

**FACULTY COUNCIL MEETING**  
**3:00 p.m., Tuesday, March 13, 2018**  
**Board of Regents Room, 412 Student Union**

**AGENDA:**

1. Roll Call
2. Approval of the February 13, 2018 Minutes
3. Approval of Agenda
4. Special Report:
  - A. Matt Upson – Edmon Low Library – Open Textbook Network
  - B. Joe Milek – Assistant Chief of Police
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 –

A. Emeriti Association – Barbara Miller

The Emeriti Council met on Feb. 26<sup>th</sup>, 2018. The Emeriti are considering a bad weather policy, tied to school closings and/or OSU closings, for their monthly dinners and/or meetings of the various interest groups within the organization. There was also much discussion about encouraging retiring faculty and staff to join the Emeriti association. Various new avenues of advertising are being considered.

B. SAC – Katie Carr

- Distinguished Service Award were presented at the Staff Development Day Luncheon on March 7<sup>th</sup>.
  - Top 3
    - 1st Place – Becky Cheary - Horticulture & Landscape Architecture in the College of Agriculture.
    - 2nd Place – Shelby Morris - Human Resources in Administration & Finance.
    - 3rd Place – Collin Craige - Biosystems and Agricultural Engineering in the Division of Agricultural Sciences and Natural Resources.
  - 7 Semi Finalists
    - Veneta Banskalieva Dobрева – Robert M Kerr Food & Agricultural Products Center
    - Connie Budd – Undergraduate Microbiology Lab
    - Chase Rheam – Office of Undergraduate Admissions
    - Simon Ringsmuth - Institute for Teaching and Learning Excellence (ITLE).
    - Michelle Stewart – College of Engineering, Architecture, and Technology

- Chuck Willoughby - Robert M Kerr Food & Agricultural Products Center
- Susan Ramsey – College of Engineering, Architecture, and Technology Professional Development
- Staff Celebration Day May 24 at Boone Pickens Stadium
- Nomination's for new council members will open the end of March
  - Elections will be in April

C. Wellness Center – Kim Beard

## The Department of Wellness EMPLOYEE PROGRAMS

# March 2018



### Family Fit / Saturdays, Jan. 20 -Apr. 21

Family FIT is a 12-week series of fun, family-friendly group exercise classes. A different class format will be offered each week, such as Yoga, Zumba, Pound and even climbing at the Climbing Wall. You and your children, age 6 years and older, can be active together, helping the whole family develop a healthy lifestyle.

No registration required. Full schedule available online.



### Faculty & Staff Olympics / Mar. 19-22, noon-1pm

The Faculty and Staff Intramural Olympics presents an opportunity for campus employees to take time during their lunch break to partake in friendly competition amongst other departments at Oklahoma State.

Application deadline: March 15

Register online at [Intramuralsports.okstate.edu](http://Intramuralsports.okstate.edu) - For more information call 405-744-7407



### Run, Rabbit, Run / Mar. 31, 2pm

Wear bunny ears as you run, walk, hop or trot around The Botanic Garden at Oklahoma State University. We would love for you to stay after the 1-mile event to play some fun, field day games, or take a stroll through the beautiful gardens!

Application deadline: March 19 to receive a shirt

Register online at [okla.st/RunRabbit2018](http://okla.st/RunRabbit2018)



### National Walking Day / Apr. 4, noon-1pm

April 4th is the American Heart Association's National Walking Day, an annual event that highlights the importance of an active lifestyle. Join us at the Student Union Plaza for a short walk through campus. Event is FREE and open to EVERYONE.



### Wellness Wednesday / Apr. 18, noon-12:50pm

Join David A. Hillock, and learn about selecting herbaceous ornamentals, preparing and planting your flowers, health benefits of gardening and tips for successful gardening.

Application deadline: April 13 at noon

To register call the Seretean Wellness Center 405.744.WELL (9355) Monday-Friday 8-5 p.m.

8. Reports of Standing Committees:
  - a. Academic Standards and Policies: Scott Johnson – Update  
Recommendation: Proposed Changes to UAR 2.1 Classification of Students\*
  - b. Athletics: Terry Collins – No Report
  - c. Budget: Steve Wanger – No Report
  - d. Campus Facilities, Safety, and Security: Erik Ekman – No Report
  - e. Diversity: Justin Moss – Update
  - f. Faculty: Chris Richards – No Report
  - g. Long-Range Planning and Information Technology: Nathan Walker – No Report
  - h. Research: Andrew Doust – No Report
  - i. Retirement & Fringe Benefits: Bobbikay Lewis – No Report
  - j. Rules and Procedures: Pamela Lovern – Update
  - k. Student Affairs and Learning Resources: Gina Peek – Update  
Recommendation: Guidelines for Using Social Networks in University Courses\*
9. Old Business – Background Check Policy\*
10. New Business
11. Adjournment

