

OSU-CHS FACULTY SENATE
2020-2021
June 12, 2020 Minutes

Zoom meeting: Noon to 1:00 p.m.

*Invitees: Drs. Weil, Beaman, Cotton, Curtis, Warren, Gardner, Lewis, Sanny, and Hall.
Drs. Stephens, Stroup, Blankenship, Wymore, and Hunter*

Recorder: Jean Keene

Present:

Senate Members Present: Drs. Weil, Beaman, Cotton, Curtis, Warren, Gardner, Sanny, and Hall

Administrators Present: Drs. Stephens, Stroup, and Wymore

Guest: Dr. Barret Hunter

Senate Members Absent: Dr. Lewis

Call to Order: Dr. Weil welcomed everyone in attendance, called the meeting to order at noon and welcomed everyone. She especially mentioned the Senators who were recently elected: Dr. Lewis, who was not able to attend, and Dr. Sanny who is joining the Senate for another term.

Action Items during this meeting:

- Approval of Minutes from March and April meetings.
Action: Both sets of minutes were approved.

- **Election of:** **Secretary: Dr. Sanny** **Sergeant-at-Arms: Dr. Warren**

Approval of the Agenda:

Dr. Weil advised that since the Executive Committee had not met, it was necessary to vote approval of the agenda for the current meeting. She noted one change: In addition to a vote for approval of the March Minutes, we would also be able to vote for approval the Minutes of the April Senate meeting which were developed by Ms. Holloway, who is Dr Beaman's assistant. Dr. Weil asked Dr. Beaman to thank her on behalf of the Senate. The adjusted agenda was moved, seconded, voted upon and approved.

Approval of the Minutes:

Dr. Weil called for a motion to approve the minutes of the March meeting; approval was moved by: Dr. Beaman and Seconded by: Dr. Warren. The March Minutes were unanimously approved. Dr. Weil called for a motion to approve the minutes of the April meeting; approval was moved by: Dr. Beaman and Seconded by: Dr. Warren. The April Minutes were unanimously approved.

Administrative Reports:

Dr. Stroup advised that agenda item five would include the information that he would want relayed.

Faculty Senate President's Report:

Dr. Weil advised regarding the outcomes of the election and voting results by the general faculty.

- The Academic Standards Committee membership to include members of the Cherokee Nation was overwhelmingly approved.
- The Academic Standards Handbook revision was overwhelmingly approved.

- The Faculty Senate Bylaws revision describing the membership of the COC to include members of the Cherokee Nation was overwhelmingly approved.
- The Faculty Senate Bylaws revision to include Cherokee Nation members on the Learning Resources Committee was overwhelmingly approved.

Dr. Weil advised that the committee assignments have been made, with the exception of the P&T Resolution Committee. A re-vote is being conducted and the results will be available in approximately three weeks.

Dr. Weil encouraged the members to submit their vote if they have not already done so.

Dr. Weil advised regarding the Senate members for the 2020-2021 term. She also indicated that the election of the Senate Secretary and the Sergeant-at-Arms will be conducted during the current meeting. She noted that these officers are to be elected from the Senate members and by the Senate members. She provided the Faculty Senate members for the 2020-2021 term, from whom these two officers could be nominated/elected.

OSU-CHS Faculty Senate Members

Anne Weil, Ph.D., President

Jason Beaman, D.O, Past-President

Lora Cotton, D.O, President-elect and OK State Regents Faculty Advisory Representative

Kath Curtis, Ph.D., (21)

Aric Warren, Ed.D, (21)

Gavin Gardner, D.O., (22)

Regina Lewis, D.O., (22)

Charles Sanny, Ph.D., (22)

Sarah Hall, D.O., (22) OSU-CHS Representative to OSU Faculty Council

Dr. Weil next conducted the voting process for the election of the Faculty Senate Secretary and the Sergeant-at-Arms. She provided a brief description of the duties for these offices. She advised that as officers, they would also be members of the Faculty Senate Executive Committee for the 2020-2021 term.

The following Senate members were nominated, seconded, voted upon and elected as Senate officers for the 2020-2021 term.

Senate Secretary: Charles Sanny

Sergeant-at-Arms: Aric Warren

Discussion Items:

The topic Proactive Planning for the Fall Semester and variables for plan implementation were addressed; the following points were offered:

- Dr. Wymore advised that the planning has been ongoing since before the last semester ended. The approach was to have it be more pro-active, and to come to grips with what we can do and what would be the most fruitful plan.

He advised that Justin Zumwalt and OED have been working diligently on this, and as Dr. Weil mentioned, the green screens are very advantageous. He noted that it makes it possible to do recordings, and the studio is available here to accommodate those recording sessions.

He also advised that if a person is not a faculty member but who participated in the teaching process, they are able to use the recording facilities if they are teaching in the COM or the graduate programs.

Students have many questions, particularly the first-year students. He reported that Jeff Hackler had distributed a memorandum with information to all of the incoming students. The curricular questions from students are forwarded to Dr. Wymore to answer. Other questions are answered, and the information is posted in the incoming students information account so all can read the answers.

