

**Written Committee Reports  
Faculty Senate Meeting  
September 15, 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 the following dates:

- June 20, 2017 with one fourth-year student for a failed COMLEX PE;
- July 12, 2017 with one second-year student regarding a COMLEX 1 failure, and four third-year students regarding multiple COMAT failures;
- July 26, 2017 with one third-year student regarding multiple COMAT failures and a non-cog report;
- August 16, 2017 with one second-year student regarding a COMLEX I failure;
- September 11, 2017 with two second-year students regarding COMLEX I failures, one third-year student regarding a non-cog report and failed rotation in Pediatrics.

**Curriculum Oversight Committee (Randy S. Wymore)**

Chair's report from the Curriculum Oversight Committee to the Faculty Senate-Randy S. Wymore

The Curriculum Oversight Committee (COC) met on June 15, 22 & 29, August 3, 17 & 31 2017.

- 1) The COC heard a proposal from Dr. Hall, Dr. Dyer & OMS IV Karley Koch on the basic design and strategy to implement a Global Health Track. The general design would be similar to the Rural Medicine track in many ways. Students in the program would take a couple of online courses; likely available through the HCA program. They would complete two of their clerkships in a site approved for this purpose and it would count as part of their normal sequence during years 3 & 4. The COC voted to approve adoption of a Global Health Track. This was passed on to the Council of Deans for further consideration.
- 2) The Bridge Thread CCC proposed a final draft of the schedule for bridge students and it was approved by the COC.
- 3) The first day of class in the spring semester was moved from January 2, 2018 to January 8, 2018. This change was requested by faculty to allow 4 days of the spring semester to finalize preparations before students arrive. This change aligned the start in the way spring semesters typically started prior to implementation of the current curriculum.
- 4) The fall semester calendar for the 1<sup>st</sup> and 2<sup>nd</sup> year medical students was completed and approved by the COC.
- 5) The fall semester for incoming students will include BMF I, BMFII, BMF III & BMFVI. BMFVI (pharmacology) will now be known as BMF IV; this does not change the course number, just how the course is described in the sequence. The former BMF IV (microbiology) will be increased from 1 to 3 credit hours, will be described as BMFV and taken in the spring of the 1<sup>st</sup> year. The previous BMF V (immunology) will also be in the spring and will be known as BMF VI.
- 6) The combined DTP/ Clinical Skills course was named Clinical Foundations and will start in the spring of the 1<sup>st</sup> year. Dr. Jana Baker is the Course Director. Course Coordinators are: CFI, Dr. Steele, CS II Dr. Tucker & CS III Dr. Baker.
- 7) Dr. Rouch was named course coordinator of Clinical Medical Foundations. Department of Physiology faculty will be the primary lecturers. There will also be some integration of clinical skills in the CMF course, as introductory material.

- 8) Dr. Tony Alfrey was named Course Coordinator of the Nervous System course and this will be the first systems course in the fall of the 2<sup>nd</sup> year of medical school.
- 9) Dr. Jason Beaman was approved as the course coordinator of the Psychiatry System.
- 10) Opinion was sought from the COC on lecture hall assignments in the Tandy building. It was recommended that the 1<sup>st</sup> floor lecture hall be utilized primarily by the 1<sup>st</sup> year class and the 2<sup>nd</sup> year class will make use of the 4<sup>th</sup> floor lecture hall.
- 11) A proposal by Justin Zumwalt (Manager of Service Learning) was made for an expanded role of the Partnership with OSU CHS and Neighbors Along the Line. The COC unanimously supported a plan to have a clinician lead an expanded role at the free clinic. Possibly starting with an additional daytime clinic.
- 12) Only one specific area of content has been identified in the curriculum that is not covered in sufficient depth to prepare students for their Level I Boards; chemotherapeutics. When the committees that oversaw distribution of content were designing the curriculum, apparently cancer drugs were left out, in terms of the depth they used to be covered in. Dr. Randal Davis is happy to include more content if the lecture slots are made available. The COC voted unanimously that each systems coordinator work with Dr. Davis to determine how much time he needs in each system to cover cancer drugs. Additionally, in BMF IV, he will expand the introductory material on chemotherapeutics.
- 13) It was pointed out that there are no guidelines for course coordinator responsibilities. Dr. Close will put together a draft proposal for such duties and report back to the COC. The Chair of the COC will also look into the topic of proctoring exams, and how this should be accomplished. At the moment there is little consistency in how exams are proctored. A set of proctor guidelines may need to be developed.
- 14) There has been concern voiced for at least 3 years that the non-exam-based point in the systems courses (CPS, quizzes, TBK, etc.) allow a student who failed all of their exams to still pass the course. As such, the systems courses will now have a maximum of 5% of the total points allocated to the non-exam-points category. The CPS component will be pass/fail grading. A student cannot pass the course without a passing percentage in CPS.
- 15) All students who were identified as “at risk” regarding the COMLEX Level I exams, and who scored below 451 on the COMSAE were assigned to a member of the Student Success Committee (Tucker, Baker, Dyer & Wymore) to work with them one on one, in helping them prepare for the exams. This topic was discussed at multiple COC meetings. Whether due to changes in the curriculum, the efforts of the Student Success Committee, both, or none of the above, the preliminary Level I results are encouraging. Out of 101 first time exam takers, 97 students have passed, and there have been 4 failures, and there are 10 students remaining who have either not taken the test, or their results are not yet known. For comparison, two years ago there were 24 failures and last year 19 failures of first time Level I exam takers.
- 16) A final draft of a new exam policy was approved by the COC. This draft contained a controversial step of using metal detector wands to check for mobile phones, “smart” watches, etc. The Provost and Dean requested further input from students. The Student Peer Review Committee (seven 1<sup>st</sup> and 2<sup>nd</sup> year students) voted unanimously in favor of metal detector usage on students prior to taking exams. If metal detectors are utilized, they will be portable “walk-through” type detectors and security staff will monitor the process. Wands will not be utilized unless a student trips the alarm, and states that they have no prohibited metal items. In that case a male or female security officer will accompany the student off to the side and use a metal detection wand on them. Prior to a rewritten draft of the exam policy, the COC voted unanimously to seek Faculty Senate opinion on the topic of metal detectors and this has been submitted to the Faculty Senate as an agenda item.

