

OSU-CHS FACULTY SENATE

2016-2017

March 10, 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. Hall, Dr. Beaman, Dr. Champlin, Dr. Finn, Dr. Lewis

Administrators attending: Dr. Stephens, Mr. Polak, Ms. Tappana

Call to Order: Dr. Wagner welcomed everyone in attendance and called the meeting to order at 12:00 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. Champlin, and seconded by Dr. Finn; the minutes were approved as presented.

Administrative Reports:

Dr. Stephens

He advised that President Shrum was not at the meeting. He said she sends her regrets at not being able to attend, and she recognizes the important work that the Senate does. She is engaged in the process regarding the Medicaid reimbursement and matching funds. Dr. Stephens noted that it becomes complicated very quickly, but a very brief overview is that the managed Medicaid that exists currently includes the ABD (Age, Blind, and Disabled) subset. He said the ABD segment represents 50% of the 46% of the amount of the money spent, but it represents only 26% of the population. When they look at doing managed Medicaid in the state, it opens up our entire Medicaid plan to the federal government and involves matching funds that go back and forth. When that occurs, the supplemental payments that go toward medical education—not just to OSU-CHS and OU, but also to all the hospitals and other things as well—the total falls in the range of \$900 million to a billion dollars per year. He advised that we, as well as OU, have been at the capital as well as other locations over the past three weeks, to be certain that it is known that if the process is opened, and the new CMS rule that became effective in January regarding supplemental payments to the state is implemented, we are at risk of losing \$600 million dollars in medical education funding. He said that every state has its own plan. He noted that such an outcome would shut down level one trauma at OU, and it will greatly affect both OSU and OU regarding medical education funding. This would bring dire straits. Although the state has said they would “take care of us”, Dr. Stephens commented that in recognition of the state’s \$700 million budget shortfall, realistically, that may not be possible.

Dr. Stephens said this is more information than he planned to take time to report, but Dr. Shrum was attending a meeting with the higher Regents to be certain they were aware of the ramifications we could be facing. He noted that the ABD segment represented \$52 million, but addressing that segment could have far-reaching consequences that could continue to escalate.

Dr. Stephens if anyone wanted additional information, they may contact him. He anticipates that the next month's report may provide additional information.

Dr. Stephens commented that regarding the denial of FS 16-17-005, Dr. Shrum and the administration are all very dedicated to the belief that the curriculum should be faculty driven. Therefore, it was important that the requested report be prepared by the COC, which is a Senate committee, and have the report from the committee be provided to the Senate in response to their request.

Dr. Stephens advised that a good article appeared in the Tulsa World Metro Section regarding the Simulation Center. He encouraged the Senators to read it. He said we are on target for the students to be using the building for the fall 2017 semester.

He added that the \$11 million, 5-year, COBRA research grant we received will provide for three investigators to be mentored to be NIH funded. We are starting the second year of that grant. He said that OSU-Stillwater has agreed to add some funds to what has been awarded to do an intramural grant program around the COBRA project. An internal advisory committee has been developed, and they were scheduled to meet that morning regarding the collaborative effort.

Dr. Stephens departed the meeting to travel to attend the advisory committee meeting just mentioned.

Ms. Tappana

Title IX Presentation:

Ms. Tappana advised that she is the Title IX Coordinator, and introduced Ms. Angela Bacon, and said she is the Title IX Deputy.

Ms. Tappana distributed printed literature titled "*Faculty and Staff Resource Book*, and said she would have a brief presentation highlighting some of the main elements involved. She said we must be in compliance since we receive federal funding.

She noted that Title IX is no longer primarily focusing on athletics aspects, but it has been broadened to include other facets. She referred to the content in the booklet which addressed the topics of *Sexual Violence, Domestic Violence, Stalking, and Harassment*. She first directed attention to pages 18 through 22, and noted that the definitions and examples are included in the booklet. She spoke regarding the differences between sexual violence and domestic violence. She also called particular attention to the content on page nine, which included reporting incidents to appropriate individuals. She especially called attention to page 12, and explained the difference between confidential and non-confidential reporting options. She reviewed the reporting options and responsibilities in detail, and advised Senators to keep the booklet handy for reference and refreshing the information as they needed it. In addition, she reviewed the resources that are available, and indicated they are clearly listed on page six, and telephone numbers are even provided.

