

OSU-CHS FACULTY SENATE
2018-2019
Joint November/December Meeting
November 16, 2018 Minutes

OSU-CHS Faculty Senate Members

Charles G. Sanny, Ph.D., President
Jason Beaman, D.O., President-elect
Jarrad Wagner, Ph.D., Past-President
Franklin Champlin, Ph.D., (19) OSU-CHS Representative to OSU Faculty Council
Kathleen Curtis, Ph.D., (19)
Aric Warren, Ed.D, (19)
Justin Chronister, D.O., (20)
Amanda Foster, D.O., (20)
Paul Gignac, Ph.D., (20)

Recorder: Jean Keene

Members Present: Dr. Sanny, Dr. Beaman, Dr. Champlin, Dr. Chronister, Dr. Curtis, and Dr. Gignac and Dr. Warren

Members Absent: Dr. Foster, and Dr. Wagner

Guests: Dr. Wymore, Ph.D., Dr. Amlaner

Administrators Present: Dr. Stephens

Call to Order: Dr. Sanny welcomed everyone in attendance and called the meeting to order at 12:01 p.m.

Approval of Minutes:

Dr. Sanny called for any changes to the minutes of the previous meeting; hearing none, he declared them approved as distributed.

Administrative Reports:

Dr. Sanny called upon Dr. Stephens to provide a report from the administration.

Dr. Stephens reported that we had entertained several congressional staff members earlier in the day in connection with the Behavioral Health Program we are exploring for the Tulsa area. He said that it was still very much in the planning process, and that it involves a \$130 million ask from the federal government. A lot of effort has been directed toward this effort, and Dr. Stephens will prepare a presentation for the Senate in the future. He explained some of the details in process, and said he believes veterans will be true beneficiaries in this process. He commented on the Cowboy Park celebration, and complimented Dr. Sanny on his remarks at that event. Dr. Stephens said there has been a great deal of very positive commentary on the event, as well as the general growth and beauty that is being developed on the campus.

He said we have been monitoring the transition teams and working to place appropriate persons on the gubernatorial transition team. He said OSU has a high interest in being very active and involved in being of service and establishing leadership and ongoing opportunities in this arena.

Concerning the Tahlequah site, Dr. Stephens said the celebration held there was very successful, and the school is in the spotlight for having the first tribal association for health care education. The spotlight for research and faculty collaborators across the country are focusing on our work and achievements, and many hope to become associated with this success.

Dr. Stephens reported that we have moved forward with the COCA process and site planning. The plan that is there is to begin getting faculty on-site July 1, 2019, which is not that far hence. Those faculty hiring processes will be coming up shortly.

A question was posed asking whether someone will be on site in Tahlequah to test the teleconferenced lectures for the entire fall semester. Dr. Stephens advised that what has been arranged as a test procedure is one that had been devised at Ohio University. They set up a site right next door to the lecture room and invited some students to participate. It was being transferred over a distance. We plan to set up a small classroom in Tandy. He indicated it would not be fair for faculty to try to transmit from there since we would not have the facility ready at that time. Using the “next-room” modality will provide for an “at-a-distance” test of the technology even though the distance is not far. When classes begin in Tahlequah, we will have a technical person there on site. We will need to show the same abilities there as in Tulsa, but whether we use Zoom or Polycom isn’t a factor.

Hearing no other questions or topics for Dr. Stephens, Dr. Sanny thanked him for coming to the meeting and for the informative report.

Faculty Senate President:

Dr. Sanny called upon Dr. Beaman to share the good news. Dr. Beaman reported that the cash award element for the Distinguished Faculty Service Award was now increased to \$2,000.00 so that it now matches in amount.

Dr. Sanny said he had a meeting with Anhna Vuong and IT personnel regarding the revamping Centernet. Dr. Sanny provided the background for the meeting, and advised that the outcome was that the brain-storming and discussion was a request to Senators to provide input regarding Centernet. There were two responses, which he mentioned: 1) old CV content was still being displayed, and 2) the digital platform for the Faculty Senate business on Centernet. SharePoint was discussed as an appropriate method for our needs. We were advised that since we are serviced through Stillwater (and it is financially prudent to be that way), the Senate content will only be available by login and password, and it would be “internal” only. The comment was made that if SharePoint proves to not be adequate, another platform can be auditioned. Regarding the Senate’s content, it can be set up for Senate document management. The same feature can also be available for departments to manage their entries/updates.

