FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, April 13, 2021**

# Zoom meeting

**AGENDA:**

1. Roll Call

2. Approval of the March 9, 2021 Minutes

3. Approval of Agenda

4. Special Reports:

A. Sue Williams – Ombudsman

B. Ron Tarbutton & Phil Thomas – Facilities Management/Long Range Facilities Planning

C. Casey Shell – University Planner

D. Chris Peters – Director Downtown Stillwater.org

5. President Hargis – Remarks and Comments

6. Report of Status of Faculty Council Recommendations:

President Hargis, Interim Provost Mendez and/or Vice Presidents

7. Reports of Liaison Representatives –

**SAC – Tasha Cheves**

This is a busy time of year for Staff Advisory Council (SAC)!

* SAC voted to edit our Bylaws to include a Diversity, Equity and Inclusion Committee. Our Rules, Procedures and Policies Committee is currently working on verbiage and responsibilities for that committee.
* Our Awards and Recognition Committee is in the process of evaluating applications for Staff Advisory Council Scholarships and will be compiling a list of recipients later this month.
* The election process for SAC is currently underway. Winners of the election will be seated at the June 2021 meeting. Nominations are being accepted through April 13. Voting will be held April 27-May 11 and will be done electronically. Details about the election can be found on the SAC website.
* SAC is proud to announce our new OSU STARS recognition program to recognize staff members who go above and beyond when it comes to their work responsibilities. While only OSU Staff members are eligible for the award, ANYONE can nominate an employee. Nominations can be made by going to sac.okstate.edu/awards and filling out the nomination form. A number of employees will be recognized each month.

**Graduate Council – Rebecca Sheehan**

*Graduate Student Health Insurance*. Dean Tucker reported that the graduate student health insurance plan is anticipated to cost more this year and finalized details will be announced when they become available from Human Resources.

*Graduate Education Month*. Dr. Smith announced the theme for the April 2021 Graduate Education Month as “Graduate Students Wellbeing.” Each week will highlight an aspect of wellness from the BetterU program. The Graduate College Awards Ceremony will be at 3 pm on April 28th via Zoom.

*Graduate Faculty Development Needs Research*. Focus Groups and Interviews are ongoing through the spring semester. All Graduate Faculty are encouraged to participate – completion of the survey from last semester (fall 2020) is not a requirement.

**Open Focus Groups:**

Friday, April 9th 1-2:30 p.m.

Wednesday, April 21st:  2-3:30 p.m.

Thursday, April 22nd:  3-4:30 p.m.

Wednesday, April 28th:  10-11:30 a.m.

Link: **https://zoom.us/j/2265784940**

If graduate faculty members prefer to be interviewed individually, we are happy to accommodate! Please contact Mary Jo Self at Maryjo.self@okstate.edu to arrange a convenient time. The qualitative portion of the research will be completed in early May.

*Graduate Commencement Ceremonies*. Dean Tucker reminded Council that Spring 2021 Graduate Commencement ceremonies are scheduled outdoors: Stillwater – Boone Pickens Stadium; Tulsa – ONEOK Field; CHS – Broken Arrow High School Stadium. Doctoral degree-candidate hooding will take place with minimal contact—no handshaking or hugging. Additionally, the University will be inviting graduates from Spring, Summer, and Fall 2020 to participate. **Graduate student registration is required**. Stillwater Faculty do not need to register for the ceremony at Boone Pickens Stadium; they will be welcome to sit in the faculty section of the stadium. Faculty on the Tulsa and CHS campuses will be asked to register for those ceremonies.

*Graduate Student Wellbeing Taskforce*. Dean Tucker reported that the taskforce will have a draft of actionable recommendations in May based upon the Climate-, Mentor-, and Student-focused working groups of the taskforce.

*Leave of Absence Policy*. Dr. Self reported that graduate students approved for a Leave of Absence that are COVID-related or military are expedited by the Late Drop/Tuition Appeal Committee, but those approved by the Graduate College are not. Council voted to support the position that those with an approved Graduate College Leave of Absence should also be expedited by the Late Drop/Tuition Appeal Committee.

*General Graduate Faculty Meeting*. The meeting was held on March 31, 2021 at 1:00 via Zoom with over 110 participants. Subject Matter Group meetings were held afterwards. Brandee Hancock and Gaylan Towle presented on the First Amendment Free Speech Rights. This information is available on the Graduate Faculty Canvas Community.

