FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, May 10, 2016**

# Council Room, 412 Student Union

**AGENDA:**

1. Roll Call

2. Approval of the April 12, 2016 Minutes

3. Approval of Agenda

4. Joe Weaver for President Hargis – Remarks and Comments

5. Report of Status of Faculty Council Recommendations:

President Hargis, Provost Sandefur, and/or Vice Presidents

6. Reports of Liaison Representatives –

A. Emeriti Association: Anne Matoy

One of the service activities of the Emeriti Association is the Ambassadors. The Emeriti Association is pleased the partner with the University in these endeavors. These volunteers assist by hosting at special events such as football game-days, homecoming, commencement ceremonies, reunions, Hall of Fame and Distinguished Alumni Day and other events as the need may arise. In the past, the Ambassadors have also helped the Alumni Center with mail outs of monthly and annual communications.

Emeriti Ambassadors assist by serving at the Alumni Center reception desk during staff meetings or at times when extra help is needed. Prior to home football games, visitors to the Center are welcomed and assisted by Emeriti members. During the three ceremonies for the spring commencement and two ceremonies for the fall, Emeriti members assist families by handing out programs, answering questions and seating guests. President Hargis always recognizes and thanks the Ambassadors at the beginning of each ceremony.

Last year, 21 volunteers performed 196 hours of service. In the past, as many as 42 volunteers have performed as much as 434 hours of service.

In addition, Emeriti participate in Faculty Council and University-wide committees sharing their experiences and offering expertise from their many years of service to the University.

The Emeriti Association is pleased to provide this service to the University and the Alumni Center and appreciates the opportunity to stay connected to OSU.

B. Graduate Faculty Council – Brenda Smith

The Graduate Faculty Council held its regular monthly meeting on Friday, April 22nd*.*

Council reviewed and recommended the approval of two Academic Program Committee recommendations:  1) a change in the required number of hours from 39 to 33 for the Master of Science in Fire and Emergency Management; and 2) a new degree request for a Master’s of Science in Engineering Technology with an option in Fire Safety and Explosion Protection.

Changes to the University Academic Regulations that are required due to Banner implementation were presented by Dr. Celeste Taber.  These changes reflect terminology, processes and transcript notations that will be published in the *2016-17 OSU Catalog.*

Council reviewed and approved the Graduate Faculty actions brought forward by Membership Committee for spring 2016.

The Council discussed changing the format of the Subject Matter Group Graduate Faculty meetings to one single meeting each semester.  The new format would provide a better opportunity for updates and collective discussion about graduate education issues and would be followed by breakout sessions for Group business.

C. Wellness Center – Mary Talley



D. Staff Advisory Council – Melanie Bayles

Elections for the Staff Advisory Council Representatives were held as planned for April. The SAC Rules and Procedures Committee have finalized the election results and will announce the elected SAC Representatives for 2016-2017 at the monthly meeting.

The SAC Scholarship Committee has received over twenty applications to date. The committee will meet on May 18th to select the applicants who will be awarded. Awards can now be anywhere between $150 - $1000.

The Fund Raising Committee and all SAC Representatives are selling tickets for the annual “Staff Parking Space Raffle”. The OSU staff member that wins receives a free 2016-2017 parking permit near their workplace.

The Staff Celebration Day is May 19th from 11:00 to 1:30 at the Boone Pickens Stadium. There will be a barbecue lunch, a D.J. with music, parking raffle drawings, vendor area with giveaways, free photo booth and lots of fun.

E. Women’s Faculty Council – Barbara Miller

The WFC would like to continue to partner with ITLE to co-host panel discussions, difficult dialogues, book clubs, and networking events.  Events ITLE co-hosted with us were well planned and had very good attendance.  We appreciate the support of Chris Ormsbee in co- hosting with us.

WFC considered appointing a committee to look into partnering with other groups on campus (Women’s Studies, etc.).

This year's Book Club was very popular and resulted in a Facebook page, OSU Academic Mamas.  It is a closed group but people can request to join the group:  <https://www.facebook.com/groups/1129322000447113/>

The Research Awards is a very successful program we will continue, and we had a very successful reception for our winners this year. The winners were very excited to meet other winners in different fields, to hear about other research going on around campus.

We need to explore our Research Week activity for next year with VPR Sewell to determine how to proceed.

