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2014-12-05 December Minutes

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Missouri State University-West Plains

Faculty Senate Minutes December 5, 2014

In attendance: Amy Ackerson, Leigh Adams, Craig Albin, Ed Birdyshaw, Sharon Bynum, Barbara Caton, Joyce Dewitt, Ana Estrella, James Hart, Phillip Howerton, Carla Huddleston, Jeff Huff, Joyce Jennings-Pineda, Sylvia Kuhlmeier, Michelle Kwon, Debra Mayers, Renee Moore, Connie Morgan, Kathy Morrison, Barbara Nyden, Gary Phillips, Jacob Poulette, Frank Priest, Cathy Proffitt-Boys, Linda Risner, Joseph Rugutt, Karen Ryburn, Chulapol Thanomsing, Rajiv Thakur, Pat Walsh, Connie Yates, Emily Yeager.

I. Call to order at 9:00 by Debra Mayers

II. Additions and Approval of Agenda.

Motion to approve agenda by Joseph Rugutt. Second by Barbara Nyden. Motion carried.

III. Approval of Minutes of Last Meeting

Motion to accept minutes by Joseph Rugutt. Second by Amiee Green. Motion carried.

IV. Sexual Misconduct Reporting and United Way, Brenda Malkowski.

Brenda reminded faculty that the purpose of Title IX is to maintain a safe environment at MSU-WP. She noted that all freshman students are completing Haven training, and she distributed resource cards and reminded faculty that they are required to report instances of sexual misconduct to appropriate Title IX coordinators. Brenda also reminded faculty of the December 8 campus deadline for United Way contributions.

V. Faculty Handbook Modifications, Barbara Nyden

Barbara presented changes made to the current draft of the new faculty handbook in response to suggestions of the MSU legal department. After a brief discussion, a motion was made by **Frank Priest to accept these changes, a second was made by Kathy Morrison, and the motion carried without dissent.** Barbara noted that she will incorporate these changes into the handbook and that it will be forwarded to the Board of Governors.

VI. Faculty Survey Responses, Debra Mayers

Debra reported that faculty had agreed to combine the staff and faculty potluck dinners and that this potluck will be held M/12/15. She also pointed out that the Employee Recognition Luncheon will be held at noon on January 23, 2015, location TBD. She announced that the recent faculty survey shows that the title chosen for the Emeritus wall display is "Missouri State University-West Plains Emeritus Faculty."

VII. Per Course Concerns, Debra Mayers

In response to concerns expressed by per course faculty at the November Faculty Senate meeting, Debra reported that closet space has been allocated for the storage of art supplies and that the Dean and Assistant Dean of Academic Affairs have been identified as contact persons for per-course faculty. Debra also announced that two free tickets to MSU-WP athletic events and two free tickets for theatre events had been forwarded to all members of staff and faculty.

VIII. General Education Goals, Gary Phillips

Gary noted that faculty workshops may be offered during the January in-service to address how to enhance general education goals.

IX. Transfer Majors, Debra Mayers

Debra Mayers noted that division chairs are working on a template for the transfer degree forms. She added that this template will be forwarded to the Curriculum Committee and to Faculty Senate for final approval.

X. Who's Who, Debra Mayers

Debra reported that thirty students were nominated for Who's Who and that twenty-seven students were chosen to receive the award.

XI. Commencement Speaker, Debra Mayers

Debra mentioned that no candidates for commencement speaker had yet been recommended.

XII. Capstone Course Survey

No report given.

XIII. Meeting Time with Dean of Academic Affairs, Debra Mayers

Debra reported that Dean Lancaster wishes to establish a regular time to meet with an assembled gathering of faculty. **Kathy Morrison made a motion that the faculty meet with the Dean at 11:00 immediately following Faculty Senate each month. Motion seconded by Gary Phillips. Motion carried.**

XIV. My Ideas Award, Debra Mayers.

Debra reminded faculty of the My Idea Award program that will award a prize of \$1000.00 to the member of staff or faculty who submits the best cost saving measure.

XV. Retention, Debra Mayers

Debra mentioned that faculty members should be brainstorming for ideas about how to improve retention to share with Dean Lancaster.

XVI. Physical Plant, Debra Mayers

Debra noted that faculty members placing work orders for events need to submit two work orders, one for set up and one for take down, that faculty members should request assistance from Custodial Services when re-arranging a faculty office, and that anyone entering or exiting campus buildings after hours or on weekends should be certain to lock doors.

XVII. Springfield Faculty Survey, Debra Mayers

Debra pointed out that MSU-WP faculty should not fill out the MSU-Springfield faculty survey.

XVIII. Common Reader Committee Update, Ed Birdyshaw

Ed reported that the Common Reader Committee will be reading the finalists for next year's common reader and that the selection will be announced in February.

