vii. The dean's office will be doing a self-audit of online classes
 - viii. Kathy Morrison and Gary Phillips are doing peer review of online classes
 - ix. Online professors can do the Professor Academy for online course instructors
 - x. Classes should have a consistent look and feel
 - xi. **Motion:** (1) Requiring all MSU-WP instructors to complete at least one module of the Digital Professor. (2) Establish consistent look and feel for all MSU-WP online courses to be monitored by instructional designer. (3) Investigate media site and CENTRA as potential tools for enhancing the professionalism of our online courses. (4) Establish our own Blackboard training programs for students and providing it to all online students. Voluntary participation course and would remain open and available to students to reference the entire semester. 1st Barbara Nyden 2nd Kathy Morrison Passed (+21/-0)
- b. Garnet Library projects- Sylvia Kuhlmeier
 - i. Each division set \$1000 to purchase books
 - ii. Some periodicals will be moving from print format to online resource
 - iii. Project in the library will use compact movable shelving to create more students space in the library
 - iv. Construction in the Library will begin on Dec 1, 2013

IX. Announcements

- a. Salvation Army bell ringing opportunity – Dec 16 from 3-8 pm. See Jerry Trick for more information
 - b. Staff appreciation will be on Dec 18- Need faculty to bring dishes and volunteer to work the event.
 - c. We have a new full time lab supervisor
 - d. AAUP membership available. Is paid by the dean
 - e. Poverty simulation was a success
- X. Adjourn at 1105 **Motion:** to adjourn 1st Gary Phillips 2nd Leigh Adams Passed