Dr. Amlaner provided information on Pure management. He commented that we are the first medical school in Oklahoma to move to this method of record-keeping. He said Jon Goodell in the library has kindly provided a staff member to add information to Pure. Dr. Amlaner provided some details regarding what can be posted, and some of the linking capabilities. He indicated it may be possible for departments that need to provide monthly reports could actually have that report developed in Pure by populating a template that would be provided by the department chair. He said more information will be provided as the process continues. He noted that individual faculty may be able to have control of their information, and thereby be able to ensure it is current. Dr. Sanny said the information will be distributed to the general faculty; he then called attention to the document that was included in the agenda packet regarding the Pure program. For completeness of record, the document is provided in full as Attachment A.

Voting Items:

- **Revision of the Academic Standards Handbook 2018-2019.**

There was extensive discussion regarding the proposed revisions to the Academic Standards Handbook, 2018-2019 that had been provided by the Academic Standards Committee. At the conclusion of the discussion, the Senate voted to refer the revision document back to the committee for their discussion/further revision. The Senate recommended that **Section 12.2 Leave of Absence**, which is on page 39, be revised as follows: A student ~~in good standing~~ may request a leave of absence due to a medical or severe personal problem. A motion to that effect was moved, seconded, voted upon, and unanimously approved.

Dr. Sanny will refer the item back to the Academic Standards Committee.

Action: Motion Referred back to committee for revision.

Dr. Sanny thanked Dr. Wymore for his very valuable input on this process.

Committee Reports:

Dr. Sanny called attention to the Written Committee Reports document included in the Agenda packet. He encouraged Senators to review the committee reports external to the meeting. He commented that our committees do an incredible amount of work in the service of their faculty colleagues. Dr. Beaman will confer with Dave Juergens regarding the LRC report entry concerning appropriate Panopto usage by students that maintains the faculty's intellectual property.

Old Business:

There was no old business to address.

New Business:

There was no new business to address.

Adjournment: The meeting was adjourned at 12: 58 p.m.

**Written Committee Reports
Faculty Senate Meeting
November 16, 2018**

*The committee reports are for information purposes only
and are not being submitted for Senate approval.*

College-wide committees:

Academic Standards Committee (Bill Meek)

The ASC meet in October with two students that had failed the either the COMLEX Level 2PE or the COMLEX Level 2CE. Recommendations were made to the Interim Provost and Interim Senior Associate Dean for Academic Affairs. The ASC is glad to hear that the Office of Clinical Education is communicating better with students regarding COMAT failures and the preparation for the CE and PE. Some students have taken the CE and PE with outstanding COMATs (COMATs not passed and hence the course/rotation not passed). The ASC also discussed and approved changes to the Academic Standards Handbook and these changes will be voted on at the General Faculty Meeting in December. The ASC will meet on November 16 with 6 students that did not pass the BMF2 course and one student that has failed the COMLEX Level 1 for the second time. Further meetings for the last week of November include meeting with 3 students that did not pass the Hematology System course, one fourth year student that was issued a non-cognitive “N” grade, and one fourth year student that did not pass the Level 2PE.

Curriculum Oversight Committee (Stacy Chronister)

Approved motions:

1. Course Coordinators will have three First Aid copies per course to be distributed at the coordinators discretion for questions associated with appropriate systems courses; these are for use by the instructors, not for distribution to the students.
2. Upper administration shall identify and assign a list of a sufficient number of eligible persons who would be trained to administer all non-laboratory examinations with the goal of maintaining proctoring consistency between exams.

Discussion items:

The committee agreed that a motion was not required; however, it was clearly stated that instructors must adhere to the syllabus as distributed to students. It was understood that communication could go to course coordinators and instructors, being sent jointly by the Chair of the COC and Dr. Wymore in his capacity as the Associate Dean for Curriculum. This communication is to specifically state that the COC reaffirms that the syllabus a final-stated, voted upon and approved document. It shall clearly indicate that course content, and the amount of time allotted in the course schedule, are fixed—they are not subject to modification by instructors.

