FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, February 12, 2019**

# Council Room, 412 Student Union

**AGENDA:**

1. Roll Call

2. Approval of the January 15, 2019 Minutes

3. Approval of Agenda

4. Special Report:

A. Janice Hermann - Human Sciences – Assessment of Food Security among OSU

Students.

B. Dr. Randy Kluver, Dean School of Global Studies – Oklahoma in the Global

Rankings

5. President Hargis – Remarks and Comments

6. Report of Status of Faculty Council Recommendations:

President Hargis, Provost Sandefur, and/or Vice Presidents

7. Reports of Liaison Representatives –

1. Women’s Faculty Council – Tracy Quan

The WFC annual student awards are still open for applications. The WFC Research Awards, which reward outstanding research and scholarship by graduate and undergraduate students are due on March 1. The deadline for the Ann Ryder and Clara Smith WFC Leadership Endowed Scholarship which honors leadership at the undergraduate level has been extended to March 15. Applications are be posted on the WFC website, and we encourage students to apply.

Pledges for the WFC $40 for the 40th philanthropic campaign to support WFC initiatives will soon be able to be made either online through the link on our website or via a pledge form that can be requested by contacting WFC Vice-Chair Kim Loeffert ([kim.loeffert@okstate.edu](mailto:kim.loeffert@okstate.edu)).

Upcoming meetings and events:

* Research Week speaker Dr. Rebecca Sandefur (2018 MacArthur Foundation “Genius Grant” Recipient; Associate Professor of Sociology and Law, UIUC)
  + Lecture on February 19, 3:30-5:00pm, Student Union French Lounge (co-sponsored with CAS and Edmon Low Library)
  + Discussion on February 20, 3:30-4:30pm, Student Union Case Study 1 (co-sponsored with the Department of Sociology)
* March WFC meeting on March 7th, 2-3pm, CLB 106A (reschedule of the Feb. meeting canceled by ice)
  + Dr. Laura Belmonte (Associate Dean for Instruction and Personnel for the College of Arts and Sciences; Professor of History)
  + Title: Advancing Equity at OSU

Anyone interested in the WFC can visit our website at womensfacultycouncil.okstate.edu and sign up to be put on our email list.

1. Wellness Center – Kim Beard



1. Staff Advisory Council – Tashia Cheves

Staff Advisory Council is selling Flower Cards again this semester. For just $20 you will receive a card that entitles you to one free bouquet of flowers each month for a year from Little Shop of Flowers. These cards would make great Valentine’s gifts. Contact any SAC member to purchase a card.

Plans are underway for this year’s Staff Celebration Day in May. Please make sure that your staff members are able to attend this event if at all possible.

8. Reports of Standing Committees:

a. Athletics: Justin Talley – No Report

b. Budget: Steve Wanger – No Report

c. Campus Facilities, Safety, and Security: Scott Frazier – No Report

d. Diversity: Justin Moss – No Report

e. Long-Range Planning and Information Technology: Eric Rebek – Update

f. Research: Dianne McFarlane – No Report

g. Retirement & Fringe Benefits: Griffin Pivateau – No Report

h. Student Affairs and Learning Resources: Gina Peek – Update

19-02-01-SALR: Guidelines for Reducing Textbook Costs\*

i. Academic Standards and Policies: Jon Ramsey - Update

19-02-01-ASP: Proposed Revisions to OSU Policy 2-0202\*

j. Faculty: Robert Emerson – Recommendation

19-02-01-FAC: Verification of Teaching Faculty Qualifications\*

9. Old Business –

10. New Business –

Rules and Procedures: Pamela Lovern – Update

11. Adjournment

*Refreshments will be served at 2:45 p.m.*

**Amended by Passed Failed**

**Recommendation No.** 19-02-01-SALR 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**  Student Affairs & Learning Resources  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

**Title:**      Guidelines for reducing textbook costs

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

To reduce textbooks costs to students, Departments, Schools, and Colleges are encouraged to explore opportunities for adopting open educational resources (OER) available from OSU as well as other organizations. To achieve this goal, SALR recommends the following:

1. Organize committee(s). An advocacy and working group consisting of librarians, faculty, students, and bookstore representatives can guide open and affordable educational resources efforts.
2. Increase education. Committee can partner with the Library to provide education and guide adoption/usage on campus.
3. Provide incentives. Faculty may be incentivized to adopt and create resources. If faculty choose to create resources, then departmental/college RPT documents should recognize resources as valid scholarship. Faculty may also respond to financial incentives.

