I. President Nancy Osborn called the meeting to order at 11:03 am.

II. Minutes of the October 1, 2002 meeting were moved for approval (Dorman/Magrath).

Motion carried.

III. Treasurer Report -- None

IV. Committee Reports—

A. Curriculum – Dr. Thomas indicated a Memo had been sent advising faculty of the

   deadline for curriculum proposals. Request forms may be found under Faculty

   Association Document on the USAO web site.

B. Faculty Handbook – None

C. Faculty Resource Committee –

   1. Osborn will report to the Regents the results of the survey from the

      Faculty Advisory Council to the Oklahoma State Regents for Higher

      Education concerning major issues and concerns USAO faculty have on

      salary, retirement, and health insurance.
2. Considering the budget shortfall, Osborn will seek information from Dr. Feaver and Dr. Bernard concerning the salary received by Regents Professors and whether these funds could be used for other educational purposes. Discussion indicated that the service received from some of the Regents Professors varied and that the monies they receive, in light of current financial needs, may be a luxury without which USAO can function. This is especially a concern since Emerson Funds are not being awarded.

D. Tenure and Promotion -- None

V. Old Business —

Dr. Casey reminded faculty of the e-mail she sent indicating the guidelines for applying for Emerson Funds and that these funds will not be awarded in light of the current budget problems. She will contact Dr. Feaver again concerning the matter. Faculty were encouraged to still apply for the funds and be certain to provide information concerning for what, if forthcoming, each wished to use the funds. Perhaps a special committee could meet with Dr. Feaver and present a proposal concerning the disposition of the Emerson Funds.

VI. New Business —

A. Several questions came up concerning the USAO Tenure Process:

Why have it? What is it’s purpose? When did it begin?

Why is it necessary in light of the requirements for Annual Reports?

Discussion prompted several observations:

1. Continue the Tenure Review, but require one only when a Division Chair proposes one as a result of 2-3 years of poor Annual Reviews.

2. Tenure Review is in place as a mechanism, with a good public image, for due process, documentation, and procedural steps to remove faculty who are not doing their jobs.

3. Faculty should receive early reminders of the deadlines and paperwork required to be complete the Tenure Review Process.

The Tenure and Promotion Committee will consider the issue of Tenure Review and draft a proposal for suggesting revisions in the process.

B. A question was raised concerning the varied requirements in the Senior Seminar classes conducted by the various Divisions. The concern was whether Education majors are being able to use the state required Professional Portfolio in lieu of
research work expected in Senior Seminar. Discussion generated the following points:

1. Senior Seminar is a capstone course and not simply research.

2. The Division of Education received permission from the IDS Committee to use the Professional Portfolio as a capstone project in Senior Seminar.

3. The IDS Committee approved the Professional Portfolio as a Senior Seminar capstone project because it contributes, in an interdisciplinary manner, to the development of a student in general education, in professional education studies, and in the subject area specialty.

4. Perhaps the concept of “Senior Seminar” needs to be reviewed.

C. For purposes of USAO publications, the issue of changing the terminology “alumni” to “alumnae and alumni” was raised. After discussion, it was decided to table the matter until the December meeting. At this time, Dr. Shafer and Dr. Webb will provide information concerning the rationale for such a proposal. Faculty input concerning the issue should be forwarded via E-mail.

VII. Announcements –

*Friday. November 7, 2003 USAO will host the Oklahoma Academy of Science Technical Meeting. Heads up!

*Remember the Alumni Art Show.

*Freshman Seminar Committee will meet 11-8-02.

*IDA Faculty will meet in November.

*November 27, there will be another “Building A Legacy”-- group of potential first generation college students coming to campus.

*Provide Osborn with pertinent information concerning faculty accomplishment. They will be reported accordingly.

VIII. Meeting Adjourned 11:50 am.

Respectfully submitted,
Keith Harrison, FA Secretary