

LVIII No. 12
Faculty Senate Minutes
February 14, 2024

The Faculty Senate of Southeast Missouri State University met on Wednesday, February 14, 2024, in the Redhawks Room of the University Center. The following Senators were present: Michael Aide, Christopher Bradley, Eric Clements, Jenny Cropp (Chair-Elect), Erin Fluegge (Chair), Stephanie Hallam, Andy Liu, Kim Louie, Haley Love, Kelly McEnerney, Jenna Moore, Joe Murphy, Josh Newth, Tim Schmidt, Mike Taylor, Sophia Scott, Monica Kearney, Pam Gershuny, and David Yaskewich. Provost Mike Godard was present. SGA representatives Jonah McGuire was absent. The following alternates were present: William McNeary, Tomoaki Nomi and Jessica Benton. Senators Tilmon and Clapsaddle were not present or represented by alternates.

Chair Fluegge 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 31, 2024. Senator Louie made the motion which was seconded by Senator Taylor. New business followed and Chair Fluegge asked for a motion to approve the second reading of **FS Bill 24-A-10 Revising Class Syllabus: Procedures**. Senator Taylor made the motion; seconded by Senator Moore. Senator Moore discussed the bills and commented that the links went to MySEMO, only accessible with a Southeast login. This will be addressed with the new policy register and noted to review in the future. Chair Fluegge called for a vote and the bill passed unanimously.

Chair Fluegge then asked for a motion to approve the second reading of **FS Bill 24-A-11 and 24-A-12 Revising Academic Honesty: Policy and Procedures**. Senator Moore made the motion; seconded by Senator Taylor. Senator Moore reviewed the bill and discussed combining policy and procedures into a bill that links out to the information through a friendly amendment. Chair Fluegge called for a vote and the bill passed unanimously. Chair Fluegge called for a vote on the amendments to the procedure bill and the amendments passed unanimously. Chair Fluegge called for a vote on procedures bill and the bill passed unanimously.

Chair Fluegge asked for another motion to approve the second reading of **FS Bills 24-A-XX and 24-A-XX Revising FERPA: Policy and Procedures**. Senator Taylor made the motion; seconded by Senator Scott. Senator Schmidt discussed the bills and said that wording amendments were made to remove lines 39 and 46 which regard posting grades publicly. The link in the document needs to be repaired. There was a discussion of adding an item after line 38 discussed regarding student names and any other identifying information must be redacted from materials included in promotion and tenure and RNTT merit files. Moved to table the vote by Senator Schmidt; seconded by Senator Murphy. Chair Fluegge called for a vote to table which passed unanimously.

Chair Fluegge called for a motion to approve the second reading of **FS Bill 24-A-13 Revising Chapter 1: Part 1**. Senator Taylor made the motion; seconded by Senator Scott. Senator Murphy noted no significant changes were made from the first reading. The changes were simply removal of incorrect and outdated information and linking out to current information. Chair Fluegge asked for a vote and the bill passed unanimously.

Chair Fluegge asked for a motion to approve the second reading of **FS Bill 24-A-14 Revising Chapter 1: Part 2**. Senator Taylor made the motion; seconded by Senator Louie. Senator Murphy said that information strikes two subsections. This was directly suggested by the legal team. Chair Fluegge asked for a vote and the bill passed unanimously.

Chair Fluegge asked for a motion to approve the second reading of **FS Bills 24-A-15 and 24-A-16 Revising Professional Travel: Policy and Procedures**. Senator Scott made the motion; seconded by Senator Taylor. Senator Louie shared that nothing changed from first reading of the policy and procedures. Chair Fluegge asked for a vote and the policy passed unanimously. Senator Scott made the motion to approve the procedures; seconded by Senator Schmidt. Senator Louie noted that “and college” should be removed from the first two sentences as a friendly amendment. Chair Fluegge asked for a vote and the bill passed unanimously.

Chair Fluegge called for a motion to consider the first reading of **FS Bills 24-A-XX and 24-A-XX Revising Honors Program: Policy and Procedures**. The motion was made by Senator Schmidt and seconded by Senator Taylor. Senator Schmidt separate policy and procedures not needed anymore and linking out to information on Honors website. The only missing information on the website is about program oversight so it stayed in the bill. There was a discussion about how to access honors curriculum procedures which led a request for the honors handbook to be linked on the honors website. The bill will go to departments for review.

Chair Fluegge then called for a motion to consider the first reading of **FS Bill 24-A-XX Student Credit Hour: Procedures**. The motion was made by Senator Newth and seconded by Senator Scott. Senator Newth said that policy and procedures were combined. Added the definition of credit hour and linked to a table of the types of classes. Adding “musical theater” as a type of private lesson was requested. A question was raised if the expectation two hours of out-of-class student work each week could be added to the student bulletin. The bill will go to departments for review.

Chair Fluegge called for a motion to consider the first reading of **FS Bills 24-A-XX and 24-A-XX College Level Professional Development: Policy and Procedures**. Senator Scott made the motion; seconded by Senator Taylor. Senator Louie shared that this bill is removed and linked out. Note was made that the title should be Faculty Development on p. 178 in the handbook. The bills will go to departments for review.

Chair Fluegge called for a motion to consider the first reading of **FS Bills 24-A-XX Professional Development Program**. Senator Scott made the motion; seconded by Senator Taylor. Senator Louie commented that the paragraph was removed. The bills will go to departments for review.

Chair Fluegge called for a motion to consider the first reading of **FS Bills 24-A-XX Revising Chapter 7**. Senator Taylor made the motion; seconded by Senator Scott. Senator Murphy commented that sections were removed and linked out to business policies and procedures. New wording was added through consultation with HR and the legal team. The bills will go to departments for review.

