

LVII No. 11
Faculty Senate Minutes
February 8, 2023

The Faculty Senate of Southeast Missouri State University met on Wednesday, February 8, 2023, in the RedHawks Room of the University Center. The following Senators were present: Eric Billington, Larry Bohannon, Marcus Bond, Vera Campbell-Jones, Shannon Clapsaddle, Eric Clements, Jenny Cropp, Erin Fluegge, Susan Fulton, Stephanie Hallam, Laura Hatcher, Andy Liu, Kim Louie (Chair), Hayley Love, Jenna Moore, Josh Newth, Pam Parry, Tim Schmidt, Sophia Scott, Songyon Shin, Mike Taylor, Haohao Wang, David Yaskewich, and James Youn. Vice Provost Doug Koch and SGA representative David Oliver were also present. The following alternates were present: Kevin Sargent and Beverly Evans.

Chair Louie called the meeting to order at 3:02 p.m. and asked for a motion to approve the minutes from the last meeting on January 25, 2023. Senator Clapsaddle made a motion to approve the minutes; seconded by Senator Schmidt. The minutes were unanimously approved and will be posted on the webpage.

After the senate approved the minutes, Chair Louie introduced Sandy Hinkle, registrar, and Dr. Doug Koch. Dr. Koch said that he and Hinkle planned to discuss centralized scheduling and the work that the centralized scheduling committee is doing. The committee is on a tight timeline. The goal of centralized scheduling is to utilize campus spaces more effectively. Attempts to better utilize space, to identify utilization needs. The first attempt at what centralized scheduling will look like at Southeast will be a modified hybrid model. The committee will look at department scheduling labs and specialty use rooms first. Classes and class times will be inputted into the software and the results will be reviewed. Changes may be needed after the review and will then be shared with departments for further review. Centralized course scheduling will be implemented in Spring 2024. Work on the Spring 2024 schedules will begin later this Summer. Past course schedules will be used as scenarios. There are questions about the communication between Banner and EMS—with Banner responding to EMS but EMS not responding to Banner. Parameters can be defined to address accessibility and location. The software has a lot of capabilities; however, it will rely on the information that is entered. There are a lot of logistics to work out, for instance, standardizing equipment and classroom and building keys. There is representation on the committee from the provost's and registrar's offices, from the deans, faculty, clerical, facilities management, and department chairs. A few senators expressed concerns about departments being territorial about classrooms. Facilities management will be responsible for classroom furniture and IT will be responsible for projectors and computers. Departments will continue to control the days and times courses are held. The software will also provide an efficiency report on space utilization. Recommendations will be offered that encourage spreading out scheduling so that classes are not stacked up on the same days and the same times. For example, students who are working professionals may want to take courses during evenings and on campus students have a broader range of scheduling options. Please email questions or to Chair-Elect Fluegge. The committee will be soliciting feedback soon.

Up next, Senator Schmidt called for a motion to introduce the grade appeal procedures bill 23 A X; seconded by Senator Taylor. Most of the changes in the bill are editorial. The only substantive

change is the inclusion of RNTT faculty on the grade appeals committee. The bill will be sent to departments for discussion.

Chair's Report:

The SGA meeting sign up sheet was passed around. Chair Louie informed the senate that the Redhawk food pantry is empty. Students can only go to the pantry once a month; more people are using the pantry. Food and hygiene products are needed. She also discussed emeritus benefits and whether the BOG can review emeritus status more than once a year. Chair Louie said that academic program review is underway. Senator Clapsaddle asked if there was any update on program prioritization and Dr. Koch said that the provost had requested a summary. Also, Dr. Koch after a 5-year program review, if there were program issues, then follow-ups may be necessary after 2 years. Program review reports are due in the provost's office by March 1.

Provost's Report:

Dr. Koch reminded the senate of the 150th anniversary celebration and that classes will be cancelled on March 22 from 11:30 to 1:30.

SGA Report: Had their first meeting and discussed goals for the semester. New senators were sworn in and approved \$5800 for the 150th anniversary celebration. There will be an open forum in April with Harrison College of Business and Computing.

Academic Affairs: Worked on the grade appeal bill and program review revision bill that may be brought to the senate in 2 weeks

Compensation: All committee members must attend the budget review meetings

Documents: Did not meet due to snow day

Governance: Did not meet due to snow day

Professional: Did not meet due to snow day

Membership: Getting organized for Spring elections. Please email Senator Cropp legislative reporting committee preferences and let her know if your term is expiring and you do not want to serve for another term

Special Report: Chair-Elect Fluegge presented a report on a proposal for remote and flexible work for staff. Segal, a consulting firm, has assisted Southeast in developing a strategy that addresses the university's needs. Remote work is a selling point for recruiting new staff. The committee is represented by different work groups; Chair-Elect Fluegge is the faculty representative. It is focused on staff now. There is currently no policy that allows for faculty to work remotely. Different work groups have different responsibilities. Senator Clapsaddle said that faculty need a policy. She asked for guidance on course delivery—whether faculty can alter course delivery. Dr. Koch said that course delivery should have returned to the delivery modes used before the pandemic. There are some checks and balances with blended courses. Senator Hatcher mentioned that if a course is entered that exceeds the blending limit, the registrar's office is alerted, and the department is notified. Senator Scott said there also needs to be a policy about conducting class or requiring work to be completed if the university is closed. Senator Bond said that his department also believes that a policy is needed for cancellations. Senator Campbell-Jones also asked for clarity on cancellations. Senator Evans commented that students may need to use the computer labs to complete work, so there are different circumstances. Dr. Koch asked the senate to consider how people working remotely can participate in on campus business.

Chair-Elect Fluegge said that it will be unlikely for a tenure track faculty member to work remotely. Senator Fulton raised a concern about faculty becoming ill and being asked to work. Chair-Elect Fluegge stated that a policy is needed that provides options to guide faculty in case they cannot teach a class; that departments are doing whatever they want. There is a sick leave policy. Senator Hatcher discussed a situation that involved a faculty member who needed to return home to take care of some personal issues, and there was no time to take. So, the issue of personal days was discussed and Chair-Elect Fluegge said she would make inquiries at the committee meeting. Please email her with any questions so she can discuss with the committee.

Facilities Planning Advisory Committee: Senator Sargent presented a draft of a project process flow chart. The goal is to formalize and prioritize projects and to create structure. It is not for maintenance related work; for larger scale projects such as remodeling spaces.

Announcements:

Dr. Schmidt: Annual Bridges event will be held on Monday, February 13 at 6 p.m. at Rose Theatre

Adjournment: Chair Louie called for a motion to adjourn. A motion was made by Senator Scott and seconded by Senator Taylor. The Faculty Senate adjourned at 4:46 p.m.

The next Faculty Senate meeting will be held on Wednesday, February 22 from 3-5 p.m. in the RedHawks Room of the University Center.