*Graduate Faculty Definitions*. Dr. Van Delinder reported that she, the chairs of the Subject Matter Groups, and the vice-chair of Graduate Council met and suggested revisions to how graduate faculty levels are defined. These revisions revolved around the need for faculty members whose home units do not have a graduate program. The group is working to revise the Graduate Faculty Bylaws to indicate that faculty must be affiliated with a graduate program at OSU before graduate faculty membership is granted. These suggested revisions as well as any others will be brought to a vote for all OSU Graduate Faculty in the near future.

*May Graduate Council Meeting*. The May meeting has been moved to May 21, 2021 at 1:30 p.m.

**WFC – Liz McCullagh**

Anyone interested in the WFC can visit our website at <http://womensfacultycouncil.okstate.edu> and email [wfc@okstate.edu](mailto:wfc@okstate.edu) to sign up to be put on our email list.

April 5th’s meeting in partnership with EQuAL discussed “Inclusivity in Research,” featuring divergent research interests in Dr. Juniper Simonis (DAPPER Stats), Dr. Corinne Schwarz (Assistant Professor of Gender Women’s and Sexuality Studies) and Dr. Louise Siddons (Associate Professor in Art History). The panelists highlighted ways that they try to be inclusive in their research practices including a lot of thoughtful practices that anyone could incorporate in their practice. It was a great meeting and can be watched on our website if you missed it.

Announcements:

**Elections:** Vice Chair and Secretary positions available

\*requirements for nominees are on the WFC website under Bylaws (https://womensfacultycouncil.okstate.edu/bylaws.html), email wfc@okstate.edu if you have questions or want to self-nominate/propose a nominee

**Ann Ryder and Clara Smith:** winner announced soon!

**Student Research Awards:** announced soon!

**SGA – Hadley Griffith**

a) SGA Student Body President and Vice-President Elections have concluded. Jack Edwards will serve as the 2021-22 SGA President and Alex Bias will serve as the 2021-22 SGA Vice-President. The transition process has started and SGA continues to build excitement as this transition continues.

b) SGA Senate is continuing voting on, writing, and reviewing legislation that aligns all University policies to be cohesive.

c) The Red Pantry has already served an estimated 1,000 people and the Cattlewomen’s Association Meat Pantry served an estimated 2,000 students.

**GPSGA – Maegan Berg**

Congratulations to all the outstanding committee members of GPSGA. We appreciate all that you have done. Thank you for your contributions.

Jeevotham Senthil Kumar, Rachel Higgins, Karleyda Sandoval Carvajal, Rose Fields, Jayesh Yevale, Fernanda Ramirez Saenz, Parna Ghosh and Sanmi Alake.

Announcements:

* An opportunity for students living at Family and Graduate Student Housing (FGSH) to build their leadership skills and get involved on campus by becoming an officer at Family and Graduate Student Housing Leadership Council (FGSHLC). [Click here](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmx.technolutions.net%2Fss%2Fc%2FBQM-IylQKwVhFDmSUz94JMgNyXdejDEMrvHvOpRndLMYsoWCnIP5l91iD9kyPPobmJCFAiEzoiJOQsgk8TvYjC6suOVJMrXi1iEvCpInnxPHm76jc8abQNC-VINDcJJwD0zCGFY1AsmUVToC_2WHTRbdf6HPBRvo5wb4PwAvKQo%2F3at%2FKxR7wuOyRgabWi_p5g5Ltw%2Fh26%2F1ua4XUMILFfIDQPRhTHwnlPqYUdsVhZ4dwpXVWs5fB4&data=04%7C01%7Ctricia.white%40okstate.edu%7C59c0715d78bf4951ed8308d8f917a935%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637533227300102455%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=RAf7mV3PEdR18g0f8JdzfOHG9eETbBP1Ubg59zqgA8A%3D&reserved=0) to nominate yourself. If you are interested in becoming a member of FGSHLC, fill out the form [linked here](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmx.technolutions.net%2Fss%2Fc%2Fo1ZzE6NoelhmYnAd-826DgzOjwbRNzUh8dI2hRtHWZlb2dcyFFzOdJ76XwLDFeBa9CnH6NZU7w6fzlBJj9sCy5mYl1va9J2zDoVDgK5zr9rlWRVpjDYsyQAaTKu4zdAg8mlLHsuDB8GxpGT8sy2D3CLN4u4aWLydU-eVdlj-Dz4DCBj3UKk0jEMEGATLxTLn%2F3at%2FKxR7wuOyRgabWi_p5g5Ltw%2Fh27%2FG21HQgRczZiqKdTr2OOOpFPoCX07rvtZ9HXDA3Rs5lA&data=04%7C01%7Ctricia.white%40okstate.edu%7C59c0715d78bf4951ed8308d8f917a935%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637533227300102455%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=G%2BEj5NuR8%2Baz8lfDYfLiCnowOxUefUARKpPa8ERCFWw%3D&reserved=0).

