

OSU-CHS FACULTY SENATE

2011-2012

March 9, 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. Finn, Dr. Meek, Dr. Rouch, Dr. Stroup, Dr. Wagner

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

Reporting Administrators: Dr. Hess, Dr. Benjamin

Call to Order: Dr. Stephens called the meeting to order at 12:03; 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. Meek and seconded by Dr. Wagner. They were unanimously approved as presented.

Senate President's Report:

Dr. Stephens advised the focus continues to be curriculum revision; further, since another meeting was planned to directly follow the Senate meeting, in the interest of time he would forego a report.

Administrators' Reports:

Dr. Hess reported first that an interesting dialog had been held with an OU representative regarding pending legislation—SB 1280—to establish rural residencies in rural hospitals. OU had some interest in this legislation to determine if they could get some funding for their program in community medicine. He commented on specific details and elements of the discussion, and in conclusion reported that the resulting joint configuration for the funding will ultimately produce more physicians for Oklahomans, more rural residencies, and funds toward our increased class size.

A second topic was that a meeting with the Health Care Authority regarding the availability of federal matching funds was scheduled for the following week.

In response to a question, Dr. Hess advised that rural residencies will be managed through Rural Health. Since rural hospitals will be added five at a time, it may be necessary to have an individual manage this project on a full-time basis; discussion and planning on this item will continue.

Dr. Benjamin reported on two items: 1) Renovations, and 2) Phase III Curriculum.

In terms of renovations, he reported that it now looks as though the students will return to CHS campus the week following spring break. The staging will be that the second year class currently in Dunlap will go to D-107; this is where they previously were. Then, while the trouble shooting of the D-007 AV system is occurring, the first year class will move into Dunlap. Following that debugging week, the second year class will move into the new D-007 auditorium. Regarding the anatomy lab, with the exception of some small finish-work, the lab should be completed by the end of spring break. The plan is to have the neuroanatomy lab class meet in the anatomy lab on Tuesday following spring break.

Regarding Phase III, considerable activity has been occurring. The Steering Committee met one week previously. The plan is to have that group meet twice each month. Course development in all of the different areas is planned. The timeline is:

1. Preparation of the COCA report : Current efforts support preparation of this report
2. The report is to go to COCA: To be sent to them by first week in August for inclusion in their September meeting agenda. Full course details do not need to be included at this time.
3. The new curriculum is to begin: Fall 2013

Dr. Benjamin said beginning as early as the following week, he plans to distribute a weekly report on progress.

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:

A call for nominations for the Distinguished Faculty Service Award has been sent to faculty by email. Dr. Stephens said he would be contacting Johnathan Franklin regarding the Distinguished Research and Teaching Awards.

New Business:

There was no new business to discuss.

The meeting adjourned at 1:08 p.m.

**Combined Written and Verbal Reports
Faculty Senate Meeting
March 9, 2012**

College-wide committees:

Academic Standards (Kirby Jarolim)

The **Academic Standards Committee** met on February 24, 2012 and made recommendations regarding an MS IV student who failed the COMLEX Level 2 examination for the second time.

Curriculum Committee (Al Rouch)

The committee discussed a proposal of a new model for evaluating academic courses. In this model a small group of students (5-7) will be assigned to summarize the evaluations from all the students and submit the "Summary" to the course coordinator. The committee felt that it could be helpful for faculty teaching a particular course to read a summary of students' comments as opposed to reading all of them. It would also place more responsibility on the students to provide an overall evaluation of course from their classmates. The committee was concerned that this model could also place the entire evaluation in the hands of only a few students and thus would result in an evaluation that does not represent the entire class. The committee agreed to pilot the model this semester. Dr. Rouch, coordinator of Medical Physiology, volunteered to pilot this model in his course and he will report on the process upon completion.

The committee is working on finalizing the spring final exam schedule and that should be completed before spring break.

