

**Written Committee Reports
Faculty Senate Meeting
January 8, 2016**

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

College-wide committees:

Academic Standards (Alexander Rouch)

The Academic Standards Committee met on the following dates:

- Nov 24, 2015 with one 2nd-year student for a second COMLEX I failure, one 3rd-year student for a non-cog grade, one 4th-year student for a failed clinical rotation and a non-cog grade, and three 1st-year students for failed grades in BMF-III
- Dec. 9, 2015 with two 4th-year students for COMLEX-II failures

The ASC will meet in January with five students who failed the Clinical Anatomy course (three of these five also failed the BMF III course). At this time, the ASC recommends all students who failed courses in the fall semester be allowed to remediate those courses.

Curriculum Oversight Committee (Randy S. Wymore)

The Curriculum Oversight Committee (COC) met on December 10, 2015

The COC discussed the COC bylaw changes that were to appear at the December General Faculty meeting. In working with the Faculty Senate, changes in the language of the Bylaws, including renaming the “Clerkship Committee” to: the Years 3 and 4 Curriculum Coordination Committee (CCC) were reviewed. Additionally, the composition of the COC was changed to include a CHS IT representative, the Director of Library Services and the Registrar.

What had been a working committee called the “at risk committee” has requested a name change to the “Students Success Committee.” Plans were discussed for the visit by remediation expert, Dr. Jeannette Guerrasio in December.

Discussion and support for spacing out the Lab Medicine Focus Course was took place. Instead of a large volume of material that had little meaning to students being given over one week, it will be spaced out over the semester and couched within each system’s course where the material will have more meaning. This was a recommendation that the Student Curriculum Coordination Committee had suggested last year.

The Years 1 and 2 CCC put forward a revised draft of exam policy. After much discussion, followed by email discussion, it was decided to not rush the proposed changes through for the spring semester. The COC did not approve of some of the proposed changes and a subcommittee will develop a future draft proposal, independent of the Years 1 & 2 CCC. For now, the feeling is that we should enforce current policy.

A unanimous vote was made to request that Dr. Benjamin approach the administration to request the hiring of professional proctors to proctor the exam. It was felt that the current strategy of using faculty and staff was not effective and a waste of labor resources. The next meeting of the COC will be January 6, 2016.

Learning Resources (Kath Curtis)

The Learning Resources Committee met on December 14th 2015 at 10:00 a.m.

Reports:

Difficulties with the audio system in D-107 had been brought to the attention of the LRC previously. The Office of Information Technology (IT) representative, Cidney Dirickson, reported that actions had been taken to address the issue. Brandy Close, the Office of Educational Resources (ER) representative, reported on progress toward updating technologies associated with recording lectures and managing course content. LRC chair asked IT and ER representatives to ensure that all faculty who participate in Systems or Foundations courses have access to the relevant course materials on the g:drive and D2L. Dohn Martin, the Library representative, reported that students were capitalizing on earlier library hours on exam days, which had been requested by LRC.

Ongoing actions and new requests:

Mr. Martin agreed to LRC request to deliver Faculty development session(s) focused on digital resources at the Library. Information was requested about how graduate faculty can access Stillwater library holdings. Finally, faculty asked LRC to investigate options to address the need for larger screens in conference rooms and other small classrooms increasingly being used for small groups/small classes. It was noted that increasing sizes of monitors currently in place present is inadequate for presentations. Other options were discussed, along with short term ways of addressing the issue.

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 research committee met on December 9, 2015. The committee accepted reports from/concerning the Institutional Review Board, Chemical Hygiene and Radioisotope Use Committee and the Institutional Biosafety Committee. The Research Committee also received a report and discussed the condition of the animal facility and needs to conform to AAALAC standards. Finally, the remainder of the meeting was spent discussing the Research Committee collecting and compiling a "Wish List" should CHS receive unanticipated funding.

Chemical Hygiene and Radioisotope Use Committee (David Wallace)

The committee met on December 16th. There were no new or revised protocols that demanded the committee's attention. The committee reviewed the surprise visit from the Department of Environmental Quality (DEQ) to inspect our radiation use/safety program. The committee also inspected Dr. Wallace's laboratory. There were no infractions or issues, major or minor and CHS passed with a clean sheet. The major of the committee meeting time was spent discussing the development of hazardous chemical protocols. Currently, investigators do not have to submit an application/protocol for review and the use chemicals falls under the general laboratory safety policies and procedures. The committee is working to develop our own set of guidelines and policies for the future use of hazardous chemicals. This will be ongoing through the spring 2016. The next meeting is scheduled for January 20th at 1:00PM in room E-393.