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

*\*Attached*

	<b>Amended by</b>	<b>Passed</b>	<b>Failed</b>
<b>Recommendation No.</b> <u>18-01-01-ASP</u>	1. _____	_____	_____
<b>Moved by:</b> <u>Academic Standards &amp; Policies</u>	2. _____	_____	_____
<b>Seconded by:</b> _____	3. _____	_____	_____
<u>    </u> <b>Passed</b> <u>    </u> <b>Tabled</b> <u>    </u> <b>Failed</b>	4. _____	_____	_____

**Title:** Proposed Changes to UAR 2.1 Classification of Students

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

**Proposed Changes to UAR 2.1 Classification of Students**

Prepared by the College of Arts & Sciences in collaboration with the Office of the Registrar, Dec 4, 2017

**Proposed Changes**

These proposed changes modify University Academic Regulation 2.1 to:

1. Change the number of earned credit hours to be classified a sophomore from 28 to 30.
2. Change the number of earned credit hours to be classified a senior from 94 to 90.

The proposed effective term is Spring 2019 to allow transition time for Fall 2017 new freshmen (see effect #4 below).

**Proposed Policy with Track Changes**

2.1 Classification of Students

Undergraduate classification is determined by the criteria below:

Freshman	fewer than <del>28</del> <u>30</u> semester credit hours earned
Sophomore	<del>30</del> <u>28</u> to 59 semester credit hours earned
Junior	60 to <del>89</del> <u>93</u> semester credit hours earned
Senior	<del>90</del> <u>4</u> or more semester credit hours earned

These hours are calculated based on overall (retention) hours earned.

**Background and Rationale**

This policy has not been updated since most OSU undergraduate degrees were revised to 120 credit hours. The current classification of sophomores and seniors does not coordinate with OSU’s Finish In Four initiative, which includes Block Rate tuition and fees, and encourages students to complete at least 15 credit hours each semester. The proposed revision would align OSU’s classifications with university degree-completion initiatives and would match the criteria used by eight of our nine peer institutions in the Big 12.

**Effects of the Proposed Changes**

1. Allow students to apply for graduation with 90 earned credit hours instead of 94 (UAR 7.8).

2. Suspension of Seniors exception (90-hour rule) would apply to seniors (UAR 1.8; OSRHE policy 3.9.8.B).
3. Academic notice cutoff for credit hours would still not match perfectly, but would be closer to the freshman definition: “Academic Notice” is a designation for freshman students, 30 or fewer credit hours, with a retention GPA of 1.7 to less than 2.0. (UAR 1.6; OSRHE policy 3.9.2 and 3.9.8.A).
4. Sophomores receiving federal Direct Student Loans are allowed to borrow up to \$1,000 more than freshmen. With this proposed change, students would need to earn 30 hours before receiving the sophomore amount, instead of the current 28 hours.
5. Course prerequisite/registration restrictions based on classification would change slightly.
6. For seniors who qualify for early admission to a professional program (4+1 program), the change to 90 hours will match the minimum credit hours required for their admission to the Graduate College.

**Discussion/Approval Record**

Committee/Council	Date Approved
Directors of Student Academic Services	Dec 13, 2017
Instruction Council	Jan 4, 2018
Faculty Council Academic Standards and Policies Committee	
Faculty Council	
Council of Deans and Provost	

	<b>Amended by</b>	<b>Passed</b>	<b>Failed</b>
<b>Recommendation No.</b> <u>18-01-03-SALR/ASP/LRPIT</u> 1. _____			
<b>Moved by:</b> <u>SALR/ASP/LRPIT committees</u> 2. _____			
<b>Seconded by:</b> _____ 3. _____			
<u>    </u> <b>Passed</b> <u>    </u> <b>Tabled</b> <u>    </u> <b>Failed</b> 4. _____			

**Title:** Guidelines for Using Social Networks in University Courses

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

The draft document titled “Guidelines for Using Social Networks In University Courses” be approved for use.

**Rationale:**

Research consistently shows that social networking sites can, if used properly, be an effective tool for engaging students with course content. Even though online social networks can have many benefits to instruction, they also represent serious dangers to important privacy standards mandated by FERPA. The document provides guidance to course instructors about the use of social networks so that the integrity of course-based assignments using social networking sites is supported as well as protecting students’ privacy rights.

Respectfully submitted,

Gina Peek, Chair, Student Affairs and Learning Resources Committee  
 Scott Johnson, Chair, Academic Standards & Policies  
 Nathan Walker, Chair, Long-Range Planning & Information Technology

## Guidelines for Using Social Networks in University Courses

Research consistently shows that social networking sites like Twitter, Facebook, Instagram, and others can, if used properly, be an effective tool for engaging university students with course content. Even though online social networks can have many benefits to instruction, they also represent serious dangers to important privacy standards mandated by FERPA and followed by OSU and other universities. Those dangers include the selling of student contact information to advertisers, sharing educational records (e.g., assignment feedback, etc.) in a public forum, exposing faculty to possible illegal activities of students like underage drinking or drug use, forcing students to associate with others who become linked through networks like Twitter followers, Facebook friends, etc., and impacting future employment opportunities for students.

