FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, May 11, 2021**

# Zoom meeting

**AGENDA:**

1. Roll Call

2. Approval of the April 13, 2021 Minutes

3. Approval of Agenda

4. Special Reports:

A. Robbin Davis – OLLI

B. Mindy McCann – GEAC General Education Advisory Council representative, year-end report

C. Aleigha Mariott – Director Student Support/Dep. Title IX Coordinator

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 – none are confirmed as of 5/4/21

1. **Emeriti: Barb Miller**

The Emeriti Association has begun planning for fall. The monthly dinners will resume after a year off for COVID. Dates for fall are Sept 20, October 18, November 8 and December 6. The executive board will meet with the new president of the Alumni Assn., Rob McInturf, on May 24.  Things are getting back to normal!

1. **Staff Advisory Council: Tashia Cheves**

Nominations are now being accepted for the inaugural *Dr. Howard J. Shipp, Jr. Inclusive Excellence Staff Award*. This award is presented annually to a staff member *who exemplifies* extraordinary service and outstanding achievements in advancing the culture of diversity, equity, and inclusion at Oklahoma State University.

This award is in honor and recognition of the 34-year legacy of Dr. Howard J. Shipp, Jr. at OSU. Throughout his OSU career, Dr. Shipp exhibited an unwavering commitment of service towards advancing the culture of diversity, equity, and inclusion at the University. He supported, encouraged, and inspired countless individuals, most notably several generations of underrepresented, underserved, and marginalized OSU students. He facilitated the creation of new multicultural offices, including staff positions, and established innovative opportunities for underrepresented students, especially African Americans, Native Americans, Hispanic/Latinx and Asian Americans. He earned a doctorate in Student Personnel and Guidance from OSU. In 2005, Dr. Shipp retired as the Director of the Multicultural Student Center, now known as the Office of Multicultural Affairs.

The award is funded by private donors and the Office of the Vice President of Institutional Diversity. Members of the OSU community, including students, staff, and faculty are encouraged to nominate meritorious candidates. The recipient receives a plaque, a one-time $1,500 award, and is recognized at the 2021 Staff Advisory Council Distinguished Service Awards Ceremony.

Eligibility

1. Nominees must have five years of continuous service to the Oklahoma State University system and be a current full-time staff member in good standing.

2. Faculty, part-time hourly staff, Inclusive Excellence Advisory Board, or members of the Division of Institutional Diversity are ***NOT*** eligible for this award.

3. Members of the Inclusive Excellence Advisory Board are prohibited from submitting letters of support for award nominees.

Criteria

Award nominees are evaluated based on their accomplishments and impact in any or all of the following areas:

1. Leadership: An individual who demonstrates innovative and effective leadership that substantially enhances the university’s diversity, inclusion, equity, engagement, and trust efforts.

2. Performance: An individual who reflects and achieves an exceptional level of service, dedication, compassion, and applied skills advancing OSU’s commitment to diversity and inclusion.

3. Program: Activities and initiatives that promote awareness and understanding or provide new knowledge in diversity and inclusion in the United States.

4. Outreach/Service: Internal or external community engagement activities that promote the professional and/or academic advancement of diversity and inclusion in the U.S. These efforts could include activities such as: recruiting and mentoring of staff and students, university programs, professional development, community-focused workshops, and other related initiatives.

The application deadline for the 2021 award is ***Friday, May 14, 2021.*** Supporting materials outlined below should be forwarded as an ***electronic file (PDF)*** to [diversity@okstate.edu](mailto:diversity@okstate.edu) with the subject line as ***Inclusive*** ***Excellence Staff Award Committee***.

1. Nominee’s personal statement of commitment to inclusive excellence, including specific contributions to the impact, performance, and awareness of diversity and inclusion at OSU (not to exceed 750 words)

2. Resume of the nominee (maximum of five pages)

3. Two letters of support (each not to exceed 750 words)

a. One from the nominee’s direct supervisor

b. One from an OSU student, staff, faculty, or alumni

4. Additional staff materials (optional) i.e., journal article abstract(s), professional report summary (maximum of two pages), news articles, or other relevant materials

***NOTE:*** *Supporting materials should be arranged in the order listed above.*

The *Dr. Howard J. Shipp, Jr. Inclusive Excellence Staff Award* Committee will be appointed by the Vice President of Institutional Diversity or his designee to review applications. The committee will consist of four OSU Inclusive Excellence Advisory Board members, a representative from the OSU Foundation, one OSU undergraduate student, and one OSU graduate student. The finalists recommended by the committee will be forwarded to the Vice President of Institutional Diversity by Friday, August 28, 2021. The recipient will be publicly announced and recognized at the 2021 Staff Advisory Council Distinguished Service Awards Ceremony (schedule to be determined).

