

## **Faculty Affairs Agenda Items and Minutes for Nov. 8, 2018, meeting, 11:45**

### **Oct. 31 from Enid**

E-forms would be great for trial study, drop add, and course substitution. This was discussed at the beginning of the semester. Where are we on this item?

Response:

E-forms were created for course substitutions and are posted on the “Academic” link of the website. Other forms need e-signatures, a process which we believe will be more easier to implement in the new ERP we’re reviewing. Kathleen Swain has also been asked to review the possibility of adapting other documents to the Adobe e-sign process we have in place for contracts.

### **Nov. 7 from Enid**

The Enid faculty have requested a faculty only meeting. They want to know what specific recommendations will be made to the board next Wednesday. They said that they want the opportunity to fight for their or their colleagues’ jobs.

Pam’s emailed response on 11 7 2018:

For any currently-filled positions that may be affected by the RIF, there is a grievance procedure (described in the Employee Handbook). The Board of Regents has fiduciary and legal responsibility for Northern Oklahoma College. They must vote to approve any budget recommendations or those recommendations do not go into effect.

If the budget is approved, the direct supervisors who were tasked with making recommendations to address the budget shortfall will also be the people who talk directly to any employee affected by the RIF. It is not legal nor appropriate for others to receive this confidential personnel information prior to those most affected.

President Evans’ response on 11 7 2018 added:

Please forward [from the employee meeting] if they have additional ideas [for budget savings].

Most of the budget revisions so far are based on information brought forward from last May’s budget hearings with suggestions employees took to their chairs/supervisors along with the annual email requests to all employees for input. We didn’t think that we would have to use all their suggestions, but unfortunately we now need to implement more of their ideas for reductions.

### **Nov. 6 from Stillwater**

\* Can we have our current list of advisees available in Campus Connect/Cleaned up and remove students no longer attending NOC?

Response: Email request sent to Rick Edgington—we may need to discuss timeline for those “no longer attending” as we do need to reach out to past students when possible. Lisa noted the request was to pull off graduates. Rick responded on 11/8/2018 that he had cleaned the reports and the lists should have graduates removed now but asked advisors to test the lists.

\* Clarification on makeup testing locations. Are we allowed to or not allowed to use the testing center for student to make up exams?

Response: Full-time faculty are expected to schedule their own makeup exams whenever possible. If students absolutely cannot come by other than times when full-time faculty are in class, the testing center can be used for those instances. Adjuncts may use the center for makeup tests as they are not regularly on campus; however, all faculty should be aware that the testing center's primary function is for placement testing and accommodations.

\* Humanities listed in the advisor handbook- Can we get a list of the humanities courses that transfer at western- civ & non- western civ? We need this information when enrolling students who are transferring to OU need this information.

Response:

OU's internal transfer guide (<https://s3apps.ou.edu/ted/>) indicates the following courses currently offered at NOC may be taken to meet the non-Western Civilization requirement:

HUMN 1133 World Religions

HIST 2363 Native American Culture

The Western Civilization requirement can be met by any of the following:

LIT 2113, 2223, 2543, 2653, 2773, 2883

HUMN 2113

SOCI 2223

PHIL 1113, 2213, 2223

GEOG 2243, 2253

HIST 1113, 1223,

THTR 2713

\* Effective email- The numerous emails faculty receive on a daily basis that are not relevant to them and/or their campus. Can we be more effective in our communication?

Response: Last year this issue was addressed for athletics with specific subject headings. The group discussed other options but felt this was still the best way to approach as some people like getting alerts from across campus to stay in the know.