FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, April 13, 2010**

# Council Room, 250 Student Union

**AGENDA:**

1. Roll Call

2. Approval of the March 9, 2010 Minutes

3. Approval of Agenda

4. Special Report:

1. Dr. Marlene Strathe – September 30th Thursday night Football Game
2. Joe Weaver - Budget

5. Report of Status of Faculty Council Recommendations:

President Hargis, Provost Strathe, and/or Vice Presidents

6. The President – Remarks and Comments

7. Reports of Standing Committees:

a. Academic Standards and Policies: Mindy McCann – Update

Recommendation: Changes to Academic Regulation 5.6: Course Prerequisites\*

b. Athletics: Art Klatt – Update

c. Budget: Kenneth Bartels – Update

Recommendation: Formation of a Phased Retirement Task Forces\*

d. Campus Facilities, Safety, and Security: Tom Jordan – Update

e. Faculty: Udaya DeSilva – No report

f. Long-Range Planning and Information Technology: Bud Lacy – Update

g. Retirement and Fringe Benefits: J. D. Brown – Update

h. Research: Jim Smay – Update

1. Rules and Procedures: Stephen Perkins – Update

j. Student Affairs and Learning Resources: Karen Hickman – No Report

8. Reports of Liaison Representatives

9. Old Business

10. New Business

11. Adjournment

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

*\*Attached*

**Amended by Passed Failed**

**Recommendation No.**   10-04-01-ASP 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_

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

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

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

**Title:**     Changes to Academic Regulation 5.6: Course Prerequisites

**The Faculty Council Recommends to President Hargis that:** Academic Regulation 5.6: Course Prerequisites be modified as illustrated in the attached document.

**Summary of Changes**

These changes clarify the appropriate process for waiving prerequisites for lower-division courses, particularly those with enforced prerequisites in SIS that prevent a student’s enrollment without approval. The current language of the policy addresses only upper-division and graduate courses. The proposed language provides additional direction for lower-division courses.

**Background/Rationale**

During the past few semesters, departments have become increasingly aware of the advantage of setting SIS registration controls on their courses. These controls allow the system to check a student’s SIS record and restrict course enrollment based on information listed in the catalog description of the course or in State Regents’ remediation requirements. Examples of these controls are provided in the following table.

|  |  |  |
| --- | --- | --- |
| **Enrollment Restriction** | **Spring 2010  Example Course** | **Specific Requirements** |
| classification status | LSB 3213 | junior status or above |
| required minimum test score | MATH 1513 | 19 Math ACT, 460 Math SAT, 100 Compass score, or a satisfactory grade in MATH 0123 |
| participation in a specific program | honors courses (700 sections) | flagged as an active Honors College student |
| prerequisite courses that appear on the student’s SIS transcript either as completed or in progress | MATH 2153 | MATH 2144 is a prerequisite |
| prerequisite or corequisite courses (terminology used in SIS is “concurrent prerequisite”) | MATH 1613 | MATH 1513 must appear on SIS as either as a prerequisite or a corequisite |

Whenever registration controls are placed on courses, then clear, consistent, and documented methods for waiving these controls for individual students are needed. For example, a transfer student who is enrolled in MATH 1513 at a community college during the fall semester wants to enroll in MATH 1613 for the OSU spring semester. SIS provides no evidence of the fall enrollment, so someone must be given the authority to evaluate the student’s documents to determine whether a waiver of the prerequisite is appropriate.

Methods have been established for waiving remediation requirements for entry-level English and Math courses (advisor approval is required). Academic Regulation 5.6 specifies that prerequisites for upper-division and graduate-level courses may be waived by the instructor (or department head). University policy currently provides no guidance regarding the appropriate process for waiving prerequisites for lower-division courses. In the absence of this specific guidance, the Registrar’s Office is currently using the closest policy, Academic Regulation 5.6, and requiring instructor/department head approval to waive prerequisites.

The university personnel who should be the most familiar with an individual student’s academic record and background are the academic advisors. However, there has been some concern about arbitrary decisions to enroll students in classes without appropriate background. To alleviate this concern the registration permission form has been modified to require advisors to provide their rationale for overriding a prerequisite. (See attached.) With these safeguards in place, the advisors ought to be able to perform their job adequately. Exceptions to this should be handled on a case by case basis by upper administration.

**Registration Permission Memo**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: Office of the Registrar

322/324 Student Union

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of School Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of School Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of School Official

**Re: Permission for Registration Exception**

The following student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Name) (CWID)

has my permission to enroll in the following course(s), as long as total enrollment for the course does not exceed the classroom fire code limits:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CID #** | **Prefix** | **Course Number** | **Section** | **# Credit Hrs** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ term due to an exception of the following restriction:

Spring/Summer/Fall Year

[ ] Closed/full class (requires department head or dean signature; director of Honors College for honors sections)

[ ] Department permission required (requires department head or dean signature)

[ ] Override prerequisite/corequisite \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (requires instructor or advisor signature; provide detailed rationale below)

[ ] Instructor permission required (requires instructor signature)

[ ] Class time conflict (requires instructor permission from both courses involved in conflict)

[ ] Remediation exception for entry-level English or Math classes (requires advisor signature)

[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rationale/Comments:

If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at 405-744-\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

|  |  |
| --- | --- |
| **Registrar Use Only** | Total Hours After Change: \_\_\_\_\_\_\_ Initials \_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Remediation : Screen 210, Test ID=REMED  REMG=8888 \_\_\_\_\_\_ or RMTH=8888 \_\_\_\_\_\_\_\_ (check appropriate code, if applicable) |

**Academic Regulation 5.6**

**Handling Exceptions to Enforcement of Course Prerequisites**

K. Celeste Campbell, University Registrar, February 8, 2010

**Summary of Changes**

These changes clarify the appropriate process for waiving prerequisites for lower-division courses, particularly those with enforced prerequisites in SIS that prevent a student’s enrollment without approval. The current language of the policy addresses only upper-division and graduate courses. The proposed language provides additional direction for lower-division courses.

