

REGULAR MEETING OF THE FACULTY SENATE
The University of Oklahoma (Norman campus)
December 11, 2017, 3:30 p.m., Jacobson Faculty Hall 102

AGENDA

1. Approval of the Senate Journals for the regular session of November 13, 2017.
2. Announcements:
 - a. The regular meetings of the Faculty Senate for the spring 2018 semester are schedule to be held at 3:30 p.m. in Jacobson Faculty Hall, Room 102 on the following Mondays: January 22, February 12, March 12, April 9, and May 7.
 - b. In lieu of the January meeting of the Faculty Senate, a reception for Senators and members of the Higher Administration will take place on January 22, 2018 at 3:30 p.m. in Jacobson Hall, Room 102.
 - c. The Faculty Senate is sad to report the death of retired faculty members Bruce Roe (Chemistry & Biochemistry) on November 9, 2017 and Joseph C. Long (Law) on November 22, 2017.
 - d. The Faculty Senate sent out the call for proposals for the Ed Cline Faculty Development Awards on December 1, 2017. Proposals are due to the Faculty Senate office by February 1, 2018 and up to \$2,500 may be awarded per proposal. Further information is available at <http://facultysenate.ou.edu/facdev.html>.
3. Remarks by Jabar Shumate, Vice President for the University Community.
4. For Action: Proposed Changes to the Continuing Education Council Charter (attached).
5. For Discussion: Proposed Changes to the FS Executive Committee and election process (attached).
6. Senate Chair's Report.
7. New business (any matter not known about or that could not have been reasonably foreseen prior to the time the agenda was prepared).

The Executive Committee invites senators to submit discussion topics for future agendas. Please send your suggestions to the Executive Committee through the facsen@ou.edu email address, or you can reach out individually to Chair Sarah Ellis at sjr@ou.edu or Secretary Joshua Nelson at joshuabnelson@ou.edu.

Refreshments will be served at 3:15 p.m.

Proposed Changes to the Continuing Education Council (Norman)

Purpose:

The Continuing Education Council (CEC) works with and supports the ~~Vice President for University Outreach~~ **Associate Provost for Continuing Education and Dean of the College of Professional & Continuing Studies (PACS)**, and reports to the Faculty Senate on matters concerning continuing education. The Council provides a forum for faculty and administrators to discuss all aspects of lifelong learning as it impacts the University of Oklahoma. It also serves an advocacy role in raising the level of campus discussion on such issues as:

- cross disciplinary interaction
- technology transfer and its campus-wide impact
- the role of the university in workplace education **and learning for place-bound adults and community/public service**
- certification and non-degree **academic** programming
- interdisciplinary continuing education
- distance education

The CEC serves a proactive role in providing information about ~~outreach~~ and lifelong learning to the Faculty Senate, the Provost's office, and the President's office and directing campus dialog regarding these issues. In addition, the CEC provides substantive input and acts as a constructive sounding board for the ~~Vice President and CCE~~ **Associate Provost/Dean** and staff regarding ~~outreach~~, distance education, and **academically-oriented** lifelong learning programs and activities. Finally, the CEC serves as a liaison between the President's office, the College of ~~Continuing Education~~ **Professional & Continuing Studies**, and the faculty and staff, providing effective communication between these and other campus groups.

Administrative Liaison:

1. The Provost of the Norman campus or a designated representative will be an ex-officio member of the Council without vote.
2. The ~~Vice President for Outreach~~ **Associate Provost/Dean** will be an ex-officio member of the Council without vote and will provide staff support for the Council.

Operating Procedures:

The Council shall formulate its own operating procedures that will include:

1. The election of a chair from among the faculty members of the Council.
2. Provision for subcommittees of the Council to which non-members of the Council may be co-opted if appropriate.

