

Clarke called the meeting to order with the following members present: Borland, Collins, Depperschmidt, Doust, Jones, Lavine, Lewis, Lloyd, Materer, McCann, Miller, Nabar, Oberhelman, Perea-Fox, Piao, Richards, Royer, Sterling, Takacs, Topham, VanOverbeke, Vogel and Walker.

Also present: Bayles, M., Champlin, F., Delen, D., Elliot, K., Ekman, E., Fry, P., Johnson, S., Kak, S., Miller, B., Payne, J., Peek, G., Matoy, A., Sandefur, G., Sheehan, R., Siddons, L., Shutt, G., Smith, B., Taber, C., Van DeLinder, J., Wanger, S. and Weaver, J.

Absent: Bliss, Biros, Joe, Liang, Lowrance, Steele and Tenorio.

HIGHLIGHTS

Remarks and Comments – Joe Weaver for President Hargis.....	
Report of Status of Faculty Council Recommendations and other Vice Presidents.....	
Reports of Liaison Representatives	
Emeriti Association	
Graduate Faculty Council.....	
Wellness Center.....	
SAC	
Women’s Faculty Council.....	
Reports of Standing Committees	
Academic Standards and Policies	
Athletics	
Budget	
Campus Facilities, Safety and Security	
Diversity.....	
Faculty	
Long-Range Planning and Information Technology	
Research	
Retirement and Fringe Benefits	
Rules and Procedures	
Student Affairs and Learning Resources	

Clarke called the meeting to order. Clarke reminded everyone to sign the roll call that is circulating around the room. Clarke noted that the new councilors have been invited to today’s meeting. Clarke had them introduce themselves and say which college they are from: Gina Peek, College of Human Sciences; Rebecca Sheehan, College of Arts and Sciences; Frank Champlin, College of Medicine and School of Forensic Sciences; Scott Johnson, Spears School of Business; Steve Wanger, College of Education; Dursun Delen, OSU-Tulsa; Louise Siddons, College of Arts and Sciences; Erik Ekman, College of Arts and Sciences. Clarke thanked the new councilors for attending the meeting. Clarke asked for approval of the minutes from the April meeting. VanOverbeke moved and Perea-Fox second. Minutes approved. Clarke then asked for approval of today’s modified agenda.

Jones moved and VanOverbeke second. Modified agenda was approved.

**Report of Status of Council Recommendations:
President Hargis, Provost Sandefur, and/or Vice Presidents**

Provost Sandefur gave the following graduation update: Friday night there was 595 students graduate from the Graduate College. Saturday during the three ceremonies there were 2,804 graduate. The biggest ceremony was the Ag/Business Colleges at 9:30 a.m. There were 1,124 students who graduated during this ceremony. Gallagher/Iba was completely packed, all three levels were full as well as parents and family standing in the isles. Sandefur thanked the faculty members who attended the ceremonies. Stating that it is important to the students and families.

Sandefur stated that the following recommendation is under consideration:

15-11-01-RFB: Dependent Child Tuition Waiver for Dependents of OSU Faculty and Staff. Sandefur stated that the university won't be able to do anything with this until after the legislature is out of session and see what happens with the budget. Sandefur stated that there is still broad senior administration support of this recommendation. Hopefully they will be able to do it soon.

Sandefur stated the following recommendation was approved:

16-03-01-ASP: Revisions to P&P 2-0822: Academic Integrity Policy

Remarks and Comments – Joe Weaver for President Hargis:

Weaver stated that President Hargis could not attend the meeting because he was fighting the good fight at the capitol. Weaver distributed the following information to the council which President Hargis is using as he discusses with the legislature the issues here at OSU. Weaver stated that OSU is constantly criticized for gouging students and raising tuition exponentially. Weaver stated that raising tuition only 2.4% over the span from FY2010 to Fy2016 is very reasonable. There were 3 years where there was no increase in tuition. This caused OSU's tuition revenue to grow due to the increase in the number of students: 3,400 of which 2,500 are from out of state who pay a higher amount of tuition. So half the increase is attributed to OSU's growth which has nothing to do with the rate change. Weaver stated that President Hargis is trying to make this point today, it's more than just tuition increases. OSU is growing and this has been our strategy the entire time. Weaver stated that OSU will be down approximately 120 faculty positions when we really need to be growing faculty due to the increase in students.



