

**Written Committee Reports
Faculty Senate Meeting
October 14, 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:

- Sept 16, 2016 with one 3rd-year student for unsatisfactory clinical performance
- Oct 6 2016, with one 2nd-year student for a second COMLEX 1 failure and one 4th-year student for 3 COMAT failures and COMLEX 2 CE failure
- Oct 9, 2016 with four 4th-year students for failures on the COMLEX 2 PE

Curriculum Oversight Committee (Randy S. Wymore)

For the October 14, 2016 meeting, Dr. Wymore plans to attend and provide a brief verbal report on the topic "COMLEX Board Scores and the Curriculum".

Learning Resources (Nedra Wilson)

The Learning Resources Committee (LRC) has not met as this committee is redundant with some of the activities of the Curriculum Oversight Committee. I am, however, planning to have a LRC meeting within the next month. As such, I will be requesting that the class presidents submit information about issues with learning resources.

Student Affairs (Kelley Joy)

Student Affairs Committee Meeting 09.23.16

Eric Polak started our discussion with an update of campus activities. We discussed the Tandy building with prospective dates for completion and student complaints of noise from construction, which cannot currently be alleviated. Also mentioned was the prospective management of the hospital by St. Francis for October 1st. We discussed ACGME accreditation process and its effect on number of residencies that will be available (no real change).

The students discussed the options for more study carrels, including decreasing locker space and options of the 5th floor of the biomedical building. They are considering changing the lottery system for study carrels to make them more available to 1st years during anatomy, and 2nd years during board time.

The students asked for extended campus hours. They would prefer 24 hour access, but would be happy for extended hours around heavy testing periods.

We will start to post Student Affairs Committee meeting minutes on the Student Government Association webpage, as soon as they are electronically approved by members.

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.

Dr. Weil advised she does not anticipate the committee meeting before the 10-14-16 Senate meeting.

Chemical Hygiene and Radioisotope Use Committee (David Wallace)

The committee met on September 21st. As the first official meeting for the 2016-2017 year, there was minimal new business. Old business discussed was the supervisor's new employee training checklist. The committee has updated the form, but felt that the Research Committee needed to have input. Not all of the training on the checklist relates only to Chemical Hygiene. The committee voted unanimously as a recommendation that the Research Committee discuss/finalize the checklist so that each training group (human subjects, animal use, infectious agents and recombinant DNA) have input. The next meeting, scheduled for October 10th at 1:00PM in room E-393. The major item for business on October 10th is the discussion and modification of chemical hygiene-related training.

Institutional Animal Care and Use Committee (Tom Curtis)

Dr. Curtis reported that the committee has not met since the September Senate meeting; the next meeting is scheduled for the first week in November.

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, Wallace, Katz, Blewett, Köhler, Smith, Reddig, and Champlin in attendance.

- I. The minutes of the April 20 meeting had been electronically distributed and approved unanimously prior to the meeting.
- II. In order to obtain IBC oversight, Amber Hood of the Office of Research led a discussion on the status of the effort to streamline biosafety training using CITI modules. Members had been given the opportunity to evaluate the program independently prior to the meeting. Accessing the modules online was more of a problem for some than others and overall the Committee was not happy with the accuracy of the quiz questions. The actual content was deemed more than adequate and the consensus opinion was that this will be a good way to offer uniform and streamlined training going forward. The Office of Research will remind all affected faculty, staff, and students of the new training requirements which must be completed for the first time by October 14, 2016. Dr. Benjamin's office will be requested to make a special effort to notify graduate students.
- III. Ms. Hood is also working with Ms. St. Clair to modify the *OSU Institutional Biosafety Policy* to be congruent with OSU CHS requirements. The modified document is tentatively titled *OSU CHS Policy and Procedures*. The current *Policies and Procedures Statements* document will be renamed the *OSU CHS Standard Operating Procedures* in order to preclude confusion. Possible issues with the draft modifications included making it clear whether or not the IBC should have oversight responsibilities concerning "clinical" instructional work, particularly with regard to the College of Medicine. It was decided that

while the Committee cannot establish an overall policy in this regard without backing by the VP for Research, we are able to consider all research applications on a case by case basis.

IV. It was decided that future meetings will be held at 2:30 pm rather than 2:00 pm.

The next regularly scheduled meeting of the IBC will be held Wednesday, October 19, 2016 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 met on October 5th. Dr. Wallace provided a continuing update on the status of the Wish List recommendation. Eric Polak updated the committee on the current budgetary condition. We still have a solid budgetary foundation even as other institutions around us are suffering from hiring freezes and program cuts. He also updated the committee on the status of the Tandy building and the renovations proceeding on the E-building balconies. Presently all projects appear to be on-schedule or even slightly ahead of schedule. The next scheduled meeting will be November 2nd at 12:30PM in room E-393. A key agenda item for the November meeting will be an update from Tina Tappana, HR Director, on any benefits, HR-related issues that have developed.

