

**FACULTY COUNCIL MEETING**  
**3:00 p.m., Tuesday, May 8, 2012**  
**Browsing Room, Edmon Low Library**

**AGENDA:**

1. Roll Call
2. Approval of the April 10, 2012 Minutes
3. Approval of Agenda
4. Special Report:
  - A. Dean Sheryl Tucker/Ron Van Den Bussche – Draft Definitions for Graduate Student Positions.
5. Recognition of Out-going Councilors – Clint Krehbiel
6. President Hargis – Remarks and Comments
7. Report of Status of Faculty Council Recommendations:  
Provost Sternberg, and/or Vice Presidents
8. Reports of Standing Committees:
  - a. Academic Standards and Policies: Ed Harris – Update/Year-end Report
  - b. Athletics: Steve Damron – No Report
  - c. Budget: Rodney Holcomb – Year-end Report
  - d. Campus Facilities, Safety, and Security: Robert Emerson – Year-end Report
  - e. Faculty: Shelia Kennison – Update/Year-end Report  
Recommendation – Revisions to the Policy on Research Professorships\*  
Recommendation – Revision to OSU Policy on Reappointment, Promotion and Tenure  
Process for Ranked Faculty\*
  - f. Long-Range Planning and Information Technology: Nick Materer – Update/Year-end  
Report
  - g. Research: Dan Fisher – Update/Year-End Report  
Recommendation – Institutional Laser Safety Policy\*
  - h. Retirement & Fringe Benefits: Stephen Clarke – Year-end Report
  - i. Rules and Procedures: Robert Avakian – Year-end Report
  - j. Student Affairs and Learning Resources: Bob Miller – Update/Year-end Report  
Recommendation – Revision of OSU Attendance Policy to Clarify Absence due to  
Military Service\*
9. Reports of Liaison Representatives
10. Old Business
11. New Business – Introduction of new Councilors attending as guests
12. Adjournment

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

*\*Attached*

	<b>Amended by</b>	<b>Passed</b>	<b>Failed</b>
<b>Recommendation No.</b> <u>12-05-02-Faculty</u>	1. _____	_____	_____
<b>Moved by:</b> <u>Faculty Committee</u>	2. _____	_____	_____
<b>Seconded by:</b> _____	3. _____	_____	_____
<u>    </u> <b>Passed</b> <u>    </u> <b>Tabled</b> <u>    </u> <b>Failed</b>	4. _____	_____	_____

**Title:** Revisions to the Policy on Research Professorships

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

The following minor changes be made to the Research Professor Track (Non-Tenure Track) 2-0904 Policy

6.01 The Vice President for Research and Technology Transfer, or his/her designee, [in cooperation with the Provost and Faculty Committee of the Faculty Council](#), will periodically (at least every five years) review the status of the research professor program at OSU ~~before Faculty Council and present a report of the findings, including suggestions for modifying this policy to improve the research faculty program, to the Faculty Council. Suggestions for modifying this policy to improve the research professor program may be considered at such times.~~

**Rationale:**

The modification clarifies the role of the faculty council in the review of the policy. The Faculty Committee was asked to review this policy and the policy pertaining to clinical faculty. The policy for clinical faculty contains language similar to these proposed revisions. The faculty committee proposes that the language in the policy regarding the review process for the research professor track be similar to the review process for the clinical professor track, because the review process, in practice, is already similar.

	Amended by	Passed	Failed
<b>Recommendation No.</b> <u>12-03-01-Faculty</u>	1. _____	_____	_____
<b>Moved by:</b> <u>Faculty Committee</u>	2. _____	_____	_____
<b>Seconded by:</b> _____	3. _____	_____	_____
<u>Passed</u> <u>Tabled</u> <u>Failed</u>	4. _____	_____	_____

**Title: Revision to OSU Police on Reappointment, Promotion and Tenure Process for Ranked Faculty.**

**The Faculty Council Recommends to President Hargis that:** The OSU Policy on Reappointment, Promotion and Tenure Process for Ranked Faculty (2-0902) be modified as follows:

2.2

(7) The documentation file for a candidate being considered for tenure and/or promotion should include at least three letters from external reviewers who have been asked to evaluate the candidate's accomplishments and potential. Such evaluators should be leading scholars in their disciplines and especially knowledgeable about the candidate's areas of expertise. All units shall solicit outside reviews as a part of the RPT review process and shall develop rules for solicitation of such reviews that are consistent with policies of the academic college and with this document.