Dr. Stephens commented that Dr. Rouch, Dr. Stroup, Dr. Finn, and he are serving on the Steering Committee, and the group would be meeting every two weeks to work on the new curriculum. He noted that other issues will be discussed in addition to the curriculum will be addressed, including a revision of the bylaws.

Learning Resources (Jeffrey Stroup)

The committee met on February 15 and discussed the following:

- Nextgen will launch Oct 2012
- Discussions to add Dynamed and UptoDate access to Nextgen database
- From an IT standpoint, renovations are moving on time with no issues
- Examsoft training will occur this semester with expected full launch next semester

Research Committee (Doris Patneau)

A written report was not received.

Student Affairs Committee (Shawna Duncan)

Student Affairs Committer Date: February 10, 2012

The next meeting is March 9 at 12:00

Eric Polak gave updates on renovation.

Dana Livingston reported: On student involvement in the recent Missions of Mercy

Debbie Evans reported that schedules for rotations would be released in about a week. Also she was working to arrange testing schedule so that students may participate in D.O. day.

Students have inquired about available opportunities for the summer between first and second year options were given.

Discussion was had about arranging support for APPLE computer user as an increasing number of students use APPLE computers.

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, Reddig, St. Clair, and Wallace in attendance with guest Hood.

- 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.
- II. 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.
- III. 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.
- IV. 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.
- V. No IA or rDNA applications had been considered since the last meeting.

- VI. The next scheduled meeting will be held Wednesday, February 15 at 1:00 pm in Conference Room E-469.
- VII. Prepared and respectfully submitted to the Faculty Senate on February 5, 2012 by F.R. Champlin, Chair.

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)

No report for the March Senate meeting.

Faculty Senate committees:

Faculty Affairs Committee (Anne Weil)

Dr. Weil reported that the committee preferences survey has been distributed and 24 responses have already been received. Dr. Alexopoulos has been most helpful in getting clinical faculty to respond. The call for nominations for the Faculty Senate President-elect position has been distributed; no responses have been received yet.

The website content has been updated. Dr. Van Winkle has met with Academic Affairs and Human Resources regarding auditing and upkeep of the list of voting faculty. That process is now streamlined to maintain current status.

The Faculty Affairs Committee asked Dr. Weil to attend the meeting and request guidance regarding how the faculty members from current and projected graduate programs should be represented in faculty governance. For instance, Forensics is currently included as part of Biomedical Sciences, but that is not fully accurate. In addition, there are other projected graduate programs. However, the bylaws were written for the College of Osteopathic Medicine. The committee wants the Senate's guidance:

1. Should the committee research how such transitions have been handled at other institutions and then make recommendations?
2. Should the committee undertake a revision of the bylaws that incorporates Forensics and Health Care Administration?

Extensive discussion ensued. Dr. Stephens indicated that forming a Task Force to do the bylaws revision would facilitate having a draft ready for presentation at the Fall 2012 General Faculty Meeting. He noted that elements will be coming forward from the curriculum revision process that will also have an impact on the bylaws' content. Dr. Benjamin mentioned that construction of the Curriculum Committee and oversight of the curriculum itself are two elements that immediately came to mind.

Dr. Rouch commented that he was not in favor of creating a Task Force for the bylaws revision. He noted that a couple of faculty members have mentioned that several new committees and task forces have been created in connection with the curriculum revision process, and the faculty members said, in general, we should utilize the existing committees to undertake needed tasks rather than increasing the number of committees upon which faculty would be asked to serve. Dr. Rouch suggested that each committee should take a look at that committee's charge in the bylaws, and make recommendations regarding how that charge should be changed. Discussion on this topic is expected to continue within the Steering Committee.

Dr. Wagner commented that the bylaws should reflect that we now have the School of Biomedical Sciences, the School of Forensic Sciences, and the School of Health Care Administration, in addition to the College of Osteopathic Medicine. Further, the organizational structure should be clear; schools should not be indicated as reporting to parallel units.

