

OSU-CHS FACULTY SENATE

2013-2014

February 14, 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. Wansley

Members Excused: Dr. Blankenship, Dr. Stephens

Guest: Dr. Wymore

Reporting Administrators: Eric Polak

Call to Order: Dr. Dyer called the meeting to order at 12:07 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 a meeting had been held the previous day with the architectural firm regarding the simulation area within the new academic building. She reported it was an exciting and productive meeting. She said the structure will be on Southwest Boulevard, approximately 75K to 80K square feet, and will be three or four stories. In addition, there will be a parking structure. Construction is planned to begin with the parking structure, then the academic building. The softball field will not be taken for the project. In addition, there will be a driveway between the two parking lots. Dr. Dyer said is pleased with the progress being made.

Dr. Dyer called upon Dr. Smith for his report on developing a policy on social media. Two documents were distributed: 1) a copy of the OSU-Stillwater document, which has "OSU" handwritten at the top, and 2) a document he developed for Senate review/comments. He said he had examined the guidelines/policies from other institutions as a starting point. There was extensive discussion, which resulted in the Senator's decision to adopt those parts of the Stillwater document that were appropriate for CHS use, and to develop additional elements that would specifically designed for CHS application. Senators provided additional ideas and comments. Dr. Smith indicated he would use information in the documents distributed, he would also consider the information offered by the Senators, and he will then develop a draft document. He plans to distribute the resulting draft document electronically to Senators for their review prior to discussion at the March Senate meeting.

Dr. Dyer advised the Senators that the Written Committee Chairperson's Reports had been electronically distributed earlier, and they were also included in the agenda packet. She encouraged the Senators to read them and stay informed on activities within the committees.

Curriculum Oversight Committee Report: Dr. Wymore reported on activity within the committee, noting that they have been meeting regularly twice a month. He said that evaluations will be conducted soon. He said the Dr. Davison has raised several questions that have been addressed, and the current evaluation will become part of the COCA report. He commented that the current process will be long and comprehensive, but will be of vital importance in our new curriculum. Dr. Wymore explained the planned processing of the information gleaned, including that there will be a group of students who will capture the important elements and will then prepare a summary relaying content.

OSU Faculty Council Representative Report:

Dr. Wansley reported briefly on items that would be of interest to CHS faculty. He specifically mentioned:

- 1) The university has decided to move the teacher's retirement system to TIAA-CREF. An officer will be located full-time in Stillwater
- 2) Benefit coverage for domestic partners will be considered. He noted that many universities have such policies, and they are considered to be a competitive edge in recruiting.

Oklahoma State Regents Faculty Advisory Representative:

Dr. Finn reported that the State Regents traditionally documents in advance of the meetings, and he has observed that items regarding CHS are beginning to appear. Dr. Finn said the group has a work plan for their activities. He said there is a focus on online courses, and what is actually being offered, whether the student is performing the work, and the value of grades issued for online courses.

Administrator's Report:

Mr. Polak reported that CHS policies and processes being maintained and used are being reviewed for currency and continued applicability. He advised that a committee will be developed for this examination, and he anticipates that the Senate will be invited to participate somewhere in the review process.

Mr. Polak reported on the Summary of Revenues and Disbursements for the period ending December 31, 2013. He called attention to the Total Disbursements, E & G, Part I. He noted that the current year to date shows a fund balance at the end of the period as \$28,550,000 which is robust. The Educational and General Part II shows a fund balance at the end of the period as \$1,342,000. He said the Auxiliary Enterprises/Student Activity report indicates a fund balance of \$12,945,000 at the end of the period. Mr. Polak said the timing of some transfers impacts on the figures at a specific point in time, but it is important to realize that the timing on transfers, and therefore the resulting totals, represents a snapshot as of a specific moment.

