

OSU-CHS FACULTY SENATE

2011-2012

January 13, 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. Finn, Dr. Meek, Dr. Stroup, Dr. Steele, Dr. Wagner

Members Excused: Dr. Stephens, Dr. Eddy, Dr. Po,

Reporting Administrators: Dr. Benjamin

Call to Order: Dr. Finn called the meeting to order at 12:08; it was held in the Board Room, as is customary. Dr. Finn conducted the meeting; Dr. Stephens was out of the country.

Approval of Minutes:

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

Senate President's Report:

Dr. Finn briefly officially reminded the Senators that the Phase II Report had been voted upon and passed at the Fall General Faculty Meeting in December. He said the work was progressing on curriculum revision, and Dr. Benjamin would be providing a report on that topic later in the meeting. He advised that President Barnett and Dr. Shrum would not be attending the meeting since they had a previously scheduled meeting with potential donors.

Administrators' Reports:

First, Dr. Benjamin reported that President Barnett had some legislative issues that prevented him from attending; Dr. Shrum was scheduled to meet with donors at the time of the Senate meeting, and therefore she was not able to attend.

Dr. Benjamin provided updates on the ongoing renovations and the curriculum revision process.

Renovations:

Library:

The Library is down to the finishing work; there are just a few items remaining.

Status on 1-13-2012:

- 1) The restrooms are completed;
- 2) The HVAC needed to be replaced; there are just some parts that will be coming in very soon and will then be installed in order to pass inspection;
- 3) The two new student study-rooms are completed. The audio visual in each of those rooms has been upgraded, including the installation of large screens and replaced computers.
- 4) Additional carrels (5 or 6) have been installed.

Clinical Skills area:

The plan is to have it finished by 1-20-12, which would allow sufficient drying time for the floor wax prior to moving day.

- 1) Anticipated moving day: Tuesday, 1-24-12.
- 2) The kitchen area is completed; the tile floor has been installed.
- 3) The sprinkler system was complicated and delayed progress. It is important to have that system appropriately upgraded so it will pass code requirements.

Anatomy Lab:

The project is scheduled to be completed on time, which is February 24.

One challenge in this area was getting the appropriate fans installed. A crane should be in place in approximately one week; it will add structural steel for additional fan support.

Auditorium-D-007:

Work continues. Currently, the completion date is set for March 15.

- 1) The floor, including the underlying concrete, has been removed.
- 2) In order to accommodate the increased seating space, the aisles needed to be changed, and in order to comply with ADA requirements, there had to be at least one aisle with the stipulated slope.
- 3) The office structure in the back of the auditorium, and the side breakout areas, have been removed; the auditorium now functions as one continuous space.
- 4) A new calendar/room scheduling system is being developed to accommodate the need for breakout space.
- 5) Considerable coordination was needed between the architects, the construction design/work, the designated table sizes and placement, and the under the cement floor installation of the wiring for power. The placement for all of these elements had to be precisely planned and be exactly on target.
- 6) Dr. Benjamin commented that he explored whether the floor could be lowered, or the ceiling raised, but these were not options.
- 7) A larger screen will be installed in the D-007 auditorium.

Dunlap Auditorium:

After D-007 is completed, Dunlap and D-107 will have lighting upgrades. Further, there is a desire to have the projection system in all of the rooms so specific training will not be needed for each location. Dunlap is scheduled to have a larger, single screen, installed; that may occur over the summer.

A suggestion was made to be certain to have light controls also available at the front of the lecture halls. Dr. Benjamin commented that it had been considered, and it is planned to also make it possible to dim the lights in just a sub-section of the entire hall.

D-107:

Lighting upgrades and front projection are planned. There is no current plan to increase the seating in this lecture space. This medium space will most likely be used for seminars.

In response to a question, Dr. Benjamin advised that the artistic project is underway. It will be approximately 50 feet tall and 20 feet wide. It is circular in shape, and will have 3-D sections on it that will relate to academic elements, i.e., a DNA helix, a heart, a kidney, forensics elements—a gun barrel with rifling.

A request was made to have the furniture in the breakout rooms optimized. Many of the chairs are broken. Dr. Benjamin invited Dr. Steele to meet with him and Ms. Finfrock and discuss these breakout room aspects.