7. Reports of Standing Committees:

a. Academic Standards and Policies: Mindy McCann – Update/Year End Report

Recommendation: Revisions to P&P 2-0122: Annual Faculty Appraisal & Development\*

Recommendation: Changes Related to Banner Implementation\*

Year-End Report from the

ACADEMIC STANDARDS AND POLICIES COMMITTEE

May 10, 2016

Melinda McCann, ASP Chair, Statistics Barry Lavine, Chemistry

Brandon Havens, Student Government Ann Lowrance, Crime

Association Victim/Survivor Services

Karin Schestokat, Foreign Languages Susana Perea-Fox, Foreign Languages

John Gelder, Chemistry Beulah Hirschlein, Emeriti Faculty

During the academic year the committee made several recommendations that were approved by the Faculty Council. Below are summaries of these recommendations:

1. On March 3, 2016 the Council approved a recommendation modifying the Academic Integrity Policy to allow for an additional sanction called an admonition that would not be part of the student conduct record.
2. On May 10, 2016 the Council considered a recommendation to modify the University Academic Regulations to incorporate transitions from SIS to Banner.
3. On May 10, 2016 the Council considered a recommendation to modify OSU Policy and Procedures 2-20112 and 2-0902 to require that faculty be provided an electronic copy of their unit Academic Unit Standards document.

We also considered many other issues, including approving changes to the Grade Appeals form. Ongoing issues include the university attendance policy, allowing grade submission mid-semester for courses which do not run the entire semester, and updating/providing search and screen committee guidelines.

Respectfully Submitted,

Melinda H. McCann, Ph.D.

Professor of Statistics

Oklahoma State University

b. Athletics: Tom Royer – Year End Report

Athletics Committee

End of Year Summary, 2015-2016

Submitted by Tom A. Royer, Chair

Committee Members: Tom A. Royer (Chair), Dennis Bertholf (Emeritus), Kevin Fite (Liaison), Meredith Hamilton (University NCAA Faculty Representative), Edward (Ted) Kian (General Faculty Member), Whitney Bailey (General Faculty Member), Marilyn Middlebrook (Liaison), Nathan Walker, Timm Bliss, Anna Beffer (SGA) and Landry Chappell (SGA)

Due to the extensive overlap of the function of the Athletics Council and the Athletics Committee, the Athletics committee re-defined its essential activities:

* The chair will serve as the voting representative member to the Athletics Council and provide a report on activities to the Faculty Council.
* The Athletics Committee chair will represent the Faculty Council on issues regarding student athlete academics.
* The Athletics committee will conduct an annual review of ASSA‘s program.
* At a minimum, the Athletics committee members will meet twice: once in the fall to meet with Dr. Middlebrook, tour the ASSA facilities and receive feedback on how the committee can assist with ASSA’s mission and function, and once in the spring to summarize the committee’s review of ASSA’s program.
* Any additional meetings would be called Ex tempore by the Chair to respond to issues brought forth by the Athletics Council or other issues regarding athletics and academic issues.

On April 14, 2016, the Chair (Royer) attended an appeal by a student athlete to contact other institutions for possible transfer.

Preamble: The 2013-2014 Athletics Committee, at the suggestion of Dr. Middlebrook, recommended to the Faculty Council that the Athletics Committee review, on an annual basis, the policies, procedures and practices offered through the office of Academic Services for Student-Athletes (ASSA). This process should include a review of procedures for counseling, tutoring, and online courses as well as the communication practices between the coaches and the student-athletes and between the student athletes and other advising offices across campus. The rationale was that it provides the ASSA with a documented annual review from a committee of the Faculty Council in the event that individuals or groups make claims which question the integrity or efficacy of the advising services provided to our student-athletes. The following is the results of that review.

In general, the committee was quite pleased with the content and detail of the ASSA program. Most of that information is transparently provided on their website: http://aec.okstate.edu/. Many of the suggestions that were made in 2015 were implemented. However, there were a few that could be updated, as suggested by our SAC members:

* Student-Athlete Advisory Committee (SAAC) link: (Web information is not up to date) 2014-2015
* On the website under the Awards and Achievement tab, when listing names instead of listing alphabetically, list by most recent award winners (by Year)
* Include the location of the Academic Center.
* Continue posting recent photos of athletes serving in the community.
* Update main page.
* One suggestion that still needs to be considered is to somehow include information on the website that shows how the athletic program is compliant with OSU policies on Diversity. It was suggested that we contact Dr. Lee Bird for more information.

With financial help from the Provost’s office, a member from our committee (Ted Kian) attended the 2016 National Meeting of the Coalition on Intercollegiate Athletics (COIA). Summary report will be provided later.

The Chair (Royer) contacted the Chair of the Athletic Council (Dr. Brenda Smith) in September to get a better understanding of the role and charge of each of our committees. The Chair of the Athletics Committee serves as a voting member of the Council. To date, 5 meetings of the Athletic Council were held this academic year. An issue that was identified in 2015 (the lack of availability of certain majors due to inflexible schedules) is being addressed by the Athletics Council but could be expanded to include non-traditional students that need to work in order to pay for their tuition and living expenses.