Mr. Polak advised that the governor is not providing special protection to higher education beyond other agencies for the budget currently in development. He noted that, in fact, she has proposed a 5% cut to higher education—this includes a reduction to the allocation for CHS operating funds. He mentioned that we get approximately \$15 million from the state budget, and this is a relatively small figure.

Related to the budget, Mr. Polak commented that the Governor's Office staff had sent letters to university presidents inquiring why cash reserve funds are so high (approximately \$28.5 million on the Summary Report above). He reported that the state regents have recommended that the cash reserves fund could be redefined to reflect current fiscal conditions in higher education, rather than being based on standards developed many years in the past when the majority of funds came from state allocations. Of course, this

is no longer the case. An updating/redefinition of the cash reserves fund would be undertaken at the regent's level.

Mr. Polak advised that we are in the process of trying to build our reserve funds in order to be able to absorb difficult years.

In response to a question, Mr. Polak said there are two interested parties for partnership with OSU-MC. One qualified respondent has already visited campus, and another is scheduled to meet with us next week. There is progress on this front, and there may be an announcement within a short time, perhaps as early as a few weeks.

The meeting was adjourned at 1:00 p.m.

**Written Committee Reports
Faculty Senate Meeting
February 14, 2014**

College-wide committees:

Academic Standards (Harriet Shaw)

The committee has been meeting regularly; the next meeting is scheduled for February 26.

Curriculum Oversight Committee (Randy S. Wymore)

The Curriculum Oversight Committee met twice, on 01/22/2014 and 02/05/7/2014. Much of the business during these meetings was focused on defining the roles of the Years 1 & 2 Curriculum Coordination Committees and then the Curriculum Oversight Committee (COC) regarding the evaluation *process* of courses from the first semester of the new curriculum. The raw data and student summary reports go to the course coordinators who will then elicit feedback from the participants in that course. They will then answer questions approved by the COC and provided by the Office of Educational Development. The completed reports will then be sent to Dr. Linsenmeyer. The Years 1 & 2 Curriculum Coordination Committee will then perform the first level of review and send the initial report along with their suggestions and formal recommendations to the COC. The COC will then take all of the information into consideration and generate a final formal report on each course. One of the major goals of this process is to provide guidance to course coordinators as they prepare for delivery of the content in future years. The Curriculum Oversight Committee also spent time on the topic of how to identify and assist students that are at risk. A subcommittee will report back at the next meeting of the COC. The COC is also reexamining the exam policy that was generated before the COC was formed. Dr. Pettit suggested and the COC members agreed that they should have input on the final form of the exam policy. For the foreseeable future, the COC will be meeting twice monthly.

Learning Resources (Lance Frye)

The next meeting is scheduled for February 26 at noon.

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 Biosafety Committee, and the Chemical Hygiene and Radioisotope use Committee. A committee has not met since the previous Senate meeting.

Student Affairs Committee (Rashmi Kaul)

A written report was not received.

Faculty Senate committees:

Budget and Benefits Committee (Richard Bost)

The committee met on February 5. Mr. Polak reported on several aspects of our College's budget. Key points included the following:

- The declining state revenues allocated for higher education is a concern, but our College is fiscally resilient, leading to the conclusion that we anticipate a steady-state budget for this next year.

- Fundraising and improved returns on investments have improved the financial support of the 23 endowed chairs in our College.
- Plans for the new 75,000 sq. ft. academic building continue to be developed. Discussion of specific space usage is ongoing.

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

- Research space and equipment are a priority. Mr. Polak asked that faculty provide him with a one-page, three-paragraph summary of information about the needed equipment including a description of the equipment, how it would be used, and the approximate cost.
- It is difficult to assess the impact of the ACA on our clinic operations. Oklahomans who have signed up are a preponderance of high-need individuals while younger, healthier individuals are under-represented.