Curriculum Review:

Dr. Benjamin said Phase II is over. A steering committee is being developed; the members will include:

Faculty Senate President	Dr. Johnny Stephens
Faculty Senate President-elect	Dr. Warren Finn
Chair of the Curriculum Committee	Dr. Al Rouch
Chair of the Learning Resources Committee	Dr. Jeff Stroup
Office of Academic Affairs	Johnathan Franklin
Office of Educational Development	Dr. Machelie Linsenmeyer
	Dr. Matt Vassar
Co-Chairs of the Phase II Committee	Dr. Randall Davis
	Dr. Chuck Thurman
Behavioral Sciences representative	Dr. Mike Pollak
Associate Dean of Biomedical Sciences	Dr. Bruce Benjamin
Associate Dean of Clinical Sciences	Dr. Jenny Alexopoulos
Associate Dean of Clinical Education	Dr. Joan Stewart
Associate Dean of Rural Health	Dr. Bill Pettit
Director of Biomedical Sciences	Dr. Greg Sawyer
Graduate Program	

This is designed to be an oversight group that will look at the whole curriculum, including the infrastructure. They will be making assignments to other groups who will then report back to the Steering Committee. Regarding the timeline, Dr. Benjamin said the report is due at the AOA around September. He said we do not need to have all of the details of every course worked by that time. However, we do need to have a very good idea of what the curriculum is, and what the resources are. It is to be a faculty adequacy model.

He noted that multiple groups will be assigned tasks and they will be working in parallel. They will also be reporting to the Curriculum Committee. We will have an AOA site visit following the September submission.

We will be able to lay it all out on the table and determine if we have integrated it as we wanted. This is the opportunity for an examination prior to the rollout in 2013.

Dr. Benjamin advised that Dr. Shrum is working on an advisory group regarding the new building that President Barnett mentioned that will be constructed on the OSU-Tulsa campus. What the building will include and how it will be used to best advantage are tasks to be examined by this advisory group.

Regarding the 5th floor of the Forensics Building, Dr. Benjamin said they are trying to identify funds to complete that space. He indicated there have been some meetings to try to identify donors. He said one strategy is to wrap the financing for the 5th floor in with the financing for the new building. It will be easier to accomplish what is needed if it is handled in this way. He noted that Dr. Hess commented it may be possible to begin the 5th floor work prior to the identification of the donor.

Regarding the work on the parking lot, Dr. Benjamin said it is an important element to discuss. He recounted some of the information previously mentioned regarding costs of a vertical structure vs. surface parking. He reminded the Senators of the Lesion Field limitations arising from its designation as a flood plain. He noted that Dr. Hess previously reported that surface parking of course takes more space and the cost is approximately \$1,200 per space; whereas, while the number of potential spaces is increased in a vertical structure, the per space cost becomes approximately \$10,000.

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 five of the minutes.*)

Old Business:

A suggestion was offered to have the February Senate meeting include a discussion of the Strategic Plan and the faculty's role in that process.

Dr. Benjamin indicated the Strategic Plan groups were scheduled to meet the following week to revisit the plan; following that meeting, he said he would ask Dr. Shrum to distribute the Strategic Plan to the Senate. The Senators could generate questions and raise them at the next Senate meeting.

New Business:

There was no new business to discuss.

The meeting adjourned at 1:10 p.m.

**Combined Written and Verbal Committee Reports
Faculty Senate Meeting
January 13, 2012**

College-wide committees:

Academic Standards (Kirby Jarolim)

The committee met on December 15, 2011 and interviewed 10 MS I students who earned deficient grades. One student was recommended for dismissal. The other students were recommended to proceed into the spring semester on academic probation. They were further recommended for summer remediation provided they earn no other deficiencies. One student failed to appear for the meeting and an N grade for non-cognitive behavior was recommended by the committee.

Curriculum Committee (Al Rouch)

Curriculum Committee Report, Dr. Rouch:

The Curriculum Committee met on Tuesday January 10, 2012. The Committee agreed on the proposed spring final exam schedule which had been reviewed by course coordinators. Feedback from the student representatives has been solicited. It is expected that the Committee will approve of the final version in February, obtain approval from course coordinators, and send it to Dr. Shrum. The Committee will meet on Feb 6 and discuss course evaluations and curriculum revision.

Learning Resources (Jeffrey Stroup)

The committee has not met since the last Senate meeting; the next meeting is scheduled for January 18; a discussion regarding the recording of lectures will be held. In addition, Dr. Stroup verbally reported that the process for purchasing the ExamSoft software for testing is progressing. He offered to bring additional information to the next Senate meeting regarding training opportunities for using the ExamSoft program.

Research Committee (Doris Patneau)

A written report was not received.

