

DRAFT

OSU-CHS FACULTY SENATE

2016-2017

October 14, 2016 Minutes

OSU-CHS Faculty Senate Members

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

Sarah Hall, D.O., Past-President

Christopher Thurman, D.O., President-elect

Franklin Champlin, Ph.D., Secretary and OSU-CHS Representative to OSU Faculty Council

Warren Finn, Ph.D., (17), Sergeant-at-Arms

Holly Ballard, Ph.D., (17)

Jason Beaman, D.O., (18)

Justin Chronister, D.O., (18)

Regina Lewis, D.O., (18)

Recorder: Jean Keene

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

Members Absent: Dr. Lewis

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

Guests: Dr. Van Winkle, Dr. Wymore

Call to Order: Dr. Wagner welcomed everyone in attendance and called the meeting to order at 12:01 p.m. The meeting was held in the 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. Thurman; the minutes were approved as presented.

Administrative Reports:

Dr. Shrum reported regarding COCA, stating that we got our full accreditation. She will be going to a meeting with COCA at the end of the month. We still have four standards we need to submit, and that submission is to be by the end of the month.

She advised that Jeff Stroup has been appointed to the COCA board. The Senators were pleased to learn that. Dr. Shrum advised that COCA just went through their review by the Department of Education, and they will have more data measures and a subsequent amount of change may be likely. We will be able to be kept informed as that process progresses.

Dr. Shrum said that faculty and staff requests had been gathered together into a group and submitted for review by the Executive Team. Information on these will be coming back to the department chairs through the associate deans.

We have retained a search firm to help us look for a vice president for research and an associate dean for rural health. She said Dr. Pettit has been serving in both of these positions, but that it is difficult to do both. Further, when Dr. Goodson left, she was serving as the Vice President for Research and Institutional Advancement. From the feedback from the Huron Report, it was important that these two titles need to be separate. We really want a research person for the research position. These actions will be put forward for the Regents for their approval.

Dr. Shrum said that we have had changes at the hospital; St. Francis is managing the hospital and they will be bringing their leadership. We have an opportunity to bring Jeff Stroup over here in an administrative capacity in the future; he is already an employee of ours and he is a member of OSUMA, and we will be looking for how we can utilize his leadership to help our campus.

With our seven year accreditation, we will be submitting our proposal to COCA for the Cherokee Nation campus after the first of the year. Their funding of their facility has been approved. Now the planning for whether we will be in the new building, or in the existing one following renovation, can now be decided. There may be some challenges due to the private schools emerging in bordering states. She reported that she is hopeful there may be legislation passed this session that would give priority to Oklahoma based students in clerkship rotations where physicians or hospitals receive state funding. It may not help us with the Choctaw Nation, but the Cherokee Nation has not been willing to accept students from other schools to rotate there—we have a tight partnership with them. The legislation may help solve some of that problem with us in our state. This is an issue that requires being addressed. Although it could potentially affect how we take out-of-state students that rotate with us, as long as we show that our students are receiving all their education and we have access to training slots, then we could still take out-of-state students. We have spent a great deal of time growing our residency programs so that we could grow our class size; it would be very unfortunate if COCA were to approve private schools on our borders that don't have any residency programs and not allow us to increase by 50 students, when we are a smaller class size than most.

Regarding the OSU-Oklahoma City campus, she advised that we started spending a lot of time in Oklahoma City and doing fundraising there. In addition, we have a lot of graduates in the area and students doing rotations in Oklahoma City, plus we have residency programs in the central part of state. For all of these reasons, we really need a physical location for people to realize all that we do in the area, and in addition, the capital and the legislature are located there. She said Natalie Shirley has moved the Nursing Program out of the building, and she has graciously given us space. She is eager to have the OSU-Medicine sign up on that building. Feedback from our graduates there advises that the population is not aware of all that we do because of a lack of visibility and a physical presence regarding what we are already engaged in doing there.

In response to a question, Dr. Shrum said we have classrooms there, and it is a good opportunity for us to have a presence there. It is an OSU-Oklahoma City campus; it is not the same process as the Cherokee Nation planning in which we are engaged.

An additional reported item was that Mercy gave us notice that they will not move forward with any of the residency programs that we developed. That will include the Ardmore and Oklahoma City locations. There was a question whether there would be an opportunity to switch with other cities, but that is unknown at this time. Dr. Shrum said a problem in identifying other locations, is that we need to find hospitals that did not have residency programs in the past. With the Mercy residency plan, she explained there had been a time-lag in Mercy's taking steps within the required timeframe.