8. Reports of Standing Committees:

a. Academic Standards and Policies: Cristina Gonzalez – Update

Recommendation 21-04-01-ASP:

Approval of Changes to 2-0701, “Family Educational Rights and Privacy Act”\*

b. Athletics: Justin Talley – No Report

c. Budget: Tyrrell Conway – No Report

d. Campus Facilities, Safety, and Security: Tieming Liu – Update

e. Diversity: Ki Cole – No Report

f. Faculty: Matt Lovern – No Report

g. Long-Range Planning and Information Technology: Christopher Crick – Update

Recommendation 21-04-01-LRPIT:

Policy Adoptions: Information Security Governance Board and Digital Accessibility\*

h. Research: Bruce Dunn – No Report

i. Retirement & Fringe Benefits: Sarah Hall – No Report

j. Rules and Procedures: Karen Neurohr – Update

k. Student Affairs and Learning Resources: Toby Nelson – No Report

9. Unfinished Business –

10. New Business –

11. Adjournment -

*\*Attached*

**Amended by Passed Failed**

**Recommendation No.** 21-04-01-ASP 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**  AS&P Committee 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Seconded by:**  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Passed**         **Tabled**         **Failed**  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Title:**       Approval of Changes to 2-0701, “Family Educational Rights and Privacy Act”

**The Faculty Council Recommends to President Hargis that:**

2-0701, “Family Educational Rights and Privacy Act,” be amended to include a student’s chosen or preferred first name.

**Rationale:**

A request is made to add chosen/preferred first name to OSU’s list of directory information. The policy change does not in any way impinge on a student’s right to withhold directory information—what it does allow is for directory information to more accurately reflect a student’s identity.

This policy clarification is recommended by the OSU A&M Board of Regents legal counsel to enable release of chosen names when responding to open records and other third-party requests for directory information.

If approved, the changes will be effective beginning with the fall 2021 semester.

**Summary/Purpose of Proposed Changes**

Add chosen/preferred first name to OSU’s list of directory information. This policy clarification is recommended by the OSU A&M Board of Regents legal counsel to enable release of chosen names when responding to open records and other third-party requests for directory information. If approved, the changes will be effective beginning with the fall 2021 semester.

**Proposed Policy Changes with Track Changes**

*OSU Policy 2-0701 Family Educational Rights and Privacy Act (Buckley Amendment)*

3.02 “Directory information” consists of the following information and is subject to change provided the change is effective only at the subsequent year (i.e., fall term) and provided the change(s) is/are appropriately publicized.

A. student’s name (including chosen or preferred first name), local, and permanent address or hometown

B. telephone number

C. year of birth

D. major field of study

E. weight and height of student participating in officially recognized sports

F. dates of attendance at Oklahoma State University

G. degrees, honors, and awards granted or received and dates granted or received

H. academic classification such as freshman, sophomore, junior, senior, etc.

I. institutional electronic mail address

J. most recent educational institution previously attended

K. dissertation or thesis title

L. advisor or thesis/dissertation advisor

M. participation in officially recognized organizations, activities, and sports

N. parents’ names and addresses (city and state only)

Students who want directory information kept confidential shall complete the form designated for that action, doing so in the Office of the Registrar on or before the date established by and publicized by that office.

**Discussion/Approval Record**

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| --- | --- |
| **Committee/Council** | **Date Approved** |
| Directors of Student Academic Services | February 17, 2021 |
| Instruction Council | February 18, 2021 |
| Faculty Council Academic Standards and Policies Committee | March 24, 2021 |
| Faculty Council |  |
| Council of Deans and Provost |  |
| President/Executive Team |  |

**Amended by Passed Failed**

**Recommendation No.** 21-04-01-LRPIT 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**  Long Range Planning & Information Tech. 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Seconded by:**  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Passed**         **Tabled**         **Failed**  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Title:**  Policy Adoptions: Information Security Governance Board and Digital Accessibility

**The Faculty Council Recommends to President Hargis that:**

the two policies titled “Uniform Information Security Governance Structure” and “Digital Accessibility Policy” be incorporated into official university policies and procedures.

**Rationale:**

In order to oversee university security policy in a fair, responsive and representative way, a governing body composed of stakeholders from across the university should be established. In addition, the university does not currently have codified expectations with regards to equal access to digital information. The pandemic year has given this problem greater salience, but establishing accessible digital systems is important regardless.

