

**UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA
BOARD OF REGENTS
MINUTES
April 11, 2018**

The Board of Regents for the University of Science and Arts of Oklahoma met Wednesday, April 11, 2018, in the Regent's Room on the USAO campus. Before the meeting was called to order, President John Feaver stated that advance public notice of this meeting was properly filed and displayed in compliance with the Open Meeting Law. Chair Lance led the group in the Pledge of Allegiance and then called the meeting to order at 1:30 and asked for roll call. Members present were: Bill Lance, Diane Ming, David Ferrell, Tom Cordell, and Chris Mosley. Absent were David McLaughlin, and Mo Anderson. Also present were: President John Feaver, Vice President Krista Maxson, Vice President Mike Coponiti, Vice President, Kelly Brown, Vice President Sid Hudson, Vice President Monica Trevino, Assistant to the President Cathy Perri, Director of Communications and Marketing Amy Goddard, Chair of Staff Association K'reen Wilson, and Joyce Sanders, Executive Assistant to the President and Secretary to the USAO Board of Regents.

Introductions: None

Presentations: Vice President Krista Maxson presented the Regents Superior Teaching Award to Dr. Tonnia Anderson. She also presented the Scholarly Activity Award to Ms. Jordan Vinyard, and Faculty Service Award to Dr. Kevin Crow. Vice President Sid Hudson presented the Bill & Pat Smith Scholar Athlete Award to Morgan Wilson, of the Women's Soccer team, and Joe Robb, Men's Soccer team.

Approval of the Minutes of the February 14, 2018 meeting: Chair Lance asked for a motion to approve the minutes. On a motion by Regent Mosley, seconded by Regent Cordell, the Board voted unanimously to approve the minutes.

Communications: None.

Unfinished Business: None.

New Business:

1. Personnel Actions

Appointments:

Bill Ingraham, Mechanical Maintenance Technician, full-time effective March 12, 2018, salary \$29,250.00

Michael Tartsah, Custodian, full-time effective April 1, 2018, salary \$20,800.00

Change in Status:

Chad Eggar, effective February 1, 2018, full-time Administrative Asst. Title III Grant, salary \$25,430.00

Emily Baker, effective March 19, 2018, full-time Enrollment & Records Specialist, salary \$28,000.00

Retirements:

Roch Chan-Yu-King, effective April 30, 2018

Resignations:

Sarah Townley, effective March 9, 2018

Jason Sherman, effective March 31, 2018

David Zoetewey, effective April 23, 2018

Summer Session 2018

Tonia Anderson	7,620.00	Jackie Knapp	13,120.00
Cammie Smith-Barnes	11,584.00	Sarah Layman	2,896.00
Annick Bellemain	13,120.00	Jeannette Loutsch	8,688.00
Brenda Brown	10,440.00	Linda McElroy	13,120.00
John Bruce	8,200.00	Robert Newbrough	7,620.00
J.C. Casey	8,700.00	Leah Oxenford	11,660.00
Christa Copeland	8,880.00	Shelley Rees	4,344.00
Katie Davis	13,120.00	Matt Reynolds	7,770.00
James Finck	11,584.00	Kate Sekula	6,350.00
Christopher Garneau	11,584.00	Jason Shaw	11,584.00
Nancy Hector	4,920.00	Peter Thomas	4,920.00
Yunjae Hwang	6,350.00	Layne Thrift	11,584.00
Rachel Jones	10,160.00	Quan Tran	11,584.00
Aleisha Karjala	8,688.00	Jordan Vinyard	6,604.00
Sean Kelley	4,920.00	James Welch	4,344.00
Shaylee Kimbro	8,880.00		

Independent Study Summer 2018

Christa Copeland	1,500.00	Shelley Rees	1,500.00
James Finck	1,500.00	Jason Shaw	1,500.00
Chris Garneau	1,500.00	Zach Simpson	1,500.00
Karen Karner	1,500.00	Misty Steele	1,500.00
Sarah Layman	1,500.00	Jordan Vinyard	1,500.00
Linda McElroy	1,500.00	Stephen Weber	1,500.00
Leah Oxenford	1,500.00		

Adjunct Faculty Summer 2018

Scott Haselwood	1,050.00	Bill Robinson	500.00
Sarah Jo Martin*		Anna Roach*	

*salary based on number of private lessons which will be determined after enrollment closes

On a motion by Regent Ming, seconded by Regent Ferrell, the Board voted unanimously to approve the personnel actions.

