

FACULTY COUNCIL MINUTES

Edmon Low Library

February 14, 2012

Krehbiel called the meeting to order with the following members present: Ahrberg, Atekwana, Barnes, Bartels, Chung, Cornell, Damron, Dare, DeSilva, Emerson, Fisher, Grafton, Harris, Holcomb, Holyoak, Kennison, Lovern, Materer, Meek, Miller, Smay, Taylor, VanOverbeke, Veenstra, and Yellin.

Also present: Ayers, T., Fry, P., Hodgson, J., Johnson, S., Lewis, D., Miller, B., O’Geary, S., Polson, L., Shutt, G., Simmons, B., Smith, J., Sperry, T., Sternberg, R., Tucker, J., Weaver, J., and Wilson, S.

Absent: Avakian, Clarke, Schestokat, Scott, and Verchot.

HIGHLIGHTS

Remarks and Comments from the President.....

Dean of Edmon Low Library.....

Dean Human Sciences.....

Reports of Standing Committees

 Academic Standards and Policies

 Athletics

 Budget

 Campus Facilities, Safety and Security

 Faculty

 Long-Range Planning and Information Technology

 Research

 Recommendation.....

 Retirement and Fringe Benefits

 Student Affairs and Learning Resources

Report of Status of Faculty Council Recommendations

Reports of Liaison Representatives

 Student Media Board.....

 Staff Advisory Council

 Women’s Faculty Council

Rules and Procedures

Clint Krehbiel called the meeting to order and asked for a roll call and wished everyone a Happy Valentine’s Day. Krehbiel asked for approval of the January 10, 2012 minutes. Rodney Holcomb moved and Ken Bartels seconded to approve the minutes. Motion passed.

Krehbiel asked for approval of the February 14, 2012 modified agenda. Ken Bartels moved and Rodney Holcomb seconded to approve the modified agenda. Motion passed.

Remarks and Comments from President Hargis:

President Hargis thanked the council for allowing him to move to the beginning of the agenda due to a prior commitment. Hargis explained to the council the school closing process due to inclement weather. There is a committee that follows the weather and makes a decision based on weather conditions. A decision to close campus is reached as soon as possible when it becomes certain that the weather will be bad. Because there was no ice and a dry snow, campus was not closed due to recent weather. Last year, the university was closed for 6 days due to inclement weather.

Hargis stated that enrollment continues to increase. OSU currently has 2,300 more applications than last year. Last year was the second largest freshman class in OSU's history. The largest was in either 1979 or 1980. The enrollment that time was a little over 4,000. Last year's class was over 3,900. If the same ratios apply from last year to this year, there will be a significant gain in the 2012 freshman class. The administration is working on residential housing, classroom space and faculty concerns in preparation of another large incoming freshman class.

Hargis stated that this will be a very interesting Legislative year. There are several bills that will affect higher education – the termination of tenure, guns on campus and a bill to return tuition setting authority to the legislature. OSU is opposing all three of these bills. The Governor announced her budget at the State of the State address. Higher Education is flat in the current budget which is somewhat of a cut due to mandatory cost increases in utilities and possible healthcare. There may be some help in Tulsa at the medical school. OSU was approved for certain slots there but the money was never received. The Governor may try to get this back into the budget. Oklahoma is close to the bottom of all states in primary care physicians per capita and Oklahoma's health scores show this. Hargis stated that OSU sees this as central to the land grant mission to meet healthcare needs of the state. It's a problem to get new residencies where hospitals already have residencies. So you have to go to hospitals that don't have residencies and those are primarily in rural areas which is good since we serve those areas. But the federal government does not advance the money for the residencies until after three years of establishment. Consequently you have to come up with the money to fund these residencies for those three years before the federal government steps in. So the Governor did put in her budget \$3 million to help fund these residencies. This budget of course will go to the lawmakers and there could be changes. OSU is glad to have the Governor's support.

Hargis remarked that OSU has now granted a contract with a platform company that works with NBC, as well as a number of other networks, for OSU's video network. This is not an athletic only network. It will encompass all content to include performances and lectures. The network will be completely digital and work on any device. What the platform company does is configure your content for all viewing devices. Hargis is very excited about this new network.

The Branding Success campaign continues. The \$850,000 million mark has been passed. This does not include the matching funds. It also does not include the match amount for the endowed chairs. OSU is pursuing this with the legislature through a bond issue or some other source of

funds. There is approximately \$130 million unmatched dollars. The total amount for all the universities is approximately \$260 million. OU and OSU are half and half on this amount with the regional schools receiving some of these funds.

Krehbiel thanked President Hargis and asked if there were any questions. Ed Harris asked what the projected timeline is for incorporating the new video network. Gary Shutt stated that implementation will start hopefully within a month and will be ready to roll out in the fall. Reed Holyoak asked if this network will be password protected access to the videos. Shutt stated that it could be. This will be a cloud based system so some content could be secured. Hargis stated that cable capability could also be a possibility.

Hargis stated that in his role as chairman of the Big 12 he sees light at the end of the tunnel.

Special Report:

A. Sheila Johnson – Dean Edmon Low Library

Dean Johnson stated that the Library is in the beginning stages of planning for a new high density building to increase long term remote shelving. This new facility will operate much the same as the current library annex. It will have a much greater capacity for the number of volumes that can be shelved there. It will also have a much improved environment for the preservation of printed and paper based materials. The new building will allow the library to address the continued need for additional space and for future space needs.

