FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, May 12, 2020**

# Zoom meeting

**AGENDA:**

 1. Roll Call

 2. Approval of the April 14, 2020 Minutes

 3. Approval of Agenda

 4. Special Reports:

1. Chris Ormsbee – ITLE – Student Response Systems
2. Bridget Miller – Student Survey of Instruction (SSI) task force

 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 – Awilda Rodriguez Carrion

We're excited to announce the winner for this year Ann Ryder and Clara Smith WFC Leadership Endowed Scholarship for Undergraduates, please help us congratulate John Mark Mulder! John is a Civil & Environmental Engineering Major with a minor in Spanish language and literature. Congratulations John!

The Women Faculty Council is also proud to announce to be the recipient of 2020 Inspiring Affinity Group Award from [INSIGHT Into Diversity](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.facebook.com%2Finsightintodiversity%2F%3F__tn__%3DK-R%26eid%3DARDqxwsGLxlVRcmCLXdXkVMyQSMCAkuTNDiV42Uv--qYZPK-7ji7yopUn0Rya66m2QhnM1BJqJZ1NY-a%26fref%3Dmentions%26__xts__%255B0%255D%3D68.ARBJ8J2Qq0uYWqV4D8hNigVRIXixFD_UhecdBNJGR2KRYhD_kRGPnK3ZqOwNPk5_M8H3zynToqup1nlg2fElhMGycx6m1LSFP0q9PBa8m9kP14wTWvHCh4rcJcHmH9yLpU-XKF67xwkES77WAJCOBgD6jZsIChvIvEGLb3ojdmr6rMiUtUoJ6K7_YRcRpS1UMcia95gtwTHFIlh4ZqS3hGZa7CKrX6Wfy6KUl_c592xnC49-cO6cNrCdafdky3Y5pT6wfLPW7Ff221xJJtXSpno7GXJwfSiQ2kMTrixTYlQOnc4xIBr7seHDT0IAJfrLRryUHpC3Py87s6T0oIuWWJg&data=02%7C01%7Ctricia.white%40okstate.edu%7C993c6532c7104805d0c508d7f1f3f421%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637243902381109945&sdata=bKby2Y6onM%2Fv94hhPv2NkIoKd2ynjQBCEvxRa66KUfM%3D&reserved=0), the oldest and largest diversity, and inclusion publication in higher education.

Moreover, although the WFC was not able to host the annual award ceremony this year, in the spirit of highlighting the fantastic work being done by student researchers at OSU, the award winners created presentations for our social media describing their research efforts, please check them out and follow us on [https://womensfacultycouncil.okstate.edu/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwomensfacultycouncil.okstate.edu%2F&data=02%7C01%7Ctricia.white%40okstate.edu%7C993c6532c7104805d0c508d7f1f3f421%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C637243902381119940&sdata=DYMw3sMwFpkrrOzuGWUDra7lUW3AKg6lJiB0L8Rwcng%3D&reserved=0).

Lastly, WFC is encouraging and accepting nominations for Vice-Chair. These may be self-nominations or nominations.  If you would like to submit a nomination, please feel free to do so via email, either to Kim Loeffert, Chair (kim.loeffert@okstate.edu); Erin Dyke, Treasurer (erin.dyke@okstate.edu); or Madison Chartier, Secretary (madison.chartier@okstate.edu).  We will accept nominations through Friday, May 22nd.  We hope you will consider it, and we look forward to receiving your nominations!

1. Staff Advisory Council – Tashia Cheves
* SAC May Meeting via Zoom May 13th 1:15pm
	+ - Following Up on Recommendation Proposals
		- SAC update to seats available and voting in 2020
		- Proposed Emergency Modification to Bylaws – Sent 04/27/2020 to all SAC Members
			* II. Annual Elections
			* III. Assumption of Office
			* XV. Amendments of Bylaws
		- Electronic Vote during May 13th Meeting to pass bylaws modification
* Staff Celebration Day has been officially cancelled
1. Graduate Council – Rebecca Sheehan

Graduate Council Report for 24 April 2020 meeting

*Academic Program Committee.* A variety of degree modifications were approved.

*Commencement.* Spring 2020 graduates and Honorary Marshals may participate in the Fall 2020 or Spring 2021 commencement ceremony. Fall 2020 will include Vet Med DVM graduates also.

