Jones called the meeting to order with the following members present: Borland, Brown, Champlin, Collins, Delen, Depperschmidt, Doust, Ekman, Johnson, Lewis, Lloyd, McCann, Miller, Nabar, Oberhelman, Peek, Tina Melstrom for Perea-Fox, Richards, Royer, Sheehan, Siddons, Subhash, Tenorio, VanOverbeke, Vogel, Wanger and Yates.

Also present: Allen, M., Bastani, S., Farrell, B., Henderson, K., Link, S., Loeffert, J., Matoy, A., Moody, J., Payne, J., Sandefur, G., Sewell, K., Shutt, G., Smith, B., Talley, M., Tucker, S., Weaver, J., Wilfong, M. and Wray, K.

Absent: Clarke.

**HIGHLIGHTS**

Special Reports………………………………………………………………………….....

Cinthya Ippoliti – Edmond Low Library…………………………………………..

Dr. Celeste Taber – Registrar………………………………………………………

Jamie Payne/McKenzie Wilfong – Human Resources…………………………….

Remarks and Comments –President Hargis…………………...……....…………………...

Report of Status of Faculty Council Recommendations and other Vice Presidents……….

Reports of Liaison Representatives ………………………………………………………..

SAC ………………………………………………………………………………...

Women’s Faculty Council………………………………………………………….

AAUP …………………...………………………………………………………….

GPSGA……………………………………………………………………………...

Graduate Faculty Council…………………………………………………………..

Wellness Center…………………………………………………………………….

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 …………………………………………..

Jones called the meeting to order at 3:01 p.m. Jones asked everyone present to sign the roll call as it is circulating the room. Jones stated that everyone should have received a copy of the minutes from last month and asked for any changes or corrections. Seeing none, asked for a motion to accept them as presented. VanOverbeke moved and Richards second. Motion passed. Jones stated that there is one addition to today’s agenda. We asked Human Resources to come and speak to us about the new Fair Labor Standards Act (FLSA). They have been added as a third special report. Jones asked for approval of the modified agenda. McCann moved and VanOverbeke second. Motion passed.

**Special Reports:**

**A. Cinthya Ippoliti – New Services and resources at the Library**

Ippoliti thanked the council for the opportunity to speak today and passed out a folder of information to those attending. Ippoliti did not have enough copies for everyone but stated she would be happy to make additional copies for anyone wanting one. Ippoliti stated that the library is making a lot of exciting changes especially in regards to their research and learning as well as support services. Ippoliti said they are working on research data services and are now working with faculty to help them write their data management plans and also to begin thinking about storage solutions for their data. The library is collaborating with a high performance computing center for the data sets that are larger in nature but for the data sets that are a little smaller, the library has an institutional repository. This will now allow for data sets to be deposited into this repository. This will help researchers be compliant for federal grant mandates. The library is happy to work with faculty to determine whether or not this is an appropriate place for their data sets as well as how to get them entered into the repositories. Ippoliti stated the library is also offering on-demand research data workshops. These will include: how to write a data management plan as well as how to measure research impacts. There are tools available that measure what they call alternative metrics: Twitter feeds and mentions on blogs and websites. They are now able to capture this data and create a research profile that could help in tenure cases and other types of related activities. The library is also entering an era of open access. The library is working with faculty members to develop open access textbooks for their courses. The library has a stipend program that is now at capacity but they are always looking for more partners. The library is developing its own “library press” where they will feature these tools and resources on the library’s website. Ippoliti stated that the library is adding virtual reality and data visualization to some of the student services. Ippoliti said the library has two virtual reality headsets that they are working with and starting a pilot program. She stated that there is a brand new visualization studio located on the first floor of the library that is open for business.

Doust asked how the 3D printing service was going and if it was popular? Ippoliti stated it is very popular and the library is purchasing two additional printers to keep up with the demand. They are looking at purchasing a more specialized 3D printer for more advanced projects. Doust asked if they had a 3D scanner? Yes, Ippoliti said. They do have a scanner. Doust asked if training courses were available? Ippoliti stated that every student that wants to 3D print can get certified through their creative studio. This information is on the library’s website.

**B. Dr. Celeste Taber – Grade Submission through Banner**

Dr. Taber thanked the council for letting her focus on grade entry in the new Banner system. This is one of the most important things that faculty members do as instructors. Taber stated that the submission of final grades is an indication of what each individual students’ mastery of the content of the course. These grades are very important to these students throughout their lives as they rely on the transcripts. The Registrar’s office issues more than 70,000 transcripts a year for former and current students. Taber stated that faculty members do a great job submitting grades. More than 100,000 grades are submitted in the typical fall semester.