A report from the Council of Intercollegiate Athletics February meeting, with some additional comments from Dr. Ted Kian, Oklahoma State University Representative is posted under this final report.

c. Budget: Pamela Lloyd – Year End Report

Budget Committee of Faculty Council

Annual Report, Academic Year 2015-16

May 5, 2016

For academic year 2015-16, the members of the Budget Committee were as follows: Pamela Lloyd (Chair, Physiological Sciences), Sandeep Nabar (Accounting), Timm Bliss (Educational Studies), David Biros (Management Science & Information Systems), Bill Dare (Finance – OSU Tulsa), Barbara Miller (Library), Michelle Seikel (Library), Andrea Arquitt (Emeritus Faculty), and Carol Jones (ex officio, Biosystems & Agricultural Engineering).

Christie Hawkins attended the September meeting to discuss what types of information the committee might be able to request regarding how the state budget situation might affect faculty hiring/retention.

Vice President for Administration & Finance Joe Weaver attended the January and April meetings of the committee to discuss the potential impact of the state budget shortfall on the University. VP Weaver also updated the committee on plans for new construction on campus, the status of ongoing road projects, and the establishment of commercial air service to Stillwater.

Vice President for Research Kenneth Sewell attended the February meeting to present his ideas on how to enhance research at OSU. He suggested that collaborative/interdisciplinary projects, more effective partnering with the private sector, and greater incentivization of research were potential strategies to pursue. Dr. Sewell also suggested that reevaluation and modification of OSU's intellectual property rules might be beneficial in encouraging collaborative research with outside partners.

A member of the Budget Committee attended each of the ten college-level FY17 budget meetings, which were held during November and December. The committee discussed this information at the December meeting. Each college had a different approach to the projected cuts to state appropriations. Proposals included leaving open faculty positions unfilled, reducing GTA positions, eliminating and/or consolidating staff positions, reducing and/or delaying maintenance, decreasing the number of course sections offered, increasing class sizes, discontinuing certain academic programs, utilizing carryover funds, and increasing tuition and fees, along with other suggestions. Special thanks to the following members who volunteered to attend these meetings and summarize them to the committee: Sandeep Nabar, David Biros, Andrea Arquitt, Barbara Miller, and Pamela Lloyd.

Respectfully submitted,

Pamela Lloyd, Chair

d. Campus Facilities, Safety, and Security: Nathan Walker – Year End Report

Campus Facilities, Safety, and Security: Nathan Walker – Year End Report 2016

**Committee Members:**

Stacy Takacs, English OSU- Tulsa; Chad Depperschmidt, Aviation Education, Paulette Hebert, Design, Housing and Merchandising, Kevin Drees, Edmon Low Library; Charles Leider, Emeriti Association; William Dean, student representative.

**The CFSS Committee would like to thank the following individuals for their assistance:** Ron Hill, Manager Emergency Operations & Preparedness; Steve Spradling, Director, Parking and Transportation Services; and Mike Buchert, director of Long Range Facilities Planning

Over the last year the Campus Facilities, Safety, and Security Committee met several times to review and discuss several different issues. The committee met with Mike Buchert, director of Long Range Facilities Planning and discussed the current, pending, and future construction efforts on and near campus. The Committee organized a meeting between Faculty Council Executive Committee and Committee Chairs with Ron Hill, Emergency Operations & Preparedness to better understand preparations in place for any possible campus emergency. The Committee feels that it is important for faculty to understand the actions taken by the University to insure safety on campus. Numerous parking related complaints were forwarded to the committee this year. The committee met with Steve Spradling, Director, Parking and Transportation Services to discuss parking lot construction, long range parking planning, loading/unloading zones, reserved parking, and Wentz parking garage permits. The Committee would like to thank him for the new 30 minute parking space in lot 31 that services the Noble Research Center, Physical Sciences, and Henry Bellmon Research Center buildings. The committee also plans to tour the newly renovated Atherton Hotel later this month.

e. Diversity: Lucero Tenorio – Year End Report

End of Year Report – Academic Year 2015-2016

The charge of the Diversity committee is to formulate and recommend policies to administration regarding the diversity issues on campus.  The committee shall particularly monitor and report on the sources and expenditure of funds related to the recruitment and retention of diverse students, faculty, and staff, the climate on campus for members of underrepresented groups, and the inclusion of diversity issues in curricular and non- curricular programs on campus.

This year the Diversity Committee was involved in the following activities:

* Developed and completed a Bias Response document and shared it with the OSU Office of Institutional Diversity. In the fall of 2015 Dr. Green presented to the Institutional Diversity Board a version of this project, but it has not yet been implemented on campus.
* Developed and completed a Climate Survey and shared it with General Faculty Council for administration approval. Unfortunately the COACHE survey was scheduled to take place at the same time and council suggested that the Diversity Committee Climate Survey be rescheduled for administration in the fall of 2016.
* Responded to faculty concerns with the Theatre Department. The committee will continue to follow up on this. The participation of the Diversity Committee in this university affair was useful, and a reminder that the committee can be involved in policy development across campus.
* Two Diversity Committee members (Dr. Tenorio and Dr. Simpson) were involved with the newly created Race Relations Committee (A&S). The goal of this committee was fulfilled when members produced together a position paper to enhance the campus climate of inclusion, and submitted it to President Hargis for approval.
* As a last assignment for the year we redefined the narrative for the Faculty Council Diversity Committee Mission.