Ms. Tappana responded to a few questions that were raised, and thanked Dr. Wagner for the opportunity to present the information to the Faculty Senators. Dr. Wagner asked if she would like to present this information at the Spring General Faculty meeting, and she indicated she would be pleased to do so. Dr. Wagner said it would be added to the DRAFT of the agenda for that meeting. He said the agenda would be presented for an approval vote and she would be contacted. He noted the Spring General Faculty Meeting was scheduled for May 11, at 2:30, in room D-207. He said she will be sent a copy of the approved agenda in advance of the meeting.

Mr. Polak

Mr. Polak said he wanted to touch on a few things that are going on in the legislature. He said that some members of the legislature have the opinion that higher education should be considered for reduced funding. Dr. Champlin had distributed a brochure prior to the meeting that bore the header, "Higher

education is a powerful economic driver for the state of Oklahoma, with the potential for even greater impact.” Mr. Polak indicated Pres. Hargis uses content from the brochure when he goes to talk with legislators; in addition, Dr. Champlin said Pres. Hargis refers to content within that brochure when he meets with the OSU Faculty Council members at meetings held in Stillwater.

Mr. Polak told Senators that he had been requested to provide information regarding what we would do if we had a 10%, 15%, or 20% reduction in the state appropriation. Mr. Polak reported that information was submitted yesterday. He said 10% = \$1.15 million, and 20% = \$2.3 million. He advised in the past, we have been able to absorb the cut--last year it was a \$1.2 million reduction which we were able to absorb due to growth. If there is another big cut, it becomes a different conversation. At a minimum, all of the great things we spoken of are at risk. We are already an anomaly; looking at the growth that the OSU Center for Health Sciences and OU Health Sciences Center have had over the past three years, there is a target. Some legislators understand that it is health care related and is externally funded, however, we are already an anomaly due to the growth we have had. Excluding the OU Health Sciences Center, our FTE increase over the past 12 months--on this campus- is probably as much FTE as the rest of the higher education system combined has had. The rest of OSU had a 235 FTE reduction from 2009 to 2014 when we have probably increased greater than 75 FTEs in that time period.

Mr. Polak said he doesn't want to scare anyone, but a 20% budget cut will change this campus dramatically. He said he is not looking at layoff or furlough plans. In contrast, he said a 10% budget cut is incredibly painful, but absorbable.

We have to start facing a reality that new issues that are coming up cannot be solved with new people unless the new people come with significant external funding. We have been good at hiring physicians to cover things because they have a contract to provide services somewhere and they bring in clinical revenue.

He advised that we have financial reserves to weather this storm; we haven't had to tap into them yet.

On a new note, he said three are a couple of good things. He noted that one of the big drivers of the state budget issues is our personal per capita income (our ranking) has actually been improving. We didn't take the huge recession hit that others had due to high oil revenue. Now, oil revenue is low and many other places have an improving economy. This ranking is calculated on a three-year rolling average with the federal government. We have been in a position where we had to pay more state dollars to get the federal dollars back. The Health Care Authority anticipates that after 2018, that trend will start to go back in the other direction. Of course we are also at the point that the new Republican proposal will be to cap Medicaid and cap federal reimbursement at the historical level of per recipient rates. That would mean the funding formula issue for 2019 rate may be very different. If it continues as it has in the past, just in order to keep it neutral, we would need an \$80 million increase. Mr. Polak said the matching rate in 2004 was in the high 20%, whereas now it is at 40.01%. So to collect \$10 in federal money, we need to put up \$4.00 in state funds. We need to make up the state match amount increase out of our budget. So, while we do have our cash reserves, we nevertheless need to be prudent. So, we are financially very sound and stable, unless the dean's GME goes away—then we would be in a totally different world. In summary, the face of higher education, the more we can have interaction of our students with our legislators, and the students are communicating with the legislators of their home town, the better the actual interaction with the legislators will be. In response to a question, Mr. Polak reported that there is an active system that alerts the legislators when a student from their area becomes a medical student. For D.O. day on the hill, the students have the opportunity to meet with their specific legislator(s). Students start at the OOA and then they have target legislators with whom to meet.

A suggestion was made to have the OSU legislator liaison meet with the Senate again; Dr. Thurman may invite her to speak with us again.

