

OSU-CHS FACULTY SENATE
2015-2016

January 8, 2016 Minutes

OSU-CHS Faculty Senate Members

Sarah Hall, D.O., President

Randall Davis, Ph.D., Past-President

Jarrad R. Wagner, Ph.D., President-elect and Regents' FAC representative

Christopher Thurman, D.O., Secretary

William Po, M.D., Sergeant-at-Arms

Charles Sanny, Ph.D. (16)

Holly Ballard, Ph.D. (17)

Warren Finn, Ph.D. (17)

Susan Steele, D.O. (16), OSU-CHS Representative to OSU Faculty Council

Recorder: Jean Keene

Members Present: Dr. Hall, Dr. Ballard, Dr. Davis, Dr. Finn, Dr. Po, Dr. Sanny, Dr. Steele, Dr. Thurman, Dr. Wagner

Members Absent:

Administrators attending: Dr. Pettit, Dr. Stephens, Mr. Polak

Call to Order: Dr. Hall called the meeting to order at 12:05 p.m. The meeting was held in the Executive Board Room as is customary.

Approval of Minutes:

Approval of the minutes of the prior meeting was moved by Dr. Sanny and seconded by Dr. Davis. They were unanimously approved as presented.

Administration Report:

President Hall invited an administration update on the AOA site visit.

Dr. Pettit advised that we have received a DRAFT copy of the Site Visit Report. He said the final report would not be available until April. He did advise that one item that we need to work on is the need for a process that more clearly includes details that will function to "close-the-loop".

He said one requirement, which appears in standard 2.2, regards graduation. Their comment is that "OSU-COM must document and implement its process for surety that students have met COM requirements for graduation, and have been recommended for graduation by the faculty". Documentation must be submitted to COCA by July 1. Dr. Pettit said his charge to the Faculty Senate is, "Do we really have a written policy and procedure, and if not, what should it be?" We need to be able to document the policy and the process. He asked if it is written out somewhere in our governance documents/policies/ procedures?

Dr. Pettit also advised that there are some new rules coming out. Drs. Shrum, Pettit, Stephens, and Benjamin will be attending a meeting scheduled for the following month. We will be prepared for the April meeting with COCA.

Dr. Stephens indicated we have already worked on many elements, but the administrators are calling upon the Senate for the item mentioned earlier. In response to a question, Dr. Pettit indicated that number of recommendations and requirements contained in the report is similar to previous reports--there was nothing unexpected. He noted that there were both requirements and recommendations, and some topics appeared

in more than one standard. He advised that the recommendations function as suggestion, and some items have already been met.

Dr. Stephens said he too, is working on the “closing-the-loop”. He distributed a two-page document regarding the *Facilities Planning Committee* (See Attachment A). He reported the process had been in place prior to the site visit, but it is now being implemented in a more formal manner. The document clearly stated: 1) the membership, 2) the Purpose, 3) the Scope of Responsibility, and 4) the Process. The Process was further categorized including 1) the Request for physical renovations, 2) the Request for relocations, 3) Request for office or lab space for new employees, and 4) Intradepartmental office moves. Each category included the sub-steps to be followed.

Dr. Stephens said his requests for the Faculty Senate were to:

- 1) know that the committee is there, and
- 2) please send all facilities related issues to the working committee.

Dr. Hall asked how we would initiate a request. Mr. Polak said IT is working to develop a digital format, but for the current time, it will be a paper request, and it can be submitted through Terry Brown.

Dr. Sanny asked whether this was more of an oversight committee, or a planning committee. Mr. Polak said it was intended to be both. Mr. Polak indicated it would function to gather input--which included faculty input—for the major facilities changes that may be requested. A planning sub-committee that would include faculty will be appointed. However, for routine, every day requests, the faculty would not need to be involved. Mr. Polak said that during his report, he planned to request faculty nominees for service on the planning sub-committee. Discussion followed, citing some experiences in the past, which had been handled directly rather than going through a longer process. Needs were met, but there wasn't a well-documented committee action, with reports/minutes/documentation of participation, etc. The committee is an Administrative Committee, and therefore it would not require a bylaw entry, or approval at a General Faculty meeting.

Dr. Hall asked whether the faculty will be made aware of the Facilities Planning Committee, and that there will be sub-groups, including that faculty will be involved in the planning process. Mr. Polak said that will be made known to them so they would be aware of the committee's function. He noted that reports of the committee's work could be included in the Committee Reports document, if that would be desired.

As an example of how the process would be handled, it was noted that recommendations generated through the Learning Resources Committee could go to the Senate and from there to the Facilities Planning Committee for consideration/action.

Mr. Polak reported on the following three items:

- 1) A letter from the Oklahoma State regents of Higher Education advising of budget allotments, by area was distributed. It reported that there will be a 3.0% budget cut, to be spread over the remaining six months of the annual budget. Mr. Polak distributed the document “Educational and General Budget – FY16” (*See Attachment*) and called attention to some of the entries. (*See Attachment B*). He said that next year's budget will also be affected by the reductions. Mr. Polak said legislators are taking the stand that, if you have a 10% cut, how many people will be “die” (be lost). We have a different situation in higher education than in some agencies. We have been told to expect a 10% cut; however it is important to remember that only 7 to 8% of our total budget comes through the legislative allotment. So, it really is 10% of 7 or 8%. Mr. Polak stipulated that we are not looking at laying people off; rather, we will need to be cautious on

expenditures. He reported the change in Oklahoma's economic status will have an effect; for instance, the Health Care Authority needs to put up 40.5 cents for each dollar we get. Since Oklahoma did not experience the same level of economic impact earlier as many other states did, now with the oil prices being down now, the recession is "catching up with us". He said there is another result however, and that is that our percentage may change, i.e. it may cost us only 39 cents for one dollar rather than the previous 40.5 cents.

