

# OSU-CHS FACULTY SENATE

2012-2013

September 14, 2012 Minutes

## **OSU-CHS Faculty Senate Members**

Warren Finn, Ph.D., President

Robin Dyer, D.O., President-elect

Johnny Stephens, Pharm.D, Past-President

Dennis Blankenship, D.O., Sergeant-at-Arms/Treasurer

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

Sarah Hall, D.O., Secretary

William Po, M.D.

Charles Sanny, Ph.D.

Jarrad Wagner, Ph.D.

*Recorder: Jean Keene*

**Members Present:** Dr. Finn, Dr. Blankenship, Dr. Dyer, Dr. Hall, Dr. Meek, Dr. Sanny, Dr. Stephens, Dr. Wagner

**Members Excused:** Dr. Po

**Guests:** Dr. Eddy, Dr. Jarolim

**Reporting Administrator:** Dr. Benjamin

**Call to Order:** Dr. Finn called the meeting to order at 12:00; it was held in the Board Room, as is customary.

## **Approval of Minutes:**

Approval of the minutes of the June 8 and August 3, 2012 meetings were moved by Dr. Sanny and seconded by Dr. Stephens. They were unanimously approved as presented.

## **Senate President's Report:**

Dr. Finn reported that the two reports being presented at the meeting in Chicago, 1) Increase in class size, and 2) Curriculum Changes, were both well-received and were approved.

Dr. Finn reported that the Phase III Committee asked that a group be formed to work on a new model for the Curriculum Committee. He noted that Dr. Meek, as chair of the Curriculum Committee, has formed an Ad Hoc Committee to work on that task until completed. The Ad Hoc group is meeting weekly and progress is being made. Dr. Finn called upon Dr. Meek to report on the Ad Hoc Committee's work thus far.

Dr. Meek advised that there are several faculty members on the committee, plus two students. He reported that those serving are: Dr. Finn, Dr. Meek, Dr. Curtis, Dr. Hall, Dr. Pollak, Dr. Turetsky, and students Michael Dunlap and Kristine Armstrong. The overall task is to define the new Curriculum Committee. At its initial meeting, the group was to review models from other institutions as background information, and to develop a proposed structure. The models from the variety of other institutions were discussed with a view toward evaluating contents for potential use or adaptation.

There was a brief discussion regarding whether the Curriculum Committee focus will be for the College of Medicine only, or whether a broader application would be attempted. It was noted that the Phase III Committee addressed that issue. Although there are some classes that are taken by students in both COM and the Graduate Program, the Ad Hoc members said the discussion at this point would focus on COM. Dr. Finn said there was a Graduate Program meeting scheduled for that afternoon that may also look at that topic. Dr. Finn also commented that the issue will also be visited as the Bylaw revision is undertaken.

Dr. Finn continued his report by advising that Dr. Shrum, during the Senate Executive Committee meeting, had requested at the Promotion and Tenure Committee discuss the issue of having the full RPT process handled at the Center rather than being sent forward to Stillwater for completion of the process. She noted that Stillwater prefers it be fully handled at CHS. Dr. Finn indicated that he would request through Dr. Stevens, the chair of P&T, that the committee discuss and report.

An additional item to report concerns a request from Dr. Shrum to have the Academic Standards Committee consider and make a recommendation to her regarding student mandatory membership in study groups. Dr. Finn said if a faculty member would like to submit information on the topic, please contact Dr. Harriet Shaw, chair of ASC.

In addition, Dr. Finn advised the members that there is a Joint Administration Faculty Senate Retreat being planned; the draft agendas for the two separate days were included in the Senate agenda packet distributed at the meeting. Dr. Finn commented on the retreat objectives and the processes. More information would be distributed at a later time.

Dr. Finn reported that there are issues/requests that are coming to the Senate for consideration. He explained that in order to operate in an efficient way, he requested that the Senate stipulate that, as President, he has the authority to appoint Task Forces and then to report the action to the Senate at its next meeting. During discussion, it was offered that voting by email on Task Force development and membership could be accomplished for each new group being formed. Although this preference was stated by few Senators, the point was not presented for a vote.

**Administrators' Reports:**

Dr. Benjamin reported that the COCA meeting went well. We provided two separate reports: 1) Class Size Increase, and 2) Curriculum Change. Dr. Benjamin said the reports were well-received.

