

## OSU-CHS FACULTY SENATE

2018-2019

September 14, 2018 Minutes

### OSU-CHS Faculty Senate Members

Charles G. Sanny, Ph.D., President

Jason Beaman, D.O., President-elect

Jarrad Wagner, Ph.D., Past-President

Franklin Champlin, Ph.D., (19) OSU-CHS Representative to OSU Faculty Council

Kathleen Curtis, Ph.D., (19)

Aric Warren, Ed.D, (19)

Justin Chronister, D.O., (20)

Amanda Foster, D.O., (20)

Paul Gignac, Ph.D., (20)

*Recorder: Jean Keene*

**Members Present:** Dr. Sanny, Dr. J. Chronister, Dr. Curtis, Dr. Foster, Dr. Gignac, Dr. Wagner, and Dr. Warren.

**Members Absent:** Dr. Beaman, Dr. Champlin

**Guest:** Stacy Chronister, Newly elected Chair, Curriculum Oversight Committee

**Administrators Present:** Dr. Stroup

**Call to Order:** Dr. Sanny welcomed everyone in attendance and called the meeting to order at 12:01 p.m.

### **Approval of Minutes:**

Dr. Sanny called for any changes to the minutes of the previous meeting. Hearing none, he declared them approved as presented.

### **Administrative Reports:**

Dr. Sanny called upon Dr. Stroup to provide a report from the administration.

Dr. Stroup reported that Eric Polak was not able to attend since he was in Oklahoma City today, meeting with the Medical Examiners regarding a potential new joint building to be located on our campus.

- Dr. Stroup said he noticed that Dr. Wymore would be attending the October Senate meeting and would likely provide a report on the then status regarding COMLEX statistics.
- Regarding COCA, Dr. Stroup advised that we had attended a meeting at COCA that was held on 8/24 to present our application for the additional location. It was well received, and although there is no formal letter, there is verbal approval for the class size increase for the additional site. He indicated there would be a COCA visit coming up regarding the Tahlequah site; that may occur in April or May 2019 and it would provide an opportunity for them to see the progress that has been made; he said they may also do a spot check here. He noted that renovations to the existing building in Tahlequah could not get underway there until the clinic operations now housed there are moved into the new structure that is now construction. He reported on the timetable for hiring faculty and staff for that site is moving forward as anticipated.
- There was an emailed announcement advising of the Zarrow Foundation gift of space in the Legacy Towers. He noted our gift would include five floors and Family and Children's Services would

have floors there also. He indicated at this time our five floors would include the Department of Psychiatry, Echo, OSU-Medicine CFS, and the most likely some family practice and other services may also be housed at that facility. He reported there may be 12 to 18 months required before we will be occupying that space since there is still a lot of work to be done at that location.

- Concerning construction on campus, discussions are underway regarding a new building that will be shared with the Medical Examiner’s facility. He explained that the Barson building will come down eventually—it has served us well for many years, but the space is now inadequate and we can be better served with new structures with updated features that will better provide for students’ and the medical examiner’s needs. He spoke of the footprint that may be utilized and said information would be coming forward as the process continues. Faculty would again be participants in the overall process of identifying desired needs/features. He said that hopefully with a new building, we will see some visionary campus expansion.

Dr. Sanny thanked Dr. Stroup for his informative and interesting report. Dr. Stroup said if there are any specific questions that Senators would like to have answered, please send them to him and he would address them in his report.

**Faculty Senate President:**

President’s Report:

Dr. Sanny introduced Dr. Stacy Chronister and advised that she is the newly elected chair of the Curriculum Oversight Committee. He also commented that the COC will be working on the COC Bylaws description to identify more clearly how a vacancy can be filled. A recommendation will be coming to the Senate for approval, then it would go forward to the general faculty for their vote for approval.

Dr. Sanny invited those in attendance to introduce themselves.

Dr. Sanny said Dr. Wymore has been invited to join the October meeting to advise the Senate regarding his new position.

**Voting Items:**

- **Formal Recommendation FS 18-19-004, Revision—Reappointment, Promotion, and Tenure Guidelines, 2018-2019.**

*Moved by: P&T Committee, Second not required when moved by committee.*

Following extensive discussion, the motion was referred back to committee for additional clarification regarding the timing for application for promotion, or for or possible modification regarding the early submission of applications. The proposed revisions are to the following RPT Guidelines Appendix documents:

- Appendix D, Section 2.1, a.3
- Appendix E, Section 3.a
- Appendix E, Section 4.a
- Appendix I, Section 1, Paragraph 2.