If social networks are used, the following recommended practices are designed to provide guidance to course instructors about the use of social networks so that the integrity of course-based assignments using social networking sites is supported as well as protecting students' privacy rights. When planning the use of public social networking sites for course assignments, instructors should consider the following:

1. Prioritize use of University teaching software features that are like those found in social networks including user profiles, discussion boards, multimedia sharing, and video conferencing.
2. Review the Terms of Use/Agreement for the site you plan to use to ensure that students' FERPA rights are not at risk and will not be violated. Provide students with disclosure information provided by sites so that they can evaluate potential privacy concerns (see links to Terms of Agreement).
3. Use private or closed groups within social networks to protect against third parties intruding on the class discussion and sharing.
4. Allow students to "opt out" of using public social networking sites, and provide a comparable alternative option for completing any assignment that involves such sites.
5. Provide students with expectations regarding online posting and interactions including appropriate language, respectful tone, and avoidance of prejudicial or harassing statements. Share Netiquette Guidelines with students (i.e. rules for conduct when posting threads, sharing photos, replying to others, etc.) and enforce them.
6. Establish criteria for replying to student submissions, including timeliness and appropriateness.
7. Consider accessibility for individuals with vision, hearing, or other disabilities that would impede their full participation.
8. Determine the technology requirements for participating in social network activities including device requirements, data requirements, software or application size, cost, and time. Identify avenues to accessing free technology for students who do not own smartphones, tablets or other devices that might be required to participate.
9. Be aware of unique instances where students may be prohibited from using social networking sites (e.g., student athletes are discouraged from using social networking sites to prevent inappropriate contact with professional agents) or may be at risk on a social networking site for reasons such as personal or religious beliefs, a past history of abuse, etc.
10. Faculty using student social networking activities as part of a research project must receive IRB approval and, as part of that process, must allow students to opt-out and offer a comparable alternative option to meet course requirements.

## Terms of Use Common Social Networks

Social Networks are digital communities that bring people together for a common purpose or interest. A website or other technology is used to facilitate communication within the community. Social Networks may be private or public. Examples include:

Facebook (<https://www.facebook.com/legal/terms>)

Twitter (<https://support.twitter.com/articles/20169199>)

Blogster (<http://www.blogster.com/terms>)

Instagram (<https://help.instagram.com/478745588525110>)

Myspace (<https://myspace.com/pages/terms>)

Pinterest (<https://about.pinterest.com/en/terms-service>)

Tumblr (<https://www.tumblr.com/policy/en/terms-of-service>)

Snapchat (<https://www.snapchat.com/terms/>)

LinkedIn (<https://www.linkedin.com/legal/user-agreement>)

Prezi (<https://prezi.com/terms-of-use/>)

Weebly.com ([www.weebly.com/terms-of-service](http://www.weebly.com/terms-of-service))

Wordle (<http://www.wordle.net/faq#license>)

	Amended by	Passed	Failed
<b>Recommendation No.</b> <u>18-01-01-Exec.Com</u>	1. _____	_____	_____
<b>Amended</b>			
<b>Moved by:</b> <u>Executive Committee</u>	2. _____	_____	_____
<b>Seconded by:</b> _____	3. _____	_____	_____
<u>_____ Passed _____ Tabled _____ Failed</u>	4. _____	_____	_____

**Title:** Criminal Background check for all incoming Faculty members and Graduate Assistants (teaching and research)

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

Accept the following revisions to the OSU Faculty Background Check Policy

- ***Proposed P&P Letter, Background Check Policy for Faculty and Graduate Assistants/Associates (Teaching and Research) and related FAQ Document*** – drafted by OSU Human Resources and approved by Faculty Council on January 16, 2018, for transmittal to the OSU administration
  - *This document was first reviewed at the Feb 8 meeting of the Council of Deans. Proposed changes include:*
    - *Accurate listing of classifications of faculty (tenure track and non-tenure track, not simply “adjunct”), as well as full and part-time within those titles, and graduate assistants/associates (teaching and research) rather than just graduate assistants. (Title of policy, Sec 1.01, throughout the policy and FAQ’s)*
    - *Addition of the academic verification as a routine check for faculty, using the same vendor as the background check (Sec 2.04).*
      - *The Graduate College does an academic verification check when graduate student applications are submitted, so GTA/GRA positions are not included.*
    - *Addition of “driving records” to Sec 2.04 because it was included in the related FAQ document prepared by OSU Human Resources*
    - *Change from “Faculty Handbook” to the “Policy Statement . . .” (Sec 4.05)*

**Rationale:**

Since the addition of academic verifications is a substantive change, this amendment to the policy needs to be formally approved by Faculty Council.