Institutional Animal Care and Use Committee (Tom Curtis)

The committee has not met since the previous Senate meeting. The next meeting is scheduled for Feb. 4

Institutional Biosafety Committee (Franklin Champlin)

The following tabulation is a summary of the major agenda items addressed at the most recent meeting of the Institutional Biosafety Committee (IBC) on November 18, 2015. Their respective outcomes and any items requiring eventual Faculty Affairs Committee or Faculty Senate action are included where appropriate.

The Committee met at 2:30 pm in Conference Room E-469 with Hood, Reddig, Koehler, Wallace, Katz, Crandell, and Köhler in attendance. Dr. Köhler facilitated the meeting in the Chair's absence.

- I. The minutes of the May 20, 2015 (last official meeting) were not available, so will be distributed, perused, and considered for approval by email in the coming days.
- II. There were no new or revised protocol applications to consider. Ms. Hood mentioned that the research laboratories of PIs Kaul and Champlin are due to be inspected and certified or recertified as BSL-2 containment facilities.
- III. Dr. Köhler introduced newer members of the Committee to our Policies and Procedures Statements document and informed the members of its availability on the Office of Research, Regulatory Compliance website under "Forms".
- IV. Dr. Köhler reported that both autoclaves in Building E have been repaired and are now available for use. There is a need for us to be notified when the water to the building is going to be turned off as this can damage the heating elements if the autoclaves are in operation.
- V. Ms. Hood discussed the status of core instrumentation in BSL-2 research facilities. She reported that the confocal electron microscope is now housed in a BSL-2 containment area.
- VI. Dr. Köhler distributed copies of a response from the Campus Safety, Health, and Environmental Management Association to a White House memorandum on the need for a national biosafety and bio-security system under the National Strategy for Countering Biological Threats and the Global Health Security Agenda.
- VII. It was mentioned that we may need to move the time for our next meeting to 2pm for the benefit of one member in order to resolve a scheduling conflict.

The next scheduled meeting of the IBC will be held Wednesday, December 16, 2015 at 2:30 pm in Conference Room E-469.

Student Affairs Committee (Steve Eddy)

The committee has not met since the previous Senate meeting.

Faculty Senate committees:

Budget and Benefits Committee (David Wallace)

The committee met on December 4th. Primary topics for discussion have been 1) tuition waiver for dependents, 2) revision of the by-laws to more accurately reflect what the committee's mission is, and allow for flexibility in committee actions. Dr. Wansley was a guest of the committee, as the CHS Faculty Council representative, and reported on the tuition waiver policy that is moving

through the Stillwater campus. This will be ongoing through the spring semester. The committee approved the modifications to the bylaws and will be submitting to Faculty Affairs and the Faculty Senate for General Faculty vote in May 2016. The committee continued discussions on the development of a 'capital wish list'. Budget and Benefits will be awaiting the submissions from both the Research Committee and the Learning Resources Committee. The next scheduled meeting of the committee will be February 3rd at 1:00PM in room E-393.

Faculty Affairs Committee (Bill Meek)

Faculty Affairs Committee Report to Faculty Senate for January 8th Meeting

The FAC met on November 12th. Dr. Meek informed the Committee that Dr. Susan Steele has agreed to serve the remaining term of OSU Faculty Council Representative Dr. Richard Wansley. This information was given to Tricia White and Dr. Stephen Clarke of the OSU Faculty Council and they were in agreement with the appointment. Dr. Steele will begin serving in January 2016 and serve thru May 2016. A new representative from OSUCHS to the OSU Faculty Council will be elected in the Spring in an election supervised by OSU. Appointing faculty to Unit Personnel Committees was discussed and faculty were appointed to one Committee. The FAC met on December 16th and discussed the appointment of faculty to five more Unit Personnel Committees in the departments of Surgery, Pediatrics, and Health Care Administration. As many as three faculty with proper rank were appointed to each Committee and contacted about their willingness to serve. Prior to the December 16th meeting, two ballots were prepared by the FAC and sent to the general faculty (distributed on Dec 3) regarding changes in the membership of the Curriculum Oversight Committee (Ballot 1) and an annual reaffirmation vote of the AOA Code of Ethics (Ballot 2). The FAC conducted the voting process at the General Faculty Meeting on December 19. The bylaw change to the Curriculum Oversight Committee was approved by a vote of 61 Yes votes, 0 no votes, 0 abstention. The reaffirmation of the AOA Code of Ethics was approved by a vote of 59 Yes votes, 0 no votes, and 2 abstentions. The Bylaws of the Faculty Senate were changed to reflect the vote of the faculty and they are now updated on Centernet.