### **Learning Resources (Nedra Wilson)**

The committee met on August 23<sup>rd</sup>. All committee members except Derek Hill (MSII student representative) along with one guest, Denise Fullbright, were present. The committee read the charge from the Faculty Senate and discussed what “learning resources” entailed. The committee agreed that any issue affecting student’s ability to learn is relevant to the LRC. The committee addressed the following issues: 1.)

randomized format used for open resource quiz – ensures student directly discuss and interact with information so no further action taken; 2.) muting of exam computers during exams – issue resolved; 3.) multiple versions of testing software during exams – issue resolved; 4.) additional speeds for playback of Panopto recordings – company setting – no further action taken; 5.) dual recording of lecture PowerPoints & simultaneous capture of faculty movements – working with IT to resolve this issue; 6.) recording of writing on whiteboards during lecture – working with IT to resolve this issue; 7.) vote to expand the membership on committee to include Learning Specialist. A request has been sent to Faculty Affairs on whether this also requires a full faculty vote. The next meeting is scheduled for September 20<sup>th</sup> at noon in room E-469.

**Student Affairs (Steve Eddy)**

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.*

A written report was not received from this committee.

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

The committee met on August 16, 2017 at 1PM in room E-393. The committee discussed upcoming items for the 2017-2018 year, and confirmed that the current meeting day/time will work for the majority of the academic year. The committee went through updates on the new GHS labeling of chemicals, the status of training requirement changes and their posting online, and there was discussion of some federal regulation changes that are on the horizon. The next scheduled meeting will be October 16, 2017 at 1:00PM in room E-393.

**Institutional Animal Care and Use Committee (Tom Curtis)**

The committee met in August to approve a new protocol and inspect the facilities; no issues were noted.

**Institutional Biosafety Committee (Franklin Champlin)**

The committee has not met since the previous Senate meeting.

**Institutional Review Board (Kath Curtis)**

The IRB has not met during the summer. However, 1 application underwent expedited review by the Chair of the IRB and the Director of Regulatory Compliance and Research Facilities, and was approved after minor revisions.

A second application that was submitted was adjudged by the Chair of the IRB and the Director of Regulatory Compliance and Research Facilities to be exempt from IRB review and approval.

**Committee on Students with Disabilities (Vivian Stevens)**

*Minutes of the meeting of July 26, 2017 Attending: Dr. V. Stevens, Dr. Warren Finn, Mr. Jeff Hackler*  
As part of our continued education in the area of student disabilities, the Committee participated in a webinar on student disability accommodations (which was offered as part of the Regent's summer series). The webinar provided insights on the disability accommodations process on the OSU campus and ways the Student Disability Services Office in Stillwater reaches out to students to assist as well as to offer study skills training.

Following the webinar, the Committee reviewed a new proposed procedure for arranging testing accommodations on campus. This procedure was drafted in concert by the Office of Student Affairs and Office of Educational Development. The new process is designed to streamline arrangements on examination day as well as communication among parties that require notification about a student's accommodation status. All members of the committee voiced support for the new procedure, either in-person or by electronic vote. A copy of the procedure is attached.

