

## OSU-CHS FACULTY SENATE

2016-2017

January 13, 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. Ballard, Dr. Chronister, Dr. Finn, Dr. Beaman, Dr. Champlin, Dr. Lewis, Dr. Thurman

**Administrators attending:** Mr. Polak

**Guests:** Dr. Van Winkle

**Call to Order:** Dr. Wagner welcomed everyone in attendance and called the meeting to order at 12:06 p.m. The meeting was held in the Board Room, as is customary.

### **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. Champlin; the minutes were approved with the addition of Dr. Lewis as absent.

### **Administrative Reports:**

#### **Mr. Polak**

Mr. Polak reported on the following items:

- Mr. Polak indicated the budget is still being worked upon. No doubt Senators have heard there is concern regarding the appropriations; those decisions are traditionally made in May. The legislative session is to begin in February. Higher education has requested that the 17% funds cut last year be reinstated. However, it is important to note there is an additional \$868 million shortfall. He said the legislature is seriously considering some revenue generating measures. One of them is an increase in the tobacco tax—another is an increase in diesel fuel tax. He noted that we are the second lowest in the nation on that tax rate. We are one of the states that taxes services, but does not apply sales tax to services that are taxed in other states (dog grooming, manicures, tattoos).

He reported that corporate tax credits are being looked at as well. Mr. Polak said it is a tough uphill battle. He explained that OHCA needs \$120 million just to keep provider rates where they are today. Just to keep a steady-state budget, they have requested \$200 million. The Department of Human Services needs \$42 million just to make it through the rest of 2017 without having to furlough employees. And, in addition to all of these items, there is a push for teacher pay raises in common education. Mr. Polak reminded Senators that historically, the final budget numbers are not available until May. He said he will keep them informed if there is any clarity. Mr. Polak

said at this point, we are hoping to get what we received last year. In response to a question regarding consequences for us that we would notice next year, Mr. Polak said that consequences for the future become stricture scrutiny on non-revenue producing hires; the chances for salary increases become less. Those are the two biggest areas. We are not looking at laying people off, or at furloughs.

- President Wagner asked for an update on the newly hired positions. Mr. Polak advised that the Vice President for External Affairs will start 1/19 or 1/20/17. She will be coming from the OSU Foundation and will become an OSU-CHS employee. Dr. Thurman (who was enroute to the meeting), would be able to provide an update on the Vice President of Research since he chairs that Search Committee.
- Regarding Rural Health, the search firm is developing a candidate pool for the search committee to consider. At this coming Board of Regents meeting on January 20, our major CHS item on the agenda is purchase of 320 acres (half a section) of land in Pawnee for use as an explosives range for Forensics Sciences. We hope to close on that land purchase by the end of the month, and they can then begin working at that site to service the students; Mr. Polak said there has been a significant increase in enrollment in that program. He added that there is also a huge opportunity for collaborations in that program.
- Mr. Polak reminded the Senators that the tuition benefit for dependents has been approved, and the details for eligibility/implementation are being developed. A few questions were posed; Mr. Polak summarized that it is for an undergraduate degree, four years-unless it is a recognized five year program, the students must be full-time, the student must be a dependent (HR will validate the dependent's eligibility at the beginning of each semester), the dependent does not need to be on the employee's insurance plan. The benefit is for in-state tuition only; fees are not covered. Mr. Polak advised that the details are still being finalized; it is anticipated to be ready for use for the fall term. He said he will provide the rules to the Senate when they are finalized.

President Wagner thanked Mr. Polak for his interesting and informative report.

**Faculty Senate President's Report:**

Dr. Wagner advised that his report would be brief. He provided the following information:

- Dr. Wagner advised that the February meeting was scheduled to be held in room E-202.
- He advised that one important goal for this Senate year's work was the revision of the governance documents. He indicated that Dr. Van Winkle was in attendance, and she would be reporting on that task later in the meeting. Associated with that, he said he would be proposing the development of a special committee to specifically work on getting the first level quick-edit of that overall task completed.
- Dr. Wagner said there is an item to be presented for voting, and he provided some background information on the process that lead to developing that formal recommendation. Thereupon, he moved to the voting item on the agenda.

