Senators Present:
Business & Information Technology - Stacie Mayes
Larry Barrett
Craig Dawkins
Chuang Shao
Genia Wilson
Chris Knox
Jeremy Clifton, Alternate
Sherri Mussatto
Kathy Carey
James Hochtritt
Debbie Lynch
Pamela Danker, Adjunct Faculty Representative
Logan Pierce, 15th Street News
Krista Norton, Payroll/Benefits Coordinator
Del Bellisario, Benefits Specialists
Beth Lott, OKHEEI
John Wood, Social Sciences

Call to Order: Meeting of May 9, 2012, called to order at 3:15 p.m.

Approval of Minutes: Motion made and seconded to approve April 11, 2012, amended minutes.

Treasurer’s Report: There is no change to the report; the current balance is $5,357.50 as of May 9, 2012.

Committee Reports:

1. Report on Leadership Assessment: Craig Dawkins discussed the recent developments concerning the process of the Leadership Assessment.
   - Continue to survey all faculty, associate deans, and deans, not just Faculty Association members; however, only Faculty Association members will receive distribution of the survey report.
   - Because some respondents included comments like “none,” “I don’t know,” etc., next year’s instructions should include instructions on how respondents should use the comment section.
   - Continue to use the timeline procedures approved by the Faculty Senate in the spring of 2011.
   - Continue to exclude N/A from the answer options and instruct respondents to skip questions they do not feel capable of assessing.
   - Because the academic advisement has been split between the VP of Academic Affairs (VPAA) and VP of Student Affairs, reword the survey questions to include “division advisors” under the VPAA.
   - Continue to use SurveyMonkey.com until a better, less costly method is available.
   - Encourage the leadership of the college to embrace the survey process employed by the Faculty Association to help further the improvement of the college.
   - Include a survey question regarding graduation ceremonies for all appropriate leaders in the next survey.
   - The current policies and procedures manual includes the Vice President for Workforce Development in the leadership assessment. The Faculty Association never approved the inclusion of that VP in the original language, which is posted on page 2 of this report. Therefore, unless the Faculty Association wishes to include that position, it needs to be removed from the P&P.
A copy of this report should be linked to the Faculty Association internal website under a link titled “Leadership Assessment.” Each year’s report should be kept there permanently for review by all interested parties.

Based on the survey response, the president should review the HR relationship and communicate the budget priorities and process to faculty.

Based on the survey response, the VPAA should review the tenure process, the faculty scholarship, and the faculty evaluation process.

Based on the survey response, the VPBA should review maintenance and housekeeping issues, food quality and food services, parking lot concerns, safety concerns, communicate salary information, solicit input on employee benefit concerns, communicate the financials of the college, and discuss accessibility solutions to the faculty.

Based on the survey response, the VPII should review email storage concerns, classroom technology concerns, and solicit concerns regarding the organization of the external website.

Based on the survey response, the VPSA should solicit concerns about how students are being advised and oriented to the college. The VPSA should review availability concerns with the aquatic center and with student retention.

Recommend this publication be distributed to the Rose State College regents.

Old Business:

1. Health Choice & Delta Dental:
   - Kathy Carey received an email concerning an issue related to health care coverage.
   - Krista Norton, Payroll/Benefits Coordinator; Del Bellisario, Benefits Specialist; and Beth Lott from OKHEEI attended the May 9th Faculty Senate meeting to provide information regarding health care coverage.
   - When health care claims are submitted for coverage, if an employee has had coverage prior to being hired, the employee submitting a claims must provide a certificate of coverage. When a certificate of coverage has been provided, claims can be processed through the system.
   - When issues concerning health care occur, the Rose State College Benefits Office should be contacted as soon as possible, so the office can assist with the claims.

2. Faculty Professional Development:
   - Senate Initiative:
     - Kathy Carey reported that she received no new information from the divisions about Professional Development Programs. She stated that Social Sciences remains the only division that has reached a decision.
     - Stacie Mayes delivered an update from the Business Division: She and Craig Dawkins met with Dr. Jeff Caldwell about having basic, intermediate, and advanced D2L training. Stacie said it was Dr. Caldwell’s opinion that their funds would be insufficient for the training, and suggested they join with other divisions to pool their funds. He also sent a link to D2L training videos and mentioned the FDEV committee.
     - Kathy Carey said she would still like all divisions to finalize the devising and voting on proposals for Professional Development Programs within their divisions and for each division to submit its proposal and the cost of the program, so progress can be made in the fall.
   - FDEV Advisory Committee: Kathy Carey reported that she had been appointed to the FDEV Advisory Committee and will deliver an update after the next Faculty Development meeting.
New Business:

1. Faculty Senate Officers for 2012-2013:
   - Faculty Senate Officers:
     - President - Craig Dawkins
     - President Elect - Stacie Mayes
     - Secretary - Sherri Mussatto
     - Treasurer - James Hochtritt
     - Parliamentarian - Debbie Lynch
     - Immediate Past President - Kathy Carey

2. Proposed changes to D2L email: Kathy Carey reported several potential problems the Social Sciences division submitted concerning the proposed changes to D2L email.
   - Kathy met with Dr. Hendrix to discuss these issues.
   - One critical issue that arose was how this change would affect adjunct faculty since adjuncts work primarily out of Webmail, which cannot be archived. There were other areas of concern as well.
   - Dr. Hendrix stated that no changes would be made until the list of issues was sent to the Online Committee members for deliberation. The members consist of twelve faculty members, two from each division, who are selected by the division deans.
   - Current Online Committee members:
     - BIT: Arlene Haynes, Ken Dewey
     - ES: Rebecca Burkala, Disa Beaty
     - HS: Sally Boyster, Linda Whaley
     - HU: Noelle Burr, Sherri Mussatto
     - SS: Aaron Bachhofer, Kim Queri
   - The division deans will select new committee members.
   - Any concerns regarding proposed changes to D2L email should be directed to the committee members.
   - Kathy Carey will submit a list of the potential problems discussed with Dr. Hendrix. Dr. Hendrix will forward the list to the current committee members, as well as the new members in the fall.

3. Virtual Office hours: Kathy Carey discussed the issues surrounding virtual office hours and quoted the current policy in the Rose State College Policies and Procedures manual. Questions arose concerning who sets the policy on virtual office hours, the division deans or Academic Affairs. Kathy will gather more information concerning this issue and report her findings to the faculty Senate at the next meeting.

4. Planted boxes to improve campus beautification: Faculty Senate members agreed to defer this issue until the fall meeting.

Call to Adjourn:

Motion made and seconded to adjourn at 4:16 p.m. Motion carried.

Chris E. Knox, Faculty Senate Secretary