Because external letters are of considerable importance, certain cautions should be observed. First, in determining who are selected as reviewers, the candidate should be asked to provide a slate of names; the unit administrator and the unit personnel committee should also provide names; and from these two lists a group of at least three should be selected in a fair and objective manner for contact. Additionally, the candidate should be aware that a letter from his or her dissertation advisor is not acceptable as part of the external review. Similarly, letters from former students are irrelevant for this purpose although they may be useful as indicators of teaching quality. External review letters will be used by departmental personnel committees, department heads, deans, and other University administrators for personnel decisions, such as reappointment, tenure, and promotion. However, the letters will be kept confidential from the candidate. In accordance with the Oklahoma open records law (OK Stat 51 § 24A.1.7.C), candidates may request to see their personnel file. Candidates who request access to their external review letters will be provided with copies of letters in which the external reviewer's name, institutional affiliation and relationship with the candidate are redacted. The University will provide the candidate with copies of the original external letters, which reveal the identities of the letter writers, only when required to do so by a legal proceeding. A copy of the letter that is sent to reviewers shall be provided to the faculty member and included in the documentation file. The letter that is sent to reviewers should include a statement that the content of their letter may be reviewed by the candidate with the reviewer's name and institutional affiliation redacted and that the entire review letter may become available to the candidate in the event of a legal proceeding. The following language should appear in letters sent to reviewers:

OSU policy requires that the names and affiliations of external reviewers be kept confidential from the candidate; however, the candidate may receive a redacted copy of your letter with your name, affiliation, and relationship to the candidate removed. In order to facilitate this redaction process, we ask you to provide the information about your relationship to the candidate below your signature at the end of your letter. We also

ask that you refrain from using language in the body of your letter that might inadvertently identify you. Unredacted letters would only be provided to the candidate as required under the law or discovery rules in a legal proceeding.

Units should be careful to allow sufficient time to gather outside peer review letters so that they can be included in the file by January 15. Candidates who request copies of their external review letters in redacted form should make their request to their Department Head. Requests should be fulfilled within 72 hours of the request.

**Rationale:**

The proposed recommendation would eliminate the current RPT procedure that asks candidates to waive their rights to access external review letters. All external review letters will be treated confidentially in RPT deliberations. Faculty who wish to see the content of external review letters may be able to receive copies of the letters with the identifying information of the letter writer removed. The faculty committee believes that the recommendation balances the best interests of both the University and faculty members who are RPT candidates. For the University, there is a need to have external review letters that are of the highest possible quality. For RPT candidates, there is value in having objective, candid feedback about professional development. The current recommendation satisfies both of these competing needs by allowing the letter writers to maintain anonymity from the candidate and allowing candidates to view the content of external letters.

	<b>Amended by</b>	<b>Passed</b>	<b>Failed</b>
<b>Recommendation No.</b> <u>12-05-01-Research</u>	1. _____	_____	_____
<b>Moved by:</b> <u>Research Committee</u>	2. _____	_____	_____
<b>Seconded by:</b> _____	3. _____	_____	_____
<u>    </u> <b>Passed</b> <u>    </u> <b>Tabled</b> <u>    </u> <b>Failed</b>	4. _____	_____	_____

**Title:**     **Institutional Laser Safety Policy**    

**The Faculty Council Recommends to President Hargis that:** Accept the proposed draft OSU Stillwater and OSU Tulsa Institutional Laser Safety Policy as presented.

**Rationale:**

At the request of the VP for research, the FC research committee has reviewed the "Institutional Laser Safety Policy." The policy formalizes OSU Stillwater and OSU Tulsa obligations to ensure the safe use of Class 3B and Class 4 lasers. The research committee found that the policy presents a reasonable and appropriate set of guidelines for the safety of OSU researchers. We ask that the full FC endorse this policy with an affirmative vote for approval.

