

**Written Committee Reports
Faculty Senate Meeting
March 10, 2017**

*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 March 3 with the six first year students regarding failed grades in the Cardiovascular system course and two third-year students regarding COMAT failures.

Curriculum Oversight Committee (Randy S. Wymore)

The Curriculum Oversight Committee (COC) met on February 09 & 23, 2017.

The COC heard reports on the following topics:

- 1) The COC heard proposals from Dr. Rouch regarding a free standing physiology course of 4 credit hours. 64 contact hours of physiology will be pulled out of the Systems. The COC discussed and then passed a motion to move forward with reorganization of some content of the curriculum to better facilitate student learning. This included the COC authorizing the Chair of the Pharm/Phys department to begin working with the physiology faculty to generate a proposal for what a first semester physiology course would look like. This will allow the approximately 64 hours of time to be freed up in the 2nd, 3rd and 4th semesters of the systems courses. The consensus is that this will allow more time to be dedicated to understanding of pathology, pharmacology and clinical cases. A motion was passed to allow the recommendations to proceed forward:
 - a. The full motion was: “The COC instructs the Thread Committee to move forward with analysis and recommendations for: 1) the restructuring of the clinical anatomy course to include, but not limited to, identification of areas where delivery method or content can be modified; 2) to assist the working subcommittee examining the roles and content of the DTP, HCF and Clinical Skills courses; 3) to request the Physiology department begin to examine the specifics of what a stand-alone physiology course would look like; 4) to examine the optimal placement for histology (anatomy or physiology); 5) to identify the best sequence of the BMF courses during the first year of coursework, and 6) to work with the systems course coordinators regarding the structure of their courses.”
- 2) The topic of a recommendation to purchase another board prep tool for students was discussed. ComQuest was recommended and was passed on the CAC.
- 3) A sub-committee was proposed to look at DTP, Clinical Skills and Healthcare Foundations courses. It was decided that some content was redundant, some can be joined into one course and other content might be better suited for the 3rd and 4th years of the curriculum. Proposals will come from each course coordinator of the existent 3 courses as to what should be in the new course.

Motions passed by the Curriculum Oversight Committee (COC) and passed on to the Curriculum Advisory Committee (CAC) for consideration.

1) The COC unanimously recommends that the Center for Health Sciences hire a “learning resource specialist” to work with students requiring assistance.

Rationale: The Student Success Committee is not able to adequately address all of the needs of our students. Many medical schools have a department devoted to learning needs of their students. Faculty are best equipped to be content experts and working with students on study strategies, but often students need more than faculty can offer them.

2) The COC recommends that the boards preparatory material from COMQUEST be purchased to assist students in prepping for their Level I COMLEX exam.

Rationale: There had been discussion surrounding the idea to purchase an additional prep tool for students to use in studying for their COMLEX Level I exam. Discussion centered around purchasing Uworld or COMQUEST. The pros for Uworld included the fact that students feel their explanations for each wrong or right answer are amongst the best available. Cons included the fact that it is a USMLE prep tool, and hence there is no OMM/OPP content. Pros for COMQUEST included the fact that it is a COMLEX prep tool rather than USMLE and hence has osteopathic content.

3) The COC recommends that an outside, 3rd party vendor be utilized for the COMLEX Level 2 CE review.

Rationale: Much like OSU-COM utilizes an outside board preparation company to prepare 2nd year students for their COMLEX Level I exam, the same success strategy should be employed for students in preparing for their COMLEX Level II exam. This came as an approved motion from the Years 3 & 4 Curriculum Coordinating Committee. At that meeting it was pointed out by clerkship directors and residency directors that our students are at a disadvantage in this regard when competing with the many schools who do offer Level II review/prep classes taught by individuals who specialize in this. In the past, this review has been handled in house. It was felt that an outside vendor would allow for better standardization of content and less, topic to topic variability.

4) The COC recommends that the policy of having two concurrent class ranks; one of each individual semester, and one of the cumulative standing, be replaced by only calculating the running cumulative class rank.

Rationale: The process of calculating the semester to semester class ranking is time-consuming, not a good use of resources and provides little useful information. The residency directors only look at the cumulative class rank when students apply for their residency programs. The Dean’s List can be compiled using the single cumulative class rank. This may be a purely administrative decision, but the COC recommended that the motion be passed on to the CAC in case that committee desired to weigh in on the topic.

