

CAMERON UNIVERSITY FACULTY SENATE APPROVED MINUTES

October 8, 2010

I. CALL TO ORDER

The Cameron University Faculty Senate met on Friday, October 8, 2010. Chair Matt Jenkins called the meeting to order at 3:15 p.m. in Burch Hall, Room 107.

Chair Jenkins distributed Faculty Senate notebooks left over from last year to all new Faculty Senate representatives. He thanked LTC Jerry Williams for allowing the Faculty Senate to use Burch Hall, Room 107, as our meeting location. He also mentioned that in a recent Communications Department meeting with President Ross, she conveyed that she would proceed with the Holiday/Enrollment Bonus recommendations this fall.

II. ROLL

Present: Matt Jenkins, Abbas Johari, Monika Linehan, Brad McCoy, Andrew Baker, Michael Dunn, Syed Ahmed, Ali Soylu, Paul Crandon, Chris Keller, Mike Estep, Tanisha Billingslea, Lynda Robinson, Marie-Ginette Baillargeon, William Carney, Sarah Janda, Jeffrey Metzger, Mandi Smith, Irene Corriette Gregory Herring, Jerry Williams, Linda Smith, Roy Couch, Jan Logan, Keith Vitense

Also in attendance was Vice President for Academic Affairs, Dr. John McArthur.

Absent: Stacey Treadway, Frank White, Sheri Jenkins-Cruz, Phil Adrian, Terry Shannon, Joanni Sailor, David Fennema

III. APPROVAL OF MINUTES

The Faculty Senate reviewed the minutes from the May 10, 2010, Faculty Senate meeting. Syed Ahmed moved to approve the minutes without amendment. Andrew Baker seconded the motion. The motion carried.

The Faculty Senate reviewed the minutes from the September 10, 2010, Faculty Senate meeting. Michael Dunn moved to approve the minutes without amendment. Keith Vitense seconded the motion. The motion carried.

IV. OLD BUSINESS

Investigation Into Adoption of New Faculty Handbook

Chair Jenkins asked Abbas Johari to report on the status of the investigation into the adoption of the revised Faculty Handbook.

Abbas Johari reported that the Faculty Committee met on October 1, 2010, at which time he charged them with the responsibility of investigating the adoption of the revised Faculty Handbook, which contains changes primarily to Chapters 4 and 5. The Faculty Committee asked about the status of the previous work on the Handbook and requested a list of changes made. Johari stated that he contacted VPAA McArthur with the request and that Dr. McArthur would address this request at today's meeting of the Faculty Senate. He also noted that the Faculty Committee would meet next week to initiate the adoption process.

VPAA McArthur inquired as to what changes needed to be made to the Handbook. Chair Jenkins answered that there were contradictions in the tenure and promotion policies. It was also noted that there were appeals issues. Chair Jenkins emphasized that four years ago the Faculty Handbook was significantly rewritten and sent to the administration. He stressed that many faculty members worked long and hard to revise the Handbook, but the revisions were never enacted.

Dr. McArthur stated that there were four things to consider in adopting the Handbook changes. First, the changes must be fair to the faculty. Second, changes made cannot be undone; we cannot go backward. Next, all changes must be consistent with Board policies. And finally, changes must

reflect current practices. He requested that the proposed version be reviewed line by line by the Faculty Committee and the Rules Committee. All concerns should be sent to Abbas Johari, who chairs the Faculty Committee.

Ad Hoc Committee on Post-Tenure Policy Review

Chair Jenkins asked Abbas Johari to report on the status of the Ad Hoc Committee on Post-Tenure Policy Review, which has been charged with the responsibility of examining the post-tenure review process and policies.

Abbas Johari, the chair of this committee, reported that the committee has been established and consists of the Faculty Senate officers: Matt Jenkins, Abbas Johari, and Monika Linehan as well as two members of the Faculty Committee: Mary Dzindolet and Joanni Sailor. Although the committee has not yet met, Johari has requested that the members review the post-tenure section of the Faculty Handbook beforehand. He stated that the committee would meet next week to initiate the process and decide on items that need to be addressed during the review process. Johari also asked Dr. McArthur for input concerning items that should be examined.

