

**Faculty Affairs Meeting Minutes**  
Sept. 5, 2019  
Via Zoom

Attending: Lisa Nordquist, Kathi Shamburg, Pam Stinson, Gene Young

**Enid**

1) More handicap parking is needed in the parking lot by Zollars and Gantz. Currently there are three. Typically they are already full by 8:00 am. We have three employees in need of handicap slots. Once taken, it leaves no other slots for our handicap students (I can think of two such students I encounter that would be in need of handicap parking) or visitors on campus (AMBUCS, voters, Tri-State, etc.).

**Response:** Pam visited with Jason Johnson, Anita Simpson, and President Evans. They noted that the number of parking spots currently designated were based on ADA guidelines for space, but they were very open to designating others to meet campus needs. Kathi visited with Enid employees again and recommended two additional spots be added. Bradley Jennings took pictures of two locations that would allow building access and Jason will work with maintenance to have those two spots painted and designated with signs.

2) More computer labs. We are aware that for our nursing classes the lab is six computers short of having enough for their classes, which pushes them into the writing lab. This is just one example for where another computer lab would help.

**Response:** Pam visited with Cammie to see when nursing needs might require one of the general labs. Cammie noted that since Enid has its own nursing computer lab with 24 computers, the only time they use other labs is with the freshman class because they have a larger class. This class takes 8 exams a year, including the final, and possibly 2 more of outside proctored exams, so about 10 times a semester. When the class size decreases, they use their own lab to avoid scheduling conflicts. Pam also visited with Dr. Evans and then sent an email to Mike Machia to ask for an inventory of computer labs on each campus as well as what access we have to mobile labs. In a later follow-up, she emailed Anita, who indicated that she could allocate funds for purchasing up to 6 more computers for the nursing lab to alleviate some of the overlapping needs. Mike Machia indicated he would get with Cammie to identify where computers could be added and if there was space for 6 but this year's class would benefit from the addition of even 2.

3) Concerning the training video faculty are required to watch for student services. The actual video and training are not the concern. The concern is the registration. Why is it required to supply our age, zip code and gender for training purposes? What is the necessity of obtaining this information? If only for the college, why is it needed since NOC already has access to this information?

**Response:** Jason Johnson responded to this one and said that the information asked for was built into the training but he's verified that this information is not shared with the company for any marketing purposes.

4) Academic Coaching. We would like to be supplied with a handout we can give to students we feel will benefit from this program. A handout that supplies the web address students use to request academic coaching. Also, flyers for the Enid campus. \*FYI: I am piggy backing on this one with some personal information. I actually spoke to Kathleen Friday when she answered the phone when I called you. I had a couple of questions concerning Career Services and Academic Coaching. I have already mentioned to her supplying Enid with posters. Here's my additional question - Why did someone from the Enid campus have to request posters be sent for our campus and students? I would hope that would have automatically been considered since our students pay the same fees and are actually at a disadvantage since the person for this is housed on a different campus.

**Response:** Kathleen sent the information on success coaching to all faculty in an email on August 16. In the in-service presentations she announced that she would be happy to travel to any campus to meet with students, but as clarification, the success coaching that she is offering is only one portion of her job. When budget required, the Academic Affairs area lost a position as did many staff areas so more jobs are being done by one fewer person (prior there was a Dean of Academic Services, Grant Coordinator, and Administrative Assistant). Currently, the Administrative Assistant (Courtney Balli) is half-time Grants Assistant as well, and Kathleen is doing not only academic success coaching (a new service offered institution wide) but also handling the internships, tutoring supervision, and advisory boards that the Dean formerly covered. Kathleen is planning to establish some regular time in Enid as well. This was a request Pam made when the position was reallocated in Summer 2019 and with the September (post drop date) budget review, Dr. Evans was able to approve some additional travel funding so that Kathleen could spend one afternoon per week on the Enid campus. While there are slight differences in all campuses (e.g. observatory, chapel, and Upward Bound program in Enid alone; Deans of Students and Recruiters physically housed in Enid and Tonkawa alone; Dean of Global Education in Stillwater alone; Instructional Designer in Enid alone), there is an effort to create comparable student and employee services on all campuses. We will support travel wherever possible and will try to use technology effectively as well to provide comparable access.

