

OSU-CHS FACULTY SENATE

2011-2012

February 10, 2012 Minutes

OSU-CHS Faculty Senate Members

Johnny Stephens, Pharm.D, President

Warren Finn, Ph.D., President-elect

W. Stephen Eddy, D.O., Past-President

William Po, M.D.

William D. Meek, Ph.D., OSU-CHS Representative to OSU Faculty Council

Alexander Rouch, Ph.D., Secretary

Susan Steele, D.O.

Jeff Stroup, Pharm.D, Sergeant-at-Arms/Treasurer

Jarrad Wagner, Ph.D.

Recorder: Jean Keene

Members Present: Dr. Stephens, Dr. Eddy, Dr. Finn, Dr. Meek, Dr. Rouch, Dr. Stroup, Dr. Steele, Dr. Wagner

Members Excused: Dr. Po

Reporting Administrators: President Barnett, Dr. Hess

Call to Order: Dr. Stephens called the meeting to order at 12:01; it was held in the Board Room, as is customary.

Approval of Minutes:

Approval of the minutes of the prior meeting was moved by Dr. Wagner and seconded by Dr. Rouch. They were unanimously approved as presented.

Senate President's Report:

Dr. Stephens advised that since a Curriculum Design meeting was scheduled to begin at another location immediately following the Senate meeting; therefore, he would limit his report to announcing that the Strategic Plan is still in a state of flux; it will be provided to the Senate when it is finalized. Dr. Stephens said that Phase III of the Curriculum Revision is moving forward. A Curriculum Design meeting, attended by the Department Chairs, was hosted by the Education Development Office to provide information on developing course objectives.

Administrators' Reports:

President Barnett reported that a major focus during the week has been legislation. He noted that the Governor included information in her State of the State address regarding funding rural residencies. The budget contained 3.08 million dollars to fund the first year of that program. Both the concept and the methodology by which it should occur are outlined in the bill; it is slated to go through, and be administered by, the Physician Manpower Training Commission. Dr. Hess has spent considerable time working on the language for proposed legislation. The difficult part is getting the funding for the legislation. There will be a variety of other bills proposed, including another gun bill, but the quantity of proposed legislation will be reduced as the process continues.

Dr. Hess reported regarding Health Care costs and distributed an information packet listing costs and services; it represented all OSU constituent locations. He called attention to some plans cost/premium comparisons. He noted that some plans paid out more in claims than was collected in premiums. Dr. Hess said the only way to change the loss ratio for any category is to lower the inpatient utilization, control the outpatient utilization costs, control the professional service fees, and control costs for pharmacy. The opportunity going forward is for us to think about how to capture outpatient professional and pharmacy costs. Dr. Hess reported that the only way to lower costs, as a system, is to find a way to control the professional service fees; that would mean employing OSU physicians, and owning/operating our own pharmacy. This could represent a \$24 million opportunity.

We could potentially offer a multi-tiered choice that would also have varying premium costs depending upon which plan is selected. More and more, the practical reality is that, in general, people make health care choices depending upon premium costs. The question over the long term is, "What are we going to do about this?" The idea of trying a pilot program in Tulsa may be examined.

In response to a question, Dr. Hess advised that there is little likelihood that there will be a salary plan this budget year. The combined set of circumstances of the legislative view of funding higher education, and the desire to avoid increasing tuition, the current view is that we would be fortunate to retain a steady state budget.

Dr. Finn called for recognition of our administrators for their dedication and indefatigable efforts regarding legislation, in keeping us moving forward, and in identifying ways to enhance our growth even in light of current challenges. The Senators enthusiastically acknowledged these outstanding efforts with heartfelt and vigorous applause.

Written Committee Reports:

Dr. Stephens called attention to the *Written Committee Chairpersons' Reports* that were distributed electronically, and were also included in the Agenda packet. (*The reports are included as a unit and begin on page three of the minutes.*)

Old Business:

Voting on a Formal Recommendation FS 11-12-004 from the Faculty Affairs Committee: APPROVED
The Faculty Senate Bylaws concerning membership of the Institutional Animal Care and Use Committee (IACUC) (Section VIII.G.4) be amended from:

"Membership shall consist of two (2) members of the faculty, at least one (1) of whom must come from the biomedical sciences faculty, the college's consulting veterinarian, the College's animal laboratory technician, a public (lay) member, and the Assistant/Associate Dean for Research (Ex-officio)."

to read instead:

"Membership shall consist of two (2) members of the faculty, at least one (1) of whom must come from the biomedical sciences faculty, the college's consulting veterinarian, [the person responsible for day-to-day management of the animal facilities](#), a public (lay) member, and the Assistant/Associate Dean for Research (Ex-officio)."

