

## OSU-CHS FACULTY SENATE

2014-2015

April 10, 2015 Minutes

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

Randall Davis, Ph.D., President

Robin Dyer, D.O., Past-President

Sarah Hall, D.O., President-elect

Christopher Thurman, D.O., Secretary

William Po, M.D., Sergeant-at-Arms

Charles Sanny, Ph.D. (16)

Kent Smith, Ph.D. (15)

Jarrad R. Wagner, Ph.D. (15)

Richard Wansley, Ph.D. (16), OSU-CHS Representative to OSU Faculty Council

Oklahoma State Regents Faculty Advisory Representative

*Recorder: Jean Keene*

**Members Present:** Dr. Davis, Dr. Dyer, Dr. Hall, Dr. Smith, Dr. Thurman, Dr. Sanny, Dr. Wagner

**Members Absent:** Dr. Po, Dr. Wansley

**Guest:** *Dr. Meek*

**Reporting Administrators:** Dr. Pettit, Dr. Dyer, Dr. Stephens

**Call to Order:** Dr. Davis called the meeting to order at 12:01 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. Dyer and seconded by Dr. Sanny. They were unanimously approved as corrected to include Dr. Smith's new title.

### **Administration Reports:**

Dr. Stephens reported that the first CHS magazine has been published. He provided copies for distribution to the Senators. He said the plan is to produce issues biennially, most likely in July and December for mailing. He invited the Senators to send information to Bria Taylor, Ashley Milton or directly to Dr. Stephens. There will be a focus on the alumni at CHS; this is inclusive of all of the alumni—COM, Biomedical Sciences, Forensics, and HCA. The plan is to have perhaps two feature stories per issue, plus small information listings about what is happening at CHS. In addition, there is a plan to have a "CHS and Family" day event—perhaps at the end of July or in August. It may be held at the CHS campus or at the hospital. It is intended to be a big event for CHS employees. Dr. Pettit has agreed to be in the "Dunk-Tank". There will be tents, misters, food trucks, face-painting, jumping bounce-houses, etc. It may be close to the very large OSU in Tulsa Employee appreciation event. Dr. Stephens said he wants both the Employee Recognition day and the CHS Family Day to have a significant attendance. The date could be July 25, but it is not firm.

Dr. Pettit advised that RPT is ahead of schedule in the process; he thanked Johnathan Franklin and Christina Massey for their work. The dossiers have progressed from Dr. Pettit to Dr. Shrum and are ready for her review. He advised that the annual evaluations are also going well, and the timing is on target.

A question was raised inquiring whether the application has been submitted regarding ACGME. Dr. Pettit said the current status is that we have met with the residency partners, with the exception of St. Anthony and Integris, and all of the members with whom we have met are onboard with the university becoming a sponsor of all of the residencies. Right now, each residency entity is their own residency, e.g. Lawton is run by Lawton, etc. Under the new model, we would really create one large state entity as a consortium model. OSU would have one Family Medicine Residency with sites at Talihina, Lawton, Tahlequah, etc. One Surgery Residency with sites at Oklahoma City, etc. We will assume some of the leadership role and take some of the financial burden off the individual programs. In addition, as one residency everyone would have more access to sub-specialties. The consortium application will be submitted in April. Right now, we are waiting to determine the sites that will actually be in the consortium. Once the consortium is approved then the whole program can be approved. The process is going well.

The COCA accreditation was originally scheduled for July; it has now been moved, at their request, to November. They will be on campus November 11 through 13. We are ready; all of the standards are written and we are looking to identify someone to format that report. When that is completed, we will bring in an outside source to review it. In response to a further question, Dr. Pettit advised that we have nothing outstanding from the last site visit, and we are moving along very well toward the next one.

Dr. Dyer advised that there was one part, regarding required rotations, wherein they wanted to see OMM in the third and fourth years. She noted the Nelson's family medicine book has chapters for each different specialty. Mr. Martin has purchased resources for the library that will be available online that provide free videos indicating techniques, power-point presentations that can be downloaded, plus it has pre and post tests on the rotations for the specialties. This resource will already be in place when the site visit occurs.

Dr. Pettit said a new standard has been added, Standard 8, which is a requirement to track residents. The university now has the responsibility to track residents and where they go for their residency. In the past that tracking ended at graduation. For the new tracking requirement, we are not aware of an end date. The tracking requirement is designed for schools to be able to demonstrate that 85% of residents get residency spots. Dr. Pettit noted that we usually get 100%.

Dr. Davis thanked the administrators for their thorough reports.

