

**Faculty Senate Meeting Minutes**  
**Noon, Tuesday, November 19, 2019**  
**Waters Hall Conference Room**

- I. Called to Order at 11:00 am, by Debra Vaughn, Presiding Officer.
  
- II. Roll Call  
Present: Aquila, Bergantz, Berzett, Jack, Durm, Essary, Keller, Laura Lynn Kerner (proxy for Jim Kerner), Johnnie Lundin (proxy for Pruett), Stevenson, Debbie Keiley (proxy for Turner-White), Vaughn, Williams  
  
Absent: Jim Kerner, Pruett, Turner-White  
  
Guests: Tina Hooks
  
- III. October minutes (Essary, Stevenson) passed
  
- IV. Committee Reports
  - A. Academic Affairs – N/A
  - B. Curriculum:
    - a. Approved changes to the Operations Management Minor and addition of 3 Lean Six Sigma courses (White, Yellow, and Green Belt).
    - b. Approved creation of 2 certificates in Biblical Studies and Pastoral Leadership.
    - c. Approved 3 new courses in Art and change to Graphic Design course
  - C. Elections-N/A.
  - D. Faculty Affairs-see explanation under New Business.
  - E. Learning Resources
    - a. Motion for the Learning Resources Committee to develop revised wording to Article IX of the Faculty Senate Bylaws to include technology in section on Learning Resources. (Jack, Keller) passed.
  
- V. New Business
  - A. Faculty Workload Policy
    - 1. Motion from October meeting was: “Faculty Workload Policy-Motion to strike the word “Internship” from Section II. no. 8.” (Stevenson, Essary) passed. Essary made motion to remove “Seconded” from motion. Stevenson made motion to remove original motion. Passed.
    - 2. Motion made to change #8 in list of conditions in calculation of faculty workload to: “Internships and/or practicum courses will be evaluated for workload on a case-by-case basis. The Dean, in consultation with the applicable faculty member and/or department chair, will request approval from the Provost/Vice President for Academic Affairs to count internship/practicum courses toward workload.” (Durm, Stevenson) passed. Motion made to add following statement by number 8: “Refer to college-specific guidelines for

specific workload calculations for internships, practicums, and directed studies (Jack, Durm) passed.

3. Motion to receive report regarding how non-traditional courses are compensated at the beginning of each year from Academic Affairs. (Kerner, Stevenson) passed.

B. Establishing and Maintaining Operating Policies: Motion to send Establishing and Maintaining Operating Policies to Faculty affairs with the following revisions: (Aquila, Durm) passed.

1. Section III: Operating Policy Definitions/Operating Policy Categories: Add Faculty category under Category Title and Description (page 2-3)
2. Section IV: Procedures for Developing a New Operating Policy or a Substantive Revision to an Existing Operation Policy/ Develop the Policy Plan and Draft the Operating Policy. (page 5)
3. #3: Change “The President can choose” to “The President shall choose”.
4. #3: Change “30 calendar days” to “60 faculty business days”.
- ii. Section VI: Procedures for Periodic Review and Evaluation of an Existing Operating Policy (page 7)
  1. #1: Insert “Any policy directly impacting the faculty must be reviewed by the Faculty Senate” before last sentence.
  2. #1: Change “60 calendar days” to “60 faculty business days”.
- b. Curriculum Review Policy. (Essary, Williams) passed.
- c. Academic Calendar: Motion to accept Academic Calendar with revision of June dates (removal of GR, G, and B notations in June 2022). (Essary, Stevenson) passed, one abstained.
- d. Distance Learning Policy: Motion for Academic Affairs, with involvement by Faculty Affairs as needed, to review the Distance Learning Policy in regards to the following five factors: Quality Matters impact on distance learning; attendance reporting; course evaluations; faculty responsibilities and requirements; and naming technologies. (Kerner, Stevenson) passed, one abstained.

C. Adjournment at **12:57** (Aquila, Stevenson)