*Graduate Education Awards*. Awards were announced through a Special Memo on April 29th and again through the Monday Memo on May 4th. Graduate Research Excellence Awards will be announced later this month.

*Pre-Admission to Graduate Programs from High School*. The Graduate College is in discussion with ADRs about this potential program. It is meant to attract high-talent students to OSU and raise awareness of advance degree opportunities

*New International Students Fall 2020*. International students may begin their programs, even if they cannot get their Visa, by taking online courses if appropriate. These students will need updated I-20s when they are able to arrive on campus. If these new students remain in their home country, they cannot be employed as a GRA or GTA.

*P/No Pass* *Grades*. Summer courses are not eligible for the P/NP option, as the delivery modality will not change during the term.

*Applications for Fall 2020*. Applications for graduate programs are up significantly compared to Fall 2019.

*Graduate Faculty Training*. Due to the pandemic, the data collection (surveys and interviews) for the research project, “Professional Development Needs of Graduate Faculty Working with Graduate Students,” has been postponed until Fall 2020.

*Research Continuity and Degree Progress:* Graduate program coordinators have received a survey to capture current degree completion disruptions due to the global pandemic.

 8. Reports of Standing Committees:

 a. Academic Standards and Policies: Eric Rebek – Update/Yearend Report

Recommendation: Changes to University Academic Regulations 5.9 on late enrollment\*

Academic Standards and Policy Committee Final Report (2019-2020)

Chair-Eric Rebek, Professor, Department of Entomology and Plant Pathology

Members: Cristina Gonzalez, Tyrell Conway, Ben Bindewald, Brandt Gardner, Ranjith Ramanathan, Andrew Kimbrough, Mario Borunda, Kathryn Castle, Mindy McCann, Logan Hutto, Ayo Ibukun

Committee Actions:

The AS&P committee met approximately every other month throughout the academic year. The Chair (or proxy from the committee) represented Faculty Council on the following Academic Affairs Committees (Retroactive Drop/Withdrawal Committee, Tuition Appeals Committee, Academic Reprieve & Renewal Review Committee, and the Grade Appeals Board).

In addition to committee representation, AS&P submitted seven recommendations to Faculty Council for approval:

1. OSU Policy 2-0206, *Adding and Dropping Courses & Withdrawing from the University*, Section 5.01.C
2. OSU Policy 2-0206, *Adding and Dropping Courses & Withdrawing from the University*, Section 1.01, and University Academic Regulation 5.9.
3. OSU Policy 2-0206, Sections 2.02 – 2.04 and 3.01, and University Academic Regulations 1.10 and 5.4
4. OSU Policy 2-0206, Sections 2.02 – 2.04 and 3.01, and University Academic Regulation 5.4
5. OSU Policy 2-0206, Sections 4 and 5
6. Changes to online enrollment cancellation/withdrawal system
7. University Academic Regulation 5.9 on late enrollment

Items 1 through 6 above were approved by Faculty Council, and item 7 is being submitted for approval at the May 12, 2020 Faculty Council meeting.

In cooperation with the Athletics Committee, AS&P is continuing work on an attendance policy that better defines excused absences for all students, including student athletes.

Report submitted, May 12, 2020 by Eric J. Rebek, Chair of AS&P

 b. Athletics: Justin Talley – Yearend Report

ATHLETICS COMMITTEE May 8, 2020

Faculty Council members: Justin Talley (Chair, Entomology and Plant Pathology), Dianne McFarlane (Veterinary Medicine Physiological Sciences, Faculty Council), and Aaron Ware (School of Culinary Arts, OSU-Institute of Technology – Faculty Council)

Members: Mckale Montgomery (Nutritional Sciences), Tom Royer (Entomology and Plant Pathology), 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 continued to meet to address the 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 and then sent it on to the AS&P Committee which is currently addressing our modifications.

**Other activities:**

1. The committee also discussed best management practices on how both student athletes and instructors should communicate with each other to accomplish academic goals.

 c. Budget: Jam Khojasteh – Yearend Report

 Budget Committee 2019-2020 Year End Report

May 12, 2020

*Committee Members:*

Jam Khojasteh, Chair, Rob Agnew, Andrea Arquitt, Tyrrell Conway, Robert Emerson, Daniel Lin, Sandeep Nabar, Toby Nelson, Michele Seikel

*Year-End Summary*

The budget committee provided one special report about the new student credit hours production model. The committee met with Vice-President Weaver numerous times throughout the year to discuss the new model. Ultimately, the committee provided a one-page report about unintended consequence during the April 2020 Faculty Council meeting.