Dean Johnson stated there are 4 needs for the new facility. 1. The current library annex is at capacity. 2. The Edmon Low Library is over capacity in terms of the number of volumes in the collections. 3. The Edmon Low Library is under-capacity in the number of seats that are offered for public use in relation to the size of the student population. 4. The cost of building an addition or another library like the Edmon Low Library is prohibitive. The cost to build a high density facility is much more affordable by a factor of 4.

The Edmon Low Library was completed and opened in 1953. Fifteen years later, 1968, an addition was put on the north side of the library. Together these two buildings were designed to hold 1.1 million volumes. Today the collection is over 3 million volumes. Approximately 300,000 volumes are in the annex and scattered in branches around campus – Vet Med, CML and Architecture. The library adds approximately 60,000 to 70,000 volumes annually. The shelves are currently over crowded. This directly impacts how faculty, staff and students use the library as well as re-shelving materials in a timely manner. The 1968 addition to the library was designed to provide 2,400 public seats. The student enrollment in 1968 was 16, 841. This meant that the library could accommodate 14% of the student population. Recommended standards for a residential university should generally accommodate 25% - 30% of enrollment. Even in 1968 with the new addition, this standard was not being met. Compared to today's enrollment numbers, there are 1,500 public seats in the library and enrollment is 24,231. This represents 6.19% of the student body.

A guide to using the OSU Libraries

High-Density Library Shelving

Library Website

www.library.okstate.edu

Facebook

[facebook.com/OkStateLibrary](https://www.facebook.com/OkStateLibrary)

Twitter

twitter.com/OkStateLibrary

Get Help

Text for help 405-301-8102

Call for help 405-744-9775

Email for help l-b-dls@okstate.edu

Hours:

Fall & Spring

Mon-Thur	7:30 am-2 am
Fri	7:30 am-10 pm
Sat	9 am-10 pm
Sun	9 am-2 am

Dead Week & Finals Week

Open 24/7!

Holiday & Intersession

Hours vary. Call Hours Hotline
405-744-5029 or check library
website www.library.okstate.edu.



Library

Contact for information:
Bonnie Ann Cain-Wood
Phone: 405-744-7331
Fax: 405-744-7579
bonnie.cain@okstate.edu

In spring 2012 the OSU Library began the planning phase to add a high-density shelving facility.

What is a High-Density Shelving Facility?

High-density shelving maximizes the number of items per square foot. Items are arranged by size, and shelving is multiple stories tall. The facilities are specially designed for ideal archival climate conditions.

Learn more:

- YouTube: Fondren Library's Library Service Center (LSC): a high-density housing facility for lower-use library materials. <http://bit.ly/xH7gTe>

What is the timeline for construction?

We are currently investigating possible locations. The suitability of the selected space will impact the timeline for completion. Library administration is working with consultants to develop a reasonable timeline. Under the most ideal circumstances, the new facility could be ready for material in as little as 12 months.

Who decides what goes to the new facility?

We will continue to use the criteria set in our 2004 discussions with faculty and other campus constituents:

- **Material Available Online**
- **Fragile Material, Special Collections & Archives Materials and Documents**
- **Non Peer-Reviewed Material older than 25 years**

Throughout the process, we will solicit feedback and comments from faculty and students regarding the location of materials.

How will material be accessed?

Items housed in the new facility will be requested using the established procedures for Annex requests.

- **Articles:** requested articles or selected pages from a book will be posted to the Web for electronic access by the requester, unless otherwise requested.
- **Books:** requested entire books or large number of pages will be delivered to the Circulation Desk for pick up.
- **Fragile and/or non-circulating materials:** requested material that has been designated as fragile and/or non-circulating will be made available for consultation in the Special Collections & University Archives department in the Edmon Low Library.

Requests for Annex materials may be made electronically by completing the appropriate form on our website (www.library.okstate.edu/annex/requests.htm).

What will you do with the newly available space?

Each of the Library's key constituencies, faculty, graduate students and undergraduates will be an important part of the planning process for the new facility. Space made available in the Edmon Low Library will first be used to achieve recommended shelf density and number of public seats. Beyond that, we will meet with faculty, staff and students to solicit feedback on priorities for remaining space.

Y:\BANK\ANNEX\0511-2\img\annex158

Dean Johnson stated that in December the A&M Regents approved seeking a master lease funding request for the project. Last week the legislative committee at the capital overseeing this program gave the green light. The library will now go back to the Regents and request permission to hire an architect to begin planning the new facility. Possible sites for the new facility have been identified but a decision has not yet been made. Some geological testing needs to be done on the subsurface of potential locations. This type of facility requires a super flat floor with very strong vertical supports. The better the underlying geological survey, the less expensive (concrete) needs to go into the building. Specific costs of the building are not yet known but in 2006 the University of Kansas completed a high density facility and it cost approximately \$5 million. It has the capacity to hold 1.6 million volume equivalents.

Dean Johnson anticipates ground breaking to begin in 12 months. Materials moving to the new facility are: duplicates or materials available in electronic format; fragile and rare items especially those from special and documents collections; non-peer reviewed material (older than 25 years). Dean Johnson will keep the Library Advisory committee advised and up to date on the project as plans move forward. In addition, Dean Johnson would like to hold at least 3 public forums for faculty, staff and students to have public discussions on the project as it moves forward.