#### **Faculty Senate President's Report (Randall Davis)**

Dr. Davis reported that he wanted to follow up on a discussion he had with Dr. Pettit regarding the annual performance evaluation process. He advised that faculty had come to him to discuss the format being used for faculty evaluations. Dr. Davis noted that faculty had the following questions:

- 1) Why was this form being used for faculty since it appears to be designed for use with staff,
- 2) When did the approval of this form take place, and,
- 3) Is this form being used universally?

Dr. Davis summarized his meeting with Dr. Pettit by providing the following information:

- Faculty and administrators are required to use this form.
- Both biomedical sciences and clinical faculty all use the same form.
- Concerning the "fit" of the evaluation document for the elements "Teaching, Research, Service, Outreach, Patient Care" and its applicability for a faculty requirements, Dr. Pettit advised that the goal was to generate individual interaction between the faculty member and the supervisor.

- The order to be followed in the process is:
  - A. The faculty member completes the section reporting how she/he feels/believes the responsibilities have been met,
  - B. The faculty member indicates the numerical score,
  - C. The supervisor completes her/his section,
  - D. The faculty member and the supervisor meet and discuss the content
  - E. On the section regarding completion of goals, the faculty member her or himself is to enter whether the goal was achieved, not achieved, or is still in-progress.
  - F. During the meeting with the supervisor, the goals and the ratings are discussed and they are to reach a common view on what should be reported.

Dr. Davis provided some detail on the difference between “did not achieve” and “in-progress”. Following discussion, the Senators had the same interpretation of the usage of these terms, noting that if an entry is still being worked upon, even though the annual period originally stipulated for its achievement had ended, the task would continue into the next period and therefore it was “in progress”.

Following further discussion, Dr. Davis said his recommendation would be that a meeting of the faculty be held and the process be explained at that time. It was suggested that Ms. Tappana and supervisors would attend that meeting and hear the same explanations that faculty heard. Dr. Davis was not certain if, or when, such a meeting would occur, although it could be very helpful to faculty.

A Senator advised that HR provides instructions on how to complete the evaluation document, but not everyone understands it the same way. The question that remained was why this form was chosen for faculty use. One Senator, who was also a supervisor, indicated that generalities that could be entered may very well not include useful information related to faculty performance on faculty responsibilities. It was stated that each supervisor should indicate how she/he expects the forms to be submitted should be completed.

Dr. Davis said as the Faculty Senate, we have a responsibility to discuss this on behalf of faculty members. It was hoped that as a result of the meeting discussion and the inclusion in the Senate minutes, everyone should gain the same understanding of the form and its appropriate use—namely:

- A. how to fill it out,
- B. how to get uniformity that makes sense, and
- C. how to get the administrators, the supervisors, and the faculty to share the same interpretations.

Dr. Davis asked the Senators for suggestions on the best way to achieve this common understanding. A comment was offered that we need HR involvement. Although the form may provide standardization across all campus locations, faculty members are on five, six, or seven year cycles and that should be considered in an evaluation document/process. It was suggested that another section could be added that would chart progression toward tenure and promotions. The inter-relationship of faculty performance and the merit or promotion salary increases should be examined to make this form appropriate for faculty performance evaluations and increases. For Biomedical faculty, Dr. Benjamin could be included in the evaluation form decisions.

It was suggested that a committee be formed that would include Dr. Pettit, Ms. Cooper, Dr. Benjamin, a representative of the Clinical faculty, and possibly a representative from other areas

(Forensics, HCA) should also be included; this body could meet and discuss the issue. They could begin meeting in time to have the finished product usable for the next evaluation cycle.

Dr. Davis called upon Dr. Meek for the voting on Formal Recommendations for Bylaw changes.

