USAO Faculty Association

October 7, 2003

Minutes

Signed-in as present: (legible)


I. President Darryel Reigh called the meeting to order at 11:10 am.

II. Minutes of the April 2, 2003 meeting were moved for approval

(K. Lamar/L. McGrath).

Motion carried.

III. Treasurer Report – Dan Hanson reported a balance of $907.84.

IV. Committee Reports

A. Curriculum Committee –
B. Brown reported that two options were under consideration for eliminating the English proficiency exam. The first option would allow for replacement of the exam with writing intensive courses as described in catalog. The second option calls for one writing class in the freshman year and a second writing class in the junior year.

Both options are working through the various committees at this point.

B. Faculty Handbook –

D. Reigh reported that the suggested changes in the faculty handbook were approved by the Regents on September 9, 2003.

The Handbook committee will consider the following new items:

Consistency between the associate professor and the full professor ranks

University committee structure – Proposed changes:

  - Academic Personnel – no change
  - Academic Regulations – no change
  - Affirmative Action – reduce the membership by 50%
  - Assessment – eliminate
  - Athletic – restructure with a staff appointment
  - Commencement – eliminate
  - Discipline – move one faculty position to a staff position
  - Finance – eliminate
  - Grievance – no change
o Library – no change

o Physical Resources - reduce the membership by 50%

o Publications – under review

o Research – no change

o School Relations/Student Aid – change to Marketing

o Staff Grievance – move to staff association

o Student Grievance – no change

o Teacher Education – no change

Benefits with companies

Moving the search committee from the VP of Administrative Affairs to the VP of Academic Affairs

Tenure committee term changed from 3 years to 2 years

Academic integrity policy

Adding a link to the handbook on the home page

Adding bylaws in addition to the constitution

C. Faculty Resource Committee – (no report)

D. Tenure and Promotion -- (no report)

V. Old Business

A. J. Johnson reported a positive outcome from the meeting with the athletic department. The coaches agree that the place for students is in the classroom. If an athlete misses class, the instructor should let the coaches
know. The student should provide advance notice if the he or she is going to be absent. In no instance should an athlete be forced to miss class for practice.

B. A handout outlining Faculty Association ad hoc committee recommendations concerning placement exams was distributed. The recommendations are:

1. All existing placement exams be reviewed systematically for appropriate match with course content and as certification for adequate preparation for future courses. Satisfactory pass scores and other performance criteria should be assessed.

Affected discipline faculty, the academic division, and the curriculum committee will make recommendations that could include

- Use of existing CLEP exams with CLEP recommended pass scores
- Use of existing CLEP exams with USAO pass scores
- Use of CLEP exams with additional requirements
- Use of an alternative exam

2. All course offerings, but particularly general education offerings, be assessed for the appropriateness of placement exams and recommended procedures for awarding credit be made.

3. The Vice President for Academic Affairs should develop appropriate procedures to implement the placement exam evaluation process. Such procedures should have a rationale, including the use of student data, and a process for monitoring and assessing placement criteria.
A motion (Mather/???) to adopt the recommendations was made and approved.

C. The university academic calendar was discussed with no clear resolution on the Fall and Spring trimesters. The Summer trimester will revert to the ten week term. It was noted that each summer course must meet at least three Fridays to meet the standard. The Monday-Friday schedule will appear in the summer course bulletin.

D. There was no news concerning adjunct and overload pay.

E. Outstanding Graduate Award – recommendation to keep the award but decide how to award it.

F. Graduation program – majors will be added to the program

VI. New Business

A. Larry McGrath reported that the deadline for accepting proposal for the Oklahoma Academy of Sciences is October 22, 2003. Interested parties are encouraged to submit papers. USAO will host the OAS meeting.

B. Nancy Osborn followed up on the e-mail concerning the Academic Integrity Statement.

C. Faculty Opinion Poll determines the work plan for the future. All faculty are encouraged to complete the poll.
Meeting Adjourned 12:06 pm.

Respectfully submitted,

Kelly Brown, FA Secretary