Dr. Taber distributed the following PowerPoint information to the council members:

1

OVERVIEW: OSU FACULTY GRADE ENTRY IN

THE NEW SYSTEM

Faculty Council, September 13, 2016

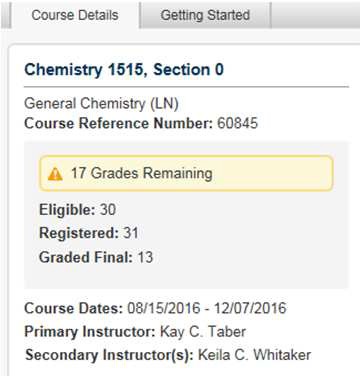
K. Celeste Taber, PhD University Registrar

[celeste.taber@okstate.edu](mailto:celeste.taber@okstate.edu)

2

Introduction

* Fall 2016 is the first semester using Banner as our student information system
* Piloting the new Banner (XE) grade entry system this week with August Pre-Session instructors
* Your feedback is welcome as we use the new grade entry system for the first time and continue to refine it



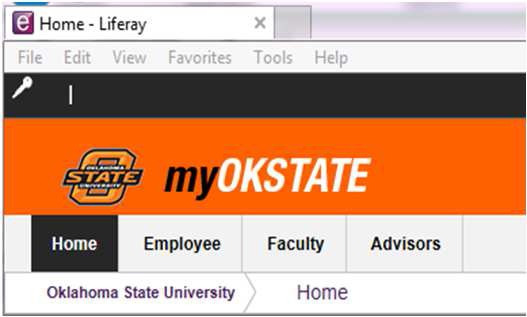
3

New Grade Entry Features

* Ability to upload grades from an Excel spreadsheet
* Clear indicators of grade entry progress
* Download Excel class rolls even when grading

is not open

* Student search
* Adjust number of students to view per page, column width, sort order

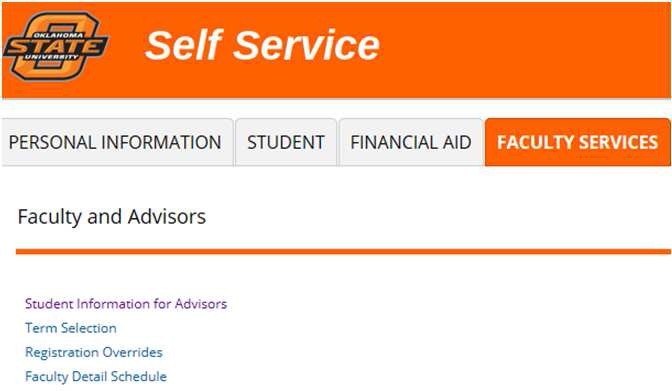




4

Grade Entry Access and Login

* Banner Self Service access should be automatic for “instructors of record” for fall classes
* Portal [http://my.okstate.edu](http://my.okstate.edu/)
* Log in with O-key credentials





5

Grade Entry Access and Login—part 2

Check your email close to grade submission time to verify location of grade entry system

6

Fall 2016 Grade Entry Timeline/Deadlines

* Midterm (six-week) grading opens Sept. 20
* Midterm (six-week) grades due 10:00am Wednesday, Sept. 28
* Final grades due 10:00am Wednesday, Dec. 14 (extra time allowed for first term in Banner)
* Final grade submission also open after August pre-session and 1st eight-weeks for early-term classes, but are not required until the end-of- semester deadline (Dec. 14)

7

Faculty Grade Entry Guidance

* After grade entry, instructors can change/update grades online until the final grade submission deadline at the end of the semester (or the midterm deadline for midterms).
* Midterm/Final grades may be entered by the primary instructor or other instructors who are listed for the class on the Class Schedule (<http://registrar.okstate.edu/class-> schedule).
  + To prevent TAs or other instructors who are not primary from submitting grades, the department head may send an email to the Registrar Course Management Team (gurooms@okstate.edu) to request a “no grading authority” attribute that prevents the instructor from submitting grades for any courses.

8

Faculty Grade Entry Guidance – part 2

* A last attend date is required for failing grades— needed for financial aid and other purposes. (final grades—not midterms)
* Assign the grade F-NA if the student never attended the class; then a separate last attend date is not required. Grade of F will display on the transcript.
* Courses with special grade modes may look different during grade submission
  + DEV-S or DEV-U for developmental course (ENGL 0003)
  + PA-A, PA-B, etc., for performance/activity (leisure) course

9

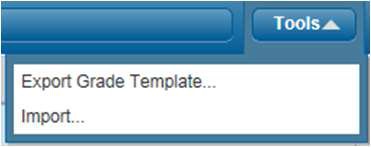
Faculty Grade Entry Guidance – part 3

* Incomplete grades are guided by Academic Regulation 6.2. If the incomplete is not changed by the instructor before the one-year extension date, then the incomplete will be replaced with the default (incomplete final grade).
  + Default grade (incomplete final grade) is required
  + Extension date defaults to one year; instructor may shorten
  + System only enforces the one year extension date
  + System does not prevent A, SR, P, or F-NA as default (incomplete final) grades, but these are not appropriate
  + Do not assign incompletes for midterm grades

