

OSU-CHS FACULTY SENATE
2016-2017
November 18, 2016 Minutes
Joint November/December 2016 Meeting

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,

Members Absent: Dr. Hall, Dr. Lewis

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

Guests: Dr. Al Rouch

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 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. Finn and seconded by Dr. Chronister; the minutes were approved as presented.

Administrative Reports:

Mr. Polak

Mr. Polak reported on the following items:

- Mr. Polak is working with the administration in Stillwater to extend the tuition waiver for CHS dependents. CHS will need to pay the costs for the CHS dependents. He is working with Joe Weaver's office in Stillwater. Dr. Champlin, who serves as the CHS representative at the Faculty Council meeting in Stillwater, advised that at the most recent meeting it was mentioned that the tuition waiver program may begin as early as the fall of 2017 for the Stillwater employee dependents. The intent is to announce it in Stillwater just after the first of 2017. It is the plan for CHS to have that same timetable.
- Mr. Polak expressed his thanks to those who attended the campus Master Planning meeting and said the service to the institution is greatly appreciated. This was a meeting with the master planning consultant. On this first visit; they were here for 2.5 days and they met with a number of internal and external people. They will have a virtual meeting with the Steering Committee on December 15 to present their common findings. The planning process will provide opportunities for input on the different scenarios they present. The timeline on the process is anticipated for March 2017.

The strategic planning from the various areas will be provided to the consultants in order to incorporate these elements correctly and to meet the goals we are endeavoring to develop.

In reply to a question, Mr. Polak indicated they will be addressing long-range planning in addition to the short-range approach. This long view will include acquisitions for properties that will be needed perhaps twenty years into the future. They will also consider missing pieces for both the current and long-range views.

In response to a question, Mr. Polak advised that they will provide visual elements and drawings, but not at the level of detail that would be required for construction plans.

- Regarding the budget, the process includes the following steps:
 1. There is an initial certification of revenue in December.
[It is currently anticipated that there will be a \$450 million shortfall—but we will know better in December.]
 2. There is another re-certification during the legislative session; that is the final number. The legislative session begins in February and must adjourn by the last Friday in May. So, the last couple of weeks in May is when we know what the State Regents will get appropriated, and then the State Regents are really fast in running that through the funding formula they have and sending the information to us.
 3. It is known that there are legislators that want to give common education teachers a raise in pay, and they see reducing the funds for higher education as a way to fund the raise for common education teachers.

Dr. Pettit

Dr. Pettit provided the following report:

- COCA has received our report; they have put us on a consent agenda, which essentially means have approved it, and which means we are not required to be in attendance. However, the President or her designee must be available by phone to answer any questions that may be raised when the commission meets; generally it is passed unanimously at that meeting which means that we are in good standing. There were four items previously identified which have been addressed. That consent agenda meeting is scheduled for December 2.
- A Council of Deans has been developed, which Dean Shrum leads; a Council for the Provost has been formed and a meeting has been called for December 14. The Academic Standards Committee, the Graduate School, Health Care Administration, Athletic Training, etc. will be included in the Council for the Provost. One question to be addressed is whether there should be an Academic Standards Committee for the Graduate College. The President would like us to develop that.
- The Fall 2016 General Faculty Meeting has been scheduled for December 16. Dr. Pettit encouraged all to attend.
- Another item that is important to be mentioned is that we are in the process of making sure that all of our AOA accredited residency programs are converted to ACGME by 2020. We are currently working on that conversion and we are doing very well. Our major OSU programs have submitted and either have initial accreditation, which Internal Medicine does, or have pre-accreditation. We also have two peripheral sites—McAllister and Tahlequah that have pre-accreditation. It has been a lot of work and involved considerable clinical faculty time. One area of focus right now is what we are doing about private residencies—including Anesthesia, Ophthalmology, Otolaryngology, Orthopedics, and Radiology; they are all private and are all community based residency programs. Although they may be adjunct faculty, they are not CHS faculty. ACGME has reviewed Otolaryngology, Radiology and Orthopedics. Some citations have come out for Radiology; however, it is a very good program. The reviewer only wanted to review hard-copy information and would not consider electronic submissions. Therefore, some

data format adjustments must be accomplished and we will be working diligently on this aspect. From the university's perspective, it is all going very well. Dr. Pettit and Mr. Polak have been establishing .2 faculty status, and will be working to bring some of the private doctors into the department of Surgery. Further, a meeting was scheduled for early that evening with the department of Anesthesia to discuss their role.