**Item presented for voting:**

**A. FS 16-17-005** Recommendation Title: Information Request re: Curriculum Revision Processes

Dr. Wagner explained that it became clear at the Open Forum meeting that faculty are not clear on the processes involved with regard to the new curriculum.

He referred to the wording of the motion:

A formal recommendation for a request for information to be made to the administration re: the Curriculum decision-making processes, with the goal to provide clear information to our faculty concerning our curriculum, and how changes/revision decisions are made, with that full process ultimately being included on the COC website on Centernet.

He called for Senators to join together in a review of the specific requests/questions as they were included on page two of the recommendation document. Each of the items was read and discussed. After which, the first item was revised to read as follows:

- 1) Describe the COC and its subcommittees, including memberships, roles, and terms of service, that each plays in the curricular revision process.

Although considered a friendly amendment, the proposed change went through the full approval process and was moved, seconded, voted upon and unanimously passed.

*The item was recorded as approved, and was stipulated to be changed accordingly on the formal recommendation document to be sent to the administration.*

*[Formal Recommendation FS 16-17-005 is attached in its entirety.]*

Dr. Wagner reiterated that the goal of the formal recommendation from the Faculty Senate to the administration was to have someone actually describe how the curriculum processes are working. The plan is to get the complete process in writing, and for it to be posted on the Curriculum Oversight Committee website on Centernet. Dr. Beaman offered that he had used the Centernet COC feedback mechanism and asked a test question in order to determine the process for its use.

During continuing discussion, President Wagner asked Dr. Thurman, as the incoming Senate President, whether he would schedule an Open Forum if the timing on the process moved forward into the 2017-2018 Senate term. Dr. Thurman agreed that he would continue with the process for the Senate to get answers to questions the faculty have raised and to have the information disseminated.

Dr. Wagner invited the Senators to review the Written Committee Reports; they were distributed in advance, and a hard-copy was included in the agenda packet. He noted that Dr. Van Winkle, chair of the Faculty Affairs Committee was present to provide an update report. on the Faculty Affairs Committee.

**Faculty Affairs Committee Report:**

Dr. Van Winkle provided an update on Faculty Affairs Committee progress. She indicated the committee had met several times, and was reviewing information/data received from other institutions that had medical schools concerning their governance documents. It was hoped that other schools may have already developed documents that could be useful in our revision process. She reported that she was certain that the committee would not have a revision ready for voting during the current Senate year. She said she saw the process as being more complicated than was anticipated, including potential legal aspects, and whether we might possibly be two sets of documents, one for the COM and another for non-COM governance.

Dr. Van Winkle advised that in addition to the governance documents revision, the committee has a great deal of standard tasks that must be accomplished during the spring term. This year, in addition, the committee has been asked to help identify one, two, or possibly three faculty members to serve on

eighteen RPT committees where there were not enough tenured faculty to form the necessary review committee.

Dr. Wagner thanked Dr. Van Winkle for the work the committee has done, and he noted that he believes the Senate's requested task to the committee can be made more streamlined. He would like the committee to continue to look at the big-picture aspect—particularly in developing a digital voting process for use in the General Faculty Meetings. Some associated questions would be whether voting from outside the meeting could be approved/arranged. Another aspect would be to have a digital capability to self-nominate for committee service, and in to the committee service selection process. He explained that it would also be efficient to have the capability to foster/promote the active participation and preparation of faculty who desire to move into a committee leadership/chairship role.

Dr. Wagner indicated a vote would be following, but it perhaps is time for CHS to use a more time-efficient and less burdensome process for achieving the committee assignments task, which the Faculty Affairs Committee undertakes yearly. He said a digital voting approach would be a more current and useful process; he noted that it has proved to be successful method in Stillwater.

