

# OSU-CHS FACULTY SENATE

2013-2014

April 11, 2014 Minutes

## OSU-CHS Faculty Senate Members

Robin Dyer, D.O., President  
Randall Davis, Ph.D., President-elect  
Warren Finn, Ph.D., Past-President  
Kent Smith, Ph.D. Sergeant-at-Arms  
Richard Wansley, Ph.D., OSU-CHS Representative to OSU Faculty Council  
Recorder: Jean Keene

Dennis Blankenship, D.O.,  
Sarah Hall, D.O.  
Charles Sanny, Ph.D.  
Johnny Stephens, Pharm.D.

**Members Present:** Dr. Dyer, Dr. Finn, Dr. Davis, Dr. Hall, Dr. Sanny, Dr. Smith, Dr. Stephens,

**Members Excused:** Dr. Blankenship, Dr. Wansley

**Guest:** Dr. Van Winkle

**Reporting Administrator:** Dr. Pettit

**Call to Order:** Dr. Dyer called the meeting to order at 12:03 p.m.; it was held in the CHS Board Room.

## **Approval of Minutes:**

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

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

Dr. Dyer advised the Senators that since there were several Formal Recommendations upon which discussion and voting were to occur, she would limit her remarks to a reminder on two items:

- The Spring General Faculty meeting is scheduled for May 15, from 1:30 to 3:00, in room D-007
- The 2014-2015 Faculty Senate Term begins with the June meeting; Dr. Davis the President-elect would be conducting that meeting.

## **Voting items:**

FS 13-14-012	Budget and Benefits Committee membership change <i>(The senior fiscal officer of the academic health center added.)</i>	<b>Passed</b>
FS 13-14-013	Bylaw change: Academic Standards Committee membership <i>(Assistant to the Senior Associate Dean for Academic Affairs, and the Director of Student Services added.)</i>	<b>Passed</b>
FS 13-14-014	Bylaw change: Promotion and Tenure Resolution Committee <i>(New Committee added to the Bylaws.)</i>	<b>Passed</b>
FS 13-14-015	Faculty Committee Assignments for 2014-2015 <i>(The memberships were previously approved by Dr. Shrum.)</i>	<b>Passed</b>
FS 13-14-016	Academic Standards Handbook change <i>(Editorial changes.)</i>	<b>Passed</b>
FS 13-14-017	Bylaw change: Membership-CQI Committee <i>(New membership to include:</i> <ul style="list-style-type: none"><li>♦ 4 Members of clinical sciences faculty</li><li>♦ Medical Director of OUS-COM Academic Health Center</li><li>♦ 1 Nursing representative</li><li>♦ 1 Clinical Business Office representative</li><li>♦ Health Information Technology representative</li><li>♦ Compliance Officer)</li></ul>	<b>Passed</b>

Dr. Dyer planned to deliver the Formal Recommendations to Dr. Pettit following the meeting.

**Committee Reports:**

Dr. Dyer called the members attention to the Written Committee Reports document included in the agenda packet and asked if there were any questions/discussion the Senators would wish to raise.

A Senator commented on a portion of the written report submitted by Dr. Wansley that provided the text of a Faculty Council Resolution regarding Academic Administrator Appraisal. Extensive discussion followed. That discussion included faculty concerns with the current faculty performance appraisal instrument. The Senators agreed that some elements that are vital to faculty were not incorporated into the appraisal document, including the percentage of effort to the three categories of teaching, research, and service.

**OSU Faculty Council Representative Report:**

Dr. Wansley was out of the city, and his written report is included in the committee reports section, which begins on page three.

**Oklahoma State Regents Faculty Advisory Representative:**

Dr. Finn reported that the discussion at the most recent meeting centered on the prohibition of guns on campus. He commented on the differences between campuses regarding security officer availability.

Dr. Dyer reminded Senators that the Commencement was scheduled for May 16 in Broken Arrow. She encouraged all to attend.

**Administrator's Report:**

Dr. Pettit was only able to attend the meeting very briefly. He advised that meetings are being held and Mercy is very committed to this project. They have a strong sense of the long-range view and a commitment to serving health care needs. He advised the discussions are ongoing and they are very positive.