**Thank you to the 2015-2016 COMMITTEE MEMBERS:**

**FACULTY COUNCIL MEMBERS:**

Lucero “Chelo” Tenorio, Chair (Academic year 2015-2016)   
 **GENERAL FACULTY MEMBERS:**

Daqing Piao  
 **CURRENT MEMBERS:**

Shiping Deng

Sue Jacobs

Louise Siddons

Lynne Simpson

**EMERITUS FACULTY MEMBER:**

George Arquitt

**STUDENT MEMBERS:**

Devon McLeod (GPSGA) 2015-2016

f. Faculty: Glade Topham – Update/Year End Report

Recommendation: Revision to P&P 2-0112: Annual Faculty Appraisal & Development\*

Recommendation: Addition of New Faculty Titles\*

Recommendation: Policy & Procedures for Performance Appraisal of Academic Administrators\*

Faculty Committee Year End Report 2015/2016

Faculty Committee Members: Ken Bell, Nurhan Dunford, Chris Richards, David Oberhelman, Pam Lloyd, Matt Lovern, Udaya DeSilva, Glade Topham (chair), Ken Bartels (*ex officio).*

The Faculty Committee formulates and recommends “policies governing faculty status, including appointment, tenure, reappointment, dismissal, promotion, … working conditions, workloads, research activities and similar concerns of the members of the General Faculty.

Below is a list of the committee work and accomplishments for the 2015-2016 year

* We recommended the Faculty Council Chair and Vice Chair of Graduate Council receive increased support to enable them to have a course release each semester of service. When course releases are not feasible, the support may be received in the form of professional development funds or summer salary.
* Modified current guidelines regarding the administrator appraisal process and recommended the revised document for approval as formal policy. The proposed policy clarifies the process of evaluation of deans, associate deans, and department heads/school directors. In addition, the appraisal survey for deans was shortened to nine items and included in the appendices of the proposed policy, and appraisal surveys were developed and included as appendices for associate deans and department heads/school directors.
* The Annual Faculty Appraisal and Development Program Form was changed from a signature page to a template that will provide direction for the faculty written report of activities and accomplishment for the prior calendar year. In addition the OSU P&P 2-0112 Annual Faculty Appraisal and Development policy was revised and recommended for approval. We recommended that, through appropriate review, departments/schools and colleges be provided the freedom to adapt the Annual Faculty Appraisal and Development form to accurately reflect unit and college expectations. We further recommended that the timeline for the Annual Faculty Appraisal and Development process be accelerated to ensure the process will be completed by April 30 for the prior calendar year review.
* In order to address the fact that the clinical faculty title is currently being used broadly for faculty without clinical responsibilities, we recommended that several new titles be added to the Faculty Handbook including; Teaching Instructor, Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor, Instructor of Professional Practice, Assistant Professor of Professional Practice, Associate Professor of Professional Practice, Professor of Professional Practice, Assistant Extension Specialist, Associate Extension Specialist, Senior Extension Specialist.
* We developed a Faculty Search and Screen Toolkit to guide search and screen processes on campus. We received input from the Diversity and Academic Standards and Policies committees and upper university administration on the document as well as the procedures for search and screen training for committee members. Further work is needed to finish up the document and to solidify procedures for the search and screen committee training process.
* We evaluated dossiers of two Reappointment, Promotion, and Tenure applicants and provided advise to the Provost.

g. Long-Range Planning and Information Technology: Cecil Joe – Update/Year End Report

Recommendation: Appropriate Use Policy\*

**END OF YEAR COMMITTEE REPORT (FALL 2015- SPRING 2016)**

J. Cecil (Chair)

The main activities completed included the following:

1. Several meetings were held to discuss and provide feedback on various policies during the year. These include rollout of the new Banner system (which is underway) and the Identity Services Engine implementation campus wide.

