USAO Faculty Association

April 1, 2003

Minutes

Signed-in as present: (legible)

J. Brawner, B. Brown, K. Brown, S. Brown, J. Bruce, W. Y. Chan,

L. Crumb, F. Dorman, J. Dudding, R. Drummond, C. Elder, V. Ferguson,

Ann Frankland, D. Hanson, J. Hanson, K. Harrison, L. Hester, D. Holland,

H. Howard, S. Huguenin, J. Johnson, S. Kao, S. Kelly, R. King, K. Lamar,

J. Long, L. Magrath, J. Mather, M. Mather, L. McElroy, J. Miller, N. Osborn,


I. President Nancy Osborn called the meeting to order at 11:07 am.

II. Minutes of the March 4, 2003 meeting were moved for approval

(I. Shafer/J. Brawner).

Motion carried.

III. Treasurer Report -- Faculty Association has a $933.84 balance.

IV. Committee Reports

A. Curriculum Committee – (no report)

B. Faculty Handbook –

Changes were suggested which primarily increased collegiality.

Motion (I. Shafer/C. Mather) carried (yes 34, no 1, abstentions 1).

Approved changes (See Attachments in Faculty Association Minutes Files):


2. Changes in Faculty Responsibilities, p. 11-12
a. Addition of item on collegiality

b. Change in community service item

3. Clarification of selection process for members of the Grievance Committee, p. 25

4. Editorial changes proposed by Dr. Bernard.

5. Changes in document “Guidelines for Faculty Performance”—adding participation in Faculty Association and divisional committees.

6. Change in document “Guidelines for Development of Tenure and Promotion Dossiers”—delineating the responsibilities for participation in IDS and special functions of the USAO and adding new items for scholarly and professional development.

7. Adding the two “Guideline”(for Tenure and Promotion)documents as appendices to the Faculty Handbook.

C. Faculty Resource Committee—(no report)

D. Tenure and Promotion -- (see item B above)

E. Resources Committee—Suggestions were made to seek possible, additional resources support. Some suggestions were tied to retention issues.

1. USAO Divisions should seek businesses to adopt them in order to increase possible funding for needed resources. These “adopting businesses” would provide the “adopted’ Division funding support for needed resources. It was suggested that each Division provide a projected list of possible “adopting businesses” so a master list of possibilities could be generated. This will help prohibit overlapping contacts when contacting possible adopters.

2. Retention and increases in resources were tied together with the following suggestions:

   a. let visitors to campus sit-in-on classes of interest.

   b. allow visitors to campus one-on-one, faculty/student sessions.

   c. Hold formal convocations.

   d. Have faculty dress in academic regalia and hold a “Clap-in” session to welcome (clap-in) incoming freshmen.
Faculty with further suggestions should e-mail Osborn/Reigh or Bill Lancaster.

Osborn indicated President Feaver’s approval is needed before moving on both of the above issues.

V. Old Business — Osborn remarked as follows:

1. Faculty were reminded that the Texas Book Company is being interviewed as a possible vendor for the USAO Bookstore.

2. Faculty were reminded to use Curricular Change Forms when making curricular changes.

VI. New Business —

A. Faculty who will be retiring or leaving were recognized and honored for their service to USAO with Certificates of Appreciation and the eating-of-cake.

B. Elections were held for 2003-2004 faculty Association officers. Dr. Jennifer, Chairperson of the Nominations Committee announced the following results:

   President: Darryel. Reigh
   Vice-President/Treasurer: Dan Hanson
   Secretary: Kelly Brown

VII. Announcements – Remember:

   Spring Term Play –“Copenhagen 1941”
   Art Shows
   Scholastic Meet, April 3
   Sidewalk Art Show, April 3
   Band Concert, April 8
   Senior Music Recital, April 8

VIII. Meeting Adjourned 12:03 pm.
Respectfully submitted,

Keith Harrison, FA Secretary