**Items presented for voting:**

- A. FS 14-15-008 CHRUC description bylaw change  
**Action: Senate moved that the date on the header for the Proposed Version should read: November 5, 2014. Moved, seconded and passed with that correction.**
- B. FS 14-15-009 IBC description bylaw change  
**Action: Senate referred back to committee to revise indicating the total number of members and identify voting/non-voting for ex-officio members.**  
The committee will be given the opportunity to resubmit by email for processing in time for the bylaw change to be voted upon at the General Faculty meeting.
- C. FS 14-15-010 Academic Standards Handbook Revision  
**Action on amendments: Two amendments were moved, seconded and voted upon. The changes were incorporated into the main motion.**  
Amendment 1: Section 11.2 Comprehensive Osteopathic Medical Licensing Examination Level 1 (COMLEX Level 1)  
*Delete Last sentence in paragraph, which reads: If an exception is granted then it would most likely involve the student being given one additional month for preparation i.e.-Rotation 1 being a vacation month).*  
Amendment 2: Section 11.2.2  
Insert (total of eight weeks). at the end of the first bullet point of the proposed paragraph.  
**Action on the main motion: Moved, seconded and passed as amended.**
- D. FS 14-15-011 IACUC description bylaw change  
**Action: Passed**
- E. FS 14-15-012 Faculty Committee Assignments 2015-2016  
Dr. Meek advised there was one change to the members of the Curriculum Oversight Committee; he requested the Senators to enter Al Rouch, Ph.D. as the Chair of the Academic Standards Committee as a member of COC rather than the name shown.  
**Action: Passed as noted.**
- F. Approve the DRAFT Agenda for the General Faculty Meeting on May 14, 2015  
**Change noted: Under item V, final bullet point, the word “Digital” is to be replaced by the word “Social”.**  
**Action: Passed as noted**

Old Business: There was no Old Business to discuss.

New Business: There was no new business to discuss.

The meeting was adjourned at 1:18 p.m.

**Written Committee Reports**  
**Faculty Senate Meeting**  
**April 10, 2015**

*The committee reports are for information purposes only  
and are not being submitted for Senate approval.*

**College-wide committees:**

**Academic Standards (Gerwald Koehler)**

On March 17, the Academic Standards Committee (ASC) interviewed two students addressing the following issues:

- Third Obstetrics/Gynecology COMAT failure (1)
- Grade “U” in an elective rotation (1)

The committee also discussed the course requirements for students repeating the second semester of the second year. Furthermore, the revision of Academic Standards Handbook sections and updates of ASC procedures were discussed.

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

The Curriculum Oversight Committee met on 03/19 & 04/02/2015.

A discussion with no resolution ensued on the topic of what content is appropriate for the systems courses. The general consensus was that content that is testable on the Step 1 Boards needs to be covered. Additional material that is potential Step 2 material can be covered if there is time, but not at the expense of basic material. The discussion was triggered by concerns that in the reproductive system, some basic material was skipped with the assumption that students already knew the material or that they would learn it on their own.

The use of “clickers” for points was discussed yet again. There was much discussion that went in many different directions. A standardized set of “guidelines” for clicker use was prepared by Dr. Steele and was approved to be given to everyone who uses clicker questions. In the Reproduction system it was unclear if the document was useful or not. Dr. Benjamin via the Years 1 & 2 Committee will devise a plan for use of clickers and present at a future meeting.

There has yet to be designed and adopted a mechanism for not only identifying “at risk” students, but for aiding said students. The Years 1 & 2 Committee will start a dialogue to propose a mechanism to accomplish the goal of assisting at risk students and then present this to the COC.

The fall semester course reviews are progressing and the recommendations from the review teams and the Years 1 & 2 Curriculum Coordinating Committee will soon be available to the COC.

**Learning Resources (Joseph Price)**

No meeting in March. The last meeting for the year was held April 7<sup>th</sup>.

1. The concept from Dr. Price was approved to ask Brandy Close to work with Student Services and the clerkship coordinator to implement a CHS version of the document that the

OSU Provost requires as a syllabus attachment to all Stillwater courses. Our document would include handy information for students and links to various extensive documents and handbooks. The document would be distributed to all students and posted on D2L. Dr. V. Stevens enthusiastically endorsed the concept. Brandy Close, Angela Bacon, and the clerkship coordinator would be involved. Input from the Student Government Association should be obtained for the final document. It is expected to have a product to distribute in August.

2. A best practices document for faculty use of copyrighted material was presented for informational purposes to the LRC authored by Dr. Price, and with the approval of Brandy Close. As part of the Oklahoma State University, there is an expectation of high standards of behaviors by faculty, staff, and the rest of the OSU-CHS community. This document as a description of best practices creates guidelines that we should transition toward and follow in order to meet prudent legal and ethical standards and practices for the use of certain types of resources. As a best practices technical document, it is not a formal college policy. The document would be expected to mature, with input and questions from the OSU-CHS community as part of its roll out and evolution. In her current capacity, Ms. Close would be the point of contact with faculty in distributing and assisting in improving performance toward these goals and standards.

#### **Research Committee (Ron Thrasher)**

The Research Committee has voted to hold quarterly meetings. Although the following Special/regulatory committees report through the Research Committee, there may be months when they submit a report for inclusion in the Senate Written Reports when there is no Research Committee meeting report: Institutional Review Board, the Institutional Animal Care and Use Committee, the Institutional Biosafety Committee, and the Chemical Hygiene and Radioisotope use Committee.