Rationale:

Daily management of the animal care facilities has passed from the animal laboratory technician to the Manager of Regulatory Compliance & Research Facilities. This change would bring the Bylaws into alignment with the specific intent of Federal regulations, without reference to a specific job title, which may change. The change in roster has already been filed with the NIH's Office of Laboratory Animal Welfare to keep CHS in compliance.

New Business:

There was no new business to discuss.

The meeting adjourned at 12:58 p.m.

**Combined Written and Verbal Committee Reports
Faculty Senate Meeting
February 10, 2012**

College-wide committees:

Academic Standards (Kirby Jarolim)

Academic Standards met on February 1, 2012 – made recommendations for six students that did not pass the COMLEX Level 2 examination and one student also had N grade for non-cognitive performance in a community hospital rotation.

Curriculum Committee (Al Rouch)

The committee has not met since the last Senate meeting; it is scheduled to meet on March 5.

Learning Resources (Jeffrey Stroup)

LRC: Faculty Senate Summary

- Exam soft is being purchased. Once completed, the training session will be held for faculty. This is expected to be ready to go for this spring semester

- LRC recommends that the breakout rooms be put under the control of a single person for scheduling/upkeep. Joni Finfrock's name came up as a recommendation. Chairs and clocks need to be upgraded. IT had some concerns about students opening computers in the rooms in the past. Will discuss with Dr. Benjamin

- Video capturing software "Tegrity" will potentially be purchased by Stillwater. We will demo and potentially share costs with them

- EMR will go live at POB family medicine October 1, 2012; other clinics will be rolled out after that. NextGen is the system.

- Video Capture of lectures was discussed in-depth. Attached is a summary of the Task Force report to date

Task Force on Video Capture of Lectures

Summary from the Lecture Capture Task Force Meeting on 1/17/2012

The meeting began with discussion of the timeline for implementing the technology in the large lecture halls. Brett indicated that the technology would be in place to capture the lectures by the time construction on D007 and D107 was complete. We could start recording lectures in those rooms at that time even if there was no software in place to run the technology. The software to provide automatic scheduling of the start and stop of capture, etc. is currently under review in conjunction with efforts through OSU-Stillwater. OSU-Stillwater has indicated that they plan to go with Tegrity and have it in place by the Fall 2012 semester. We should be able to progress along the same timeline. However, we will check to see if it is possible to get the software in place faster. It was discussed that this software would be an advantage for faculty development, continuing medical education, HIPPA compliance, FERPA training, safety, and many other programs outside of just the lecture capture solution.

Johnathan and Dr. Davison gave an update on the meeting with legal counsel that they had in Stillwater on January 10, 2012 and answered questions by members at the meeting.

Issues with comments from legal counsel:

The issue of intellectual property and rights- There was discussion regarding intellectual rights, copyright etc. However, legal counsel agreed that there were minimal concerns when lecture capture is only used for internal purposes. The institution can capture videos of lectures as long as it is being captured for internal use only (the school is not trying to gain financially, trying to sell it to make money without the faculty members knowledge, or opening it to the public). Anything captured must be stored securely and only access by students or individuals within the college for the enhancement of the educational programs.

Can we capture outside lecturers? - We can capture outside lecturers if they sign a release or it is part of their contract. Legal counsel has agreed to review some release forms that we gave them and help draft a release to deal with this issue. What about students who are captured on the video either in voice or in likeness? Can we capture them? - Yes but we will need to get a release form signed by the students agreeing to be videotaped. We will also need to get a signed oath from students vowing to not take the lecture captured materials (if and when it is opened to students to view) and distributing it to others.

Will patients be taped?- Again patients or any outside individuals who are not there within the scope of their employment or an employee of OSU will have to sign a release form. If they don't, that portion of the video will be removed.