Mr. Polak

Mr. Polak reported that the annual enrollment starts November 1 for benefits. There is a Budget and Benefits Committee meeting on November 2, and the Benefits personnel from Stillwater will be joining the meeting, perhaps through Skype. Dr. Wallace, the B&B Chairman, would like to invite the Senators to attend. It will be a good opportunity for the leaders to hear about the coverage from the groups that deal directly with the providers to design the annual plans for coverage. The B&B meeting will likely be held in a larger location than the usual room; an email will be sent to advise the new location. He said that the Dental Plan provider will be changed; Health Choice will no longer be offered. There will be changes to the life insurance benefits also. *[Subsequent to the meeting, Dr. Wallace advised the current room would be adequate for the November 2 Budget and Benefits meeting; a room change will not be made.]*

Dr. Stevens

Dr. Stevens indicated he did not have any specific topic to bring forward, but asked if there were any questions for him. Dr. Wagner raised a question regarding a discussion held during the prior year on tuition waivers for dependents of employees; he noted that it had been approved for Stillwater employees, but CHS was notified that their employees were not included. The previous discussion points were restated, with the outcome that if the Faculty Senate wanted to make a new recommendation this year on the issue, it could be considered again at the CHS level, since that is where the funding to cover this benefit would originate.

Dr. Wagner addressed all of the reporting administrators, saying that if at any time that the administration need something from the Senate, either as a support item, or any other pending item, please let him know so the needs can be provided promptly.

Dr. Pettit

Dr. Pettit indicated he had nothing further to offer.

Senate President's Report:

Dr. Wagner provided his Senate President's Report. He advised his report would be very brief. He had been asked to mention the United Way fundraising efforts currently underway; he encouraged those who would like to participate saying that they could do so throughout the coming week.

Dr. Wagner advised the Senate that Dr. Johnson had invited him to attend the ANGELS High Risk Perinatology Conference that was held at the hospital. Dr. Wagner said it was a very interesting experience and he was pleased that he had this opportunity. He reported there was remote training with students in Arkansas; he said the entire conference was informative and enjoyable. He commented that a better descriptive term is tele-education and it was very worthwhile.

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.

Curriculum Oversight Committee:

Dr. Wagner noted that Dr. Wymore, Chair of the Curriculum Oversight Committee would be giving an oral report. Dr. Wymore distributed a four-page information packet providing data on the COMLEX Level 1 Examination results mean pass rates for the prior five years. It also included a breakdown of scores and the comparison by discipline for the school mean and the national mean. The Senators appreciated having the information, and discussion followed during which many questions were posed. It became clear that this information, plus additional related data, would be valued by the faculty at large. It was proposed that a Faculty Open Forum be scheduled. Dr. Wagner advised that a motion on the topic could be made and a vote taken later in the meeting under New Business.

Faculty Affairs Committee:

Dr. Van Winkle provided an update that the Faculty Affairs Committee had met twice since her last attendance at the Senate meeting. The following items were identified for report to the Senate at this time:

- 1) The committee decided they would undertake the task of reviewing and revising the documents. They are now in that process. She reported that the faculty on the committee would do the research aspect of gathering information from other schools.
- 2) The committee said they would need administrative help to:
 - A. Make copies, and
 - B. Enter information provided by the committee
- 3) The committee needs an organizational chart for CHS. Following discussion, it was decided to ask Dr. Stephens; Dr. Wagner said Dr. Stephens is currently revising that chart.

Dr. Wagner indicated that Jean Keene would provide some support, but there may be additional help needed. He indicated that Dr. Stephens would be asked who might be able to provide that additional assistance. Dr. Wagner thanked Dr. Van Winkle for the committee's activity, and said he was pleased to help with these requests.

Dr. Wagner invited the Senators to reply to the Survey he had sent as a member of the Oklahoma State Regents Faculty Advisory group. He said the Advisory group is really interested in the feedback from all of the campuses.

Dr. Wagner said the representation from CHS needs to be examined, and if needed, the governance documents could be revised to identify our CHS representative.

