

**Faculty Senate**  
 Minutes  
 September 12, 2019  
 Union 306-B, 3:30 p.m.

Attendance:	See attached Sign-in Sheet
1. Call to Order:	The meeting was called to order by President Cetin Oguz
Announcements:	

Agenda Item	Comments / Discussion	Motions	Action
2. Approval of the Minutes	Motion to approve minutes Motion to accept second meeting	First Severine Groh Second John Westfall	Approved
3. President's Report	<ul style="list-style-type: none"> <li>• Scholarship Task Force: Cetin Oguz -University Management Software, scholarship distribution. Problem: conflict of communication. Solution: 12 member meeting, software program, first meeting 9/24/19, expected 2 meetings a month</li> <li>• University Standing Committee Selections, due Sep. 15 and upcoming committee elections for Merit Pay Appeals, T&amp;P Appeals and Faculty Grievance. Jon Westfall is creating September 10. Due September 15.</li> <li>• Faculty Awards document needs to be revised. Spring had recommendations. Severine Groh was looking into the documents. Needs definition for statesmen scholarship.</li> <li>• CDED Building, No new development from the President's Cabinet, other construction projects. Spring made recommendation of no costs to University. Waiting on Cabinet for building.</li> </ul>		

- Athletics: Faculty and Staff Appreciation Projects, Tricia Killebrew. Looking for ways to invite faculty/staff to the events. Idea is to give access to each department to the “levy” section. Setting up tents for baseball and football games. Plan starting this season.
- Using CANVAS: surveys, discussion boards etc. Faculty is encouraged to use technology to maximum capacity. Suggestion- change faculty evaluation survey to Canvas. Suggestion- faculty would like to create an annual faculty evaluation through Canvas. Student evaluations should be ready in a timely manner for faculty evaluation. Up to 6 months to construct a program to simplify the process of student faculty evaluation. Question: Trying to align evaluations with a single academic year? Severine Groh response: Faculty senate has already contemplated issue. Senate voted student surveys per calendar year due to complicated personal schedules of faculty. Senate voted no on moving dates of course evaluation reports. January 15 is “time to reflect on previous semester’s evaluation.” Official Evaluation process is uploaded on DSU website. Severine Groh 15 January deadline note: we finish the first week of December, but suggests getting reports in a timely manner to the Chair and time for an appeal for faculty. She believes the date gives enough time for Chairs to reflect on the survey.
- Setting up a Workshop of Office 365 through OIT
- Faculty Annual Evaluations/ FAE new policy (will be posted on CANVAS) exploring the possibility of creating an Online Form with extracted data from IRP
- Merit Pay Appeals Policy (will be posted on CANVAS). Faculty Merit Pay formal committee needs to be formed. Waiting to be approved by academic council to upload. January 15 due date for documents. John Faculty Merritt Pay Committee wants to add Faculty Merit Pay Appeal Committee as the same committee rather than change “constitution.” Severine Groh

	agrees with the two committees be the same without creating new policy but just changes the document. Jon Westfield 3.5 points out new policy on Appeals committee name creation to Faculty Merit Pay Committee.		
4. University Entities	A. Report from Staff Council: Jeffery Jones Report from BPAC: Ellen Green		
5. Faculty Senate Committees	A. Committee on University Services: Julie Lowery, Severine Groh, Lesley Mancini. <b>Take Severine Groh off. Add Douglas Mark Add ZinaTaran Add Maia Elgin-Wegmann</b> B. Committee on University Standing: Gwendolyn Meador, Severine Groh C. Committee on Elections: Michael Mounce, Gwendolyn Meador, Brain Becker D. Committee on Technology: Jon Westfall, Travis Calvin, David Herbert, Taylor Skelton Committee on General Academic Affairs: Taylor Skelton, David Herbert, Clint Tibbs, Todd Davis, Andrew Wegmann		
6. Action Items	<ul style="list-style-type: none"> <li>Approval of the FS Meeting dates for 2019-2020 Academic year</li> <li>December 12th (Fall finals), January 23rd (2nd week, Spring 2020), March 19th (after 2020 Spring break)</li> </ul>	<ul style="list-style-type: none"> <li>First Zinaida Taran.</li> <li>Second Jon Westfall</li> </ul>	<ul style="list-style-type: none"> <li>Approved</li> </ul>

	<ul style="list-style-type: none"> <li>• and May 7th (Spring finals) other than second Thursday of the month</li> </ul>		
7. New Business	<p>A. President update- Cetin Oguz-enrollment seems continuous (flat enrollment). But scholarships are lower. Note: potential revenue increase at DSU because of similar number of students but less DSU scholarships rewarded (David Herbert)</p> <p>B. John Westfall Staff Council report \$150,000 up in revenue.</p> <p>C. David Herbert question: 6% increase in DSU budget? Where is the money going and being spent? Chet-invite Jamie Rutledge and Merrit Dain (admission in October meeting. David Herbert suggests using additional funds to administrations and recruiting office to be “staffed adequately.”</p> <p>D. Jeff Johns: Mike Kinneson questions about community activities card. (\$1.25 only goes to athletic department) Concern for taking athletic department out of the revenue. Concern over Faculty/Staff activity cards don’t “scan” to differentiate activity card from Okra Card currency for games. Looking for ways to increase revenues.</p> <p>E. Staff meeting graduate program 17 more first time graduate enrolls than previous year. Appears first time full time increased 4.2% first time full time transfer increased 7.4%.</p> <p>F. September 29 soccer tailgate.</p> <p>G. Committee Ad Hoc need to meet and speak on issue in October.</p> <p>H. Feedback needed for Faculty Merit Pay Policy from Faculty Senate Members. Has been approved by academic counsel. No time frame. Looking for</p>		

	<p>recommendations from Faculty Senate. Next month, Severine Groh suggestions we vote for changes.</p> <p>I. Note: Using Canvas to vote on issues, have been discussed in the past, conclusion must be in person (Herbert).</p> <p>J. Cetin Oguz: Each department must have their own resolution for “tenure and promotion” No feedback was given from the university. University wide “tenure and promotion” feedback is needed to share their process. January 1, 2020 provide document to Deans. If no response, per department within 30 days they will adopt a university general guideline/policy. If no response from Dean when Chair has submitted policy within 30 days it is assumed to be approved. Z. Zinaida Taran - suggestion- need to include exceptions to the 30 days for health/special reasons. Jon Westfall- suggests further discussion. Doug Mark- questions limitations of Deans input on Chair policy. Herbert suggestion- that time limits may need to be extended over various departments. Also, notes that only two signatures are required for promotion. Cetin Oguz suggestion: discussion board on Canvas for suggestions.</p> <p>K. “A. Taran” Changed to “Z. Taran” Name Change</p> <p>L. Maia Elgin-Wegmann. Name Change</p>		
M. Adjournment	The meeting was adjourned at 4:53	1 <sup>st</sup> Herbert Andrew 2 <sup>nd</sup> Wegmann	

Action Items FS Meeting Dates:

	General Meeting Union 302A – 3:30pm
May	5/2/2019- done

September	9/12/19
October	10/17/19
November	11/14/19
December	<b>12/12/19</b>
January	<b>1/23/20</b>
February	2/13/19
March	<b>3/19/20</b>
April	4/9/20
May (1 <sup>st</sup> meeting of 2019-2020)	<b>5/7/20</b>

**Next Meeting Dates:**

Executive Committee Meeting: October 3, 2019 - TBD

General Faculty Senate Meeting: October 17, 2019 - Union 302A