An Instructor's right to edit the videos- an instructor will have the ability to sit down with the new person who is being hired to oversee the lecture capture process and edit information from the video that they feel is not appropriate for distribution to students after class.

The issue of faculty having to take responsibility for legal costs, etc. if they are sued by an individual or company for items in their lectures that got out to the general public either by accident or by malicious means- if the individual was conducting the activity within the scope of their job, they will be represented by the University legal counsel and all expenses will be paid by the University. Dr. Davison left several policies and release forms that were collected from other schools with legal counsel. Johnathan also attended a presentation at the OMED meeting over the weekend that touched on these very issues. He talked with the speaker, Dr. Bruce Dubin, who is both a D.O. and JD at Rocky Vista College of Osteopathic Medicine in Colorado. Dr. Dubin is willing to share the policies that were developed for their school. Once this is received, it will be given to legal counsel as well.

The next steps are to draft a policy and release forms that can be reviewed by others.

Research Committee (Doris Patneau)

A written report was not received.

Student Affairs Committee (Shawna Duncan)

The committee has not met since the last Senate meeting.

Special/regulatory committees:

The Institutional Review Board, the Institutional Animal Care and Use Committee, the Institutional Biosafety Committee, and the Chemical Hygiene and Radioisotope use Committee initially report through the Research Committee.

Chemical Hygiene Care and Radioisotope Use Committee (*David Wallace*)

This committee reports through the Research Committee.

Institutional Animal Care and Use Committee (*Tom Curtis*)

This committee reports through the Research Committee.

Institutional Biosafety Committee (*Frank Champlin*)

The following tabulation is a summary of the major agenda items addressed at the most recent meeting of the Institutional Biosafety Committee (IBC). Their respective outcomes and any items requiring eventual Faculty Affairs Committee or Faculty Senate action are included where appropriate.

- I. The chair's written report/minutes of the November 16, 2011 meeting were read and approved with no corrections.
- II. Hard copies of the recently-completed IBC Policies & Procedures Statements document were distributed to the membership. The committee decided the document should be posted on line with notifications going out to all affected PIs. It can now be found on the OSU-CHS Centernet in the Biological Safety Section of Research Safety Training Information under Manuals and Policies at the following url:
http://centernet.okstate.edu/fac_staff/research/training/manuals.cfm.
- III. Dr. Blewett presented a final draft of the Infectious Agent and Primate-Derived Cell Culture Line Inventory form which will be posted on the OSU-CHS Centernet, thereby allowing PIs to work with the BSO to accomplish the inventory process.
- IV. Committee approved a protocol modification application submitted by Dr. Rashmi Kaul. PI will be notified by memorandum and advised that one student lacks biosafety training.
- V. New CDC Blue Ribbon Panel Recommendations (MMWR)-Guidelines for Safe Work Practices in Human and Animal Medical Diagnostic Laboratories was discussed and the Committee was advised it is available on online from the Biozone or from either Champlin or Koehler.
- VI. No IA or rDNA applications had been considered since the last meeting.
- VII. The next scheduled meeting will be held Wednesday, February 15 at 1:00 pm in Conference Room E-469.

Institutional Review Board (*Paul B. Rock*)

This committee reports through the Research Committee.

Affirmative Action Committee (*Sandra Cooper*)

The committee has not met since the previous Senate meeting.

Students with Disabilities Committee (*Michael Pollak*)

The committee has not met since the previous Senate meeting.

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The committee has not met since the previous Senate meeting.

Faculty Senate committees:

Faculty Affairs Committee (*Anne Weil*)

The Faculty Affairs Committee met January 20, 2012

1) We discussed changes to the “Committee Preferences” survey form this year. CME will be removed from the form. IRB is no longer under the purview of the Faculty Senate, but Dr. Goodson may find survey results useful for filling any spots that open on that committee. We discussed whether or not this was appropriate and decided that it would be if the IRB was put under a heading of its own. The new second page that we added last year is deemed to be a success in making faculty expectations of committee placement more realistic.

We decided this year to add a check box to the first page where a faculty member can request not to be put on any further committees for the next year. Anyone who checks this box will be expected to fill out a third page listing current committees (including those that are not college-wide) and service activities that justify the request. We would like to have 100% response to the survey.