OSU / Higher Education Value

➤ OSU has kept increases in tuition and fee rates low even while state funding has been reduced.

- State appropriations to OSU General University decreased from \$133.7 million in FY2010 to \$118.4 million FY2016.
 - Decrease of \$15.3 million (-11.5%)
- Tuition/fee increases for undergraduate resident students during this time:
 - FY 2010 = 0.0%
 - FY 2011 = 4.4%
 - FY 2012 = 4.8%
 - FY 2013 = 2.8%
 - FY 2014 = 0.0%
 - FY 2015 = 0.0%
 - FY 2016 = 4.5%
 - Average = 2.4%

Over this same time period, the undergraduate enrollment at OSU Stillwater has grown by **3,707** overall and **2,874** in nonresident students.

- Average increase of more than 600 students per year.
- This enrollment growth, especially nonresident growth, accounts for an estimated 40% of the increased tuition revenue.

➤ Out-of-state revenue brought in by the University provides dollars that cycle into the Oklahoma economy and serve to bolster state revenues. Sources include cost of attendance for nonresident students, federally funding for sponsored programs and federal financial aid.

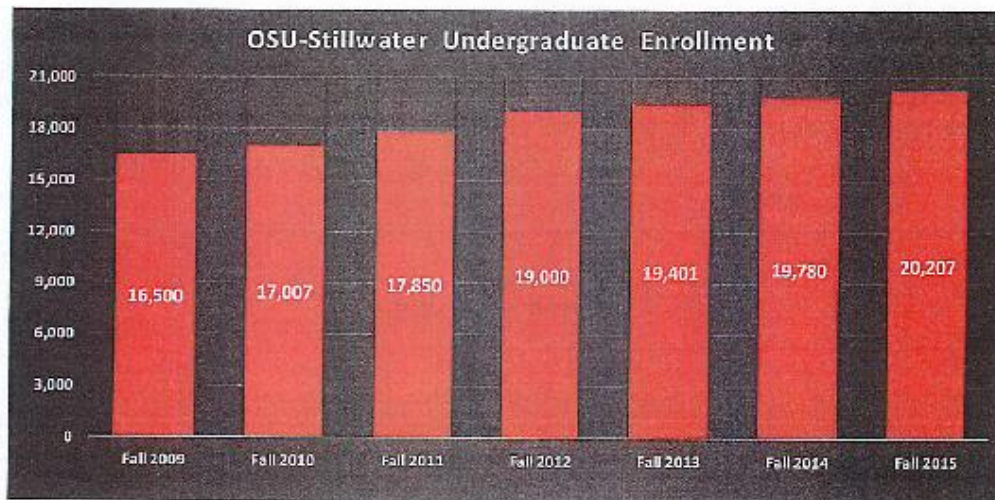
As the table shows, without applying any type of multiplier to estimated economic impact, these out-of-state dollars provide almost a 3 to 1 return on the funding OSU receives in state appropriations.

	Total Net Revenue
Undergraduate Total Cost of Attendance	\$ 201,328,750
Graduate Total Cost of Attendance	\$ 63,873,250
Total Revenue Generated By Out-of-State Students	\$ 265,202,010
Federally Funded Sponsored Programs	\$ 47,964,270
Federal Financial Aid	\$ 26,458,114
Out-of-State Dollars Brought in By OSU	\$ 339,624,394
FY 2015 OSU-General Univ. State Appropriations	\$ 122,658,690



OSU / Higher Education Value

- Reductions in state funding have resulted in a loss of approximately 120 faculty positions. This comes at a time of record enrollment and when OSU should be adding 40 to 50 new faculty positions.
 - From Fall 2009 to Fall 2015, undergraduate enrollment at OSU-Stillwater has grown by 3,707 (22%).



- While it has been reported that “Staff FTE Per 100 Students” rose by 5% in Oklahoma from 1999 to 2011, the OSU increase was much more modest:
 - From 1999 to 2011, Staff FTE Per 100 Students increased from 25.6 to 26.0 – a 1.5% increase.
 - However, due to significant enrollment growth at OSU in Fall 2012 through Fall 2014, this metric decreased from 26.0 to 23.8 – a 8.5% decrease.

Weaver opened the floor to questions. Materer asked if the staff can use the OSU Academic logo on their business cards instead of the OSU logo? Kurtis Mason in Kyle Wray’s office would be the person to check with on this issue.