Learning Resources Committee (Nedra Wilson)

Faculty Senate Report for Oct. 2018 LRC meeting:

The Learning Resources Committee (LRC) meet on Tuesday, Oct. 23rd in Room E202. The following issues were brought to the committee for discussion:

Facilities Issues:

- 1.) *Room temperatures in Tandy lecture halls and carrel rooms, Library, and Gross Anatomy Lab are reported as too cold and/or too hot.* Facilities will record temperatures for 24-hours for 1 – 2 weeks to determine the actual room temperatures.

- 2.) *Metal rods with carrel numbers in Library are not securely attached.* Facilities will attach these rods.
- 3.) *Request for locks on library study carrels* is currently awaiting expected cost.
- 4.) *Student request for cooktop in Student Lounge* has been forwarded to Facilities, Use and Planning Committee.
- 5.) *Policy for use of study carrels in Tandy and Library.* This policy is currently undergoing a revision.
- 6.) *Desk in 4th floor lecture hall has a tilted top.* This has been reported to Facilities.
- 7.) *Request for use of lockers on first floor of Tandy that belong to Sim Center.* LRC is contacting Shelly Houk, Director of Simulation Center, to determine whether this is possible.
- 8.) *Inoperable handicapped doors.* This has been reported to Facilities.

Student Affairs Issues:

- 1.) *Request for decaffeinated coffee option in Student Lounge* has been forwarded to Student Affairs.

IT Issues:

- 1.) *There continue to be wireless printing issues in Tandy and Library with slow computers and problems with printing.* IT had offered two occasions to meet with students one: one to address their printing issues. IT will offer another opportunity for this occur. IT has also reached out to Papercut for advice on this issue. IT requests that students report every time they experience issues with printing to determine whether the issues are unique to a particular operating system, browser, and/or location. IT reports that this is still affecting maybe 5 students/week.
- 2.) *Student Affairs reported slow computers and defective printers in the library.* IT reports that the slow computers are due to the fact that we have many students logging on and using a few computers. Windows builds a profile for each user. So the computers have lots of profiles on them, which then slows down the speed of the computer. One possibility is to write a policy that will clear profiles at the end of each day, which should speed up the computers. If this is done, however, a new profile will need to be built by Windows for each student the first time they log on daily. This means that the initial log-on for each student will still be slow. Finally, IT will replace the current computer in the library with a new one as soon as the new shipment arrives.
- 3.) *Microphones in Tandy lecture halls have intermittent problems.* IT had the vendor test all of the microphones in these lecture halls to identify damaged ones. IT is currently processing the PO to send the affected microphones out for repair. In the 4th floor lecture hall, one line for the microphones was damaged when the standing desk was raised.

Office of Educational Development Issues:

- 1.) *Request to download Panopto lectures so they can be listened to off-line.* This request was forwarded to OED. Per COC, lectures cannot be downloaded offline due to protected intellectual property (in the form of the lectures). Lectures can only be streamed, not downloaded. This option was accidentally activated in previous semesters but is not an option.
- 2.) *There were several instances of Panopto not recording lectures correctly.* In all cases, these occurred in the second year class. In one case, the first 30 minutes of a lecture

were missing. In the second case, the first hour of lecture was captured but not the second hour. In the third case, the voice was recorded but the PowerPoint appeared as a “black box”. These issues were forwarded to OED and are being worked on. LRC will send a memo to all course coordinators to remind them to inform OED if the course schedule changes to ensure all lectures are captured.

- 3.) *Request for improved syncing of mouse movements with PowerPoints in Panopto.* There is a disconnect or delay in Panopto capturing mouse movements. This has been forwarded to OED who will work with Panopto to see if this can be improved.
- 4.) *Issue with buffering on Panopto when viewing lectures at anything other than 1X speed that makes it difficult to view lectures.* LRC requested students to obtain more information about when this happening to facilitate troubleshooting this issue. Specifically, students were requested to inform LRC about operating system, browser used, where this occurs on campus vs. off campus, time of day.
- 5.) *Request for all class grades to be uploaded to allow students to determine their standing in classes.* A memo has been sent to all course coordinators to remind them to upload/record class quizzes and IRAT/GRAT scores in a timely manner.