UNIFORM INFORMATION SECURITY GOVERNANCE STRUCTURE

1. Information Security Governance (‘Governance’) for all entities under the jurisdiction of the Board shall be unified, strategic, and measurable, to prevent vulnerabilities or accepted risks at a single entity from compromising information security of another entity or across the OSU/A&M System.

1. A governing body (‘governing body’) is designated for all entities governed by this Board, consisting of:
   1. Chief Information Officer-OSU (CIO-OSU)
   2. Chief Information Officer-A&M (CIO-A&M)
   3. OSU Information Security Officer and Director of IT Security
   4. OSU IT Compliance Manager
   5. CHS Associate VP for Information Technology
   6. OSU Assistant Director of Research Security
   7. OSU Chair, Long-Range Planning & Information Technology Committee
2. The governing body is responsible for an Information Security Program Plan (ISPP) which sets strategic measures to protect and assure this Board of the confidentiality, integrity, and availability of each OSU/A&M institutions’ information assets.
   1. The ISPP will include an overview of requirements for facilitating Governance across the OSU/A&M system and describe the controls in place or planned for meeting those requirements.
   2. Appendices to the ISPP will outline institution specific control goals and objectives, and reference supporting work documents outlining work to be accomplished, such as risk assessments, establishment or improvement of controls and mitigation efforts.
   3. The governing body is responsible for disseminating the ISPP and promoting compliance across the OSU/A&M System
   4. The ISPP will be reviewed for efficacy on an annual basis, and updated as needed.
   5. The ISPP and associated work documents will be classified as confidential, but available when appropriate with proper authorization and credentials.
   6. Security objectives will address, but will not be limited to:
      1. Currently observed security control gaps
      2. Industry best practices
      3. Regulatory compliance
      4. Risk assessment and mitigation activities
   7. Annual goal setting will align with the budgetary process to ensure appropriate funding.
3. The governing body is responsible for facilitating data governance for all entities governed by this Board. Data governance efforts will provide Board assurance on the effective management and securing of data, including personally identifiable information (PII) in accordance with the ISPP.
4. The governing body is authorized to take action toward the identification and remediation of system-wide and entity-specific information security risk. In response to identified risks, the governing body is authorized to prescribe both centralized and entity-specific Governance measures, including, but not limited to
   1. Ensuring adequate number of personnel are available and trained on risk assessment practices
   2. Establishing centralized policies, procedures, and standards
   3. Risk assessments at the system or entity level
   4. ISPP compliance assurance assessments at the system or entity level
5. The governing body will provide oversight for Governance work progress, promote information security support and awareness training, and report timely status of entity-specific governance needs to Executive Management, including, but not limited to, the Presidents of each A&M institution.

2. The President or chief administrative officer of each entity governed by the Board shall be responsible for preparing and presenting Governance matters for Board approval as necessary, and for designating the funds to be used in execution of Governance needs.

**Oklahoma State University Policy and Procedures**

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| **DIGITAL ACCESSIBILITY POLICY** | **Policy Number**  **ADMINISTRATION & FINANCE**  **Information Technology**  **(date)** |

**PURPOSE**

1.01 The Oklahoma State University System is committed to providing equal access to digital information. This policy establishes standards for the accessibility of digital information and services considered necessary to meet the OSU System goals and ensure compliance with applicable law.

**DEFINITIONS**

2.01 Digital Information - Any digital material that may be distributed electronically. This includes but is not limited to HTML web pages; documents such as Microsoft Word, Excel or Adobe PDF; audio and video; and instructional material in any format.

2.02 Digital Information Providers - Any individual or group that provides Digital Information on behalf of the OSU System.

2.03 Information and Communication Technology (ICT) Resource - Any electronic tool or tools used to deliver or interact with Digital Information. Examples include, but are not limited to, software applications, systems and web-based services.

2.04 Legacy Content - Content or pages published before the effective date of this policy.

2.05 Limited Distribution - Digital Information that is distributed to a select number of individuals that do not require an accommodation.

2.06 New Content - Content or pages that are created after the effective date of this policy.

2.07 Redesigned Content - Content or pages that are altered or updated, including content modifications.

2.08 Responsible Party-The individual or individuals that provide design, content or functionality for ICT Resources. The individual or individuals that oversee purchasing and procurement processes.

