Call to Order
President Carey called the meeting to order at 3:15 p.m. Those in attendance: - Mr. Craig Dawkins and Ms. Stacie Mayes – Business & Information Technology Division; Ms. Leann May, Mr. Dan Ratcliff, and Dr. Chuang Shao - Engineering and Science Division; Ms. Kim Robberson – Health Sciences Center; Ms. Chris E. Knox, Ms. Sherri Mussatto, and Mr. Kevin Caliendo – Humanities Division; Ms. Kathy Carey, Ms. Pam Danker (Adjunct), and Dr. James Hochtritt – Social Sciences Division.

Old Business

1. Upgrade of Outside Lighting.

President Britton reported that there were several broken outdoor lights at the Child Development Center. The Physical Plant will not only repair the broken lights but will also increase the wattage to brighten the area. The College has also contacted the City of Midwest City to add light poles to the front driveway to help brighten the area when parents arrive to pick up children. Furthermore, the new CDLC Director would like to add additional outside light poles to the playground area.

Fourteen out of roughly 24 conventional light bulbs have been replaced with LEDs on the College’s south side parking lot. We need to purchase 55 LEDs to complete the main parking lot project. President Britton said that the LED cost will be approximately $1,000 but they are brighter and last longer than incandescent bulbs. President Britton encouraged the group to report to Ardie Rodgers any parking lot lights that do not come on at dusk because it may be a timer problem instead of a broken light bulb. Not all of the outdoor lights are time activated so Mr. Rodgers would appreciate this information and consider it useful for inventory.

2. Faculty Parking.

President Britton said that parking will continue to be an issue and that one solution is to make the entire parking lot without designations, making it first-come-first-serve parking. He was recently at St. Charles College and they resolved their parking issues in that manner. Mr. Stan Greil, Mr. Keith Ogans, and Security, are discussing the parking issue to resolve the current problems with students parking in faculty/staff parking spaces.

Prof. Dawkins asked the group how their peers would respond if they were told that there would be no faculty parking spaces but only general parking. Ms. Danker replied that the adjunct faculty would consider this a hardship because they do not have offices on campus and carry all of their materials with them. Discussion followed that the faculty members who arrived mid-morning would be the most effected by general parking. The group also agreed that about 90% of their peers would absolutely be against general parking.
3. **AW Policy: Online vs. F2F.**

Chairman Carey said that defining participation in an on-line class is an issue and should instructors require students to “show something” to prove their participation? President Britton shared that in 1990 he learned from Professor Roger Boston, Houston Community College, that it was essential to have students report in, download each week’s homework, and also conduct a chat with the instructor and their fellow students each week. Prof. Boston learned early-on that on-line classes would lose students who weren’t interacted with on a weekly basis.

**New Business**

1. **Formation of Leadership Assessment Committee: First survey to be delivered to Faculty Association members in February 2012.**

   Prof. Dawkins said he will send the form and method of the survey out to the faculty in late January.

2. **Concern expressed with regard to emergencies, weather related or others, about whom to contact on Campus.** It was proposed that the Safety and Accessibility Committee be contacted to propose an update of the natural disaster pamphlets in classrooms and that during an event announcements and safety directions would be given over the intercom throughout the campus.

   Chairman Carey reported that Faculty Senate would send a representative to the Safety and Accessibility Committee to propose an update to the classroom and office procedural packets and recommend packets be placed in plain view. The second issue was that during an emergency an announcement with directions should be given over the intercom. President Britton reinforced that with previous Campus emergencies everything has been handled according to procedure, and Lucy Opalka, Evening Administrative Assistant, Academic Affairs, conducts emergencies in a well-trained manner. Prof. Stacie Mayes asked that the entire faculty be given Ms. Opalka’s extension. The S & A Committee have asked Dr. Hendrix to include a Safety and Accessibility Workshop during orientations and professional development days in January. Mr. Dennis Whitfield will be updating the procedural packets to be placed in each office and classroom. Ms. Opalka conducts emergency announcements at night while Mr. Keith Ogans or Mr. John Primo announce daytime emergencies. When Mr. Primo conducts the announcement, the emergency is placed immediately on the web page. (The group said that the earthquake that hit in the evening sparked this conversation.)

3. **A motion was passed requesting that someone in each division be responsible for the safety of students and faculty until the last evening class is dismissed.**

   Ms. Mayes, who initiated this request, told the group that for the May 3, 1999, tornado, an individual came to her classroom and alerted her and the class of the tornado and led
them to the Business Division vault and to the Atkinson Theater basement. President Britton interjected that during this time period there were staff members who worked until 8:30 p.m. and that currently the offices close at 7:30 p.m. The group also said that another problem was that currently faculty do not have access to the Business Division vault or the Atkinson Theater basement. Chairman Carey shared that for the 2009-2010 hail storm a security person came and led the faculty and students to a hallway for safety. President Britton replied that the College would have to hire an individual for each building, would have to change all associate deans’ and division secretaries schedules to work until 9:00 p.m. or 10:00 p.m. It is difficult to acquire employees who will work that schedule, so consequently, there is not a person to alert faculty of evening emergencies. The Senate responded by asking if this issue could be solved by designating a faculty member to be responsible for evening emergencies. Discussion followed. President Britton said that Dr. Hendrix, the deans and associate deans, would need to discuss this issue and later meet with Ms. Opalka. Ms. Opalka would be responsible for alerting the Campus and the designated faculty member would be responsible to communicate with her (via walkie talkies) and lead faculty and students to a safety area. Chairman Carey stated that she would like to have emergency drills. Prof. Dawkins said that in-service days would be a good time to have emergency drills. Discussion followed that faculty first need to be emergency aware and then follow with the best scenario for a classroom filled to capacity with students. President Britton added that Chief Brandon Clabes said at the “Planned Emergency Drill” last year that campus wide emergency/safety information needs to be started at the division level with the deans and associate deans. (Deans meet every Monday at 1:30 p.m. and the first Monday of every month deans and associate deans meet.)