Dr. Finn suggested that there should at least be a think tank with different faculty working together to gather information. They could examine:

- 1. How the OU Health Sciences Center operates. (He noted that we are developing a structure that is similar, and there may be information on OU approaches that could be useful to us.)*
- 2. What an appropriate structure should be.*
- 3. How a think tank, together with the Faculty Affairs Committee, could gather and prepare information for the Senate's review.*

Dr. Stephens said he is in favor of the Faculty Affairs Committee being the gatherers/collectors of information, and then the Senate deciding how to move forward. Dr. Finn said he would be in favor of the Faculty Affairs Committee doing a background analysis, and perhaps a member of Forensics could join the committee discussions since there isn't a representative from Forensics serving on the committee. Dr. Wagner suggested Dr. Robert Allen could be contacted/invited.

Dr. Hess mentioned that it would be important to identify the best questions to pose during the information gathering process in order to elicit the answers that are needed.

Dr. Meek moved and Dr. Wagner seconded that:

The Faculty Affairs Committee look at the governance documents including the Charter and the Bylaws to determine if there are discrepancies regarding the governance process. This would be preparatory to making recommendations for changes as needed. The committee's report should be ready to be emailed to the Senators for their review in two months.

MOTION PASSED

Dr. Weil said the committee should be able to identify discrepancies within the next two months. Dr. Stephens indicated that Rural Medicine should be included in that examination. Dr. Stephens further indicated that at this time, it is only to be an internal examination.

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)

The P&T Committee received the dossiers 3-7-12, which were due to the committee 2-15-12. It is expected that an extension of the deadline will be needed to complete their task.

Other committees/task forces/liaisons:

Biomedical Sciences Graduate Committee (Nedra Wilson)

Report to Faculty Senate:

The Biomedical Sciences Graduate Committee met on February 16, 2012 for the consideration of applicants for the Biomedical Sciences M.S. and Ph.D. programs. The committee considered one M.S. applicant who was declined based on GPA and GRE scores. The committee considered seven Ph.D. applicants including one international applicant. Four of these applicants were accepted with stipend support.

OSU-Faculty Council Representative (Bill Meek)

The Faculty Council met on Tuesday, February 14th in the Browsing Room, Edmon Low Library.

Dr. Meek called attention to a few of the items contained in his written report.

Meek Bullet Report:



President Hargis stated that enrollment continues to increase. OSU currently has 2,300 more applications than last year. Last year was the second largest freshman class in OSU's history. The largest was in either 1979 or 1980. The enrollment that time was a little over 4,000. Last year's class was over 3,900. If the same ratios apply from last year to this year, there will be a significant gain in the 2012 freshman class. The administration is working on residential housing, classroom space and faculty concerns in preparation of another large incoming freshman class.

Hargis stated that this will be a very interesting Legislative year. There are several bills that will affect higher education – the termination of tenure, guns on campus and a bill to return tuition setting authority to the legislature. OSU is opposing all three of these bills. The Governor announced her budget at the State of the State address. Higher Education is flat in the current budget which is somewhat of a cut due to mandatory cost increases in utilities and possible healthcare. There may be some help in Tulsa at the medical school. OSU was approved for certain slots there but the money was never received. The Governor may try to get this back into the budget. Oklahoma is close to the bottom of all states in primary care physicians per capita and Oklahoma's health scores show this. Hargis stated that OSU sees this as central to the land grant mission to meet healthcare needs of the state. It's a problem to get new residencies where hospitals already have residencies. So you have to go to hospitals that don't have residencies and those are primarily in rural areas which is good since we serve those areas. But the federal government does not advance the money for the residencies until after three years of establishment. Consequently you have to come up with the money to fund these residencies for those three years before the federal government steps in. So the Governor did put in her budget \$3 million to help fund these residencies. This budget of course will go to the lawmakers and there could be changes. OSU is glad to have the Governor's support.

The Branding Success campaign continues. The \$850,000 million mark has been passed. This does not include the matching funds.