Regarding the Curriculum Change report, some questions were posed, including:

- How OMM will be incorporated in the third and fourth year
- Tracking Core Competencies

Dr. Benjamin said compliments were offered regarding the thoroughness of the information presented. A written response may be received from COCA in the next two weeks. We will reply to any questions posed, and will submit whatever information is requested. The information in these two specific areas is already being gathered. The deadline for submission is October 1. There will then be a December meeting at COCA during which the two full reports will be presented.

The anticipated implementation of the new curriculum in fall 2013 has not been impacted. The Phase III Steering Committee is now continuing to work at full speed. A list of action items has been created and prioritized—it will continually be updated as tasks are completed. The most immediate task involves the Biomedical Foundations Group courses. An October 5 Stillwater deadline exists for submission for changes in the Graduate Program courses; this is now the major focus. Every system has the potential to be a graduate course; therefore, every system will

go through that process. Dr. Benjamin reported that if a medical course does not have a graduate component there is no need to go through the Stillwater approval process. Dr. Benjamin said during the upcoming week, identifying the thread chairs will be a prime focus, and then the graduate curriculum will be built out.

**Written Committee Reports:**

Dr. Finn called attention to the *Written Committee Chairpersons' Reports* that were included in the Agenda packet.

**Old Business:**

There was no old business to discuss.

**New Business:**

There was no new business to discuss.

The meeting adjourned at 1:12 p.m.

**Written Committee Reports  
Faculty Senate Meeting  
September 14, 2012**

**College-wide committees:**

**Academic Standards (*Harriet Shaw*)**

The Academic Standards Committee has met three times since July 1, 2012. The committee dealt with

- 7 students who failed COMLEX Level 1
- 1 student who failed a 3<sup>rd</sup> year clinical rotation
- 2 students who were unsuccessful in summer remediation of Anatomy

Another meeting is scheduled for September 12, 2012, at which time we plan to meet with four students who were unsuccessful on COMLEX Level 2 CE

The committee has looked at data that suggests there is a correlation between the score received on COMSAE and the score on COMLEX, however the COMSAE scores tend to be higher. Consequently, the committee's recommendation has been for students to score at least 500 on a COMSAE before taking COMLEX.

**Curriculum Committee (*Bill Meek*)**

The Curriculum Committee met on September 4. Discussion included Course Evaluation by students and what that will become in the future with the curriculum change. The topic will be revisited at future meetings. It was reported that the process may not change for this fall or spring, but there may be a pilot project for some courses using a Formative and Summative approach. In this process, students evaluate the course as a group, and then a smaller group of students develops a summary report. The Curriculum Committee formed an ad hoc committee with the task to define the new Curriculum Committee, including structure and role. This ad hoc committee is made up of faculty members Kath Curtis, Warren Finn, Mike Pollak, Sarah Hall, Dorothy Turetsky, and students Michael Dunlap and Kristine Armstrong and chaired by Bill Meek. The ad hoc committee met on September 11<sup>th</sup> and discussed several models from other institutions. Members are planning to submit their models of a Curriculum Organization Chart at the next meeting on September 18 with a report due to the Curriculum Committee on October 1. Course change documents were discussed and approved for Rural Medicine. Discussion of Course Evaluations by students then followed with a general feeling that a pilot evaluation could be done in one course this fall. Evaluations will most likely not change this year but one should expect changes in the new curriculum.

Course Action Forms were distributed and approved at the Curriculum Committee. Drs. Meek/Finn called for an approval vote by the Senate. They were approved with one abstention.

**Learning Resources (*Lance Frye*)**

The committee is scheduled to meet 9/19/12.

**Research Committee (*Doris Patneau*)**

A written report was not received.

**Student Affairs Committee** (*Shawna Duncan*)

In August the student affairs committee approved 2 new clubs Pro's for Africa and the AOCPMR (American Osteopathic College of Physical Medicine and Rehabilitation). Faculty sponsors were chosen and the clubs were asked to submit bylaws. The clubs were approved pending verification of faculty sponsor and bylaws. September meeting- The committee reviewed proposed changes the student senate bylaws. Once all resolutions are submitted and reviewed we will then place them on the agenda for approval.

**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 committee has not met since the previous Senate meeting; the next meeting is scheduled for 9/14/12.

**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 September Senate meeting. Dr. Po has been added as a committee member.

**Faculty Senate committees:**

**Faculty Affairs Committee** (*Anne Weil*)

A written report was not received.

**Budget and Benefits Committee** (*Kirby Jarolim*)

A meeting is scheduled for October 3, 2012.