**Old Business:** Under old business, a question was raised regarding the status of the RPT policy document. Dr. Stephens briefly reviewed the background leading to the current status, and advised that the proposed document from the legal counsel was very lengthy and included information that did not pertain to the RPT process, in his view. The Senators discussed various pieces of information and asked how the process would be changed. Following extensive discussion, including a number of posed questions, it was decided that the Senators would like to have Scott Fern, from the legal counsel's office come and explain the proposed policy and engage in discussion prior to a presentation for voting at the General Faculty meeting. It was decided that Dr. Stephens would speak with Dr. Pettit and ask if he would invite Scott Fern to attend a Special Faculty Senate meeting the following week—April 18, at noon. The Board Room would be requested for this meeting.

**New Business:**

The proposed Agenda for the Spring General Faculty Meeting was voted upon and approved.

The meeting was adjourned at 12:54 p.m.

**Written Committee Reports  
Faculty Senate Meeting  
April 11, 2014**

**College-wide committees:**

**Academic Standards (Harriet Shaw)**

The Academic Standards Committee met March 25, 2014

The committee met with 5 students, addressing the following issues:

Multiple COMAT failure (2)

Deficient final grade in Nervous System course (3)

The committee has discussed minor changes in the Handbook and early identification of students at risk. A system for tracking committee recommendations has been instituted.

**Curriculum Oversight Committee (Randy S. Wymore)**

The Curriculum Oversight Committee met on 04/03/2014. Much of the business during this meeting continued to focus on specifics of the evaluation *process* of courses from the first semester of the new curriculum. The Years 1 & 2 Committee worked out the details of how the initial steps of the review will be handled and Dr. Benjamin assigned the teams for the reviews. A copy of the teams is attached, along with general guidelines. One to three reports will be presented to the Years 1 & 2 Committee beginning the third week of April. It is anticipated that the first of the reports will be available to the COC by the end of April.

The Curriculum Oversight Committee also spent time on the topic of how to identify and assist students that are at risk. After much discussion and recommendations, Dr. Shaw and her sub-committee will write a draft of a policy and procedures statement to present at the next meeting.

The COC exam policy statement has been approved by Dr. Pettit and Dr. Shrum and it too is attached. For the foreseeable future, the COC will be meeting twice monthly on alternating Thursdays at noon. The Years 1 & 2 Committee will meet on the other Thursdays at noon.

*(See two attachments at end of committee reports.)*

**Learning Resources (Lance Frye)**

The committee has not met since the last Senate meeting.

**Research Committee (Anil Kaul)**

The following Special/regulatory committees initially report through the Research Committee: Institutional Review Board, the Institutional Animal Care and Use Committee, the Institutional  
A written report was not received.

**Student Affairs Committee (Rashmi Kaul)**

The committee has not met since the last Senate meeting.

**Faculty Senate committees:**

**Budget and Benefits Committee (Richard Bost)**

The committee met on April 2nd. The committee passed a recommendation that the senior fiscal officer for the academic health center be formally included in committee membership. The recommendation is to be forwarded to the Faculty Senate for its action.

Mr. Polak reported on several aspects of our College's budget. Key points included the following:

- Overall, the budget is in good standing; revenue comes in as expected and expenses are at or below amounts budgeted.
- Reserves to support the building program are as budgeted; these reserves will minimize the amount of debt that will be necessary.
- The governor has proposed a 5% reduction for higher education; this amount is under legislative review. Further, Medicaid reimbursement rates will be reduced by about 5%. If these reductions are implemented, we have adequate reserve funds to absorb the decreases with little immediate detrimental impact.
- The partnership with Mercy is under being further negotiated. A partnership with Mercy will involve substantial advantages for CHS.

Committee members reported on conversations with colleagues about budget and benefit priority topics, including the following points:

- The return on investments has been substantial enough to support the pursuit of the new facility, Dunlap renovation, and possible addition of allied health training programs.
- Discussions with Mr. Martin about access to Stillwater library resources are underway.
- Blue Cross/Blue Shield co-pay rates are competitive with other health insurance programs.

