

OSU-CHS FACULTY SENATE

2016-2017

September 16, 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. Champlin, Dr. Chronister, Dr. Finn, Dr. Hall, Dr. Lewis, Dr. Thurman

Members Absent: Dr. Beaman,

Administrators attending: Dr. Stephens' report presented by Dr. Wagner

Call to Order: Dr. Wagner welcomed everyone in attendance and called the meeting to order at 12:03 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. Chronister; the minutes were approved as presented.

Administrative Reports:

Dr. Wagner advised that the administrators were out of town attending a conference, but Dr. Stephens had provided content for a report at the Senate meeting to be given by Dr. Wagner. There were four aspects Dr. Stephens requested to have mentioned:

- The COCA site visit went well; we expect to have a full seven-year accreditation. There were four findings, of which we have already heard.
 1. With regard to the faculty adequacy model, which addresses goals and outcomes, Dr. Benjamin has already begun to have the graduate programs faculty start track these things again since they are important for COCA reporting. So this finding is already been addressed.
 2. Research adequacy, which is related to the faculty adequacy, is also already being addressed. It involves whether we have sufficient faculty to conduct research.
 3. The Research Strategic Planning is underway. Also, Dr. Benjamin is working toward completing the Biomedical strategic planning in the fall, perhaps November. The meetings have already begun.
 4. LCMS+ student tracking planning had begun, but the implementation had not yet started. The implementation process has begun.

- New peer-reviewed journal. We will have our own peer-reviewed journal here at CHS. The faculty needs to be involved; this will include 1) submissions, 2) research projects that faculty might submit, 3) peer-reviewing, and 4) student research. We will move forward with this; it will be a venue to publish our own clinical and biomedical work, and it will enable us to track the accomplishments made. The ACGME accreditation will recognize this, and the journal will have a pub-med identification. That ID application process is being worked upon now. Dr. Som and Dr. Beaman will be point persons for this endeavor. Although internal work will be a focus, it may be opened to others as well.
- One-Health is another focus point for us as we go forward. This will also be a facet in the journal. In the clinical arena, it will be applied clinical research. This capability will also be helpful in other residencies in the state that don't have a direct affiliation with a university, they will also be able to submit and peer-review. Those who do perform peer-reviews will also get credit for this involvement. This opportunity will include rural residencies. ECHO is another program that is being examined. It has been described as "telemedicine on steroids". It will permit virtual rounds to take place in the ECHO program. There are three programs being considered for first involvement: 1) wellness, 2) addiction medicine, and 3) mental health. We could support rural and other sites that want to get more training in these areas.
- Regarding construction, we appear to be on target for completion in June of 2017, with a celebratory opening event to occur in the fall.

Dr. Wagner advised that there are two new members on the Curriculum Advisory Council. It is not a Faculty Senate committee, but Dr. Pettit wanted to have it reported that Jan Volberding, Ph.D. and Jim Hess, Ed.D. are now serving on the committee. Al Rouch, Ph.D. and Christopher Thurman, D.O. were reappointed. Denna Wheeler, Ph.D. was appointed by the Associate Dean for Rural Health. Those members serving by virtue of position included: Joan Stewart, D.O., Associate Dean for Clinical Education; Vivian Sevens, Ph.D., Associate Dean for Enrollment Management; Bruce Benjamin, Ph.D., Associate Dean for Biomedical Sciences; Randall Davis, Ph.D., Director of Biomedical Sciences Graduate Program; Randy Wymore, Ph.D., Chair of Curriculum Oversight Committee; Brandy Close, M.Ed./ Director of Educational Development; and, Eric Polak, M.B.A., Vice president of Administration and Finance. In addition, two newly created positions since the original development, who will also by virtue of their position include Johnny Stephens, Pharm D., Chief Operating Officer; and, Robin Dyer, D.O., Associate Dean for Academic Affairs.

Dr. Wagner provided his Senate President's Report. He advised his report would be very brief. He noted that he wanted to continue the hard work begun during Dr. Hall's term as president; he again thanked Dr. Van Winkle for attending, and noted that much of the work to be undertaken this year regarding committee restructure will involve updating the governance documents. There is a goal to be certain that the committees that exist are useful and their roles are relative to the institution in its current activities, accomplishment and goals.