Report 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

The Department of Wellness
 May 2016

Discover Summer

Tuesdays, May 24-June 28
 Free
 6-8 p.m.
 Colvin Front Lawn

Bring your family and join the Department of Wellness for Discover Summer. The Colvin front lawn will be transformed into a family fun night! Games and activities will include: family games, dance party, water games, coloring stations, lawn games, and more. Bring a family picnic or purchase a meal from the on-site Chophouse Taqueria food truck.



Yoga in the Garden

Thursdays, April 7-May 26
 Free
 5:45-6:30 p.m.
 The Botanic Garden at OSU

Bring your yoga mat and get ready to practice some guided relaxation with yoga therapist, Carol Bender. Enjoy the tranquil setting of the Botanic Garden at OSU as you shed the worries of the day.



Cowboy Boot Camp

May 9-June 24
 Students: \$60, Non-students: \$70
 MWF 5:45-6:30 a.m.
 Colvin Inside 4 Gym North

The Department of Wellness Cowboy Boot Camp is designed to push the limits of metabolic conditioning. The workouts consist of high intensity bodyweight strength and plyometric exercise with short cardiovascular intervals. This class is open to generally healthy people of all levels of fitness. The format allows each individual to workout at their own pace, and participants are encouraged to increase intensity as the workouts progress.

Swim Lessons

May 23-August 4
 Colvin Outdoor Pool

The Department of Wellness offers group and private swim lessons for both children and adults. Our swim instructors will work with you to overcome any apprehension about swimming, progress at your own pace, and focus on the strokes that you want to learn!



Discover the Beauty of OSU Landscaping

Tuesdays, June 7-28
 Free
 12:10-12:50 p.m.
 Tour begins at Chi-O Clock

Join staff members from Landscape Services for a walking tour of our beautiful OSU campus. The tours will provide a great opportunity to fit physical activity into your day, while learning about the plants that provide an attractive, enjoyable, educational, and safe environment for students, faculty, staff, and visitors.



Cowboy Cooking School

Thursday, June 9
 \$10
 12:10-12:50 p.m.
 Registration deadline: June 3 by noon
 Seretean Wellness Center Kitchen

Join Elizabeth Lohrman, Registered Dietitian and Andrew Hooks, Graduate Nutrition Student and learn how to prepare a quick and easy meal for your family of two or four. The menu with feature: four layer bean dip, summer pasta salad, Tilapia with salsa and muffins!

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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. Faculty have purchased tickets as gifts for their staff members. The winner will have a parking space close to their building with their name on it.

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.

REPORTS OF STANDING COMMITTEES:

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

McCann presented the following recommendations to the council. The recommendation was provided in the agenda that was sent out last week.

Recommendation: Revisions to P&P 2-0122 and 2-0902: Annual Faculty Appraisal & Development*

Motion passed.

Recommendation: Changes Related to Banner Implementation*

McCann turned the discussion over to Celeste Taber to review the changes that were summarized with the agenda. Taber stated that the proposed changes are intended to provide information about the way the language has changed with the implementation of the new SIS which begins with the fall 2016 semester. Taber opened the floor to questions. Taber stated that these changes have been approved by Instruction Council, the Graduate Council and the Directors of Student Academic Services. Miller asked if the transfer GPA was the GPA from the other institution when a student transfers. Taber stated yes. The GPAs from other institutions are all put together. Materer asked if the incomplete grade issue has been solved. Taber stated that this issue has been solved with the implementation of Banner. They will not need to change what they are currently doing. Faculty still have the option of entering the default grade. Her office will need to manually replace these default grades for a time as they are transitioning since Banner cannot look back to grades from a year ago. Clarke asked for a vote on the recommendation. Motion passed.

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
Association

Ann Lowrance, Crime
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 2-0112 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

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.

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 Biro (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

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.

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

Faculty: Glade Topham – Update/Year End Report

Topham presented the following 3 recommendations which were provided in the agenda.

