

**Written Committee Reports  
Faculty Senate Meeting  
March 11, 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 date:

- February 26, 2016 with one 4<sup>th</sup>-year student for a non-cog grade

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

The Curriculum Oversight Committee (COC) once since the last report. The February 18 meeting was cancelled due to the “Research Week” activities that many COC members were involved in. The COC met on March 3, 2016. This meeting was a briefer meeting than normal due to the onsite visit by the LCMS+ trainers.

The COC heard reports on the following topics:

- 1) The Student Success Committee is developing a way forward to not only identify, but work with at risk students. The Years 3 & 4 Student Success Sub Committee Chair is Dr. Jana Baker from Internal Medicine. Initially, preceptors may request assistance from the committee regarding a specific student, or if they fail the COMLEX Level 1 and one COMAT, OR they passed COMLEX Level 1, but fail two COMATs. Alternatively, if the Academic Standards Committee gets involved with a student, the student will be routed to Dr. Baker for assistance. This will include behavioral or academic difficulties. The Student Success Sub Committee for years 1 & 2 will be chaired by Dr. Mat Tucker. Details of how that committee will work are yet to be determined.
- 2) The Systems Integration course seems to be going well. Attendance is near 100% and few concerns or complaints have been made about the course.
- 3) Problems with proposed Community Internal Medicine rotations were discussed by Dr. Damon Baker. Simply put, not enough physicians could be identified to have this rotation succeed. The interim solution is to make this an elective rotation. This solution was formally adopted by the COC and will be passed down to the Years 3 & 4 Curriculum Coordinating Committee.

The next meeting of the COC will be March 31, 2016.

**Learning Resources (Kath Curtis)**

The committee met on March 7, 2016; a précis of the reports follows:

Student representatives:

Ms. Wiebe said that some 'buzzing' persisted in Tegrity videos recorded in Dunlap, otherwise she had nothing to report.

Dr. Curtis reported that Ms. Bolt previously noted a need for more study carrels for Medical students and asked Mr. Martin about recent renovations in the library to increase study

carrels. Mr. Martin said that the number of study carrels has increased, but still is insufficient. Various strategies have been used, but there still are ~20 students who are without study carrels. The number of carrels in the new building should be sufficient; however, the need won't be addressed until the building is completed.

### Library

Mr. Martin reported that a new librarian has been hired and has begun; the new hire replaces a previous retirement.

Efforts are being made to develop a data repository/archive. The need for this increases as NIH/NSF grant applications require a specific plan for data management that will ensure the data are accessible to others.

### Educational resources

Ms. Close reported that the transition to LCMS+ is on track--faculty training sessions were recently completed. Additional session will be held to ensure that the 'roll out' proceeds smoothly. This will include training/orientation sessions for students.

Efforts to acquire an alternative lecture capture system are ongoing; one that has been identified as a good possibility is compatible with LCMS+.

At a recent meeting with Dr. Clarke, a plan to incorporate more simulations into lectures was developed. This is thought to be particularly relevant to clinicians in delivering their CBL lectures and may involve simulation manikins or patient models, depending on the specific clinical scenario. Faculty development sessions will be critical for this and, due to clinical responsibilities, it may be necessary to schedule these sessions in the evening.

### IT

Ms. Dirickson reported that G-43 (library) should now be able to utilize WebEx. In regard to the need for larger screens/monitors in breakout/conference rooms, Ms. Dirickson reported that an 80-inch screen is being installed in E-495.

### Old Business

Dr. Curtis asked about the lack of Stillwater library access for graduate faculty. Mr. Martin reported that he had been in touch with his colleagues at the Stillwater library, but there appears to be confusion about how access is determined. It was stated that graduate faculty fall under the Graduate College

### Student Affairs (*Steve Eddy*)

The Student Affairs Committee met on February 5, 2016.

The following issues were concerns of the students as presented by their representatives:

- New student club SCOPE (Society for Career Opportunities and Professional Exploration) was presented. After discussion, the club was approved pending new officers meeting with Angela.
- Students report problems with their events being canceled or removed from the schedule without notice due to other departmental events. Students would like to make sure all other departments are following the proper procedures with scheduling events. Students are willing to change rooms if needed, but it was reported that students were not given a new room and were forced to cancel their events(s). Angela to check on this action item and provide an update at the next committee meeting.

- Tegrity problems and concerns - students report that there are still major problems with Tegrity. Since we are aware of plans to replace this system, in the meantime students would like to know if the purchase of new microphones would help the sound issues on the recordings. Angela will contact Brandy Close to see if the purchase is possible/helpful. Students were also encouraged to bring this issue before the learning resources committee.
- Students would like more dining options on campus. Angela to check on possibilities with Eric Polak and will report back at next committee meeting.
- Students mentioned a 1<sup>st</sup> year 2<sup>nd</sup> year mentor lunch during orientation would be helpful for many students. Angela will schedule a lunch for orientation.
- Students report study carrel issues such as not enough for all students and the distribution of carrels. Students would like one carrel for every 1<sup>st</sup> and 2<sup>nd</sup> year student on campus. Students were encouraged to bring this issue before the learning resources committee. Angela to inform that committee as well.