Student Affairs Committee (Shawna Duncan)

The committee did not meet in December due to the winter break.

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.

The committee met at 1:00 pm in Conference Room E-469 with members Champlin, Koehler, Wymore, Katz, Meissen, Reddig, St. Clair, and Wallace in attendance with guest Hood.

- I. The chair's written report/minutes of the October 19, 2011 meeting were read after the meeting and approved with no corrections by email.
- II. The chair and BSO reported that the modification of the IBC description in the Faculty Senate Bylaws (to reflect Statement 5 of the IBC Policies & Procedures Statements which addresses the special needs of this Committee with regard to membership tenure) was complete and had been forwarded to the Faculty Affairs Committee prior to submission to the Faculty Senate.
- III. Dr. Blewett continues to compose a final draft of the Infectious Agent and Primate-Derived Cell Culture_Line Inventory form and the inventory process will be initiated once it is complete.
- IV. A draft of Statement 11 of the Policies and Procedures Statements to formalize an institutional policy regarding the registration of BSL-2 containment facilities was corrected and finalized.
- V. The Laboratory Safety Officer led a discussion of how contaminated PPE (most notably laboratory coats and aprons) should be laundered. It was agreed that they should first be sterilized in the steam autoclave prior to washing. The gross anatomy laundry appliances are available for this purpose if Mr. Thom Garrison is first notified.
- VI. No research application had been considered since the last meeting.
- VII. Member Sue Katz was congratulated by the committee member as she was recently married.
- VIII. The next scheduled meeting will be held Wednesday, December 21 at 1:00 pm in Conference Room E-469 only if necessary. It may be that upcoming work can be handled electronically by email.

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.

Faculty Senate committees:

Faculty Affairs Committee (Anne Weil)

At its December 14 meeting, the Faculty Affairs Committee proofread the ballots for the December, 2011 General Faculty Meeting and reviewed the sequence of the meeting and the procedures for setting up, distributing ballots, and counting votes to insure that everything went smoothly. Dr. Johnny Stephens attended the meeting and assisted in this endeavor.

Budget and Benefits Committee (Kirby Jarolim)

The Budget and Benefits Committee has not met since the previous Senate meeting. The next meeting is scheduled for February 8.

Promotion and Tenure Committee (Craig W. Stevens)

The Promotion and Tenure Committee has not met since the previous Senate meeting.

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, December 13th in the Browsing Room, Edmon Low Library.

Meek Bullet Report:



Dean Sander, Dean of the **Center for Veterinary Health Sciences**, gave an informational report on the veterinary center. She stated that the Center for Veterinary Health Sciences (CVHS) is the only professional college on campus. It's not a graduate or under graduate, it's a medical program. CVHS graduates are doctors. The main focus of CVHS is the education of primary care veterinarians. The center also does a tremendous amount of post-DVM training in the graduate and medical specialty areas. CVHS has a large focus on research for infectious diseases, toxicology, lung biology, exercise physiology and food animal production and health. OSU also has 6 parasitologists. CVHS provides state of the art directed services. OSU has a fully functioning veterinary hospital. It's a teaching hospital but CVHS sees general cases and referred specialty cases.

CVHS is a four year degree program consisting of 349 veterinary students, 55 graduate students and 116 total faculty. CVHS is in the forefront of implementing a green energy management plan.

The veterinary profession has changed over the years and is evolving more into food animal production. It has also changed from a male dominated to a predominately female field.

OSU-Faculty Council Representative (Bill Meek) continued

McElroy Hall is the main academic and research building where most of the basic research is done. The Boren Veterinary Medical Teaching Hospital is right next to McElroy Hall. And the Oklahoma Animal Disease and Diagnostic Lab is across the street. These are the main components of CVHS on the main campus. CVHS offers food animal medicine and surgery; equine medicine and surgery; ambulatory (on the farm) health care; 24/7 emergency service and specialty medicine to include ophthalmology, surgery, neurology and much more.

In addition to CVHS' on campus facilities, they also have equine and bovine reproduction areas located in close proximity to campus. CVHS works closely with the Animal Science department in these areas. CVHS also has two biological safety level 2 laboratories; The Wendell Wallace Bovine Research Building which are primarily bovine research and the Equine Research Park for horses. Biological Safety level 2 allows OSU to work with infectious diseases in a contained environment. CVHS also works in conjunction with the Animal Science department to utilize the Willard Sparks feedlot. CVHS also has an animal shelter. It was built by donations from a friend of the college. CVHS has created a national center for veterinary parasitology. It is sponsored by corporate sponsors as well as donor friends. It works as an advanced training and research center. It is one of a kind in veterinary medicine in the world.