**Rationale:**

Faculty and students have indicated that financial difficulties may prevent the purchase of books or obtaining books in an ethical manner. In the recent years, there has been a steady increase in the availability of OER, and hence it is advantageous to adopt such cost effective measures.

The OSU Academic Catalog states that estimated expenses for textbooks and supplies is $1,300, based on 2018-2019 figures. SALR defines textbook as something that is used in a course. As seen in Figure 1, students can obtain books in one of three primary ways: buy, rent, or access for free. There are many opportunities within these categories. Please see <https://info.library.okstate.edu/open> for more information. Free options can include open and affordable educational resources, such as textbooks, websites, textbooks websites, etc. that are made available for classes. Just one example: the OSU Library is publishing open textbooks and has created a website where e-books are stored. Currently, there are eight OSU-published books ready for download; hundreds more are available from other sources.

The chair of the SALR committee was asked by Administration to examine textbook affordability. The committee distributed an eight-question survey related to textbook acquisition and affordability in May, 2018. Faculty members were asked multiple choice and open-ended questions. The committee received a total of 269 responses. The committee found that some faculty are unaware of the availability of and incentives to create free resources. Faculty are unaware of the Open Educational Resources (OER) that are available to them/their students. Faculty are also unaware, misinformed, or in denial about how students are obtaining course materials. Given the data, the committee recommends increased education to faculty, incentives for adoption or creation of resources, and formation of a committee to further the effort.

Figure 1. Ways to obtain textbooks

Textbook

Buy

New

Hard copy

Electronic copy

Used

Hard copy

Rent

Hard copy

Electronic copy

Free

Borrow (friend, library)

E-resources

Open educational resources

Textbook

Illegal copies

Source: OSU Academic Catalog. (2019). Accessed from http://catalog.okstate.edu/about/tuition-fees-cost-estimates/

Respectfully submitted,

Gina Peek, Chair

OSU Faculty Council

Student Affairs and Learning Resources Committee

**Amended by Passed Failed**

**Recommendation No.** 19-02-01-ASP 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**  Academic Standards & Policies  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

**Title**:   Proposed Revisions to OSU Policy 2-0202 Course Action Requests, UAR 5.1 Course Numbering System, and Various Graduate College Policies Related to Undergraduate Courses Approved for Graduate Credit

Prepared by the Office of the Registrar and the Graduate College, November 2018

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

**Summary/Purpose of Proposed Changes:**

The purpose of the proposed policy changes is to discontinue the practice of allowing undergraduate courses (course numbers below 5000) to carry graduate credit. All courses approved for graduate credit must be numbered 5000 or above. When sections of graduate courses are cross-listed (meet at the same time on the same days in the same classroom with the same instructor) with undergraduate courses, the syllabus for the graduate course must include assignments at an intellectual level commensurate with that of graduate work when compared to that required for undergraduate credit.

The proposed effective term is Fall 2020, and a streamlined course action process will be developed by Academic Affairs, the Graduate College, and the Office of the Registrar to assist departments in identifying new graduate course number options and obtaining approval. As of Fall 2018, a total of 495 active undergraduate courses were approved for graduate credit. Crosslist identifiers in Banner can be used to tie specific sections of cross-listed undergraduate and graduate level courses in a given term.

**Rationale:**

**Background and Rationale**

The practice of allowing undergraduate courses to carry graduate credit, with some sections of the course offered for undergraduate credit and others offered for graduate credit, has been problematic. Issues include:

* Difficult for students to identify sections specified for graduate credit in Self Service; many enrollment petitions have resulted due to the confusion.
* Tuition/fee assessment in Banner for these classes defaults to the student’s level, which can result in undergraduate billing when the section is intended to carry graduate level credit and vice versa.
* Graduate credit sections do not default to the graduate level transcript for undergraduate students, requiring manual adjustment by the Office of the Registrar after final grades have been assigned and the term has been put into history. Similarly, undergraduate credit sections do not default to the undergraduate level for graduate students.
* Since the mixed credit sections do not always default to the correct transcript level during the term of enrollment, it is difficult for financial aid to accurately determine aid eligibility for these classes.
* The undergraduate course number on a graduate level transcript could be questioned as a possible error since our transcript legend indicates that course numbers below 5000 are undergraduate courses.

**Proposed Policy Updates with Track Changes**

*OSU Policy 2-0202 Course Action Requests, Procedure*

2.01 The "Course Action Form" originates in the department, is signed by the head, and is referred to the dean's office of the college. The department retains one copy of the form. New course requests must have a "Supplementary Information for New Course Request" form attached, completed by the department head, and signed by the dean.

