

DRAFT

OSU-CHS FACULTY SENATE
2016-2017
April 14, 2017 Minutes

OSU-CHS Faculty Senate Members

Jarrad R. Wagner, Ph.D., President and Regents' FAC representative
Sarah Hall, D.O., Past-President
Christopher Thurman, D.O., President-elect
Franklin Champlin, Ph.D., Secretary and OSU-CHS Representative to OSU Faculty Council
Warren Finn, Ph.D., (17), Sergeant-at-Arms
Holly Ballard, Ph.D., (17)
Jason Beaman, D.O., (18)
Justin Chronister, D.O., (18)
Regina Lewis, D.O., (18)

Recorder: Jean Keene

Members Present: Dr. Wagner, Dr. Thurman, Dr. Hall, Dr. Ballard, Dr. Beaman, Dr. Chronister, Dr. Finn

Guests: Dr. Van Winkle, Austin Rutledge [Office of Educational Development]

Call to Order: Dr. Wagner welcomed everyone in attendance and called the meeting to order at 12:04 p.m. The meeting was held in the Executive Board Room.

Approval of Minutes:

Dr. Wagner called for Approval of the minutes of the prior meeting. Approval was moved by Dr. Beaman, and seconded by Dr. Thurman; the minutes were unanimously approved as presented.

Administrative Reports:

Dr. Wagner advised that he had spoken with Drs. Pettit and Dyer, and they indicated they had no new information to report. They mentioned that Dr. Shrum had recently sent some emails to the campus that contained interesting updates regarding a health care event, a Rural Health Summit that focused on a live demonstration of ECHO from the capitol building, and an excellent ranking in the U.S. News and World Report.

At the request of Dr. Wagner, Dr. Thurman reported regarding the search related to the open position for a Vice President for Research for CHS. He reported that a Search Committee had been formed last fall; the members include: Dr. Thurman as chair, Dr. Pettit, Dr. Kath Curtis, Dr. Ken Miller, Dr. Randall Davis, Dr. William Paiva, and Dr. Joe Johnson. The services of the firm of Martin Baker, a professional recruiting firm, have been enlisted to participate in this process. Support for the group is being provided by Senior Vice President Stephens, Ms. Tina Tappana and Ms. Terry Brown. By late February, Martin Baker developed a list of nine or ten curated candidates that he recommended; this was from a list of 25 to 30 total candidates. In March, a second meeting was held to discuss developing a ranking of the persons on the short list based on identified specific criteria, which resulted in a refined list of six top candidates that were further discussed with Martin Baker. A schedule for late April was developed for telephone interviews, with campus in-person visitations to be held in late May or early June. Invitations will be sent for persons to attend at the campus-visit events. At that point the committee will present a final list of recommended candidates. Dr. Thurman said it has been a good recruiting process—complicated, but thorough. A job description is available at the CHS Talent website.

Faculty Senate President's Report:

Dr. Wagner yielded some of his time to Austin Rutledge from the Office of Educational Development who was invited to provide information regarding electronic voting.

Mr. Rutledge offered the following information:

- there are a multitude of options for a digital voting process:
--desired elements include: anonymous voting, only faculty voting, and voting only once
He said this could be accomplished with the Faculty Senate creating a SharePoint site, or alternately by having a site for the general faculty.

In addition to digital voting, it would allow faculty to share information, calendars, etc. Training could be provided on its use. He offered some detailed information on the steps required to activate the process

- He said Survey monkey could be used as a simpler method. Each faculty member would receive an email containing a link tied specifically to that person—resulting in only one vote being possible.
- Drawbacks were noted for the Share Point, Survey Monkey, and using a combination of in-person and digital voting was discussed, including the available voting window of time, control for only one vote per person, the necessity to achieve quorum, a qualifying number of votes to be valid, etc. It was noted that the combination option was complicated.