Hargis remarked that OSU has now granted a contract with a platform company that works with NBC, as well as a number of other networks, for OSU's video network. This is not an athletic only network. It will encompass all content to include performances and lectures. The network will be completely digital and work on any device. What the platform company does is configure your content for all viewing devices. Hargis is very excited about this new network.



Dean Johnson stated that the Library is in the beginning stages of planning for a new high density building to increase long term remote shelving.



Provost Sternberg Report -- Provost Sternberg updated all recommendations and searches.



Dean Stephan Wilson (Dean of the College of Human Sciences) – Dean Wilson explained to the council that the College of Human Science (CHS) has 13 undergraduate majors, 11 masters and 4 doctoral degrees. There are four academic units within the CHS. They are Design, Housing and Merchandising, Human Development and Family Science, Hotel and Restaurant Administration and Nutritional Sciences. The CHS is 112 years old and one of the first colleges on campus. CHS has offices in all 77 Oklahoma Counties. The Interior Design Program is ranked in the top 10% of programs nationally. Early Childhood graduates have a placement rate of 100%. Nutritional Science students applying to post graduate programs have a 95% acceptance rate. Fall 2011 CHS had 1,739 undergraduate students, 221 graduate students.

CHS has a series of three 2 year strategic plans. These have already begun to produce some interesting results. The college changed their name from College of Human and Environmental Sciences to College of Human Sciences. This change was made to clarify the college's mission, vision and strategic plan. CHS has the highest freshman retention rate for a third year in a row. CHS has increased their enrollment by 21% which is a good thing but causes a few problems with the current building which was built for between 500 and 600 students. CHS current has over 1,700 students. CHS has more sponsored awards per tenure track faculty than all other colleges except Engineering. Among the 140 Human Science units nationally, OSU ranks #2 in state research funding, #3 for private grants and #14 for federal projects. Part of the #14 ranking is due to current building/space limitations. CHS is high in hands on experiential learning. There are 21 labs in CHS which are related to the majors in the college – design studios, sewn products production, lighting & technology as well as child development and center for family services lab and hospitality facilities including the Atherton Hotel, Taylor's Dining room and the West Side Café. These are student lab for food production and demonstrations. At the beginning of the Branding Success campaign, Dean Wilson was asked to identify development goals for CHS. Dean Wilson set this goal of \$40 million. The campaign is at 96% of its original \$40 million goal with \$38.5 million. CHS has met and exceeded their goals for scholarships and have established more than 57 new Human Science endowments. The goal for construction of a new building is at 10% (\$3 million of a \$30 million goal). As with most of the colleges at OSU undergraduate learning is collaborative. The current CHS building does not have enough space for student activities and learning experiences. The new building will feature multi-purpose meeting spaces, collaborative learning spaces, great hall, dining facility and partner suites.



Faculty Committee, Chair Shelia Kennison, Report on External Review Letters for P&T Process. Kennison reported that the committee has met twice to consider the issue of external review letters for the RPT process. This issue is whether it is prudent for sweeping changes to eliminate RPT candidate's option not to waive their rights to view external letters. The committee discussed the fact that on campus it seems that most departments have a culture where candidates waive their rights to view external letters. So in a sense, those letters are confidential. There are a few departments where this culture is not prevalent. Candidates in those departments will sometimes waive and sometimes not waive their rights to view the external letters. The committee feels that members who have sat on RPT committees had seen examples where letters that were written by external reviewers that were not confidential there were time when these letters were negative and not supportive of the candidate. The committee questions whether confidential letters would be the only ones that would be truthful and valid. Others noted that in today's litigious climate most letter writers may appear to presume, rightly or wrongly, that a completely confidential letter is something that is theoretical but not played out in

practice. The committee decided that they do not have enough information about the big picture of the RPT process to recommend a sweeping change at this time. The RPT task force is currently working on the problem and will likely have a report at some point soon to discuss how OSU's procedures contrast with peer institutions. The committee would like to postpone considering the issue until that report can be reviewed. Bartels stated that this next RPT round will not include any new policy. DeSilva stated that the 2013 RPT round is what they are looking at.