2.02 The dean's office refers the form to the college's curriculum committee, if necessary, after which the dean signs the form and forwards it to the Associate Vice President for Undergraduate Education. The dean's office retains one copy of the form.

2.03 All courses approved for graduate credit must be numbered 5000 or above. When sections of graduate courses are cross-listed (meet at the same time on the same days in the same classroom with the same instructor) with undergraduate courses, the syllabus for the graduate course must include assignments at an intellectual level commensurate with that of graduate work when compared to that required for undergraduate credit.

2.04 All requests for courses with graduate credit must be approved by the Dean of the Graduate College.

2.05 If the course is requested for general education credit, the form is referred to the General Education Advisory Council for review and approval.

2.06 The Instruction Council reviews all course action requests and makes recommendations to the Associate Vice President for Undergraduate Education. The dean of each college (or his/her designee) notifies the department and curriculum committee of the action taken.

2.07 After the course action requests are approved by Instruction Council, the Registrar and the unit administrator ensure the action taken is accurately reflected in the proof copy of the Class Schedule Booklet, the Degree Requirement Sheets and Catalog.

*University Academic Regulation 5.1 Course Numbering System*

All courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification (1-freshman, 2-sophomore, 3-junior, 4-senior, 5 and 6-graduate, 7-professional). The second and third digits identify the course within the field; and the last digit indicates the number of semester credit hours the course carries. For example, a course numbered 1123 should be interpreted as a freshman, or beginning, level course carrying three hours of credit. A course number beginning with zero indicates that the course does not carry University credit. A course number ending in zero indicates that the course carries variable credit.

All courses approved for graduate credit must be numbered 5000 or above. When sections of graduate courses are cross-listed (meet at the same time on the same days in the same classroom with the same instructor) with undergraduate courses, the syllabus for the graduate course must include assignments at an intellectual level commensurate with that of graduate work when compared to that required for undergraduate credit.

*Graduate College Policy 6.7 Enrollment and Financial Assistance*

For the purpose of receiving monetary assistance through the Office of Scholarships and Financial Aid, the amount of the award is related to the total number of enrolled credit hours that apply toward the degree (for graduate students, such courses must be offered for graduate credit), including 5000 and 6000 level courses. OSU graduate certificate and master’s, specialist and, doctoral degree programs are federal aid-eligible programs, depending on a person’s personal circumstances.

In general, a graduate student must be enrolled in four hours of courses eligible for graduate credit each fall and spring semester, and two hours of courses eligible for graduate credit in the summer term, to be eligible for federal financial aid. Some students may be required to enroll in more hours in the fall or spring or summer to receive the full amount of federal financial aid. Students should verify with their financial aid adviser in the OSU Office of Scholarship and Financial Aid about the number of hours they are required to take. Certifiable enrollment status, based upon a combination of enrollment and employment, only assists with the deferral of loan repayments, never qualification for aid, which is based solely on enrollment.

*Graduate College Policy 6.9 Graduate Student Enrollment in Undergraduate Courses*

Students admitted to the Graduate College may enroll in, or audit, undergraduate courses or course sections that do not carry graduate credit if approved to do so by their graduate faculty adviser. Such courses cannot subsequently be used as part of a graduate Plan of Study and are not generally covered by graduate tuition waiver programs.

*Graduate College Policy 6.10 Undergraduate Student Enrollment in Graduate Courses*

An OSU undergraduate senior may take a limited number of courses for graduate credit toward an OSU degree program. Undergraduates admitted to an approved OSU accelerated master’s degree program may utilize some of these credits for both a baccalaureate degree and graduate degree as outlined in Graduate College Policy 11.14. All other undergraduates are subject to the graduate credit rules below.

The credits may not be utilized for both a baccalaureate degree and a graduate degree. The courses in question must be approved for graduate credit (denoted in the Course Catalog). The applicability of such graduate courses to a specific graduate program will be determined by the student’s graduate advisory committee when the student enrolls in the Graduate College and submits a Plan of Study for an advanced degree.

To receive graduate credit, a Graduate Credit for Seniors form must be completed by the student to receive graduate credit for courses taken. This form must be submitted prior to the end of the second week of class instruction of a regular semester, or the first week of a regular summer session. The required form is available on the Graduate College’s website or in the Graduate College.