Curriculum Issue:

- 1.) *Students requested additional teaching assistants for anatomy and/or added office hours for current TAs.* Students were requested to obtain more information for the LRC as it was unclear whether this was a request from one student or more. Currently, there are 5 instructors/TAs in Anatomy Lab for 12 tables. Graduate TAs offer 2 hours/week for office hours and will meet with students in smaller groups closer to an exam if requested.
- 2.) *Request from Students with Disabilities Committee for windowless room for testing.* The request was forwarded to OED, which has changed testing room Tandy 331 to Tandy 333.
- 3.) *Request from Students with Disabilities Committee for improved testing environment for students with accommodations.* The committee requested partitions to separate students and a camera proctoring system. The LRC is currently working on these requests.

Student Affairs Committee (Steve Eddy)

The Committee discussed the new Library carrel policy and agreed to have student leadership meet with Jon Goodell to discuss revised policies and make revisions as necessary. Clinical Ed updated the committee of staff changes. Student Affairs notified the committee that there are new microwaves in the Tandy kitchen area and it will explore decaffeinated coffee options. Students indicated that the wheelchair access doors don't work consistently, asked about removal of the student lockers, commended Dr. Dunn on her efforts to improve wellness, and requested an effort to reduce Styrofoam on campus. Students and Clinical Ed also discussed a “Speed Dating” approach to learning about rotations and sites that Clinical Ed will implement for Didactic Week. Students requested a mural outside the carrel rooms in Tandy.

Research Committee (Anne Weil)

The following Special/regulatory committees report through the Research Committee: Institutional Review Board, the Institutional Animal Care and Use Committee, the Institutional Biosafety Committee, and the Chemical Hygiene and Radioisotope use Committee.

Research Committee Chair's Report (Anne Weil)

The Research Committee met on Wednesday, October 24, 2018 in E393 from 10:00 to 12:00

- The meeting agenda, prior meeting minutes, and reports of regulatory committees were approved.
- Regarding ongoing implementation of the COM Research Strategic Plan, which includes fostering a research-positive environment and student involvement, we discussed Research Day. The COC has been asked to see if classes can be rescheduled to allow Medical Students to attend all or part of the events on Feb. 21 and 22. (This may be possible for Friday afternoon.) Dr. Amlaner reports that he is looking into the purchase of a large format plotter so that posters can be printed on campus rather than being sent out to Allegra. Mr. Goodell will check into whether a plotter would fit into the library. OSMP will publish those abstracts that are suitable for publication; abstracts will be refereed. The Research Committee is willing to review, and multiple clinical faculty members are also enthusiastic about becoming involved. OSMP would like to have Research Day-related art on the cover of one issue, as well.
- The Office of Research reports that 4 years of indirects were not transferred to the departments at OSU-CHS from Stillwater. Dr. Amlaner reports that \$152,000 discovered by his office are now returning to the provost, faculty researchers, and departments. A like amount will be coming to the Office of Research. Each Department should have a written document specifying how indirect monies coming back to the department are used in the promotion of research.
- Also, over a 10-year period 28 clinical trials had not been fully closed out. After this was accomplished, there was a surplus, and \$200,000 will be distributed back to the originating departments. A new procedure for clinical departments to close these out properly is being designed by the administration. Ms. Lamon is now in charge of clinical trials in the Research Office.
- Rollout of Elsevier Pure is in its preliminary stages. The Research Committee will review and provide comment on this stage. Automated data entry has been accomplished, but all faculty members will be asked to correct inevitable errors and to flesh out their profiles with teaching, service, and scholarly activity that cannot be captured by automated means.
- During the month preceding the meeting, Dr. Amlaner sent the Research Committee a draft of a guidance document on Scholarship and Research by Faculty and Students at OSU-CHS. This is a lengthy document and the committee will need time to digest it and recommend changes. With the help of IT, Dr. Weil has opened a SharePoint site for the Research Committee, with a discussion board so that changes can be proposed and discussed before the Research Committee makes any direct recommendations regarding the document. This document is clearly a draft, and additions will be needed.

CHRUC *David Wallace, CHRUC Chair.*

The CHRUC met on October 17th. There were two items that were briefly discussed under ‘new’ business.

1. The committee reviewed the annual radioisotope audit. Dr. Wallace had updated the document and changed some terminology to reflect the current positions (such as no Laboratory Safety Coordinator). Approval of the audit was tabled until the Office of Research sections are completed. The committee had no changes in its current form pending the updates that will come later.