2) We discussed a proposal, written by Amber Hood at the request of Dr. T. Curtis, for a Bylaws change concerning membership of the Institutional Animal Care and Use Committee. Dr. David Wallace instituted a committee change, apparently without informing the Faculty Senate, by which the Animal Care Technician has been replaced on the IACUC by Amber Hood, who is the Manager of Regulatory Compliance and Research Facilities. This is justified on the basis that Ms. Hood has taken over day-to-day management of the animal care facility, which used to be the province of the animal care technician.

Dr. Weil has rewritten the request to change the Faculty Senate Bylaws, and the rewritten version has been approved by the IACUC Chair and the other members of the Faculty Affairs Committee. That version should be attached with this report.

3) We changed our meeting time again, to noon on the third Wednesday of the month.

Budget and Benefits Committee (*Kirby Jarolim*)

The Budget and Benefits Committee has not met since the previous Senate meeting.

Promotion and Tenure Committee (*Craig W. Stevens*)

We have received the OSU Stillwater Provost’s list of faculty eligible for P&T consideration from the Dean’s Office and looking forward to receiving complete dossiers (RPT packets) from the Dean’s Office to begin our committee work.

Other committees/task forces/liaisons:

Biomedical Sciences Graduate Committee (*Nedra Wilson*)

A written report was not received.

OSU-Faculty Council Representative (Bill Meek)

The Faculty Council met on Tuesday, January 10th in the Browsing Room, Edmon Low Library.

Meek Bullet Report:



Kathy Elliot, Associate VP & Controller, gave a report on OK Corral and they are predicting that it will save a lot of money and be easy to operate. Training started February 6 and earlier and online training is currently available.



The Faculty Council passed a revision to the OSU Attendance Policy.



Provost Sternberg Report -- Provost Sternberg updated all searches, the progress of the RPT evaluation, and announced upcoming issues.



OSU Research Committee – The Committee is currently discussing the Laser Safety Policy and will submit a policy to the Faculty Council at the February meeting.

A link to the OSU Faculty Council information and minutes is: <http://facultycouncil.okstate.edu/>

Bill Meek OSU Faculty Councilor Representing OSU-CHS (Term Expires May, 31, 2013)

Oklahoma State Regents Faculty Advisory Representative (Steve Eddy)

Discussion at the January 25 meeting included:

Legislative Update. Hollye Hunt, Associate Vice Chancellor for Governmental Relations, presented a list of bills related to higher education. As the review of bills filed continues, more are expected to be added to the list. Discussion included bills that take away tuition-setting authority from the State Regents, transfer OneNet to the state CIO, and elimination of tenure and multi-year contracts.

Higher Education Day on February 21. Luis led a discussion about possible faculty involvement in Higher Education Day. It was reported by most members that Presidents intend to take students to request funding to cover mandatory costs, maintenance, endowed chairs and scholarships. If the opportunity is available, FAC members will inform Presidents and legislators that improving student preparation is a priority.

Discussion of 2011 work plan topics.

1. Preparation of high school students for college;
2. Preparation of transfer students from technology centers, online programs and from community colleges to universities: a speaker to describe online activity in Oklahoma at February meeting;
3. Improvement of developmental education and gateway courses;
4. Impact of faculty salaries on recruitment and retention;
5. Impact of health insurance and retirement benefits on recruitment and retention: proposed changes at institutions were discussed and suggested that members talk to business officer; and
6. Promoting of higher education in the legislature.

Next meeting. The next meeting is Wednesday, February 8, at 3:00 p.m. Participation by telephone or video is available upon request.

Other. Luis will attend the Student Advisory Board on January 29 to discuss common issues.

For completeness of record, Dr. Eddy has provided the link to the full minutes of the meeting for the Senators' review: www.okhighered.org/fac The following list of legislation was distributed at the recent meeting.

Appropriations

SB 1432// Senator Brian Crain// The legislation directs \$7 million to the Physician Manpower Training Commission.

Tuition/ Funding

HB 2354// Representative Steve Kouplen// The legislation is currently a shell bill relating to graduate tuition and fees.