Thank you for your assistance in bringing the *Dr. Howard J. Shipp, Jr. Inclusive Excellence Staff Award* to the attention of your OSU staff members. Please email the Division of Institutional Diversity at [diversity@okstate.edu](mailto:diversity@okstate.edu) with questions regarding this award.

1. **Graduate Council: Rebecca Sheehan**

***Graduation*.** Dr. Van Delinder reported that over one thousand students have applied to graduate thus far for spring and summer.

***Graduate Faculty Development Needs Research*.** Dr. Self reported that 8 focus groups have met with 19 people participating. Preliminary findings include wanting additional resources for:

1. Mental Health of faculty and students

2. Mentoring for new Graduate Faculty

***Graduate Faculty By-Law Edits.*** Council voted to endorse a change in the by-laws where new faculty must be affiliated with a graduate program in order to be a graduate faculty member.

***Graduate Student Wellbeing Taskforce*.** Dr. Smith reported that the Wellbeing Taskforce has been meeting all semester and has divided into 3 Working Groups. They will meeting again on May 14th to compile all of the information that has been gathered.

***Leave of Absence Policy*.** Dr. Van Delinder reported that she met with the Late Drop Committee and clarified the Graduate College process for approval of leave of absences for graduate students. The committee later approved to expedite leave of absences approved by the Graduate College.

***APC Items***. The following program was approved by Council:

* MS in Peace, Conflict, and Security Studies in the Department of Political Science

The following program modification was approved by Council:

* MS in Statistics

***Graduate Faculty Subject Matter Voting Results.***

* Group 1: Vice Chair: Dr. Lin; Secretary: Dr. Deng.
* Group 3: Election to be held the week of May 3.
* Group 5: Vice Chair: Dr. Manning Oullette; Secretary: Dr. Self.

***Graduate Faculty Membership***. Council approved all graduate faculty membership applications.

***OSU CHS MS Physician Assistant Studies Maximum Enrollments.*** Council approved revisions to maximum enrollment hours, essentially allowing for higher enrollments for the Physician’s Assistant Program due to the nature of the program. Students in this program may not enroll in more than 24 credit hours in the fall or spring semester without permission of the dean of the Graduate College. During the summer session, a student may not enroll in more than 15 credit hours taken in any session during the eight-week summer period. No more than three credit hours can be taken during the first summer session (intersession).

1. **Women’s Faculty Council: 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.

Announcements:

**Elections:** Vice Chair and Secretary positions available, voting will occur over the next two weeks (deadline May 19th) followed by announcement of the 2021-2022 academic year Women’s Faculty Council executive leadership

**Ann Ryder and Clara Smith Scholarship:** Congratulations to Mattie Wood, Biosystems and Agriculture Engineering major

**Student Research Award Winners:**

<https://womensfacultycouncil.okstate.edu/research-awards/research-award-winners/2021->research-award-winners.html

We are looking for long-term sponsorship and support of our faculty awards. Any ideas or opportunities, please forward to the executive leadership, wfc@okstate.edu

1. **SGA: Hadley Griffith**

The 2020-21 SGA Session has concluded until the fall school semester. Over the summer, the newly elected Student Cabinet Members and Senate Leadership will continue working on programming, planning, and recruitment for the next academic year activities.

1. **GPSGA: Maegan Berg**

Congratulations to the winners of the 2021 GPSGA Awards!

* Doctoral Phoenix Award: Samantha Addante
* Masters Phoenix Award: Kushal Shah
* Faculty Phoenix Award: Adel Pezeshki
* Outstanding Graduate Teaching Assistant: Ryan Koch

Career conference available on demand:

Beyond the Professoriate’s 8th annual Online Career Conference for Graduate Students and PhD’s is live on May 8th at 10:00 a.m. Recordings will be made available after the events so you can attend Saturday live or catch it after on the Aurora website.