2. Monthly Financial Statements– Vice President for Business and Finance Mike Coponiti covered the monthly financials with the group.

No action needed.

3. Approval of Curriculum Changes:

Proposed curriculum changes would add a new Minor: Creative Writing, and add a new Minor: Cultural Studies. Four new courses to support the new minor in Creative Writing include: Beginning Poetry; Beginning Fiction Writing; Advanced Poetry; Advanced Fiction Writing. On a motion by Regent Cordell, seconded by Regent Mosley, the Board voted unanimously to approve.

4. Approval of Faculty Handbook Changes:

The proposed changes to the Faculty Handbook regard a change to the sabbatical policy as noted below and to address the Higher Learning Commission's Faculty Qualification requirement. The proposed changes have been approved by the Faculty.

Sabbatical Leave - It should be noted that a review of other COPLAC schools and other institutions in the state was conducted and the majority have a sabbatical policy that is in line with the proposed language below.

The USAO Faculty Association proposed the following sabbatical policy be adopted and placed in the Faculty Handbook. The policy below was crafted by the Faculty Association Handbook Committee, which passed the amendment to the Handbook by a vote of 5-0. The Faculty Association voted 36-0-0 to approve this policy. The vote took place at the regular meeting of the Faculty Association on January 9, 2018.

It is recommended that the approved policy be inserted in the section on "Leaves," under the sub-section on "Sabbatical Leave." The approved language should replace the second paragraph, which currently reads as follows:

After six years of service to USAO, full-time faculty members are eligible to apply for sabbatical leave to pursue research and professional development. Compensation during the sabbatical period is 50% of the contract salary for fall and spring trimesters. A faculty member may apply for a sabbatical for both trimesters. In addition, a faculty member may apply for a sabbatical for only either the fall or the spring trimester. In the case of a single trimester of sabbatical leave, compensation will be paid at the rate of 75% of the contract salary for both the fall and spring trimesters allowing a constant level of income for the contract year.

The approved language which should replace the above reads as follows:

After six years of service to USAO, full-time faculty members are eligible to apply for sabbatical leave to pursue research and professional development. Leave may be granted at one-half salary for two consecutive trimesters or full salary for a one-trimester sabbatical.

The following policy will put us in compliance with HLC.

The USAO Faculty Association proposes the following qualifications policy be adopted and placed in the Faculty Handbook (see attached). There is also an accompanying form which was approved on the same vote, but does not need to be included in the Handbook (see attached). The policy below was crafted by the Faculty Association Handbook Committee, which passed the amendment to the Handbook by a vote of 5-0. The Faculty Association voted 40-0-0 to approve this policy. The vote took place at the regular meeting of the Faculty Association on March 6, 2018.

The attached policy should be included in the section of the Handbook after “Class Size and Faculty Load.” It would be a new section of the Handbook, and would hence not replace any existing language.

To Be Included After the Section, “Class Size and Faculty Load”
Requisite Faculty Qualifications for Course Instruction

Adequate expertise in a particular subject area is essential to informed and proper course instruction. Faculty members are considered to have expertise in any area in which they have at least 18 hours of graduate course credit. In areas outside their discipline, a faculty member will have to submit a form certifying that any one or more of the following requirements have been met:

- Scholarly or creative output in the subject area. Scholarly or creative output is defined by a peer-reviewed book, journal article, presentation, edited work, or piece which utilizes ideas, skills, or techniques covered in the subject area;
- Scholarly work as an editor in the subject area;
- A graduate or teaching assistantship in the subject area, in which a faculty member has worked under the supervision of another expert in the subject area;
- Certifications related to the subject area;

- Professional licensure or significant* documented professional experience related to the subject area;
- Significant* professional activity in a professional organization or learned society related to the subject area;
- Significant* professional development in the subject area;
- Honors or awards related to academic performance in the subject area.
-

Each of the above is to be reviewed by the Division Chair who oversees the course(s) of concern.

