

OSU-CHS FACULTY SENATE

2013-2014

March 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. Sanny, Dr. Stephens, Dr. Wansley

Members Excused: Dr. Blankenship, Dr. Hall, Dr. Smith

Reporting Administrators: Eric Polak

Call to Order: Dr. Dyer called the meeting to order at 12:04 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. Wansley and seconded by Dr. Sanny. They were unanimously approved as presented.

Faculty Senate President's Report:

Dr. Dyer advised the Senators that there is an item for discussion and voting on the agenda, and she would prefer to move directly to that item.

Formal Recommendation 13-14-011 was reviewed. Following extensive discussion, it was decided that the motion wording should be modified to indicate that the document being proposed should be called *Guidelines* rather than being designated as a policy at this time. Additional discussion and suggestions resulted in the following:

It is moved that the attached draft of OSU-CHS Social Media Guidelines be approved and made available for review, including access on the Center for Health Sciences website. The Guidelines are to be reviewed and modified as appropriate in no later than six months, at which time the Guidelines may be considered for proposal as a policy.

The new motion wording was moved by Dr. Wansley, seconded by Dr. Davis, voted upon and passed unanimously. Dr. Dyer will hand-carry the formal recommendation and document to Dr. Pettit with a copy delivered to Dr. Shrum.

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. Hearing none, she encouraged Senators to read the reports and advise her if they have any topics they wish to have discussed during the meeting.

Dr. Dyer commented on the data reported from the Academic Standards Committee. She indicated there is still a concern regarding the frequency of failures; particularly as they interface with the limitations for the number of courses students can remediate. These students must meet with the ASC where recommendations to Dr. Pettit are developed. Specific courses are being discussed at the Curriculum Oversight Committee as the experience with the new curriculum is being experienced. The number of “N” grades issued is also a matter of concern.

Dr. Stephens commented that in addition to the written report, he wished to provide further information regarding the spring 2014 RPT process. He advised there was a total of ten submissions; eight of which have been completed, and two that are still under consideration. This included dossiers for changes from Clinical Assistant to Associate, Associate to Full, and Assistant to Associate—this change includes the awarding of tenure.

OSU Faculty Council Representative Report:

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

- 1) The students at Stillwater had strongly expressed concerns that a building on that campus bore the name of a prior Oklahoma governor who they believed should not have this honor. There was a motion by a student organization to change the building’s name. Dr. Wansley provided some process details, but he reported that the end result was not to make a change.
- 2) The IT Committee chair reported that Microsoft XP would no longer be supported effective April 9, 2014. Dr. Wansley advised that some faculty were still using XP. After contacting our Helpdesk, he learned that some replacements had been made, but there some remaining XP equipment. During the discussion, Dr. Wansley said any XP problems would not be resolved after 4/9/14. During the meeting, Mr. Polak texted Mr. Popp with the information regarding CHS equipment.

Related to this, Dr. Wansley said his laptop would not be replaced without a charge to his departmental budget. Mr. Polak clarified that IT will provide a desktop, but if there is special equipment, including a laptop, IT does not absorb that cost.

Another piece of IT information included that OSU-Tulsa maintains some research data for CHS faculty projects. Mr. Polak advised that some customized programming, which no longer met the needs, was being considered for replacement; the IT group is checking for available software.

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.

Additional information related to OTRS retirement funds was provided by Mr. Polak, who explained the difference between regular and irregular physician compensation. He noted that only regular compensation was considered for the OTRS contribution calculations. Some detailed information was offered regarding various discussion points, and advised that the outcome will be legislative clarification, and there will be no change in the process.

Dr. Finn reported that a discussion was held at the Regent's Faculty Advisory meeting regarding teaching financial development for our students. He inquired whether we are doing that. Senators commented that training was included as a part of the residency program. To the members' knowledge, there were no such courses provided for the graduate students.

