

Cameron University
Faculty Senate
Approved Minutes: December 6, 2019

Officers Present: Shaun Calix (Chair), Aubree Walton (Secretary)

Senators Present: Greg Herring, Corey Sanders, Dana Lee, Matt Van Sant, Randa Hollandsworth, Jarred Kelsey, Ali Soyly, Abbas Johari, Jeff Metzger, Courtney Glazer, Leisha Estep, Paula Wyatt, Lynda Robinson, Ben Williams, Jennie Hanna, John Geiger, Doug Catterall

Guests Present: VPAA Vanderslice, Darius Morris (SGA President)

Agenda Items

I. Call to order (Calix)

The meeting was called to order at 3:15 p.m.

II. Approval of minutes from previous meeting (November 8, 2019)

Dr. Johari made the motion to approve the November 8, 2019, minutes. Dr. Lee seconded the motion. Without objection, the November 8, 2019, minutes were accepted.

III. VPAA Vanderslice

VPAA Vanderslice addressed the following topics.

(a) Development of Departmental Honors Program Criteria. Honors Program criteria will continue to be developed at the department level. To facilitate the process and provide context to ongoing discussions, chairs will be provided with a spreadsheet that summarizes each department's Honors Program criteria.

(b) Final Exam Schedule. To satisfy Carnegie hour requirements, classes must meet during the final exam period. In order to administer a final exam at a time other than the university-designated final exam period, the faculty member must receive permission from the chair, dean and VPAA. If faculty identify an error in the final exam schedule, please report the finding to the VPAA's office. If faculty want to propose changes to the final exam schedule, Faculty Senate may consider and forward a formal recommendation.

(c) Online Course Time Equivalency. A time equivalency column has been added to the course map available in Blackboard. The goal is to provide students with an idea of the time commitment required for each course assignment. Faculty will complete a self-evaluation in spring 2020, with required tracking being implemented in fall 2020.

(d) Distance Learning. VPAA Vanderslice provided a progress update on faculty QM course design approvals. It was noted that even when an external reviewer conducts QM review, Lisa Restivo has the final authority to determine whether an online course

satisfies Cameron's course design requirements. Lisa can make editorial changes to external QM recommendations (when determining whether the course satisfies internal requirements for course design). Currently, there are no plans to add additional positions within the Office of Distance Learning.

IV. SGA Update

SGA President Darius Morris provided an update on the following SGA items.

- (a) **SGA Graduation Regalia Recommendation.** Darius Morris summarized SGA's graduation regalia recommendations. Senators were provided a copy of SGA's memo. SGA's goal was to propose changes that would align Cameron's policy with other university practices. Dr. Lee moved to endorse SGA's proposal, as proposed. Dr. Herring seconded the motion. The motion passed with two opposed.
- (b) **Update on Bookstore Forum.** Since the last Faculty Senate meeting, SGA held a bookstore forum on the availability of financial aid loans for purchasing textbooks. The forum addressed how the financial aid loan process works. Morris noted that it might be helpful if the financial aid loans were also available later in the semester for courses that begin in the second 8-week session.
- (c) **Student Government Election Policy.** In spring 2020, SGA will work to update the SGA election policy. The primary focus is to improve transparency and student engagement and participation.

V. Old Business

- (a) **Discussion of leadership on university committees.** At the previous Faculty Senate meeting, Senators discussed the possibility of amending the Faculty Handbook to clarify the role of committee chairs and the process for electing one. Dr. Calix updated Faculty Senate, explaining that the VPAA did not encourage edits to the Faculty Handbook. VPAA Vanderslice cautioned that new Faculty Handbook changes would impede flexibility and, following approval, cannot be quickly reversed. Instead, Dr. Vanderslice requested that faculty communicate their preferences for electing committee chairs. Discussion ensued. Corey Sanders moved to have Rules Committee investigate the committee chair election process and report back to Faculty Senate. Dr. Hollandsworth seconded. The motion carried without objection.
- (b) **Discussion of attendance policy.** On behalf of the Academic Standards and Policies Committee, Dr. Hollandsworth summarized the campus survey on attendance policies. Discussion ensued. Academic Standards and Policies Committee will take a closer look at the survey results in their next meeting.

VI. New Business

- (a) ***Committee Reports***

General Education Committee: Dr. Metzger announced that the General Education Committee met again in November.

Student Persistence Committee. It was announced that the committee is working on renewing the early alert system.

Curriculum Committee: Dr. Calix noted that the Curriculum Committee met in November.

Distance Learning Committee: The VPAA chaired the first meeting, but Dana Hilbert is now the committee chair. The committee has already begun discussing the an alternate online course design standard.

Research Committee: Dr. Johari noted that Research Committee met again and awarded all of the Committee's remaining funds. The committee also elected a chair.

(b) *Legislative Update.* The Oklahoma legislature is examining the issue of firearms on campus. Discussion ensued. Dr. Johari moved to reaffirm Faculty Senate's previous resolution for a weapons free campus. Corey Sanders seconded. The motion carried.

(c) *Campus Safety.* Dr. Calix mentioned that a number of classroom doors cannot be locked from the inside. Corey Sanders moved that Faculty Senate request Institutional and Internal Services Committee look at the cost of upgrading locks to facilitate locking classrooms from the inside. Dr. Catterall seconded. The motion passed.

(d) *LPS Calendar Announcement.* Dr. Hanna announced that the LPS calendar would likely be changing next academic year. She anticipates LPS will have a shorter Fall Break, but Thanksgiving break will extend one full week.

VII. *Adjournment*

Dr. Metzger moved to adjourn. Dr. Soylu seconded the motion. The meeting adjourned at 4:41 p.m.