The topics include:

* Networking and staying socially connected
* Hiring and negotiating in a nonacademic job
* How to transition into a nonacademic job
* Job searching during Covid-19

[Register here](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmx.technolutions.net%2Fss%2Fc%2FT8s7CIfb8uNRoQSsGMFRAx1tenIFiBEA8-qUHyLkk2L3C1lMZA21p748dUHc2NGkJj4qbvywCEDp9o_jdxkyPA%2F3bl%2FqSl1AMMBT26HxthlCA9DZA%2Fh20%2FocAsfzTmpSiLnMHQcRnkT_O3yf9-OAH5AJCU9oCbJy4&data=04%7C01%7Ctricia.white%40okstate.edu%7C5ffc50d539ef4813743808d90f1c267c%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637557435838488941%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=YbARdjCU%2FjpMqswlsYjC3in9Zz%2BznGZmaiK0d81g52Q%3D&reserved=0)

GPSGA wishes you all the best for your finals!

8. Reports of Standing Committees:

a. Academic Standards and Policies: Cristina Gonzalez – Year-end Report/Update

21-05-01-ASP – Approval of Changes to 2-0212, “Approval of General Education Courses”\*

2020-2021 Annual Report ~ May 7, 2021

**Members:**

Mario Borunda, Physics

Kathryn Castle (Emeritus Faculty Member), Education

Tyrrell Conway, Microbiology

Rifat Bulut, Civil Engineering

Udaya DeSilva (Ex Officio, Faculty Council Past Chair), Animal and Food Sciences

Dominic Egure (GPSGA)

Cristina C. González (Committee Chair), Art, Graphic Design, Art History

Logan Hutto (SGA)

Andrew Kimbrough, Theatre

Mwarumba Mwavita, College of Education

Ranjith Ramanathan, Animal and Food Sciences

Lisa Slevitch, Spears School of Business

**AS&P presented the following recommendations to Faculty Council:**

03.09.2021 Policy changes to 2-0217, “Attendance Policy for Students”/“Absence Due to Military Service” (Passed)

04.13.2021 Policy changes to 2-0701, “Family Educational Rights and Privacy Act” (Passed)

05.11.2021 Policy changes to 2-0212, “Approval of General Education Courses” (TBD)

b. Athletics: Justin Talley – Year-end Report

Year-end Report 2020-2021 ~ May 7, 2020

Faculty Council members: Justin Talley (Chair, Entomology and Plant Pathology), Divya Jaroni (Animal and Food Science, Faculty Council), and Aaron Ware (School of Culinary Arts, OSU-Institute of Technology – Faculty Council)

Members: Mckale Montgomery (Nutritional Sciences), Blake Wilson (Animal and Food Science), Bobbi Kay Lewis (A&S Outreach), Marilyn Middlebrook (Associate Athletics Director, Academic Affairs), Doug Aichele (Emeritus, Mathematics), Kevin Fite (Senior Associate Athletic Director) and Stephen Clarke (Big 12 Faculty Athletics Representative)

**Ongoing effort:**

1. The Athletics Committee finalized OSU policy 2-0217 regarding Attendance Policy for Students. After receiving recommendations from the Academic Policies and Procedures Committee (AS&P) those were discussed and incorporated into the modified Attendance Policy. The Athletics Committee modified policy 2-0217 was then sent it on to Faculty Council for approval and it was approved. It is currently being reviewed by the Provosts office.

**Other activities:**

1. Student athlete mental health was discussed but no action items for this item were addressed.

c. Budget: Tyrrell Conway – Year-end Report

Committee Members

*Faculty Council Members*

Tyrrell Conway, Chair

Cindy Melancon

Ramesh Kaipa

Jam Khojasteh

*General Faculty Members*

Rob Agnew

Daniel Lin

Sandeep Nabar

Michele Seikel

*Emeritus Faculty Member*

Andrea Arquitt

*Ex-Officio Member*

Pam Lovern

Year-End Summary

The budget committee received briefings from Vice Presidents and Directors of programs with large budgets and/or large impacts on the university. A major focus of those meetings was to discuss financial impacts COVID. Relevant details are summarized below.