Dean Johnson stated that the Mathematics Learning Resource Center (MLRC) will be moving to the library and will have an impact on space in the library. The center will be relocating to the library next fall. This is an upgrade of the MLRC and will help equip students with necessary math skills to be successful. The MLRC will be located on the 5th floor so a portion of the government documents will be moved out of the library on a temporary basis.

Krehbiel thanked Dean Johnson and asked if there were any questions. Krehbiel asked where the new facility would be placed. Johnson stated that there are several great possibilities that are within the spread of the campus. If there were enough space, Johnson would ideally like the new facility to be just east of the Multi-model center. This space is limited to future additions to the facility. Another location is along Hall of Fame past the soccer fields just before the physical plant building. The other location is the old food service building across Western. This is a bit farther out and more traffic. The location will be based on the geological survey. Laura Barnes asked if the special collection materials will be moving to the new facility. Ideally they will be in the new facility due to environmental conditions. Udaya DeSilva asked if the MLRC will be permanently located in the library and for the rationale behind this decision when the library is already bursting at the seams. Johnson believes it is a permanent placement. Johnson is hoping that the new facility will allow space for substantial changes and more services that are offered in the current library.

B. Stephan Wilson – Dean Human Sciences

Dean Wilson presented the following PowerPoint Presentation to the Faculty Council.



Dean's Faculty
Council presentation 2

Dean Wilson explained to the council that the College of Human Science (CHS) has 13 undergraduate majors, 11 masters and 4 doctoral degrees. There are four academic units within the CHS. They are Design, Housing and Merchandising, Human Development and Family Science, Hotel and Restaurant Administration and Nutritional Sciences.

The CHS is 112 years old and one of the first colleges on campus. CHS has offices in all 77 Oklahoma Counties. The Interior Design Program is ranked in the top 10% of programs nationally. Early Childhood graduates have a placement rate of 100%. Nutritional Science

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students applying to post graduate programs have a 95% acceptance rate. Fall 2011 CHS had 1,739 undergraduate students, 221 graduate students.

CHS mission is to solve human problems and enhance human lives. CHS has recently re-organized to have Extension and Engagement. It is the belief of CHS that every faculty member at a Land Grant University has a responsibility to engage the general public in some way to provide critical needs. For example, 65,000 youth have been through the Farm to You program which focuses on farms and agriculture but also an interactive exhibit that offers various aspects of animals and farm life. Roughly 100,000 Oklahomans are reached through the CHS's Nutrition Education program.

CHS has a series of three 2 year strategic plans. These have already begun to produce some interesting results. The college changed their name from College of Human and Environmental Sciences to College of Human Sciences. This change was made to clarify the college's mission, vision and strategic plan. CHS has the highest freshman retention rate for a third year in a row. CHS has increased their enrollment by 21% which is a good thing but causes a few problems with the current building which was built for between 500 and 600 students. CHS current has over 1,700 students. CHS has more sponsored awards per tenure track faculty than all other colleges except Engineering. Among the 140 Human Science units nationally, OSU ranks #2 in state research funding, #3 for private grants and #14 for federal projects. Part of the #14 ranking is due to current building/space limitations. CHS is high in hands on experiential learning. There are 21 labs in CHS which are related to the majors in the college – design studios, sewn products production, lighting & technology as well as child development and center for family services lab and hospitality facilities including the Atherton Hotel, Taylor's Dining room and the West Side Café. These are student lab for food production and demonstrations.

At the beginning of the Branding Success campaign, Dean Wilson was asked to identify development goals for CHS. Dean Wilson set this goal of \$40 million. The campaign is at 96% of its original \$40 million goal with \$38.5 million. CHS has met and exceeded their goals for scholarships and have established more than 57 new Human Science endowments. The goal for construction of a new building is at 10% (\$3 million of a \$30 million goal). As with most of the colleges at OSU undergraduate learning is collaborative. The current CHS building does not have enough space for student activities and learning experiences. The new building will feature multi-purpose meeting spaces, collaborative learning spaces, great hall, dining facility and partner suites.

Krehbiel thanked Dean Wilson.

Report of Status of Council Recommendations:

Provost Sternberg gave the status of the following recommendations:

11-12-01- FAC: Revision to OSU Attendance Policy
Pending – Revisions under review by Student Academic Services
Directors and Instruction Council (Associate Deans).

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Provost Sternberg stated that the Visioning and Strategic Planning committees are working very hard and the reports from these committees will be reviewed by Faculty Council soon.

Sternberg updated the council on searches. The Ombudsman search is starting. The search for a permanent ITLE director has now started. The Ombudsman search is an external and internal search. The ITLE director is an internal search. The Education Dean search is ongoing. Sternberg is waiting on reports from the search committee and feedback from faculty members who have attended the candidate talks. If this does not work out the search will resume next year. There are 4 candidates for the CEAT Dean position. Comment requests should be going out soon for these candidates as well. There are 16 finalists in the Arts & Sciences search. These candidates will be interviewed via Skype and references are being consulted. Sternberg expects to have finalists this spring. Bob Whitson has announced that he is stepping down as Dean of Agricultural Sciences and Natural Resources. A search committee has just been formed. Jean Sander will be head of this search committee.

