The Cameron University Faculty Senate met on Wednesday, December 1, 2004. Chairman Vitense called the meeting to order at 3:30 p.m. in Room 106, Howell Hall.

I. ROLL CALL
   Present: Vitense, Lambert, Wright-Smith, Bachelor, Bursten, Warren, Underwood, Catterall, Crawford, Hoepfner, Adam-Rodwell, Christensen, Snider, Raborn, Smith, Su Lee, Hodgson, Fennema, Zhao, Nelson

   Absent: Miller, Reynolds, Jones, Adrian, Heflin, Honeycutt, Hagee, Armstrong Jr., Johari, Penick

   Guest: Dr. Gary Buckley, Vice President

II. APPROVAL OF AGENDA
   Lambert moved to approved the agenda and Von Underwood seconded the approval. After a friendly amendment to correct was proposed to change “Rockwell” to “Rodwell,” Lambert moved to accept the minutes as amended and it was seconded by Bursten. It was approved unanimously.

III. OLD BUSINESS
   A show of hands indicated that some faculty senate members still do not have faculty handbooks. V.P. Buckley said he would get them printed and distributed hopefully before the holidays. He is aware of the faculty area where copies are still needed and handling it.

   Lambert reported on the major concerns presented by faculty from across the state at the Faculty Advisory Council to the State Board of Higher Regents meeting which he and Wright-Smith attended the 6th of November. The major concerns expressed in order were: 1) salaries, 2) college readiness of graduating high school students, 3) academic readiness 4) governance intervals of interaction between faculty and the administrators, 5) the stability of the teachers retirement system.

   Snider reported the election results of the Supplemental Election Fall 2004 University Committees. Moots will be a member of CU Lectures and Concerts from the School of Liberal Arts and Almeida will be the representative from the School Education and Behavioral Science Committee. All proposed amendments to the Faculty Senate Constitution were approved. Snider moved that the voting results be certified and Lambert seconded it. The motion was unanimously approved.
IV. NEW BUSINESS
Vitense noted that the Faculty Senate had agreed that we meet the 19th of January instead of what would be the regularly scheduled first Wednesday of the month.

V. COMMITTEE REPORTS
Academic Standards and Policy Committee report was presented by Underwood. They are working on a dead week policy. They have a copy of the OU policy with respect to the last week of classes. A lot of the language in the OU policy allows for many exceptions to the policy. The committee is seeking to limit some types of activities and approved for a reading and review day before finals begin. That day would be counted as a contact day. The professors would be in the classroom and answer student questions. They are going to articulate a policy and present it to the Faculty Senate for discussion. This policy would be only for undergraduates.

Underwood also reported on the Faculty Senate Long Range Planning Committee meeting. They are working on sorting out clear objectives of the Core Values and Goals section of Plan 2008. V.P. Buckley noted that the mission statement is being worked on. Lambert noted that specific departmental goals should be tailored to meet the goals that are part of the mission statement. Underwood stated that presently faculty cannot see the mission statement and provide input. It was noted that this problem should be addressed. No Faculty Senate action was taken.

Benson reported on the progress of the Faculty Committee. They are working on the faculty evaluation section. Discussion regarding promotion criteria clarification on the timeline and annual plan for tenured professors was noted. It was also noted that recommendation for non-reappointment must be in by March 1st but the handbook does not specifically identify who must make the recommendation. The timeline needs to be different for tenured and non-tenured faculty. The new handbook cites the March 1st deadline for faculty meeting with the chair and getting the paperwork sent to the Deans and V.P. The old handbook had two different timelines.

Lambert referenced Academic Tenure section of the handbook and a discussion ensued concerning whether the entire Committee or just the Chair signs the form making tenure recommendations. The balloting is secret. All members could sign the recommendation to show that they voted and agreed that the vote either recommended or did not recommend the professor for tenure by whatever margin the vote was.

Academic Appeals Committee met the 30th of Nov. There were 27 applicants for re-admittance to the university and all 27 were provisionally re-admitted at a reduced class load. Snider will chair the Grade Appeals committee.

Other Business/Announcements:
Nelson reported that the extended library hours are Dec. 6-9, Mon.-Thurs. from 7:30 AM to 11 PM. On Jan. 10, 2005, Monday, from 1-4 PM, the Library will host an Open House in the Collection Services Department and it is open to everyone. This department was previously called "Technical Services" and they are the ones who receive, process, and prepare all of the items for use in Library. Faculty is invited to drop in and learn about all of the steps necessary from placing a book order to getting that book onto the shelf. Additional topics will include the new checkout system (RFID tags), how to suggest book purchases online, and how to check your library account from home or office. Staff and librarians will be available to answer your questions. For more information about this Open House, please contact Mr. Afzal, Head of Collection Services at extension 2961.

Snider motioned to adjourn the meeting and Femmena seconded it
The meeting was adjourned at 4:30.

Respectfully submitted,

Linda Wright-Smith
Faculty Senate Secretary