*Joe Weaver, Vice President for Administration and Finance*, October 5, 2020 meeting: Mr. Weaver said that the cumulative review salary increment program ended after five years, as intended, with input from Deans. CARES Act funding came directly to OSU from the federal government, and much of it went to students; about half was used to reimburse Residential Life and Parking and Transit for issued refunds due to shortened spring and summer semesters. The remainder of the funding was used to purchase PPE, disinfection supplies etc. Mr. Weaver received daily COVID reports from the City of Stillwater during this time period.

*Dr. Kyle Wray,* *Vice President for Enrollment and Brand Management,* November 2, 2020 meeting: Dr. Wray said that support from the CARES Act was distributed among students last spring, and this led to high retention despite the pandemic. Overall enrollment for Fall 2020 was up 348 from the previous year. Applications have slowed for 2021, as expected, obviously because of the pandemic. Also, there are fewer international students this year. Dr. Wray is thinking about out-of-state waivers as a means of growing OSU’s student body if the administration wants that. More waivers would be a calculated risk. When asked about the value of ACT/SAT scores as indicators of success, Dr. Wray replied that high school GPA is the best indicator. He complimented the faculty on what they have done to help keep COVID infections down.

*Dr. Kenneth Sewell,* *Vice President for Research,* February 1, 2021: Dr. Sewell was asked how F&A funds from external grants are distributed at Oklahoma State University. He said, at OSU, F&A funds go into the general budget, and the VPR’s office receives an allocation. He also said that this funding mechanism is advantageous because research is more richly supported than would be by a formulaic distribution, as is common at other institutions. The committee and Dr. Sewell also discussed “jumpstarting” faculty research after COVID. During the pandemic, the State Public Health Laboratory moved to Stillwater and the Oklahoma Pandemic Center of Innovation & Excellence was established in partnership with the Oklahoma State Department of Health. Both programs are very ably directed by Dr. Amy Brown.

*Joe Weaver, Vice President for Administration and Finance, and Kelly Murphy, Budget Director,* April 5, 2021 meeting: Director Murphy said only a small number people met for college budget briefings owing to the pandemic. Mr. Weaver said that the student credit hour model, which was tried in 2019, was suspended last spring to remove further uncertainty from the budgeting process. He added that he thinks the SCH budget model will be suspended indefinitely. Budget cuts resulting from reduced State allocations are permanent as of this year. Some colleges used one-time monies to meet those cuts, but they will now have to incorporate the cuts into their regular budgeting processes. Mr. Weaver said about 12% of the OSU general budget comes from State allocations. He mentioned that all of the presidential candidates talked about updating our strategic plan, so he expects a new strategic planning effort in the coming year. He proposed a modest tuition increase for the Fall and plans to run it by incoming President Shrum.

*Dr. Leon McClinton, Director of Housing and Residential Life,* May 3, 2021 meeting: Dr. McClinton outlined the challenges Housing has endured over the past 14 months. Students were sent home when the university closed in Spring 2020 and reimbursed mostly from CARES act funds. The number of students returning for Fall 2020 and currently living in residence halls is down by several hundred from before the pandemic, and this caused a financial deficit. The decline in returning students is primarily due to elimination of incentives because of budget cuts. Emergency repairs of the fire suppression system were necessary when the pipes froze during the cold snap of February 2021. Dr. McClinton expressed pride in the renovations of some older residence halls. The Housing staff have some creative ideas for renting unoccupied dorm space to offset the student decline and increase revenues.

College Budget Report Summaries

In previous (non-COVID) years, each of the college budget briefings was attended by a budget committee member to provide updates to Faculty Council. However, college budget briefings were not held as usual during the 2020-21 academic year. Instead, Vice President Joe Weaver met with each Dean and a few others, via Zoom, and budget committee members were not present. The budget committee members assume that the tradition of faculty inclusion in budget briefings will be renewed in the future.

d. Campus Facilities, Safety, and Security: Tieming Liu – Year-end Report

Members:

Tieming Liu, Committee Chair, Industrial Engineering and Management

Bruce Noden, Entomology & Plant Pathology

Harounan Kazianga, Economics

Lixia Lambert, Ag Economics

Isabel Alvarez-Sancho, Languages and Literatures

Whitney Vitale, Library

Jennifer Craven, Psychology

Chris Hamm, GPSGA

Audrey Ochsner, SGA

Ron Tarbutton, Facilities Management (ex officio)