HB 2517// Representative Sally Kern// The legislation creates the Higher Education Outcomes Based Funding Task Force.

HB 2593// Representative Corey Holland// The legislation directs that tuition and fees shall be set by the Oklahoma Legislature beginning with the 2013-2014 academic year.

HB 2597// Representative Corey Holland// The legislation eliminates the lottery funding that is directed to Higher Education.

HB 2639// Representative Colby Schwartz// The legislation repeals the language allowing unlawful residents to receive in state tuition.

HB 2677// Representative Jabar Shumate// The legislation is currently a shell bill related to private institutions coordinating with OK State Regents.

SB 1062// Senator Jim Wilson// The legislation directs that the State Regents would propose tuition and fee increases but would be approved by the state legislature.

Joint Resolutions

HJR 1079// Representative Jerry McPeak// The state question modifies the distribution of the proceeds of section thirteen and indemnity lands.

SJR 76// Senator Eddie Fields// The state question removes the State Superintendent of Public Instruction from the RUSO board. The resolution also calls for each appointed board member to reside in the county of a RUSO school.

SJR 79// Senator Anthony Sykes// The state question would allow the legislature to set tuition and fees.

CIO

HB 2940// Representative David Derby// The legislation would transfer the State Regents and OneNet under the state CIO.

OKPromise

HB 2679// Representative Gary Banz// The legislation alters the second income check so that the amount of tuition a student would receive from the OKPromise scholarship is based on their income level. A student would receive 100% of the scholarship if their parent's income was below \$50,000. A student would receive 90% of the scholarship if their parent's income is greater than \$50,000 but less than \$60,000. A student would receive 80% of the scholarship if their parent's income

is greater than \$60,000--\$70,000. A student would receive 70% of the scholarship if their parent's income is greater than \$70,000 but less than \$80,000. A student would receive 60% of the scholarship if their parent's income is greater than \$80,000 but less than \$90,000. And finally a student would receive 50% of the scholarship if their parent's income is greater than \$90,000 but less than \$100,000.

HB 2780// Representative Todd Russ// The legislation is currently a shell bill relating to the OKPromise program.

SB 1380// Senator Tom Ivester//The legislation allows a student to still be eligible for the OKPromise scholarship in the if their parent dies in their 11th or 12th grade year of high school.

Governance

HB 2443// Representative Dale DeWitt// The legislation creates a board of nine (9) trustees to be appointed by the Governor and confirmed by the Senate to serve as the administrative agency for the University Center at Ponca City.

HB 2843// Representative Pat Ownbey// The legislation authorizes that the Ardmore Higher Education Center serve as a branch campus for Southeastern Oklahoma State University.

SB 1111// Senator Eddie Fields// The legislation creates a board of nine (9) trustees to be appointed by the Governor and confirmed by the Senate to serve as the administrative agency for the University Center at Ponca City.

SB 1113// Senator Brian Crain// The legislation eliminates the requirement to establish a branch campus in Tulsa but indicates the Langston Board of Trustees may establish a branch campus.

SB 1114// Senator Brian Crain// The legislation requires the Oklahoma State Regents for Higher Education to offer an accounting degree program at Oklahoma State/Tulsa.

SB 1382// Senator Brian Crain// The legislation states that undergraduate courses offered at Oklahoma State University-Tulsa shall not be unnecessarily duplicate those offered at Langston University-Tulsa.

SB 1527// Senator Brian Crain// The legislation states that in any instance where the State Regents have established a minimum number of hours that shall be taught by faculty in order to earn a baccalaureate degree in accounting, they shall not issue any waivers or otherwise allow a student to graduate with a baccalaureate degree in accounting without satisfying the minimum standards.

SB 1444// Senator Frank Simpson// The legislation authorizes that the Ardmore Higher Education Center serve as a branch campus for Southeastern Oklahoma State University.

SB 1786// Senator John Ford// The legislation is currently a shell bill relating to the Board of Regents for the University of Oklahoma.

SB 1801// Senator Clark Jolley// The legislation is currently a shell bill relating to the Board of Regents for the University of Oklahoma.

SB 1925// Senator Susan Paddock// The legislation is currently a shell bill relating to the Board of Regents for the University of Oklahoma.