It was decided the clarified version could be distributed to Senators by email for their information and voting on approval on the clarified or modified text and could subsequently be submitted to the Faculty Affairs Committee for an electronic voting process by the general faculty if previously approved at the Senate level.

**Action: Referred back to Promotion and Tenure Committee**

- **Formal Recommendation FS 18-19-005, Revision—Reappointment, Promotion, and Tenure Guidelines, 2018-2019.**

*Moved by: Randall Davis, Chair of the P&T Committee, Second by Justin Chronister*  
Terminology Update: Change Faculty Council to Faculty Senate throughout the RPT Guidelines document. Discussed and voted upon.

**Action: Motion Approved.**

**Committee Reports:**

Dr. Sanny called attention to the Written Committee Reports document included in the Agenda packet. He encouraged Senators to review the committee reports external to the meeting. He commented that our committees do an incredible amount of work in the service of their faculty colleagues.

**Old Business:**

There was no old business to address.

**New Business:**

There was no new business to address.

**Adjournment:** The meeting was adjourned at 12:59 p.m.

**Written Committee Reports  
Faculty Senate Meeting  
September 14, 2018**

*The committee reports are for information purposes only  
and are not being submitted for Senate approval.*

**College-wide committees:**

**Academic Standards Committee (Bill Meek)**

The Academic Standards Committee (ASC) did not meet with any students in August.

The Committee removed 22 students (MS1-17 and MS2-4, MS4-1) from probation during the month of August because of successful remediation of courses or passing the COMLEX1.

The Committee was made aware that there have been several COMAT failures and that students were involved in the remediation process.

The Committee has been discussing a “Student Academic Probation Procedure” from the OSUCOM Office of Academic Success by Denise Fulbright. This procedure would determine what steps that students on probation should be following as they move through the school year. It involves mostly students that are on probation during the first and second year from 1) repeating the year or 2) making a D or U grade. This procedure considers information that can be given through the office of Denise Fulbright and also the Director of Academic Success, Dr. Gilstrap. The Academic Standards Committee would be kept up to date with the progress and engagement of the student by the Office of Academic Success.

**Curriculum Oversight Committee (Stacy Chronister)**

The Curriculum Oversight Committee (COC) has not met since the previous Senate meeting.

**Learning Resources Committee (Nedra Wilson)**

The Learning Resources Committee (LRC) meet on Tuesday, August 28<sup>th</sup> in Room E102. New members were introduced and the charge for this committee read. Discussed in this meeting were the addition of an additional 40 carrels to be added to the front of library. Also the library will open unstaffed from 5am – 7am using swipe cards and outside entrance. The following issues were brought for discussion: 1.) Poor resolution of projector in Tandy classrooms – can’t be improved anymore due to room design; 2.) Microphones not working in Tandy 411; 3.) Wireless and computer printing issues in Tandy – waiting on installation of additional print server in Tandy, which should improve that issue. Also discussed placing a second computer in Tandy printing area and adding computer to printer in student lounge; 4.) Additional printing issues including inability to print pdfs, printing out in color and not B&W when specified; not all jobs printing out, swipe cards associate jobs with wrong name. IT is working to resolve these issues. 5.) Lack of printer paper/toner at Tandy/student lounge – toner is supplied by vendor, which uses software to monitor levels and request IT to place extra paper at Tandy and student lounge printer; 6.) Difficulty in using Panopto app to listen to lectures – OED is following up on this issue. LRC is sending an email to all course coordinators to remind faculty/instructors that PowerPoints should be posted in a timely manner prior to the day of lecture. Finally LRC is sending an email to all faculty/staff/students to provide instruction on the online room reservation system for reserving rooms for classes. The committee will meet again on Sept. 25 at 8 am in E102.

**Student Affairs Committee (Steve Eddy)**

The next meeting is scheduled for 9-21-18.

**Research Committee (Anne Weil)**

The following Special/regulatory committees report through the Research Committee: Institutional Review Board, the Institutional Animal Care and Use Committee, the Institutional Biosafety Committee, and the Chemical Hygiene and Radioisotope use Committee.

### **Research Committee Chair's Report (Anne Weil)**

The Research Committee met on Wednesday, July 25, 2018 from 10:00 a.m. to 12:00 p.m.