Administrator's Report:


Mr. Polak reported that the processes involved in the forward motion toward the new building are positive. He noted that funds have been gathered over the past few years that will be used toward the project. In addition, Dr. Dyer advised that there are projects in the current building that need attention i.e., restrooms, animal facility, HVAC, etc. Mr. Polak said those items are being considered, and they have not been overlooked. There is a linkage with the new budget for areas that could be impacted; the governor has requested a prioritized list specifying such potential impacted areas. Mr. Polak mentioned some of the areas that would be included in that submission.

Senators mentioned the importance of finishing out the fifth floor. Dr. Davis suggested that one approach that could both provide additional faculty, and increase research productivity, would be to specifically recruit clinician-researchers who already have a strong focus in desired areas. Dr. Wansley commented, and Senators, agreed that it is important to have the fifth-floor space used for research, as originally planned.

Old Business: There was no old business to discuss.

New Business:

At the request of Senator Smith, the Senators discussed the need to have an active, current, master calendar. Mr. Polak advised that the topic has been discussed and Dr. Benjamin is looking into that; he is exploring the use of Ad Astra, which is a software program which is currently being upgraded. That software is in use in Stillwater. It is planned to have whichever program is chosen to be managed by Joni Finfrock. It was commented that would be logical since Joni is the point-person for the room scheduling process. Dr. Benjamin would be the appropriate person to contact for an update. *[Additional information*

regarding Ad Astra can be reached through this link.  **AD ASTRA**
INFORMATION SYSTEMS
SOLUTIONS THAT FIT *]*.

Dr. Dyer reminded the Senators that a call for nominations for open Senate seats has been distributed; she encouraged Senators to make nominations for eligible faculty colleagues.

Dr. Davis inquired regarding the summer process for students who require course remediation. She advised that the topic has been discussed in the Curriculum Oversight Committee. The committee is very aware of remediation requirements and changes that are being experienced with the new curriculum.

The meeting was adjourned at 12:53 p.m.

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

College-wide committees:

Academic Standards (*Harriet Shaw*)

The Academic Standards Committee met February 26, 2014, and met with 9 students, addressing the following issues:

Multiple COMAT failure (5)

COMLEX Level 2 failure (2)

Non-cognitive grades (4)

Three of these students have repeated “N” non-cognitive grades for failure to attend required course activities.

There are two students waiting to meet with the committee for: Repeat COMAT failures (2)

Curriculum Oversight Committee (*Randy S. Wymore*)

The Curriculum Oversight Committee met twice, on 02/19/2014 and 03/06/2014. Much of the business during these meetings continued to focus on specifics of 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 went to the course coordinators who elicited feedback from the participants in that course. Most of the completed reports have been sent to Dr. Linsenmeyer. All but part of one BMF course has been submitted. The Years 1 & 2 Curriculum Coordination Committee is organizing their subcommittees to do the evaluations and these will be reported to the COC at the next meeting. 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, and this will be an ongoing process with specific recommendations at the next meeting. The COC also reexamined the exam policy that was generated before the COC was formed and a revised policy has been generated that will be submitted to faculty and Dr. Pettit. For the foreseeable future, the COC will be meeting twice monthly.

Learning Resources (*Lance Frye*)

The committee met on February 26; the following area reports were offered.

Library:

Mr. Martin reported there are continuing issues with printing. He noted there had been some puzzling events, e.g. Black and White prints were being charged as though they were color. He explained that it is a technical problem; he has intervened in the students’ behalf by alerting Mr. Popp that those students should not be charged. A question was raised inquiring whether the printers could be set to default to black and white copies. Mr. Martin advised that the printers are reliable; the problem is the software. He said he would confer with Mr. Popp on this issue.

On the topic of study carrels, Mr. Martin reported that there is a new system in place for assigning the carrels and it is a lottery approach. He said the process went smoothly, and all have been

assigned. There is no one on a waiting list. In response to a question, he advised that in an ideal campus configuration, all students would have a carrel and they would regularly and diligently use them. Mr. Martin said he believes 150 carrels would meet our current CHS student needs. He said there may be more in the new building. A request was made to have students reminded to keep their carrels clean, and not to have their belongings extend into the walking areas. Mr. Martin said he would speak with the students involved.