Dr. Beaman's program, which now has 11 faculty members, will be submitting their ACGME application shortly; at the time of submission, the program will have numbers in excess of what is required by ACGME.

Dr. Pettit said that right now, we have a few shortages in various departments:

- six persons short in Emergency Medicine
- two to three short Anesthesia, and other places, and
- two short in Orthopedics.

These are all expenses that will need to be covered; it is in the neighborhood of \$100K per resident, per year.

All of the funding for the three teaching health center programs, Family Medicine, OB, Peds, which happens to be 42 slots, will sunset in September of 2017 and unless the government reauthorizes, we will need to find a way to pay for 42 x \$100K which is \$4.2 million for residency salaries.

Dr. Pettit said we are in interesting times for medical education. We have moved Dr. Gary Slick, Dr. Duane Koehler, Dr. Jenny Alexopoulos, and the Executive Director of OMECO--Lesley VanVolkinburg, and one administrative assistant over to the hospital where they are closer to the residency programs. Also, we've established an office just for program coordinators and have hired five new ones to help support the five residencies we are trying to get accredited.

Dr. Pettit asked if there were any questions. An inquiry was raised regarding how the numbers mentioned (11, 42, etc.) are generated. Dr. Pettit explained that the accreditation counselor has the minimum number, and the difference between the stated recommended minimum and what we currently have represents a "shortage" of residencies per year within a given area. He elaborated, advising that the AOA and ACGME have assured us that a small program alone, meaning less than the recommended size, would not be a reason not to recommend a program—however, we must meet everything else. It is all in negotiation right now. We are aiming for the recommended numbers and are striving to fulfill what is required.

Mr. Polak mentioned that the positions that had been previously mentioned would need to go before the Board of Regents for approval; when that occurs and the approval is received, a notice will be distributed. Specifically, the positions include:

- *Vice President for Research, Center for Health Sciences*
[The previously existing position was titled "Vice President for Research and Institutional Advancement". The two elements have been split into two positions.]
A Search Committee, chaired by Christopher Thurman, D.O., Chair and Professor of Family Medicine, is conducting a national search.
This position reports directly to the Senior Vice President. Individuals reporting directly to the VP Research include staff assigned to the Office of Research.

- *Vice President for External Affairs, Center for Health Sciences*
[The previously existing joint titled position “Vice President for Research and Institutional Advancement”, was split as described above, with the new title designated as Vice President for External Affairs.]
A Search Committee, chaired by Johnny Stephens, Pharm.D., Senior Vice President and Chief Operating Officer, Professor of Internal Medicine and Clinical Pharmacist, is conducting a national search.
This position reports directly to the Senior Vice President. Individuals reporting directly to the VP External Affairs include Marketing, Outreach and University Engagement, and Communications resources.
- *Vice President for Strategy, Center for Health Sciences*
[This is a new position that resulted from the recent change in hospital management to Saint Francis Health System.] The position will assist the President and Senior Vice President with creating, communicating, implementing, and sustaining strategic initiatives. It is intended that this position will additionally serve as the Chief Operating Officer for the Oklahoma State University Medical Trust. Jeffrey Stroup, D.O., Professor of Internal Medicine was named the Interim Vice President for Strategy. This position reports directly to the Senior Vice President and Chief Operating Officer.
- *Senior Vice President and Chief Operating Officer, Center for Health Sciences*
[This is an existing position at OSU-CHS with the current title of Chief Operating Officer and Interim Vice President for Research that requires a change in title for Johnny Stephens, Pharm.D., Interim Vice President for Research and Chief Operating Officer, Professor of Internal Medicine and Clinical Pharmacist.] After review of the faculty feedback described above it was determined that this leadership structure is appropriate.
This position reports directly to the President.

Mr. Polak said there is also a national search underway for an Associate Dean for Rural Health; Dr. Baker is chairing that search committee. Dr. Pettit advised that he is dropping one of his titles—he said it is an appropriate time to do that.

Dr. Wagner thanked the administrators for their informative reports.

Faculty Senate President’s Report:

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

- The Faculty Senate communicated with the administration requesting that the tuition waiver program for dependents of CHS employees be reviewed to determine whether it could be instituted here. It was recognized that funding for this benefit will need come from CHS. The request and the funding feasibility were evaluated, and an announcement was made that it will also be instituted at CHS. Eligibility and other details will be carefully worked through and the information will be disseminated. It is intended that the benefit will become available at CHS on the same timeframe as it is begun for the dependents of Stillwater employees.
- A Town Hall Open Forum has been scheduled as follows: December 1, 2016, noon, in room D-107. The first Town Hall will be for faculty, and there may be a subsequent Open Forum that will be for faculty and staff. Topics of interest will be raised at the 12/1 forum for discussion.