Council Membership:

Membership: The Continuing Education Council shall consist of 15 members apportioned in the following manner:

6 Norman Faculty Members: Faculty Senate appoints 4, President appoints 2 – 3 year terms (1/3 to retire each year)

1 HSC Faculty Member: HSC Faculty Senate appoints – 3 year terms

3 ~~CCE~~ PACS Staff Members: Selected by the President from nominations by ~~CCE~~ PACS Professional Staff – 3 year term

Provost, Norman Campus (or designee): Ex-officio and nonvoting

Vice President for Research: Ex-officio and nonvoting

Graduate College Dean: Ex-officio and nonvoting

~~Vice President for Outreach~~ Associate Provost for Continuing Education and Dean, College of Professional & Continuing Studies: Ex-officio and nonvoting

Staff Services: ~~Vice President for Outreach and Dean of the College of Liberal Studies~~ One support staff designated by the Associate Provost for Continuing Education and Dean, College of Professional & Continuing Studies; Ex-officio and nonvoting

History of Committee:

Compiled and approved by the Norman campus Faculty Senate on April 9, 1984 and the University President on May 11, 1984. Restructured Spring 1991. Additional member added January 1992 approved by the President. Charge revised and deleted two public members approved by the Faculty Senate on October 13, 1997 and the President on April 2, 1998.

Committee representatives renamed in keeping with the strategic realignment of Outreach that was implemented in January 2017.

Proposed changes to the By-Laws of the Faculty Senate (Norman Campus)

A. OFFICERS:

1. The officers of the Senate shall consist of a Chair, a Chair-Elect, and a Secretary.
2. The Chair-Elect and the Secretary shall be elected by ballot at a meeting of the Senate in May. The ballot shall consist of at least two candidates for each office. Candidates must have previously served as members of the Executive Committee. Additional nominations may be made from the floor. If either office is vacated, a replacement shall be elected at the next meeting of the Senate.
3. The Chair-Elect will succeed to the office of Chair when it is vacated or when his or her own successor is elected. Normally, the Chair's tenure of office will be from May to the following May.
4. For officers elected between May 1 and January 31, the term of office will be until the following May. For officers elected between February 1 and April 30, the term of office will be until the second May following.
5. ~~A Chair-Elect will remain a member ex officio of the Senate, even though the term as a Senator may expire, until terms as Chair-Elect and Chair expire~~Both the Secretary and Chair-Elect shall be ex officio members of the Senate unless they are also serving as an elected senator.-

B. MEETINGS:

1. The Senate shall meet regularly on the second Monday of each month of the regular school year and on call of the Chair, the Chair-Elect, or by petition, presented to the Secretary and signed by five members.
2. Meetings of the Senate are open to attendance by all members of the University community and representatives of the Press. However, the Senate may go into executive session by a majority vote of the members present.
3. A person not a member of the Senate may speak only by invitation or permission of the Senate. Requests from non-members to speak shall be addressed in writing to the Chair. The Chair will present such requests to the Senate for action.
4. At the beginning of each academic year, the Executive Committee of the Faculty Senate shall elect a member of the Senate to serve as the Parliamentarian at all meetings of the Senate, as well as the General Faculty, during that year.

C. QUORUM:

A majority of the Senate's members shall constitute a quorum.

D. PROCEDURES:

1. Voting shall be *viva voce* or by show of hands, but five members may require a roll call vote upon any proposition.
2. The presiding officer shall have a vote only in case of a tie.

3. The agenda of each meeting shall be prepared and distributed in advance by the Agenda Committee, which shall consist of the Chair, the Chair-Elect, and the Secretary. Any matter submitted by a member to the Secretary shall be placed upon the agenda of the next regular meeting.

E. COMMITTEES:

1. The standing committees of the Senate shall consist of:

(a) Executive Committee. The Executive Committee shall consist of the following ~~eight~~nine members: the Chair, the Chair-Elect, the Secretary, the Chair of the Faculty Welfare Committee, the Chair of the Committee on Faculty Compensation, and ~~three~~four at-large members elected by the Faculty Senate in the Spring to be widely representative of the University and to serve ~~one~~staggered two-year terms. The ~~three~~four elected members may not succeed themselves. The at-large members shall be elected by ballot at a meeting of the Senate in May. The ballot shall consist of at least two candidates for each office. Additional nominations may be made from the floor. In addition, the Chairs of the University Councils sit as *ex-officio* members, without vote, on the Executive Committee. The three immediate past chairs of the Faculty Senate also shall be given *ex-officio* membership on the Executive Committee, without voting privileges, provided they remain qualified to serve in the Senate and are teaching on the Norman Campus.

(b) Committee on Committees. The Senate shall elect a Committee on Committees consisting of five members elected for staggered terms in such a manner that not more than two members will be elected in any one year. They must have been members of the faculty for at least five years and hold tenure.