Dr. Champlin called attention to the report he had submitted and that it has now been approved that there will be tuition waiver for all faculty and staff. He said that although not stated, he anticipates it was for Stillwater employees. There will be an announcement coming out soon that will include further information. Dr. Wagner said he will take the report from the most recent meeting from Dr. Champlin and send it to the administration.

Old Business:

Dr. Wagner reported that he had received a committee review report from Anne Weil for the Research Committee. The Executive Committee will review the report and it will be processed from that point.

Dr. Hall reminded that the charge to review the LRC was also part of Old Business. Dr. Wagner indicated that was included in the charge to the Faculty Affairs Committee to review and revise the governance documents, including the committees and their structures.

New Business:

The following motions were made:

- Concerning a Faculty Open Forum:
Dr. Beaman moved that:
A Faculty Open Forum be held on the topic of COMLEX Scores and the new curriculum; it is to be scheduled to occur on a date/time prior to the Fall General Faculty Meeting on December 16, 2016.

The motion was seconded by Dr. Hall, voted upon and unanimously passed. [The action is recorded on Formal Recommendation FS 16-17-002.]

A notice will be sent to the faculty advising them of the meeting.

- Concerning Tuition Waivers:
Dr. Thurman moved that:
We understand, based on the information from the OSU Faculty Council in Stillwater, that tuition waivers are moving forward for dependents of faculty and staff. We would like to verify whether or not we are included, and explore options for parity if we are not.

The motion was seconded by: Dr. Hall, voted upon and unanimously passed. [The action is recorded on Formal Recommendation FS 16-17-003.]

The meeting was adjourned at 1:22 p.m.

**Written Committee Reports
Faculty Senate Meeting
October 14, 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:

- Sept 16, 2016 with one 3rd-year student for unsatisfactory clinical performance
- Oct 6 2016, with one 2nd-year student for a second COMLEX 1 failure and one 4th-year student for 3 COMAT failures and COMLEX 2 CE failure
- Oct 9, 2016 with four 4th-year students for failures on the COMLEX 2 PE

Curriculum Oversight Committee (Randy S. Wymore)

For the October 14, 2016 meeting, Dr. Wymore plans to attend and provide a brief verbal report on the topic "COMLEX Board Scores and the Curriculum".

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. I am, however, planning to have a LRC meeting within the next month. As such, I will be requesting that the class presidents submit information about issues with learning resources.

Student Affairs (Kelley Joy)

Student Affairs Committee Meeting 09.23.16

Eric Polak started our discussion with an update of campus activities. We discussed the Tandy building with prospective dates for completion and student complaints of noise from construction, which cannot currently be alleviated. Also mentioned was the prospective management of the hospital by St. Francis for October 1st. We discussed ACGME accreditation process and its effect on number of residencies that will be available (no real change).

The students discussed the options for more study carrels, including decreasing locker space and options of the 5th floor of the biomedical building. They are considering changing the lottery system for study carrels to make them more available to 1st years during anatomy, and 2nd years during board time.

The students asked for extended campus hours. They would prefer 24 hour access, but would be happy for extended hours around heavy testing periods.

We will start to post Student Affairs Committee meeting minutes on the Student Government Association webpage, as soon as they are electronically approved by members.

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.

Dr. Weil advised she does not anticipate the committee meeting before the 10-14-16 Senate meeting.

Chemical Hygiene and Radioisotope Use Committee (David Wallace)

The committee met on September 21st. As the first official meeting for the 2016-2017 year, there was minimal new business. Old business discussed was the supervisor's new employee training checklist. The committee has updated the form, but felt that the Research Committee needed to have input. Not all of the training on the checklist relates only to Chemical Hygiene. The committee voted unanimously as a recommendation that the Research Committee discuss/finalize the checklist so that each training group (human subjects, animal use, infectious agents and recombinant DNA) have input. The next meeting, scheduled for October 10th at 1:00PM in room E-393. The major item for business on October 10th is the discussion and modification of chemical hygiene-related training.

Institutional Animal Care and Use Committee (Tom Curtis)

Dr. Curtis reported that the committee has not met since the September Senate meeting; the next meeting is scheduled for the first week in November.