*College Budget Report Summaries*

In addition, each year, a member of the Faculty Council Budget Committee attends each college budget briefing meeting and reports to the Budget Committee. The table below lists committee members who attended each meeting their individual reports are summarized as follows.

**2020 OSU College Budget Briefing Report**

|  |  |
| --- | --- |
| **Unit** | **Committee Member** |
| Ferguson College of Agriculture | Rob Agnew |
| Edmon Low Library | Jam Khojasteh |
| Spears School of Business | Jam Khojasteh |
| College of Veterinary Medicine | Toby Nelson |
| Graduate College | Andrea Arquitt |
| College of Education and Human Sciences | Tyrrell Conway |
| Honors College | Andrea Arquitt |
| College of Engineering, Architecture and Technology | Daniel Lin (not attended) |
| College of Arts and Sciences | Robert Emerson |
| School of Global Studies and Partnerships | Sandeep Nabar |

**Division of Agricultural Sciences and Natural Resources**

Dean Coon discussed how the school can better serve the Tulsa area (outreach). Also, they are considering graduate certificates/online learning in the fields of food safety and agricultural education. The school’s student retention is good, but they want to do better. In terms of research activity, there are areas that are gaining strength, and some areas need improvement. Critical budget needs include funds for unit administrators formerly covered under state agencies, some university support for the research stations, vacancies in departmental administration, and facilities improvements. They have put resources towards scholarships for Oklahoma students, and first generation retention is now higher than other students. They are improving research facilities with some assistance from the Vice Pres. for Research. They are considering use of college fees to pay faculty who don’t fit elsewhere. Extension educators within several counties are down to one educator and one administrator, following several past reductions, and several educators have left to join the public school system, due to better pay.

**School of Global Studies and Partnerships**

Dean Randy Kluver presented budget highlights. He indicated the three following main points for next year: (1) to have a separate budget for the academic programs and administration, (2) to improve the usage of data and information to make better choices, and (3) the School doesn’t need additional financial inputs. A peer comparison indicates the School is underfunded. Dean Kluver emphasized the need for more help from OSU Foundation for donor development. The School plans to expand its academic programs to Tulsa and online; however, Dean Kluver later pointed out that this would not be possible without more faculty, possibly one full-time plus a couple of adjuncts. Study Abroad is currently decentralized to sponsoring Schools/Colleges which creates several problems. SGSP provides various services to Study Abroad programs, and therefore Dean Kluver proposed a new fee structure. Each traveling student would pay a fee to SGSP starting around $100 next year and increasing to $200 over three years. Dean Kluver’s final recommendation pertained to the potential establishment of a passport acceptance facility at the Wes Watkins Center.

**College of Education and Human Sciences**

Dean Stephan Wilson opened the meeting by describing the challenges faced in merging two colleges with very different budget models. Basically, education departments did not have budgets and administrative oversight was lax. Merger of the two units under a common budget has been achieved. Provost Sandefur indicated that he is impressed by the way Dean Wilson dealt with the issues. Reports were given by each Associate Dean in the College. Tulsa programs are going well and the Tulsa campus has the university’s fastest growing graduate program. Growth potential is seen in online programs and aviation. More showcasing of college research programs is needed. There should be more emphasis placed on labs/hands-on learning. Plans are to use virtual ambassadors to reach the Hispanic community and to embed advisors in Student Success Centers. Fee increases would be used in three key areas: increasing GTA pay rates, to pay full salaries of endowed chairs to make endowment funds available for scholarship, and address salary inequities between college units. A major need is to co-locate research and clinical programs and share curriculum and facilities. Mid-range planning could include a “Center for Healthy Living” that would be developed off-campus to integrate more fully with the Stillwater community. College support for animal resources is an ongoing concern. Faculty diversity needs to broaden. Lastly, Dean Wilson discussed the need to focus on strategic tenure-track faculty hires (e.g., cluster hires in key health/prevention areas).