Faculty Affairs Committee (*Nancy Van Winkle*)

The Faculty Affairs Committee met on September 27th and October 11th. Committee members reviewed the standard tasks performed by the Committee each year. Committee members discussed the additional charge from the Faculty Senate to review the current documents of OSU-COM and make recommendations to revise them to include all programs at OSU-CHS. The Committee will take the lead in this effort and developed a strategy for revising the documents which includes reviewing documents of other similar Health Science Centers and obtaining input from OSU-CHS programs, faculty and administration. Health Science Centers similar to OSU-CHS were identified by one of our librarians. Each committee member will attempt to obtain governance documents from one of the Centers and will report his/her findings at the next meeting. The next meeting will be held on November 1st.

Promotion and Tenure Committee (*Randall Davis*) The committee has conducted their work by email communication and a couple of recommendations have been forwarded 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 meeting was convened on October 5, 2016

Student forms Reviewed: Advisory committee forms of 5 Masters students and one PhD student were reviewed and action was taken to approve them.

- Dr. Davis informed the members that some of the incoming graduate students were struggling in some of the BMF courses. He said that he tried mentoring them and advising them but it seems that they may not

be following any advice given to them. K. Curtis suggested advisors be notified of how students are doing on exams as they are taken. R. Davis will notify advisors of all grades once each exam has been taken.

- BSGC members discussed the need of a tutor for such students. R. Davis will talk to B. Benjamin about a tutor for the graduate students who are having difficulties in the BMF courses. R. Davis will get with students currently struggling and remind them to use small study groups.
- Strategic Planning Discussion: Dr. Davis informed that Dr. Benjamin will be approaching the Department Chairs for getting the discussion started on Strategic planning and after getting the feedback from the department chairs he will invite a special committee to draft the final Strategic planning document.
- There was a request from Dr. Ann Weil asking BSGC committee for a policy if any for the leave of absence for graduate students who may need leave of absence for family related issues such as pregnancy. Members had a productive discussion on this topic while reviewing some of the policies set by the OSU Stillwater campus. All the members came to this agreement that any graduate students including any male or female will be provided up to 8 weeks of paid leave for attending family related issues (child birth/adoption or for a sick family member). Based on this discussion the policy is being drafted and will be voted upon in the next month's meeting. A vote will go before the graduate faculty for the drafted policy.

OSU-Faculty Council Representative (Franklin Champlin)

The OSU Faculty Council met at 3:00 p.m. in the Council Room, 412 Student Union on October 11, 2016. 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 4a. Associate Dean Cinthya Ippoliti of Research & Learning Services reported on new resources and services in the Edmond Low Library. They are available to all faculty and include a repository for data and Research Data Solutions, data management workshops on demand, and visualization options to include virtual reality as well as new 3-D printing-scanning capabilities and new high end printer.

Agenda Item 4b. Dr. Celeste Taber, Registrar, reported that Banner will be our only student information system taking the place of SIS as of the current semester (see handout).

Agenda Item 5. Provost Sandefur reported on the status of Faculty Senate recommendations (see handout). Two items may be of particular interest to CHS faculty members:

First, he reported that the recommendation that tuition be waived for the dependents of all faculty and staff received a favorable review by the Council of Deans and Central Administration. *I can now report that as of the Faculty Council meeting of October 11 that this will be implemented at a date TBA soon.*

Secondly, he reported that steps are being taken to strengthen institutional support of undergraduate research with regard to infrastructure issues to include organizational scheme, funding of both work and travel to meetings, monitoring, and faculty recognition. One problem that has come up with both CHS and Faculty Council Research Committees is the need for a mechanism to quantitate undergraduate research and the students who conduct it. The CHS Research Committee is currently dealing with this issue.

The next regularly scheduled meeting of the OSU Faculty Council will be held on Tuesday, November 8, 2016 at 3:00 p.m. in the Council Room, 412 Student Union. *Full OSU-Faculty Council meeting information, including agendas and meeting minutes, can be found at: <https://facultycouncil.okstate.edu/>.*

Oklahoma State Regents Faculty Advisory Representative (Jarrad Wagner)

The Oklahoma State Regents for Higher Education Faculty Advisory Council on 9/29/2016. This meeting discussed “Measures of College Success” for undergraduates and also progress on the priority items on the FAC list. This list is determined by a faculty survey, and this is now redesigned to get more participation from faculty members across the state. Previously it only made it to one or two faculty members and this year it will have a broader audience. I will be sending it to all CHS faculty as soon as I receive it for distribution. The next FAC meeting and the Annual Faculty Assembly will take place on Saturday, November 5th.