# DRAFT

## Oklahoma State University Policy and Procedures

### INSTITUTIONAL LASER SAFETY POLICY

#### PURPOSE

- 1.01 The purpose of this policy is to formalize the obligation of Oklahoma State University-Stillwater and Oklahoma State University-Tulsa (hereinafter referred to as OSU or the University) to ensure the safe use, operation, and application of Class 3B and Class 4 lasers (as defined below) in all OSU-Stillwater and OSU-Tulsa campus locations and activities. The University accepts responsibility for ensuring that all activities involving the use of lasers, and the facilities used to conduct such work, are in compliance with all applicable regulations, laws, and University policies, as well as invoked standards and guidelines (e.g., ANSI Standard).
- 1.02 The University acknowledges its responsibility to ensure, as much as possible, the safety of employees, students, the local populace, and the environment from activities that are capable of producing deleterious effects. Therefore, OSU will work to ensure that its activities are consistent with applicable standards and regulations.
- 1.03 The University works to ensure its compliance with applicable regulations, laws, and invoked standards and guidelines through a comprehensive management program administered by the University's Laser Safety Officer (LSO), within the Office of University Research Compliance, in conjunction with the Laser Safety Committee (LSC).
- 1.04 The laser safety program operates in accordance with the American National Standards Institute (ANSI) laser safety guidelines, specifically ANSI Z136.1, *Safe Use of Lasers* (2007); ANSI Z136.3, *Safe Use of Lasers in Health Care* (2011); and ANSI Z136.5, *Safe Use of Lasers in Educational Institutions* (2009).

#### POLICY STATEMENT

- 2.01 This policy establishes responsibility for the use of Class 3B and Class 4 lasers on the OSU-Stillwater and OSU-Tulsa campuses. Moreover, this policy establishes standards and procedures to help ensure that activities involving Class 3B and Class 4 lasers are conducted safely so as to protect employees, students, the public, and the environment.
- 2.02 Individuals intent on conducting activities involving Class 3B and Class 4 lasers through a University-sponsored, University-funded, or University-sanctioned activity must comply with all applicable government regulations, laws, and invoked standards and guidelines, as well as OSU policies.
- 2.03 The University hereby invokes the guidelines of the American National Standard Institute for the *Safe Use of Lasers*, ANSI Z136.1 (hereafter referred to as "the ANSI standard"). Guidelines within this document are to be implemented as requirements for the operation, maintenance, and service of all Class 3B and Class 4 lasers on the OSU-Stillwater and OSU-Tulsa campuses or at other geographic locations where OSU-Stillwater and OSU-Tulsa lasers may be used. ANSI Z136.1 is one component of a collection of standards within the Z136 series. While this policy explicitly invokes only ANSI Z136.1 in its entirety, components of ANSI Z136.3, *Safe Use of Lasers in Healthcare*, and ANSI Z136.5, *Safe Use of Lasers in Educational Institutions*, are applicable to

specific activities involving University lasers. Given the unique nature of the research environment, it may become necessary to authorize exceptions to the ANSI Z136 standards either on an institutional or case by case basis. The Laser Safety Committee (LSC) is hereby granted authority to approve institutional exceptions to any Z136 standard, and the Laser Safety Officer (LSO) is granted authority to approve, on a case by case basis, exceptions to this standard until the next regularly scheduled LSC meeting.

## **DEFINITIONS**

Note: A full set of definitions is contained within the ANSI standard. However, a few of the more important definitions are repeated here.