The committee has not met since the prior Senate meeting. The next regular meeting of the research committee is scheduled for June 10<sup>th</sup> at 9:00 a.m. in Room E393.

#### **Chemical Hygiene and Radioisotope Use Committee (David Wallace)**

The committee met on April 8<sup>th</sup> to discuss the annual review of the chemical hygiene manual. The version from last year is one year old and CHRUC dedicated this meeting to the discussion whether revisions were necessary and if there are, what revisions for the 2015-2016 manual are needed. The committee discussed some of the individual changes, but decided that merging the 2 documents and tracking the changes, would be a more efficient use of time. The committee expects to have a single manual approved in the May meeting. The committee is also developing a “Toolbox” on the shared G-drive for faculty/staff to utilize and exchange information regarding regulatory/compliance documents. The next meeting is May 13<sup>th</sup>.

#### **Institutional Biosafety Committee (David Wallace)**

The committee will meet on April 15<sup>th</sup>. Currently there is one new protocol application that has been submitted for review and approval at the meeting. There is no other outstanding business from the previous meeting that is on the agenda.

#### **Student Affairs Committee (Steve Eddy)**

The committee has not met since the last Senate meeting.

#### **Faculty Senate committees:**

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

The Budget and Benefits Committee held its last meeting of the 2014-2015 term on April 1, 2015. Ms. Sandy Cooper and Mr. Eric Polak presented information to the committee members regarding health benefits and budget matters:

Ms. Cooper: CHS began its self-insured period on January 1, 2015. This change was largely driven by the improvement of loss ratios over the past 5 to 7 years, the flexibility provided to self-insured employers in designing the plan structure, and that due to being self-insured, CHS will not be required to pay the 3% of premiums tax stipulated by the Affordable Care Act. The savings realized can be used to supplement the dependents coverage costs, adding to the reserve fund, and keeping the premiums stable rather than rising; the national rate increase was approximately 7.5%. She advised that our contribution toward dependent coverage is a positive element in retention and recruitment.

Mr. Polak: The states' budget shortfall of over \$600 million is under discussion by legislators to identify methods to resolve the gap. He noted that the governor is still supporting a flat budget for the next fiscal year for higher education. While deficits can undoubtedly cause concern, we are confident that CHS will be able to use prudent budgeting practices coupled with some reserve funds if necessary to cover any cuts that may be mandated. The beginning of our building process can now be seen on campus. The temporary parking lot is being created now, and the construction will move forward as planned. The final approval on the bond issue will go before the state Board of Regents for approval in May. He noted that the Center is moving forward in a very positive way.

#### **Faculty Affairs Committee (Bill Meek)**

The Faculty Affairs Committee met on April 3 and worked diligently to develop the Faculty Committee Service lists for the 2015-2016 academic year and other items for the General Faculty Meeting. Dr. Meek will meet with Dr. Shrum on April 9. Committee preference forms were used in determining committee service as well as knowledge from the FA Committee. The Faculty Senate Member nominations were checked for eligibility as well as the President Elect nominations and a ballot was made. The Curriculum Oversight Committee nominations were checked for eligibility and a ballot was made. The Promotion and Tenure Committee ballot discussed and made. The Promotion and Tenure Resolution Committee ballot was discussed and made. Several bylaw change recommendations have been submitted in addition to a recommendation for an Academic Standards Handbook revision and these were discussed. These items will be voted upon by the Senate at the April 10, 2015 meeting, and if approved, they will be presented at the General Faculty Meeting scheduled for May 14 for approval by the full faculty.

The membership of the Y1Y2 Curriculum Coordination Committee was discussed and who determines the membership, the FAC does not determine membership. The Digital (Social) Media Guidelines was distributed for information. Counting ballots at the General Faculty meeting was discussed and decided that it could be done but sometimes there are errors in the short turnaround time. We can count them but it helps if Faculty are on time to the meeting so that there is no delay in reaching a quorum.

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

The Promotion and Tenure Committee has completed its major tasks for the year. The Reappointment and Promotion Recommendations have been processed, and they will go forward for approval at the June Regents meeting.

#### **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** (*Anne Weil*)

A written report was not received.

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

The Council has not met for its April 2015 meeting.

**Oklahoma State Regents Faculty Advisory Representative** (*Randall Davis*)

Full information on the State Regents Faculty Advisory group can be accessed at:

<http://www.okhighered.org/statesystem/powerpoints/powerpoints.shtml>.

A brief verbal report will be provided at the meeting.

**Students with Disabilities**

The committee has not met since the previous Senate meeting.