Dr. Wagner called the members attention to the written reports submitted by the committees. He invited the Senators to read the reports after the meeting at their convenience, and to advise if they have any questions. He reminded the Senators that the reports are provided as information items since the Senate does not vote approval on these reports.

Dr. Wagner asked whether there were any questions for Dr. Champlin for his report from the Faculty Advisory Council; none were posed. He did offer that there was one item that he wished to call to the Senators' attention. He reported that there was discussion at the Faculty Council meeting regarding

the use of the term “Clinical” in the faculty appointment titles. Following discussion, and in answer to questions, he advised that there are several, perhaps eight or nine, different uses for the term in the titles used in Stillwater, but none of these variations will affect titles for our CHS faculty.

Dr. Wagner also advised that the State Regents’ recent meeting was cancelled due to a tornado warning being issued for the time of the meeting. He anticipates he will have a report from the next State Regents meeting at the October Faculty Senate meeting. He replied to a question asking whether there would be a review of the clinical track; he said they are addressing a different issue.

Under Old Business, Dr. Wagner indicated that the Senate would be continuing with the review of committees and their charges/service, he recalled that the Learning Resources Committee was the first to be reviewed. He said it was not appropriate to make changes at that time at the end of the year, but now as the committee review process is being revisited, there will very likely be changes needed in the governance documents in order to have these documents reflect growth as well as current practice. Dr. Wagner requested that reports from the committee chairs back in 2015-2016 be distributed to the 2016-2017 Senators for their convenience in reviewing the reports and as we begin revisiting the process. *[Document distributed post-meeting on 9-19-16.]*

In connection with this topic, Dr. Thurman proposed that under new business he would like to move that the Faculty Affairs Committee undertake a review of the governance documents for currency on content, and develop a recommendation for consideration by the Senate.

Dr. Wagner asked if there was any new business. There was a discussion, led by Dr. Thurman, of the Charter and Bylaws as currently written. Dr. Thurman made a motion that the Faculty Affairs committee evaluate the current Charter and Bylaws of the Faculty Senate and General Faculty and update them to reflect the current state of the Center for Health Sciences as being more than just the College of Medicine. The motion was seconded by Dr. Hall and approved unanimously by the Faculty Senate.

It is moved that:

The Faculty Affairs Committee evaluate the current Charter of the General Faculty, the Bylaws of the General Faculty and the Bylaws of the Faculty Senate and update them to reflect the current state of the Center for Health Sciences as being more than just the College of Medicine.

The motion was seconded by Dr. Hall. It was voted upon and unanimously approved.

The meeting was adjourned at 12:42 p.m.

**Written Committee Reports
Faculty Senate Meeting
September 16, 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:

- July 15, 2015 with one 2nd-year student for a COMLEX 1 failure, two 3rd-year students for COMAT failures, and one 1st-year student for a failure in remediation in Clinical Anatomy
- July 27, 2016 with four 2nd-year students for COMLEX 1 failures
- July 29, 2016 with three 2nd-year students for COMLEX 1 failures
- August 5, 2016 with two 2nd-year students for COMLEX 1 failures and one 3rd-year student for 3rd-failure of the OPP COMAT
- August 22, 2016 with seven 2nd-year students for COMLEX 1 failures
- August 25, 2016 with six 2nd-year students for COMLEX 1 failures

Curriculum Oversight Committee (Randy S. Wymore)

The Curriculum Oversight Committee (COC) has met 5 times since the last report. New members for 2016/2017 include: Matt Tucker, D.O., the Chair of the Thread Curriculum Coordinating Committee, Rashmi Kaul, PhD, the Chair of the BSGC and Jana Baker, D.O., the Clinical, at large faculty member. Randy S. Wymore is the biomedical, at large faculty member, and was subsequently voted to continue as Chair of the COC.

The COC heard reports on the following topics:

- 1) Details of the Student Success Committee function and interface with Academic Standards continues to be refined.
- 2) Two of the COC meetings were to approve the recommendations for the Years 3 & 4 CCC regarding the inspection and evaluation of the remote sites for the clerkship rotations. This was needed for COCA approval.
- 3) The results of the COMLEX Level I boards have been discussed more than once. Dr. Tucker and Wymore are working with all 23 students. The retake dates started in late August and continue through mid-October.
- 4) Final plans to run two BMF courses concurrently were finalized. This will allow students to spread out the content and hopefully increase ability to take in the material in a useful form.