Regarding Senators going on a tour of the new building, Mr. Polak said he will be selecting perhaps four dates when faculty or staff can sign up to tour the building. The dates will be provided to Dr. Wagner. The dates may end up being every Friday in May, from 3:00 to 5:00 p.m. Sign-up sheets will be available. Dr. Wagner will email the Senators with information regarding getting a tour with Mr. Polak—possibly on a Friday afternoon.

Faculty Senate President's Report:

Dr. Wagner reported on the following items:

- The edits of the bylaws and charter are progressing. The current version has been provided to the administration, and they will be reviewing them for compliance with the needs for COCA requirements, after which the Special Committee will move forward so the final version can be proposed for an approval vote by the Senate at the April Faculty Senate meeting, preparatory to being submitted to the General Faculty for a vote at the Spring General Faculty meeting, which is scheduled for May 11, 2017 at 2:30 p.m. in room D-207.
- Dr. Wymore will be presenting information on the Curriculum Oversight Committee.
- The administration has replied regarding formal recommendation FS 16-17-005, which requested a report regarding the curriculum oversight and advisory committees. Although they declined to prepare/provide the requested report, they advised that the COC is a Senate Committee and suggested that the Senate direct the request directly to the committee for a response. Dr. Wagner said Dr. Wymore was in attendance at the meeting and the Senators were looking forward to his presentation. Dr. Wagner reminded Senators that the website page will provide information to those who wish to access it.
- An additional item in process relates to the shared services provided by OSU-Tulsa. He advised that the process is being addressed jointly by the staff organization and the Senate. More information will be forthcoming as the work continues.

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. Dr. Wymore will be providing a verbal report.

OSU-Faculty Council Report—Stillwater:

Dr. Champlin reported that the OSU Faculty Council met at 3:00 p.m. in the Council Room (412 Student Union) on February 14, 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.

Agenda Item 4. OSU Director of State Government Relations (OSU/A&M Board of Regents) Jessica Russell delivered a detailed presentation on the abysmal state of the budget outlook and how Higher Education is looked down on by many in the State Legislature. President Hargis backed her up with anecdotes and other comments. Faculty were encouraged to talk with family, friends, and representatives to educate them with regard to the value of higher education in addition to the importance of common education.

Agenda Item 5. President Hargis reiterated that the best we can hope for in higher education is a “flat year” budget wise. He entertained questions regarding such things as the pressure put on the University by the President’s ban on international travel by people from select countries and several recent incidents that have made the University look to be insensitive. Steps are being taken to enhance sensitivity and tolerance among students.

Agenda Item 6. Provost Sandefur reported on the status of three Faculty Council Recommendations with the Administration (see handout) regarding a policy for appropriate use

of network and computer resources (pending), enhancement of undergraduate research (accepted), and exempting eight-week courses from six-week course grade submission requirements.

Agenda Item 7.E. Graduate Faculty Council Chair Brenda Smith reported that the council has formed a working group to revise TOEFL requirements. Dean Tucker had reported to the Council that the Dissertation Workshop was a success and the College is working on several approaches to helping students with their writing skills earlier in their tenure. The March Subject Matter Group Meeting is scheduled for March 22 from 2:00-3:30 pm. Individual group meeting times will be announced.

The next regularly scheduled meeting of the OSU Faculty Council will be held on Tuesday, March 21, 2017 at 3:00 p.m. in the Council Room, 412 Student Union.

The agenda from the February 14, 2017 meeting, and the minutes from the January 10, 2017 are available through request to the Faculty Senate Office.

Old Business:

Pres. Wagner advised that the review of the committee process continues. He anticipates a formal recommendation may be offered for a vote at the April Senate meeting.

New Business:

FS 16-17-006 The Distinguished Faculty Service Award description modifications were offered for discussion/voting. The wording changes involved removing references to biomedical and clinical faculty, and having eligibility for nomination to be open to all 1.0 FTE faculty in the College of Medicine or the Graduate College. The suggestion that the award recipients may alternate between these groups was not regarded as necessary wording to be included in the description and was recommended for deletion. Following discussion, the formal recommendation was voted upon and unanimously passed. The approved revised award description is attached.