Items presented for voting:

A. FS 16-17-004 Academic Standards Handbook Revision, Fall 2016

Dr. Rouch, Chairman of the Academic Standards Committee spoke regarding the development of the motion, and indicated he would be happy to respond to any questions. There was extensive discussion and explanation regarding the proposed individual changes. There was an in depth discussion regarding the number of attempts a student may have to pass the COMLEX examinations. Following the discussion, the question was moved forward for a vote by Dr. Beaman, and seconded by Dr. Finn.

Action: Approved by the Faculty Senate

The Academic Standards Handbook revision will now be presented to the General Faculty for a vote. It will be distributed to the faculty in advance of the vote for their convenience in reviewing the content.

B. Vote to Approve the DRAFT agenda for the Fall 2016 General Faculty Meeting scheduled for December 16, 2016, 1:30 to 3:00 p.m., in Dunlap Auditorium.

Action: Approval was moved by Dr. Champlin, and seconded by Dr. Beaman. The Agenda was Approved by the Faculty Senate; it will be distributed to the General Faculty prior to the meeting.

Committee Reports:

Dr. Wagner called attention to the Committee Reports document included in the agenda packet, and invited the Senators to review them following the meeting.

Dr. Champlin commented that at the most recent Faculty Council meeting in Stillwater, it was announced that CHS would also be providing the tuition waiver benefit for dependents of CHS employees.

Dr. Wagner encouraged the Senators to read his written report from the Oklahoma State Regents Faculty Advisory meeting, and he noted that a link was included relating to student performance and higher education in general in Oklahoma; he suggested that further information can be reached at:

<http://okhighered.org/state-system/:powerpoints/powerpoints.shtml>.

A comment was made that the failure of the vote for the additional penny tax that would have been designated for higher education was included in the recent election, and this failure to pass has already had an effect. It was thought that beyond not getting the one-cent increase, it is possible that, in addition, a reduction may be imposed.

Faculty Affairs Committee:

Dr. Holly Ballard provided an update that the Faculty Affairs Committee had met and the committee is in the process of gathering data from other institutions regarding their governance documents, and to compare if some schools have already developed documents that would be useful in revising the CHS governance documents. Dr. Finn said the Faculty Affairs Committee is working diligently to produce the appropriate revisions to the Bylaws or other governance documents. Dr. Wagner said he is eager to have the revisions completed so the documents will accurately reflect what actually exists.

Old Business:

Dr. Wagner reported that at the next Senate meeting, the reply from Dr. Anne Weil who is chair of the 2016-2017 Research Committee will be discussed. This is in connection with the process for reviewing the committees that was begun during Dr. Sarah Hall's term as Senate President last year.

Dr. Wagner said it is important to have DRAFT documents for the revision of the governance documents ready to be reviewed and voted upon by the Faculty Senate at the April 2017 meeting; this is particularly important since the Senate must first approve the revisions prior to recommended changes being presented for a vote at the Spring General Faculty Meeting which is scheduled for May. [Subsequent to

the Senate meeting, an open forum was held December 16, from 11:00 a.m. to noon, to discuss the roles of committees.]

By way of information, Dr. Wagner advised that the voting actions taken thus far this Senate term will be mentioned during his Senate President's report at the General Faculty Meeting on December 16.

Dr. Beaman raised a question regarding the chairship of the Curriculum Oversight Committee. He noted that he was under the impression that the chairship was to alternate between biomedical and clinical faculty. He said it would be a propitious time to carefully look at the curriculum related committees now as the Bylaws are being reviewed. Dr. Beaman commented that how the committees are being overseen could very appropriately be included in the governance documents. He said that it is important to have an identified body or committee that will oversee individual committee's charges and their associated performance and actions.

Dr. Beaman indicated that it is important that the Faculty Affairs Committee is aware that there are now clinical faculty members who would be willing to serve as a chairperson on alternating years.

Dr. Wagner encouraged the Senators to read the committee review information that was distributed a few weeks ago. He volunteered to resend the documents for their convenience in becoming familiar with them in preparation for the next discussion on the topic. He suggested that a meeting could be held, and Dr. Van Winkle could be invited to attend and present the process used in developing committee memberships as well as providing input on other aspects. He noted that such an opportunity could be important and integral to developing a smooth, efficient process in order to develop effective revised governance documents.