- 3.01 *Lasers* are devices that produce radiant energy predominantly by stimulated emission. Laser radiation may be highly coherent temporally, or spatially, or both. An acronym for Light Amplification by the Stimulated Emission of Radiation, lasers produce an intense monochromatic, directional, coherent beam of light by stimulating electronic or molecular transitions to lower energy levels.
- 3.02 *Class 3B lasers* are moderate-power lasers that are incapable of generating radiant energy greater than 125 mJ pulsed in less than 0.25 seconds, CW: 5-500mW. These lasers can cause biological damage to the eyes.
- 3.03 *Class 4 lasers* are high powered lasers that can cause biological damage to the eyes and the skin when directly exposed to the primary beam, specular reflections, and diffuse reflections. The laser beam may have the potential to generate a fire or air contaminants. These lasers present the most significant laser hazards.
- 3.04 *Laser-Controlled Areas* are those areas where the occupancy and activity within the space is subject to requirements of the laser safety program due to the Class 3B and/or Class 4 laser activity.
- 3.05 *Laser Personnel* are those individuals who work with or operate Class 3B and/or Class 4 lasers, or whose duties require them to work in or otherwise be present in a laser-controlled area.
- 3.06 *Laser Pointers* are a laser product that is usually hand held that emits a low-divergence visible beam and is intended for designating specific objects or images during discussions, lectures or presentation as well as for the aiming of firearms or other visual targeting practice. These products are normally Class 1, 2, or 3R but some may be Class 3B or Class 4 lasers.
- 3.07 The *Laser Safety Committee* is an institutional committee that oversees the management of the laser safety program to ensure compliance with applicable regulations, requirements, policies, safe practices, and invoked standards and guidelines. This committee is headed by a Chairman and consists of at least five members, one of which is to represent OSU executive management. A majority of the committee members shall have substantial experience with laser use and safety. One member shall have experience with medical lasers. The committee chairman and vice chairman shall be members of the OSU faculty.
- 3.08 The *Laser Safety Officer (LSO)* is the individual appointed by the University to oversee the laser safety program. The LSO is responsible for the day-to-day management of the program and mitigation of laser safety hazards. The LSO, by definition, is a member of the LSC, as he/she heads of the University's laser safety program. The LSO has authority and responsibility to monitor and enforce the control of laser hazards and effect the knowledgeable application of laser safety. The LSO has the authority to prohibit laser activities that he or she considers to be unsafe or

not in compliance with the ANSI standards, applicable regulations, laws, and University policies, as well as invoked standards and guidelines.

3.09 *Incidental or Ancillary Personnel* are those individuals whose duties make it possible that they will be exposed to laser radiation.

3.10 *Maximum Permissible Exposure (MPE)* is the theoretical level of laser radiation to which a person may be exposed without hazardous effects or adverse biological changes in the eye or skin.

## **SCOPE AND APPLICABILITY**

4.01 This policy governs the University's laser safety program and is applicable to any individual who operates or works in proximity to Class 3B and/or Class 4 lasers at OSU-Stillwater and OSU-Tulsa.

4.02 This policy supersedes all previous OSU policy statements pertaining to laser safety.

## **POLICY AND PROCEDURES**

5.01 The cornerstones of University policy on the safe use of lasers for any purpose are:

- a) **Individual user qualification, training, administration, management, and compliance with program standards and regulatory requirements.** As a matter of University policy, OSU faculty, staff, and students, as well as visitors and members of the general public, are denied use of Class 3B and Class 4 lasers until they are formally granted authority to use such lasers by the University after demonstrating a specific and appropriate level of qualification and training sufficient to ensure compliance with program standards and regulatory requirements. Additionally, all personnel, even after having been formally granted access to Class 3B and/or Class 4 lasers are required to adhere to the following general guidelines:
  - i. Act in manner that ensures full compliance with all requirements during the entire period of authorized access.
  - ii. Control access to University Class 3B and Class 4 lasers under their sub-custody in such a manner as to prevent access and use by unauthorized personnel.

Principal investigators (PIs), or authorized users, and other personnel in charge of potentially hazardous work involving University lasers are responsible for the activities conducted within their respective laboratories, facilities, or other geographic areas where University laser use is authorized (i.e. laser-controlled area). They are responsible for carrying out laser activities in accordance with an application (i.e., protocol) that has been approved by the Laser Safety Committee and in a laser-controlled area that has been approved for the proposed work. PIs must promptly report incidents to the LSO, or his/her designee. They are ultimately responsible for the instruction and training provided to all others engaged in activities involving OSU lasers which they hold.