In response to a question regarding how the current situation will impact various things, such as expansion, or faculty who are retiring, or who are planning to retire. Mr. Polak said we will be covering those faculty positions, and we still have money to grow. He said we need to be vigilant in our investments toward growth, thereby covering the shortfall. He said we will continue to move forward. for example in Psychiatry, Neurology, etc.

A question was offered asking whether a dean level person would be brought in for the research area. Dr. Stephens mentioned that at the General Faculty Meeting, President Shrum mentioned the strategic planning process and that we are actively looking forward. He said the strategic planning initiative will be faculty driven, and it will bring a strong plan for growth. The new Vice President for Research in Stillwater has now been identified, and he will be a significant participant in CHS forward movement. There will be more combined synergy as our research efforts take on an even more active/important role in our future growth.

- 2) Secondly, as part of the contract of the design and construction of the new building, there is a plan for a Landscaping Master Plan. Mr. Polak indicated he would appreciate having a couple of willing faculty to take part, and to attend a meeting that will be held tentatively January 29, at 2:00 p.m.

Dr. Hall asked if there were any Senators who would like to serve. Dr. Ballard expressed interest. Dr. Sanny suggested that Dr. Meek may wish to participate. Dr. Hall said she will check with Dr. Meek.

Dr. Pettit suggested that Dr. Wymore could pursue finding some students to serve also. Mr. Polak indicated that was one reason the meeting was set for Friday afternoon was so more faculty and students would be available to serve.

- 3) For his third item, he advised that there has been no additional action on the tuition waiver for dependents. We will continue to make our preference to be included known at Stillwater. The final design and documentation has not yet been developed. Mr. Polak said when they have the final format decided upon, we will have the option to say "Yes" or "No" whether we participate. This means we are back in play, and we are moving forward.

Dr. Hall thanked the administrators for their very informative reports.

Faculty Senate President's Report (Sarah Hall)

Dr. Hall welcomed Dr. Steele and thanked her for her willingness to serve the remainder of the term replacing Dr. Wansley, who had plans to retire. She will be serving on the Senate and as a CHS representative at the Faculty Council.

The February Faculty Senate needs to be rescheduled to allow Senators to attend Research Day which was scheduled for the same day as the Senate meeting. Following discussion, it was determined that the meeting would be held on February 16; a room will be requested. Drs. Thurman, Steele, and Finn advised they could attend on the 16th. A reminder will be sent.

Dr. Hall advised that two ballots circulated to Senators by email were approved. This permitted these items to be voted upon at the Fall 2015 General Faculty Meeting. There were comments regarding the vote for the reaffirmation of the AOA Code of Ethics. It was noted that the AOA Code is geared toward the COM, but it is not directed at all of CHS. A suggestion was made that there should be a method/wording developed that could be used in this voting process. A sample statement was offered: "It is incumbent upon the college to have physicians that endorse and follow the AOA Code of Ethics. Therefore, the following vote will be taken." A Senator offered that a statement similar to "We recognize that all those to whom this applies should abide by the Code of Ethics" could be used, then followed by the actual vote. The Senators were in agreement that faculty who are not physicians, e.g., Biomedical faculty, Forensics faculty, Health Care Administration faculty, Athletic Training faculty, etc. can participate in the vote of endorsement. This topic may be addressed again in the future.

Dr. Hall reported that to date there had been approximately three-fourths responses to the Committee Goals/Performance survey request that was sent to Committee Chairpersons. She indicated that the rest of the replies will be coming in. Dr. Meek has requested that after the replies are all received and the Senate has reviewed them, if there are areas to be changed, the information should be sent to the Faculty Affairs Committee to develop the actual formal recommendations and to complete the process toward voting at the Spring 2016 General Faculty meeting. The Senators agreed.

Dr. Wymore commented regarding the Curriculum Oversight Committee. He advised that the committee could be strengthened if the members of the committee who are serving because of their positions could be appointed for two years rather than just one. Now, each year over half of the committee disappears and a set of new people come on board. Dr. Hall advised that suggestion had already been made.

Dr. Hall asked if there were any questions from Senators regarding the content of the Combined Committee Chairpersons' Reports. Dr. Steele commented on ASC related information and advised that the three students who were required to remediate Hematology have all passed. In addition, four students will be coming back into the second year semester. She said one was a board failure, and three were requests—one of which was a student who had been on medical leave and is now returning. There are still two outliers in terms of getting the board scores back. That means six students returned to the second semester this year. A question arose whether the students returning to the second semester would need to pay tuition for that repeat? The Senators thought the student may need to pay tuition again for the repeated semester.

Dr. Hall asked Dr. Wymore whether the members of the Sub-committee on the Exam Policy have been identified. He responded that has not yet occurred. An additional question from Dr. Hall asked about having professional proctors. Dr. Wymore advised that Dr. Benjamin was not able to attend the recent meeting. Dr. Steele advised that she had received a statement on that topic. She noted that she had received an email from Dr. Wymore which she in turn had sent out to all of the systems directors. They were advised that we must adhere to the policy that was effective in April 2014--there had been no changes. She had asked all the systems directors to have three faculty members in their examinations as a precautionary measure. It was mentioned that personal laptop usage, the computer-type watches, and personal hard-copy notebooks are not to be used during the examination. Dr. Wymore commented that the scratch paper provided to students will be colored, and it will not be known in advance which color will be distributed. There was a suggestion that a Student Honor Panel could be created that would be a student managed process. It could be structured that the elected student representative from each year could comprise the

committee, and they could interview students who were observed behaving inappropriately during an exam. It would be a peer-pressure system. This topic will be continuing.

Dr. Hall mentioned that the Research Committee had changed their schedule to meeting quarterly. She noted that meeting frequency was one of the items previously mentioned, and meeting frequency was one item on the request to Committee Chairpersons.

On page four of the committee reports, Dr. Hall noticed that Dr. Blewett will have completed the number of years on the Biomedical Sciences Graduate Committee, therefore he will be replaced on that committee.