2. One key discussion revolved around the Appropriate Use Policy (of OSU IT resources by students, faculty and alumni). Recommendations to alerting users of OSU policies were discussed, approved and submitted.

h. Research: Andrew Doust – Update/Year End Report

Recommendation: Support and Promotion of Undergraduate Research at OSU\*

**2015-2016 year-end report for the Research Committee of Faculty Council**

Personnel: Andrew Doust (chair), Shelia Kennison, Daniel Laó-Dávila, David Lewis, Barry Lavine, Chris Richards, Jeff White

1. In 2015 and 2016, most of our efforts were directed towards improving undergraduate research at OSU. This included meetings with administrative and faculty stakeholders, including Associate Provost Pamela Fry, Vice President for Research Kenneth Sewell, various faculty undergraduate mentors such as Jennifer Hernandez Gifford (Animal Sciences) and John Gustafson (Biochemistry), and Jessica Roark and Tim O’Neil from the Office of Scholar Development and Undergraduate Research. Our aims were to improve support for, and remove obstacles from, undergraduates pursuing research opportunities and faculty providing them. This effort culminated in a recommendation to Faculty Council, presented in the May 10th meeting, outlining improvements to administrative support, undergraduate opportunity, and faculty recognition. These included:
2. Supporting the creation of a faculty fellow to liaise between Office of Scholar Development and Undergraduate Research and faculty and recommending that a network of college fellows be created to connect college level administration with undergraduate research
3. Revising the undergraduate research transcript designation to reduce requirements to at least two semesters of research with the same mentor plus either a peer-reviewed publication or a presentation at a state, regional or national conference and recommending the introduction of a new award(s) to recognize outstanding undergraduate research, such as presentations AND significant publications
4. Supporting undergraduate research by recommending that, after completing at least two semesters of research with a mentor, a student should be able to request funding for travel costs to go to a state, regional, or national meeting to present their research in the form of a paper or poster and that a student should be able to compete for funding at any time to carry out research in a mentor’s lab (e.g., disposable lab supplies, participant honoraria, etc.) from a new source of funding (i.e. not Wentz, Niblack, etc.)
5. Recommend that Research Week incorporate an Undergraduate Research Day, to highlight undergraduate research at OSU
6. Recommend that faculty be recognized encouraged to include mentoring of undergraduate research on their A&Ds, and departments and college administration should be required to take evidence of undergraduate research mentoring into consideration when considering reappointment, tenure, and promotion of faculty. In addition we recommended that faculty mentoring of undergraduate research be considered when establishing workload allocations. We also recommended creating a faculty undergraduate university research mentoring award a graduate undergraduate university research mentoring award
7. Finally, we recommended research into ways to unobtrusively but effectively identify undergraduates involved in research and their mentors. An effective monitoring mechanism could allow better tracking of the effect of undergraduate research on retention, grades, and eventual employment direction. Such a monitoring system might be developed from that already realized by the Office of Scholar Development and Undergraduate Research’s web-site, <https://scholardevelopment.okstate.edu/undergraduate-research/undergraduate-research-resources>
8. Other activities included reviewing compliance policies for Institutional Biosafety, Institutional Laser Safety, and Care and Use of Animals in Research, Testing, and Teaching.
9. We also met with Dr. Kenneth Sewell, Vice President for Research, in order to present faculty views on matters pertaining to research and to discuss his vision for OSU as a great research university.

i. Retirement & Fringe Benefits: Rita Miller – Year End Report

**Retirement and Fringe Benefits (R & FB) Committee**

Year End Report to the OSU Faculty Council

May 6, 2016

Rita Miller, Chair

**Membership.**

The Retirement and Fringe Benefits Committee appreciates the dedicated service of its members this year. Members of this committee were:

Rita Miller (Biochemistry and Molecular Biology Dept), Chair;

Susan Steele (OSU Center for Health Science);

Terry Collins, (industrial Engineering);

Bob Hunger (Entomology and Plant Pathology);

Mark Neer (Center for Veterinary Health Sciences);

Suzanne Reinman (Library); and

Robert Wettemann (Emeriti Associate)

**Dependent Tuition Waiver Benefits**. The committee wrote and submitted Recommendation 15-11-01RFB to the Faculty Council at the November 2015 meeting. This recommendation would provide 100% tuition waiver for the dependents for OSU faculty and staff. This waiver would be for tuition only and would not cover fees or housing. The recommendation was also fully endorsed by the OSU Staff Advisory council executive committee. The recommendation was passed unanimously by the Faculty Council and submitted to the OSU administration. An Implementation Committee was established to write a detailed policy for administration for the policy. Rita Miller served on that committee. The Dependent Tuition Waiver Benefit policy is still under consideration by the OSU administration, who is dealing with a tight fiscal budget this year.

**Topics** for next year are likely to include the extent to which OSU employees have been subject to “surprise” medical charges that they easily could have assumed would be covered by OSU insurance.

j. Rules and Procedures: Deb VanOverbeke – Year End Report

This academic year the Rules and Procedures Committee conducted the Faculty Council election for 2015-2016 and elected a new Vice Chair and council members.

Members are: Deb VanOverbeke, Chair, Bin Liang, Bobbikay Lewis and Ann Lowrance

k. Student Affairs and Learning Resources: Jennifer Borland – Year End Report

Committee Members: Jennifer Borland (Chair), Stacy Takacs, Chad Depperschmidt, Qiuying Wang, Misty Long, Sarah Pons, Emalee Williams.