XIX. Assessment Committee, Gary Phillips

Gary noted that the Assessment Committee would be meeting at 11:00 and that the committee would be discussing possible training sessions for the January in-service and discussing the program review for nursing.

XX. Curriculum Committee, Leigh Adams

Leigh summarized the Sonography program recently approved by the Curriculum Committee and asked for any concerns or objections in response to new program. Being none, the changes were approved by consent. Leigh reminded faculty of deadlines for submitting proposals for spring and fall of 2015.

XXI. Faculty Evaluation Committee, Phil Howerton

Phil reported that the Faculty Evaluation Committee is in the process of drafting an advisor evaluation form and that he hopes to present this form at the next meeting of the Faculty Senate.

XXII. Handbook Committee, Barbara Nyden

Barbara pointed out that the Handbook Committee will meet in February and that the committee would be making final comparisons between the approved MSU-WP handbook and the recently updated Springfield Faculty Handbook.

XXIII. RPT Committee, Barbara Nyden

Barbara reported that the committee will be reviewing RPT applications on M/12/8, and that the committee will meet again after the first of the year.

XXIV. Public Affairs Committee, Gary Phillips

Gary stated that the committee is planning a trip in the spring to visit the service learning department at MSU-Springfield. After a discussion of possible multicultural projects, Connie Morgan, Sharon Bynum, and SGA representative Emily Yeager volunteered to explore such projects to host on campus.

XXV. IAC Committee, Kathy Morrison

Kathy expressed concerns that the IAC committee has with the 2014-15 budget. She explained that if the current formula is applied, the MSU-WP campus may face a cut of approximately \$750,000 during the next fiscal year. She added that Dr. Bennett has expressed a willingness to work with faculty to try to create a better budget formula, and she encourages everyone to become involved in this process. She also noted that another concern in the current budgeting method is that it creates unhealthy competition between departments. She stated that the IAC will release its report in April. Staff Senate president, Chulapol Thanomsing, requested faculty permission for the Staff Senate to participate in this budget review process; **Kathy Morrison made a motion to invite Staff Senate to participate in this review, the motion was seconded by several faculty members, motion was carried.** Faculty President Mayers stated that further deliberations concerning the IAC report be reserved for closed session.

XXVI. Chancellor's Report, Dr. Bennett

Dr. Bennett opened his remarks by congratulating Debra Mayers and her BIO 100 class of Fall 2103 for receiving the Central Region Group Volunteer Award and the Earth Team Volunteer Group Award for Missouri from the United States Department of Agriculture and the Natural Resources Conservation Service. Dr. Bennett then provided a synopsis of the history of MSU-WP budgets, explaining when and why there had been a fluctuation in funding since 1994 and pointing out key years of significant increases and decreases in funding. He noted that the funding formula that is set to be applied in 2014-15 was created in reaction to suggestions by HLC, that it has been approved by the Board of Trustees, and that he is pleased to have, for the first time in the history of MSU-WP, a formula that guarantees a definite level of funding for this campus. He noted that this formula is not perfect and that a better formula might be created, and he invited faculty to participate in creating such a formula. Dr. Bennett then responded to several questions concerning efforts to recruit adult students and students outside of our service area.

XXVII. Academic Dean's Update, Dr. Lancaster

Dr. Lancaster noted that volunteers are needed to serve on an Integrity Action Panel in January. He mentioned that faculty members would soon be receiving an e-mail about faculty workshops, that they would also be receiving a notice from Grayson Gordon concerning transfer degree sheets, and that he hoped to launch his Dean's Blog soon. He reminded faculty of the holiday potluck set for M/12/15 and thanked everyone who volunteered with STAR orientation. He closed by recognizing Debra Mayers for receiving the Central Region Group Volunteer Award and the Earth Team Volunteer Group Award for Missouri and Mary Mutrux and the geography department for publishing an article in *Missouri Resources Magazine*.

XXVIII. Closed Session

The discussion of the annual IAC report was resumed. After a lengthy discussion, **Renee Moore made a motion that each issue presented in the IAC report be voted on separately by Faculty Senate. Kathy Morrison seconded the motion. Motion carried.**

XXIX. Announcements, Debra Mayers

Debra provided reminders of several upcoming events: contact Cindy Bridges to help with advising, sign up in Dean's office to help with Salvation Army bell ringing, contact Cheryl Caldwell to contribute to United Way, pick up a snowflake for the gift tree in Dean's Office, remember the Holiday Potluck on 12/12, contact any Division Chair to donate for Christmas cake for staff, remember Chancellor's Christmas reception, remember faculty workshops in January, consider attending Garnett Friends of the Library meetings in December and January, submit final grades, and explore Films on Demand

provided by Garnett Library.

XXX. Adjournment, 10:59

Adjournment was physically achieved without legislative action.

No labels