Regarding information from the State Regents Faculty Advisory Committee meeting, Dr. Wagner invited the members to read his written report and in addition, he indicated that the group is discussing learning management systems; he noted that we had just gone through discussions on LCMS+ and moving away from D2L. He advised other schools are using D2L, but noted that we are separate and have specific needs. He advised that one of the things the committee is working on is better communication throughout the system and with legislators. He noted that guests will be invited to attend the Regents advisory group to provide information. He said he would like to discuss getting together on topics/areas of common interest. In addition, he said a few surveys will be distributed by the State Regents Advisory Committee; the first one would be on the topic of safety on campus and emergency management. Dr. Wagner asked the Senators to participate by answering the questions and sending in their responses.

There was a brief discussion regarding campus safety. Dr. Hall requested that the OSU-CHS guns on campus policy be reviewed. Her concern is that we have different activities in DTP that take students away from the campus and into homes. A question is, should wording be inserted addressing student compliance with policy when they are attending a campus sanctioned activity, but they are no longer on campus. For example, if they are at a school related event away from campus, would the student follow the campus policy regardless of whether they have a concealed weapon permit?

Following additional discussion, Dr. Hall advised that the topic will most likely arise for greater examination and clarification. Dr. Wagner said that from a liability standpoint, OSU might want to say that students will abide by policy at all times for officially sanctioned activities, wherever they are held.

There was no old business to discuss.

Regarding new business, Dr. Steele commented that she and Dr. Davis will be serving on the Advisory Board for the Albert Schweitzer Fellows Program. Information on the program was presented to the incoming students and 10 or 15 students expressed interest. This is the first time in Tulsa for this program, and a \$2,000 stipend will be awarded for a service for life program. She called the Senators attention to the flyer that had been distributed. Dr. Steele said she wanted to be certain that Senators were aware because they may be called upon to serve as mentors to students who were accepted into the program.

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

**Written Committee Reports
Faculty Senate Meeting
January 8, 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:

- Nov 24, 2015 with one 2nd-year student for a second COMLEX I failure, one 3rd-year student for a non-cog grade, one 4th-year student for a failed clinical rotation and a non-cog grade, and three 1st-year students for failed grades in BMF-III
- Dec. 9, 2015 with two 4th-year students for COMLEX-II failures

The ASC will meet in January with five students who failed the Clinical Anatomy course (three of these five also failed the BMF III course). At this time, the ASC recommends all students who failed courses in the fall semester be allowed to remediate those courses.

Curriculum Oversight Committee (Randy S. Wymore)

The Curriculum Oversight Committee (COC) met on December 10, 2015

The COC discussed the COC bylaw changes that were to appear at the December General Faculty meeting. In working with the Faculty Senate, changes in the language of the Bylaws, including renaming the “Clerkship Committee” to: the Years 3 and 4 Curriculum Coordination Committee (CCC) was reviewed. Additionally, the composition of the COC was changed to include a CHS IT representative, the Director of Library Services and the Registrar.

What had been a working committee called the “at risk committee” has requested a name change to the “Students Success Committee.” Plans were discussed for the visit by remediation expert, Dr. Jeannette Guerrasio in December.

Discussion and support for spacing out the Lab Medicine Focus Course was took place. Instead of a large volume of material that had little meaning to students being given over one week, it will be spaced out over the semester and couched within each system’s course where the material will have more meaning. This was a recommendation that the Student Curriculum Coordination Committee had suggested last year.

The Years 1 and 2 CCC put forward a revised draft of exam policy. After much discussion, followed by email discussion, it was decided to not rush the proposed changes through for the spring semester. The COC did not approve of some of the proposed changes and a subcommittee will develop a future draft proposal, independent of the Years 1 & 2 CCC. For now, the feeling is that we should enforce current policy.

A unanimous vote was made to request that Dr. Benjamin approach the administration to request the hiring of professional proctors to proctor the exam. It was felt that the current strategy of using faculty and staff was not effective and a waste of labor resources. The next meeting of the COC will be January 6, 2016.

Learning Resources (Kath Curtis)

The Learning Resources Committee met on December 14th 2015 at 10:00 a.m.

Reports:

Difficulties with the audio system in D-107 had been brought to the attention of the LRC previously. The Office of Information Technology (IT) representative, Cidney Dirickson, reported that actions had been taken to address the issue. Brandy Close, the Office of Educational Resources (ER) representative, reported on progress toward updating technologies associated with recording lectures and managing course content. LRC chair asked IT and ER representatives to ensure that all faculty who participate in Systems or Foundations courses have access to the relevant course materials on the g: drive and D2L. Dohn Martin, the Library representative, reported that students were capitalizing on earlier library hours on exam days, which had been requested by LRC.

Ongoing actions and new requests:

Mr. Martin agreed to LRC request to deliver Faculty development session(s) focused on digital resources at the Library. Information was requested about how graduate faculty can access Stillwater library holdings. Finally, faculty asked LRC to investigate options to address the need for larger screens in conference rooms and other small classrooms increasingly being used for small groups/small classes. It was noted that increasing sizes of monitors currently in place present is inadequate for presentations. Other options were discussed, along with short term ways of addressing the issue.

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 research committee met on December 9, 2015. The committee accepted reports from/concerning the Institutional Review Board, Chemical Hygiene and Radioisotope Use Committee and the Institutional Biosafety Committee. The Research Committee also received a report and discussed the condition of the animal facility and needs to conform to AAALAC standards. Finally, the remainder of the meeting was spent discussing the Research Committee collecting and compiling a “Wish List” should CHS receive unanticipated funding.

Chemical Hygiene and Radioisotope Use Committee (David Wallace)

The committee met on December 16th. There were no new or revised protocols that demanded the committee’s attention. The committee reviewed the surprise visit from the Department of Environmental Quality (DEQ) to inspect our radiation use/safety program. The committee also inspected Dr. Wallace’s laboratory. There were no infractions or issues, major or minor and CHS passed with a clean sheet. The major of the committee meeting time was spent discussing the development of hazardous chemical protocols. Currently, investigators do not have to submit an application/protocol for review and the use chemicals falls under the general laboratory safety policies and procedures. The committee is working to develop our own set of guidelines and policies for the future use of hazardous chemicals. This will be ongoing through the spring 2016. The next meeting is scheduled for January 20th at 1:00PM in room E-393.