Faculty Affairs Committee (Nancy Van Winkle)

The Faculty Affairs Committee met on January 21st. The committee reviewed requests to appoint tenured faculty to the Unit Personnel Committees of two faculty members who are coming up for promotion and whose departments did not have enough tenured faculty to sit on the committee. The committee came up with names of faculty members for the committees. The committee discussed amendments that have been approved by the General Faculty and need to be added to the Bylaws and Charter on the web to make them current. The committee discussed strategies for working with several College committees that have a discrepancy between the actual composition of the committee and the description of those committees in the Bylaws of the Faculty Senate. Finally, the committee reviewed a timeline for the tasks needed to be accomplished this Spring for appointment and election of faculty to College committees and the Faculty Senate

Promotion and Tenure Committee (Johnny Stephens)

The RPT Committee is preparing for promotion and tenure packet submissions. A secure folder on the G: drive has been established to reduce the amount of copies and paper that would be required to distribute copies to all committee members. We have considered one clinical track faculty position for Rural Health.

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.

- I. The January 14, 2014 meeting minutes were considered and approved as written.
- II. Director Miller informed the Committee that one of our Ph.D. students has been admitted to candidacy.
- III. Director Davis saved his comments until the evaluation of Ph.D. applications (below).
- IV. One Advisory Committee Appointment form was evaluated and approved.
- V. In deference to the need to evaluate doctoral program applications in a timely manner, the Committee was informed that Dr. Vivian Stevens would be invited to attend the next monthly meeting to discuss dual degree admissions policies and how we can keep them from being misused. Also, Dr. Earl Blewett asked to be allowed to discuss some Group VI matters, but was unable to attend due to a scheduling conflict.
- VI. The status of the Biomedical Sciences Graduate Program Bylaws document was discussed. The master document is to be updated with modifications approved by the Graduate Faculty last fall, then posted on secured group drive and submitted to Group VI Representative Blewett to present to Graduate College.
- VII. An evaluation of the document titled "OSU Graduate Faculty" was tabled until such time as Dr. Blewett could attend and provide pertinent information.
- VI. Applications for admission to the Biomedical Sciences Graduate Program were evaluated. 10 of a total 12 were deemed qualified. The Director will forward letters informing applicants of their acceptance with or without offers of stipend support.

OSU-Faculty Council Representative (Richard Wansley)

OSU Faculty Council Representative (Dr. Richard Wansley) Report, effective January 2014 Council meeting:

University-wide Retirement Benefits Changes

The Retirement Investments Committee is recommending to administration that a single retirement contract be submitted to the OSU A&M Board of Regents at their March meeting. A few highlights of the TIAA-CREF proposal include:

- Enhanced OSU/A&M branded communications and financial education specific to targeted groups, including A&Ms and retirees, with participants selected by use of individual demographics;
- Additional advisement opportunities for participants and retirees with a TIAA-CREF Oklahoma office located in Stillwater;
- Opportunity for individual use of outside financial advisers;
- Simplified operations with TIAA-CREF taking more responsibility in administering the retirement program;
- Single open platform for investment opportunities that are not limited specifically to TIAA-CREF offerings;
- Reduction of plan recordkeeping expenses by 41% (from 17 to 10 basis points) thus increasing the return on participant accounts with the reduction in fees retroactive to July 1, 2013; and
- Performance guarantees to ensure quality of service with monetary reimbursement of fees up to \$40,000 for noncompliance.

The current proposal from TIAA-CREF has no effect on Oklahoma Teachers Retirement. OTR and its rules and regulations are controlled by the Oklahoma Legislature and a separate governing Board. In addition, the proposal does not affect the contribution schedule of any of the OSU/A&M institutions.

Investment options under the new proposal will be recommended by the Retirement Investments Committee. With changes in the retirement industry in past years, investments offerings are not limited to a single vendor; TIAA-CREF, for example. Investment offerings will include funds offered by other investment vendors. The Committee has updated an Investment Policy Statement which will guide the selection of actual investments to be available on the OSU/A&M platform. They will include life cycle or target dates funds, which provide a diversified offering based on expected retirement date; approximately 15 core diversified funds; and the brokerage option offering thousands of mutual funds. The individual funds will be recommended by the Retirement Investments Committee and are reviewed quarterly by the Committee to insure they continue to represent optimal choices for employees.