When the difficulties for employing a hybrid approach for the May 2017 vote were discussed at length, it was proposed and agreed upon that it would be better to have the May 11, 2017 vote be handled as a paper ballot, and look at adopting a digital approach for future voting events.

Returning to the items of the President's Report, Dr. Wagner advised that one of his goals during his term as Senate President was to get the governance documents updated to reflect what CHS is really like at this point. He said that is being voted upon soon, so that goal is in progress.

Another item that absorbed time during 2016-2017 involved the curriculum. Although that wasn't one of his original goals, it is an important issue which deserved quality attention, and accordingly it was given such. He acknowledged that this important topic will also be addressed during 2017-2018 under Dr. Thurman's leadership.

Dr. Wagner thanked the Senators and the Faculty Affairs Committee for their dedicated work toward achieving these goals. A few questions were raised and addressed. Dr. Wagner specifically said the vote is being proposed that the Faculty Affairs Committee is authorized to make "housekeeping" changes as appropriate. A "yes" vote will provide the approval for the committee to perform that function.

A suggestion was also offered and discussed, and will be incorporated as friendly amendment, that the Bylaws of the General Faculty stipulate that the Faculty Affairs Committee will conduct votes in a manner approved by the Faculty Senate. Additionally, attention was called to the first sentence of Article III, Sub B, number 4, of the Bylaws of the General Faculty. Following detailed discussion, a change was proposed that would have the first sentence read, "The Faculty Affairs Committee shall determine the vote count," etc. This was accepted as a friendly amendment by the makers of the original motion, and it was incorporated into the upcoming vote for approval by the Senate. Some additional items were suggested for attention, but following considerable discussion, it was agreed that any further items not covered in the current revision of the governance documents would be considered for future revisions.

Moving forward, Dr. Wagner called attention to the proposed revisions to the Charter of the General Faculty. He progressed through all of the changes and explained them.

Regarding Article VII, Section 3, the text showing as sub (d) was discussed and agreement was reached that the strikeout text should remain in the document (that strikeout was entered in error). Next Senators considered sentence 2 of sub (e). Following discussion, it was amended to read as follows:

Ideally, there shall be member parity of graduate program faculty and clinical faculty.

The sentence stating that “Installation shall be effective June 1” was to be deleted from the proposed wording to be voted upon. The proposed sub (f) is to remain as it appears. The last sentence of proposed sub (g) “Installation shall be effective January 1.” was deleted following discussion, and it will therefore not appear in the final version presented for a vote by the general faculty. One additional item was raised requesting relocation within the document. In Article VIII, Section 2 Committees, sub (c), concerning number 4, Committee on Students with Disabilities, it was noted that this committee should not be included with the Regulatory Committees. It is to be included in the COM specific committees. Dr. Van Winkle will adjust the location and numbering appropriately; it was agreed that items such as this would be considered as housekeeping elements, and the Faculty Affairs Committee would make adjustments as needed. Dr. Wagner said that all of the housekeeping elements involved with the sub indicators would be checked and would be confirmed in the version to be presented at the General Faculty meeting. The remaining proposed revisions were explained and no further amendments were suggested.

The following Formal Recommendation items were then presented, voted upon, and unanimously passed.

Voting Items:

FS 16-17-007 Bylaws of the Faculty Senate Revision, April 14, 2017

Motion Passed.

FS 16-17-008 Bylaws of the General Faculty Revision, April 14, 2017

Motion Passed.

FS 16-17-009 Charter of the General Faculty Revision, April 14, 2017

Motion Passed.

Dr. Van Winkle said the final version, including the approved changes would be distributed to the faculty in keeping with the requirements stipulated in the governance documents.

The DRAFT Agenda for the Spring 2017 General Faculty meeting was voted upon and was unanimously approved.

The Faculty Committee Assignments for the 2017-2018 developed by the Faculty Affairs Committee were presented, moved, seconded, voted upon and approved.