**Honors College**

A major concern expressed was the need for more online classes for Honors students, but that is frowned upon nationally. Nevertheless, there is a plan to develop online courses for summer partly due to the difficulty of meeting honors requirements within available space on degree sheets. The Honors College has done very well with both retention and graduation rates. Apparently, a budget cut has been announced. The Dean Garbutt was concerned if this was for this FY or if it would continue into FY2021. At this point, it is only for this year because we do not yet know what the state will do. The college is financially in good shape for this year even with the budget cut because of carry over funds. That would not be the case for FY2021. One positive for meeting needs is the credit given for experiential learning (part of an EXCEL program?) The dean has been working on housing needs for next year of which I did not catch the details. A growing concern is what criteria should be used in admitting students to the Honors College. Apparently there is discussion regarding something other than ACT scores which may impact numbers of students qualifying. If more students qualify the concern is meeting their needs regarding sufficient classes. When asked about online classes, Dean Garbutt reported he had taught one last night with about a 45-minute discussion period and online PowerPoint and other materials for students to do on their own. Students seemed satisfied at least for last night.

**Edmon Low Library**

Since fiscal year 2018, the Library’s revenue has decreased. Library administration made some cuts, re-evaluated faculty positions, and looked at ways to become more efficient as positions became vacant. The Library building is over 65 years old and there were some needed renovations. They did renovate the 3rd floor with carpet, paint, and new furniture, and hope to do the same on the 4th floor this summer. One of their major accomplishments this year was implementing the research management system, and they had good collaboration with associate deans of research in the colleges. The current system is called Elements, but with the help of brand management at OSU they decided to call it an expert’s directory for research faculty, teaching faculty, and extension so they do not have to change the name if they use a different vendor in the future. The system is for anyone who has expertise and can be included. Some ideas to cope with the declining resources were discussed. Also, they realigned the overall budget. The book budget decreased, so they analyzed the use of journals by faculty and students, to determine which journals needed to be kept.

**Graduate College**

Dean Tucker stated the Graduate College remains fiscally in good shape; she likes to have carry forward funds. She stated that doctoral degree numbers are stable and that we are probably at capacity. There was little presented regarding fiscal needs. The dean designed her presentation around things being done within the college to enhance the reputation, research and retention of graduate students. To enhance research capabilities the goal is to hold graduate college fees constant and in FY21 to continue to advocate for lower fees and higher stipends. In addition, she believes that doctoral students must have multi-year financial offers with admission to programs. Further, there need to be 12-month GRA stipends in some research degree programs. There is a desire to provide additional professional travel support for graduate students for students in good standing. Dollar amounts of proposed travel supports were given as $500 for up to two per year for submitting to prestigious national/international fellowship applications. She expressed a desire to provide matching 12-month GRA for a proportion of those supported on grants. To enhance enrollment, graduate student bursar bills should be allowed to be paid over the semester. Further, there needs to be a “single cost” per credit hour per college. This allows for better transparency and marketing for online graduate degree programs. She would like to enhance enrollment of OSU students by waiving the application fee of current undergraduates and alums; this was instituted for Spring, Summer and Fall of 2020. The plan is to pilot this for one more year. The offer would only be for one single program. Plans are underway to market select academic degree programs aggressively and to develop niche programming at OSU Tulsa to expand and build capacity.

**Spears School of Business**

Administration made efficiencies to help alleviate budget issues, most notable of which was increasing class size. In addition, they tried to increase quality of research and ranking by incentivizing research and external grants such as competitive F&A fees and summer courses. They also made a comprehensive journal list for research that includes highly ranked journals and have faculty members try to publish in those with their top tier journal incentive program. It has been so successful that the Management Department ranks 6th in the world for top journal publications. Both sponsored research and publications the college is doing great! For retention, they revamped courses with high DWF rates, put courses online for students who were away on internships to have a seamless semester, they had a teaching and learning series with technology in the classroom. Furthermore, they continued with student scholarships, student work programs, assistantships, and continue to connect students with faculty using points of contact with faculty and mentorship for professional development. Online runs around 36,000 credit hours a year with stable growth with other degree programs going to online programs. The number one need is a faculty and staff raise program, as they are losing people to other universities and states.