5) Fridays we are allowed to wear NOC apparel with jeans. An idea was proposed for one Friday a month to wear apparel from our alma mater. The thought is for all to see our diversity and commonality among faculty and staff. Also, as a reminder to our students of their future options. Another idea is a "show your cause" Friday where we would be encouraged to wear a shirt in support of cancer research, SPCA, etc.

**Response:** Dr. Evans addressed this one but the current guidelines for dress code were first established several years ago through a large combined Staff and Faculty Affairs policies meeting. There were a number of reasons for establishing Fridays specifically as NOC Pride Day, including allowing employees to show support for students, marketing NOC, and reinforcing school identity within the community by wearing NOC shirts one day a week, and creating a stronger sense of campus pride. Through each of the last two strategic plan development processes, many employees have commented that greater NOC recognition was needed (e.g. students at NOC Stillwater thinking of themselves as OSU students and community members who didn't know that NOC existed or didn't distinguish it from Phillips, Northwestern,

OSU, etc.) To encourage the campus pride and community recognition aspects the day was intended for, employees have been given a nice free NOC shirt each of the last two years, thanks to Presidential Partners funding.

#### Stillwater

1. Faculty asked if R and R could be paid more than once a year for faculty who are taking classes in fall and spring and having greater debt to carry through until the June application

**Response:** Pam noted that the policy states that R and R is not guaranteed and is subject to availability of funds. NOC would not be able to identify what surplus funds are available mid year as spring enrollment would not yet be finalized and that affects budget. One option for faculty taking fall classes, though, would be to use professional development funds allocated to each faculty member to pay for part or all of the fall class (if the receiving institution accepted a purchase order) and then they would have only the spring class to carry over to the R and R request.

2. Faculty member who had taught an online class in summer noted that she was paid \$50 per student over the first limit of 20 and asked if traditional classes could also pay for “extra” students.

**Response:** This will be shared as a request from faculty in the budget meetings but the initial different allocation was because of the extra individualized communication required by online classes. Grading may be the same for 25 students on-site vs. online, but larger online classes require significantly more emailed responses since the class is not all together to be given the same answers when a question is asked.

This issue was also raised in Sept. 2018 with this response documented in minutes:

The stipend for enrollment over 20 (currently \$50 per) was established over a decade ago and the rationale wasn't documented; however, many online instructors would say that teaching an online course well can be more time intensive than an on-site class because of the individualized communication through emails and responding to discussion board questions. During budget discussions in the past, there have been several who suggested eliminating this add-on stipend but it is difficult to reduce compensation for anything when the goal is to increase compensation.

**Note:** An additional question was raised during this discussion asking if NOC was competitive in online rates. Pam noted that we were mid-range the last time she reviewed but she will try to **get updates prices for comparison by October meeting.**

#### Tonkawa

1. One faculty member had questions about committee communications but Gene was able to show him/her the location on the web of where minutes were posted.

2. Faculty in Science and Central requested a review of circle parking, one noting he/she would pay for a spot. Faculty noted that when the circle is full it makes campus look active and faculty in the center buildings are at a disadvantage during inclement weather.

Parking has been addressed each year in Faculty Affairs with a request to open up the center in Tonkawa. Because this change was made to provide guest parking and allow access for new students coming in, the circle is being maintained for that purpose.

From September 2018 minutes when parking was last addressed with request for designated spots:

*As noted through other issues, Dr. Evans intends to provide a pay raise as soon as it is possible but designated parking spaces would prevent limited space from being used to full capacity at all times through the day.*