Institutional Animal Care and Use Committee (Tom Curtis)

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

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 November 18, 2015. 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, Reddig, Koehler, Wallace, Katz, Crandell, and Köhler in attendance. Dr. Köhler facilitated the meeting in the Chair's absence.

- I. The minutes of the May 20, 2015 (last official meeting) were not available, so will be distributed, perused, and considered for approval by email in the coming days.
- II. There were no new or revised protocol applications to consider. Ms. Hood mentioned that the research laboratories of PIs Kaul and Champlin are due to be inspected and certified or recertified as BSL-2 containment facilities.
- III. Dr. Köhler introduced newer members of the Committee to our Policies and Procedures Statements document and informed the members of its availability on the Office of Research, Regulatory Compliance website under "Forms".
- IV. Dr. Köhler reported that both autoclaves in Building E have been repaired and are now available for use. There is a need for us to be notified when the water to the building is going to be turned off as this can damage the heating elements if the autoclaves are in operation.
- V. Ms. Hood discussed the status of core instrumentation in BSL-2 research facilities. She reported that the confocal electron microscope is now housed in a BSL-2 containment area.
- VI. Dr. Köhler distributed copies of a response from the Campus Safety, Health, and Environmental Management Association to a White House memorandum on the need for a national biosafety and bio-security system under the National Strategy for Countering Biological Threats and the Global Health Security Agenda.
- VII. It was mentioned that we may need to move the time for our next meeting to 2pm for the benefit of one member in order to resolve a scheduling conflict.

The next scheduled meeting of the IBC will be held Wednesday, December 16, 2015 at 2:30 pm in Conference Room E-469.

Student Affairs Committee (Steve Eddy)

The committee has not met since the previous Senate meeting.

Faculty Senate committees:

Budget and Benefits Committee (David Wallace)

The committee met on December 4th. Primary topics for discussion have been 1) tuition waiver for dependents, 2) revision of the by-laws to more accurately reflect what the committee's mission is, and allow for flexibility in committee actions. Dr. Wansley was a guest of the committee, as the CHS Faculty Council representative, and reported on the tuition waiver policy that is moving through the

Stillwater campus. This will be ongoing through the spring semester. The committee approved the modifications to the bylaws and will be submitting to Faculty Affairs and the Faculty Senate for General Faculty vote in May 2016. The committee continued discussions on the development of a 'capital wish list'. Budget and Benefits will be awaiting the submissions from both the Research Committee and the Learning Resources Committee. The next scheduled meeting of the committee will be February 3rd at 1:00PM in room E-393.

Faculty Affairs Committee (Bill Meek)

Faculty Affairs Committee Report to Faculty Senate for January 8th Meeting

The FAC met on November 12th. Dr. Meek informed the Committee that Dr. Susan Steele has agreed to serve the remaining term of OSU Faculty Council Representative Dr. Richard Wansley. This information was given to Tricia White and Dr. Stephen Clarke of the OSU Faculty Council and they were in agreement with the appointment. Dr. Steele will begin serving in January 2016 and serve thru May 2016. A new representative from OSUCHS to the OSU Faculty Council will be elected in the Spring in an election supervised by OSU. Appointing faculty to Unit Personnel Committees was discussed and faculty were appointed to one Committee. The FAC met on December 16th and discussed the appointment of faculty to five more Unit Personnel Committees in the departments of Surgery, Pediatrics, and Health Care Administration. As many as three faculty with proper rank were appointed to each Committee and contacted about their willingness to serve. Prior to the December 16th meeting, two ballots were prepared by the FAC and sent to the general faculty (distributed on Dec 3) regarding changes in the membership of the Curriculum Oversight Committee (Ballot 1) and an annual reaffirmation vote of the AOA Code of Ethics (Ballot 2). The FAC conducted the voting process at the General Faculty Meeting on December 19. The bylaw change to the Curriculum Oversight Committee was approved by a vote of 61 Yes votes, 0 no votes, 0 abstention. The reaffirmation of the AOA Code of Ethics was approved by a vote of 59 Yes votes, 0 no votes, and 2 abstentions. The Bylaws of the Faculty Senate were changed to reflect the vote of the faculty and they are now updated on Centernet.

Promotion and Tenure Committee (Johnny Stephens)

The committee has not met since the last Senate meeting, and the members stand ready to engage in the spring 2016 process.

Other committees/task forces/liasons:

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)

At the December meeting of the BSGC, we discussed the need to replace Earl Blewett on the faculty council, the scheduling of statistics classes, and the small number of grad student stipends we will have for recruiting this year.. We also met yesterday, failed to reach a quorum.

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

Dr. Susan Steele will be the OSU-CHS representative to the Faculty Council for the spring 2016 term, which begins in January. She plans to attend the January 12, 2016 meeting and will report on those actions for the February Senate meeting.

Oklahoma State Regents Faculty Advisory Representative (Jarrad Wagner)

The minutes of the December 8, 2015 meeting are as follows:

Call to order. The Faculty Advisory Council met at 3:00 p.m. on Tuesday, December 8, 2015 at the State Regents' office. Members present were Edgar O'Rear, Kenneth Bartels, Jarrad Wagner (telephone), Michael Dunn, Jason Prather (telephone), Pamela Louderback, Ginnett Rollins (telephone), Tassie Hirschfeld, Nick Materer, Michele Splinter, Russell Guthrie, Elicia Pollard (telephone), and Freeman Culver. Also present was Debra Stuart of the State Regents' staff. Michael Dunn presided.

Minutes from last meeting. The minutes of the November 2015 FAC meeting and the Faculty Assembly were approved as distributed.