While transition planning is not finalized, it is expected that the new fund line up will be selected in April and made available to participants shortly after that. Participants will be able to change allocations and transfer fund balances to the new offerings during following months. The new fund lineup will be the only offerings available after January 1, 2015 for new contributions. However, existing fund balances as of that date do not have to be transferred.

These changes should provide better service and benefits to participants and increased financial return on investments. Those participants reflected in the 3% investments not currently handled by TIAA-CREF will have to make new elections and may experience some change in current services offered from a non-TIAA-CREF provider. With the brokerage option and opportunities for outside advisement incorporated in the TIAA-CREF proposal, it is anticipated that disruption will be minimal.

The initial recommendation from the Committee last May can be found on the Benefits Section of the OSU Human Resources website (near bottom of page), <http://hr.okstate.edu/sites/default/files/docfiles/RIC Update.pdf>.

Status of Certain Council Recommendations

Interim Provost Pam Fry gave the status of the following recommendations:

13-03-01-CTSS: Employee Travel Policy Amendment:

Pending – Progress has been made on proposed modifications and a revised policy document will be introduced at the meeting by the Chair of the Campus Facilities, Safety and Security Committee.

13-12-01-FAC: Revision of 2-0903 “Clinical Faculty Track (Non-Tenure Track).

Accepted – Dean Jean Sander discussed the recommendation with the Council of Deans on an. 9 and the recommended modification to increase the percentage of CVHS (Vet School) clinical faculty from 25% to 50% of the tenure- track faculty received unanimous support.

Retirement and Fringe Benefits Committee (OSU CHS Member serves on this Committee)

The Committee is studying so-called “domestic partner” benefits offered at other universities and colleges. The vast majority of the nation’s top ranked schools offer such benefits and several private colleges within Oklahoma do so as well. No recommendation is pending at this time, only study of the topic.

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>.

Selected topics:

Discussion of 2014 work plan topics. The following topics were discussed as work plan items:

1. Improve and identify best practices for college student competence in key areas such as financial literacy, computer proficiency, critical thinking and communicating ;
2. Improve success of transfer students and identify best practices in efforts such as course equivalency, articulation, curriculum alignment, outcome assessments and feedback reports;
3. Explore success of concurrent students taking online courses;
4. Improve retention of college students and identify best practices in career advisement, student motivation, program changes, faculty development and enrollment management;
5. Explore faculty workload impact on academic efficiency; and
6. Support and provide advice on current State Regents initiatives including Complete College America, Online Education Task Force

Presentation on MERLOT, Multimedia Education Resource for Learning and online Teaching
Discussion Paper: Cost of Textbooks & Alternative Learning Resources (*PDF, 120k*) Multimedia Educational Resource for Learning and Online Teaching (MERLOT) MERLOT FAC Presentation (*PPT, 2.5m*) MERLOT Flier (*PDF, 393k*) Creative Commons Flier (*PDF, 71k*) Journal of Online Learning and Teaching (JOLT) Flyer (*PDF, 113k*)

The update below reflects the current status of selected major legislation concerning Higher Education during the week of January 27, 2014 – January 31, 2014.

Pension/ Retirement

HB 2611// Representative Randy McDaniel// The legislation amends the definition section of “regular annual compensation” to exclude clinical related activity performed in Oklahoma State University Center for Health Sciences (OSU-CHS) Professional Practice Plan.

Task Force on Evaluation of New Construction Sites and Usage (Robin Dyer)

Dr. Dyer will provide this report as a part of the Senate President’s message.

Students with Disabilities Committee (A regulatory committee) (*Michael Pollak*)

The committee has not met since the previous Senate meeting.