#### **Faculty Affairs Committee (Nancy Van Winkle)**

The Faculty Affairs Committee met on March 13<sup>th</sup> and April 1<sup>st</sup>. Committee members discussed the difficulties encountered during their first time experience with appointing faculty to Department Personnel Committees of departments who had too few tenured members. Committee members reviewed and sent out the Committee preference form and the nomination forms for Faculty Senate members and President-elect to the faculty. As of April 1<sup>st</sup>, there was one nomination for Faculty Senate member and none for President-elect. A reminder email will be sent to the faculty to ask them to consider nominating someone or running for the positions themselves. The Chair has met with the Chairs of the CQI, Budget and Benefits, and Academic Standards Committees to discuss apparent differences between the actual composition of the committee and the description of those committees in the Bylaws of the Faculty Senate. Those committees may recommend amendments to the Faculty Senate Bylaws to update the committee structures. The Faculty Affairs Committee also will make a recommendation for a few changes to update the Bylaws of the Faculty Senate. The committee spent most of the April 1<sup>st</sup> meeting developing recommendations for faculty to fill committee vacancies for the coming year.

#### **Promotion and Tenure Committee (Johnny Stephens)**

The committee's work on RPT cases for 2014 has been completed.

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

##### **Affirmative Action Committee (Sandra Cooper)** (A regulatory committee)

The committee has not met since the previous Senate meeting.

##### **Biomedical Sciences Graduate Committee (Frank Champlin)**

The following tabulation is a summary of the major agenda items addressed at the most recent meeting of the Biomedical Sciences Graduate Committee. Their respective outcomes and any items requiring eventual Graduate Faculty or Faculty Senate action are included.

The committee met at 11:00 a.m. in Conference Room E-469 with members Champlin, Kaul, Patneau, Weil, K. Curtis, T. Curtis, Miller (Graduate Studies Director), and Davis (Graduate Program Director) in attendance.

- The March 11, 2014 meeting minutes were considered and approved with one correction.
- Director Miller informed the Committee that the update of the Biomedical Sciences Program Bylaws is ongoing and that they will be posted online once completed.

- Director Davis reminded the committee that acceptance letters went out to successful Ph.D. program applicants, five of whom were offered stipends. They have until April 15, 2014 to respond. Once the dead line has past we may need to reevaluate the applicants or simply move down the priority list as there will have been at least one who is not going to accept a funded position.
- Dr. Joe Price had asked for the committee to inform him of the policy and procedure for evaluating Biomedical Sciences graduate course offerings. No member of the Committee was aware of any such process being in place.
- An M.S. Advisory Committee Appointment form was approved for Mr. Jonathan Johnston.
- A discussion of a “bridge-like” option for the Graduate Program was discussed and deemed not appropriate for a variety of reasons. These situations are best handled on a case-by-case basis.
- Given that 2014-15 committee assignments are currently being formulated, the Committee discussed upcoming roster and chair changes.
- A previously-tabled Ph.D. application was evaluated and rejected.
- Possibility of offering incoming graduate students a hands-on summer workshop to help them prepare NSF pre-doctoral research proposal applications was discussed. All members thought it was a good idea, especially with the course load now required of all graduate students in the fall of their first year.
- Director Davis led a discussion regarding the admission of an applicant who does not meet our minimal criteria.
- The Committee is concerned about whether or not the Biomedical Foundations and Systems courses are providing appropriate basic information for Biomedical Sciences graduate students and how this might be ascertained. They feel strongly as a group about this issue and would like it to be taken into consideration as the new curriculum review process goes forward.

**OSU-Faculty Council Representative (Richard Wansley)**

During the Faculty Council meeting on Tuesday, April 8, 2014, several issues were discussed and actions taken that pertain to OSU CHS, including:

- Report by President Hargis on the actions taken toward finalizing an agreement with Mercy Health System for a partnership in operating OSU Medical Center; President Hargis spoke positively about this development emphasizing how the partnership will be important to the growth of our medical school, residency training programs, and could help spur additional research opportunities.
- President Hargis also indicated that he expected no increases in funding from the Oklahoma legislature this year.
- The President and Stillwater Provost indicated that there are continuing active searches for the Deans of several colleges (Business, Ag, and Honors), the Stillwater Provost’s position, and for the Vice President for Research. All searches are progressing on schedule with announcements of selections over the next months on all these positions.
- A faculty council resolution was passed which addresses the need to create a formal, standard policy for performance appraisal of academic administrators (Deans, Associate Deans, in some cases Department Chairs, etc.). Apparently no such policy exists within the University’s policies at this time. See attachment for the text of the approved Resolution.
- Another council resolution was debated and subsequently passed by the membership. This resolution (see attachment) resolves to “...oppose any legislation allowing guns on college campuses...” This resolution is consistent with the position taken by Oklahoma’s higher education administration and other faculty groups as well.