Dr. Wagner stated that he wanted to specifically express his thanks to the committee; he recognized many ways in which the committee serves the Senate and the faculty, and said he is personally appreciative.

Dr. Van Winkle commented that although the committee would not be able to complete a revision by the Spring General Faculty Meeting in May, the committee could perhaps plan to meet over the summer to continue their work on the governance documents. A comment was offered from a Senator that we already have a model, and we are not seeking a new model, but as a first phase approach, a close examination of how the governance documents can be revised to best reflect the inclusion of all of our complete CHS structure, is the current primary focus for Phase I work. The longer view can be handled incrementally to address the more complicated elements. Dr. Wagner noted that we will have other sites coming on also. He said this overall task is complicated and vitally important and that the Senate is now proceeding with an incremental approach—the first revision work will be Phase I.

**Other committee verbal reports:**

*OSU-Faculty Council—Stillwater:*

Dr. Wagner asked Dr. Champlin if he wanted to offer any verbal comment concerning meetings of the OSU-Faculty Council in Stillwater. Dr. Champlin called attention to his written report and noted that the amount of business that is conducted that the Faculty Council meetings which applies to CHS is very limited.

*Oklahoma State Regents Faculty Advisory Committee:*

Dr. Wagner called attention to his written report and advised that the topics the Regents Faculty Advisory group had decided to address during the spring term are included in his written report.

**Old Business:**

The review of the committee process continues. Dr. Wagner recounted the background on this topic. He indicated he would use another Doodle Poll for availability and continue the process in another meeting.

**New Business:**

- Dr. Wagner said he checked the Bylaws, and as President he is authorized to appoint a Special Committee, and he would like to have the approval of the Senate. A motion to create a Special Committee was moved, seconded, voted upon, and unanimously passed. He advised that the plan is to have this Special Committee focus on accomplishing Phase I, and that will serve to reduce the enormity of the overall work previously tasked to the Faculty Affairs Committee. He noted

that would free up time for them to address the spring term committee requirements that they have.

- Accordingly, a new task for the Faculty Affairs Committee would be refocused and redefined. He read a document to Senators that he planned to send to the Faculty Affairs Committee; the draft wording had previously been distributed to the members of the Executive Committee. Following his reading of the content, the Senators expressed their agreement with the refocused assignment. Dr. Thurman commented that the wording could also reflect that this would not limit their current spring processes, and Faculty Affairs Committee could continue to provide their valued work through the 2016-2017 term.
- Dr. Chronister requested that this COC issue remain on the agenda as either a new or old business item until it has been completed.

**Adjournment:**

The meeting was adjourned at 1:15 p.m.

**Written Committee Reports  
Faculty Senate Meeting  
January 13, 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:

- December 14, 2016 with one 3<sup>rd</sup>-year student regarding two failed attempts at COMLEX 1, one 3<sup>rd</sup>-year student regarding two failed attempts at COMLEX 1 and a non-cog grade, one 4<sup>th</sup>-year student regarding a failed COMLEX-2 CE, one 4<sup>th</sup>-year student regarding a second failure at COMLEX 2-PE, and one 2<sup>nd</sup>-year student regarding a D grade in the Neuro System course;
- January 5, 2017 with eight 1<sup>st</sup>-year students regarding failed grades in BMF courses and/or Clinical Anatomy, one 2<sup>nd</sup>-year student regarding a D grade in the Neuro System course, and one 2<sup>nd</sup>-year student regarding a non-cog grade.

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

The Curriculum Oversight Committee (COC) has not met since the prior Senate meeting; the next meeting is scheduled for January 12, 2017. That report will be provided for the February Senate meeting.

**Learning Resources (Nedra Wilson)**

The Learning Resources Committee (LRC) has not met since the previous Senate meeting; the date of the next meeting has not yet been arranged.

**Student Affairs (Kelley Joy)**

The Student Affairs Committee has not met since the previous Senate meeting. A January meeting is now being scheduled.