5) Informational only: The COC voted unanimously to do away with the anonymous curriculum feedback submission process.

The “button” allowing students to submit curriculum feedback anonymously possibly served a purpose in the early days of our current curriculum. Many students include their name/email when they submit. There has been little actionable suggestions/concerns/comments submitted in the last year. Due to the anonymous nature of this feedback mechanism, most of the comments have been students venting their frustration and at times anger over perceived inadequacies of the curriculum. Mechanisms for students to submit feedback remaining include: relaying their concerns through their elected class officers, or the Student Curriculum Coordinating Committee members, going to course coordinators or individual faculty, to the appropriate Associate Dean, or directly to the COC

by contacting the Chair. This was also strongly supported by the student members of the Student Curriculum Coordinating Committee.

The CAC approved all of the motions put forth except for #3. Dr. Johnson will get more information regarding potential vendors and the cost associated with an outside Board Prep for students in their 3rd and 4th years and then the CAC will take up the topic.

The next meeting of the COC will be March 09, 2017.

Learning Resources (Nedra Wilson)

The Learning Resources Committee (LRC) has not met since the previous Senate meeting.

Student Affairs (Kelley Joy)

The committee has not met since the previous Senate meeting.

Research Committee (Anne Weil)

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 is scheduled to meet on March 9; a report will follow.

Chemical Hygiene and Radioisotope Use Committee (David Wallace)

The committee has not met since the previous Senate meeting.

Institutional Animal Care and Use Committee (Tom Curtis)

The animal care and use committee has not met since the February Faculty Senate meeting.

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 February 15, 2017. 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, St. Clair, Crandell, Wallace, Katz, Blewett, Köhler, Smith, Reddig, and Champlin in attendance.

- I. The minutes of the September 21, 2016 meeting had been electronically distributed and were approved unanimously. The most recent meeting of October 18th was held virtually by email and no minutes were taken.
- II. No new or revised protocol applications had been submitted for oversight.
- III. Amber Hood and Laurie St. Clair of the Office of Research led a discussion on the status of the new streamlined biosafety training process featuring the use of CITI modules. The Office of Research has reminded all affected faculty, staff, and students of the new training requirements which were to be completed for the first time by October 14, 2016. Not all individuals are compliant as of this date. It was decided that the Chair will craft a letter to Dr. Johnny Stephens, Interim Vice President for Research (cc: Drs. Bruce Benjamin and Anne Weil) asking that he direct all PIs and laboratorians in affected laboratories to comply with the training requirement.

The letter will be perused by Amber and Laurie before submitting, and their office will provide the contact list.

- IV. Ms. Hood informed the committee that after our IBC review, the OSU CHS Policy Committee reviewed the *OSU CHS Institutional Biosafety Policy* (4-70301), which was then approved by the OSU CHS executive team in December 2016. Please remember that our committee's *Policies and Procedures Statements* document has been renamed the *OSU CHS Standard Operating Procedures* in order to preclude confusion.
- V. The committee had been given the opportunity to peruse the February 2017 Revision of the *OSU CHS Biosafety Manual*. Ms. St. Clair conducted a review discussion and several suggestions were made with regard to updating the *Manual*. Once the modifications are made, she will recirculate the document to the committee members by email.
- VI. Members who had not already done so were encouraged to participate as presentation judges for the 2017 OSU CHS Research Day.

The next regularly scheduled meeting of the IBC will be held Wednesday, March 15, 2017 at 2:30 pm in Conference Room E-469.

Institutional Review Board (Michael Pollak)

The committee has not met since the previous Senate meeting.

Faculty Senate committees:

Budget and Benefits Committee (David Wallace)

The committee had the pleasure of touring the new Tandy building. It was most rewarding; I recommend that the Faculty Senate requests that they have a tour—it could most likely be arranged prior to the certificate of occupancy being issued in June!

Faculty Affairs Committee (Nancy Van Winkle)

The Faculty Affairs Committee met on March 2nd.

The Committee reviewed the final draft of a report regarding Unit Personnel Committees that will be sent this week to the Chair of the Promotion and Tenure Committee.