Mike Buchert, Long Range Facilities Planning (ex officio)

Daryl Nord, Emeritus Faculty

The Committee met virtually during the Fall and Spring semesters to discuss a variety of issues. In the Fall 2020, the issues discussed were focused on preparations and protocols for opening campus under pandemic. In Spring 2021, we discussed issues including the construction of the new Agriculture Hall, staff parking space, gates in the Monroe and Hester Streets, walkability around campus, and campus beautification projects. The Committee received a report on Current and Future Facilities Projects in each meeting. The CFFS committee chair serves as a liaison for the Infrastructure Accessibility Advisory Committee. The Committee also facilitate the communication between the OSU Athletics Department and the residents in the Washington Heights Neighborhood regarding the complaints about the new 8-foot chain link fence surrounding the cross-county field.

The Committee greatly appreciates the campus administrators who attended our meetings and gave of their time to provide information and discuss issues. For 2021-2022, the CFSS Committee should recommend discussion of the health and safety protocols to fully open the campus in fall 2021.

e. Diversity: Ki Cole – Year-end Report/Update

2020-2021 Annual Report ~ April 16, 2021

**Members:**

Ki Cole, Committee Chair (Research, Evaluation, Measurement and Statistics)

Divya Jaroni (Animal Science, Food Microbiologist)

Gopal Kakani (Crops, Energy, and Climate)

Michael Criss (Human Development and Family Science)

Rebecca Sheehan (Geography)

Shelia Kennison (Experimental Psychology)

Mimi Ward (Emeriti Association)

Jadyn Powell (Student Government Association)

Erin Ratliff (Graduate and Professional Student Government Association)

**Diversity Committee presented the following recommendations to Faculty Council:**

20-09-01-Diversity: Modify the Oklahoma State University Syllabus Attachment

* Passed September 2020

**Other activities:**

OSU Land Acknowledgement Statement. The Diversity Committee received a letter from the Native American Faculty and Staff Association (NAFSA) containing a proposed Land Acknowledgement Statement for the OSU-Stillwater Campus on May 4, 2021. The committee reviewed the proposed draft electronically and has tabled document for formal review in the Fall 2021 semester.

Diversity, Equity, and Inclusion Directory. The Diversity Committee is in the process of creating the ‘Diversity, Equity, and Inclusion Directory,’ a website listing all Diversity, Equity, and Inclusion Committees, Councils, Working Groups, Taskforces, Associations, etc. for Faculty, Staff, and Students at OSU.

f. Faculty: Matt Lovern – Year-end Report/Update

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**Members:**

Matthew Lovern, Faculty Committee Chair (Integrative Biology)

Kami Gallus (Human Development & Family Sciences)

Holly Karibo, Fall 2020 (History)

Harounin Kazianga (Economics)

Edralin Lucas (Nutritional Sciences)

Cindy Melancon (Psychology)

Barbara Miller (Emeriti Association)

Bridget Miller, Spring 2021 (School of Community Health Sciences, Counseling and Counseling Psychology

Justin Talley (Entomology & Plant Pathology)

Karen Neurohr, Faculty Council Secretary, Ex Officio (Library)

**Recommendations/resolutions:**

1. 20-09-01-Faculty: Approval of a new section to the OSU Faculty Handbook, 1.16.3.1, “Dismissal Procedures for Title IX Hearing Cases”
   * Passed September 8th, 2020
2. 21-02-01-Faculty: Approval of changes to 2-0109, “Cumulative Review of Tenured Faculty”
   * Passed March 9th, 2021

**Other Activities:**

* As in previous years, if asked by the Provost, Faculty Committee will review dossiers for reappointment, promotion and tenure and submit recommendations in May 2021.

g. Long-Range Planning and Information Technology: Christopher Crick – Year-end Report/Update

21/04/01/LRPIT - Policy Adoptions: Information Security Governance Board and Digital

Accessibility\*. Recommendation was tabled at the April meeting.