**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 did not meet in December.

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

The committee has not met since the last Senate meeting, and is scheduled to meet on January 18.

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

The committee has not met since the previous Senate meeting; the next meeting is scheduled for February 2, 2017.

**Institutional Biosafety Committee** (*Franklin Champlin*)

The committee did not meet since the Joint November/December 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 January committee meeting was cancelled due to many conflicting schedules. The next meeting is scheduled for February 1, 2017, at noon, in room E-320. The report on that meeting will be included in the February Committee Reports document.

**Faculty Affairs Committee** (*Nancy Van Winkle*)

The Faculty Affairs Committee met on December 6<sup>th</sup> and 15<sup>th</sup>. During these meetings the committee continued the review of material gathered on the Universities with Health Science Centers being similar to OSU-CHS (AT Still, Midwestern University, De Moines University and the University of North Texas). In addition, Rowan University is being reviewed as suggested by Dr. Dyer. Committee members reviewed and discussed some articles identified by Julia Crawford about faculty governance at Centers for Health Sciences. Most were interesting but not relevant to the task at hand. Dr. Cook identified one with a thoughtful discussion of clinic track and tenure track faculty which is an issue of interest to the committee.

The Chair worked with Dr. Rouch to create a ballot for the Academic Standards Handbook changes and the committee developed a ballot for the Reaffirmation of the AOA Code of Ethics. The committee carried out the voting at the General Faculty meeting on December 16<sup>th</sup> and reported the results. A recommendation was made to the Faculty Senate that the request for an absentee ballot be denied and that historical precedent be followed for this year. This issue can be addressed in the revision of the bylaws.

It came to the attention of the Chair, that the position of Chair of the Continuous Quality Improvement committee was vacant. The Chair will explore that situation so the committee can become active again.

The next meeting will be held after the New Year.

**Promotion and Tenure Committee** (*Randall Davis*) The committee has conducted their work during the past month 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 committee met on January 4, 2017

- Approved student forms
- Discussed the review criteria of applications for PhD and Master at the next meeting and how stipend(s), if available, would be awarded
- Faculty funding report will be presented by Dr. Davis at the March BSGC meeting
- Planned agenda for the informational biomedical sciences faculty meeting—to discuss 60 hour rule, stipend awards, faculty inclusion of stipend support when writing grants
- Graduate Handbook for Biomedical Sciences in preparation based on OSU graduate college template available on OSU Bright space —Dr. Blewett will chair the sub-committee to review current guidelines and update
- Graduate student BMF grade results were discussed

Next meeting will be held on February 1, 2017

### **OSU-Faculty Council Representative (Franklin Champlin)**

#### ***OSU Faculty Council Meeting of December 13, 2016***

The OSU Faculty Council met at 3:00 p.m. in the Council Room, 412 Student Union on December 13, 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 6.** Provost Sandefur reported that a search was well underway for a new Dean of the Center for Veterinary Health Sciences. Moreover, the Administration has not yet been instructed to reduce the budget despite rumors ranging from previous cuts will be restored to more cuts are coming to provide raises for public school teachers. Please refer to the Faculty Council Recommendations which he went over in detail.

**Agenda Item 8.h and Faculty Council Recommendation No. 16-05-01-RES amendment (attached to the Agenda).** Research Committee Chair Andrew Doust updated the Council on the suggestions his committee had made for the modification of the recommendation that an Undergraduate Transcript Research Recognition process be instituted.

The next regularly scheduled meeting of the OSU Faculty Council will be held on Tuesday, January 10, 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 Higher Regents Faculty Advisory Council met on December 6, 2016.

The following topics were selected for the 2017 work plan:

1. Diversity on campus including gender equality, gender identity and religion;
2. Environmental sustainability;
3. Veteran student services;
4. Student preparedness related to non-cognitive factors such as coping strategies, resilience and lifestyle; and
5. Communication among faculty.