Research Committee, Jim Smay. Smay presented the Institutional Radiation Safety Policy for OSU and OSU-Tulsa recommendation. It was passed by the Faculty Council.



Bob Miller, Nomination of Faculty Council Vice Chair Candidates. The Council nominated Shelia Kennison, College of Arts and Sciences, and Deb VanOverbeke, College of Agricultural Sciences and Natural Resources, for the position of Vice Chair.

The meeting adjourned at 4:30 p.m. The next regular meeting of the Faculty Council is Tuesday, March 13, 2012.

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

Oklahoma State Regents Faculty Advisory Representative (Steve Eddy)

Dr. Eddy provided the minutes of the February 8 meeting and the agenda for the March 7 meeting; they are appearing as pages seven and eight of this document.

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.

FACULTY ADVISORY COUNCIL

Minutes

Wednesday, February 8, 2012—3:00 p.m.
Chair Luis Montes, Presiding

Call to Order. The Faculty Advisory Council met at 3:00 p.m. on Wednesday, January 25, 2012 at the State Regents' office. Members present were Deborah Lockwood, Stephen Eddy (phone), John Veenstra, Luis Montes, René Hurst, Aaron Elmer and Timothy Norton. Also present was Debra Stuart of the State Regents' staff. Luis Montes presided.

Minutes from last meeting. The minutes of the January 2012 FAC meeting were approved as distributed.

Online Courses. Gina Wekke, Assistant Vice Chancellor for Academic Affairs, presented on the status of online programs and courses in Oklahoma. As of 2009-2010, the Oklahoma public institutions offered 175 online programs in which there were 27,750 enrollments. Institutions offering online programs seek approval from the State Regents and meet Higher Learning Commission (HLC) accreditation requirements. These programs are reviewed under the Program Review Policy. Oklahoma institutions list electronically delivered courses with the Southern Regional Education Board (SREB) Electronic Campus upon approval of the State Regents' staff. The most recent Higher Education Act (HEA) reauthorization requires institutions to be recognized in all states from which students are registered for their courses. This regulation requires registration and paying any applicable fees in other states.

Student Advisory Board. Luis Montes attended the Student Advisory Board meeting held on Sunday, January 29. He reported that the students are interested in the post-tenure review bill (HB 2599) to insure that faculty members are reviewed annually. They support SB 1819 that would require institutions to report employment possibilities and debt loads to students. Also, they continue to have concerns about the quality of academic advising. There were no suggestions for joint resolutions at this time.

Discussion of 2011 work plan topics.

1. Preparation of high school students for college: FAC will be briefed on the new K-12 standards and connection to higher education preparation;
2. Preparation of transfer students from technology centers, online programs and from community colleges to universities: The FAC received a description of online activity in Oklahoma and the review processes;
3. Improvement of developmental education and gateway courses: FAC will be updated on the status of the Complete College America initiative;
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, March 7, at 3:00 p.m. Participation by telephone or video is available upon request.

Adjournment. The meeting was adjourned at 4:05 p.m.

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Research Park, Oklahoma City

FACULTY ADVISORY COUNCIL
A G E N D A

Wednesday, March 7, 2012—3:00 p.m.
Luis Montes, Presiding

1. Call to Order.
2. Minutes from last meeting.
3. Student Preparation. Presentation on K-12 standards in Mathematics and English by Dr. Tamara Carter, Director of the Mathematics Department at Oklahoma City Community College, and Dr. Matt Hollrah, Director of First-Year Composition and Assistant Professor of English at the University of Central Oklahoma
4. Annual Tuition Hearing (April 19 at 9:00 am). Preparation of statement
5. Possible Student Advisory Board (SAB) joint resolutions.
6. 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;
 - 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; and
 - 6) Promoting of higher education in the legislature.
7. Election of chair for April-June 2012
8. Next meeting. The next meeting is Wednesday, April 11, at 3:00 p.m. Participation by telephone or video is available upon request.
9. Other.
10. Adjournment.