**Modified Regulation**

**Academic Regulation 5.6: Course Prerequisites.**

Course prerequisites are listed in the course descriptions section of the university catalog. When no prerequisites are listed for courses numbered 3000 or 4000, it is understood that the prerequisite is approval of the student's adviser. The prerequisite for courses at the 5000 or 6000 level is graduate standing in addition to any other prerequisites listed. Instructors may waive prerequisites when the student's background justifies this action. Prerequisites for lower-division courses may also be waived by a student’s academic advisor if examination of the student’s academic record warrants such a waiver. Prior approval of the instructor may be required in problems courses, independent study, internships, thesis and dissertation courses, and courses taught in a professional school.

**Background/Rationale**

During the past few semesters, departments have become increasingly aware of the advantage of setting SIS registration controls on their courses. These controls allow the system to check a student’s SIS record and restrict course enrollment based on information listed in the catalog description of the course or in State Regents’ remediation requirements. Examples of these controls are provided in the following table.

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**Approval Record Date**

Student Academic Services Directors 1/20/2010 Approved; Requested new section on the multipurpose *Registration Permission Memo* to provide rationale or additional notes.

Instruction Council 2/5/2010 Approved

Academic Standards and Policies Committee

Faculty Council

**Amended by Passed Failed**

**Recommendation No.**   10-03-01-BC-RFB 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:** Budget & Retirement Fringe 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Benefit Committees

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

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

**Title:**       Formation of a Phased Retirement Task Force

**The Faculty Council Recommends to President Hargis that:** a faculty task force be formed to

study the feasibility of implementing a phased retirement program at OSU as soon as possible: no

later than Fall 2012. A member or members of OSU Human Resources may be asked to be

ex officio members of the task force**.**

**Rationale:**

As of March 2010, 271 OSU Faculty members meet OSU retirement criteria. Retirement of potentially

that many faculty members in the immediate future could result in considerable disruption of the

missions of the university. Therefore, to protect the quality of the academic functions of OSU, a

phased retirement program may be very beneficial. As of April 2009, it is estimated that

approximately 32% of colleges and universities have a phased retirement incentive program already

in place. The likelihood of participation in a phased retirement program when faculty are qualified

and ready to retire is quite high; 40% would be very likely to take advantage of a phased retirement

option and 29% would be somewhat likely to participate. However, given the recent drop in financial

markets, it is now likely that even more faculty would consider phased retirement as an attractive

option. A clear, uniform, and fiscally responsible policy is to the overall advantage of both faculty

and the university. Budget savings, and more importantly, the continued participation of senior faculty

members in teaching, extension, and research in the context of a structured, mutually beneficial phased retirement program can help invigorate OSU. It is thus worthwhile to form a task force consisting of

faculty members with appropriate administrative personnel as ad hoc members to explore options.

**The following is a NOTE that could be sent to the task force chair on behalf of the Budget and Retirement/Fringe Benefits Committees' based on committee discussions regarding this issue:**

With the formation of the task force, faculty would be informed of this initiative and requested to forward concerns/ideas to the task force chair or designated representative. A faculty survey requesting input on specific issues of concern could also be considered.

Key elements of the recommendation include but are not limited to the following points and are not in any order of importance; these issues will be forwarded to the chair of the task force and request they be included in task force deliberations.

1. This is a voluntary program eligible to all tenured faculty. Safeguards and assurance need to be provided to prevent abusive practices that could "force out" faculty already eligible for retirement but who decide to remain in full employment.

2. Faculty are eligible if they qualify for normal retirement per state of Oklahoma and OSU guidelines.

3. The existence of a phased retirement program does not give faculty a contractual right or entitlement to phased retirement.

4. Retirement compensation from OTRS will not be affected.

5. The participant's salary and FTE commitment must be reduced by at least 25% but not more than 50%.

6. Merit/COLA increases and employer contributions to employee retirement plans and life insurance are calculated on a prorated basis according to employee's reduced salary. **NOTE:** ***INCENTIVE SUGGESTION: As an incentive for this program, faculty in phased retirement could receive 100% benefits as would fully employed faculty members.***

7. Sick leave and vacation time are calculated on a prorated basis according to employee's full time percentage.

8. Benefits including health insurance and death and disability coverage would stay at the pre-retirement rate.

9. Duration of contractual employment for the phased retirement program will be determined by the individual college and departments. Example: Faculty would agree to a 3-year contract with annual evaluations; contract could be renewed for up to an additional 3 years or a period of time agreed upon by the faculty member and the appropriate administrative unit.

10. Tenure is **not** affected. Continuous employment after the contractual agreement has terminated is not guaranteed, but all the other rights and privileges associated with tenure including academic freedom, voting rights, and committee membership will continue.

11. The teaching/extension-service/research or other split in allocation of time will be determined by the individual departments and colleges.