**College of Veterinary Medicine**

Dr. Nelson attended the College of Veterinary Medicine briefing. The college is working on developing a pipeline through OSU-Tulsa to access potential pre-vet students from Tulsa area. The transition to online instruction was going well and the College was tracking the student engagement and access to instruction. Retention was a major focus of the conversation. The state appropriations is about 50%. Thus, a tuition increase was discussed since the College has the lowest in-state and out-of-state tuition when compared to its peer institutions. The College also would like to increase the number of faculty (clinical and research). Currently, the College’s peer institutions have a lower faculty to student ratio than the college. Governor Stitt visited the OSU Diagnostic Lab that morning before meeting and the College discussed how the OSU Diagnostic lab was quickly ramping up its COVID-19 testing capabilities and capacity to meet the needs of the state.

**College of Arts & Sciences**

Dr. Glen S. Krutz, reported that budget constraints have been detrimental to faculty salaries, staff salaries, start-up costs for faculty, and student scholarships. Concurrent enrollment in GenEd courses taken at other institutions has reduced the college’s revenue. Low salaries have resulted in retention issues of the best faculty. The best faculty also generally don’t have the desire to teach GenEd classes. CAS would also like to strengthen its identity as a college and improve upon its historically modest fundraising success. The college does have the potential of enrollment growth through retention initiatives, recruiting, and the Cowboy Concurrent Online program. There also appear to be areas around the country that may be fertile grounds for seeking donations through OSUF efforts. CAS is also ramping up a branding campaign that should help in recruitment of both students and donors. Funding priorities include faculty and staff salaries, student scholarships, improvements to GenEd courses, faculty endowed chairs, community engagement, faculty start-up costs, and facilities construction and renovation.

 d. Campus Facilities, Safety, and Security: Karen Neurohr – Yearend Report

 **Campus Facilities, Safety, and Security Committee May 8, 2020**

Karen Neurohr, Committee Chair, Library-Oklahoma Oral History Research Program
Tieming Liu, Industrial Engineering and Management
Harounan Kazianga, Economics
Isabel Alvarez-Sancho, Languages and Literatures
Jennifer Craven, Psychology
Kevin Drees, Library-Research and Learning Services
Akash Gupta, GPSGA
Joshua Fisher, SGA
Ron Tarburton, Facilities Management (ex officio)
Mike Buchert, Long Range Facilities Planning (ex officio)
Daryl Nord, Emeritus Faculty

The Committee met during the Fall and Spring semesters to discuss a variety of topics including the OAMC Board of Regents Policy 3.09 “Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals; caller identification and the campus phone system; and ADA accessibility. In November several members visited the Emergency Operations Center to understand contingency plans for handling campus emergencies. The Committee received two reports: “Current and Future Facilities Projects” and “Snow/Ice Incident Emergency Action Plan,” and also received information about the Students of Concern Committee, the Behavioral Consultation Team, and University Counseling Services.

The Committee greatly appreciates the campus administrators who attended our meetings and gave of their time to provide information and discuss issues. For 2020-2021, the CFSS Committee should recommend a member to serve as a liaison for the Infrastructure Accessibility Advisory Committee. The Committee might explore the change in availability of the cross country course to the community, and the satisfaction and use of Rave Guardian (the mobile app that replaced Orange Shield in December 2019).

 e. Diversity: Justin Moss – Yearend Report

Year-End Report 2019-2020 May 12, 2020

Diversity Committee Chair: Justin Quetone Moss (Horticulture and Landscape Architecture)

Diversity Committee Members: Ki Cole (School of Educational Foundations, Leadership, and Aviation), Gopal Kakani (Plant and Soil Sciences), Tim O’ Connell (Natural Resource Ecology and Management), Michael Criss (Human Development and Family Science), Rebecca Sheehan (Geography), Mimi Ward (Emeriti Faculty), Payton Dougherty (Undergraduate Student Representative), Gemmy Moon (Graduate Student Representative)