Sternberg commented on the Mathematics Learning Resource Center and how it is a great example of how faculty leadership can really send something shooting to the stars. There was a concern regarding the relatively large number of students receiving D's, F's and W's in math. Changes have been in effect for one semester with positive results.

REPORTS OF STANDING COMMITTEES:

ACADEMIC STANDARDS & POLICIES – Ed Harris – Update

Harris reported that his committee is reviewing a proposal for a Vet Med scholar. The proposal will be presented at the next Faculty Council meeting.

ATHLECTICS – Steve Damron – No Report

BUDGET – Rodney Holcomb – No Report

CAMPUS FACILITIES, SAFETY AND SECURITY – Robert Emerson – No Report

FACULTY – Shelia Kennison – Update

Kennison reported that the committee has met twice to consider the issue of external review letters for the RPT process. This issue is whether it is prudent for sweeping changes to eliminate RPT candidate's option not to waive their rights to view external letters. The committee discussed the fact that on campus it seems that most departments have a culture where candidates waive their rights to view external letters. So in a sense, those letters are confidential. There are a few departments where this culture is not prevalent. Candidates in those departments will sometimes waive and sometimes not waive their rights to view the external letters. The committee feels that members who have sat on RPT committees had seen examples where letters that were written by external reviewers that were not confidential there were time when these

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letters were negative and not supportive of the candidate. The committee questions whether confidential letters would be the only ones that would be truthful and valid. Others noted that in today’s litigious climate most letter writers may appear to presume, rightly or wrongly, that a completely confidential letter is something that is theoretical but not played out in practice. The committee decided that they do not have enough information about the big picture of the RPT process to recommend a sweeping change at this time. The RPT task force is currently working on the problem and will likely have a report at some point soon to discuss how OSU’s procedures contrast with peer institutions. The committee would like to postpone considering the issue until that report can be reviewed. Bartels asked what the progress of the task force at the current time. Kennison stated that Udaya DeSilva and herself are on the committee and believes the RPT task force is in the process of developing a survey for campus. Bartels asked what the timeline would be to bring a recommendation before Faculty Council regarding this issue. Kennison does not have a sense on the RPT task force timeline. Kennison believes the end of the semester with the Faculty Committee reviewing the report at that time. The related issues are the number of letters that are required, the names (how they are submitted – by the candidate or department). There are bigger issues beyond the confidentiality of the letters. Bartels stated that this next RPT round will not include any new policy. DeSilva stated that the 2013 RPT round is what they are looking at.

LONG-RANGE PLANNING and INFORMATION TECHNOLOGY – Nick Materer – Update

Materer reported that two things that will be talked about at the committee meeting later this month are network policy coming from ITLE and the task force for implementation of the TEACH Act. This includes specific applications and policies for video tapping that is legal and respects every ones rights. Krehbiel stated that this should work well with the new video network that is projected for the fall.

RESEARCH – Jim Smay – Update

Smay reported that the committee was approached by Steve O’Geary from the Vice Presidents office for Research to review an Institutional Radiation Safety Policy. The research committee received a draft of the policy, gave feedback and commentary on the draft. This is a new policy to formalize all of the activities involving safety for radiation sources and materials. The draft was distributed with the agenda for today’s meeting and a copy is below:

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

Title: Institutional Radiation Safety Policy

The Faculty Council Recommends to President Hargis that:

Oklahoma State University (OSU-Stillwater and OSU-Tulsa only) formalize its obligation to ensure that activities involving any of OSU's "licensed or permitted materials or machines" (as defined below) are conducted safely and in accordance with applicable governmental regulations, laws, limits, and required guidelines.

Rationale:

The university had formalized its radiation safety rules into a comprehensive policy that spells out the roles of the radiation safety committee and the radiation safety officer. The research committee has reviewed and commented on the policy. We ask that the faculty university vote to approve the policy.

Oklahoma State University Policy and Procedures

INSTITUTIONAL RADIATION SAFETY POLICY	#-#### RESEARCH DATE
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PURPOSE

1.01 The purpose of this policy is to formalize Oklahoma State University's (hereinafter referred to as OSU or the University) obligation to ensure that activities involving any of OSU's "licensed or permitted materials or machines" (as defined below) are conducted safely and in accordance with applicable governmental regulations, laws, limits, and required guidelines. OSU accepts responsibility for ensuring that all activities involving the use of OSU licensed or permitted materials or machines, and the facilities used to conduct such work, are in compliance with all external regulations, laws, and guidelines, as well as applicable University policies.

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 upon humans, animals, plants, or the environment. Therefore, OSU will work to ensure that its activities are consistent with these standards including but not limited to providing sufficient resources, staff, committees, programs, safeguards, and controls, as may be necessary.

1.03 The radiation safety program at the University is structured in accordance with the Code of Federal Regulations (CFR) 10 CFR 20, the state of Oklahoma Administrative Code (OAC) title 252, chapter 410, and requirements specified in the materials licenses and permits issued to the University as amended. The University assures its compliance with pertinent government regulations, laws, and required guidelines through a comprehensive management and compliance program administered by the University's Radiation Safety Office within the Office of University Research Compliance and overseen by a Radiation Safety Committee (RSC), when specific licenses and permits require such oversight.