- The Agenda, prior meeting minutes, and regulatory committee reports (reports are attached) were accepted. Regulatory committee reports were discussed; Committee chairs tend to under-report the work their committees are doing between quarterly meetings because the entire committee does not meet. This month the IRB committee report was rewritten to reflect the interim work of the committee.
- Regarding progress on carrying out the COM Research Strategic Plan, Dr. Amlaner reports that the Office of Research has been busy developing a policy on student research to fulfill COCA requirements. Although COCA is concerned with the Medical side, medical students often work in labs that integrate students from Postdoctoral to high school levels, and the Office of Research seeks to draft a policy that would apply across all of CHS. Such a policy would ideally include strategies to assist medical students in finding research opportunities they are interested in, as well as provide funding to support that research.

This stimulated Research Committee discussion identifying barriers that may limit Medical Student involvement in research if that grows as may be desired; if students in their first, third, and fourth years all want to work in research labs, we currently do not have faculty and staff resources to handle hundreds more student researchers.

Dr. Amlaner also reported that his office made over \$110,000 in 14 small awards to faculty in May 2018.

- Library Director Mr. Jon Goodell answered questions about implementation of Elsevier Pure. There is no plan to incorporate h-indices or similar into the Pure product input or output. In terms of report output, it is anticipated that output desired for campus or university reporting could be made on the basis of automated entries and additional entries made by faculty members in specialized fields for creative work, without need for customization by faculty members. Pure will also create a template for a C.V. that may be downloaded to MS Word and customized by a faculty member for other use, such as P&T applications. One great advantage of this could be more uniform C.V. organization. Currently no two faculty members follow the same C.V. format.
- More discussion was had on the development of the 2018-2019 proposed task list, and revisions are being made.

### IACUC Report: J Tom Curtis, IACUC Chair

July 2018 report of the Oklahoma State University Center for Health Sciences Institutional Animal care and Use Committee (IACUC), submitted by J. Thomas Curtis, IACUC chair.

The IACUC hasn't met since the last research Committee meeting (the committee meets quarterly), it will next meet on August 6.

### IBC Report: F. R. Champlin, IBC Chair

The IBC did not meet for the month of July due to the fact no applications for oversight had been submitted. The next regularly scheduled meeting of the IBC will be held Wednesday, August 15, 2018 at 2:30 pm in Conference Room E-469.

### IRB Report: Kath Curtis, Chair

The IRB has not met to consider applications for research projects requiring full board review since the May meeting of 2018. However, the Chair of the IRB and the Director of Regulatory Compliance and Research Facilities report the following actions of the IRB in the intervening time:

- Amendments to 4 protocols were approved
- 10 new protocols were adjudged to be exempt from IRB review; 2 additional protocols proposing program evaluation or quality improvement also were adjudged to be exempt from IRB review
- Continuing renewal of 1 active study was approved
- Closure of 2 studies were approved
- Preliminary review of 2 new studies were conducted, along with a preliminary determination of status for an additional study

### CHRUC Report: David Wallace, Chair

The CHRUC last met on April 18<sup>th</sup>. The committee has no scheduled meetings until September 2018. The committee will meet if needed, or handle issues in a virtual setting if possible.

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

The committee met on August 8 and August 30<sup>th</sup>. During these meetings, accommodations were approved for several students and further decisions were made regarding applying requested accommodations to the lab practical examination setting. In guiding the Committee's decisions, the committee referenced the NBOME Request for Test Accommodations Instructions booklet, found at:

[https://www.nbome.org/Content/Exams/COMLEX-USA/COMLEX-USA\\_Test\\_Accommodation\\_Instructions.pdf](https://www.nbome.org/Content/Exams/COMLEX-USA/COMLEX-USA_Test_Accommodation_Instructions.pdf).

The Committee was also made aware-- per Dr. Sanny, Faculty Senate President--that the revised "OSU-COM Policy on Accommodations for Students with Disabilities" was approved by Dr. Shrum and Dr. Pettit on August 13, 2018 and that the Policy will be presented to the faculty at the Fall 2018 General Faculty meeting. With this administrative approval of the Policy, the Committee is currently working on updating the website regarding the policy and procedures for requesting accommodations.