He noted that some of the questions now being addressed concern OMM labs and clinical care foundation labs. Working out the schedules is requiring considerable time. One student question that reappears regards how much time will be needed to do make-up labs. That isn't an easily predicted bit of information.

Another factor is that some faculty will not be able to be in large groups due to Covid-19; possibly we may have some students who may be in that grouping too, so the lab faculty are basically trying to work out how they could do it—perhaps to bring students in when there were less people on campus, and in the labs perhaps when there was only the faculty member and one student. The work on these items is ongoing. Dr. Wymore asked if there were any questions. None were raised.

- Dr. Stroup advised that we are highly recommending if persons are on campus, they are to wear a face mask in common areas. If lecturing in a classroom, there are actually two options and he would like the Faculty Senate to make a recommendation. He said since it is difficult to lecture while wearing a face mask, using a face shield could be one option and the faculty member would have it for the entire year. Another approach could be to have a shield that would be in front of the lecture area; however, the problem is if there is a camera and the lecture is being recorded, that shield might disrupt the view.

Another approach is, faculty will have cleaning kits available, and after a lecture, faculty will be asked to wipe down the area, including the microphone. We believe this is the most responsible and protective thing to do. Of course, we are open to do whatever we feel is necessary. Some of our hope is that a lot of the lectures can be recorded so they can be available on-demand. However, some faculty prefer to be in front of a classroom; we will work with them on that.

In addition, we are working with several faculty who made requests to limit their time on campus. Dr. Stroup said he has been involved with the associate deans is working with HR and the department chairs to be sure their needs are met. He said if any faculty come to the Senate with requests, please direct them to him.

From a standpoint of actually being on campus, we realize that there is a high likelihood that people may be on campus who may be symptomatic, pre-symptomatic, or there may be an exposure. We need to encourage people to not come to campus if they do not feel well. We have the availability to do testing—with a result really within 24 hours—so the capability is there. Information may be sent out to faculty, staff and students possibly later in the day.

He said the news had been broadcast that there was a spike in the number of cases in Tulsa, and the Whirlpool plant has had a Covid-19 outbreak with their workers. With all of the demonstrations going on plus the presidential rally that is planned to occur in Tulsa, these could be sources for additional cases. We expect there will be some exposure; we need to take all of these into consideration.

Dr. Stroup asked if there were any questions.

1. A comment was offered that the face shields may not be as effective as would be desired since droplets would still be emitted, although that may be better from the standpoint of having the lecture being better heard by students.

Dr. Stephens said it was discussed at a meeting in Stillwater, that hearing the lecture, and having the students being able to see the lecturer's mouth was an important aspect of understanding the lecture.

2. It was commented that it truly is a matter of safety. Perhaps some approach that would utilize a recording, but we would have the capability to have a real-time question and answer period as well.

Dr. Wymore said we are looking at some kind of coupling that would both of those approaches is being examined/evaluated. Most of the lectures will be prerecorded. Panopto can be used for the prerecording. If using the classroom the front rows will be blocked off, and there will be much more than six feet of separation space. For the question and answer aspect, once a week—or perhaps more—either the course directors, or someone who provides content for the course, will show up and it basically be a Q and A session that will be seen between the two campus locations. It will also provide the opportunity for the students to get to know their faculty a little bit, and the same for the faculty. These sessions can alternate between the Cherokee Nation site and the Tulsa site. Dr. Wymore said although this isn't perfect, it is a way to employ as much normalcy as possible. He said typically, for the exam review portion there are between 30 and 60 students. Even at the higher figure, there is still sufficient space to maintain the appropriate distance and not be up in front near the instructor.

3. A question was asked whether there is a webinar type process available. Dr. Wymore said the bandwidth may be a factor, but there are also other, unexpected, factors that can occur with internet use. Regarding raising questions for the students, he explained that when we use Panopto, it is possible to imbed questions to which the students must respond before the lecture will continue. He added that any idea that a faculty member may develop could be raised to OED for their help and input. He mentioned that OED and the Office of Academic Success are CHS offices, not COM offices. So the faculty in all of the graduate school are able to make use of them as well. That includes the recording studio and green screen. Further, now while students are struggling with circumstances, it is good to remember that the Office of Academic Success is for all students, and they are happy to have Zoom or chat sessions to be of help. It's good to get an appointment to use the studio since. For those faculty who have August classes, he recommended to get the PowerPoint lectures ready, get them to the instructional designers so they can look over them from a structural perspective, plus possibly making suggestions regarding formatting, readability, etc. From the viewpoint of best practices, faculty may want to give some thought to breaking the lecture into two parts rather than having one long session. He mentioned it is actually much better for studying purposes to do it that way. He said some faculty are actually breaking it into three segments.

Dr. Stroup introduced Barrett Hunter, who has been working on our planning for aspects of moving forward with the fall term. He has been working with other A & M campuses.

- Mr. Hunter advised regarding work that has been done here at CHS. He specifically mentioned signage that had been developed and posted and he provided an example of what would be posted outside the classrooms and common areas. The Safety Officer and the Facilities management personnel walked through all the classrooms and determine a broad estimate for a capacity for everyone inside that classroom observing social distancing. If that capacity is exceeded, everyone in that room will need to wear a mask. A caveat has been included that if occupancy is at that capacity, everyone is still encouraged to wear a mask.