Presentation of Annual Report to State Regents. Edgar O'Rear shared the slides he used to make this presentation. The presentation focused on faculty workload and communication.

Discussion of 2016 work plan topics. Michael Dunn reviewed the list of items that were discussed at the Faculty Assembly:

1. Quality of learning including teaching loads and scholarship,
2. Preparation of recent high schools graduates in math, writing, listening and reading including new English and math standards,
3. Campus security and safety including prohibition of weapons on campus,
4. Faculty having a greater voice at the Capitol,
5. College success including graduation rates and performance funding, and
6. Communications with faculty at all institutions.

Discussion included communication among faculty at all institutions and online instruction. January meeting will focus on the State Regents Online Education Task Force and the State Authorization Reciprocity Agreement (SARA). February meeting will include a report of the State Regents Campus Safety and Security Task Force. March meeting will focus on K-12 standards and assessment. April meeting will include financial aid, financial literacy, student debt and loans.

Election of chairmen for January-March 2016 and for April-June 2016. Jarrad Wagner agreed to serve from January through March and Pamela Louderback agreed to serve April through June.

Future meeting dates and time. The next meetings will be held at 3:00 p.m. at the State Regents office on the following dates:

Tuesday, January 5

Tuesday, February 9

Other. Kenneth Bartels asked what plans are being discussed on campus to address the budget cuts. Discussion included hiring freeze and reducing some standards to attract faculty.

Adjournment. The meeting was adjourned at 4:40 p.m.

The agenda for the January 5, 2016 meeting list the topics under discussion. Dr. Wagner will preside and conduct the meetings for this quarter. The minutes of the 1-5-16 Faculty Advisory Council meeting are not yet available.

FACULTY ADVISORY COUNCIL

A G E N D A

Tuesday, January 5, 2016, 3:00 p.m.

Jarrad Wagner, Presiding

1. Call to Order.
2. Minutes from last meeting.
3. State Regents Online Education Task Force. Presentation by José Del Cruz, Jr., Senior Coordinator for Academic Affairs Projects.
4. State Authorization Reciprocity Agreement (SARA). Presentation by Daniel Archer, Assistant Vice Chancellor for Academic Affairs.
5. Discussion of 2016 work plan topics.
 - A. Quality of learning including teaching loads and scholarship,
 - B. Preparation of recent high schools graduates in math, writing, listening and reading including new English and math standards,
 - C. Campus security and safety including prohibition of weapons on campus,
 - D. Faculty having a greater voice at the Capitol,
 - E. College success including graduation rates and performance funding, and
 - F. Communications with faculty at all institutions.
6. Future meeting dates and time.

February 9 at 3:00 p.m.
7. Other.
8. Adjournment.

[Full information on the State Regents Faculty Advisory group can be accessed at:
<http://www.okhighered.org/statesystem/powerpoints/powerpoints.shtml>.]

Students with Disabilities (*Michael Pollak*)

The committee has not met since the previous Senate meeting.

Attachment A

Facilities Planning Committee

Members

Senior Associate Dean/Provost
Vice Provost
Vice President for Administration
Chief Operating Officer - Chair

Ad Hoc Members:

Representative from Physical Plant, Information Technology, Compliance, Security and the Safety Officer

Purpose

The purpose of the facilities planning committee is to ensure the most effective utilization of CHS physical infrastructure to foster an environment that enhances the educational, research, and patient care mission of OSU-CHS.

Scope of Responsibility

The committee has the responsibility to oversee any renovations or physical improvements that occur within CHS owned or leased facilities. The committee will also approve any office relocation that affects more than one department. Intradepartmental office swapping remains at the discretion of the budget unit head, with notification provided to the committee. Additionally, new employee hires that require office space that is not currently identified shall be forwarded to the committee for consideration. The committee will also monitor research productivity in lab spaces. The committee shall also be responsible for reviewing the current utilization of space across the campus and implement changes, if necessary, that further CHS' progress towards meeting the goals of student success, patient care, and research excellence.

Process

The committee will meet on a regular ongoing basis throughout the year. Proposals or requests of the committee are to be submitted in writing through budget unit heads to the committee chair. No rooms shall be assigned without committee approval.

Request for physical renovations must include:

1. A written description or drawing of the proposed renovations
2. Budgetary impact including a source of funding for the proposed project
3. Desired timeline

Request for relocations must include:

1. Identification of requested office, lab, storage, or clinical space with a list of employees/departments that will be affected
2. Written justification for the relocation, specifically how the relocation will contribute to student success or meet goals laid out in the strategic plan
3. Options for placement of dislocated parties resulting from the move

Request for office or lab space for new employees:

1. Upon approval and at the opening of a newly formed position that requires previously undesignated office space, the hiring department shall notify the committee in writing of the need for new office space and the estimated start-date of the new hire

Intradepartmental office moves:

1. Employee moves within a department remain at the discretion of the budget unit head. However, the request for the move should be made to the committee chair no later than seven business days in advance of the move to allow the proper scheduling of physical plant and information technology staff

Attachment B
Letter: Oklahoma State Regents for Higher Education
Letter dated December 23, 2015



OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Improving our future by degrees

December 23, 2015

To: Presidents of the State System Institutions

Dear Presidents:

Re: Agency Budget Revisions

Per the attached e-mail notification from Secretary of Finance, Administration, and Information Technology Preston Doerflinger and in accordance with 70 O.S. 2015 Supp., §3903(g), this letter will serve as notification that allotments to institutions will be reduced from January 1, 2016 to June 30, 2016 for the current fiscal year (FY16) by an annualized 3.0 percent (or 6.0 percent for the 6-month period from January 1, 2016 through June 30, 2016).

Title 70 O.S. 2015 Supp., §3903(g) states that:

Upon receipt of notice from the Director of the Office of Management and Enterprise Services of a necessary reduction in the consolidated, or lump-sum appropriation, to meet a failure in revenue, the State Regents shall immediately take action to control the approval of subsequent allotment requests sufficient to make the aggregate reduction in allotments of all constituent institutions under their control equal the amount of reduction ordered against the lump-sum appropriation made by the Legislature. Such reductions against the lump-sum appropriation shall not exceed the percentage reduction ordered against other agencies of the state, in accordance with Section 23 or Article X of the Oklahoma Constitution.