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 at 2:00 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 April 20 meeting had been electronically distributed and approved unanimously prior to the meeting.
- II. In order to obtain IBC oversight, Amber Hood of the Office of Research led a discussion on the status of the effort to streamline biosafety training using CITI modules. Members had been given the opportunity to evaluate the program independently prior to the meeting. Accessing the modules online was more of a problem for some than others and overall the Committee was not happy with the accuracy of the quiz questions. The actual content was deemed more than adequate and the consensus opinion was that this will be a good way to offer uniform and streamlined training going forward. The Office of Research will remind all affected faculty, staff, and students of the new training requirements which must be completed for the first time by October 14, 2016. Dr. Benjamin's office will be requested to make a special effort to notify graduate students.
- III. Ms. Hood is also working 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. Possible issues with the draft modifications included making it clear whether or not the IBC should have oversight responsibilities concerning "clinical" instructional work, particularly with regard to the College of Medicine. It was decided that while the Committee cannot establish an overall policy in this regard without backing by the VP for Research, we are able to consider all research applications on a case by case basis.
- IV. It was decided that future meetings will be held at 2:30 pm rather than 2:00 pm.

The next regularly scheduled meeting of the IBC will be held Wednesday, October 19, 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 October 5th. Dr. Wallace provided a continuing update on the status of the Wish List recommendation. Eric Polak updated the committee on the current budgetary condition. We still have a solid budgetary foundation even as other institutions around us are suffering from hiring freezes and program cuts. He also updated the committee on the status of the Tandy building and the renovations proceeding on the E-building balconies. Presently all projects appear to be on-schedule or even slightly ahead of schedule. The next scheduled meeting will be November 2nd at 12:30PM in room E-393. A key agenda item for the November meeting will be an update from Tina Tappana, HR Director, on any benefits, HR-related issues that have developed.

Faculty Affairs Committee (Nancy Van Winkle)

The Faculty Affairs Committee met on September 27th and October 11th. Committee members reviewed the standard tasks performed by the Committee each year. Committee members discussed the additional charge from the Faculty Senate to review the current documents of OSU-COM and make recommendations to revise them to include all programs at OSU-CHS. The Committee will take the lead in this effort and developed a strategy for revising the documents which includes reviewing documents of other similar Health Science Centers and obtaining input from OSU-CHS programs, faculty and administration. Health Science Centers similar to OSU-CHS were identified by one of our librarians. Each committee member will attempt to obtain governance documents from one of the Centers and will report his/her findings at the next meeting. The next meeting will be held on November 1st.

Promotion and Tenure Committee (Randall Davis) The committee has conducted their work by email communication and a couple of recommendations have been forwarded to the administration.

Other committees/task forces/liaisons:

Affirmative Action Committee (Tina Tappana) (A regulatory committee)

The committee has not met since the previous Senate meeting.

Biomedical Sciences Graduate Committee (Rashmi Kaul)

BSGC meeting was convened on October 5, 2016

Student forms Reviewed: Advisory committee forms of 5 Masters students and one PhD student were reviewed and action was taken to approve them.

- Dr. Davis informed the members that some of the incoming graduate students were struggling in some of the BMF courses. He said that he tried mentoring them and advising them but it seems that they may not be following any advice given to them. K. Curtis suggested advisors be notified of how students are doing on exams as they are taken. R. Davis will notify advisors of all grades once each exam has been taken.
- BSGC members discussed the need of a tutor for such students. R. Davis will talk to B. Benjamin about a tutor for the graduate students who are having difficulties in the BMF courses. R. Davis will get with students currently struggling and remind them to use small study groups.
- Strategic Planning Discussion: Dr. Davis informed that Dr. Benjamin will be approaching the Department Chairs for getting the discussion started on Strategic planning and after getting the feedback from the department chairs he will invite a special committee to draft the final Strategic planning document.
- There was a request from Dr. Ann Weil asking BSGC committee for a policy if any for the leave of absence for graduate students who may need leave of absence for family related issues such as pregnancy. Members had a productive discussion on this topic while reviewing some of the policies

set by the OSU Stillwater campus. All the members came to this agreement that any graduate students including any male or female will be provided up to 8 weeks of paid leave for attending family related issues (child birth/adoption or for a sick family member). Based on this discussion the policy is being drafted and will be voted upon in the next month's meeting. A vote will go before the graduate faculty for the drafted policy.

OSU-Faculty Council Representative (Franklin Champlin)

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.

Agenda Item 4a. Associate Dean Cinthya Ippoliti of Research & Learning Services reported on new resources and services in the Edmond Low Library. They are available to all faculty and include a repository for data and Research Data Solutions, data management workshops on demand, and visualization options to include virtual reality as well as new 3-D printing-scanning capabilities and new high end printer.