SB 1926// Senator Susan Paddock// The legislation is currently a shell bill relating to the Board of Regents for the University of Oklahoma.

Faculty

HB 2598// Representative Corey Holland// The legislation directs governing boards to adopt new employment and hiring policies. Any instructor or administrative personnel hired after July 1, 2013, would be hired on a one year probationary contract and then only be awarded annual contracts after. The legislation eliminates tenure, multiyear contracts and continuing contracts from being awarded or extended after July 1, 2013.

HB 2599// Representative Corey Holland// The legislation directs governing boards to adopt a system of post-tenure faculty evaluation and review.

Reporting

HB3040// Representative Leslie Osborn// The legislation requires higher education to report data and information in a common format and on a public website on institutional profile, affordability, student and faculty engagement, student achievement, and institutional efficiency.

SB 1819// Senator Jim Halligan// The legislation directs the State Regents to provide information to the legislature regarding graduation rates, debt loads, student employed by specific disciplines, and information provided to students on employment possibilities and debt.

Academic

SB 1563// Senator John Sparks// The legislation is currently a shell bill creating the Oklahoma Higher Education Code.

Tuition Waivers

HB 2689// Representative Gary Banz// The legislation allows students who are dependents of certain military personnel eligible for in-state residency status.

SB 1624// Senator John Sparks// The legislation directs the State Regents to adopt a policy which allows a student to enroll in an institution within and be eligible for resident tuition if the student was an Oklahoma resident as the time the student received a high school diploma.

Bond Issues

SB 1134// Senator Patrick Anderson// The legislation requires the State Regents to provide an itemized list of mater lease projects to all members of the Legislature with the first seven days of the legislative session.

Other

HB 2762// Representative Lee Denney// The legislation is currently a shell bill relating to the State Regents duties and responsibilities for the Office of Accountability.

SB 1280// Senator Mike Schulz// The legislation creates the OK Hospital Residency Training Program.

SB 1385// Senator Brian Crain// The legislation calls for the OSRHE to develop an Office of Development and Economic Services. The Office of Development and Economic Services shall leverage the resources of the state's public institutions of higher education to meet the needs of industries in this state to benefit economic development.

SB 1387// Senator Brian Crain// The legislation moves the Physician Manpower Training Commission to the OK State Department of Health.

SB 1417// Senator Ralph Shortey// The legislation creates a five (5) member advisory committee for the Oklahoma Dental Loan Repayment Program.

SB 1526// Senator Jim Wilson// The legislation directs the State Regents to promulgate rules establishing a uniform process for filling a vacancy for the position of president at public institutions of higher education.

Space Utilization Committee (Eric Polak)

The focus of this committee has been incorporated as a facet of the Curriculum Revision/Space Requirements issue; Dr. Benjamin serves as point-person for this process. He has been invited to attend and verbally report at the Executive Committee and Faculty Senate meetings.

**OSU-CHS Faculty Senate
Formal Recommendation
2011-2012**

Faculty Senate Recommendation Number: FS 11-12-004

Moved by: Faculty Affairs Committee

Seconded by: Second not required when moved by committee.

Senate Action taken: Passed unanimously Date: February 10, 2012

Motion:
It is moved that:

The Faculty Senate Bylaws concerning membership of the Institutional Animal Care and Use Committee (IACUC) (Section VIII.G.4) be amended from:

“Membership shall consist of two (2) members of the faculty, at least one (1) of whom must come from the biomedical sciences faculty, the college's consulting veterinarian, the College's animal laboratory technician, a public (lay) member, and the Assistant/Associate Dean for Research (Ex-officio).”

to read instead:

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Rationale:

Daily management of the animal care facilities has passed from the animal laboratory technician to the Manager of Regulatory Compliance & Research Facilities. This change would bring the Bylaws into alignment with the specific intent of Federal regulations, without reference to a specific job title, which may change. The change in roster has already been filed with the NIH's Office of Laboratory Animal Welfare to keep CHS in compliance.

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|--|--------------|
| Recommendation forwarded to: | Date: |
| Administrative Action taken: | Date: |
| <input type="checkbox"/> Approved | |
| <input type="checkbox"/> Not Approved | |
| Signature: _____ | Date: |
| Action reported to Faculty Senate | Date: |