It was reiterated that the Senators agreed that the voting to occur at the General Faculty meeting would be accomplished by written ballot for the May 11, 2017 General Faculty meeting.

Committee reports:

Dr. Wagner said the combined written committee reports document had been distributed in advance and he invited the Senators to review them at their leisure, if they had not already done so. He mentioned that the Research Committee was interested in a Bylaw change to amend the membership of the committee. This would be further addressed under New Business.

Old Business:

Pres. Wagner anticipates that the process of reviewing committees will continue in the 2017-2018 Faculty Senate year.

New Business:

Dr. Wagner referred to request by the Research Committee for a Bylaw revision for membership of the committee. He noted that, unfortunately, the request was not submitted in sufficient time to be appropriately processed. Following discussion, Senators agreed that the topic would be addressed during the 2017-2018 term, perhaps as an element of the continuing review of the committees.

Following discussion, it was decided there was no need to hold a Faculty Senate meeting during May. Dr. Wagner called attention to the Formal Recommendations Log; it provided a list of the accomplishments of the 2016-2017 Senate year.

Senators voiced their recognition that it had been a fruitful year, and that important work had been accomplished. They thanked Dr. Wagner for his dedication and valuable service to the faculty.

Adjournment:

The meeting was adjourned at 1:37 p.m.

**Written Committee Reports
Faculty Senate Meeting
April 14, 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 the following dates:

- April 6, 2017 with one fourth-year student regarding a second failure in COMLEX level 2 CE and one fourth-year student regarding a non-cog grade.

Curriculum Oversight Committee (Randy S. Wymore)

Chair's report from the Curriculum Oversight Committee to the Faculty Senate-Randy S. Wymore

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

- 1) The COC heard updates from Dr. Rouch regarding the new physiology course for the incoming first year course. The physiology group is making progress and moving forward. A request was also made by the COC to the Years 1 & 2 Curriculum Coordination Committee to prepare a draft schedule for next fall.
- 2) As previously mentioned, ComQuest was recommended to be purchased as a Board prep tool and the request was passed on to the CAC. The CAC approved and COMQUEST has been purchased.
- 3) The recommendation from the COC regarding the hiring of a Learning Resource Specialist was heard by the CAC. They voted to start the process to fill this position.
- 4) The "anonymous feedback" button was terminated. Students will now contact faculty directly, or voice their feedback concerns through either their class officers, or to members of the Student Curriculum Coordination Committee members.
- 5) The sub-committee formed to examine a merger/revamping of the DTP, Clinical Skills and Healthcare Foundations courses has met. The recommendations will first be reviewed by the Years 1 & 2 CCC, and then passed on to the COC.
- 6) The COC voted to standardize the amount of time that faculty take to release the scores on an exam. Exams scores are to be released as soon as possible, but no later than 3 days. Individual course coordinators will retain the autonomy to release raw scores on ExamSoft after a student completes an exam or to not do so.
- 7) The Bridge Program is viewed by students as part of the medical curriculum and admissions determines who will be in the program. Nonetheless, there has been no oversight over some of the courses taught to Bridge students. The COC feels the Bridge program is a part of the medical curriculum and a motion was passed to bring the Bridge Program into the curricular oversight structure. As such, a Bridge Curriculum Coordination Committee was established. As with all of the other Curriculum Coordination Committees, the Bridge CCC will report to the COC. The initial composition is: Jeff Hackler-Chair, Bruce Benjamin, Randall Davis, Robin Dyer and Austin Rutledge.

- 8) A motion was supported to purchase “Nearpod” as a faculty resource too and that CHS discontinue use of TurningPoint (at the institutional level). This was passed on to the CAC and they approved of the expenditure.
- 9) The topic of a combined “exam day” for medical students was introduced. Having exams from each course on the same day may aid in retention of material and spending an appropriate amount of time on each course. The topic will be investigated over the next several COC meetings.
- 10) The topic of a mandatory attendance policy was introduced. The attendance policy and COMLEX Level I board scores will be examined. If a change in attendance policy is recommended, the new policy will be passed on to the Council of Deans and the Faculty Senate for comments and recommendations. If such a policy moves forward, the Faculty Senate will be responsible for a vote of the General Faculty to approve or reject.

