

**Faculty Affairs Meeting Minutes  
March 2, 2018**

**Present at meeting: Pam Stinson, Jeff Tate, and Darrel Negelein**

**Enid Items Emailed In:**

“The first item concerns CPR classes at Tonkawa and Enid. An instructor suggested that the school could save money in the long run if it paid for NOC instructors to get the qualifications necessary to enable them to certify students in CPR instead of hire an outside certifier for the students, which costs the school more than a thousand dollars a year. Training an instructor would only cost around \$300 one time.”

*Response: Pam checked with Suzi Brown, who schedules all of the First Aid classes (culminating in the CPR test that the students take). She said that even if we provide an instructor there is still a fee students have to pay to take the test. The outside certifier adds an amount to this fee for his/her time. When Suzi had spoken with Anita Simpson about whether the school could pay an instructor to be certified, she had been told that we cannot have students pay an NOC instructor to give them a test during the day when they are already being paid to be here by Northern. That goes against our state laws on “double dipping.” The tests for students need to be during the day so they can coincide with their final class time, and employee training in CPR would also need to be during the day. If there is an instructor who wants to be certified and then volunteer his or her time to give the test so that students are only charged for the fee of the exam itself, we can revisit the question. Please bring this back to Faculty Affairs in April if that is the case.*

“The second item concerns facilitators on the Enid campus. A facilitator approached me today to ask for a group training of facilitators to train them on how to deal with an active shooter scenario since they would be in the classroom with students if that were to happen. I wasn’t sure whether we offer something like that for them, so I told her I would contact you.”

*Response: Pam asked Jason Johnson, Vice President of Student Affairs, what training we could make available to facilitators. Employees receive safety training at faculty and staff in-service sessions but facilitators are often employees at other places who come in to monitor classes only in the evenings so they may not attend those day trainings. Jason provided a link for a short video training that could be shared with all facilitators. Pam asked Lori Erasmus and Alexander Petty for the contacts of all facilitators so that the link could be emailed to them with instructions to contact the Dean of Students on their campuses after viewing the video to discuss any questions.*

<https://www.campussafetymagazine.com/university/california-state-active-shooter-safety/>

Jeff also noted in the meeting that facilitators would also like information on how to respond with emergency procedures for weather.

**Stillwater Items Emailed In:**

1. Faculty handbook changes should not happen in June.

Emailed response from Pam on 2/27/18—

*I can respond to one of the items below now. The “Faculty Handbook” is actually an “Employee Handbook,” and the reason some of the adjustments are made in the summer is because they are budget-dependent, and we don’t get our state allocations in early enough to update before June. As an example, we’ve continued to pay 100% of employee health benefits but should we have a dramatic budget cut that made that impossible, we’d want to adjust in the handbook to reflect that. All faculty changes were reviewed prior to faculty leaving last year, though, with the Faculty Affairs representatives sending out recommended changes for feedback and then all faculty were invited in to the review meeting in the summer to hear and give feedback on other changes.*

## 2. Faculty record keeping policy

A couple of comments were made, 1 year should be sufficient to keep assignments and whatever the policy is it should be the same for full time or adjunct.

One question that also came up, should we have a central storage location or should each instructor keep their own records?

In-meeting discussion:

*Darrel reported that a few faculty recommended one year as the maximum for keeping records, but the general consensus from faculty responding at all locations was that two years would be good so that there was extra time beyond the appeal deadline so we will go forward with that recommendation from the group. Instructors will retain their own records unless they leave the institution and then should submit grade records and materials to their supervisors.*

## 3. Questions about the RIF policy

Who does the evaluation?

Are positions eliminated or are people eliminated?

Response from Pam: *Direct supervisors working with Administration would do the evaluations should a RIF be required. Staff Affairs might further address how this would work with a staff position.*

*Northern has been very fortunate not to be in a position where we’ve had to make these decisions regularly so there is not a past protocol to cite. Schools in our region who have had to make the cuts have for the most part relied on not replacing positions when someone resigned or retired, shifting more to adjunct faculty if the program were to continue. NOC would follow that strategy as well if possible, and if employees were performing well, so that no current employees were affected. Should it be required to eliminate a faculty position (as opposed to not replacing) because of extreme budget cuts, we would have to look at program costs and credit hour production within that program. With those two factors being completely even, seniority might determine, but it would be rare for the factors to be even.*

*Obviously, we can’t make guarantees when it comes to budgeting as we’ve seen a steady reduction in state funding, but NOC added two temporary full-time faculty positions last year to*

*meet enrollment needs even as many other cuts had to be made across the institution. We care about the student experience and want students to have as much access to full-time faculty as possible.*

#### 4. Issues from school cancelation.

When OSU closes they keep busses running for a time to allow students to get home. The day that they closed at 12:30 the last bus ran at 1:50. Since we closed at 2:00 some of our students could have been stranded.

When we close at odd times, in the middle of a class, should the class meet? If we are going to only have a short time with students we could use blackboard to send messages.

*Response: Feedback has been shared with the President and other members of the Executive Council usually involved in conversations about closings. We will try to take into account that feedback when we can but decisions about closings also have to take into account what's going on at all sites. The alignment of class times in Fall 2018 should help in this area.*

#### **Tonkawa**

One item emailed in on 3/2/18, prior to meeting:

[A faculty member] is not posting a complaint, just wants to best utilize the testing center for testing in her ITV classes. She needs a good way to cover course material without using class time to test athletes/roustabouts. \*\*\* sent an entire class roster over for an exam today . . . and Suzy did accommodate her request. Suzy was told that using it for makeup exams and extended testing accommodations is acceptable but it is not for entire class tests. Kurt's added note—should colleagues be used for assisting in proctoring?

Pam's emailed response on 3/2/18

*I've talked to the testing center coordinators and to Rick, their direct supervisor, and I understand that they're pretty much maxed out on time with the placement testing they have to do, the proctored tests for online courses, and the accommodations testing. When full-time faculty have requested that their students test there as well, the ability to monitor goes down so significantly that it's an academic integrity issue. Students cheat because there are too many people there for the coordinator to keep an eye on all. What is on the form should be considered the general rule, and yes, full-time faculty should first try to ask a colleague to give an exam when they are unable to. If no one can give the exam for an entire class, the exam should be rescheduled. Full-time faculty should also try to give make-up exams for their classes as needed, with students coming to their office hours to make up tests. When that general rule does not work because a student has legitimate conflicts with the faculty member's available time, the exceptions could go to the testing center. I have confirmed with Suzy Stergas that they are happy to accommodate these exceptions so that students have testing access.*