1.04 This policy applies to OSU-Stillwater and OSU-Tulsa.

1.05 This policy covers all radiation producing materials and equipment except x-ray producing machines used strictly for diagnostic or therapeutic purposes and those specifically

exempted from regulation.

POLICY STATEMENT

2.01 This policy establishes responsibility for any use or activity involving OSU licensed or permitted materials or machines. Moreover, this policy establishes procedures to ensure that activities involving licensed or permitted materials or machines are conducted safely so as to protect employees, students, the public, and the environment, as well as the public service interests of the University.

2.02 Individuals intending to conduct any activities involving OSU licensed or permitted materials or machines through a University-sponsored, -funded, or -sanctioned activity must comply with all applicable government regulations, laws, and guidelines, as well as OSU policies.

DEFINITIONS

3.01 **Radiation** (ionizing radiation) means alpha particles, beta particles, gamma rays, x-rays, neutrons, high-speed electrons, high-speed protons, and other particles capable of producing ions. Radiation, as used herein, does not include non-ionizing radiation, such as radio- or microwaves, or visible, infrared, or ultraviolet light.

3.02 For the purpose of this policy, **licensed or permitted material or machines** means any source material, special nuclear material, or byproduct material received, possessed, used, transferred or disposed of under a general or specific license issued by the Nuclear Regulatory Commission (NRC) or the Oklahoma Department of Environmental Quality to the University. It also includes any machine or piece of equipment capable of producing ionizing radiation, either directly or incidentally (excluding electron microscopes and other equipment specifically excluded or exempted from regulation), that is received, possessed, used, transferred or disposed of under a general or specific permit issued by the Oklahoma Department of Environmental Quality to the University. Note that this definition does not include machines held by the University but operated under a permit issued by the Oklahoma Department of Health.

3.03 The **Radiation Safety Committee** (RSC) is an institutional committee created as required by the University's broad scope materials license to review the management of the radiation safety program and ensure compliance with applicable regulations for that license. Committee membership and responsibilities are detailed in the University's broad scope materials license.

3.04 The **Radiation Safety Officer** (RSO) is the individual appointed by the University to oversee the radiation safety program and is responsible for the day-to-day management and mitigation of radiation safety risks. The RSO by definition is a member of the RSC and is the

head of the University's radiation safety program.

3.05 The **Oklahoma Department of Environmental Quality** (ODEQ, sometimes referred to as "DEQ" in the literature) is an office of the Oklahoma state government and is charged with regulatory compliance oversight of the OSU materials licenses and permits.

3.06 **License** refers to a specific materials license issued by the NRC or the ODEQ to the licensee which authorizes receipt, acquisition, ownership, possession, use, and transfer of any chemical or physical form of byproduct material specified in the license, but not exceeding quantities specified in the license.

3.07 **Permit** refers to a specific permit issued by ODEQ which authorizes receipt, ownership, possession, use, and transfer of a machine capable of producing ionizing radiation registered under that license.

SCOPE AND APPLICABILITY

4.01 This policy governs the review and conduct of all activities involving OSU licensed or permitted materials or machines performed in or on OSU property (as defined and authorized in the individual OSU materials licenses and permits as amended) including but not limited to; a) activities conducted by faculty, researchers, staff, students, and employees; and/or b) research supported by government funding, industry sponsors, non-profit entities, or by OSU resources and/or facilities regardless of funding source (if any) while using OSU licensed or permitted materials or machines.

POLICY AND PROCEDURES

5.01 The cornerstones of University policy on the safe use of OSU licensed or permitted materials or machines 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, all members of the OSU faculty, OSU staff, OSU student body, as well as visitors and members of the general public, are denied access to OSU licensed or permitted materials or machines until they are formally granted access 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 OSU licensed or permitted materials or machines are required to adhere to the following general guidelines:
 - i. Act in a manner that ensures compliance with all license and/or permit obligations during the entire period of authorized access.

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- ii. Maintain licensed or permitted holdings (if applicable) to the minimum necessary to achieve University approved objectives and goals.
- iii. Control access to OSU licensed or permitted materials or machines under their sub-custody in such a manner as to prevent access by non-authorized personnel.
- iv. Access, handle, and use materials in such a manner as to keep their own exposure and that of others As Low As Reasonably Achievable (ALARA).

Principal investigators (PI), instructors, authorized users, and other personnel in charge of potentially hazardous work involving OSU licensed or permitted materials or machines are responsible for the activities conducted within their respective laboratories, facilities, or other geographic areas where use is authorized. They are responsible for carrying out activities in accordance with an approved application (i.e., protocol), and in a lab or geographic area approved for the proposed work. They must promptly report incidents to the RSO, or his/her designee, and, if possible, assist in any resulting decontamination, inquiry, and reporting of the incident, as may be required. They are ultimately responsible for the instruction and training provided to all staff and students engaged in activities involving OSU licensed or permitted materials or machines which they hold.