The reduced allotment will apply to the General Revenue allotment to each institution, as shown on the attached schedule. Per the request from Secretary Doerflinger, please submit a budget revision incorporating the reduced allotments of state appropriations to Vice Chancellor Amanda Paliotta (apaliotta@osrhe.edu) and enter the reduction on the Office of Management and Enterprise Services Hyperion Budgeting System by the close of business on Thursday, January 7, 2016. The State Regents will be asked to ratify the reduced allotments at their meeting on Thursday, January 28, 2016.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen D. Johnson".

Glen D. Johnson
Chancellor

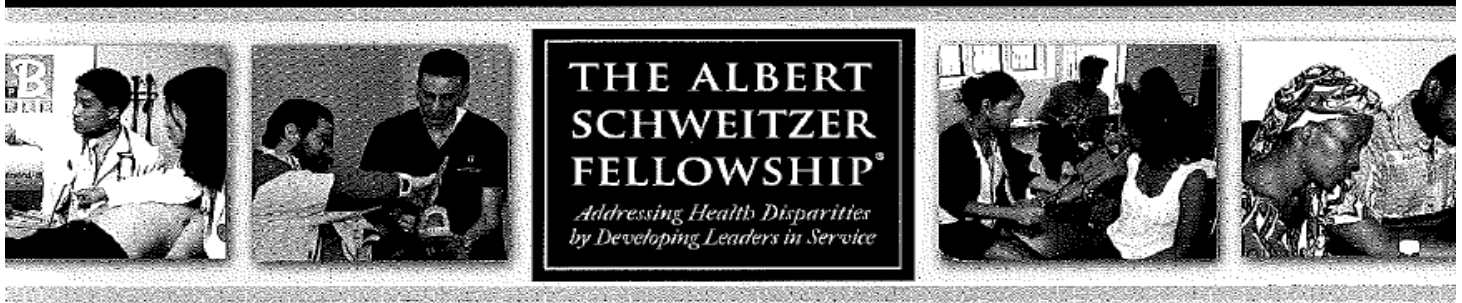
655 Research Parkway, Suite 200 - Oklahoma City, Oklahoma 73104-3603
P.O. Box 108850 - Oklahoma City, Oklahoma 73101-8850
www.okhighered.org - Phone: 405.225.9100 - Fax: 405.225.9230

