

**Approved Minutes - Faculty Senate
September 9, 2016**

Present: Alex, Ambrose, Bartlett, Blodgett, Branson, Commissiong, Craig, DeButte, Dursun-Kilic, Hartin, Hindman, Ingrassia, King, Klaehn, Lee, Meredith, Nam, Osei-Hwere, Ottoson, Revett, Tao, Stuntz

Absent: Bin Shao

Guest: Bonnie Pendleton for David Lust; Freddie Davis for Bob DeOtte

1. Call to order - Meeting was called to order at 12:15pm by Meredith

2. Faculty Ombudsman, Dr. Harry Hueston

- i. Dr. Hueston reviewed the types of issues faculty bring to his attention and talked about the faculty ombudsman home page explaining how to access the page and the various resources on the page. Dr. Hueston is a member of international ombudsman association and submits an annual report which he shares with the faculty senate president and the WTAMU president. He is required to include information on race, gender, ethnicity and age in his reports but has elected not to do that because he believes those questions could discourage people from coming forward and bringing issues to the attention of the faculty ombudsman.
- ii. Dr. Hueston asked for and received approval for comprehensive training for new faculty appointed to department head and associate dean positions to help their transition and effectiveness in those new positions. This effort will also help reduce the number of complaints from faculty about lack of training for supervisor who move into these positions.
- iii. One grievance was filed in the university, the processing the hearing is complete but Dr. Hueston doesn't know the results of the hearing. Concerning the grievance process, once a supervisor initiates an action against a faculty member, the faculty ombudsman can no longer help that faculty member. The option for the faculty member at that point would be to go through the grievance process. Dr. Hueston can participate in mediation processes and meetings prior to the initiation of an action by a supervisor but not after the fact. Please call extension 2421 if you need to get a hold of the faculty ombudsman. When you call don't share information about what is going on the answering machine or voicemail. Ask for a meeting with Dr. Hueston and share details when you meet him in person. He mediates between supervisors and faculty members as well as issues involving faculty members.
- iv. Davis asked if the new training for new department heads and associate deans will be implemented retroactively for faculty in department head or associate dean positions. Dr. Hueston said he did have any control over retroactive implementation but said it was something he would recommend.

3. Approve minutes from last meeting

- i. Minutes from August 26 were unanimously accepted by the senate after minor corrections. All faculty senators will receive preliminary minutes for review/approval and copies of approved minutes to share with their respective academic areas.

4. Old Business

a. University parking enforcement update

- i. Meredith met with Jerry Faltinek who oversees enforcement of parking on campus about the lack of enforcement in faculty only parking zones. Meredith asked him for statistics on citations involving faculty only parking zone violations but Jerry didn't have those specific numbers but was willing to provide a campus wide report for citations. Jerry explained there were other priorities outside parking enforcements at the present time but said he was aware of the issues and had plans for stepping up enforcements. Additionally, parking services had limited staff available at the beginning of the semester to carry out enforcement, which should improve as the semester progresses.

- ii. Commissioning asked if there was any feedback from campus police about “crosswalk” improvements and enforcement. Faculty senate was informed that a faculty member was almost hit by a police cruiser on Russell Long Blvd. There was no feedback on the program but Meredith will follow-up on that question.
- iii. Another related parking issue is the inconsistency with campus shuttle schedules at night. There are significant delays in the frequency with which shuttles runs at night and needs to be addressed since students and faculty in night classes depend on shuttles to get back to their cars at the end of class. Craig suggested offering free rental bikes on campus to supplement campus shuttles.

b. Electing fourth ECSM Senator from Mathematics by email

- i. Meredith informed the senate the ECSM senator needs to come from MATH based on discussions with the dean of the school. Meredith will collect nominations and run the election by email and get results to the senate and hopefully have the new senator on board in 2 weeks.
- ii. Ambrose motioned the senate move forward with the proposed plan, Meredith seconded, the senate unanimously agreed.

c. Description of Senate responsibilities document

- i. The sub-committee completed its task of developing a responsibilities document for new senators and presented document to the senate. The senate made language changes to section 3 under attendance and section 4 of departmental responsibilities.
- ii. Dursun-Kilic asked how the senate was defining faculty senate issues, how to define that based on the language in departmental responsibilities on the new senator responsibilities handout.
- iii. Under the attendance heading Tao asked for clarification on how many senate meetings constituted 75% attendance per new senate responsibilities document. The response was that senators must attend all meetings and based on the constitution can miss 1 meeting without consequences. Absences beyond what is approved by the senate constitution will lead to senators being asked to step down from the senate.
- iv. Several senators stressed the importance of attendance to ensure voting members of the senate have enough background on issues for the purposes of voting. Senators were also reminded to keep this in mind when inviting substitutes attend senate meetings. King suggested senators advise their substitutes about issues and provide them with background information prior to attending senate meetings. Blodgett moved to accept document with corrections, senate unanimously voted yes

5. New Business

a. 2-4 common questions/talking points for the Deans (e.g. strategic plan, enrollment, etc.)

- i. Meredith plans to invite deans to senate meetings. Deans requested senate come up with 2-4 questions or talking points to start the conversation during these visits. One senator questioned the reasoning behind the decision to invite deans to senate meetings. This idea was proposed by a former senate president as a strategy for improving the communication lines between the senate and the deans.
- ii. Concerning talking points senators suggested deans talk about faculty issues in their respective academic areas and what they would like to see from the faculty senate.
- iii. Senators recommended that Meredith set up a group discussion on the blackboard site for senator to come up with questions and talking points for dean visits. Meredith agreed to set up the discussion forum.

b. Other?

- i. The RFID attendance system had significant issues the first week of classes, Faculty senate president followed up with the Chief Information Officer and Amy Anderson about those challenges but there are still issues with the system and getting it to work effectively in classes across campus. Faculty reported they don't have access to the system at this point of the semester, with other faculty using the system with a lot of caution due to all the problems.
- ii. The senate recommended looking into developing training for the attendance system and making it accessible through the faculty portal to all faculty. Another recommendation was adding a FAQ section for the attendance system to provide quick answers to faculty.
- iii. Students received an email stating they could get new ID cards with RFID chips for free before the semester began and would need to pay for New RFID cards after the semester began which became a deterrent to students requesting replacements for old ID cards. On the other hand other students reported they were not charged for new RFID cards. There is a lot of confusion with the messaging that went out to students about getting new RFID cards and needs clarification. Dr. Commissioning will follow-up at the Information Technology Committee meeting and get back to the senate.
- iv. Nam shared faculty concern about limited number of faculty parking on campus, several people agreed. Meredith will discuss concerns with the president and the provost.
- v. Hindman reminded the senate about the Dr. Robin Capt. Chili Cook-Off. Please register to participate by calling the secretary at COESS or register online on the COESS website and encourage faculty to participate.

6. Announcements

- a. President Wendler confirmed by Board of Regents, will attend Faculty Senate meeting on 9/23
 - i. Provost will attend Faculty Senate meeting on 10/7; Dean of the College of Business will attend Faculty Senate Meeting on 10/21; Dean of the College of Fine Arts and Humanities will attend Faculty Senate Meeting on 11/4
- b. Freshman convocation is October 6 at 5:00PM in the FUBC, please remind returning colleagues and let new faculty know about it

Commissioning moved meeting be adjourned at 1:21 pm, DeButte seconded, senate unanimously agreed.

Respectfully submitted,



Enyonam Osei-Hwere
Faculty Senate Secretary