- b) **Radiation Safety Office qualification, training, administration, management, control, and compliance with program standards and regulatory requirements.** The Radiation Safety Office, within the Office of University Research Compliance, is charged with the day-to-day management of the OSU radiation safety program. This office ensures that the program, including actions taken by individual users, is in compliance with program standards and protocols in order to meet regulatory requirements and that authorized personnel safely handle all OSU licensed or permitted materials or machines. By regulatory law, this office is led by an ODEQ approved RSO, who is appointed by the Vice President for Research and Technology Transfer. The RSO has the regulatory authority to prohibit the use of byproduct material by OSU personnel who do not meet the necessary requirements, to prohibit the use of x-ray devices by OSU personnel who do not meet the necessary requirements, and shut down operations where justified to assure and maintain a safe work environment for any activity that he/she deems to be a threat to the safety and well-being of university personnel, students, visitors, the City of Stillwater, the general public, or the environment. The RSO is not required to seek management approval for support in enforcing such actions, if necessary. Such emergency actions by the RSO are subject to review by the RSC when taken under a license that requires RSC oversight. Further, the RSO has the authority to place persons who violate radiation safety procedures and/or applicable State/Federal regulations on probation or immediately suspend or revoke their privileges to use University licensed or permitted materials or machines. Additional specific responsibilities of the RSO are contained within the University's materials licenses and university job description.
- c) **RSC oversight (where individual licenses call for such oversight).** The Vice President for Research and Technology Transfer of Oklahoma State University has

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appointed a Radiation Safety Committee (RSC) to work with executive management and the RSO in implementing the radiation safety program and establishing policies and procedures for managing the radiation safety program. The RSC meets quarterly, but additional meetings may be scheduled to ensure the radiation safety program is operating in compliance with OSU licenses and permits, established procedures, and the regulations. Minutes of the meeting, including information on the date of the meeting, members present and absent, summary of discussions, recommendations and results of votes, are kept at the Office of University Research Compliance. The RSC is ultimately charged with the responsibility and authority to control the use of OSU materials held under the University's broad scope license and is responsible for oversight and approval of policies governing the procurement, use, storage, and disposal of the same. The RSC can expedite action on radiation safety matters because of its intimate knowledge of local situations and because of its ability to convene quickly. An executive committee consisting of the RSC Chairperson, the RSO, and one other committee member chosen by the RSC is empowered by the full RSC to act in emergency situations.

Additional duties and responsibilities of the RSC are contained in the University's materials licenses.

5.02 All incidents involving OSU licensed or permitted materials or machines must be reported to the RSO. Incident reports involving materials that are subject to RSC oversight shall be referred to the RSC for review, and if appropriate inquiry.

5.03 Administrative heads of colleges, heads of departments, and heads of other units of the OSU faculty or staff are responsible for employee safety within their units. No activity involving OSU licensed or permitted materials or machines is to be permitted unless there is a commitment of effort and resources appropriate to insure that the work can be conducted safely by authorized users of the licensed or permitted materials or machines.

5.04 Certain members of the ODEQ as well as the OSU Radiation Safety Officer or his/her representative(s) are charged with compliance enforcement of the University's materials licenses and permits. In fulfilling these responsibilities individuals from these organizations require complete and open access to laboratories, facilities, materials, machines, equipment, and administrative records. It is University policy that all deans, administrative heads of colleges and departments, principal investigators, lab managers, authorized users, and any others charged with access control to these laboratories, facilities, and records provide access both to the laboratories, facilities, materials, machines, equipment, administrative records, and to knowledgeable personnel who can assist in compliance inspections, investigations, and visits when requested to do so. Access may be delayed for brief periods when safety issues are involved (e.g. toxin work is in progress and the requested entrant is not authorized access to the toxins) but access may not be denied nor delayed as a matter of "convenience." In fact, most of the inspections are intentionally conducted as unannounced inspections to ensure that the University is in compliance with regulations and that the program is being administered

properly at all times.

SUMMARY

This policy is intended to provide a broad description of the University's program for the safe use of OSU licensed or permitted materials and machines. More detailed policies and procedures which are applicable to specific actions and functions of the University's radiation safety program are available and are contained in other documents, procedures, policies, manuals, training regimens, protocols, and in the materials licenses themselves. Many of these are referenced below.

REFERENCES

Basic Radiation Protection Technology, 5th Edition, Gollnick, Pacific Radiation Corporation, 2006.

Title 10 Code of Federal Regulations Part 20 (10 CFR 20) STANDARDS FOR PROTECTION AGAINST RADIATION. United States Nuclear Regulatory Commission.

Title 10 Code of Federal Regulations Part 21 (10 CFR 21) REPORTING OF DEFECTS AND NONCOMPLIANCE. United States Nuclear Regulatory Commission.

Title 10 Code of Federal Regulations Part 30 (10 CFR 30) RULES OF GENERAL APPLICABILITY TO DOMESTIC LICENSING OF BYPRODUCT MATERIAL. United States Nuclear Regulatory Commission.

Title 10 Code of Federal Regulations Part 33 (10 CFR 33) SPECIFIC DOMESTIC LICENSES OF BROAD SCOPE FOR BYPRODUCT MATERIAL. United States Nuclear Regulatory Commission.

TITLE 252 DEPARTMENT OF ENVIRONMENTAL QUALITY (State of Oklahoma)
CHAPTER 410. RADIATION MANAGEMENT.

Oklahoma Department of Environmental Quality Materials License # OK-00237-03, Material License of a Broad Scope, as amended.

Oklahoma Department of Environmental Quality Materials License SNM-241, Material License for sealed source special nuclear material, as amended.

Oklahoma Department of Environmental Quality Permit for Radiation Producing Equipment XR049 as amended.

Oklahoma Department of Environmental Quality Permit for Radiation Producing Equipment XR246 as amended.