Note: Not all buildings have vaults and the vault capacity is extremely limited. Additionally, the door lock situation was discussed and President Britton asked that the room number for #157HE be emailed to him. He said that thumb bolts are supposed to be installed for each classroom.

4. Faculty Senate Professional Development Initiative as provided for in Faculty Senate Constitution and By-Laws.

Chairman Carey reminded the group to ask their faculty for professional development ideas. Prof. Hochtritt mentioned that the Social Sciences faculty would like new division related books for the library. Each division could present a list of books that would benefit them. One faculty member suggested allocations for continuing education courses for instruction in new technologies. Another faculty member suggested on-line workshops for all disciplines, the purchase of data bases, and pure coaching programs to aid teaching. Prof. Dawkins asked if interest was earned on their account and President Britton answered no, and in order for Faculty to earn interest they would have to set-up an account as an organization and possibly have an account outside the College. Discussion followed regarding various endowment accounts (example: Croak Endowment and Excellence in Teaching). Annually, Rose is given interest that is earned on these various endowment accounts by the Oklahoma State Regents for Higher Education, who invests and matches dollar-per-dollar whatever funds are added to the
endowment accounts. President Britton reminded the group about a California organization called Merlot, which is discipline specific and is free access as well. Prof. Phil Moss lives in Oklahoma and works for Merlot and is available for classes/workshops. President Britton asked if peer coaching still existed on campus and the group said that every new faculty member should have a peer coach. He added that 57 different faculty members have signed up for workshops taught by Ms. Dana Lindon-Burgett, Mr. Chris Meyer, and Dr. Jeff Caldwell. He also added that all faculty demands should first be presented to Dana or Chris for development of needed workshops.

5. Committee Reports: Administrative Council Retreat, Recruitment and Retention, Faculty Association Student Art Initiative.

Chairman Carey stated that she and Professor Krob had attended the Administrative Council Retreat and would give a more detailed report to the Senate after receiving the summary from the meetings. (Pres. Britton mentioned that he would have the minutes emailed to her after the meeting.)

Chairman Carey said Social Sciences has a Recruitment and Retention Committee that works in boosting recruitment and retention within the division.

The Faculty Association Student Art Initiative is progressing. Dr. Wood has agreed to have the first mural installed in the Social Sciences Division.

Other Business

Professor Dawkins asked if the low enrollment issue was related to the closing of the zero level class in mathematics at the University of Central Oklahoma; this closing cost the College approximately 1,000 students. President Britton said that even without that loss the College would have been down in enrollment by approximately three to four percent. He also mentioned that as he traveled to different campuses this year a three to four percent enrollment loss was average. The challenge across the country is how campuses will deal with reduced enrollment and funds. The Administrative Council discussed three related topics at their first retreat in October. The first topic was the Higher Learning Commission’s recent requirement to identify a specific campus initiative that would be the greatest improvement to Rose State College. Dr. Caldwell was in charge of the committee who will research various pathways for Rose. The second topic was Governor Fallin’s initiative, “Complete College America,” to improve graduation rates for certificates and associate and bachelor degree programs. Ms. Billen will be collecting data relating to graduation rates. The third topic was the “Campus Master Plan.” President Britton said he and Regent Russell Smith attended the same meeting at the ACCT Conference that covered how a college entices students to stay until graduation. One college hired a consultant company to evaluate their campus to learn what they could improve to promote student success. Improvements consisted of more green space, better traffic flow, building parking garages, adding fountains, adding more color to their campuses, and more student amenities. The College recognizes that we have little space for student amenities or space to enlarge bathrooms. Our buildings were built in the 1970’s where efficiency was the key; therefore, 80% of the buildings were designed for
instruction. The first buildings; Social Science, Humanities, and Administration were consequently built with narrow hallways and small bathrooms. President Britton said that the College was beginning to evaluate what can be done to add more student amenities to our Campus and that Mr. Joey Davault, Director, Continuing Education, would be coordinating this endeavor. In addition, a focus group of students led by John Cain, Director of Marketing/PR, will meet in November to begin discussions regarding what would keep them attending classes at Rose until graduation. President Britton added that in the new Health and Environmental Sciences Building student amenities were added. Chairman Carey mentioned that the bathrooms in the Social Sciences Building do not meet the ADA requirements for the disabled.

**Adjournment:**

With no further items for discussion or comments, the meeting was adjourned at 4:10 p.m.

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Terry Britton                  Kathy Carey
President                    Faculty Senate President