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 Research Committee has met twice since the last meeting of the Faculty Senate, on March 9, 2017 and on April 10, 2017.

At our March 9, 2017 meeting, after approving the meeting agenda and the minutes of the previous meeting with minor corrections, The Research Committee heard various reports. Dr. Champlin, who sits on the Faculty Council’s Research Committee in Stillwater, reports that OSU Stillwater is putting into place a new method of accounting for undergraduate researchers. There will be a new Office of Undergraduate Research, with one full-time person (This position is not yet filled.) and undergraduates who meet the criterion of conducting a body of research that they present at a meeting will receive a notice of “Research Honors” on their transcript. Presenting at Research Day will count toward this requirement.

Regulatory Committee Reports

The IBC last met on February 15th, 2017. The Biosafety Manual was updated, and the Annual Biosafety Training has been moved to CITI modules. A letter is about to go out regarding the CITI modules, to those who are non-compliant. There is one pending protocol since February.

Laurie St. Clair presented for David Wallace, who could not attend the meeting, for the Chemical Hygiene and Radioactive Isotope Use Committee. That committee met on March 8. A new radioisotope protocol was reviewed. There is a new Chemical Hygiene and Radioisotope Safety Manual. In addition, Ms. St Clair reported on the rollout of the new Chemical Inventory List format, which includes pictograms entered in an Excel file. Implementation of the new format is not complete.

The IACUC approved two new protocols. A number of active protocols were updated. The animal facility is currently totally full. The USDA veterinarian arrived for a surprise visit, which went without any problems.

The IRB had not had any applications for human research in several months, so had not met. Dr. Pollak reminds all that the IRB usually meets on the third Wednesday of every month, and that submissions should be made to Amber Hood two weeks before the meeting.

Ms. St. Clair also brought a revised draft of the checklist for Research Investigators (formerly the Supervisor Checklist), following up on discussion from the October meeting. Small additional revisions to that form specified in the October meeting were added in consultation with Dr. Weil. Eventually we would like this form to go online, and advise that it be used to populate a database that can be used to determine how many researchers work on campus, and at what level they are working (e.g., medical student, graduate student, postdoc, resident, etc.).

At our April 10, 2017 meeting, after approving the meeting agenda and the amended minutes of the last meeting, it was determined that the IRB, IACUC, and Chemical Hygiene and Radioactive use committees will meet next week. The Institutional Biosafety Committee informally reports that the new CITI modules training is going well, and is much easier for the Office of Research to keep track of than the old system.

The Research Committee then had a lively discussion on methods of quantitating research at OSU-CHS. Dr. Stephens suggested that software already in use on campus might be adaptable in such a way that faculty members could enter work outputs of interest (such as grants applied for, grants received, publications, etc.) and that reports could be generated relatively easily (by year or years, faculty member, department, etc.) as needed. The committee will look into this. The Research Committee also generated a proposed change to the Bylaws of the Faculty Senate that we hope the Faculty Senate will consider for the Spring 2017 ballot at the General Faculty Meeting. This proposed change would expand membership and representation on the Research Committee, while also making quorum uncomplicated.

Chemical Hygiene and Radioisotope Use Committee (David Wallace)

The committee has not met since the previous Senate meeting. The next meeting is scheduled for April 19.

Institutional Animal Care and Use Committee (Tom Curtis)

The IACUC meets quarterly; the next meeting is scheduled for the first week of May.

Institutional Biosafety Committee (Franklin Champlin)

The committee has not met since the previous Senate meeting.