A special report was made by OSU Athletic Director Mike Holder on development of sports complexes in Stillwater. Ms. Vicky Berry, Director of the new OSU Art Museum reported on the opening of the facility and upcoming exhibits. Other items for discussion appeared to be entirely relevant to OSU Stillwater campus faculty members.

**Faculty Council Attachment #1:  
Resolution - Academic Administrator Appraisal**

WHEREAS, currently there is no formal OSU policy for how academic administrators are to be evaluated, and

WHEREAS, there is widespread disparity across colleges in how and even whether appraisals are conducted, and

WHEREAS, faculty and staff are routinely asked to participate in appraisals of administrators in some colleges and routinely not included in others, and

WHEREAS, some colleges solicit electronic input for appraisal and some use paper forms with varying degrees of anonymity, and

WHEREAS, there are a few established, excellent examples on campus of conducting academic administrator appraisals that benefit all parties, promote growth, and could be replicated.

THEREFORE BE IT RESOLVED that the OSU Faculty Council supports creation of a formal policy for performance appraisal of academic administrators. BE IT FURTHER RESOLVED that this policy should protect against disparities across colleges, incorporate current best practices, and promote clarity, consistency, and trust in the appraisal process by all participants.

**Faculty Council Attachment #2:  
Resolution - Guns on College Campuses**

WHEREAS, the indefinite and unproven benefits of the carrying of handguns by faculty or college students can be clearly contrasted with the potential risks for accidental and intentional misuse of weapons in the environment of a college campus, and

WHEREAS, the safety and security of an entire campus community outweigh the need of the individual implicit in the definition of self-defense, and

WHEREAS, the policies of the university that provide safety to all of its constituencies, and the specific actions of its security team could be severely compromised by untrained and uncoordinated individual action for which the institution would bear the ultimate responsibility.

THEREFORE BE IT RESOLVED that the members of the Oklahoma State University Faculty Council oppose any legislation allowing guns on college campuses including HB 2887.

**Oklahoma State Regents Faculty Advisory Representative (Warren Finn)**

Full information on the State Regents Faculty Advisory group can be accessed at:  
<http://www.okhighered.org/statesystem/powerpoints/powerpoints.shtml>.

Dr. Finn reported the meeting focused on the topic of prohibiting guns on campus.

## Curriculum Oversight Committee Attachment 1

### Policies and Procedures for OSU-COM Course Exams\*

#### Exam Policies

- The course director(s) will oversee assembly and administration of course exams, in accord with OSU-CHS policies and procedures.
- The following will be considered to be academic dishonesty and will subject involved students to procedures and penalties as described in the OSU-CHS Academic Dishonesty Policy:
  - Communication during the exam with any other person about the content of the exam;
  - Use of any electronic device or resource, except for expected use of the OSU-CHS assigned computer;
  - Any attempt to disable or tamper with exam software security features;
  - Removal from the exam room of any exam or exam question, or transmission either orally, electronically, or in writing of the content of any exam question.

#### Procedures related to use of OSU-CHS exam computers

- Students should arrive at the exam room with their CWID and SofTest password ten (10) minutes prior to the scheduled exam time.
  - Students without their CWID and SofTest password will not be able to download the exam, and thus will receive an exam score of zero (0). Faculty and staff proctoring the exam will not provide students with CWIDs or SofTest passwords.
  - Students arriving at the exam room after the scheduled start time may not be permitted to sit for the exam.
- Students should take from the cart outside of the exam room their assigned OSU-CHS computer, and an external mouse if they do not want to use the trackpad on the computer,
  - Exam proctors will post randomly assigned computer numbers outside of the exam room.
  - If there is a seating chart for the exam, students' assigned seats will be the same as their assigned computer assignment number.
- Students should take their assigned computer to their seat, download the appropriate exam using their CWID and SofTest password, and then wait for the exam password to be divulged.
- Exam proctors will provide students with scratch paper and a pencil with eraser.
- After the exam password is divulged, students should enter the password and begin the exam.
- During the exam, students should report technical issues with the computer or with SofTest immediately, so as to affect a swift resolution.
- Upon completion of the exam, students should upload the exam to ExamSoft and then, as proof of the upload, show their green screen to a proctor.
  - Students should upload the exam by the announced end time, regardless of whether ExamSoft times out the exam and regardless of late arrival at the exam. Exceptions will be allowed only by permission of the course director for extenuating circumstances (e.g., technical difficulties).
- After a proctor confirms the upload, students should shut down their computer properly, exit the exam room quietly, and then return the computer to the appropriate slot (i.e., the slot corresponding to the computer's number) on the cart outside of the exam room and also hand in their scratch paper and pencil.