The Committee reviewed and revised the following which will be sent to faculty by the end of the week:

- Nomination forms for Faculty Senate members and President-elect
- Form for soliciting information from faculty about committee preferences
- Letter to General Faculty regarding these forms

The Committee discussed the Faculty Senate's charge to see if we can have electronic voting at General Faculty meetings. Brandy Close is assisting the committee in determining if the SharePoint program used for voting at OSU Stillwater would work for us. The committee is getting additional assistance from the Office of Educational Development to see if Survey Monkey would be a better option. Other questions will need to be determined, such as who can vote (e.g. attendees at the meeting, which non-attendees), if there will be a window of time for voting (e.g., one hour, one day, one week), and what the impact will be on attendance at the meetings if voting can be done by non-attendees.

The Committee discussed the Faculty Senate's charge to determine possible ways for faculty to let the Committee know of their desire to have more involvement on a committee, e.g., be a Chair. The current Committee Preference Form was reviewed and felt to be the best way for individuals to make their desires known. There is a section that reads "**Comments** – Please provide any comments that you feel will be helpful to us as we consider committee membership (e.g., you would like to be considered for chairmanship of a committee you are on)". This section on the form allows faculty to make requests while they are thinking about committee participation. Faculty also could leave a comment or question on the *Faculty Senate Feedback* link on the OSU-CHS Faculty Senate website that could be given to the Faculty Affairs Committee.

The next meeting will be held on March 30th.

Promotion and Tenure Committee (Randall Davis)

The committee is scheduled to meet in early March to review and make recommendations regarding the promotion and tenure process submissions. The committee's recommendations will be sent forward to the administration.

Other committees/task forces/liaisons:

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

The committee has not met since the previous Senate meeting.

Biomedical Sciences Graduate Committee (Rashmi Kaul)

BSGC activities for the March Faculty Senate report:

- Approval of minutes
- Approval of student forms
- Survey in the Graduate College Monday Memo that is requesting feedback on current level and the needs of student academic writing. Survey due March 10.
- Schedule Fall Graduate Biomedical Sciences Faculty meeting for late April. Originally, suggested to piggyback on Group 6 but it may not be late enough.
 - Vote on:
 - 60 hour rule
 - Moving from 5 year to 4 year maximum biomedical sciences stipend
- Combed through Guidelines for handbook revisions
- Confirmed there is no current graduate student dress code other than being appropriate for the environment.

OSU-Faculty Council Representative (Franklin Champlin)

The OSU Faculty Council met at 3:00 p.m. in the Council Room (412 Student Union) on February 14, 2017. The following tabulation is a summary of major agenda items addressed at the meeting which may be of general interest to the CHS Senate membership.

Agenda Item 4. OSU Director of State Government Relations (OSU/A&M Board of Regents) Jessica Russell delivered a detailed presentation on the abysmal state of the budget outlook and how Higher Education is looked down on by many in the State Legislature. President Hargis backed her up with anecdotes and other comments. Faculty were encouraged to talk with family, friends, and representatives to educate them with regard to the value of higher education in addition to the importance of common education.

Agenda Item 5. President Hargis reiterated that the best we can hope for in higher education is a “flat year” budget wise. He entertained questions regarding such things as the pressure put on the University by the President’s ban on international travel by people from select countries and several recent incidents that have made the University look to be insensitive. Steps are being taken to enhance sensitivity and tolerance among students.

Agenda Item 6. Provost Sandefur reported on the status of three Faculty Council Recommendations with the Administration (see handout) regarding a policy for appropriate use of network and computer resources (pending), enhancement of undergraduate research (accepted), and exempting eight-week courses from six-week course grade submission requirements.

Agenda Item 7.E. Graduate Faculty Council Chair Brenda Smith reported that the council has formed a working group to revise TOEFL requirements. Dean Tucker had reported to the Council that the Dissertation Workshop was a success and the College is working on several approaches to helping students with their writing skills earlier in their tenure. The March Subject Matter Group Meeting is scheduled for March 22 from 2:00-3:30 pm. Individual group meeting times will be announced.

The next regularly scheduled meeting of the OSU Faculty Council will be held on Tuesday, March 21, 2017 at 3:00 p.m. in the Council Room, 412 Student Union.

(You may ask that the meeting agenda, the full meeting minutes, and the handout be sent to you by sending a request through the Senate Office. They are lengthy and will be provided as email attachments.)

Oklahoma State Regents Faculty Advisory Representative (Jarrad Wagner)

The March 2017 meeting of the Regents Faculty Advisory group will be provided in the combined committee reports distributed for the April Faculty Senate meeting.