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 April 5, 2017 and received a report from Mr. Polak regarding the various steps in the process of developing the budget that will eventually be finalized. The actual, final budget allocations will most likely not be available until the end of May. He will keep the

committee advised as the process continues. The construction process for the new Tandy Building is on target for the proposed completion/use date. Mr. Polak advised that tours of the building can be arranged if requested; they may be scheduled for Friday afternoons since that is the most commonly available timeframe.

Faculty Affairs Committee (Nancy Van Winkle)

The Faculty Affairs Committee met on March 30th.

The Committee spent the majority of their time reviewing Committee Preference forms returned by faculty members and making recommendations for the vacancies on committees for 2017-2018. Committee members and the Chair were given tasks to complete so the list can be finalized before being sent to Dr. Shrum and ultimately, the Faculty Senate by April 14th.

As of the meeting date, no nomination forms for the Faculty Senate members or President-elect had been received. The deadline is April 11th. More reminders will be sent to the faculty.

Committee members discussed information the Chair has obtained about possible programs to use for electronic voting at the General Faculty meeting, specifically Survey Monkey and SharePoint Office 365. The Chair will formulate a report requested by Dr. Wagner, President of the Faculty Senate, and send it to him before the next Executive Committee meeting.

The Chair provided the committee members with a simple template to complete for the Health Sciences Centers they contacted so the information will be available if desired in the future.

The next meeting will be held on April 20th.

Promotion and Tenure Committee (Randall Davis)

The committee met March 10 and reviewed packets and made recommendations regarding the promotion and tenure process submissions. The committee's recommendations were 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)

Items discussed in April 5, 2017 BSGC Meeting

- Approved minutes
- Reviewed Student forms
- Discussed student/postdoc seminar series that would allow students and postdocs to present their research in order to show what is being done. These would be once a month with two presentations per session.
- Added discussion of 4 year vs. 5 year funding to the biomedical sciences faculty meeting on May 4
- Referred to question posed at Graduate Council regarding the student government association to the BSGSA
- Reviewed master's applications. Approved one for DO/MS, rejected one, tabled one.

- Annual student reviews will be scheduled for the end of May/first of June. Students should know this is an opportunity for them to communicate their current academic/research progress as well as any issues/concerns they may have to the BSGC
- The BSGC will implement a new process for committee meetings. A form will be signed and forwarded to the program director once the meeting has occurred. The advisor will take minutes and distribute those minutes to the student committee and the program director.
- Some equipment failures, such as freezer breakdowns(recently in Forensics building 4th floor), may cause delays in the progress of student research. The research office should be contacted regarding this issue. The BSGC could write a supporting letter suggesting Freezer backup options but should not lead the effort. The faculty/chairs/Associate Provost should present the issue to the research committee.

OSU-Faculty Council Representative (Franklin Champlin)

The OSU Faculty Council met at 3:00 p.m. in the Council Room (412 Student Union) on April 11, 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.

The approved agenda and pertinent handouts are available separately.

Agenda Item 6. Provost Sandefur mentioned that there were 150 RPT cases for him to review. He went on to summarize the status of three pending Faculty Council Recommendations to include a new Appropriate Use Policy for OSU network and computer resources, revisions to the policy for appointing Regents Professors, and new guidelines for best practices regarding search and screen committees.

Agenda Item 7.E. The Graduate Faculty Council reported that feedback on holding combined Subject Matter Group Meetings was positive, and they will likely continue as such.

Agenda Item 8.e and f. The Diversity and Faculty Committees each put forth recommendations regarding changes to the faculty handbook and policy details regarding the clinical faculty track, respectively. Both passed.

The next regularly scheduled meeting of the OSU Faculty Council will be held on Tuesday, May 9, 2017 at 3:00 p.m. in the Council Room, 412 Student Union.

(You may request that the meeting agenda, the full meeting minutes, and the handout be forwarded 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)

A brief verbal report will be provided at the April 14, 2017 Faculty Senate meeting.