2.09 Standards -The digital accessibility standards adopted by Oklahoma State University.

2.10 Websites - A location connected to the Internet that maintains one or more pages on the World Wide Web.

**RESPONSIBILITIES**

3.01 This Policy applies to all units of the OSU System, including the following:

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| Vice Presidents, Deans, Department Heads, Directors, Unit Heads | Provide necessary support within the unit for compliance with this policy. |
| OSU System Information Technology and Communications Departments | Coordinate to provide education, training, and support resources to university community members on compliance with this policy. |
| Application Developers | Design or revise applications/websites in accordance with this policy. |
| OSU System employees and affiliates who create, edit, or publish web pages to provide University services, programs, or instruction | Design or revise Information and Communication Technology (ICT) Resources in accordance with this policy. |
| Individuals who purchase or implement ICT Resources. | Require compliance to this policy in all digital and/or ICT purchases, licenses and free resources utilized. |

**POLICY**

4.01 Accessibility Requirements

Digital Information will be accessible to persons with disabilities, as specified below. Unless an exemption applies, all units of the University shall:

1. Ensure that ICT Resources and Digital Information adhere to the Standards set forth in this policy.
2. Use University designs consistent with applicable state and federal laws and standards as well as the university’s current level of Web Content Accessibility Guidelines (WCAG). For more information on WCAG, visit <http://www.w3.org/WAI/intro/wcag>. View OSU web Standards. [Process in development]
3. OSU’s accessibility requirements should be reviewed annually to determine if any updates to the Standards are necessary.

4.02 Exemptions

If adopting the policy would result in a fundamental alteration of the intended function of the OSU System Digital Information or pose an undue burden to conform to the Standards, units may request an exception. (Insufficient funds of a particular unit will not normally be considered a reason for an exception.)

The Office of Equal Opportunity will evaluate requests for exceptions and determine whether and to what extent exceptions will be granted. If an exception is granted, Site Owners may be required to make the content on their University Web Properties available in an alternative format that is accessible.

The foregoing notwithstanding, all Digital Information must be made accessible to accommodate a qualified person with a disability upon request.   
  
It is strongly preferred that all Digital Information abides by the Standards, as the Standards improve the readability and clarity of the Digital Information.

In the event that Digital Information does not meet the above exemption criteria, it is necessary to submit an Equally Effective Alternate Access Plan (EEAAP) form to the Office of Equal Opportunity and Employment for review. [Process in development]

The conclusion of undue burden or non-availability is an institutional decision to be made by the Office of Equal Opportunity and Employment in consultation with the affected unit and others with relevant perspective or expertise.

4.03 Adoption of Standards

From the Policy implementation date, all New and Redesigned Content, ICT Resources and Digital Information shall adhere to the Standards set forth in this Policy.

Units must submit an outlined Transition Plan that must include but not be limited to the following:

1. Conduct inventory for every department to self-identify systems, websites, applications and Digital Information.
2. Identify responsible parties for each system and activity within the policy/plan.
3. Identify audiences and systems by numbers of users.
4. Test systems for level of compliance.
5. Go step-by-step through issues we know are present.

Units should adopt the Standards for Legacy Content in phases and prioritize highly visible Digital Information in their Transition Plan. Transition Plans must be submitted to the Office of Equal Opportunity for review. An adoption timeline and Transition Plan completion dates will be provided following the review.

4.04 Compliance

1. The Office of Equal Opportunity is responsible for overseeing compliance with the state and federal regulations that prohibit discrimination on the basis of disability. Questions or concerns regarding compliance with the policy or standards should be directed to the Office of Equal Opportunity.
2. Each individual or unit responsible for ICT Resources and Digital Information must also know the policy and how to provide accessible content. Those responsible must also monitor and evaluate their content for accessibility.
3. OSU System Responsible Parties and Digital Information Providers are required to attend and track accessibility training.

4.05 Procurement

ICT Resources that are purchased or used fall under the terms of this policy. Responsible parties must account for accessibility among other requirements and decision-making criteria for ICT Resource purchase or use decisions.

The OSU Guidance on ICT Resource Acquisition provides tools and processes to help to meet this requirement. [Process in development]

All procurement shall adhere to this policy, the OSU/A&M Board of Regents Purchasing Terms & Conditions as well as meet the requirements of the [HB2197 Oklahoma Electronic Information and Accessibility Act](https://www.okhouse.gov/Policies/Accessibility.aspx).

4.06 Consequences for non-conformance to the policy

Failure to comply with the policy may result in temporary or permanent sanctions relating to the individual's use of System resources or other appropriate corrective actions via OSU Human Resources policies.

4.07 Contact Information

[Office of Equal Opportunity](https://hr.okstate.edu/equal-opportunity/)

eeo@okstate.edu

405-744-9153