

2014-12

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Faculty Senate, Missouri State University-West Plains Agenda for 2014-12-05

Call to order - 9:00 am

Additions and Approval of
Agenda

Approval of minutes from
previous meeting

United Way Campaign and Sexual
Misconduct reporting - Brenda
Malkowski

Old Business

Faculty
Handbook modifications/appr
oval- Barbara Nyden

Draft Handbook Legal REcommendations
revised12-2-14.docx

Faculty Survey Responses- Jerry
Trick

Per Course Concerns

Academic Affairs to designate
a go-to person for Per Course
Faculty. Currently see Dean
Lancaster

Event tickets will be provided to all
employees by Dec. 5 via campus

Ctrl-P (or Cmd-P) to Print

Communication Ground Rules

- Listen
- Be responsible for conclusions – who does what by when
- Respect
- Own “My Responsibility” to contribute to solutions
- Stay on topic
- Be prepared for agenda discussions
- Include everyone

Student Expectations of Faculty

- Treat me with courtesy and respect
- Reply to my e-mails and phone calls in a timely manner
- Be available for me during their office hours
- Follow their syllabus unless I am told otherwise
- Post grades on Blackboard in a timely manner
- Use the textbook if a text book is required for the course

Minutes

[2014-12-05 December Minutes](#)

Create Minutes Page

mail or USPS. 2 athletic and 2 theater

Gen Ed Goal enhancement will be addressed at the January Faculty Workshop. Assessment Committee will oversee it- Gary Phillips

Transfer majors development in the works with template creation by Division Chairs. Template will go before the Curriculum Committee and Faculty Senate for approval.

Who's Who nominations included 30 with 27 awarded

I have not received any suggestions for a commencement speaker

New Business

Capstone Course survey- Jerry Trick

Suggested meeting time with Dean Lancaster:

the afternoon of Faculty Senate; a Friday other than 1st Friday; an alternative day of the week

"My Ideas" - \$1,000 awarded for a university cost savings idea. Go to <http://www.missouristate.edu/myideas/>

A good idea will do one or more of the following:

Increase University revenue

Reduce waste or maintenance costs
 Reduce costs of materials or services
 Conserve time, materials, equipment,
 and natural resources
 Combine operations, methods,
 procedures, or official forms
 Eliminate duplication, breakage, and
 bottlenecks
 Improve procedures, accountability,
 service quality, or morale
 Increase safety
 Invest in new equipment, new methods
 of operation, or new products

Share retention ideas with Dean
 Lancaster

Early Report			
Monday, December 01, 2014			
0 STAR 2014; 0 STAR 2015			
New Students			
	Applications	Admissions	Enrollment
Spring 2015	244	107	21
Spring 2014	287	142	17
% Change	-15.0%	-24.6%	23.5%
Current/Returning Students			
	Enrollment		
Spring 2015	852		
Spring 2014	941		
% Change	-9.5%		
Total Applications (new + readmitted)			

Spring 2015	337		
Spring 2014	409		
% Change	-17.6%		

Total Admissions (new + readmitted)

Spring 2015	189		
Spring 2014	251		
% Change	-24.7%		

Total Enrollment

Spring 2015	873		
Spring 2014	958		
% Change	-8.9%		

Total Credit Hours

Spring 2015	10033		
Spring 2014	11221		
% Change	-10.6%		

Online Credit Hours

Spring 2015	2789		
Spring 2014	2902		
% Change	-3.9%		

When submitting a Physical Plant work order include two requests, one for set-up and one for take-down

If rearranging your office please inform Custodial Services

Be sure a locked door which you enter through gets locked when leaving

Do not complete the Springfield Faculty Senate Survey

Committee updates:

Common Reader Committee -
Ed Birdyshaw

Assessment Committee -
Gary Phillips

Curriculum Committee -
Leigh Adams

Faculty Evaluations
Committee - Phil Howerton

Handbook Committee -
Barbara Nyden

RPT Committee- Barbara
Nyden

Public Affairs - Gary Phillips
IAC - Kathy Morrison or Joyce
Jennings-Pineda

University Updates 10:30am

Administration Updates:

Chancellor Bennett

Dean Lancaster

Announcements

Help with advising Jan. 6 and Jan 9. Advising sessions will begin at 1:00 p.m.-5:00pm in Lybyer.