* + - Met with Dr. Lee Bird, VP for Student Affairs, to discuss the role of Student Affairs on campus and how communication and policies could be improved.
    - Met with Jessica Roark, Interim Director of Scholar Development and Undergraduate Research, who updated us on the range of programs and opportunities overseen by her unit.
    - Committee member Stacy Takacs shared information with the SALR Committee about the evaluation of D2L by the LMS/D2L ad hoc committee.
    - Chair provided feedback to Dr. Bird and Dr. Fry about improving student awareness of various resources.  Among the proposals was improving/extending the information in the syllabus attachment, which was shared with Faculty Council. The SALR committee members gave additional feedback on revisions to this document.
    - The committee met and discussed the Guidelines for Online Courses document created by ITLE and provided feedback.

8. Old Business

9. New Business – Diversity Committee Description Resolution \*

10. Adjournment

***\*Attached***

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

**Amended by Passed Failed**

**Recommendation No.** 16-05-01-ASP   1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

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

**Title:** Revisions to P&P 2-0122: Annual Faculty Appraisal and Development Program

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

Two sentences be added to Policy Statement *Annual Faculty Appraisal and Development Program* (2-0112) and to Policy Statement *Reappointment, Promotion, and Tenure Process for Ranked Faculty* (2-0902) as detailed in the attached document. (New text is denoted in blue.)

**Rationale:**

Occasionally faculty members are stating that they have not received a copy of their departmental Academic Unit Standards document. This will clarify that faculty members should receive an electronic copy.

Policy Statement *Annual Faculty Appraisal and Development* (2-0122)

Excerpt:

1.02 Unit administrators shall familiarize each faculty member with the written Academic Unit Standard established by the faculty members as prescribed in the Policy Statement *Reappointment, Promotion And Tenure Process For Ranked Faculty* (2-0902). These standards should be provided to all faculty members electronically. New faculty members should be provided an electronic copy at the time of their appointment. These standards serve as the basis for ….

Policy Statement *Reappointment, Promotion and Tenure Process for Ranked Faculty* (2-0902)

Excerpt:

Academic Unit Standards. The primary responsibility for establishing the criteria for promotion and tenure rests with the academic unit. Each department or equivalent academic unit must have a document that clearly specifies (1) the indices and standard that will be used to determine whether candidates meet the requirements for tenure and promotion to Associate Professor, (2) the indices and standards that will be used to determine whether candidates meet requirements for promotion to Professor, and (3) the goals and expectations to be used in evaluating faculty performance in annual appraisal and development. This document should be provided to all faculty members electronically. New faculty members should be provided an electronic copy at the time of their appointment.

**Amended by Passed Failed**

**Recommendation No.**  16-05-02-ASP  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

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

**Title:**   Changes Related to Banner Implementation

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

The changes summarized in the attached document be made to the University Academic Regulations.

**Rationale:**

In general these changes reflect our transition from SIS to Banner.

**Summary of Proposed University Academic Regulation Changes   
Related to Banner Implementation**

Office of the Registrar, March 30, 2016

Some of OSU’s policies and procedures were written based on the current student information system. The following summary pertains to proposed updates to the University Academic Regulations published in the 2016-17 *OSU Catalog*. These updates are precipitated by the Fall 2016 Banner implementation. At a later time, OSU Policies and Procedure documents may similarly be updated.

Changes Reflecting Terminology, Processes, and Transcript Notations:

1. Update references to “SIS”—generally replace with “Self Service.”
2. Change degree “option” to “option/concentration” or “concentration.”
3. Replace references to the “diploma application” with “graduation application” and update language to reflect new application processes.
4. Replace references to the “Course Descriptions section of the Catalog” with “Course Catalog.”
5. Remove references to an asterisk denoting graduate courses. The course level is now provided in the Course Catalog.
6. Update references to which transcript courses display—graduate vs. undergraduate transcript.
7. Update descriptions of transcript notations for repeated/reprieved/renewed courses, developmental courses, credit by exam, and performance/activity/leisure courses.
8. Change “remedial” to “developmental” per advice from OSHRE. This is related to #7.
9. Update GPA definitions to describe the GPAs that display on the Banner transcript. Instruction Council and DSAS approved the removal of the “cumulative GPA” in late 2014.
10. Update GPA references per the new definitions, particularly the “graduation retention” GPA and “cumulative” GPA.
11. Delete references to a “withdrawal notation” after a term on the transcript. This primarily affects withdrawals that occur during the nonrestrictive drop/add period (first 6 days of semester). All other withdrawals will be evident by W grades for all courses. The withdrawal action is stored in Banner but not displayed on the transcript. Administrative withdrawals will still be manually noted after a term on the transcript.
12. Restrict honor roll criteria to full-time undergraduate enrollment in fall/spring semesters. Banner can’t process the complexity of the current criteria. A review of peer institutions shows they use criteria similar to the proposed version—full-time students in fall/spring only.