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

Clarke asked for discussion. Richards asked about the reminders for the timeline. Which is states will only be sent out to the colleges in December. He wanted to know if this was adequate notification. Topham stated this should work for the A&D. The timeline would be different for tenure. These are listed in a different policy document. Vogel asked what the rationale was for moving everything up? Topham explained that by the time you have your appraisal meeting with the department head you are setting goals for a year that is already half over. This is not really developmental so the hope is to get everything moved along fast enough that it will impact the current years' work. Vogel asked if this was coming from the committee or an outside source? Topham stated that the Faculty Committee has been working on this issue for quite a while. Provost Sandefur put together a working group with Stephen Clarke, Pamela Lloyd, myself, Deans Eastman and Dean Danilowicz. The idea of moving the dates up came from this working group. There was agreement among faculty and administrators that there would be some benefit to moving the dates earlier. Clarke called for a vote. Motion passed.

Recommendation: Addition of New Faculty Titles*

Topham discussed the titles that were provided with the agenda. Clarke asked for discussion. Doust stated that this recommendation does not specifically talk about what the requirements are for remaining an instructor? Topham stated it does not. The committee has worked on a spreadsheet that begins this process but this will be the work moving forward. The spreadsheet captures what's in the current handbook. This provides parallel descriptions of the length of an appointment and/or whether or not promotion is associated with a particular title. Clarke stated that the group met with HR and Christie Hawkins to avoid creating any problems with these new titles. Topham stated the proposed teaching instructor and teaching assistant professor title will somewhat replace the current instructor title that has tenure associated with it. The committees' recommendation is to not continue to point people in the current instructor role. There are currently three faculty members in this role and they will maintain their current status. The new title will not have tenure associated with it. Perea-Fox stated that visiting assistant professors currently do not have any benefits and will benefits be offered to them in one of these new categories? Topham stated there would be an appropriate title for them if administrators want to keep them in that role. But currently a visiting professor does not have retirement benefits. Materer asked if there will be a

migration process for faculty members that are in teaching roles? Topham stated that there will be a lot of work on how to roll out these new titles. Clarke stated that this recommendation is a first step and is still a working document. Clarke asked for more discussion. Seeing none, called for a vote. Motion passed.

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

Topham reviewed the recommendation that was included with the agenda. Clarke stated that there is a motion to move the existing memo into the policy with a few recommendations for the appraisal that would include administrators, associate deans, chairs and heads. Clarke asked for discussion. Vogel asked if the Vice President for DASNR would be included in this, Topham stated that since he has Dean in his title, he would fall within the scoop of this policy. So faculty in that college would have an opportunity, through this process, to provide feedback each year. Jones explained that the part that is the “dean” lies under this policy, the part that is Vice President because of the Experiment Station and Extension (as a vice presidents roll) is separate. Provost Sandefur stated that as a dean he will report to the Provost; as a Vice President he reports to the President. Sandefur stated that even though they overlap they are separate rolls. Topham explained that the current guidelines leave it fairly flexible as to how administrator feedback is solicited. In the past some deans have chosen to identify folks who they think most closely worked with individuals being appraised but faculty and staff who had feedback to provide did not get the opportunity to provide it. Clarke asked for additional discussion. Seeing none, moved to a vote. Motion passed.

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.

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

Recommendation: Appropriate Use Policy*

Materer stated that OSU does not have an Appropriate Use Policy. It does have email policy but it is outdated and hasn't been approved on all levels. The new policy has been back and forth with legal and the recommendation attached to the agenda highlights the modifications that were made to the original policy a few years ago. Clarke asked for discussion. Lavine asked if this policy precludes a fishing expedition? Materer stated that OSU can fish all they want but they have to inform you of what they are doing. Lavine wanted to know if they could search for

a specific or random reason? Materer stated that currently OSU can search your email anytime they want to and they do not need to notify you. Materer stated that currently legal has to go to the Provost for faculty and Joe Weaver for staff to get permission. They will have to then notify you. Provost Sandefur stated that he has only done this once since he arrived and it was a criminal case. In order to view emails there has to be a situation where he felt the university was in danger because of the behavior of the individual. He would not authorize a fishing expedition. Sandefur always consults with legal services and they are careful what they do. Materer stated that the email policy does have notification without except but it had not been approved by the executive committee so they are not bound to it. This recommendation replaces that policy. It is more general appropriate use. It does have comments about lifetime email use. Hopefully this will be approved at all levels. Provost Sandefur said it was his understanding that any emails that are done on the okstate email address are public property and can be seen by anyone if they ask to see it. Shutt stated that the open records act would require any documented email on a public domain will be turned over. Clarke asked if there was further discussion, seeing none called for a vote. Motion passed.