#### Other procedures

- Students should not bring personal items into the exam room, including, but not limited to:

- Hats and hoodies (allowed with the hood down)
- Electronic devices, including, but not limited to, cell phones, personal computers & tablets.
- Food (medical exceptions allowed by permission of course director)
- Drink (water in clear containers is allowed)
- Personal paper or writing utensils
- Headphones/Over-the-ear earplugs (traditional in-ear plugs are allowed)
- After the exam begins, students should not leave the exam room before uploading the exam (and having the upload confirmed by a proctor), except briefly in an urgent situation with the express permission of the exam proctor and ordinarily only one at a time.
- During the exam, students will not ask questions about exam content, except to inform the course director of an error in the exam that prevents students from proceeding.

\*Students who violate these guidelines in ways that endanger exam security or proper computer functioning or make more work for faculty or staff administering the exam may be assigned a Non-cognitive Grade of N.



**Year 1 and 2 Course Review Teams  
Fall 2013 Courses**

<p><b><u>BMF I (Due date 5/5/14, Review Date 5/8/14)</u></b> Warren Finn, Ph.D. Steve Eddy, D.O. <b>Joan Stewart, D.O. (Chair)</b></p>	<p><b><u>BMF II (Due date 4/21/14/, Review Date 4/24/14)</u></b> Shawna Duncan, D.O. Harriet Shaw, D.O. <b>Richard Bost, Ph.D. (Chair)</b></p>
<p><b><u>BMF III (Due date 5/19/14/, Review Date 5/22/14)</u></b> <b>Chris Thurman, D.O. (Chair)</b> Joan Stewart, D.O. Kath Curtis, Ph.D.</p>	<p><b><u>BMF IV (Due date 5/5/14/, Review Date 5/8/14)</u></b> Chris Thurman, D.O. Karlis Sloka, D.O. <b>Randall Davis, Ph.D. (Chair)</b></p>
<p><b><u>BMF V (Due date 4/21/14/, Review Date 4/24/14)</u></b> Randy Wymore, Ph.D. Nancy Van Winkle, Ph.D. <b>William Eddy, D.O. (Chair)</b></p>	<p><b><u>BMF VI (Due date 5/19/14/, Review Date 5/22/14)</u></b> Mo Som, D.O. Susan Redwood, Ph.D. <b>Kent Smith, Ph.D. (Chair)</b></p>
<p><b><u>OMM I (Due date 4/21/14/, Review Date 4/24/14)</u></b> Susan Steele, D.O. <b>Michael Pollak, Ph.D. (Chair)</b> Charles Sanny, Ph.D.</p>	<p><b><u>Anatomy (Due date 5/5/14/, Review Date 5/8/14)</u></b> Sarah Hall, D.O. <b>Robin Dyer, D.O. (Chair)</b> Karlis Sloka, D.O. Alexander Rouch, Ph.D.</p>
<p><b><u>IITP (Due date 5/19/14/, Review Date 5/22/14)</u></b> Charles Sanny, Ph.D. <b>Bill Meek, Ph.D. (Chair)</b> Susan Steele, D.O.</p>	<p><b><u>CMF (Due date 5/5/14, Review Date 5/8/14)</u></b> <b>Kath Curtis, Ph.D. (Chair)</b> Kent Smith, Ph.D. Shawna Duncan, D.O.</p>

The review team should address the following areas:

1. Did the faculty respond adequately to specific questions in their reviews?
2. Was the outcome of the course consistent with the design of the course coming out of the planning phase?
3. Identify opportunities for improvement  
For example, teaching styles, exams, type of slides, length of lecture, and quantity of material covered in a 50 minute lecture.
4. General Suggestions.
5. Save report to group drive.

The Chair of the review team will give a 30 minute report to the Year 1&2 Curriculum Committee. The report will be allotted 30 minutes, 10 minute presentation and 20 minute discussion.

Course Coordinator/Directors will be invited to the meeting.