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

The P&T Committee met on August 14, 2012 to discuss issues related to changing procedures of the RPT process for OSU-CHS Faculty. A letter summarizing the concerns of the Committee was drafted and sent to Dr. Shrum. *Senators inquired regarding the content of the letter that had been sent. Although Dr. Finn had not been provided that information, he said he would contact Dr. Stevens and request a copy. Dr. Stephens said the separation process had also occurred at the Oklahoma City campus. The comment was made that Dr. Shrum and Dr. Sternberg are both Provosts. The issue concerning any changes in the process would be voted upon by the General Faculty.*

**Other committees/task forces/liaisons:**

**Biomedical Sciences Graduate Committee (Kathleen Curtis)**

At meetings on 7/25/2012 and 9/10/12, the Biomedical Sciences Graduate Committee (BSGC) reviewed Biomedical Sciences graduate student Plans of Study (approved 5), and reviewed applicants to the Master's program (accepted 3). In addition, discussions have been initiated about updating and revising the by-laws of the committee. Finally, given the revisions to the

medical school curriculum scheduled to go into effect for the fall semester of 2013, and the fact that a substantial part of graduate students' coursework includes medical courses, the necessity to revise the graduate curriculum is paramount. Therefore, the committee has begun discussions about the process of revising the graduate curriculum, a process that will require revisions to existing courses, as well as the addition of new courses and the deletion of redundant courses.

**OSU-Faculty Council Representative (Bill Meek)**

Dr. Meek reported verbally. He said the Faculty Council met on Tuesday September 11, and passed several recommendations regarding out of state status, minimum hours for graduation, residence credit requirements, waiving of required courses, and then the Council discussed the TCC College Task Force Report that allows high school students to earn college credit in high school, more coming on this.

President Hargis reported that enrollment is up and there is lots of construction on campus: one residence hall, indoor tennis facility, indoor football facility, new athletic track, new baseball field. Yes, lots of athletic construction.

Matt Lovern of the Faculty Committee mentioned "Overload Pay" for faculty, maybe more later. The technology education and design symposium will be on Nov. 1 on campus.

Melanie Page, Director of Creativity and Innovation, reported on the Wake Up and Dream Project.

Minutes in Detail available online.

The Research Committee, of which I am a member, met on August 31<sup>st</sup> and discussed several items: grant reporting, awarding for grants, grant accounting problems.

**Oklahoma State Regents Faculty Advisory Representative (Steve Eddy)**

Dr. Eddy gave a brief review of how a representative from the Faculty Senate became a member of the Regents Advisory group. During this explanation, he advised that his term was ending in December, 2012, and Dr. Finn as the current Faculty Senate President would become the new represented. Since it is a two-year appointment, the effect will be that every other President will become the OSU-CHS representative.

*Excerpt form Minutes of the 5/9/12 meeting*

**Joint Resolution with the Student Advisory Board (SAB).**

Upon consideration of proposed resolution on "Improved Teaching Methods for Faculty," the members present did not support as worded, but offered to share the student concerns a their respective institutions.

Faculty recruitment and retention.

Discussion of factors negatively impacting retention and recruitment included low salary, increased teaching load, use of adjuncts, increased service and advising, current funding formula, low tuition rates, decreased retirement benefits, cost of health insurance, increasing age of retirement, age differences between faculty and students, attracting from out-of-state, travel cuts and less faculty development.

Discussion of 2012 work plan topics.

1. Preparation of high school students for college: FAC was updated on the new K-12 standards based on the Common Core State Standards adopted by most states, the Complete College America (CCA) projects, and innovation on campuses such as improvement in freshman orientation;
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 was updated on the status of the Complete College America (CCA) projects including the April State System Summit on Remedial Reform – and MSC described developing remedial science course;
4. Impact of faculty salaries on recruitment and retention; FAC reviewed faculty trends and salaries and discussed factors observed on campus;
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: “bring a legislator to work” during the fall semester was suggested and is being considered at some institutions.

In addition to the written report, Dr. Eddy distributed information on the PARCC College-Ready Determination Policy and Performance Level Descriptors PowerPoint presentation. It involves students K through 12. He briefly reviewed the features of the program and explained the importance of the policy to the Center. He emphasized the value of having incoming students identified as college-ready, and that a reduced level of remedial work would be required for students who are determined to be ready for college-level study.

**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 Faculty Senate meetings.