2. The committee discussed the need for verbiage in the Chemical Hygiene Manual regarding the use of Controlled Substances. Dr. Wallace's lab was inspected on October 16th and one suggestion made by the inspecting agent was that we have a policy in place for the use of Controlled Substances, Schedules I – V. A recommendation was made by Dr. Wagner, seconded by Dr. Sanny and approved unanimously that Dr. Wallace draft a section on the proper use of Controlled Substances that is based on the framework of our discussions. The committee can virtually revise, and officially approve at the December meeting.

Next meet is scheduled for Wednesday, December 19, 2018 at 1:00PM in room E-393.

IACUC *Tom Curtis, Chair*

The IACUC has not met since the last research committee meeting. The next quarterly meeting will be held during the second week of November. On-going work includes revising the SOP for terminating animals using CO₂. A change in animal housing arrangements was made administratively.

IBC

The following tabulation is a summary of the major agenda items addressed at the most recent meeting of the Institutional Biosafety Committee (IBC).

The Committee met at 2:30 pm in Conference Room E-469 with members Champlin, Wallace, Blewett, Reddig, Köhler, Smith, Katz, and Rain in attendance.

- I. No minutes for the December 20, 2017 meeting were taken due to failure to meet the minimal attendance quota. The meeting consisted only of an informal discussion with Vice President Amlaner. The IBC has only met virtually since then (March and April 2017) to provide oversight for 3 applications. The Committee was informed that all Summer 2018 research projects requiring oversight (additions of BSL-2 laboratory personnel only) were handled administratively in the Regulatory Compliance Office.
- II. New guest member Ben Rains, Research Compliance Coordinator, was introduced.
- III. No new or revised protocol applications have been submitted for oversight since most recent meeting.
- IV. The Committee was informed of recent changes in the organization of the Research Office and how they affected IBC composition. In short, Amber Hood, Director of Regulatory Compliance and Facilities, and Ben Rains, Research Compliance Coordinator, will now be considered guest members, while Rebecca Crandell, Assistant Director of Research Compliance, will be considered a voting *ex officio* member.
- V. The Committee was informed of recently approved changes to the Research Committee description in the *Faculty Senate Bylaws*.
- VI. Several items were brought up by the members for informal discussions.

The next regularly scheduled meeting of the IBC will be November 21, 2018 at 2:30 pm in Conference Room E-469.

IRB *Kath Curtis, Chair*

The IRB met on October 17, 2018 in a special meeting convened to assess revisions to a proposal previously reviewed by the full board.

The board members discussed the revised proposal and unanimously voted to approve it with a few additional minor revisions.

In addition, the Director of Regulatory Compliance and Research Facilities reported that the following were approved during expedited review

- two new proposals

Committee on Students with Disabilities (*Vivian Stevens*)

A Revision to the OSU-COM Policy on Accommodations for Students with Disabilities has been voted upon and approved by the committee and the Faculty Senate. It will be presented for an electronic vote by the general faculty in December.

Faculty Senate committees:

Budget and Benefits Committee (*Jim Hess*)

Due to unanticipated schedule conflicts, the meeting was cancelled since quorum would not be achieved.

Faculty Affairs Committee (*Matthew O'Brien*)

The committee is preparing to conduct the electronic voting associated with the Fall 2018 General Faculty Meeting.

Promotion and Tenure Committee (*Randall L. Davis*)

Specific information regarding the work of the Promotion and Tenure Committee is confidential, and therefore not appropriate to mention in a report. The members are actively providing service to the faculty and the institution through the consideration of requests, and thereafter providing recommendations. These are done regularly and on a timely schedule and are submitted to the Chief Academic Officer. The committee members are aware of the importance of their service to their faculty colleagues and are most pleased to provide it. A revision to the RPT Guidelines has been approved by the committee, the Faculty Senate, and the general faculty.

Other committees/task forces/liaisons:

Affirmative Action Committee (*Tina Tappana*) (A regulatory committee)

The committee has not met since the previous Senate meeting.