**Discussion/Approval Record:**

Instruction Council Approved April 1, 2016

Directors of Student Academic Services Approved April 20, 2016

Graduate Council Approved April 22, 2016

Faculty Council Academic Standards and Policies Committee Approved May 5, 2016

Faculty Council

Council of Deans and Provost

**Amended by Passed Failed**

**Recommendation No.**  16-05-01-Faculty  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

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

**Title:**   Revision to Policy and Procedures for the Annual Faculty Appraisal and Development Program and Form

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

The Annual Faculty Appraisal and Development Program Form be changed from a signature page to a template that will provide direction for the faculty written report of activities and accomplishment for the prior calendar year. We recommend that, through appropriate review, departments/schools and colleges be provided the freedom to adapt the form to accurately reflect unit and college expectations. We further recommend that the timeline for the Annual Faculty Appraisal and Development process be accelerated to ensure the process will be completed by April 30 for the prior calendar year review.

**Rationale:**

In the past there has been wide confusion about how the current Annual Faculty Appraisal and Development Program Form was to be used in the appraisal and development process. In many cases it has been used only

for signatures. The new form will be a more useful template for the process. In addition, recommended policy changes increase clarity with regard to the use and modification of the form, and more generally, to the

appraisal process. Moving deadlines to earlier in the year will make the process more meaningful for faculty

and administrators as faculty discuss their goals for the current/upcoming year.

Policy with track changes is attached separately.

**Amended by Passed Failed**

**Recommendation No.**  16-05-02-Faculty  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

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

**Title:**    Addition of New Faculty Titles

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

Several new faculty titles be added to Faculty Handbook including:

Teaching Instructor

Teaching Assistant Professor

Teaching Associate Professor

Teaching Professor

Instructor of Professional Practice

Assistant Professor of Professional Practice

Associate Professor of Professional Practice

Professor of Professional Practice

Assistant Extension Specialist

Associate Extension Specialist

Senior Extension Specialist

**Rationale:**

According to the OSU Faculty Handbook, the title of Clinical Faculty is reserved for faculty who “provide clinical supervision, teaching, and clinical care.” However, the clinical faculty title is currently being used broadly for faculty without clinical responsibilities because the University currently does not have titles that accurately reflect the appointments that many faculty hold. The addition of the proposed titles will allow for greater clarity with regard to faculty assignment, roles and responsibilities, and evaluation.

Chart with track changes is attached separately.

**Amended by Passed Failed**

**Recommendation No.**  16-05-03-Faculty  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

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

**Title:**      Policy and Procedures for Performance Appraisal of Academic Administrators

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

University policy be created with regard to the procedures for an annual appraisal of academic administrators (department/school/unit chairs or heads, associate deans, and deans).

**Rationale:**

Currently no formal policy exists that governs the process of appraisals for academic administrators. Clear policy will ensure that faculty and staff have an opportunity to provide confidential feedback regarding the performance of their administrators each year.

Policy with track changes is attached separately.

**Amended by Passed Failed**

**Recommendation No.**   16-05-01-LRPIT 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**  Long Range Planning and    2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Information Technology

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

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

**Title:**       **APPROPRIATE USE POLICY**

**The Faculty Council Recommends to President Hargis that:** the Appropriate Use Policy drafted by the

CIO’s office be accepted with the following changes:

1. The sentence or equivalent: “An individual whose email account was accessed by OSU will be notified by ISO within one-week of such action, except in those cases where notification involved will jeopardize a criminal investigation. In such cases, notification should be provided when it no longer jeopardizes the investigation.” be added to the bullet points regarding access to email by a University Official.
2. Users should be informed of this new policy and provided a link when their o-key is created and when their passwords are updated.
3. Users of OSU’s lifetime email must be periodically informed and provided a link that the use of their OSU email falls under this policy. This action can be performed, for example, during their periodic password update or via a yearly email.
4. This policy should replace policy 1-0131, Use of Electronic Mail.
5. Add “is prohibited” to the end of sentence, “Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization,” under 4.05.

**Rationale:**

This policy was reviewed by the Staff Council and found acceptable.

Users of OSU’s lifetime email addresses must be informed that by using the OSU provided address, they fall under the appropriate use policy.

Policy 1-0131 (Use of Electronic Mail), mandated that users of electronic mail be informed when their email is accessed. The new wording above protects the uses but allows additional flexibility in the case of a criminal investigation.

OSU does not have an appropriate use policy for the use of its network and computer resources that has been approved at all levels.

**Amended by Passed Failed**

**Recommendation No.** 16-05-01-Research   1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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

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

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

**Title:**  Support and Promotion of Undergraduate Research at OSU

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

The following steps are accepted regarding Undergraduate Research at OSU.