The Committee on Committees will strive to maintain an open and objective perspective related to filling vacant positions on the various University and campus councils and committees.

Members of the Committee on Committees should consider a balanced and broad representation for the entire university and should seek input from chairs of departments, directors, and others who have a wide knowledge and acquaintance of faculty personnel. Final nominations, however, will be made by the Committee on Committees and the Senate.

Current members of the Committee on Committees should not be nominated for vacant positions on the various University and campus councils and committees. A member should recuse him/herself from the selection process for a specific committee if s/he has a personal conflict of interest related to a candidate.

(c) Faculty Welfare Committee.

Charge: This Committee is responsible to the faculty for policy review and recommendations on questions of tenure, faculty evaluations, professional conduct, promotion, fringe benefits, and working conditions. It shall review policies and programs, propose changes and additions, distribute information, and supervise the implementation of Senate recommendations.

The Committee shall report at least yearly to the Senate and, upon approval, to the President and the Senior Vice President and Provost.

In carrying out these responsibilities, the Committee shall:

- (1) Gather information about other policies and programs within the University and in other universities.
- (2) Distribute information to the faculty in simplified form and see that new faculty receive comprehensive information.

- (3) Establish priorities on recommendations for changes and additions.
- (4) Participate in the process of amending the *Faculty Handbook* and make recommendations to the Senate.

Operating Procedures: The Committee shall formulate its own operating procedures, which shall include:

- (1) The election of a chair from among the faculty members of the Committee.
- (2) Provision for liaison with all appropriate councils and committees.
- (3) Provision for sub-committees of the Committee to which non-members of the Committee may be appointed if appropriate.

<i>Membership</i>	<i>How Nominated</i>	<i>Term</i>
5 faculty members Faculty Senate	To be elected by the (staggered terms)	3 years

(d) Committee on Faculty Compensation.

Charge: This Committee is responsible to the Faculty Senate for reviewing and recommending policy on questions related to the economic welfare of the faculty.

In carrying out this responsibility, the Committee shall:

- (1) Monitor, each year, the entire process by which salary increases are requested and fixed by the University administration, the University Regents, the State Board of Regents, and the State Legislature.
- (2) Gather information on salaries from within the University and from other universities, put such information into proper form, and make it available to the Senate for the purpose of accurately presenting the economic position of the faculty and the faculty's economic needs to the administration, the Boards of Regents, the Legislature, and the general public.
- (3) Suggest to the Senate appropriate proposals, strategies, and forums for advancing the economic position and needs of the faculty, both inside and outside the University community.
- (4) Recommend to the Committee on Committees the faculty nominees for the University Employment Benefits Committee.
- (5) Report at least yearly to the Senate and, upon approval, to the President, the Senior Vice President and Provost, and the Budget Council.

Operating Procedures: The Committee shall formulate its own operating procedures, which shall include:

- (1) The election of a chair from among the faculty members of the Committee.
- (2) Provision for a sub-committee of the Committee to which non-members of the Committee may be appointed by the Faculty Senate, if the Senate deems such additions appropriate.
- (3) Provision for liaison with all appropriate councils and committees.

<i>Membership</i>	<i>How Nominated</i>	<i>Term</i>
5 faculty members Faculty Senate	To be elected by the (staggered terms)	3 years

2. Special Committees:

The Senate may at any time create a special committee to study and report upon a specific problem.

F. COMMITTEE MEMBERSHIP AND PROCEDURE:

1. Each standing and special committee shall have the authority to select non-Senate members of the general faculty to serve as members of the committee.
2. Each special and standing committee shall elect its own chair. However, the Chair-Elect of the Faculty Senate shall function as the Chair of the Faculty Senate Committee on Committees during tenure as the Chair-Elect.
3. The Secretary shall keep a list of all Senate and non-Senate members of special and standing committees.
4. All reports of standing committees shall be duplicated and distributed to all members of the Senate in advance of the date of the report's consideration.
5. The Secretary shall receive and file duplicate copies of every Senate committee's report, one of which may be borrowed by any committee of the Senate or of the general faculty, but which must be returned to the Secretary after the borrowing committee has completed its investigations.

G. AMENDMENT:

These rules may be altered or amended at any time provided the proposed amendment shall have been submitted to the Senate one month in advance and a copy of the amendment shall have been distributed to the members of the Senate two weeks in advance of the meeting at which the voting is to take place.