OED:

Dr. Linsenmeyer reported on the following items:

- The testing computers have been fixed.
- Regarding the small group rooms, an online interface is being worked on, and testing and training will follow. The technology is in the rooms; the software is being developed now.
- Turning Point is doing well.
- Regarding ECG online course, they are working to determine the reason for the malfunction. Students are going directly through the program rather than going through D2L for access. Although an exploration to discover the problem will continue, the students are able to access what they need without D2L.

Telemedicine:

Mr. Casady reported that in the past, students used jump drives, but now they are using Diversity for Grand Rounds. He said they have moved to using D2L with Dr. Linsenmeyer's assistance. Mr. Casady is working with Brett Niland at the Medical Center to make the process easier for students. In addition, the bandwidth has more than doubled.

MS I:

No report.

MS II:

Ms. Richards reported that the Tegrity problems have been addressed. To date, no information has been provided from Dr. Benjamin's office regarding board review. Dr. Meek reported that it has been discussed at the Curriculum Committee. The comment was offered that at T-COM, the students do not have a board review provided; they are on their own for their preparation.

Dr. Meek asked the members if any of them had seen security cameras being installed. Dr. Linsenmeyer responded that she has seen monitors being installed, but she has not seen any camera installations thus far.

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.

The Research Committee met on February 12 with a quorum. Meeting attendees included committee members Drs. Anil Kaul, Nedra Wilson, Ron Thrasher, and Leigh Goodson, Cindie Lamon, Amanda Benn, Amber Hood and Terry Brown. Visitors included Nathan Huffstetler, Physical Plant Amber Hood reported for the IRB committee. She told the committee about the new policy for approving the IRB minutes. IRB minutes will be emailed to the committee members and they can be approved via email. Amber Hood also reported for the IACUC and had a new member Jamie Lamb as a community representative (Lay member).

Dr. Wallace was not present, but submitted his report for the IBC committee which met on January 15, 2014. There were no new protocols or revisions that needed to be reviewed by the committee. There was discussion about the upcoming influx of undergraduates and high school students. There is a need for a simplified 'checklist' of training for these students that will help in the reporting of these part-time/temporary personnel. The IBC committee felt that ultimately it is the laboratory PI who bears the responsibility for ensuring that training is implemented for these students. Laurie St. Clair was given the task of developing this one-page checklist.

Dr. Wallace also had submitted his report on behalf of the Chemical Hygiene and Radioisotope Use Committee which met on January 8, 2014 and there were no new protocols or protocol revisions that needed the attention of the committee. There was discussion on the new OSHA regulations regarding SOP's for carcinogens, reactive agents, etc. Laurie St. Clair discussed the new OSHA regulations for the use of hazardous compounds in the laboratory. In some cases, these SOP's will be included in existing laboratory SOP's. In addition, if a laboratory is now working with compounds which are considered highly carcinogenic, reactive, flammable, caustic, etc. will need to have a SOP for their use and an Emergency Action Plan in case of contamination, spills, fires, explosions, etc.

The Research committee discussed the recommendation, specifically the need for a part-time worker. Amber Hood questioned the need for a part time worker since a major overhaul is not needed for updating. She will investigate the man hours needed and the skill level for performing the job. Dr. Goodson reported that assembling the Scientific Review Committee is taking longer than anticipated. One main issue is potential member's willingness to serve. It will continue to stay on the radar. Dr. Goodson also informed the research committee that Huron Consultants had submitted their report to the faculty senate and the Faculty Advisory Group. Dr. Goodson was not able to elaborate on the entire report, but did mention one item, developing an accountability system.

Nathan Huffstetler provided an update on climate control issues in animal facilities and labs and said that a lot of work has been done on the animal facility. The controller and thermostat have been replaced and the reheat coils have been cleaned. The temperatures are relatively stable. Only three boilers are working but are running well. Humidity is low but within acceptable range. The room is ready for use however we need to get sign off from the vet before being utilized.