Agency Name	GR Amount	Total Reduction	% Difference	Total New GR Amount
ABLE Commission	\$ 2,830,008.00	\$ 84,900.24	3.00%	\$ 2,745,107.76
Agriculture Department	\$ 22,673,417.00	\$ 680,202.51	3.00%	\$ 21,993,214.49
Arts Council, State	\$ 3,510,505.00	\$ 105,315.15	3.00%	\$ 3,405,189.85
Attorney General, Office of the	\$ 13,903,809.00	\$ 417,114.27	3.00%	\$ 13,486,694.73
Auditor and Inspector	\$ 3,620,584.00	\$ 108,617.52	3.00%	\$ 3,511,966.48
Bond Advisor, State	\$ 125,282.00	\$ 3,758.46	3.00%	\$ 121,523.54
Bureau of Investigation	\$ 10,743,685.00	\$ 322,310.55	3.00%	\$ 10,421,374.45
Career and Technical Education	\$ 128,277,188.00	\$ 3,848,315.64	3.00%	\$ 124,428,872.36
Children and Youth, Commission on	\$ 1,972,863.00	\$ 59,185.89	3.00%	\$ 1,913,677.11
Commerce, Department of	\$ 22,775,603.00	\$ 683,268.09	3.00%	\$ 22,092,334.91
Conservation Commission	\$ 9,958,106.00	\$ 298,743.18	3.00%	\$ 9,659,362.82
Corrections, Department of	\$ 393,994,578.00	\$ 11,819,837.34	3.00%	\$ 382,174,740.66
Court of Criminal Appeals	\$ 3,630,199.00	\$ 108,905.97	3.00%	\$ 3,521,293.03
Disability Concerns	\$ 278,039.00	\$ 8,341.17	3.00%	\$ 269,697.83
District Attorney's Council	\$ 38,846,686.00	\$ 1,165,400.58	3.00%	\$ 37,681,285.42
District Courts (to Supreme Court)	\$ 2,596,305.00	\$ 77,889.15	3.00%	\$ 2,518,415.85
Education, Board of	\$ 1,559,309,976.00	\$ 46,779,299.28	3.00%	\$ 1,512,530,676.72
Educational Quality and Accountability	\$ 1,332,470.00	\$ 39,974.10	3.00%	\$ 1,292,495.90
Educational TV Authority	\$ 3,391,234.00	\$ 101,737.02	3.00%	\$ 3,289,496.98
Election Board	\$ 5,140,358.00	\$ 154,210.74	3.00%	\$ 4,986,147.26
Emergency Management	\$ 570,054.00	\$ 17,101.62	3.00%	\$ 552,952.38
Ethics Commission, State	\$ 775,827.00	\$ 23,274.81	3.00%	\$ 752,552.19
Fire Marshal, State	\$ 1,419,633.00	\$ 42,588.99	3.00%	\$ 1,377,044.01
Governor, Office of the	\$ 1,952,520.00	\$ 58,575.60	3.00%	\$ 1,893,944.40
Health Care Authority	\$ 911,800,513.00	\$ 27,354,015.39	3.00%	\$ 884,446,497.61
Health, Department of	\$ 60,632,476.00	\$ 1,818,974.28	3.00%	\$ 58,813,501.72
Higher Education, Regents for	\$ 802,846,870.00	\$ 24,085,406.10	3.00%	\$ 778,761,463.90
Historical Society	\$ 11,578,014.00	\$ 347,340.42	3.00%	\$ 11,230,673.58
Horse Racing Commission	\$ 1,973,779.00	\$ 59,213.37	3.00%	\$ 1,914,565.63
House of Representatives	\$ 16,663,074.00	\$ 499,892.22	3.00%	\$ 16,163,181.78
Human Services, Department of	\$ 624,946,518.00	\$ 18,748,395.54	3.00%	\$ 606,198,122.46
Indigent Defense System	\$ 16,079,722.00	\$ 482,391.66	3.00%	\$ 15,597,330.34
Insurance Department	\$ 1,662,841.00	\$ 49,885.23	3.00%	\$ 1,612,955.77
J. M. Davis Memorial Commission	\$ 274,385.00	\$ 8,231.55	3.00%	\$ 266,153.45
J. D. McCarty Center	\$ 4,325,972.00	\$ 129,779.16	3.00%	\$ 4,196,192.84
Juvenile Affairs, Office of	\$ 98,999,033.00	\$ 2,969,970.99	3.00%	\$ 96,029,062.01
Legislative Service Bureau	\$ 4,892,835.00	\$ 146,785.05	3.00%	\$ 4,746,049.95
Libraries, Department of	\$ 5,219,448.00	\$ 156,583.44	3.00%	\$ 5,062,864.56
Lieutenant Governor	\$ 443,479.00	\$ 13,304.37	3.00%	\$ 430,174.63
Management and Enterprise Services, Office of	\$ 19,852,515.00	\$ 595,575.45	3.00%	\$ 19,256,939.55
Medicolegal Investigations	\$ 9,697,043.00	\$ 290,911.29	3.00%	\$ 9,406,131.71
Mental Health, Department of	\$ 325,691,562.00	\$ 9,770,746.86	3.00%	\$ 315,920,815.14
Merit Protection Commission	\$ 429,802.00	\$ 12,894.06	3.00%	\$ 416,907.94
Military Department	\$ 11,289,977.00	\$ 338,699.31	3.00%	\$ 10,951,277.69
Mines, Department of	\$ 878,067.00	\$ 26,342.01	3.00%	\$ 851,724.99
OCAST	\$ 15,970,730.00	\$ 479,121.90	3.00%	\$ 15,491,608.10
OSU Medical Authority	\$ 11,503,144.00	\$ 345,094.32	3.00%	\$ 11,158,049.68
Pardon and Parole Board	\$ 2,466,681.00	\$ 74,000.43	3.00%	\$ 2,392,680.57
Physician Manpower Commission	\$ 3,527,145.00	\$ 105,814.35	3.00%	\$ 3,421,330.65
Public Safety, Department of	\$ 73,809,377.00	\$ 2,214,281.31	3.00%	\$ 71,595,095.69
REAP	\$ 10,884,894.00	\$ 326,546.82	3.00%	\$ 10,558,347.18
Rehab Services, Department of	\$ 30,944,807.00	\$ 928,344.21	3.00%	\$ 30,016,462.79
Scenic Rivers Commission	\$ 270,984.00	\$ 8,129.52	3.00%	\$ 262,854.48
Senate	\$ 12,447,341.00	\$ 373,420.23	3.00%	\$ 12,073,920.77
Space Industry Development Authority	\$ 345,431.00	\$ 10,362.93	3.00%	\$ 335,068.07
Supreme Court or Court of Appeals	\$ 6,945,277.00	\$ 208,358.31	3.00%	\$ 6,736,918.69
Tax Commission	\$ 41,395,876.00	\$ 1,241,876.28	3.00%	\$ 40,153,999.72
Transportation, Department of	\$ 440,065,256.00	\$ 13,201,957.68	3.00%	\$ 426,863,298.32
Treasurer	\$ 3,091,715.00	\$ 92,751.45	3.00%	\$ 2,998,963.55
University Hospitals Authority	\$ 39,486,955.00	\$ 1,184,608.65	3.00%	\$ 38,302,346.35
Veterans Affairs, Department of	\$ 33,339,314.00	\$ 1,000,179.42	3.00%	\$ 32,339,134.58
Water Resources Board	\$ 6,243,259.00	\$ 187,297.77	3.00%	\$ 6,055,961.23

Attachment C



Attachment D



U.S. SCHWEITZER FELLOWS PROGRAM[®]

Delivering Both Immediate and Enduring Impact

Each year, The Albert Schweitzer Fellowship (ASF) selects and supports more than 250 new university graduate school students to follow in Dr. Albert Schweitzer's footsteps by improving the health and well-being of vulnerable populations.

The U.S. Schweitzer Fellows Program immerses these students in an experiential learning process designed to develop and sharpen the skills and abilities necessary to become lifelong Leaders in Service: individuals who are dedicated to and skilled in meeting the health needs of underserved populations, and whose example influences and inspires others.

Each U.S. Schweitzer Fellow partners with a community-based organization to identify an unmet health need, design a yearlong, 200-hour service project with a demonstrable impact on that need, and bring that project from idea to implementation and impact—all on top of their usual academic responsibilities.

Simultaneously, Fellows undergo a mentored, reflective, and multidisciplinary leadership development program that enhances their ability to successfully carry out interventions that improve the health status of underserved people.

Rooted in a holistic understanding of health, ASF's programming and the Fellows' Schweitzer service projects focus not only on clinical health issues, but also on the social determinants of health—the conditions in which people are born, grow, live, work and age, and which are mostly responsible for health inequities.

Accordingly, Schweitzer projects encompass everything from improving the physical environment where people live, to promoting early-childhood literacy and parent engagement, to encouraging healthy exercise and nutrition habits, to launching and staffing community health centers and clinics.