Verbal report by Dr. Wymore, Chair of the Curriculum Oversight Committee:

Dr. Wagner introduced Dr. Wymore's report with an initial expression of thanks for all of the hard work that goes into chairing such an important and vital committee, and by sharing with Dr. Wymore that the Senate appreciates his dedication. Dr. Wagner advised Senators that Dr. Wymore had submitted the responses to the questions posed earlier to the administration, and Dr. Wagner indicated his plan to combine the various elements and documents provided into a cohesive narrative report that will include any diagrams and attachments that pertain to processes. Dr. Wagner said he intends to submit the combined report to Jamie Edford, our web specialist, so the full information will be widely available to faculty and others. He noted that he also plans to provide the information at the April 14, 2017 Faculty Senate meeting.

Dr. Wymore thanked the Senate for the opportunity to provide an update regarding the workings of the Curriculum Oversight Committee and to discuss how we can best serve our students in the College of Medicine in order to help them achieve their goals to become successful physicians.

A Senator commented on the value of communication regarding the committee's work and processes. Dr. Wymore indicated that communication is an important element of the work of any committee, and the Curriculum Oversight Committee has a complex information process. He said he was somewhat surprised to learn that the departmental chairpersons wanted more information, and he is happy to address that request.

There was extensive discussion on approaches that could be taken to improve COC functionality. Among the items mentioned were the following:

- **Recommendations posed:**

- Add a routine COC agenda item to acknowledge receipt of inquiries originating from the COC website form, and assign generating the reply to the appropriate member of the COC, including the timetable for the response
- Seek some administrative support from the Senate office or others, in advance of when it is needed; the goal is to alleviate some of the time required of the COC chair
- Provide a timely alert to a faculty member when a decision made in the COC will affect teaching/classroom/clinical faculty
- The curriculum for the Bridge program should be incorporated into the COC responsibilities
- Not all matters should be the work of the COC; individual course directors may be able to address appropriate questions; distinguish between those matters that are appropriate for COC consideration

These items were suggestions and there was not sufficient time to discuss the full implications of each, so they are discussion items and non-binding. In calling the discussion to a close, Dr. Wagner said he would be working with Dr. Wymore with the preparation of the combined report that will be posted on Centernet and distributed at the April Faculty Senate meeting.

Adjournment:

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

**Written Committee Reports
Faculty Senate Meeting
March 10, 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 March 3 with the six first year students regarding failed grades in the Cardiovascular system course and two third-year students regarding COMAT failures.

Curriculum Oversight Committee (Randy S. Wymore)

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

The COC heard reports on the following topics:

- 1) The COC heard proposals from Dr. Rouch regarding a free standing physiology course of 4 credit hours. 64 contact hours of physiology will be pulled out of the Systems. The COC discussed and then passed a motion to move forward with reorganization of some content of the curriculum to better facilitate student learning. This included the COC authorizing the Chair of the Pharm/Phys department to begin working with the physiology faculty to generate a proposal for what a first semester physiology course would look like. This will allow the approximately 64 hours of time to be freed up in the 2nd, 3rd and 4th semesters of the systems courses. The consensus is that this will allow more time to be dedicated to understanding of pathology, pharmacology and clinical cases. A motion was passed to allow the recommendations to proceed forward:
 - a. The full motion was: “The COC instructs the Thread Committee to move forward with analysis and recommendations for: 1) the restructuring of the clinical anatomy course to include, but not limited to, identification of areas where delivery method or content can be modified; 2) to assist the working subcommittee examining the roles and content of the DTP, HCF and Clinical Skills courses; 3) to request the Physiology department begin to examine the specifics of what a stand-alone physiology course would look like; 4) to examine the optimal placement for histology (anatomy or physiology); 5) to identify the best sequence of the BMF courses during the first year of coursework, and 6) to work with the systems course coordinators regarding the structure of their courses.”
- 2) The topic of a recommendation to purchase another board prep tool for students was discussed. ComQuest was recommended and was passed on the CAC.
- 3) A sub-committee was proposed to look at DTP, Clinical Skills and Healthcare Foundations courses. It was decided that some content was redundant, some can be joined into one course and other content might be better suited for the 3rd and 4th years of the curriculum. Proposals will come from each course coordinator of the existent 3 courses as to what should be in the new course.

Motions passed by the Curriculum Oversight Committee (COC) and passed on to the Curriculum Advisory Committee (CAC) for consideration.