An update on Research Day was provided by Amanda Benn who informed the committee that the planning committee has received fifty-five posters and has 15 oral presentations. The speakers for the event include Dr. Jeffery Bergman at noon on Thursday, 2/20/14 and Dr. Pauline Boss on Friday at noon on 2/21/14.

Dr. Wilson announced that Dr. Joe Grzywacz is the speaker March. She also told the committee she is exploring the possibility of giving CME credits.

Student Affairs Committee (Rashmi Kaul)

The committee met on February 14; the following items were discussed:

--Second years are wanting to have a professional board review. The class has shown a strong opposition to the idea of an OSUCHS-professor led board review. (Unless its Dr. Goljan). Dr. Kaul to communicate this information from student officers to Dr. Benjamin.

--Printer for the first years placed outside of Dunlap. Angela to discuss with Dohn Martin in library services to find out if a printer is possible outside Dunlap.

--Library printers are having a lot of issues printing. Some of the computers seem to never connect with the printers. (Angela spoke with Dohn Martin and he has informed me that when students have trouble, they should report that to him as soon as possible. Dohn indicated that the library staff works diligently to assure the printers are functioning properly and continually works with IT when issues may arise. Dohn also reports the library goes through a great deal of paper each week, therefore the printers are in fact being utilized often.) Therefore, Dohn suggests that students notify library staff immediately when issues arise so they can solve the problem. He will continue, as always, to monitor the printers to assure they are functioning properly.

--Status of occupied signs on breakout room doors? Angela is going to check on status.

--Next meeting in early April not yet scheduled.

Faculty Senate committees:

Budget and Benefits Committee (Richard Bost)

The Budget & Benefits Committee meeting was cancelled due complications from icy weather, and has been rescheduled for next month.

Faculty Affairs Committee (Nancy Van Winkle)

The Faculty Affairs Committee has not met since the previous Senate meeting.

Promotion and Tenure Committee (Johnny Stephens)

The Spring 2014 RPT promotion and tenure packet submissions are underway. The establishment of a secure folder on the G: drive will function to reduce hard-copy requirements since committee members will access dossiers electronically. A clinical track faculty position for Rural Health has been considered.

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, Wilson (for Patneau), Weil, K. Curtis, T. Curtis, Miller (Graduate Studies Director), and Davis (Graduate Program Director) in attendance.

1. The February 11, 2014 meeting minutes were considered and approved as written.
2. Director Miller informed the Committee that summer and fall graduate classes would be available for enrollment on March 24, 2014.

3. Director Davis informed 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.
4. Group VI Graduate Faculty Representative Blewett communicated through the Chair that the Group VI meeting would be held this Friday at 10:00 am in Auditorium D-107. Three handouts that will be considered at that time were distributed.
5. In deference to the need to evaluate master's 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.
6. A discussion of whether a "bridge-like" option for Graduate Program admissions was tabled until the next meeting.
7. Applications for admission to the Biomedical Sciences Graduate Master's Degree Program were evaluated. The Director will forward letters informing applicants of their status regarding acceptance or rejection.

OSU-Faculty Council Representative (Richard Wansley)

Dr. Wansley will report verbally at the March 14, 2014 Faculty Senate Meeting.

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>.

The Council discussed the 2014 work plan topics. The following topics were selected as work plan items

1. Improve and identify best practices for general education and college student competence in key areas such as financial literacy, computer proficiency, critical thinking and communicating: Discussion included a history of State Regents policy on general education requirements and the process for making changes in policy or at the institution.
2. Explore faculty workload impact on academic efficiency: review existing information.
3. Improve retention of college students and identify best practices in career advisement, student motivation, program changes, faculty development and enrollment management: Learn from practitioners.
4. Improve success of transfer students and identify best practices in efforts such as course equivalency, articulation, curriculum alignment, outcome assessments and feedback reports.
5. Explore success of concurrent students especially in online courses.
6. Support and provide advice on current State Regents initiatives including Complete College America and the Online Education Task Force.

During the review of the Chancellor's legislative update, the following item relevant to OSUCHS was reported:

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. **UPDATE: The legislation passed out of the House on February 12, 2014 with a vote of 93-0.**