Chair's Report:

Chair Fluegge provided the following informational/calendar items:

- The Power of Women Expo is on Friday, March 1. She encouraged Senators to invite their students to register for the event, which is free for students. The Foundation would like to exceed their goal of 100 students attending.
- She presented at Deans Council where she noted Senators' diligent work on the Faculty Handbook review. There was discussion about students being dropped for not attending first week, incentivizing students to come to class, and consistency in what is excused or not excused absences. The challenge of international students having certain requirements of days to be present in the country does not align with the first week attendance policy was discussed. Chair Fluegge encouraged faculty to remind students of the Temp-Out option in which the Dean of Students contacts faculty members of their absence due to a personal or other emergency.
- Program review is happening, and a request has been made for a list through Institutional Research of lower enrolled programs.
- Centralized scheduling continues to meet and working on classroom optimization.
- Administrative Council was canceled on February 13.
- Chair Fluegge is on the search committee for the Director of Human Resources position.
- Chair Fluegge encouraged faculty to attend the Strategic Action Plan Update on Wednesday, February 21 from 12-1 pm in Academic Auditorium.
- She will be presenting at the Board of Governors meeting next Friday. All are welcome to attend, and Chairs of Clerical Technical Staff and Professional Staff Councils plan to attend.
- SGA has reached out to discuss coordinating a business clothing drive, details for which are yet to be determined.
- Chair Fluegge encouraged Senators to save the date for the Take Away Friday on May 3, which will be a discussion of alumni tracking with George Gasser and representatives from each college including Kent Library. Please contact Chair Fluegge if you would like to represent your college or know someone who might want to present (does not need to be a Senator).

Chair Fluegge provided several legislative updates including that she met with Senator Schmidt to discuss chairs bills (which is tied to the faculty merit bill) and will meet with Governance to discuss the grievance bills. Chair Fluegge also noted that the President signed off on bills passed last session. The following bills are outstanding: grade appeals, merit, graduation, emeritus, and chairs. In addition, academic fresh start policy will be reviewed for removal. There are only four and a half more meetings to do legislation this term. Remember, all bills need to be shared as word documents.

Chair Fluegge provided a recap of Budget Review that met Monday, February 12. While a deficit budget will be presented to the board, she noted that Dr. Brad Sheriff wrote into the budget a 2.5 % cost of living increase as a cost to continue for the next 3 years to invest in people of Southeast. Faculty can still ask for a raise as part of a salary plan. The proposed budget includes a 5% tuition increase but no general fees increase. Regional campuses were discussed including the differential tuition structures of what main versus regional campus students pay.

Questions were asked regarding the cost of being a Division I athletics institution. A discussion followed about the number of student athletes as a percent of the student body population. A press box was also discussed including the costs associated. After discussing reserve funding, Chair Fluegge noted that with respect to balancing the budget, there will be challenges ahead, but that faculty and staff are willing to ask hard questions and be part of the solution.

Provost's Report:

He discussed the five optimizations of the schedule in which errors were identified and addressed after feedback from chairs and administrative assistants. It has now been put into Banner, but adjustments can still be made. In the fall all classrooms that are not on the exceptions list will be rekeyed to a master key to improve faculty access. Academic Council reviewed general education curriculum and identified ones to discontinue, monitor, and review in the future. Course duplication conversations continue especially for statistics courses in which assignments are being compared. Considering a lecture lab model for statistics so a one-hour lecture is taught by a statistician and two-hour lab based for application is taught by department faculty. Also exploring DFW rates in discipline specific courses that are weeding out students. Program review continues and asking for a list of low enrolled programs (3-year average rate of less than 5 students for graduate programs or 10 students for undergraduate programs which is the Missouri Coordinating Board for Higher Education's standard). This list (after removal of new programs and combined programs) will be considered with multiple factors: enrollment of declared majors, retention rates, and completion rates.

SGA Report:

Provided fund for the literary for remaining balance of the printing cost and SEMO pride's showing of *The Color Purple*. Made some internal bylaw changes. Raised questions to Faculty Senate about the University Press closure. Provost reported that it was originally scheduled to go away in 2018-19, it moved, some thought it had closed, and now officially closed because cost vs impact is not sustainable. The manuscript competition and reading series will continue with foundation money, but the internship at the press will end. Also asked about the impact of centralized scheduling on community in majors which is being considered in the new optimization.

Academic Affairs: Working on 2 outstanding bills academic fresh start (which will be linked out) and grade appeals which will meet with the provost for some clarification.

Compensation: Working on the memo for compensation. Copyright has been held waiting for legal team. Reviewing the sick leave policy.

Documents: Waiting on an updated policy to link out to scientific misconduct policy. The business policy needs information from Pam Vargus for two sections, writing center review, and board approval.

Governance: Reviewing the grievance section of handbook, meeting with Chair Fluegge, and getting advice from legal team. Located faculty grievance form and the legal team made a new form.

Professional Affairs: Clarify items in FERPA bill. Chairs bill is waiting on information from the president.

Membership: No report.

Johnson Faculty Centre: Contacted Gretchen Grojean to see JFC use rate and income to share at upcoming meeting.

Announcements:

Moore: Winter Dance Collection is this weekend.

Godard: Dean Glackin is going to retire. Working on hiring a new dean to start August 1.

Murphy: Next observation is the Feb. 21st at 6:30 in parking lot of Seabaugh with mobile observatory.

Adjournment: Chair Fluegge called for a motion to adjourn. Senator Taylor made the motion; seconded by Senator Moore. The Faculty Senate adjourned at 4:56 p.m.

The next Faculty Senate meeting will be held on Wednesday, February 28 from 3-5 in the Redhawks Room of the University Center.