**Rationale:**

Undergraduate research is important to both the student’s themselves, the faculty who mentor them, and the university as a whole. Undergraduate research has been shown to increase student interest in course work, to enhance retention, and to encourage students to continue in their disciplines. Obstacles to increasing undergraduate research include lack of an appropriate organizational structure, travel and research funding, monitoring mechanisms, and faculty recognition. With these in mind we offer the following set of recommendations and action steps.

1. Faculty Fellow
   1. Support creation of faculty fellow to liaise between Office of Scholar Development and Undergraduate Research and faculty
   2. Recommend that a network of college fellows be created to connect college level administration with undergraduate research
2. Undergraduate research transcript designation
   1. Reduce requirements to at least two semesters of research with the same mentor plus either a peer-reviewed publication or a presentation at a state, regional or national conference
   2. Have both the advisor and the appropriate college assistant dean of research sign off on and endorse the research undertaken
   3. Recommend introducing a new award(s) to recognize outstanding undergraduate research, such as presentations AND significant publications
3. Undergraduate research support
   1. After completing at least two semesters of research with a mentor, a student should be able to request funding for travel costs to go to a state, regional, or national meeting to present their research in the form of a paper or poster
   2. A student should be able to compete for funding to carry out research in a mentor’s lab (e.g., disposable lab supplies, participant honoraria, etc.) from a new source of funding (i.e. not Wentz, Niblack, etc.)
   3. Recommend that Research Week incorporate an Undergraduate Research Day, to highlight undergraduate research at OSU
4. Faculty recognition
   1. Faculty should be encouraged to include mentoring of undergraduate research on their A&Ds, and departments and college administration should be required to take evidence of undergraduate research mentoring into consideration when considering reappointment, tenure, and promotion of faculty
   2. Recommend that faculty mentoring of undergraduate research be considered when establishing workload allocations
   3. Recommend creating a faculty undergraduate university research mentoring award
   4. Recommend creating a graduate undergraduate university research mentoring award
5. Monitoring

We recommend research into ways to unobtrusively but effectively identify undergraduates involved in research and their mentors. An effective monitoring mechanism could allow better tracking of the effect of undergraduate research on retention, grades, and eventual employment direction. Such a monitoring system might be developed from that already realized by the Office of Scholar Development and Undergraduate Research’s web-site, <https://scholardevelopment.okstate.edu/undergraduate-research/undergraduate-research-resources>

Undergraduate Research Scholar Transcript Designation Application and Requirements and Guidelines are attached separately.

**Resolution of the OSU Faculty Council**

**May 10, 2016**

**Motion to change the Faculty Council Diversity Committee as follows:**

**RATIONALE:**

The Diversity Committee is a relatively new and still evolving Faculty Council Standing Committee. The 2015-16 Diversity Committee members requested clarification for their mission/function from the council officers. The Executive Committee reviewed and discussed the existing committee description and agreed that the mission should be reviewed. With significant input from the current committee members, the committee description and function has been revised.

**ORIGINAL:**

k. Diversity Committee: Two members from the Faculty Council, three members from the General Faculty, one emeritus member, one undergraduate student and one graduate student; one of the two student members shall be male and one, female.

The charge of this committee will be to formulate and recommend policies to administration regarding the diversity issues on campus.  The committee shall particularly monitor and report on the sources and expenditure of funds related to the recruitment and retention of diverse students, faculty, and staff, the climate on campus for members of underrepresented groups, and the inclusion of diversity issues in curricular and non-curricular programs on campus.

**PROPOSED:**

k. Diversity Committee: Two members from the Faculty Council, three members from the General Faculty, one emeritus faculty member, one undergraduate student and one graduate student. The composition of this committee should reflect the gender, sexual orientation, religious, and ethic diversity of the campus. A representative from the Division of Institutional Diversity will be appointed by the Vice-President of Institutional Diversity to serve as a liaison between the Diversity Committee and the Division of Institutional Diversity. Committee members are encouraged to invite faculty from Colleges without representation on this committee to participate as non-voting members. This committee will work with Faculty Council Officers in reviewing committee structure and membership to ensure that the committee appropriately addresses diversity-related issues. The Diversity Committee shall review existing policies and processes related to the recruitment, retention, and inclusion of diverse faculty, particularly from underrepresented groups, on campus; and if needed, develop new guidelines, processes, or policy recommendations to enhance and/or promote diversity and inclusiveness on campus. Other functions of this committee shall include the following:

1. Annually review diversity data reports and summaries from the Vice-President of Institutional Diversity or designee,
2. Work collaboratively with the Division of Institutional Diversity and/or other members of the administration, to assess the inclusion of diversity-related issues in both curricular and non-curricular programming on campus.