1) The COC unanimously recommends that the Center for Health Sciences hire a “learning resource specialist” to work with students requiring assistance.

Rationale: The Student Success Committee is not able to adequately address all of the needs of our students. Many medical schools have a department devoted to learning needs of their students. Faculty are best equipped to be content experts and working with students on study strategies, but often students need more than faculty can offer them.

2) The COC recommends that the boards preparatory material from COMQUEST be purchased to assist students in prepping for their Level I COMLEX exam.

Rationale: There had been discussion surrounding the idea to purchase an additional prep tool for students to use in studying for their COMLEX Level I exam. Discussion centered around purchasing Uworld or COMQUEST. The pros for Uworld included the fact that students feel their explanations for each wrong or right answer are amongst the best available. Cons included the fact that it is a USMLE prep tool, and hence there is no OMM/OPP content. Pros for COMQUEST included the fact that it is a COMLEX prep tool rather than USMLE and hence has osteopathic content.

3) The COC recommends that an outside, 3rd party vendor be utilized for the COMLEX Level 2 CE review.

Rationale: Much like OSU-COM utilizes an outside board preparation company to prepare 2nd year students for their COMLEX Level I exam, the same success strategy should be employed for students in preparing for their COMLEX Level II exam. This came as an approved motion from the Years 3 & 4 Curriculum Coordinating Committee. At that meeting it was pointed out by clerkship directors and residency directors that our students are at a disadvantage in this regard when competing with the many schools who do offer Level II review/prep classes taught by individuals who specialize in this. In the past, this review has been handled in house. It was felt that an outside vendor would allow for better standardization of content and less, topic to topic variability.

4) The COC recommends that the policy of having two concurrent class ranks; one of each individual semester, and one of the cumulative standing, be replaced by only calculating the running cumulative class rank.

Rationale: The process of calculating the semester to semester class ranking is time-consuming, not a good use of resources and provides little useful information. The residency directors only look at the cumulative class rank when students apply for their residency programs. The Dean’s List can be compiled using the single cumulative class rank. This may be a purely administrative decision, but the COC recommended that the motion be passed on to the CAC in case that committee desired to weigh in on the topic.

5) Informational only: The COC voted unanimously to do away with the anonymous curriculum feedback submission process.

The “button” allowing students to submit curriculum feedback anonymously possibly served a purpose in the early days of our current curriculum. Many students include their name/email when they submit. There has been little actionable suggestions/concerns/comments submitted in the last year. Due to the anonymous nature of this feedback mechanism, most of the comments have been students venting their frustration and at times anger over perceived inadequacies of the curriculum. Mechanisms for students to submit feedback remaining include: relaying their concerns through their elected class officers, or the Student Curriculum Coordinating Committee members, going to course coordinators or individual faculty, to the appropriate Associate Dean,

or directly to the COC by contacting the Chair. This was also strongly supported by the student members of the Student Curriculum Coordinating Committee.

The CAC approved all of the motions put forth except for #3. Dr. Johnson will get more information regarding potential vendors and the cost associated with an outside Board Prep for students in their 3rd and 4th years and then the CAC will take up the topic.

The next meeting of the COC will be March 09, 2017.

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 committee is scheduled to meet on March 9; a report will follow.

Chemical Hygiene and Radioisotope Use Committee (David Wallace)

The committee has not met since the previous Senate meeting.

Institutional Animal Care and Use Committee (Tom Curtis)

The Animal Care and Use Committee has not met since the previous Faculty Senate meeting.

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 February 15, 2017. 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, St. Clair, Crandell, Wallace, Katz, Blewett, Köhler, Smith, Reddig, and Champlin in attendance.

- I. The minutes of the September 21, 2016 meeting had been electronically distributed and were approved unanimously. The most recent meeting of October 18th was held virtually by email and no minutes were taken.
- II. No new or revised protocol applications had been submitted for oversight.
- III. Amber Hood and Laurie St. Clair of the Office of Research led a discussion on the status of the new streamlined biosafety training process featuring the use of CITI modules. The Office of Research has reminded all affected faculty, staff, and students of the new training requirements which were to be completed for the first time by October 14, 2016. Not all individuals are compliant as of this date. It was decided that the Chair will craft a letter to Dr. Johnny Stephens, Interim Vice President for Research (cc: Drs. Bruce Benjamin and Anne Weil) asking that he direct all PIs and laboratorians in affected laboratories to comply with

the training requirement. The letter will be perused by Amber and Laurie before submitting, and their office will provide the contact list.