One topic that was raised, and it was believed it was deserving of attention, involved the level of student preparation for service in a clinical environment and during their rotations. This topic was associated with the content of the curriculum and the oversight of committee processes.

Dr. Wagner said he would send a Doodle Poll to gather information regarding faculty availability to attend a meeting for this discussion.

New Business:

Although some aspects of topics were new facets on former subjects, it was decided to group these issues together under the reporting of Old Business. There were no topics that were specifically initially new business raised for discussion.

Adjournment:

The meeting was adjourned at 1:23 p.m.

**Written Committee Reports
Faculty Senate Meeting
November 18, 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:

- November 11, 2016 with two 3rd-year students regarding two failed attempts at COMLEX 1, one 1st-year student for failing grades in BMFII and BMFIII, one 2nd-year student for failed grades in the GI/Hepatic and Neuro System courses; and one 3rd-year student for two failed COMAT scores in Family Medicine;
- November 14, 2016 with four 4th-year students for failed COMLEX 2 PE scores

Curriculum Oversight Committee (Randy S. Wymore)

The Curriculum Oversight Committee (COC) met on October 20, 2016. The November 3rd meeting was cancelled due to the Chair being away at a conference.

The COC heard reports on the following topics:

- 1) The results of the COMLEX Level I boards have continued to be discussed. The last retakes have been completed, but not all of the scores are in yet.
- 2) The bulk of the discussion centered around the topic of small changes to the curriculum that could have high impact on the success of our students. This includes instituting a fall, first year physiology course and how that will ripple through the first 2 years of the curriculum.
- 3) The topic of an institutional remediation policy was debated. Some favor it and others do not wish to change the way we currently do things. The discussion will continue at the next meeting.

The next meeting of the COC will be November 17, 2016.

Learning Resources (Nedra Wilson)

The Learning Resources Committee (LRC) has not met as this committee is redundant with some of the activities of the Curriculum Oversight Committee. Although I had planned to have a LRC meeting this month, I postponed this meeting until next month. As such, I will be sending out an email to students and faculty for requests on any learning resource issues.

Student Affairs (Kelley Joy)

The Student Affairs Committee has not met since the previous Senate meeting. The next meeting is scheduled during the week of November 14-18-16.

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 next meeting is scheduled for November 16, 2016.

Chemical Hygiene and Radioisotope Use Committee (David Wallace)

The committee has not met since the last Senate meeting, and is scheduled to meet on November 16th.

Institutional Animal Care and Use Committee (Tom Curtis)

IACUC met on Nov 3rd. There was one new protocol and one annual update to review. The annual update was accepted and the protocol was sent back to the researcher for revisions. We also did the semi-annual program review and no issues were identified.

Institutional Biosafety Committee (Franklin Champlin)

The following tabulation is a summary of the major agenda items addressed at the most recent meeting of the Institutional Biosafety Committee (IBC). Their respective outcomes and any items requiring eventual Faculty Affairs Committee or Faculty Senate action are included where appropriate.

The Committee met only virtually by email during the month of October due to the facts that no Infectious Agent or Recombinant DNA applications had been received or were pending for IBC oversight.

- I. The minutes of the September 21 meeting were distributed electronically for Committee perusal and will be considered for approval at the next meeting.
- II. An effort is ongoing to further inform all affected personnel that it is necessary for them to complete the newly streamlined CHS institutional biosafety training by reading and being examined over the content of selected CITI modules. This is a new training requirement with which all researchers must be compliant.
- III. Ms. Hood of the Office of Research continues to work with Ms. St. Clair to modify the *OSU Institutional Biosafety Policy* to be congruent with OSU CHS requirements. The modified document is tentatively titled *OSU CHS Policy and Procedures*. The current *Policies and Procedures Statements* document will be renamed the *OSU CHS Standard Operating Procedures* in order to preclude confusion, and the IBC roster remains invited to submit comments.
- IV. Pursuant to a request by Research Committee Chair Dr. Anne Weil, the Office of Research currently has 10 Infectious Agent and 8 Recombinant DNA protocols covering active research that has received IBC oversight and approval.
- V. REMINDER: Future IBC meetings will be held at 2:30 pm (rather than 2:00 pm) on the third Wednesday of each month in Conference Room E-469. The next regularly scheduled meeting of the IBC will be held Wednesday, November 16, 2016 at 2:30 pm in Conference Room E-469.