As Dr. Stroup said, he has extended our employee and student health services, we have a dedicated Covid-19 cell phone number that our student and occupational health nurse keeps on her at all times. The biggest change now is that anyone who is symptomatic who needs to be tested and might have had exposure can contact the nurse just so she can clear them to return to work or campus.

He advised these were the two points on which he wished to comment. He indicated he would take any questions.

A question was posed regarding the lectures on campus, the face shield, the effectiveness of the shield without a mask is a concern. Dr. Stroup said the question centers on the separation distance involved when wearing a shield. Social distancing indicates six feet. If a faculty member is wearing a shield, how far would that person project any droplets? With a shield, anything would project out and then down, and students would be at least the recommended six feet away.

A comment was offered that lecturing with a mask could be very frustrating to the students; they may have difficulty hearing or determining what is being said. If it comes to masks only, at that point, the question arises, "What is the value of having in-person instruction?"

Dr. Stephens said during the discussion in Stillwater, it was mentioned that lectures wherein the faculty member is wearing a mask could be difficult for students. They may find they need accommodations under those circumstances. The students really benefit from being able to see the lecturer's mouth. He added that the shield is better than wearing a mask, and certainly better than using nothing.

An additional question was raised to Mr. Hunter asking if time in proximity had been considered when the planning was taking place. He replied that it really hadn't been a factor in their consideration. He indicated that is correct, time is a factor. However, they were relying on persons personal decisions regarding time. There will be signs on the elevators limiting the capacity. Likewise the room-reservation system online has those safeguards.

Returning to the topic of the Q & A sessions, a question asking whether there was an option for the delivery of the Q & could be done by using Zoom.

Dr. Wymore said they were thinking that there would be at least one or two persons who might feel comfortable to put on their mask and field questions. IT would be streamed between the two sites, and it would alternate between the Cherokee Nation site and the Tulsa site. He noted that it might be particularly important for the first-year students. If by some chance it is not possible, there could be one session live with someone and a second session could be by Zoom. He said no one is being asked to risk their life for a Q & A session. This was mentioned in the communication that was distributed, but Course Directors were not contacted with this specific element. Dr. Wymore said the syllabi are still being worked on. They are all having it inserted into them that the students are being required to wear masks. Ideally, this will be something that will not be too much of an issue. The faculty may be given the option of whether to wear a mask to be inserted into the syllabus.

Another question was raised asking whether the Q&A sessions will be entered on the calendar, or what is the plan for how they will be scheduled? Dr. Wymore said there would be some dedicated timeslots put on the calendar for this purpose for both the first and second year students. Some of them may be by Zoom. He added that for the Zoom sessions, faculty can contact Instructional Design and get the accommodations set up. We have an institutional account, and this can be set up for you.

Regarding course materials, faculty already have their materials developed and given that some adjustments may be needed depending on the method of delivery, but the question is how this will play out in terms of faculty evaluations, particularly since faculty teaching time will be elevated, and research time will have been reduced.

Dr. Stroup advised that we have to be super-flexible with the faculty to allow them to deliver content. He said that faculty will automatically have an extension to their promotion and tenure timeline. If they choose to opt out of that extension and go forward, that's fine, but they have the option. He said he would be working with Dr. Wymore on this and how much changing we will need to do it will be clearer, but he expects there will be great flexibility. He noted that he would be sending information to the department chairs on this topic.

Dr. Wymore advised regarding the mechanics of the pre-recorded lectures. He said a number of faculty have already been doing that. He noted that if a PowerPoint was good for delivering in the lecture hall, any needed changes would likely be minimal. He said for those who do a lot of lectures, after the first one or two, hopefully it will not be oppressive.

Dr. Weil thanked Dr. Wymore for the letter he had distributed earlier. She said it was helpful to faculty in knowing what would be asked of them in the fall semester.

Dr. Weil said she wanted to be certain that those who had a question had the opportunity to have it answered. Hearing no further questions, she moved forward.

Dr. Weil thanked Drs. Stephens, Stroup, Wymore and Hunter for being so generous with their time and for the information they shared as well as the willingness to answer questions. She said Senators appreciate having a clearer picture of what will be expected during the fall term, and of being advised of the planning that has taken place. The administrators left the Zoom meeting.

Dr. Weil advised Dr. Cotton that as President-elect, she would also be the CHS Representative to the OK State Regents Faculty Advisory Committee. She explained that the meetings are generally quite interesting, but not always relevant to CHS. Dr. Weil reported that she would provide additional information regarding this position to her following the Senate meeting.

Senate Review of Committee Reports:

Dr. Weil called attention to the Committee Reports distributed with the agenda. She called for any comments or concerns regarding the reports. Dr. Weil noted that many of the committees had not met due to the current Covid pandemic circumstances, but we are hopeful that regular meetings will occur in the fall term, although they may be by Zoom.

Old Business: No items to consider.

New Business: No items to consider.

The meeting was adjourned at 1:02 p.m.