Members:

Chris Crick, committee chair (Computer Science)

Benjamin Bindewald (Educational Foundations, Leadership and Aviation)

Scott Frazier (Biosystems and Agricultural Engineering)

Brandt Gardner (Human Development and Family Science)

Juliana Nykolaiszyn (Library)

Ryan Reuter (Animal and Food Sciences)

Kevin Dyke (Library)

Kris Hiney (Animal and Food Sciences)

20-12-01-LRPIT: Amendment to OSU P&P 3-0601 "Appropriate Use Policy": added language to prohibit impersonation or identity spoofing.

Earlier this semester, an office in the Division of Academic Affairs enlisted Institutional Research to send surveys to students in several lower-division courses fulfilling general education requirements. In an effort to increase the response rate, the office made the e-mails look as though they were coming from the faculty instructors of the various courses, without notifying them or obtaining their permission. Many of the faculty involved were surprised and dismayed that such a thing was possible. The LRPIT Committee promulgated a policy amendment to make it clear that spoofing someone else’s identity, regardless of intent, is never appropriate or permissible. The change was approved by the Council, and the change was accepted by the university and incorporated into policy on 2021-03-08.

21-04-01-LRPIT: Policy Adoptions: Information Security Governance Board and Digital Accessibility: added policies to create an information security governance board and to adopt a list of accessibility best practices.

At the behest of Darlene Hightower and her office, the committee took up a pair of policy proposals on information security and data accessibility. 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. The Faculty Council has had the opportunity to comment on the policies and will vote on them at the final Spring 2021 meeting.

Respectfully submitted,

Christopher Crick, Long-range Planning and Information Technology Committee Chair

h. Research: Bruce Dunn – Year-end Report

2020-21 Annual Report May 7, 2021

**Members:**

Bruce Dunn (Committee Chair, Horticulture and Landscape Architecture), Edralin Lucas (Nutritional Sciences), Erika Lutter (Microbiology and Molecular Genetics), Tracy Quan (Geology), Arvind Santhanakrishnan (Mechanical & Aero-Space Engineering), Rolf Prade (Microbiology & Molecular Genetics), Mason, Reichard (Veterinary Pathobiology), Karina Shreffler (Human Development & Family Science), and Ken Bartels (Emeriti Association)

**Research Committee presented the following recommendations to Faculty Council:**

Oklahoma Policy and Procedure, 4-0130, Modifying Research Conflict of Interest Policy. Outcome: Passed Faculty Council, October 13, 2020

Oklahoma Policy and Procedure, 4-0120, Modifying the Publishing Results of Sponsored Research Projects or Programs Policy. Outcome: Passed Faculty Council, December 8, 2020

Oklahoma Policy and Procedure, 1-0505, Modifying the Care and Use of Animals in Research, Testing, and Teaching Policy. Outcome: Passed Faculty Council, February 9, 2021

**Chair activities:**

Served on the Research Compliance Advisory Committee (RCAC).

Worked with the Office of Undergraduate Research to help with promoting and implementing the Undergraduate in Research Transcript Designation.

**Committee activities:**

The committee discussed iThenticate to help researchers check for plagiarism in manuscripts and grants.

The committee met with Matt Upson (Associate Dean Research and Learning) to discuss journal subscriptions.

i. Retirement & Fringe Benefits: Sarah Hall – Year-end Report

2020-21 Annual Report ~ May 7, 2021

**Members:**

Sarah Hall, D.O. (chair)

Sam Emerson

Scott Frazier

Bob Wetteman

Jon Ellis

Kelley Sittner

Tanya Finchum

**Retirement Fringe Benefits Committee presented the following recommendations to Faculty Council:**

N/A

**Retirement Fringe Benefits Committee revised the following documents:**

N/A

**Other activities:**

The committee members have requested a liaison be appointed to the HR committees that have overlap with the RFB committee charge (Retirement Investment Committee and the Healthcare and Wellness Taskforce) in order to allow for collaboration, dissemination of information and to avoid unnecessary duplication of work. Pending approval by the chairs of those committee.

j. Rules and Procedures: Karen Neurohr – Year-end Report/Update

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**Members:**

Karen Neurohr. Committee Chair. Faculty Council Secretary (Library)

Gina Peek. Faculty Council Chair (Design, Housing & Merchandising)

Pamela Lovern. Faculty Council Vice-Chair (Physiological Sciences))

Udaya DeSilva. Faculty Council Past-Chair (Animal Sciences)

The Rules & Procedures Committee oversaw the election of new Faculty Council representatives and a new Faculty Council Vice-Chair. Due to a vacancy, Jam Khojasteh accepted an interim appointment for the CEHS position until the election was held. Due to a procedural error, the election for Multicultural Representative was re-opened as a special election. Election results are below:

Vice-Chair Ki Cole (CEHS)

Multi-cultural Babu Fathepure

A&S – Sabiha Parveen, Gopal Krishnan and Stephen Perkins

CEAT – Christian Bach

CEHS – Jam Khojasteh. Susan Stansberry has been appointed to fill the  
 remainder of Ki Cole’s term as college representative.