Such credit may be earned only if the following conditions are satisfied at the time of application:

1. Students must have a minimum overall (cumulative graduation/retention) undergraduate GPA of 3.00.
2. The total semester enrollment must not exceed 18 credit hours for a regular semester or nine credit hours for a summer session.
3. The student must be within 12 semester credit hours of completing requirements for the baccalaureate degree at the beginning of the semester or summer session in which courses are taken for graduate credit.
4. Admission to courses taken for graduate credit must have approval of the course instructor, the dean of the disciplinary college associated with the student’s major, and the dean of the Graduate College.

No more than 15 semester credit hours taken while a senior may be approved for graduate credit. The student must earn a grade of “B” or higher in those courses for which he or she seeks graduate credit. Students are cautioned that institutions other than OSU may or may not allow courses taken for graduate credit during the senior year to be transferred into one of their graduate degree programs.

*Graduate College Policy 11.1 Graduate Credit Courses*

Courses numbered 5000 and above are for graduate students. Seniors who have obtained prior approval from the Graduate College may enroll in graduate level courses in accordance with the provisions of "Enrollment" stated earlier.

**Discussion/Approval Record**

|  |  |
| --- | --- |
| **Committee/Council** | **Date Approved** |
| Graduate Council | November 30, 2018 |
| Directors of Student Academic Services | December 12, 2018 |
| Instruction Council | January 3, 2019 |
| Faculty Council Academic Standards and Policies Committee | January 14, 2019 |
| Faculty Council |  |
| Council of Deans and Provost |  |
| President/Executive Team |  |

**Amended by Passed Failed**

**Recommendation No.** 19-02-01-FAC 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**   Faculty Committee 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

**Title:**  Draft Policy for Verification of Teaching Faculty Qualifications

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

The draft policy titled “Policy for Verification of Teaching Faculty Qualifications” be approved for use.

**Rationale:**

The Higher Learning Commission has adopted a new requirement for documentation of teaching faculty qualifications as part of the accreditation process. Oklahoma State University currently does not have a mechanism for this. The proposed policy will set up the process for documenting teaching faculty qualifications through either academic credentials or approved tested experience exceptions.

Oklahoma State University Policy and Procedures

|  |  |
| --- | --- |
| 20190110 Draft  VERIFICATION OF TEACHING FACULTY QUALIFICATIONS | **x-xxxx**  **Academic Affairs**  **\*\*-\*\*-2019** |

## POLICY

* 1. It is the policy of Oklahoma State University (OSU) that each academic unit within the institution should identify minimum academic credentials, certifications, and/or experience that a faculty member must have to teach courses in the programs within their department.
  2. The qualifications of each member of the teaching faculty, regardless of rank or title, shall be verified annually by the unit administrator. Verification may be based on credentials involving earned academic degrees or on tested-experience that is demonstrable in its breadth and depth.
  3. A Tested Experience Exception Form must be completed by the unit administrator for each faculty member who is assigned to teach a course for which the qualification to teach said course was not evidenced by academic credentials. In the case of graduate-level courses, appropriate Graduate Faculty membership is also required.
  4. Each graduate student who holds a teaching assistantship and is identified as the instructor of record for a course must be enrolled at OSU and directly supervised in their teaching responsibility by a member of the teaching faculty at OSU who holds the appropriate qualifications to teach said course.

### PROCEDURE

* 1. Within the first month of the fall semester each academic year the unit administrator will log in to a database of Oklahoma State University faculty. For each teaching faculty member an indication will be provided whether the qualification to teach is credential or tested experience based. If the qualification is credential based, then the unit administrator verifies the accuracy of the terminal degree. If the qualification is based on tested experience, then a completed, approved Tested Experience Exception Form will be in the faculty member’s record.
  2. Letters of offer of employment in which teaching is a responsibility should state whether the qualification to teach is based on academic credentials or tested experience. If the qualification to teach is verified through tested experience, then a completed and approved Tested Experience Exception Form is required prior to the offer of employment.
  3. When a graduate teaching assistant is assigned to teach a course, then the faculty member who directly supervises the teaching assistant shall be identified in the course material inside Banner and/or in departmental records.

Approved:

**20190110 Draft**

**FORM FOR TESTED EXPERIENCE EXCEPTION**

**Oklahoma State University**

This dual purpose form is used to document the breadth and depth of the tested experience that would be needed to substitute for academic credentials for a faculty member teaching in a particular program or specified courses within a program.

**Part One** states the minimum qualifications necessary to meet the tested experience exception. These qualifications for an exception will be identified by the unit; approved by the unit head, dean, and provost; and held in the unit and in Human Resources to be referenced and applied during hiring decisions.