Contact Cindy Bridges

Salvation Army Bell Ringing at Wal-mart Supercenter in West Plains- Tuesday Dec. 16. Sign up at T206(Dean's Office) or M100 (cage)

Please support the United Way through pledge cards to Cheryl Caldwell. Closes 12-8-14

MSU-WP Faculty Evaluation - Fall 2014 close 12-9-14

If you are interested in providing holiday joy and cheer to those in need, please come to **pick up a snowflake off of the tree in Academic Affairs Office by the end of Wednesday December 10 and return a wrapped gift by Dec. 12 by 3:00pm.** If you are not near by and would like to pick one up, feel free to let me know and I'll be more than happy to pick one up and send you the information - Chulapol Thanomsing

Academic Affairs sponsored Holiday Potluck will be held , Monday, December 15th, from 11:30—1:30, in Lybyer 104 and 105. Link to provide organizers with a list of what you will be bringing.

https://msuwp.az1.qualtrics.com/SE/?SID=SV_ba4e6gAGzxxlOK9.

If you are willing to transport some food to the Coke Plant for Custodial Services around 1:30 please let Debra Mayers know.

1) On Wednesday Dec. 17th, a large Christmas Cake from the faculty will be delivered to Cass Hall for the staff to share. Some faculty have already begun chipping in towards this cake – a \$5 donation is plenty. If you would like to donate you can give it to any Division Chair and they will get it to me - Jerry Trick

Wednesday, December 10:

Chancellor's Christmas Reception for Faculty and Staff

Saturday, December 20 – Sunday, January 4: University Closed for Holiday Break

Spring Semester Faculty Workshop January (6 Tues.) and 8 (Thurs.) at

8:30am.

January 17: Homecoming Game and Events; Grizzlies vs Three Rivers College.

January 23: 2015 Employee Recognition Luncheon (Service Awards); Noon, location TBD.

submit your final grades by the deadline of Noon on Friday, December 12!

Library Book Order Due Monday, December 8 - Please send any library book orders to Sylvia Kuhlmeier or Neva Parrott via email (please copy your division chair) or bring in a copy of what you want. We'll take your orders any way you give them! Also, we have funds for DVDs, so let us know your needs. This is the time to select resources to support your classroom curriculum!

Alex Pinnon and students in the William and Virginia Darr Honors program will recap experiences from their summer trip to Germany, Italy Austria and Switzerland at the **Friends of the Garnett Library meeting and luncheon, Friday, December 12, Noon to 1 p.m.**

Please RSVP at 255-7940 by

Tuesday, December 9, if you plan to attend.

Mark your calendars for the **Friends of the Garnett Library** meeting and luncheon on **Friday, January 9, Noon to 1 p.m.** Dr. John Hoover, Executive Director of the Mercantile Library Association at the University of St. Louis, will speak on “The Permanence of Fine Printing in a Digital Age.” This is a talk related to the exhibit, “The Art of the Printed Book through the Centuries” that was previously on display at the Garnett Library. If you saw the display, this is a presentation you won’t want to miss!

Are you interested in receiving monthly **email notifications from Films on Demand** about new titles added in your subject area? If so, follow these simple steps:

1. Sign in to your user account. *
2. Once logged in, click on User Options in the upper right hand corner of the website.
3. Click on My User Preferences page.
4. Scroll down to the section labeled Subject Areas of Interest.

5. Check off the subjects that interest you.
6. Check off "I would like to receive emails about new titles added within these subject areas".

It's that easy! You will then receive an email at the beginning of each month with a link that lists all titles added within your selected subject areas in the past 30 days. You can modify your selected subjects at any time, or opt out by unchecking the "I would like to receive..." box, and clicking Save Changes.

* Note: If you don't already have a user account, you can create one for free clicking on Create Account on the home page or in the upper right hand corner of the website. Creating a new account gives you the option to select Subject Areas of Interest and opt in to the email right away.

Closed Session

Faculty Concerns/Discussion
/Requests

Adjourn

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