

**April 2019 Faculty Affairs Meeting**  
4-25-2019, 11:45

Agenda and Minutes:

-Faculty Affairs election—procedures require nominations to be gathered on each campus with a ballot presented to all faculty on that campus for voting. Any interest from current or other candidates?

Response: Candidates so far volunteering have been Gene Young (T), Jeff Tate (E), and Lisa Nordquist (S). Chairs indicated Kathleen Otto could send out the ballot prior to the final faculty meeting, but no campus had more than one candidate prior to the meeting. Additions to the ballot will be collected during the final faculty meeting with voting if any campus has more than one nominee.

-Review of Ch. 4 (Faculty) of Employee Handbook with edits Pam recommended

Response: Lisa recommended clarifying adjunct/chair reporting structure for disciplinary issues in section 4.7.5. No other changes recommended. Pam noted that she still needed to add description of intellectual property that Faculty Affairs had discussed earlier in relation to the Quality Matters process and the grant-funded certifications. She will send a draft out to all faculty.

**Items from Enid:**

-Has search committee been formed for NOC Enid VP?

Response: Yes, and email went out the same day from President Evans as when this question was asked.

-Why were staff given summer hours (32 rather than 40 hours) as compensation when faculty were not given extra compensation?

Response with President Evans' input: Through the mid-year budget cuts, including reductions in force that eliminated a number of staff positions, staff were asked to take on extra work responsibilities to offset these cuts. No faculty positions were cut. In addition, faculty already have a 30-hour work week throughout the year.

**Item from Tonkawa:**

-Concern that the 8:30, 9:30 timeslots do not allow students to work or schedule their classes in the morning alone and hurts our concurrent student enrollment.

Response:

-ITV connections in new classroom building link classes now across all 3 campuses, including team-taught nursing classes; this change makes reverting to the old schedule very difficult. In addition, in 2018-2019, concurrent enrollment is one of the few categories that saw an increase in enrollment.

**Emails on summer advising (Enid, Stillwater, and Tonkawa)**

(Enid) One faculty member noted he enjoyed advising but hated the scramble for sign-ups and wanted the time to be productive.

(Enid) Are advising times needed at all?

(Enid-Registration)-Blocks of time are more helpful.

(Enid) Recommendations on summer advising:

In general, and in addition to having to fight over time slots with other faculty, most complaints have to do with

- having to advise during times when that person is not on campus to teach. For example, if a person teaches a 9:30 and 12:30 class in June, he or she will most likely have to advise in July. That, in effect, derails all summer plans for vacations, etc. and
- adding extra work to an already slammed time frame of cramming 80 days' worth of grading into 16.
- Would there be a way to see how many students were enrolled by instructors during the summer months for the last couple of summers? Or how many were enrolled during those hours where faculty were available for advising?

(Stillwater) 76% of advisement occurs after 11 a.m. and advisement needs to be spread across the summer. 4:00 hour is low.

(Stillwater) Little enrollment occurs in Stillwater until after noon.

(Tonkawa) One faculty member recommended using random.org website to plug in names and times to fit schedules for summer advisement with faculty required to trade (and notify) if needed to fit schedules.

(Tonkawa) One idea that came to mind... if administration were able to change the block of time to be 10-4 (6 hours), maybe they could take a list of all faculty members that teach in the E6/E4 sessions and randomly assign each faculty member a day (6 hour period) during that session (E6/E4) for their advisement. Then if that faculty member needs to switch it is the faculty member's responsibility to either switch with someone else or I am sure there will be open days in the L6/L4 session that they could opt for instead. And do the same for the L6/L4.

(Tonkawa) My thoughts and questions: 1) There is no incentive for a 0-5 year individual to advise. Taking the adjunct rate is not a choice for anyone teaching ten years or longer. 2) Our time should be spent productively. The number of students I have seen over the years of Freshman Fridays and summer advisement is in the irrational stage (stage I) of production. I propose we have lists of prospective students that we could call on to recruit or current advisees that have not enrolled from our office. If we are not advising, we could be preparing syllabus for Fall or in my case finding my desk. 3) Advisement time selection causes great irritation to several faculty. I propose instead of first come first serve, the list be sent in the order of years of service. 4) The handbook does not record history. Were summer hours traditionally paid at the adjunct rate?

Response from Pam: All Asst. Registrars were surveyed about need and reiterated there was one; however, they were amenable to reducing times to meet the need if we focused on when that need was.

From what I hear from the Registration Offices, when they have assistance is still important, and the afternoon hours are consistently the busiest, especially 1-4. I looked at an email from 2015 and we strongly encouraged faculty then to sign up for a block of time to both help students through the entire process and to eat up fewer of their days. Some of that messaging may have

been lost through the years once Kathleen converted to the electronic sign-up system, but the block time still seems to have advantages. The one challenge I've seen is for faculty who teach multiple sections and wanted to squeeze in advising around the days they were already here.

We've done summer advising for as long as I can remember and the afternoons have consistently been the greater need but I suspect the number of hours was set in the past more as a balance between the greater need in Stillwater, where we had considerably fewer faculty 10 years ago, and Enid and Tonkawa, where coverage may have been fuller. That coverage is better distributed now.

To address one complaint I have heard, summer advising is not new and it was definitely not added to address the 32-hour work week staff were allowed for the first time in 2018. It is true that Registration staff have long said they need help at peak times in summer, but those peak times occur when they are all working as well.

Kurt had a great suggestion that summer advisors be given lists of advisees to contact so that the time spent is productive. I recognize that there have been times when advisors have stayed busy but lots of hours when they weren't so I would propose that we consider two changes to improve the process: adding the adviser contacts to ensure time is well spent but also reducing the hours of advising to a 1:1 so that advisors would sign up for one three-hour slot (1:00-4:00) per class taught, with the one understanding that anyone who came in by 4 would be helped through the whole process.

A Tonkawa faculty member suggested that Academic Affairs assign days and then leave it to faculty to swap if needed. If this is a faculty request, we can do so but this seems to restrict flexibility for the faculty so I want more feedback on that preference.

Please chime in on your thoughts on these recommendations and how well this might address the comments you've heard on the side, and then we can send out a formal recommendation after the FA meeting next week.