**Part Two** should be completed when a unit proposes to hire a faculty member who does not meet the standard qualifications for a faculty position, based on academic credentials, but does need and qualifies for the tested-experience exception as previously specified in Part One. Part Two should be completed by the unit head and approved at the college and university level before a Letter of Offer is extended to the named prospective faculty member. A form with a fully approved Part Two should be uploaded into the faculty member’s record to provide an exemption from recognized academic credentials. This form should be viewable by accreditation reviewers, but not publicly available.

**Part One – Tested Experience Exception – Minimum Standards**

|  |
| --- |
| 1. List the degree program to which this tested experience exception applies: |
|  |
| 1. If this tested-experience exception is applicable to only certain courses within the above program, list the courses below (prefix and course numbers). |
|  |
| 1. Complete the following to indicate the type of degree or other credential for which tested experience can be substituted: |
| Faculty member with a \_\_\_\_\_\_\_\_\_\_\_ degree can use tested experience to substitute for a \_\_\_\_\_\_\_\_\_\_\_\_ degree in order to teach at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ level. |
| 1. Indicate the minimum degree level and discipline/subfield that an individual with tested experience should have in order to teach in the preceding program or course(s). (Note: In some instances, more than one degree could be listed, e.g., an M.S. in Management or an MBA.) |
|  |
| 1. Indicate the area(s) of practical, real-world work in which this tested experience would need to occur in order to be considered directly relevant to the area in which the individual is teaching. (Example, an individual teaching sports management might need experience in a professional sports organization, whereas an individual teaching human resources management might need experience in a human resources office or with a recruiting firm.) |
|  |
| 1. Stipulate the minimum number of years of practical, real-world experience an individual would need to have in order to substitute for the “missing” degree. (For example, if an individual with a bachelor’s degree will be teaching an undergraduate class, how many years of real-world experience are needed to substitute for the missing master’s degree? If an individual with a master’s degree is teaching a master’s-level class, how many years of real-world experience are needed to substitute for the missing doctoral degree?) Provide a specific number of years. |
|  |
| 1. Describe the breadth and depth of experience an individual should have to substitute for the degree stipulated in Item (2). (This discussion might include job levels the individual should have attained, skill sets they may have achieved, or specific experiences that they may have had in their real-world experience.) |
|  |
| 1. What certifications (if any) should the individual have attained? |
|  |
| 1. List names of faculty members in the program who authored the preceding tested experience exception. |
|  |
| 1. Signature of Unit Head: |
|  |
| 1. Signature of College Dean: |
|  |
| 1. Signature of Provost |
|  |

**Part Two – Tested Experience Exception – Evidence Individual Meets Standards\***

|  |
| --- |
| 1. Name of proposed faculty hire under this tested experience exception: |
|  |
| 1. If this tested-experience exception is applicable to only certain courses within the above program, list the courses below (prefix and course numbers). |
|  |
| 1. Provide a brief description of how the proposed faculty member meets the standards identified in Part One. |
|  |
| 1. Upload a current vita for the above listed individual |
|  |
| 1. I certify that above listed individual meets the requirements for a tested-experience exception as specified in this document. *Small check box*   Signature of Unit Head: |
|  |
| 1. Signature of College Dean: |
|  |
| 1. Signature of Provost |
|  |

\*In the case of graduate-level courses and student advisory committees, appropriate

Graduate Faculty membership is also required.

**Information to have on the website where the blank form is available:**

**Background**

* Tested experience should be defined by qualified faculty in the program and subsequently reviewed and approved by the respective unit head, dean, and provost. ***[approved by unit heads, deans, and either Instruction Council or Graduate Council?]***
* Normally, an individual would need a master’s degree to teach at the undergraduate level or a terminal degree to teach at the master’s level. However, the tested experience exception makes it possible for an individual with only a bachelor’s degree to teach at the undergraduate level or for an individual with only a master’s degree to teach at the master’s level—providing the individual has appropriate tested experience. This exception not required for master’s programs in which a master’s degree is the accepted terminal degree.
* ***Tested experience*** can potentially substitute for an earned credential or portions thereof under the following conditions:
* The experience must be outside the classroom and in real-world situations.
* The experience must be relevant to the discipline in which the faculty member is teaching.
* The experience must have breadth and depth.
* There must be well-defined policies approved by appropriate councils, procedures, and documentation that demonstrate when such experience is sufficient.
* In colleges or programs that have accreditation, it is advisable to ensure that the tested experience exceptions comply with their other accreditation guidelines in addition to HLC guidelines.
* The tested experience exception should be used sparingly and is only appropriate in professional/occupational programs.
* In the case of graduate-level responsibilities, appropriate Graduate Faculty membership is also required.