The Faculty Council Diversity Committee primarily worked on two issues for the 2019-2020 academic year. The first was related to the University Syllabus attachment. Specifically, the committee studied the paragraph titled “Equal Opportunity”. Currently, the syllabus attachment states that OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. We (OSU) do not have pregnancy, status as a parent, family medical history or genetic information, political affiliation, military service, or “other non-merit based factors” listed in our statement. The committee is developing a recommendation to adjust the language in the paragraph to include some additional language from the U.S. Equal Employment Opportunity Office (EEO). The EEO has a Policy Statement related to hiring and employment dated July 2019 that lists the following: “We must ensure that no applicant for employment or employee of the EEOC is denied equal opportunity because of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training, and career development programs.” The committee is also recommending to insert a new paragraph titled “Diversity and Inclusion” that includes the OSU Diversity and Inclusion Statement which states the following “Oklahoma State University is a land-grant institution committed to excellence in diversity and inclusion. We strive to maintain a welcoming and inclusive environment that appreciates and values all members of the University community. We define diversity as engagement in meaningful actions, behaviors, and conversations that reflect a commitment to recognizing, understanding, and respecting the differences among students, faculty, staff, and visitors throughout the OSU system. We do not condone acts, behavior, language, or symbols that represent or reflect intolerance or discrimination. OSU is dedicated to cultivating and enriching the competitive advantages that diversity and inclusion provides all members of the University community. We identify diversity as a quality of life issue, as well as an important economic driver for the prosperity and well-being of the state, nation, and world. Lastly, the committee is recommending some edits to change some language to read as gender neutral.

The second issue the Faculty Council Diversity Committee is studying is the possible recommendation of an OSU Land Acknowledgement Statement. In general, a land acknowledgement statement us a “formal statement that recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories”. The Committee will continue to work on this issue in the next academic year.

f. Faculty: Matt Lovern – Yearend Report

**FACULTY COMMITTEE** 2019-20 Annual Report May 8, 2020

**Members:**

Matthew Lovern, Faculty Committee Chair (Integrative Biology)

Camille DeYong (Industrial Engineering & Management)

Holly Karibo (History)

Harounin Kazianga (Economics)

Edralin Lucas (Nutritional Sciences)

Cindy Melancon (Psychology)

Barbara Miller (Emeriti Association)

Justin Talley (Entomology & Plant Pathology)

Pamela Lovern, Faculty Council Secretary, Ex Officio (Physiological Sciences)

**Recommendations/resolutions:**

No new recommendations or resolutions were submitted by the Faculty Committee in 2019-2020.

**Activities:**

* The Faculty Committee assisted Faculty Council Officers with collecting information on the process for obtaining visas for international faculty at Oklahoma State University. Our interest was to see if there might be ways to make the process more efficient for all involved, and to offer further assistance if that would be useful.
* The Faculty Committee has several topics under consideration/review that will continue into 2020-2021. The primary topics include:
	+ Finalizing work on Policy 2-0109, “Cumulative Review of Tenured Faculty” and submitting to Faculty Council as a recommendation.
	+ Faculty Committee received the results of the Strategic Committee on Research Excellence (SCORE) report in a meeting with Dr. Brenda Smith (Regents Professor, Nutritional Sciences, and Associate Dean of the Graduate College). Future goals are to discuss and recommend potential changes related to faculty workload and incentives as they relate to enhancing research excellence.

**Other Activities:**

* Upon the request of the Provost, Faculty Committee is currently reviewing three dossiers for reappointment, promotion and tenure.

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

Long-range Planning and Information Technology Committee 2019-2020 Annual Report

Members:
Chris Crick, faculty committee chair (Computer Science)
Brandt Gardner (Human Development and Family Science)
Karina Shreffler (Human Development and Family Science)
Kevin Dyke (Library)
Ki Cole (Educational Foundations, Leadership and Aviation)
Madison Chartier (Library)
Ryan Reuter (Animal and Food Sciences)
Scott Frazier (Biosystems and Agricultural Engineering)

At the behest of Darlene Hightower and her office, the committee took up a set of policy proposals related to information security and data stewardship.  For the purpose of meeting auditing requirements, the university needed to have such policies in place.  After a round of editing and rewriting, the committee forwarded the revised proposals to the Faculty Council for a vote.

The committee made the following recommendations to Faculty Council this year:

19-12-01-LRPIT: Information & Resources Access Control Policy
Defines, in general terms, the expectations for access control, password management, and systems configuration for university systems.

19-12-02-LRPIT: Information Security Policy
Creates a task force for addressing information security, compliance and governance needs.

19-12-03-LRPIT: Data Stewardship: Data Classification Policy, Responsibilities and Guidelines
Provides a breakdown of which kind of data is appropriate to store and handle on which university systems.

19-12-04-LRPIT: Information Security: Security Awareness
Describes information security awareness training for university faculty, staff, students and affiliates.

These policies were discussed and approved by the Faculty Council at the January 14, 2020 meeting.