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Consolidated Guidance about Materials Licenses (NUREG-1556) Vol. 7, Program –Specific Guidance about Academic, Research and Development, and Other Licenses of Limited Scope. United States Nuclear Regulatory Commission.

Consolidated Guidance about Materials Licenses (NUREG-1556) Vol. 11, Program –Specific Guidance about Licenses of Broad Scope. United States Nuclear Regulatory Commission.

Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM, NUREG-1575, Rev. 1EPA 402-R-97-016, Rev.1 DOE/EH-0624, Rev.1, August 2000.

[http://www.nrc.gov/reading-rm/doc-collections/nuregs/.](http://www.nrc.gov/reading-rm/doc-collections/nuregs/)

[http://www.deq.state.ok.us/lpdnew/radindex.html.](http://www.deq.state.ok.us/lpdnew/radindex.html)

[http://compliance.vpr.okstate.edu/RAD/rad-index.aspx.](http://compliance.vpr.okstate.edu/RAD/rad-index.aspx)

Smay stated that since policy has been reviewed by the committee and distributed to the faculty council members he would like to put this to a vote to approve this policy and have it become the official policy at OSU. Krehbiel stated since this recommendation came from a standing committee, no motion or second is required. Krehbiel asked for questions or discussion regarding this policy. Bartels asked if this policy been reviewed by all the users or all those who use radiation in their research or clinical application. Steve O’Geary answered Bartels question with no, but the radiation committee consists of representatives from every entity on campus that uses radioactive materials or x-ray devices. So he believes that each member of the radiation committee shared this policy within their departments or college who brought their thoughts and concerns to the committee who then voted to approve this policy in its current form with the exceptions of the changes brought forth from the Faculty Council Research committee. Bartels stated that he looks at that as a yes. Materer asked if there was an exception in x-ray for diagnostic use. O’Geary introduced Jim Tucker, University Radiation Safety officer. Tucker stated that with regards to diagnostic x-rays, those are not under his office, they are under the Department of Health. His office deals with the Department of Environmental Quality for Radiation producing machines and broad scope radioactive materials licenses. In regards to the SEM, this is rather new. For many years OSU has looked at microscopes, both scanning electron and transmission electron; were in fact covered by x-ray policies and dealt with as many other types of x-ray equipment, research x-ray – analytical x-ray equipment that is used in physics and chemistry predominantly. A year ago, an amendment was presented to the Department of Environmental Quality to allow OSU an exemption for electron microscopes because of the incidental x-rays that are produced therein. They accepted this amendment so SEMs and TMs are specifically exempted. Tucker added that this is a formalization of a policy that has been in place for many, many years. Kennison wanted to make a point of information to have Tucker explain how the policy does not apply to human research participants and how his office coordinates with IRB when dealing with researchers who use screening devices such as x-rays. Kennison stated that recently a memorandum of understanding drawn up. Tucker explained that the DEXA units, which Kennison is referring, are for bone scans and body mass index. These are extremely low levels of radiation. Tuckers office reviews all the prodigals that come forth that deal with human subjects and x-ray exposure, specifically only from these DEXA machines in the nutritional sciences

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department. Kennison stated that one thing she learned from the recent process was any researcher who would like to do this type of work has to have the machine inspected and approved. Tuckers office inspects, approves and has the machines registered with the Department of Environment Quality with the state. Before any research is started the protocol for the particular professor/user has been approved. David Lewis asked why the Radiation Policy is limited to just the Tulsa and Stillwater campuses. O'Geary answered that there are 3 institutions in the state of Oklahoma that possess broad scope radioactive material licenses - OSU Stillwater, OU and the CM Noble Research Foundation. Since OSU has a type A broad scope radioactive materials license, OSU has to operate differently than the OSU Center for Health Sciences in Tulsa. One of the primary reasons is because of the broad scope of activities that are conducted on the Stillwater campus with radioactive materials for research and teaching purposes. The faculty on the OSU-Tulsa campus are appointed through departments here in Stillwater and the radiation safety programs happen to be OSU Stillwater and OSU-Tulsa. It also has to do with the way the licenses and permits are issued by state departments. The Department of Environmental Quality issues different licenses to the Center for Health Sciences. Roughly 5 years ago when the process of adopting or developing policies specific to research compliance areas O'Geary visited with Dave Wallace at the Center for Health Sciences they talked about the 5 areas of research compliance that O'Gearys office has responsibilities for and decided that based on the operations and differences in the campus and focus of the CHS, Stillwater and Tulsa campuses that when it came to 2 compliance areas the Institutional Review Board Human Subject Protection program (which Shelia Kennison chairs) and the Institution of Animal Care and Use committee those were areas where there was a consistency across the board between campuses. It made sense to develop policies that were broad in scope for the OSU campuses but for the Institutional Biosafety Committee (which in chaired by Udaya DeSilva) and the Radiation Safety Committee as well as the Laser Safety Committee (which Ken Bartels is the vice chair of), it was recognized that there was too much of a difference in operations to have a policy that worked well for the various campuses. So there is a policy for Radiation Safety that is specific only to OSU Stillwater and the OSU-Tulsa campuses. It was asked if there are separate polices for the other campuses. O'Geary stated that the OSU-CHS campus currently has a policy. As O'Geary understands it, OSU-OKC and Okmulgee do not have a need for a policy specific to radiation safety at this time.