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.

Research: Andrew Doust – Update/Year End Report

Doust presented the Undergraduate Research recommendation that was attached to the agenda for consideration.

Recommendation: Support and Promotion of Undergraduate Research at OSU*

Clarke asked for discussion on the recommendation. Miller commented that Women's Faculty Council has noticed a dramatic increase in the quality of the research for undergraduates for this year's awards. Miller mentioned that the Department of Music

has problems getting funding for conferences and she would like the students from the arts to be included when asking for funds. Doust stated that the form has been redone and includes creative activities. Doust wants to broaden the ability to do undergraduate research and also recognizing the investment by faculty. A draft copy of the form is attached to the end of the minutes.

Clarke asked if there was further discussion, seeing none called for a vote. Motion passed.

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:
 - a. 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
 - b. 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
 - c. 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.)
 - d. Recommend that Research Week incorporate an Undergraduate Research Day, to highlight undergraduate research at OSU
 - e. 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
- f. 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>
 2. Other activities included reviewing compliance policies for Institutional Biosafety, Institutional Laser Safety, and Care and Use of Animals in Research, Testing, and Teaching.
 3. 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.

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.

Perea-Fox asked how many students would be impacted by the tuition waiver? Miller stated the number has been estimated to be approximately 250 students. This number could change each year. Perea-Fox stated that this would be a big benefit to faculty to accept this recommendation now instead of waiting until what the budget will be since it’s not that big of an impact to the university. This would be a big morale boost for faculty. Miller agrees it would be a big morale boost for the university and administration is balancing all the pluses and minuses against the costs and timing.

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

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.

Old Business – None

New Business – Diversity Committee Description Resolution

VanOverbeke stated that the Diversity Committee has worked this semester to outline an updated proposed description of the functions and mission as a committee. These changes were attached to the agenda in the form of a resolution. VanOverbeke asked for questions. Siddons said that the goal of the Diversity Committee was to pair at the university to other existing bodies that address questions about diversity and representation and also to improve our relationship with other organizations/units. The committee also wants to work closely with departments on policies and guidelines. Clarke stated that they took many of the comments from the committee and aligned them with how the other committee descriptions were written. Clarke stated this is organic and can be revisited and changed in the future. This resolution was a reasonable change for right now. Clarke stated that since this motion does not come from a committee it does need a second. McCann second the motion. Clarke asked for additional discussion, seeing none called for a vote. Motion passed.

Clarke recognized the retiring Faculty Council members with a certificate.

Clarke thanked the previous chairs who have really moved this body in a good direction. Clarke passed the gavel to Jones, the incoming Chair. Jones thanked Clarke for his leadership and presented him with an engraved gavel.

Taber corrected an earlier statement that Banner did not recognize grades from a year ago but this is not true. The academic history from SIS has been converted to Banner so grades are definitely there. All grades from SIS have been transferred there. The connection and process of turning the grade into the default her office has to do manually until Banner can do it automatically.

FACULTY COUNCIL MINUTES
Council Room, 412 Student Union
May 10, 2016

The meeting adjourned at 4:12 p.m. The next regular meeting of the Faculty Council is Tuesday, August 9, 2016 in **412 Student Union, Council Room.**

Respectfully submitted,

Deb VanOverbeke, Secretary

**UNDERGRADUATE RESEARCH SCHOLAR
 TRANSCRIPT DESIGNATION APPLICATION**

STUDENT INFORMATION	
NAME [FIRST AND LAST]	CAMPUS-WIDE IDENTIFICATION NUMBER [CWID#]
MAJOR	DATE OF GRADUATION [SEMESTER AND YEAR]
E-MAIL	PHONE
PERMANENT ADDRESS	

STUDENT RESEARCH	
PROJECT TITLE	
PROJECT DURATION	BY SIGNING BELOW I certify that the student named above worked with me on the original research project noted here.
START [SEMESTER AND YEAR]	END [SEMESTER AND YEAR]
FACULTY MENTOR	SIGNATURE
E-MAIL	DATE
DEPARTMENT	PRINT NAME