- b) **Laser Safety Officer (LSO) qualification, training, administration, management, control, and compliance with program standards and regulatory requirements.** The LSO, within the Office of University Research Compliance, is charged with the day-to-day management of the OSU laser safety program. He/she is knowledgeable of all aspects of laser safety. He/she works to ensure that the program, including actions taken by individual users, is in compliance with program standards and protocols in order to meet regulatory requirements, policies, and invoked standards and guidelines. The LSO also works to ensure that authorized personnel handle and

operate OSU lasers safely. He/she has the authority to prohibit the use of lasers by OSU personnel who do not meet the necessary requirements. He/she has the authority to shut down operations where justified to assure and maintain a safe work environment, most particularly for activities that he/she deems to be a threat to the safety and well-being of university personnel including students, as well as visitors, the City of Stillwater, the general public, or the environment. The LSO is not required to seek management approval for support in enforcing such actions. Emergency actions by the LSO are subject to review by the Laser Safety Committee (LSC). Moreover, the LSO has the authority to place individuals who violate laser safety procedures and/or applicable regulations on probation or immediately suspend or revoke their privileges to use University lasers. Additional specific responsibilities of the LSO are contained within the University's LSO job description.

It is recognized that medical lasers bring a unique set of challenges to a laser safety program (e.g., when a user is employing a medical laser, he/she may intend to produce tissue damage in a human or animal rather than take action to prevent it). Due to the unique design and use of medical lasers, it is acceptable to also have a separately assigned Medical Laser Safety Officer (MLSO). This officer, if assigned, will be a member of the LSC and will assist the LSO as necessary in carrying out the laser safety program for medical lasers. If assigned, the MLSO will have the same authority as the LSO in prohibiting practices and use of medical lasers which he/she judges to be unsafe.

c) **LSC oversight.** OSU's Vice President for Research and Technology Transfer (VPRTT) appoints members of the LSC to work with the LSO and executive management to implement the laser safety program and establish policies and procedures for managing the program. The VPRTT will designate the LSC chairperson, who must be a member of the OSU faculty. The LSC meets at least semi-annually, but additional meetings may be scheduled to ensure compliance with regulations, policies, established procedures, and the ANSI standard. The LSC is ultimately charged with authorizing use of Class 3B and Class 4 lasers at the University. It is responsible for the oversight and approval of policies and procedures governing the procurement, use, storage, and disposal of Class 3B and Class 4 lasers at the University, as well as the training of individuals who work with, or in close proximity to Class 3B or Class 4 lasers. A subcommittee consisting of the LSC chairperson, the LSO, and one other committee member chosen by the LSC is empowered by the full LSC to act on emerging matters when needed. Other committee business proceedings are documented in committee meeting minutes. The Office of University Research Compliance provides administrative support to the LSC and maintains LSC records as required.

d) **Principal investigator responsibilities.** Principal investigators (PIs) are ultimately responsible for the safe operation of lasers used under their direction or in activities for which they are responsible. PIs are required to adhere to the LSC approved standard operating procedures that accompany each Class 3B and/or Class 4 laser within their control. Investigators are required to register all Class 3B and Class 4 lasers with the LSC prior to their use by notifying the LSO in writing. Each PI must supply all necessary safety equipment in order to ensure the safe operation of each laser under his/her control. Each PI must be knowledgeable of potential hazards associated with the use of all lasers under his/her control and adhere to the LSC approved standard operating procedures and control measures that address these hazards. PIs must establish protocols that ensure that Class 3B and Class 4 lasers under their control are not operated or modified without the approval of the LSO and the LSC. PIs are responsible for confirming that individuals working with lasers under their control have completed all required laser safety training as prescribed by the LSC. PIs, or their designees, must report any known or suspected laser accidents to the LSO immediately upon learning of the situation.