Krehbiel asked for a vote. Motion passed.

RETIREMENT and FRINGE BENEFITS – Stephen Clarke – No Report

STUDENT AFFAIRS and LEARNING RESOURCES – Bob Miller – No Report

Report of Liaison Representatives:

Student Media Board – Sue Jacobs

Jacobs introduced Trenton Sperry, the current O'Colly editor, Jack Hodgson who is the faculty advisor for KXZY the student radio station. Jacobs wanted to point out that there is no longer a publication board it is a Student Media Board which includes all the student media on campus. Sperry explained that the O'Colly is the student run publication at OSU. Editorial decisions as

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well as content are completely student run. It is a learning lab for journalism students. The O'Colly currently reaches about 10,000 in print, about 5,000 through Twitter and about 1,300 through Facebook. Sperry introduced Thad Ayers who is the managing editor of the O'Colly. He does the news and features. There is an editorial process by which things go from writers to editors to the editor in chief. Sperry encouraged council members to allow student reporters to come to them as resources for specific subjects so that they have all their facts correct. There is an email subscription service to get through the O'Colly website, www.ocolly.com. Staff and faculty with an okstate email address there is complete access to the website. The website is free within 3 miles of Stillwater. There is a \$10 annual fee to access the site outside the 3 mile perimeter.

Jack Hodgson explained that KXZY is the student run cable radio station. They are on channel 86 on the campus cable system. They are not an over the air station but you can listen on smart phones and by iTunes as well. The staff is composed of mostly volunteers with 2 paid positions, the student general manager and the student music and program director. They are paid 10 hours a week. All the announcers are volunteers with more than half being journalism majors. Any student on campus is welcome to volunteer at the station. The format of KXZY is college alternative music. They try to play local bands when possible. KXZY is also a learning lab. It is incorporated in some of the journalism classes. Students in the newswriting class will produce news casts that are played on the station.

Sue Jacobs told the Faculty Council that the Student Media Board will be selecting the summer and fall editors next month.

Staff Advisory Council – Lora Polson

Lora expressed to the Faculty Council the SAC's appreciation to attend and announce current activities. Polson asked if anyone present was on the snow/weather committee President Hargis had mentioned earlier. Dr. Bird is on the committee. Polson wanted to know if it could be added to the OSU website if classes had been cancelled or if campus was open during inclement weather. DeSilva stated that an announcement is posted on Facebook. Bob Miller stated that an announcement is posted when classes are cancelled. Gary Shutt stated that the practice has always been if the university closes it would be announced. Shutt did say they could look into posting the information on the website as well as social media.

Women's Faculty Council – Barbara Miller

Miller announced that Research Week was starting next week. There is a speaker, Dr. Rebecca Sharpless, on Tuesday afternoon in the Browsing Room at the Library beginning at 3:30. The research awards are on Friday in Willard Hall at 3:30. Miller wanted to remind everyone that there was one award this year that was for creativity which Melanie Page subsidized this award. If faculty have any other ideas for new awards please let Barbara know. Miller also thanked Krehbiel for asking Women's Faculty Council for their input on future offices/committees on Faculty Council.

Old Business – None

New Business – Nomination of Vice Chair candidates

RULES and PROCEDURES – Bob Miller – Update

Krehbiel asked Bob Miller to proceed with Vice Chair nominations. Miller stated that he will be asking for nominations from the council members. Miller reminded the council members that two people will be nominated for the position of Vice Chair. The Faculty Council bylaws state that council members will continue to vote until two candidates have a majority of the votes. On Monday letters will go to the faculty for nominations for other offices as well as nominations for Vice Chair. Open nominations will be taken from the general faculty. Nominations from the council today do not have to be members of the council. Nominations will be open until March 1st so that the slate of candidates will be announced at the March 13th Faculty Council meeting. Elections will open approximately March 15th and will close approximately March 30th so the election results can be reported at the April 10th Faculty Council meeting. If runoffs are required, the Rules and Procedures committee will work out the details for runoff elections. In addition to Chair elect, the College of Agriculture Sciences and Natural Resources needs to nominate 3 posts for next year; the College of Arts & Sciences have 3 posts open; College of Education 1 open position; College of Engineering, Architecture and Technology has 1; the Library also 1; OSU-Okmulgee 1; and the 1 Multicultural Representative will be open. Miller asked the councilors to work within their colleges to get nominations to fill these openings. Miller opened the floor for nominations for Vice Chair. Shelia Kennison was nominated. Miller asked if she accepted the nomination and she responded yes. Deb VanOverbeke was also nominated. She also accepted the nomination. Miller asked for additional nominations, seeing none Miller accepted a motion to unanimously accept the slate for Vice Chair. The motion was accepted. Miller announced that Shelia Kennison and Deb VanOverbeke were nominated for the position of Vice Chair. Miller stated there was a motion on the floor to accept this slate by acclamation. Miller asked for a vote. Motion passed. Miller asked council members to think about colleagues who would contribute to run for council. Miller stated that there needs to be one more candidate than there are positions to fill.

The meeting adjourned at 4:30 p.m. The next regular meeting of the Faculty Council is Tuesday, March 13, 2012 in **the Browsing Room, Edmon Low Library.**

Respectfully submitted,

Udaya DeSilva, Secretary