Agenda Item 4b. Dr. Celeste Taber, Registrar, reported that Banner will be our only student information system taking the place of SIS as of the current semester (see handout).

Agenda Item 5. Provost Sandefur reported on the status of Faculty Senate recommendations (see handout). Two items may be of particular interest to CHS faculty members:

First, he reported that 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. *I can now report that as of the Faculty Council meeting of October 11 that this will be implemented at a date TBA soon.*

Secondly, he reported that steps are being taken to strengthen institutional support of undergraduate research with regard to infrastructure issues to include organizational scheme, funding of both work and travel to meetings, monitoring, and faculty recognition. One problem that has come up with both CHS and Faculty Council Research Committees is the need for a mechanism to quantitate undergraduate research and the students who conduct it. The CHS Research Committee is currently dealing with this issue.

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. *Full OSU-Faculty Council meeting information, including agendas and meeting minutes, can be found at: <https://facultycouncil.okstate.edu/>.*

Oklahoma State Regents Faculty Advisory Representative (Jarrad Wagner)

The Oklahoma State Regents for Higher Education Faculty Advisory Council on 9/29/2016. This meeting discussed "Measures of College Success" for undergraduates and also progress on the priority items on the FAC list. This list is determined by a faculty survey, and this is now redesigned to get more participation from faculty members across the state. Previously it only made it to one or two faculty members and this year it will have a broader audience. I will be sending it to all CHS faculty as soon as I receive it for distribution. The next FAC meeting and the Annual Faculty Assembly will take place on Saturday, November 5th.

**OSU-CHS Faculty Senate
Formal Recommendation
2016-2017**

Faculty Senate Recommendation Number: FS 16-17-002

Moved by: Dr. Beaman
Seconded by: Dr. Hall

Senate Action taken: Passed unanimously Date: October 14, 2016

Recommendation Title: Faculty Open Forum
Topic: Faculty review of COMLEX Scores and the new curriculum
To be scheduled to occur prior to the date of the Fall General Faculty Meeting on 12-16-16.

Motion: It is moved that:
A Faculty Open Forum is to be held on the topic of COMLEX Scores and the new curriculum.
(Dr. Randy Wymore, Chair of the Curriculum Oversight Committee and/or others will lead the discussion and provide relevant data.)

Rationale: It is important to provide a forum at which information can be provided, and the topic discussed by the Faculty of the Center for Health Sciences.

Senate Formal Recommendation FS 16-17-002

Action: **Unanimously Approved by Faculty Senate**

Recommendation forwarded to: Dr. Shrum Date: 10-21-16
Dr. Pettit 10-21-16

It is anticipated that the administration will attend and participate as their schedules permit.

The Faculty Senate voted to have this Open Forum occur on a date/time prior to the December 16, 2016 General Faculty meeting.

Background

Issue processes leading to the fulfillment of this Formal Recommendation are listed below.

Committee(s) involved: Curriculum Oversight Committee, Faculty Senate

Extensive discussion will continue to occur at the Curriculum Oversight Committee meetings, and data regarding the topic is to be gathered and presented at the Open Forum meeting.

Need to be approved by General Faculty?

Yes

No

**OSU-CHS Faculty Senate
Formal Recommendation
2016-2017**

Faculty Senate Recommendation Number: FS 16-17-003

Moved by: Dr. Thurman
Seconded by: Dr. Hall

Senate Action taken: Passed unanimously Date: October 14, 2016

Recommendation Title: Tuition Waiver Benefits for dependents of employees

Motion: It is moved that:

We understand, based on the information from the OSU Faculty Council in Stillwater, that tuition waivers are moving forward for dependents of faculty and staff. We would like to verify whether or not we are included, and explore options for parity if we are not.

Rationale: It is important to provide employee benefits information to the employees of the Center for Health Sciences.

Senate Formal Recommendation FS 16-17-003

Action: **Unanimously Approved by Faculty Senate**

Recommendation forwarded to: Dr. Shrum
Dr. Pettit

Date: 10-21-16
10-21-16

Administration Action:

- Approved
- Not Approved

The administration's response is to be provided to the Senate.

Background

Issue processes leading to the fulfillment of this Formal Recommendation are listed below.

Committee(s) involved: Faculty Senate

The reply from the CHS administration is to be reported to the Faculty Senate.