- 5.02 All accidents (e.g., injuries, emergencies, etc.) involving OSU lasers must be reported to the LSO, and shall be referred to the LSC for review and if appropriate, inquiry.
- 5.03 Deans, administrative heads of colleges, department heads, and heads of other campus units are responsible for employee safety within their respective units. No activity involving OSU lasers is to be permitted unless there is a commitment of effort and resources appropriate to ensure that the work can be conducted safely and only by authorized laser users.
- 5.04 The LSO, or his/her designee, is charged with compliance enforcement of University policies and the ANSI standard. In fulfilling his/her responsibilities, the LSO requires complete and open access to laboratories, facilities, lasers, laser equipment, and administrative records. Therefore, anyone who controls access to these laboratories, facilities, and records must provide the LSO and the LSC with entry to laboratories, facilities, lasers, laser equipment, and access to administrative records within their control, and to knowledgeable personnel who can assist in compliance inspections, inquiries, investigations, and visits upon request. Access may be delayed for brief periods when safety issues are involved but access may not be denied nor delayed as a matter of “convenience.” Some inspections are conducted as unannounced audits in order to ensure that safety protocols are being followed and that compliance standards are being met.
- 5.05 This policy is written to apply to Class 3B and Class 4 lasers. However, it is important to comment on the use of laser pointers (as defined above). Laser pointers that are not Class 3B or Class 4 are not subject to LSO and LSC oversight when used solely as pointing devices at the University. Nonetheless, these devices are not toys and they should only be used by personnel who are aware of their potential for injury if misused. In particular, laser pointers should never, under any circumstance, be intentionally directed in a fashion that could result in a direct or specularly reflected beam entering another person’s eye. The University reserves the right to administratively discipline, and if appropriate pursue civil or criminal action against, any member of the OSU faculty, staff, or student body or other person using a laser pointer to knowingly and intentionally shine the laser pointer beam at another person, regardless of power, for any reason other than approved research or an activity that has undergone LSC review and received LSO and LSC approval.
- 5.06 This policy shall be reviewed and modified as needed by members of the LSC. At a minimum, review of this policy shall take place at least once every four (4) years.

## **SUMMARY**

This policy is intended to provide a broad description of the University’s program for the safe use of lasers. Other policies and procedures which are applicable to specific actions and functions of the University’s laser safety program are contained in other documents, procedures, policies, manuals, training regimens, protocols, webpages, and in the regulations, policies, standards, and guidelines themselves.

## **REFERENCES**

*American National Standard for the Safe Use of Lasers*, ANSI Z136.1 - 2007.

*American National Standard for the Safe Use of Lasers in Educational Facilities*, ANSI Z136.5 - 2009.

*American National Standard for the Safe Use of Lasers in Health Care*, ANSI Z136.3 - 2011.

<http://www.lia.org>.

Marshall, W., & Sliney, D.(Eds.) 2000. *Laser safety guide* (10<sup>th</sup> Edition). Orlando, FL: Laser Institute of America.

Sliney, D., & Wolbarsht, M.L. (1980). *Safety with lasers and other optical sources: A comprehensive handbook*. New York: Plenum Publishing.

Sliney, D.H. (Ed.) 2000. *LIA guide for the selection of laser eye protection* (5<sup>th</sup> Edition). Orlando, FL: Laser Institute of America.

21 CFR 1040: Title 21—Chapter I—Food and Drug Administration Department of Health and Human Services Subchapter J—Radiological Health; Part 1040 – Performance Standards for Light-Emitting Products.

	Amended by	Passed	Failed
Recommendation No. <u>12-05-01-SALR</u>	1. _____	_____	_____
Moved by: <u>Student Affairs &amp; Learning</u> <u>Resources Committee</u>	2. _____	_____	_____
Seconded by: _____	3. _____	_____	_____
____ Passed ____ Tabled ____ Failed	4. _____	_____	_____

Title: \_\_\_\_\_

**The Faculty Council Recommends to President Hargis that:** the proposed changes to the OSU Attendance Policy (2-0217) recommended but the Faculty Committee of the Faculty Council in Recommendation No. 11-12-01-Faculty be further modified as follows (Note: The changes recommended in 11-12-01-Faculty are *Italicized* while the material specific to this recommendation is in **Bold** type. Changes suggested by the Administration to the text of Recommendation 11-12-01-Faculty are in red and have not been reviewed by the Faculty Committee of the Faculty Council):