### **Faculty Senate committees:**

#### Budget and Benefits Committee (Jim Hess)

The committee met on Thursday, September 6<sup>th</sup> and discussed the following items:

- 1) A report on institutional financial condition was given by Mr. Polak. The issue of the Dean's GME Fund and the Legislature's action to replace the federal funding with state funds was discussed. The lack of federal funding for the Dean's GME program during the last fiscal year placed a significant drain on the institution's reserves. Those reserves will be replenished, but that process will take a significant amount of time. Current institutional reserves for the Educational and General fund stood at \$3.6 million as of August 31, 2018.
- 2) The concept of waiving co-pays for OSU employees utilizing OSU clinics was proposed a couple of years ago and has been forwarded to the Budget and Benefits Committee for review. We will be reviewing that concept this year as well as the overall aspects of wellness and its subsequent impact on insurance premiums for employees.

#### Faculty Affairs Committee (Matthew O'Brien)

The committee has not yet met this fall; it will schedule a meeting as business arises, or sooner if the Senate provides new tasks.

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

Specific information regarding the work of the Promotion and Tenure Committee is confidential, and therefore not appropriate to mention in a report. The members are actively providing service to the faculty and the institution through the consideration of requests, and thereafter providing recommendations. These are done regularly and on a timely schedule and are submitted to the Chief Academic Officer. The committee members are aware of the importance of their service to their faculty colleagues and are most pleased to provide it.

### **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 (Kath Curtis)**

The BSGC met on July 18<sup>th</sup>, 2018 and again on August 6<sup>th</sup>, 2018.

The following actions were discussed, approved, and enacted:

- A new procedure for graduate student annual evaluations was approved; BSGC members met with students individually during July and August to conduct these evaluations.
- Graduate student TAs for the Bridge Microbiology and Bridge Physiology courses were identified
- new graduate student orientation was planned and held, during which (among other things) a list of graduate courses was distributed to students
- BSGC Chair requested a standing slot on the agenda of the Curriculum Oversight Committee to address any issues with Medical Curriculum that affect Biomedical Sciences graduate students and/or faculty. For the latter, these issues are may involve time conflicts for teaching, particularly when the ‘certificate program’ is approved.
- Recommendations for requirements for non-thesis M.S. degree projects and reports were developed
- BSGC members voted to support the proposal for a Nervous system course TA and made the recommendation to the Curriculum Oversight Committee

BSGC clarified information about

- How many hours a student who has earned an M.S. in Biomedical Sciences may transfer to a Ph.D. in Biomedical Sciences. This is an issue that has been complicated by the recent change in required credit hours for a Ph.D. (previously 90 hours, now 60 hours).
- Which graduate faculty at OSU-CHS have standing to serve as advisors for Biomedical Sciences graduate students vs. outside members on graduate committees

Additionally, BSGC is working to develop

- Check lists for progress through the programs (M.S. and Ph.D.)
- ‘Exit interview’ for recent graduates as a way of identifying strengths and weaknesses of the program.

The fall meeting of the Biomedical Sciences Graduate faculty has been scheduled for October 8, 2018. At this meeting, faculty will be updated on developments listed above and will vote on several amendments to the Biomedical Sciences Graduate Program Guidelines.

**OSU-Faculty Council Representative (Franklin Champlin)** The OSU Faculty Council met at 3:00 p.m. in the Sequoyah Room (222 Student Union) on August 21, 2018. 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.

**Items 2,3.** Minutes of the previous meeting (May 8, 2018) and agenda of the present meeting were approved and are available separately with pertinent handout(s).

**Item 4.B.** Nicole Sump-Crethar and Steve Locy of the Low Library provided a special report titled “Introduction to Scopus for Research and Scholarly Support”. Scopus will replace Web of Science and offers multiple novel advantages over the current and alternative platforms.

**Item 5.** President Hargis commented on several subjects including the facts that of the 4,200 entering freshmen this fall, 30% represent minorities, 36% are from out of state, and their average ACT score is 25.

**Item 6.** Provost Sandefur summarized the status of five Faculty Council Recommendations (available separately). Rec. No. 18.05.01 addresses long-term retention of Associate Professors by establishing an ad hoc committee to study barriers and incentives for promotion to Professor. This recommendation has been shared with the Council of Deans and has been received and is being considered by the Administration.

**Item 7.** Liaison Representatives in attendance presented their monthly reports (Agenda available separately).

**Item 8.** There were no reports from standing committees as none have met yet this semester.

The next regularly scheduled meeting of the OSU Faculty Council will be held on Tuesday, September 11, 2018 at 3:00 p.m. in the Council Room, 412 Student Union.

*The agenda, Minutes, and Council Recommendations to the Provost can be requested through the Senate Office. They are extensive and have not been included here due to the Senate’s decision to practice “green” methods in order to preserve resources.*