Promotion and Tenure Committee (Johnny Stephens)

The committee has not met since the last Senate meeting, and the members stand ready to engage in the spring 2016 process.

Other committees/task forces/liaisons:

Affirmative Action Committee (Tina Tappana) (A regulatory committee)

Since the committee has not met since the previous Senate meeting.

Biomedical Sciences Graduate Committee (Tom Curtis)

At the December meeting of the BSGC, we discussed the need to replace Earl Blewett on the faculty council, the scheduling of statistics classes, and the small number of grad student stipends we will have for recruiting this year.. We also met yesterday, failed to reach a quorum.

OSU-Faculty Council Representative (Susan Steele, D.O.)

Dr. Susan Steele will be the OSU-CHS representative to the Faculty Council for the spring 2016 term, which begins in January. She plans to attend the January 12, 2016 meeting and will report on those actions for the February Senate meeting.

Oklahoma State Regents Faculty Advisory Representative (Jarrad Wagner)

The minutes of the December 8, 2015 meeting are as follows:

Call to order. The Faculty Advisory Council met at 3:00 p.m. on Tuesday, December 8, 2015 at the State Regents' office. Members present were Edgar O'Rear, Kenneth Bartels, Jarrad Wagner (telephone), Michael Dunn, Jason Prather (telephone), Pamela Louderback, Ginnett Rollins (telephone), Tassie Hirschfeld, Nick Materer, Michele Splinter, Russell Guthrie, Elicia Pollard (telephone), and Freeman Culver. Also present was Debra Stuart of the State Regents' staff. Michael Dunn presided.

Minutes from last meeting. The minutes of the November 2015 FAC meeting and the Faculty Assembly were approved as distributed.

Presentation of Annual Report to State Regents. Edgar O'Rear shared the slides he used to make this presentation. The presentation focused on faculty workload and communication.

Discussion of 2016 work plan topics. Michael Dunn reviewed the list of items that were discussed at the Faculty Assembly:

1. Quality of learning including teaching loads and scholarship,
2. Preparation of recent high schools graduates in math, writing, listening and reading including new English and math standards,
3. Campus security and safety including prohibition of weapons on campus,
4. Faculty having a greater voice at the Capitol,
5. College success including graduation rates and performance funding, and
6. Communications with faculty at all institutions.

Discussion included communication among faculty at all institutions and online instruction. January meeting will focus on the State Regents Online Education Task Force and the State Authorization Reciprocity Agreement (SARA). February meeting will include a report of the State Regents Campus Safety and Security Task Force. March meeting will focus on K-12 standards and assessment. April meeting will include financial aid, financial literacy, student debt and loans.

Election of chairmen for January-March 2016 and for April-June 2016. Jarrad Wagner agreed to serve from January through March and Pamela Louderback agreed to serve April through June.

Future meeting dates and time. The next meetings will be held at 3:00 p.m. at the State Regents office on the following dates:

- Tuesday, January 5
- Tuesday, February 9

Other. Kenneth Bartels asked what plans are being discussed on campus to address the budget cuts. Discussion included hiring freeze and reducing some standards to attract faculty.

Adjournment. The meeting was adjourned at 4:40 p.m.

The agenda for the January 5, 2016 meeting list the topics under discussion. Dr. Wagner will preside and conduct the meetings for this quarter. The minutes of the 1-5-16 Faculty Advisory Council meeting are not yet available.

**FACULTY ADVISORY COUNCIL
A G E N D A**

Tuesday, January 5, 2016, 3:00 p.m.

Jarrad Wagner, Presiding

1. Call to Order.
2. Minutes from last meeting.

3. State Regents Online Education Task Force. Presentation by José Del Cruz, Jr., Senior Coordinator for Academic Affairs Projects.
4. State Authorization Reciprocity Agreement (SARA). Presentation by Daniel Archer, Assistant Vice Chancellor for Academic Affairs.
5. Discussion of 2016 work plan topics.
 - A. Quality of learning including teaching loads and scholarship,
 - B. Preparation of recent high schools graduates in math, writing, listening and reading including new English and math standards,
 - C. Campus security and safety including prohibition of weapons on campus,
 - D. Faculty having a greater voice at the Capitol,
 - E. College success including graduation rates and performance funding, and
 - F. Communications with faculty at all institutions.
6. Future meeting dates and time.

February 9 at 3:00 p.m.
7. Other.
8. Adjournment.

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

Students with Disabilities (*Michael Pollak*)

The committee has not met since the previous Senate meeting.