In an instance where the University or a faculty member requests course instruction where the faculty member does not meet the above criteria, the faculty member can request to be certified in the subject area on a provisional basis in a letter to the Division Chair who oversees the course(s) in question. (In the instance of IDS courses, these issues would be handled by the IDS Director.) After being provisionally certified, the faculty member will work under the supervision of a qualified expert in the subject area. This will include, at minimum, the faculty member submitting his/her syllabi for review to the expert; two visits from a qualified expert to review course instruction; and two meetings throughout the term to discuss the course. If the above requirements are met for two trimesters, the qualified expert will submit a letter to the Division Chair endorsing or not endorsing full certification to the faculty member. If granted certification, the faculty member will work as a qualified expert in that subject area. If not endorsed, the faculty member may appeal to the Division Chair or IDS Director, depending on who oversees the course(s).

Qualified expertise in team-taught courses will be determined based on the above criteria. In an instance where the University or a faculty member requests course instruction where the faculty member does not meet the above criteria in a team taught course, the faculty member will be teamed with a qualified expert in the subject area(s) covered by the course. Once a faculty member has worked with a qualified expert in the course in question for two terms, the qualified expert will submit a letter to the Division Chair or IDS Director (as determined by who oversees the course(s)) endorsing or not endorsing full certification to the faculty member. If granted certification, the faculty member will work as a qualified expert in that subject area. If not endorsed, the faculty member may appeal to the Division Chair or IDS Director, depending on who oversees the course(s).

* - In each of the above instances, “significant” experience or development shall be determined by a committee of peers that, ideally, includes at least one other member of an instructor’s field of instruction. This committee will be constituted by the Division Chair who oversees the course(s) in question.

On a motion by Regent Mosley, seconded by Regent Ming, the Board voted unanimously to approve the Faculty Handbook changes.

5. Approval of Selection of External Auditor for 2017-2018:

Mike Coponiti explained that this was to reaffirm the present Auditor. On a motion by Regent Ming, seconded by Regent Ferrell, the Board voted unanimously to approve.

6. President's Report:

The President addressed the Board and asked for reports by the Vice Presidents. Monica Trevino shared information on the most recent admission numbers. Vice President Sid Hudson shared the news that both Softball and Baseball teams have had winning seasons (38 and 4; 29 and 7 respectively) and currently are in conference tournaments.

7. Remarks from Representatives to the Board:

- i. Faculty Association – No report
- ii. Student Association – no report
- iii. Alumni Association – Misti McClellan reported.
- iv. Staff Association – K'reen Wilson reported.

8. Time and Place of Next Meeting – the next meeting will be held on Wednesday, June 13, 2018 at 1:30 p.m. on the USAO campus.

9. Consideration of “any matter not known about which could not have been reasonably foreseen prior to the time of posting of the agenda” –

President Feaver requested approval to buy the former Women's Resource Building for \$40,000 from Section 13 funds. On a motion by Regent Ferrell, seconded by Regent Mosley, the Board voted unanimously approval.

10. Executive Session

- a. Consideration of Reappointment of Professional and General Staff for FY2018-2019
- b. Consideration of Tenure Decisions for 2018-2019
- c. Consideration of Appointment of Faculty and Division Chairs for 2018-2019
- d. Consideration of Promotion Decisions for 2018-2019

Motion was made to move the meeting into Executive Session. On a motion by Regent Mosley, seconded by Regent Ming, and the Board voted unanimously to convene Executive Session.

11. Return to Open Meeting - Motion was made by Regent Mosley, seconded by Regent Ming, and the Board voted unanimously to return to open session.

After separately considering each of the items (a-d), Regent Cordell moved for approval of the items, seconded by Regent Mosley, and the Board voted unanimously to approve.

12. Adjournment – On a motion by Regent Ferrell, seconded by Regent Mosley, the Board voted unanimously to adjourn. The Board meeting adjourned at 3:22 p.m.

Advance public notice of this meeting was properly filed and displayed in compliance with Title 25, O.S. 1981, Section 311.