The next meeting of the COC will be September 22, 2016.

Learning Resources (Nedra Wilson)

The committee 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 Research Committee met on August 17, 2016 at 12:00 p.m.

The Research Committee heard reports as follow:

- Dr. Pollak reported from the **Institutional Review Board** that they approved one new and one continuing review in July.
- Dr. T. Curtis reported that **IACUC** met August 4th. They performed an annual mini-review of animal protocols, and passed four. Facilities inspection was also passed. The next meeting of the IACUC will be November 3.
- Dr. Wallace reported that the **Chemical Hygiene and Radioisotope Use Committee** has not met since May. The Chemical Hygiene manual has been approved. One new protocol is expected in September.
- Dr. Champlin reported that the **IBC** has not met formally since May and will be meeting in September. Their primary activity is moving to the CITI Modules for biosafety training in order to streamline and update the process.

The Research Committee had an extended discussion of meeting times, which had been fixed in such a way that it was impossible for either the Clinical or Biomedical Sciences representatives to attend. The Committee voted to move to a Doodle Survey model of scheduling that would allow more members to attend. Minimum current meeting frequency is quarterly; however, the committee will meet more often if warranted.

Based on discussion of its charges, the Research Committee agreed on two recommendations:

- 1) The Research Committee discussed the Strategic Plan. Some felt that they had not been informed of the existence or content of the previous Strategic Plan for Research. The Committee stands ready to assist and to **represent the faculty in strategic planning processes**, as is the charge of the Research Committee stated in the Bylaws of the Faculty Senate.
- 2) Promoting student research is also part of the Research Committee's charge, and was also discussed. We do not currently have a single system for tracking the diverse student research undertaken at CHS, by medical, graduate, undergraduate and even some high school students. Development of some **centralized mechanism for reporting student research**, including medical student research, is recommended.

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

The committee met on May 18th. Dr. Wallace reported the following through the Research Committee: The Chemical Hygiene manual has been approved and distributed to the faculty. One new protocol is expected in September, but as of this report, it has not be received by the committee. The committee also approved the current edition of the Radiation Safety manual and this was also distributed to the research faculty. The next meeting, scheduled for September 21st at 1:00PM in room E-393.

Institutional Animal Care and Use Committee (Tom Curtis)

Dr. Curtis reported the following through the Research Committee:

Dr. T. Curtis reported that IACUC met August 4th. They performed an annual mini-review of animal protocols, and passed four. Facilities inspection was also passed. The next meeting of the IACUC will be November 3.

Institutional Biosafety Committee (Franklin Champlin)

Dr. Champlin reported the following through the Research Committee:

Dr. Champlin reported that the IBC has not met formally since May and will be meeting in September. Their primary activity is moving to the CITI Modules for biosafety training in order to streamline and update the process.

Institutional Review Board (Michael Pollak)

Dr. Pollak reported the following through the Research Committee:

Dr. Pollak reported from the Institutional Review Board that they approved one new and one continuing review in July.

Faculty Senate committees:

Budget and Benefits Committee (David Wallace)

The committee met on Sept 7th. With just the minimum for a quorum and lacking a budget update, the meeting was short and focused on updates. Dr. Wallace updated the committee on the status of the Wish List recommendation. It currently resides at the Senate and an ad hoc committee will be convened to discuss/prioritize the list if/when money comes available. The committee also discussed the possible movement of the meeting start time from 12PM to 12:30PM to accommodate individuals on the Biomedical Science Graduate Committee – which has a meeting from 11-12:30 on the days of the B&B meeting. The next scheduled meeting will be October 5th at 12:30PM in room E-393.

Faculty Affairs Committee (Nancy Van Winkle)

The committee did not meet in August, 2016.