CVHS is the only veterinary teaching facility in the state of Oklahoma. There are only 28 facilities in the entire country.

Other highlights: OSU does train more Native Americans than any other veterinary school in the country. OSU's international strength is in the graduate programs. Shelia Kennison asked about the quota system and how it works at OSU. Sander stated that CVHS has contracts with states and the purpose of these contracts is to provide spaces for those out of state students. The trade-off is there is a difference in tuition – in-state vs. out-of-state. The state with the contract will provide the tuition difference for their incoming students meaning these students pay in-state tuition with the expectation that the state pays the difference with state funds. The application process is the same for in-state and out-of-state applicants. Ken Bartels asked what the short term and long term facility goals of CVHS are. Sander responded that CVHS needs to build an academic center. Some of the limiting factors are: 1. Space for students, CVHS cannot increase its student body size because there is not enough space for any more students. 2. The current faculty offices are in very bad shape. Faculty are in cubicles. They cannot have private conversations with clients. CVHS has been working hard to develop a fundraising program to build an Academic Center which will be attached to the teaching hospital. The center will have a large classroom plus several faculty offices and small study spaces. The entire leadership of CVHS has determined this center to be their number one facility need.



Kevin Kraft gave an informational report on the **University Counseling Services**. Around 3% of the student population in a given year has a student conduct issue. Most of the cases that Kraft's office addresses are not life or death situations. 65% of the cases are alcohol or drug related and prescription pill abuse is on the rise.

OSU-Faculty Council Representative (Bill Meek) continued



Provost Sternberg Report -- The “Residence Waiver for Certain Premedical Students” was accepted and the recommendation has been approved by Instruction Council and the Council of Deans. The Registrar’s office will implement the policy immediately and will notify appropriate areas of this change.

RPT Process:

Dr. Sternberg then suggested that our institution make the tenure/promotion letters of reference confidential to the extent allowed by law. In other words, they should waive and renounce all rights of access, to the extent allowed by the law, to any letter or letters of references or confidential recommendations to be written by all peer reviewers. Sternberg brings up the confidentiality issue now for the council to consider, prior to changes being suggested by the task force report. One Rationale: Letters may be vague if the person writing the letter does not want conflict.



The Faculty Council Recommends to President Hargis that: OSU establish a new policy for retention on **course management site**. OSU currently does not have a policy on how long course information will be retained in the centrally-managed course management systems before it is removed. This information includes course material and grade related information.



The **LRPT committee** supports the **continuation of funding of Turn It In**. After talking with faculty members in Stillwater, OSU-OKC and the Health Science Center, the committee has determined that this is a well-used system and they hope it will continue to be funded. ITLE asked to have this brought to the attention of Faculty Council since it is up for renewal. This is an academic plagiarism detector. So far the software has been used by over 3,500 instructors on both the Stillwater and Tulsa campus.



The Faculty Council Recommends to President Hargis that: The **OSU Attendance Policy (2-0217) be modified** as follows:

Faculty at their discretion may require homework, reports, papers, compositions, and projects to be turned in ahead of or after the missed classes and examinations to be taken before or after any planned or unplanned absence. In units in which there is routine video and/or audio-recording of lectures, students may request access to recordings of missed lectures from the faculty member. Similarly, access to PowerPoint or other multimedia presentations may be requested by students. The decision to grant access to materials from missed lectures lies with the faculty member who sets the attendance policy for the course and has the authority to determine the circumstances under which accommodations for absences are permitted. If a student believes that a faculty member has denied a reasonable and appropriate request, the student may appeal the decision to the Department Head. Since class attendance is a critical component of learning, such appeals would be considered on a case-by-case basis and granted only in the most extreme circumstances.

Rationale: The OSU Attendance Policy emphasizes the importance of class attendance and affirms the role of the faculty member in determining what accommodations are appropriate when students are absent from class for University-sponsored events. The proposed revision clarifies the faculty member's role in determining what accommodations are appropriate for planned as well as unplanned absences. Because some units on campus routinely record lectures, the revision also clarifies the procedures that students must use to access such recordings and to access any multimedia presentations that are used during missed lectures. The revision also addresses how students can appeal denial of access. 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)

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 results of the survey in which our Senators participated, and an FSC document titled: Highlights of CCA and NGA CtC Initiatives, are attached as separate files accompanying the Written Committee Reports file.

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.