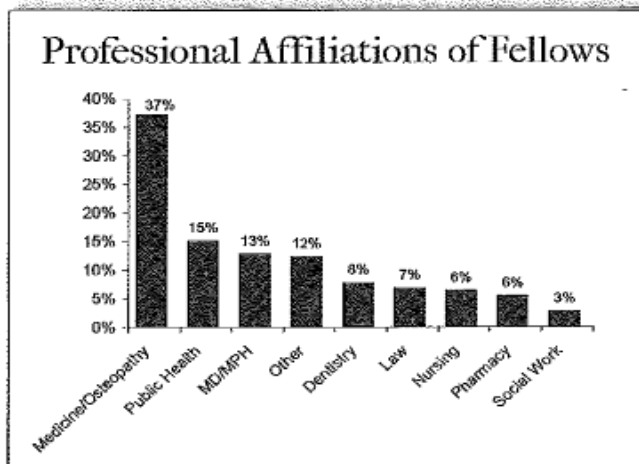
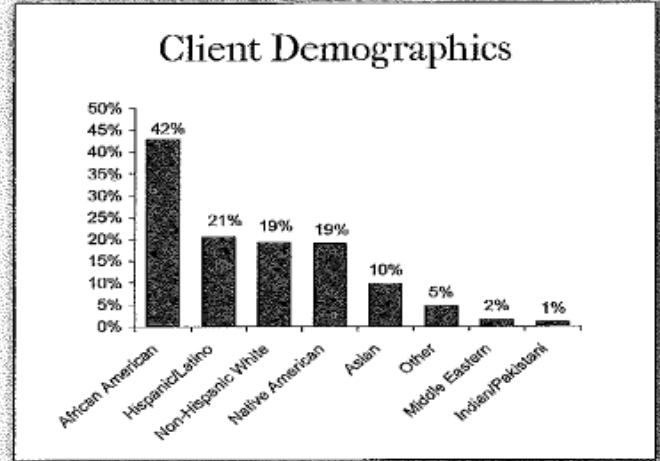
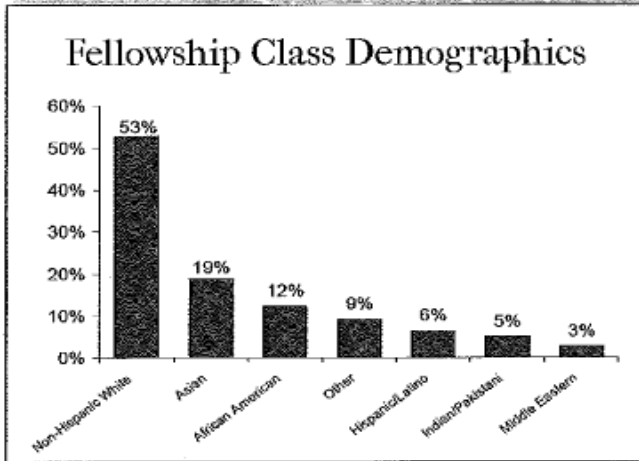
U.S. Schweitzer Fellows develop the ability to:

- Plan and implement effective community-based health interventions
- Understand the impact of the social and environmental determinants of health on individuals and communities
- Appreciate and value interdisciplinary collaboration as a major component of successful intervention and prevention initiatives
- Demonstrate leadership to improve the health status of underserved communities
- Balance personal and professional demands and remain committed to a life of service

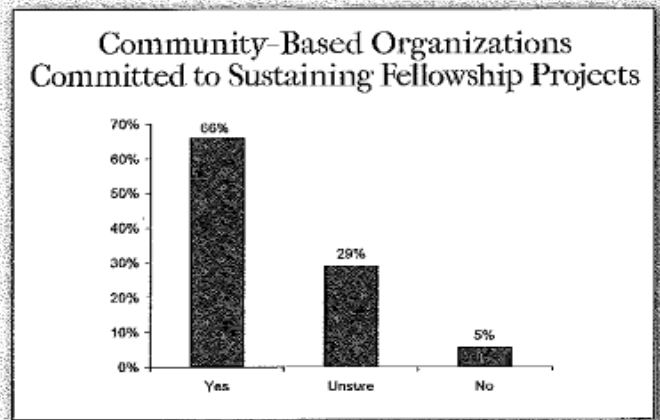
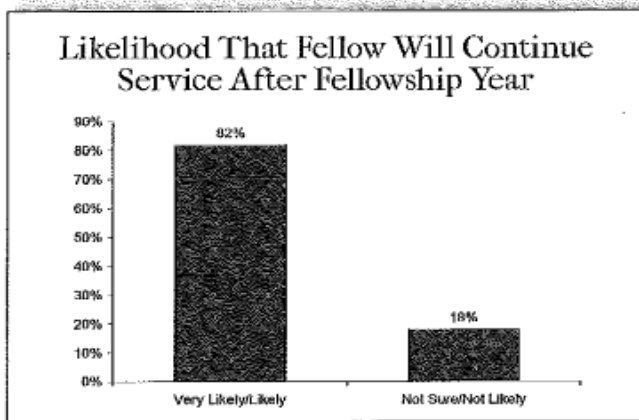
U.S. SCHWEITZER FELLOWS PROGRAM

By the Numbers

Fellows served nearly 30,000 clients in the most recent program year. On average, 89% of clients had low or moderate income



- ### Top Issues Addressed by Fellows
- 1.) Nutrition/Physical Activity/Obesity
 - 2.) Mental Health
 - 3.) Diabetes
 - 4.) Cardiovascular Disease
 - 5.) Alcohol/Substance/Tobacco Abuse
 - 6.) Oral Health
 - 7.) HIV/AIDS
 - 8.) Violence
- ### Top Populations Served by Fellows
- 1.) Ethnic Minorities/Immigrants
 - 2.) Mothers/Children/Adolescents
 - 3.) People Experiencing Homelessness
 - 4.) People With Disabilities
 - 5.) Formerly/Currently Incarcerated
 - 6.) Elders



Percentages in the "Fellowship Class Demographics," "Client Demographics," and "Professional Affiliations of Fellows" graphs do not add up to 100 due to dual degree programs and dual racial/ethnic self-identification.