Other activities of the committee:

The committee began to investigate and develop recommendations for establishing a single vendor to support for student feedback devices and software (clickers, etc.), in order to minimize student expense.  The committee's work on the issue was subsumed by an ad hoc committee formed for that express purpose, chaired by Chris Ormsbee of ITLE.  Several LRPIT committee members participated in that committee's work, which has reached a conclusion and is in the process of formalizing a recommendation.

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

 h. Research: Dianne McFarlane – Yearend Report

**RESEARCH COMMITTEE** 2019-20 Annual Report May 8, 2020

**Members:**

Dianne McFarlane (Committee Chair), Bruce Dunn, Gopal Kakani, Ajay Kumar, Edralin Lucas, Erika Lutter, Tracy Quan, Arvind Santhanakrishnan, Ken Bartles (Emeriti Association)

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

Oklahoma Policy and Procedure, 4-0130, Research Conflict of Interest. Outcome: Passed Faculty Council, March 10, 2020

Initial revisions were submitted to the Research Committee by Kenneth Sewell, OSU Vice President of Research. The purpose of the revisions was to align OSU policy with that of external funding agencies and to move the oversight of Conflict of Interest from the individual colleges to a single central site, the OSU Office of Research.

 Oklahoma Policy and Procedure, 4-0125 Complaints of Research Misconduct. Outcome: Passed Faculty Council, August 20, 2019.

 Initial revisions were submitted to the Research Committee by Kenneth Sewell, OSU Vice President of Research. The primary purpose of the revisions was to align OSU policy with that of external funding agencies.

 Additional activities:

Research committee continued to work with the Office of Undergraduate Research to help with promoting and implementing the Undergraduate in Research Transcript Designation.

The committee met with VP Kenneth Sewell to discuss enhancing research at OSU. Items discussed included The Conversation, Elements, electronic grant management systems, and several other initiatives to facilitate research productivity and enhance the research culture at OSU.

The committee met with Brenda Smith, Associate Dean of Graduate College who presented the findings of the grassroots group, SCORE (Strategic Committee on Research Excellence) for discussion.

i. Retirement & Fringe Benefits: Griffin Pivateau – Yearend Report

##

The Retirement and Fringe Benefits Committee appreciates the dedicated service of its members this year. Members of this committee were: Griffin Pivateau, Chair (Spears School of Business), Karen Neurohr (Library), Sarah Hall (Health Sciences), Tonia Nash (History), Mark Thai (Health Sciences), Deb VanOverbeke (Animal Science), and Robert Wettemen (Emeritus Faculty).

In 2019-2020, the OSU Retirement and Fringe Benefits Committee once again focused on issues of transparency and communication. In initial meetings, the committee focused on pursuing three initiatives: pursuing clarification on rules for faculty tuition and fee waivers, examining the possibility of creating a leave bank for OSU faculty in need of medical leave, and educating faculty members on retirement issues by hosting a panel on retirement. In addition to these initiatives, the Committee was also invited to review a number of proposed changes to OSU policies on sick leave, FMLA, maternity, and university holidays.

Unfortunately, because of the school closure, the committee was unable to complete its work on the proposed policy revisions. The committee anticipates that next year's committee will build on the discussion and notes that we believe need to be addressed before the revisions go into effect.

Much planning went into arranging the retirement panel. The committee members worked to compile a list of areas that recently retired OSU faculty would address. Although planning for the panel was complete, the sudden closure of the campus prevented the panel from occurring at its scheduled date and time. The committee members believe that next year's committee should revisit the emeriti panel proposal once school has resumed.

j. Rules and Procedures: Pamela Lovern – Yearend Report

**RULES & PROCEDURES COMMITTEE** 2019-2020 Annual Report May 8, 2020

**Members:**

Pamela Lovern, Committee Chair. Secretary, Faculty Council (Physiological Sciences)

Udaya DeSilva. Faculty Council Chair (Animal Sciences)

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

Mindy McCann. Faculty Council Past Chair (Statistics)

This year, the Rules & Procedures Committee discussed the need to review how seats on Faculty Council are allocated across the OSU colleges and other interests which are represented. Periodic review of Faculty Council membership allocation is necessary in order to be sure that the representation of colleges, in particular, accurately reflects current faculty numbers. In addition, college mergers and other events may affect how seats are allocated. Currently, there is no defined procedure or timeline according to which the allocation of Faculty Council seats should be reviewed. After reviewing current faculty numbers, the Committee determined that no changes in seat allocation should be made for the 2020-2021 academic year. However, the Committee recommends that such a procedure be developed and added to the Bylaws of Faculty Council and other relevant policy documents before the 2021-2022 elections are held.