Excessive Paperwork Study

Chair Jenkins asked for an update from the Going Green Committee regarding the study concerning the excessive use and waste of paper. However, the committee has not yet convened.

V. NEW BUSINESS

North Central Association - Higher Learning Commission (NCA-HLC) Visit

VPAA Dr. John McArthur provided a thorough overview of the upcoming Higher Learning Commission visit (November 8-10, 2010), including information regarding the criteria, the process, suggestions for preparation, 2001 HLC findings, and changes since the last self-study.

Dr. McArthur prefaced his overview with a humorous anecdote describing how he has been asking students around campus to answer self-study questions and providing \$20 for each correct answer. He distributed a handout to the senate members outlining the goals of the self-study and the criteria for accreditation and suggested that Faculty Senate members read and become familiar with the Cameron University Self-Study document, which is available online. He took a poll to determine how many senate members had been through a previous self-study at Cameron or elsewhere, finding only a few had been through this experience. Dr. McArthur commented that the HLC might want to speak to the Faculty Senate and would ask questions regarding things usually taken for granted.

Dr. McArthur explained that the criteria for accreditation are organized under five major headings as stated in his handout. He stressed that Cameron must be judged to have met each of the criteria to merit accreditation. Dr. McArthur emphasized that we need to complete the self-study for three very important reasons. First, this is our primary accreditation, which ensures our courses are transferable to other accredited institutions. Second, it provides public information about our effectiveness, fiscal responsibility, and academic soundness. Finally, accreditation allows student access to several avenues of financial assistance (e.g., Pell grants).

To complete the self-study, Dr. McArthur explained that Cameron formed teams of faculty, staff, students, and community members who worked diligently over the course of the past year to review each of the five criteria. The self-study process was organized around faculty leadership to maximize campus involvement and generate meaningful information regarding the current state of the university. He explained that the entire self-study process, including the HLC visit, would consist of the following components:

1. Exit Meeting – Preview
2. Team Report and Institutional Comment
3. Readers Panel (agree) or Review Committee (disagree)
4. Institutional Actions Council – meet bimonthly, majority vote
5. Board of Trustees – validation, two-thirds majority vote
6. Official Action Letter – mailed two weeks later.

Members of the senate questioned Dr. McArthur regarding what to expect during the visit and how to prepare. He explained that an HLC team of seven members, which may include a chancellor, president, business officers, and faculty, will be on campus for 48 hours. They will send a list of whom they would like to interview during this time. The HLC members will walk around campus as well as make appointments for meetings, both formal and informal. They can and will go anywhere on campus. He emphasized that this is our opportunity to show the growth and improvements of Cameron University during the past ten years. To prepare for the visit, Dr. McArthur stressed that everyone read and become familiar with at least the first chapter of the self-study document. He suggested faculty emphasize to their students the importance of the HLC visit. Above all, he stressed open communication and answering questions honestly, even if it meant saying "I don't know."

Next, VPAA McArthur discussed the four specific institutional challenges facing Cameron University that were identified by the 2001 NCA-HLC Team and how they have since been addressed by the university.

1. **Strategic Planning.** The 2001 visiting team found that "short-term planning was in place, but planning was not carried out within a context of established priorities with input from all constituencies." Cameron University has addressed this concern with two internal and external stakeholder developed and implemented strategic plans with annual progress updates:
 - *Plan 2008: Preparing for Cameron University's Second Century*
 - *Plan 2013: Choices for the Second Century.*
2. **Faculty Evaluation.** The 2001 visiting team observed "a lack of consistency and clarity of expectations and standards for faculty evaluation, promotion, and tenure." Cameron University has addressed this concern with a major revision of the Faculty Handbook, with faculty leadership and subsequent approval at each level of the governance process. Two significant additions were made in the areas of Annual Evaluation and Post-Tenure Review.
3. **Assessment of Student Academic Achievement.** The 2001 visiting team found a lack of faculty participation and engagement in the assessment process. The team also noted that Cameron's "assessment of student academic achievement [was] uneven across programs," and, indeed, at that point, fewer than 50 percent of Cameron's degree programs were functioning at the then NCA-HLC standard level three, leading to a request for a monitoring report filed with the Commission in July 2004. Cameron University has responded with a rigorous and continually improving process of annual program assessment and evaluation leading to full program evaluation on a 5-year cycle.
4. **Affirmative Action Planning.** The 2001 visiting team report noted that the university "lacks a plan to recruit, hire, support, and retain faculty, staff, and administrators who are reflective of the diversity of the student body." With the adoption of *Plan 2008: Preparing for Cameron University's Second Century*, diversity of both students and employees became a university core value, and in AY 2004-2005, the university published its first Affirmative Action Plan. The plan is updated annually to reflect changes in employment legislation and university recruitment strategies.