Institutional Review Board (Michael Pollak)

The committee has not met since the previous Senate meeting.

Faculty Senate committees:

Budget and Benefits Committee (David Wallace)

The committee met on November 2nd. The committee invited Tina Tappana and Holli Boneè to update the committee on the new insurance/benefits plans that are being offered for the 2016-2017 year. Ms. Boneè presented via WebEx seminar from Stillwater and discussed the continuation of the current medical plans, but then the new plans for dental (Cigna) and vision

(EyeMed) which replaces our current carriers (HealthChoice and VSP, respectively). Cost comparisons and additional benefits were presented as were drawbacks to the programs. The floor was opened to general Q&A and discussion. After the open discussion, the committee thanked Ms.'s Tappana and Boneè for their help and information. There was little new business to discuss, with additional reports slated for the December 7th meeting.

Faculty Affairs Committee (*Nancy Van Winkle*)

The Faculty Affairs Committee met on November 1st and 15th. During these meetings the committee began the review of material gathered on 4 Universities with Health Science Centers identified by Julia Crawford, librarian, as 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 will be reviewing some articles identified by Julia Crawford about faculty governance at Centers for Health Sciences. In the course of our discussions, we also reviewed our OSU-CHS organizational structure and the status of emeriti faculty at OSU-CHS. The Committee has obtained information from the Faculty Senate that was collected during the Committee Review Process last Spring. This information will be considered in future discussions.

In response to a request from Senate President Jarrad Wagner, the committee is recommending that, if a new person is needed for the OSU-CHS faculty position on the Higher Regents Faculty Advisory Council now, the new person should be chosen in the usual way. Changing the selection process for that position should be part of the revised bylaws.

The next meeting will be held on December 6th.

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*)

1. Discussion occurred regarding changing the minimum hours in the Ph.D. program from 90, due to the updated guidance from the Graduate College
2. Discussion and brain storming occurred to formulate revised stipend support guidelines and forward these new solutions to our administration for releasing stipend support for the incoming students. As it stands currently, there is no guarantee of stipend for students to be admitted for Fall 2017
3. Graduate student exam results will now be submitted to all advisors in order to address any issues in a timely manner
4. Strategic planning is being conducted for the graduate programs

OSU-Faculty Council Representative (Franklin Champlin)

Report of the October 11, 2016 OSU Faculty Council meeting.

The OSU Faculty Council met at 3:00 p.m. in the Council Room, 412 Student Union on October 11, 2016. The following tabulation is a summary of major agenda items addressed at the meeting which may be of general interest to the CHS Senate membership.

(You may request that the meeting agenda, the full meeting minutes and the handouts be sent to you by requesting them through the Senate Office. The .pdf file of the agenda, minutes, and six .jpg files. can be sent to you as email attachments).

Agenda Item 4a. OSU has an ombudsman who is a retired faculty member (Dr. Ken Bartels) and his services are available to all faculty, students, and staff. He gives an annual talk to the Council reminding them of his services.

Agenda Item 6. Provost Sandefur distributed the COACHE Team final report (see handout) and asked that we share it with our respective constituents. He also reported that three Faculty Council Recommendations have been acted on (see handout). The recommendation that tuition be waived for the dependents of all faculty and staff received a favorable review by the Council of Deans and Central Administration, and will be implemented at a date TBA soon, most likely in the Fall of 2017.

Agenda Item 7f. Dr. Brenda Smith of the Graduate Faculty Council informed the Council of a revision of the OSU Masters options (there are three now) and a new GPA admission guideline of 3.0 for admission without qualification.

The next regularly scheduled meeting of the OSU Faculty Council will be held on Tuesday, November 8, 2016 at 3:00 p.m. in the Council Room, 412 Student Union.

Oklahoma State Regents Faculty Advisory Representative (Jarrad Wagner)

The Higher Regents Faculty Advisory Council met on Saturday, 11/5 from 9 to 10 a.m. in Oklahoma City. The meeting also set the Agenda for the Annual Faculty Assembly, which took place from 10 am to noon on the same day. In the meeting, we discussed the progress on the work plan so far this year, as well as the survey results. As there were many comments provided, the FAC decided to use a “word cloud” to attempt to capture the general sentiment of the comments. At the faculty assembly, the Chancellor gave an update relating to student performance and higher education in general in Oklahoma, which can be found here: <http://okhighered.org/state-system/powerpoints/powerpoints.shtml>. Furthermore, new representatives were selected from the assembly attendees. I presided over both meetings.