### **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 next Research Committee meeting is scheduled for March 9, 2016; the report on that meeting will be provided for the April Faculty Senate meeting.

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

The committee met on February 17<sup>th</sup>. There were no new or revised protocols that demanded the committee's attention. There are two major agenda items that the committee is working on. First, it is time for the annual review of our Chemical Hygiene Manual and our Radiation Safety Manual. Reviews and updates are scheduled to be completed by April. The second item is developing a policy and procedure for handling and storage of 'energetic materials' (explosives and/or pyrotechnics). The majority of the committee meeting time was spent discussing the development of hazardous chemical protocols. We are projecting to have a policy/procedure draft completed by the end of the spring semester. The committee is also following the progress of researchers and their conversion to the Globally Harmonized System of labeling and flipping their MSDS documents to "SDS" (Safety Data Sheet). The deadline for compliance with this regulation is June 1, 2016. The next calendar meeting will be during spring break, and the committee opted for conducting e-business until the next meeting, scheduled for April 20<sup>th</sup> at 1:00PM in room E-393.

### **Institutional Animal Care and Use Committee (Tom Curtis)**

The Animal Care and Use Committee has not met since the previous Senate meeting; the next meeting will be scheduled for May 2016.

### **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). Their respective outcomes and any items requiring eventual Faculty Affairs Committee or Faculty Senate action are included where appropriate.

The Committee met at 2:00 pm in Conference Room E-469 with Hood, St. Clair, Crandell, Köhler, Wallace, Katz, Blewett, and Champlin in attendance.

- I. The minutes of the January 20 meeting had been distributed prior to the meeting and were approved unanimously as written.
- II. Conditionally-approved Infectious Agent Registration Form IA-FC01192016 (F.R. Champlin, PI) was discussed with regard to previous issues pertaining to the use of human blood, inclusion of more details regarding an inflammatory response assay, and IBC oversight. The Committee asked that the phlebotomist be named, the location of the blood draws be mentioned, and the fact that no foreign nationals are involved be indicated.
- III. After a lengthy discussion, a motion was made and passed to change the institutional biosafety training to be more streamlined and efficient process using commercially-available CITI modules. Amber Hood of the Office of Research will oversee formulating the new program with three Learning Groups stipulated to include IBC Members, Principal Investigators, and Laboratorians. Details will be worked in the Office with IBC oversight. Training will likely be required at three year intervals.
- VI. Dr. Randy Wymore will remain on the Committee roster until after his tenure as Curriculum Oversight Chair is completed as he is slated to rotate off in the near future anyway.
- VIII. The Committee approved cancelling the next meeting due to the fact it is scheduled be held on March 16 which is the Wednesday of Spring Break.

The next scheduled meeting of the IBC will be held Wednesday, April 20, 2016 at 2:00 pm in Conference Room E-469.

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

##### **Budget and Benefits Committee (David Wallace)**

The committee met on March 2<sup>nd</sup>. Eric Polak gave the financial update concerning the upcoming budget cuts for this fiscal year as well as subsequent years and the impact that this will have on CHS. Although there will be multiple cuts, OSU-CHS is on solid financial ground and should be able to withstand the cuts. State-wide we are in much better shape than many other institutions. The committee continued discussions on the development of a 'capital wish list'. It is expected that both the Research Committee and the Learning Resources Committee will submit their requests prior to the April Budget and Benefits meeting. The committee was updated on the issue of tuition for dependents of OSU employees. Both the Faculty Senate and President Shrum are in support of this issues and are working towards a resolution. The next scheduled meeting of the committee will be April 6<sup>th</sup> at 1:00PM in room E-393.

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

The FAC met has been busy preparing for the Spring meeting. Nominations for the Curriculum Oversight Committee, Faculty Senate Members, and Faculty Senate President-Elect have been sent to all faculty. Nominations are due by March 21, less than two weeks. The FAC has been receiving the Committee Preferences Forms from Faculty, but response has been low (about 10). The Committee is awaiting a response from the Faculty Senate regarding Bylaws changes or changes to the Academic Standards Handbook. The FAC will meet this month to prepare unofficial voting ballots and these will be emailed to faculty.

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

The RPT Committee has reviewed two new positions for hire, and two departmental changes during the last month. All packets have been received for the annual Reappointment, Promotion and Tenure assessment of faculty and the information has been distributed to the committee members for their advance review. The first meeting of the committee regarding this process will occur on March 9, 2016.

**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)**

We discussed Masters student applications and accepted three

We discussed the mismatch in number of stipends relative to the number of eligible students. Recommendation as to who best met the requirements for stipend support were presented to Randall Davis

We discussed entrance requirements relative to success in the track and its mission, no further action was taken at this time.

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

The OSU Faculty Council Meeting for March was held on March 9, 2016. A report for this meeting will be provided for the Faculty Senate April 2016 meeting.

**Oklahoma State Regents Faculty Advisory Representative (Jarrad Wagner)**

Dr. Wagner will provide a written report to be included in the April Faculty Senate meeting packet. The remaining meetings for this term are scheduled for:

April 5 at 3:00 p.m.

May 3 at 3:00 p.m.

**Students with Disabilities (Michael Pollak)**

The committee has not met since the previous Senate meeting. There is no information to report.