The Rules & Procedures Committee oversaw the election of new Faculty Council representatives and a new Faculty Council Vice-Chair. Election results are below:

CAS Tyrrell Conway

CEAT Rifat Bulut

CVM Mason Reichard

HS Brandt Gardner

OSU-Tulsa Karina Shreffler

CASNR Divya Jaroni

          Bruce Noden

SSB Lisa Slevitch

Secretary Karen Neurohr

Vice Chair Pamela Lovern

The Rules & Procedures committee also appoints faculty members to the Standing Committees of Faculty Council and various University-level committees. To assess faculty interest in serving on these committees, the Committee Preference Survey was distributed to OSU faculty on May 6, 2020 with a closing date of May 20, 2020. The results of the survey will be analyzed during the week of May 25, 2020 and used as a guideline for assigning members to each committee.

Respectfully submitted,

Pamela Lovern, Rules & Procedures Committee chair

 k. Student Affairs and Learning Resources: Toby Nelson – Yearend Report

Year End Report May 12, 2020

Committee members

Toby Nelson, Chair, Ramesh Kaipa, Heather Yates, Tony Smith, Clarke Iakovakis, Suzzi Parsons, Kent Sampson, Alexis Lee, Ashley Gin

**Ongoing effort**

* SALR has been examining students participating in Homecoming events.
	+ - SALR is looking into ways that the committee can support student well-being, while recognizing the importance of the events not only for the university, but for students themselves (learning project management skills, working together on a large-scale project with a fixed deadline within budget, etc.).
	+ SALR has been in actively communication with the Dr. Robinson, Director of Fraternity & Sorority Affairs and OSU Alumni Association.
* SALR will continue the discussion on Open Educational Resources and costs of textbooks in 2020-2021.

 9. Old Business –

 10. New Business –

 Recognition of outgoing and new council members

 11. Adjournment

 **Amended by Passed Failed**

**Recommendation No.** 20-05-01-ASP 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

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

**Title:**       Changes to University Academic Regulation 5.9 on Late Enrollment

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

OSU assess the late enrollment fee to students who enroll in their first course on or after the first day of the course, rather than on or after the first day of the main term.

**Rationale:**

The current practice of assessing the late enrollment fee for any student whose initial enrollment for the semester occurs after the main term begins penalizes students in online programs with late-start short courses (e.g., second eight-week session), even if they register before their first class begins. Many of these short online courses do not have the same competition for available seats as traditional, full-semester courses.

**Proposed Policy Revision with Track Changes**

*University Academic Regulation 5.9 Late Enrollment (second paragraph pending final approval)* Students are allowed and encouraged to enroll well before the beginning of a given term (fall, spring, summer). Students whose initial enrollment for the term occurs on or after the first day of class will be charged a late enrollment fee. A student is permitted to add classes after initial enrollment without a late enrollment fee during the first two weeks of a 16-week semester or through the fifth day of an eight-week summer session or during proportionate periods for block or short courses.

Adding a course or increasing credit hours in a variable-credit class after the restrictive deadline is granted by petition only through the Office of the Registrar, and is not appropriate if enrollment was delayed due to a registration hold or if the semester has ended. Late class section changes approved through this petition process will be processed as if they occurred within the nonrestrictive drop/add deadline.

See the "[Tuition, Fees, and Cost Estimates](http://catalog.okstate.edu/about/tuition-fees-cost-estimates/)" section of the *Catalog* for the current late enrollment fee amount.

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**Implementation Considerations**

The proposed policy change is expected to reduce late enrollment fee assessments by approximately 11%, and primarily for online and blended/hybrid courses, based on data since fall 2016. It would be ideal to develop an automated process with IT and the Bursar to implement the new policy, if approved.

**Discussion/Approval Record**

|  |  |
| --- | --- |
| **Committee/Council** | **Date Approved** |
| Graduate Council | March 27, 2020 |
| Directors of Student Academic Services | April 15, 2020 |
| Instruction Council | March 5, 2020 |
| Faculty Council Academic Standards and Policies Committee | April 29, 2020 |
| Faculty Council |  |
| Council of Deans and Provost |  |