APPROVALS	
Faculty Mentor Endorsement	Administrative Approval
The applicant has (check as appropriate):	BY SIGNING BELOW I certify that the student named above completed exemplary work on the original research project noted here.
Yes	No
Been engaged in and made intellectual contributions to a research or creative project under the direction of a faculty member and/or faculty-led team for at least two semesters	<input type="checkbox"/> <input type="checkbox"/>
Disseminated the results of their project or creative project at a peer-reviewed state, regional, or national conference and/or juried artistic venue such as an art exhibition, concert, or festival; OR	<input type="checkbox"/> <input type="checkbox"/>
Published (or accepted for publication) their research or creative project in (1) a peer-reviewed research or professional journal, or (2) an OCES fact sheet or similar educational publication, or (3) have used their research as the basis for development and implementation of peer-reviewed educational programming	<input type="checkbox"/> <input type="checkbox"/>
	FACULTY MENTOR
	DATE
	ASSOCIATE DEAN
	DATE

ATTACH THE FOLLOWING
<ul style="list-style-type: none"> ▪ A one-page abstract of your project ▪ A copy of the portion of the schedule of the symposium or conference where you presented your research (highlighting your name and presentation title) and the program cover OR a copy of the publication of your research and the publication's title page

SUBMIT TO
Henry Bellmon Office of Scholar Development & Undergraduate Research Oklahoma State University 334 Student Union, Stillwater, OK 74078 (P) 405-744-7313 (E) schdev@okstate.edu

OFFICE USE ONLY
These signatures authorize the student named above to receive the "Undergraduate Research Scholar" transcript designation as per <i>OSU Catalog</i> "Academic Enrichment Programs"—section 8 of "Henry Bellmon Office of Scholar Development."
RECEIVED BY <u>Director, Office of Scholar Development</u> DATE _____
APPROVED BY <u>Chair, Faculty Council Research Committee</u> DATE _____

DEADLINE
For Fall 2016: October 28, 2016
For Spring 2017: [TBD]
For Summer 2017: [TBD]

REQUIREMENTS AND GUIDELINES
**UNDERGRADUATE RESEARCH SCHOLAR
TRANSCRIPT DESIGNATION**

REQUIREMENTS

To receive the "Undergraduate Research Scholar" transcript designation, students must

- ✓ For a minimum of two semesters, be engaged in and contribute substantively to a research or creative* project under the direction of a faculty member ^{and/or} faculty-led team;

AND

- ✓ Present ^{his/her} research or creative project at a state, regional, or national conference ^{and/or} juried artistic venue, such as an art exhibition, concert or festival

OR

- ✓ Publish (or have accepted for publication) ^{his/her} research or creative project in a refereed [peer-reviewed] research, professional journal.

* "Creative projects," such as those in the performing and fine arts or humanities, must include a significant component grounded in research.

Notes:

- Students in ALL COLLEGES AND MAJORS are welcome to apply for this university-wide opportunity.
- The "Undergraduate Research Scholar" transcript designation is *not* tied to the conferral of a degree, and accordingly can be placed on a student's transcript prior to and for a limited period following the completion of a degree.

APPLICATION PROCESS

To apply to receive the "Undergraduate Research Scholar" transcript designation, students must

- Complete and submit the official *Undergraduate Research Scholar Transcript Designation Cover Sheet* (reverse side) endorsed with signatures of the student applicant, faculty mentor, Associate Dean for Research in the student's college, and include the following attachments:
 1. A one-page abstract of your project
 2. A copy of the portion of the schedule of the symposium or conference where the student applicant presented ^{his/her} research (highlighting ^{his/her} name and presentation title) and the program cover OR a copy of the publication of the student applicant's research with a copy of the publication's title page
- The Faculty Council Research Committee, comprised of experienced faculty researchers representing a wide range of scholarly fields, will convene to evaluate applications certified by the Henry Bellmon Office of Scholar Development and Undergraduate Research.

CONTACT

Questions may be directed to:

The Henry Bellmon Office of Scholar
Development & Undergraduate Research
Oklahoma State University
334 Student Union, Stillwater, OK 74078
(P) 405-744-7313
(E) schdev@okstate.edu

DEADLINE

Students may receive the "Undergraduate Research Scholar" transcript designation in any semester of their undergraduate education up to one (1) year following graduation.

Applications must be received up to six (6) weeks prior to the end of the semester (Fall or Spring) in which the designation is to be conferred.

Note: The URS designation may be conferred during the eight-week Summer semester as long as the application is received up to four (4) weeks prior to the end of term.