#### **1.07 Absence due to Military Service**

**A. All students are entitled to leaves of absence from their studies at OSU in order to engage in military service as is authorized by federal law without loss of status or seniority.**

**B. Faculty members shall work with the student to find a reasonable accommodation for such absences.**

**C. Students engaging in military service are required to give notice of such service in advance in writing or orally to the instructor-of-record for each of their classes, either in person or through an appropriate officer of the uniformed service in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant circumstances, the giving of such advance notice is impossible or unreasonable. In all instances, students engaging in military service must submit copies of official written orders issued by the proper military authority.**

~~1.07~~ **1.08.** Students who will be absent from class for sponsored activities shall provide prior notification of their planned absence to their course instructor as early as possible.

~~1.08~~ **1.09.** Faculty at their discretion may require homework, reports, papers, compositions, and projects to be turned in ahead of or after the missed classes and examinations to be taken before or after any planned or unplanned absence.

~~1.09~~ **1.10.** *In units in which there is routine video and/or audio recording of lectures, students may request access to recordings of missed lectures from the faculty member. Similarly, access to PowerPoint or other multimedia presentations may be requested by students. The decision to grant access to materials from missed lectures lies with the faculty member who*

*sets the attendance policy for the course and has the authority to determine the circumstances under which accommodations for absences are permitted.*

~~4.10~~ **1.11.** *If a student believes that a faculty member has denied a reasonable and appropriate request, the student may appeal the decision to the Department Head. Since class attendance is a critical component of learning, such appeals would be considered on a case-by-case basis and granted only in the most extreme circumstances.*

**1.12 Attendance policy statements in “The OSU Student Rights and Responsibilities” handbook and in the “OSU Syllabus Attachment” should, at all times, be consistent with this policy.**

### **Rationale:**

The OSU Attendance Policy emphasizes the importance of class attendance and affirms the role of the faculty member in determining what accommodations are appropriate when students are absent from class. The proposed revision clarifies and affirms both the students and faculty member’s duty to inform and to work together to develop an appropriate accommodation when students in the active and reserved arm forces of the United States must miss class due to orders from their military unit.

The Attendance Policy currently in force is listed below for reference.

### **POLICY 2-0217 (approved July 2009)**

1.01 Class attendance is a critical component of learning. Students are expected to attend and participate fully in all scheduled class meetings.

1.02 A written attendance policy should be provided to students within the non-restricted add period of the semester. The non-restricted add period is defined as the sixth class day of a regular semester, or the third class day of an eight-week session, or the proportionate period for block or short courses. (For additional information see P&P 2-0206: Adding and Dropping Courses and Withdrawing from the University.)

1.03 Faculty may choose to set a maximum total number of excused, sick, and unexcused absences. Faculty may also specify when absences will not be excused under any circumstance.

1.04 If no policy is provided, no penalty may be assessed for class absences although students may not be allowed to make up certain in-class activities such as presentations and “pop” quizzes.

1.05 Faculty are encouraged to provide reasonable accommodation for students who are required to participate in sponsored activities of the University. For the purpose of this policy, a sponsored activity of the University includes any activity sponsored by an academic college or department, by an organization recognized by Campus Life, or by intercollegiate athletics.

1.06 Faculty may require written documentation from the designated University sponsor for a sponsored activity and/or require that the organization demonstrate that it has no reasonable option in scheduling the activity except during regular class periods.

1.07 Students who will be absent from class for sponsored activities shall provide prior notification of their planned absence to their course instructor as early as possible.

1.08 Faculty at their discretion may require homework, reports, papers, compositions, and projects to be turned in ahead of the missed classes and examinations to be taken before the planned absence.

Approved:

Faculty Council, March 10, 2009

Instruction Council, March 13, 2009

Council of Deans, April 9, 2009

Executive Team, July 2009