Promotion and Tenure Committee (Randall Davis) The committee had the initial meeting for the 2016-2017 academic year and discussed the role of the committee and how they may be of best timely service. The committee agreed that any updated departmental P&T guidelines would be requested so the committee will have the most current information from which to work. It was further agreed that some committee work may be conducted by email between committee meetings in order to facilitate the prompt handling of any requested review and recommendations regarding faculty employment/appointment. The committee has made recommendations for faculty in the following departments:

- Department of Anatomy and Cell Biology (2)
- Department of Internal Medicine
- Department of Medical Education (2)
- Department of Medicine
- Department of Rural Health (2)

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 August 9 and September 7, 2016. Student forms Reviewed: Plan of study approval for one MS DO student and candidacy approval form of one PhD student reviewed.

Dr. Davis informed the members that the incoming graduate students have been assigned academic student mentors for ensuring their success in the program. Statistics course for biomedical graduate students will only be offered in spring each year. We would like to forward our request to Dr. Payton to teach this course. The BSGC members were in agreement that dual degree students (non-thesis option) will have research progress deadlines set by their faculty advisors/committee. Non-cogs may be assigned for any student not meeting the advisor-set deadlines. The Chair of BSGC proposed brainstorming series for assessing our biomedical graduate program strengths, future opportunities and current challenges so that a report can be prepared. To start the discussions BSGC members proposed to invite Dr. Benjamin for providing his feedback on the graduate program.

Dr. Benjamin met with the BSGC committee on September 7, 2016. Dr. Benjamin informed the members that COM- strategic plan draft that is ready to view will be shared with all the faculty members on September 12th and special committees will be invited to work on drafting the strategic plan for Biomedical graduate program excellence for the upcoming ten years.

BSGC committee members are working towards revising some of the student forms used for annual review etc. Dr. Kath Curtis provided some feedback on these forms. This year BSGC members will improve the forms also by using information on templates provided for these forms by the Graduate college website.

OSU-Faculty Council Representative (Franklin Champlin)

The OSU Faculty Council met at 3:00 p.m. in the Council Room, 412 Student Union on August 09, 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.

Meeting agenda, last meeting minutes, and handouts will be included with the digital reports distribution, however they will not be provided in hard-copy format at the Senate meeting.

Agenda Item 4a. Provost Sandefur reported on recent administrative changes made at OSU-Tulsa. He stated first that its organizational plan was problematic for an urban campus in Tulsa from the very start. They are unable to offer either freshman or sophomore courses, nor are they allowed to offer majors already offered by Langston-Tulsa. The school is struggling with enrollment issues as the major problem, and OSU is committed to “revitalization”. This will involve first and foremost the following:

- A. Appointment of an interim provost with Tulsa roots who is now a vice-provost for OSU.
- B. Rearrangement of existing central administration.
- C. Mechanical engineering program will be bolstered by expansion of Stillwater program.

- D. Underused Helmerich Center will be revitalized by more efficient use.
- E. Culinary arts program will expand to Tulsa.
- F. Accounting (which exists as a major at Langston Tulsa) will expand to Tulsa using primarily online means.

Agenda Item 5. Dr. Kyle Wray reported that over 13,000 applications for admission were received this fall which is a new record. About 9,700 applicants were admitted with about 4,100 of them being freshmen (2-3 highest number ever). These numbers will change in coming days.

Agenda Item 7b2. Dr. Brenda Smith of the Graduate Faculty Council reported that the Graduate College does not set a minimum GPA requirement, but does recommend a minimum of around 3.0. The Council intends to formulate a specific guideline for the Dean's Office beginning Spring semester 2017 because two students were admitted recently with GPAs that would have been low by any standard.

Agenda Item 7e. Faculty positions in many different areas are labeled as "clinical" and this has apparently caused confusion over time. The term was originally developed for use in the College of Veterinary Medicine, but is now used in programs in several different colleges. The OSU AAUP chapter will host a faculty forum with Provost Sandefur speaking on this subject in the near future.

The next regularly scheduled meeting of the OSU Faculty Council will be held on Tuesday, September 13, 2016 at 3:00 p.m. in the Council Room, 412 Student Union.

The 8-9-16 Council Agenda, the Minutes of the May 10, 2016 Council meeting and the Faculty Council Recommendations form have been provided to the Senate office in digital format. Since they are large documents, they are not being provided in printed format. However, if you wish to review them, please send an email request and the digital files will be attached to the reply.

Oklahoma State Regents Faculty Advisory Representative (Jarrad Wagner)

The committee has not met since the previous Senate meeting.