*Additional Document provided:*

**Process for Students with Testing Accommodations Communication**

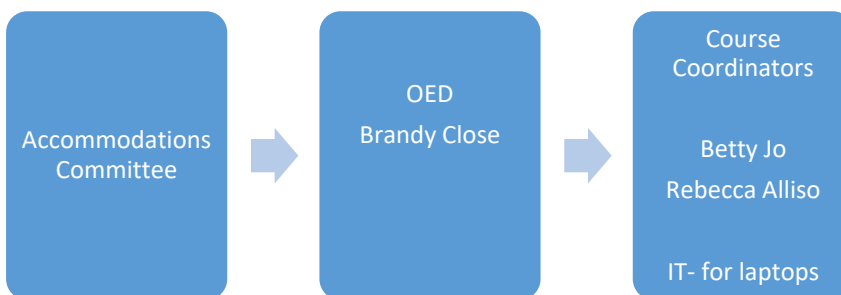
1. OED Accommodations committee determines a student's eligibility for testing accommodations, the approval gets routed to the following:

**OED Members:**

Dr. Brandy Close

2. Dr. Close will notify the appropriate member of OED or course support staff in order to implement the accommodation.
3. OED will apply the accommodation in Examssoft (our testing software system) which will allow the accommodation for each subsequent Exam.
4. OED will be responsible for routing the accommodation information to the course coordinator and Betty Jo (who will provide all necessary materials and will proctor the student in an alternate testing environment).
5. For each course exam, an additional testing room will be scheduled to provide an alternate testing space for students with accommodations.
6. OED will be responsible to communicate all testing parameters to the student(s), coordinators and Betty Jo.
7. will notify IT of the need for testing laptops in the alternate testing space the day of the exam.

**Possible routing of Information:**



**Faculty Senate committees:**

**Budget and Benefits Committee (David Wallace)**

The committee met on September 6, 2017 at 12:30PM in room E-104. The VP of Finance was called out at the last moment, so there was no fiscal report, which was the main item on the agenda. The committee did discuss the some future meeting days/times. Also, the committee discussed the potential for developing

recommendations regarding core equipment replacement or having core equipment on hand in case of an emergency. The next meeting will be Wednesday, October 4<sup>th</sup>.

**Faculty Affairs Committee** (*Nancy Van Winkle*)

The Faculty Affairs Committee has not yet met this semester.

**Promotion and Tenure Committee** (*Randall L. Davis*)

The first item listed as a P&T Committee responsibility in the Faculty Senate Bylaws states: The P&T Committee is a college-level committee responsible for providing the Chief Academic Officer with a recommendation regarding initial appointment, reappointment, promotion or tenure...

Accordingly, the committee has been actively engaged in that primary charge to carefully review and make recommendations regarding the new appointments of faculty. The members are pleased to be of service in this valuable way.

**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** (*Nedra Wilson*)

The committee met on August 2<sup>nd</sup> and September 6<sup>th</sup>. All committee members were present for both meetings. On August 2<sup>nd</sup>, the committee approved student committee forms. Members discussed how the recent changes to the medical school curriculum will impact graduate student curriculum and identified several potential mechanisms to separate the graduate curriculum from the medical curriculum. The committee discussed revisions and updates to graduate program handbook. On September 6<sup>th</sup>, members approved a student committee form. The committee discussed the impact on graduate education of loss of poster printing through the Graphics Department and continued discussions on revisions and updates to graduate program handbook. The next meeting is scheduled for October 4 at 11:00 am in E-495.

**OSU-Faculty Council Representative** (*Franklin Champlin*)

*Meeting of September 12, 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.

The approved agenda, pertinent handouts, and minutes of the last meeting are available separately by requesting them through the Faculty Senate Office.

**Agenda Item 2.** Minutes of the previous meeting were approved and are available separately by request.

**Agenda Item 4.** A Special Report by Dr. Brenda Masters *et al.* on the CoverLeaf Project (the handout is available by request to the Senate Office). This is a catalog and curriculum management system that will come online over the next two semesters. The first phase will be the release of the new online *University Catalog* which will serve to transition from the hard copy catalog and degree requirement sheets presently in use. The second phase will introduce the new Curriculum Management System which will automate the work involved for both catalog and curriculum changes.

**Agenda Item 5.** President Hargis updated the Council on the status of the state budget. The legislature will meet in a special session on September 25 to attempt to pass a cigarette tax increase to replace the previous fee which was judged to be unconstitutional. On a more positive note, we have the largest undergraduate enrollment ever at present.

**Agenda Item 6.** Provost Sandefur delivered status reports on four Faculty Council Recommendations (items and status summaries are in a table which is available by request to the Senate Office).

**Agenda Items 7.a.** The Graduate Faculty Council approved a motion that the instructor of record in the only person who has the right to override graduate course prerequisites. They are currently considering the number of times a given course can be used to satisfy degree requirements and whether or not the 3.00 GPA required for graduation should include all course taken, or only those appearing on the Plan of Study.

The next regularly scheduled meeting of the OSU Faculty Council will be held on Tuesday, October 10, 2017 at 3:00 p.m. in the Council Room, 412 Student Union.

**Oklahoma State Regents Faculty Advisory Representative**

A brief verbal report may be provided at the Senate meeting.