- IV. Ms. Hood informed the committee that after our IBC review, the OSU CHS Policy Committee reviewed the *OSU CHS Institutional Biosafety Policy (4-70301)*, which was then approved by the OSU CHS executive team in December 2016. Please remember that our committee's *Policies and Procedures Statements* document has been renamed the *OSU CHS Standard Operating Procedures* in order to preclude confusion.
- V. The committee had been given the opportunity to peruse the February 2017 Revision of the *OSU CHS Biosafety Manual*. Ms. St. Clair conducted a review discussion and several suggestions were made with regard to updating the *Manual*. Once the modifications are made, she will recirculate the document to the committee members by email.
- VI. Members who had not already done so were encouraged to participate as presentation judges for the 2017 OSU CHS Research Day.

The next regularly scheduled meeting of the IBC will be held Wednesday, March 15, 2017 at 2:30 pm in Conference Room E-469.

Institutional Review Board (Michael Pollak)

The committee has not met since the previous Senate meeting.

Faculty Senate committees:

Budget and Benefits Committee (David Wallace)

The committee had the pleasure of touring the new Tandy building. It was most rewarding; I recommend that the Faculty Senate requests that they have a tour—it could most likely be arranged prior to the certificate of occupancy being issued in June!

Faculty Affairs Committee (Nancy Van Winkle)

The Faculty Affairs Committee met on March 2nd.

The Committee reviewed the final draft of a report regarding Unit Personnel Committees that will be sent this week to the Chair of the Promotion and Tenure Committee.

The Committee reviewed and revised the following which will be sent to faculty by the end of the week:

- Nomination forms for Faculty Senate members and President-elect
- Form for soliciting information from faculty about committee preferences
- Letter to General Faculty regarding these forms

The Committee discussed the Faculty Senate's charge to see if we can have electronic voting at General Faculty meetings. Brandy Close is assisting the committee in determining if the SharePoint program used for voting at OSU Stillwater would work for us. The committee is getting additional assistance from the Office of Educational Development to see if Survey Monkey would be a better option. Other questions will need to be determined, such as who can vote (e.g. attendees at the meeting, which non-attendees), if there will be a window of time for voting (e.g., one hour, one day, one week), and what the impact will be on attendance at the meetings if voting can be done by non-attendees.

The Committee discussed the Faculty Senate's charge to determine possible ways for faculty to let the Committee know of their desire to have more involvement on a committee, e.g., be a Chair. The current Committee Preference Form was reviewed and felt to be the best way for individuals to make their desires known. There is a section that reads "**Comments** – *Please provide any comments that you feel will be helpful to us as we consider committee membership (e.g., you would like to be considered for chairmanship of a committee you are on)*". This section on the form allows faculty to make requests while they are thinking about committee participation. Faculty also could leave a comment or question on the *Faculty Senate Feedback* link on the OSU-CHS Faculty Senate website that could be given to the Faculty Affairs Committee.

The next meeting will be held on March 30th.

Promotion and Tenure Committee (Randall Davis)

The committee is scheduled to meet in early March to review and make recommendations regarding the promotion and tenure process submissions. The committee's recommendations will be 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)

BSGC activities for the March Faculty Senate report:

- Approval of minutes
- Approval of student forms
- Survey in the Graduate College Monday Memo that is requesting feedback on current level and the needs of student academic writing. Survey due March 10.
- Schedule Fall Graduate Biomedical Sciences Faculty meeting for late April. Originally, suggested to piggyback on Group 6 but it may not be late enough.
 - Vote on:
 - 60 hour rule
 - Moving from 5 year to 4 year maximum biomedical sciences stipend
- Combed through Guidelines for handbook revisions
- Confirmed there is no current graduate student dress code other than being appropriate for the environment.

OSU-Faculty Council Representative (Franklin Champlin)

The OSU Faculty Council met at 3:00 p.m. in the Council Room (412 Student Union) on February 14, 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.

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The next regularly scheduled meeting of the OSU Faculty Council will be held on Tuesday, March 21, 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)

A brief verbal report will be given at the April 14, 2017 Faculty Senate Meeting.