FCA – Li Ma and Kris Hiney

Library – Tanya Finchum  
 OSU-IT– (to be determined)

The Rules & Procedures committee also appoints faculty members to the Standing Committees of Faculty Council and recommends faculty members for various University-level committees. To assess faculty interest in serving on these committees, the Committee Preference Survey will be distributed to OSU faculty on May 12, 2021 with a closing date of May 28, 2021. The results of the survey will be analyzed in early June 2021 and used as a guideline for assigning members to each committee.

During the next academic year, the Committee will review the Charter & Bylaws of the General Faculty and the Bylaws of the Faculty Council for updates or revisions.

Respectfully submitted,

Karen Neurohr, Rules and Procedures Committee Chair

k. Student Affairs and Learning Resources: Toby Nelson – Year-end Report

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Members:

Toby Nelson, Chair

Ramesh Kaipa

Heather Yates

Tony Smith

Clarke Iakovakis

Suzii Parsons

Kent Sampson

Sanmi Alake

Garrin Williams

Yearly effort

* + - SALR discussed in-person classes for the Spring 2021 semester.
      * SALR was concerned that some students were avoiding in-person classrooms in the Fall 2021, either by attending virtually, dropping classes, or not attending class at all.
      * The committee began a conversation on potentially conducting a survey to get feedback from faculty and students on course delivery options for the Spring 2021.
      * As the provost announced in Faculty Council on October 14, 2020, there would not be a Pass-No pass option in the fall, and flex courses were to be offered in the spring. Given that this decision was finalized, SALR did not move forward with a plan to gather and assess feedback.
    - SALR discussed the needs for more on-campus dining options.
      * SALR continued its discussion on concerns from both students and parents of students over the need for more dining options on campus, the limited hours of existing dining options, and the related issue of students not using all the money on their meal plan and losing money above the rollover maximum.
      * The committee discussed a few ideas to work with existing campus efforts to address food insecurity but has no further recommendations at this time.
    - SALR discussed issues related to automated remote proctoring, prompted by the university’s announcement of a partnership with Examity.
      * The potential issues discussed included privacy concerns (both access of student systems as well as recording student living arrangements), ableism (flagging student tics or disadvantaging students with disabilities), billing, and pedagogical effectiveness.
      * The committee invited Dr. Christine Ormsbee, Associate Provost & Director, Institute for Teaching & Learning Excellence (ITLE) & Dr. Marilyn Middlebrook, Associate Athletic Director of Academics, to the meeting to address these concerns. They provided a range of recommendations to faculty and SALR encourages faculty to read the minutes of the entire conversation. ITLE has webinars and guides for both students and faculty at https://itle.okstate.edu/online-test-proctoring.html.

9. Unfinished Business –

10. New Business –

11. Adjournment -

\**Attached*

**Amended by Passed Failed**

**Recommendation No.** 21-05-01-ASP 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

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

**Title:**       Approval of Changes to 2-0212, “Approval of General Education Courses”

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

2-0212, “Approval of General Education Courses,” be amended to accurately reflect current General Education requirements and review practices for General Education courses.

**Rationale:**

The revised policy will accurately reflect OSU’s course requirements, allow for Diversity “D” and International “I” designations to have voting representatives on the council, and clarify the current requirements for submitting and obtaining the desired General Education designation.

The policy changes were recommended by the General Education Advisory Council and have been edited for clarity by the AS&P Committee.

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

**Amended by Passed Failed**

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

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

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

**Passed**     x^    **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.

^Tabled at the April 13, 2021 Faculty Council meeting. Will be discussed and voted on at the May 11, 2021 meeting.

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:

|  |  |
| --- | --- |
| 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