Biomedical Sciences Graduate Committee (*Kath Curtis*)

The BSGC met on October 29, 2018. The following actions were taken:

- After discussion of the final revisions to the Graduate Student Exit Survey questions, BSGC members approved the use of this survey as a way of assessing the efficacy of courses, training, etc. received by Biomedical Sciences Graduate Students.
- After discussion of the final revisions to the Graduate Student annual evaluation forms, BSGC members approved its use for subsequent evaluations beginning Spring 2019.
- A schedule for graduate/certificate course in Microbiology/Immunology was discussed; recommendations from the Biomedical Sciences Graduate Program Director, Dr. Davis were agreed upon by BSGC members and will be relayed to the course faculty.

- A draft of a graduate student checklist to self-monitor progress was presented and discussed. BSGC members approved the formatting and content and requested variations appropriate for the various degree programs.
- A copy of new OSU-CHS hiring policy was distributed to BSGC members for further discussion re implications for grant-funded positions (including technicians, student stipends, etc.) at subsequent meeting.

OSU-Faculty Council Representative (Franklin Champlin)

The OSU Faculty Council met at 3:00 p.m. in the Council Room (412 Student Union) on November 13, 2018. The following tabulation is a summary of major agenda items addressed at the meeting which may be of general interest to the CHS Senate membership.

Items 2,3. Minutes of the previous meeting (October 9, 2018) and agenda for the present meeting were approved and are available separately with pertinent handout(s).

Item 5. Special Report: Dr. Sue Williams spoke at length about her position and availability to faculty as head of the OSU Ombud’s Office. <https://president.okstate.edu/ombudsman/charter>.

Item 6. Dr. Chris Ormsbee reported for Provost Sandefur that three Faculty Council Recommendations were pending (OSU Intellectual and Copyright Policy, Procedures for Consideration of Removing Names of Facilities, and Proposed Changes to... “Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters...”). (available separately)

Item 7.B. Dr. Tracy Quan (Women’s Faculty Council) reported that Dr. Nedra Wilson (OSU CHS) was the invited speaker at the November 1 meeting of the WMS. Dr. Wilson’s talk was titled “Women Mentoring Women”.

Item 9. Old Business: After about three years as a work in progress, the Council approved the most recent draft of the *OSU Intellectual Property and Copyright Policy*. (available separately)

The next regularly scheduled meeting of the OSU Faculty Council will be Tuesday, December 11, 2018 at 3:00 p.m. in the Council Room, 412 Student Union.

The agenda, Minutes, and Council Recommendations to the Provost can be requested through the Senate Office. They are extensive and have not been included here due to the Senate’s decision to practice “green” methods in order to preserve resources.

Faculty Advisory Council of the State Regents for Higher Education (OSRHE-FAC)

Charles G. Sanny, Representative and Faculty Senate President, 2018-1019

The Faculty Advisory Council of the State Regents for Higher Education (OSRHE-FAC) met on November 3, 2018, in conjunction with the Annual Faculty Assembly in OKC. Results of the annual OSRHE-FAC Faculty Opinion Survey was distributed to FAC members for review prior to the meeting. Dr. Sanny was not able to attend due to a schedule conflict. Video conferencing was not available for the November 3rd meetings since the meetings were on Saturday (i.e. no technical support personnel available). The next meeting will be in December.

Attachment A

Letter to Faculty Senate From Mr. Jon Goodell and Dr. Charles Amlaner November 15, 2018



COLLEGE OF
Osteopathic Medicine

Medical Library
1111 West 17th Street
Tulsa, Oklahoma 74107-1898
918-561-8449
Fax 918-561-8412
www.healthsciences.okstate.edu/medlibrary

November 15, 2018

Faculty Senate,

We are writing to give an update on the campus's new scholarship information management system, Pure. This is a platform for showcasing faculty research, teaching, service and other activities. In June 2017, two vendors presented their platforms to the Research Committee (Elsevier Pure and Digital Science Elements). Pure won out. The library received budget approval to move forward and recently completed the initial data import. See scholars.okstate.edu.

The Research Committee began reviewing the platform this week. We expect to have the portal ready for faculty to add their own scholarship activities in the next few weeks. The Library and Office of Research plan to schedule face to face meetings with faculty in the near future.

Here is Pure's customer list so that you can see how other universities have used this platform: <https://www.elsevier.com/solutions/pure/clients>

Please send feedback to Jon and Charlie.

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