Dr. McArthur closed by pointing out major changes to the Cameron University campus and service area since the last self-study.

- **Students.** Since Fall 2001, the total headcount enrollment has increased approximately 20 percent, while there has been a dramatic reduction in the number of military students served. International and traditional students also make up a larger percentage of the student population.
- **Faculty.** There is increased diversity in race, gender, ethnic origin, and academic preparation, and there are increased opportunities for faculty development.
- **State Economic Retrenchment.** There are limited state appropriations in a time of increased student enrollment, which could potentially become a major issue.
- **Curriculum.** The university regularly reviews its curriculum to ensure the pruning of unproductive programs, the creation of new programs in response to constituent demand, and

the appropriate curricular alignment of all academic programs. Since the last comprehensive visit, the university has made numerous adjustments to ensure that its academic programs continue to effectively meet the needs of all of its constituents.

- **Organizational Changes and Administrative Changes.** The university has made multiple administrative changes over the last ten years in order to reduce administrative overhead and increase efficiency in the pursuit of strategic planning goals.
- **Physical Facilities.** Cameron University has significantly renovated, remodeled, and added to the physical plan with key additions:
 - Dorms/Cameron Village/McMahon Center
 - Center for Emerging Technology and Entrepreneurial Studies (CETES)
 - Business Building
 - McMahon Centennial Complex - Student Union
 - Renovations to athletic facilities
 - Campus beautification.
- **Technology.** In addition to making significant, targeted changes to its physical facilities over the last ten years, the university has continued to grow its instructional technology, including “smart” classrooms, computer labs, distance learning infrastructure, and instructional software. The university implemented a new ERP system, Sungard Banner.
- **Off-Campus Learning Sites.** In addition to its Lawton campus, Cameron University maintains learning sites at 12 locations around the state, including Cameron University-Duncan, Redlands Community College, Rogers State University, the Truman Education Center at Fort Sill, Oklahoma State University, Oklahoma City, The University Center at Ponca City, Western Oklahoma State College, and the University of Central Oklahoma. The university also has three additional course locations: Comanche Nation College, Geo Prison, and Great Plains Technology Center.
- **Partnerships.** Cameron University has a long history of collaboration with both higher education and community partners, and the institution continually seeks new partnerships in order to make the most of available resources and opportunities and reviews the status of existing relationships to ensure their continued appropriateness and efficacy.

Chair Jenkins thanked VPAA McArthur for sharing NCA-HLC information with the Faculty Senate.

Faculty Opinion Survey

Chair Jenkins asked the Faculty Senate members to fill out a brief Faculty Opinion Survey given to him by Mary Penick, Cameron’s representative to the Faculty Advisory Council to the Oklahoma State Regents for Higher Education. This is an annual survey of a broad range of areas of the university.

Senate Open Floor Discussion

Chair Jenkins opened the floor to discussion of additional topics. No additional topics were brought to the floor.

VI. MOVE TO ADJOURN

Lynda Robinson moved to adjourn the meeting. Gregory Herring seconded the motion. The meeting was adjourned at 4:00 p.m.

VII. NEXT MEETING

The next meeting of the Faculty Senate will be on Friday, November 12, 2010, at 3:00 p.m., in Burch Hall, Room 107.

Respectfully submitted,
Monika Linehan
Faculty Senate Secretary