10

Faculty Grade Entry Guidance – part 4

* Students who withdrew within the automatic W period will show “Not Gradable.”
* Students who withdrew during the W/F period will show the following grading options: WD-F (failing) or WD-W (withdrew). The official transcript will display simply the F or W.
  + See *Assigning Final Grades for Students Who Withdrew During the W/F Period* (<http://registrar.okstate.edu/Grade-Reporting-Faculty-> Grade-Entry).
* “Confidential” next to a student’s name means no information about the student may be released.
  + Buckley flag - [http://registrar.okstate.edu/FERPA-Faculty#4).](http://registrar.okstate.edu/FERPA-Faculty#4))



11

Importing Grades from Excel

* Use the Tools button in the upper right corner
* Export the Excel grade template, enter grades,

save, and import

* Or import your own file and map to required columns (e.g., Student ID, CRN, term code)
* Validation report clearly communicates errors

12

Additional Resources

* Grade Reporting/Faculty Grade Entry website

(<http://registrar.okstate.edu/Grade-Reporting-Faculty-Grade-Entry)>

* Registrar website (<http://registrar.okstate.edu/)>
  + Academic Calendar (drop/add dates; grade due dates; holidays)
  + University Catalog (academic regulations.)
  + Faculty and Staff Resources (left menu Registrar website)
* Banner training documents and videos on Registrar Faculty/Staff SharePoint site
  + See SharePoint link at top of Registrar -> Forms website

(ht t p: / / regist rar. okst at e. edu/ forms )

* + Short single-topic videos
  + Training session videos/materials

Dr. Taber showed the council members a “hands on” demo for adding grades in Banner.

Dr. Taber distributed the following piece of information to the committee as well:

**Comparing Grade Submission in SIS and Banner**

|  |  |
| --- | --- |
| **Grade Submission in SIS** | **Grade Submission in Banner** |
| Six-week (midterm) and final grades submitted online | No change |
| Grades may be submitted by any instructor for the course with grading authority. Department conveys grading authority status (Y/N) to Registrar’s Office. | Grading authority is assumed for all instructors for a course unless Department instructs Registrar’s Office to add a “no grade authority” attribute. |
| Final grades of F require last attendance date | No change |
| Final grades of F require attendance status: attended; no evidence of attendance; stopped attending | No attendance status |
| Incomplete grades require a default grade | No change – default called “Incomplete Final Grade” |
| Incomplete grades require a completion date (1 year max) | No change – called “Extension Date” – defaults to 1 year and can be shorter if desired |
| Incomplete grades require comment/description of remaining work | No comment/description in Banner – Department may require outside of Banner |
| System prevents incomplete default grades of A or SR | System does not prevent – reminder only – may be monitored by reports after term ends |
| Honors contract completion part of online final grade submission | Not part of online submission |
| Ten-week grades reported for athletes | To be determined |
| Grades must be entered individually | Banner 9/XE provides ability to upload from Excel spreadsheet |

Taber opened the floor to questions. Jones stated that there are some great video tutorials about Banner on the website. Lewis asked if the grades were due Wednesday at 10 a.m. instead of midnight on Tuesday. Will faculty be able to access the system from midnight to 10 a.m. Taber stated yes as she understands it will stay up all night.

**C. Jamie Payne/McKenzie Wilfong – Fair Labor Standards Act (FLSA)**

Payne stated that the FLSA is an important legislative change. Payne stated that Wilfong is an expert in the new regulation, has read the entire regulation and is speaking nationally on this topic.

Payne and Wilfong reviewed the following PowerPoint presentation to the council members:



Wilfong is the Associate General Counsel for the A&M Board of Regents. Last week she was at a Legal Issues at High Education conference where the state regents asked her to speak about fair labor standards. Wilfong stated that the FLSA was originally implemented in 1938 and the last revision was in 2004. On June 30, 2015 the Department of Labor made everyone aware that they were making significant revisions to the FLSA. On September 4, 2015 after receiving 290,000 comments the Department of Labor closed the comment period. The final regulations were received on May 18, 2016 and they become effective December 1, 2016. Wilfong stated that fair labor standards are how people get paid. Most people are paid hourly: $7.25 for the first 40 hours at a minimum. Anything over the 40 hours, for not exempt employees, will be paid at time and a half. Wilfong stated that there are a lot of exemptions, which includes those paid on a salary basis. The exemption categories have not changed much but what has changed is the amount. Previously, an employer could pay someone around $23,000 a year and if they met the exemptions they could be paid a salary no matter how much they worked. This number has almost doubled now to $47,476. This is $913 a week. Wilfong stated that this is the world according to the US Department of Labor. Wilfong stated that this is a change that is happening nationwide and most colleges and universities are intensely aware and planning appropriately. Wilfong stated that the $47,476 amount is not an arbitrary number. It was sent at the 40th percentile of average wage earners by the Bureau of Labor Statistics for exempt employees in the lowest paid area of the country which is the south. Wilfong stated that Oklahoma will feel this uniquely and maybe more intensely than other states. Wilfong stated that the bump up in Oklahoma may feel different than in other states because the differential was already different. So for most employees to continue to be exempt (with some very notable exceptions) the salaries would need to increase to the $47,475 amount or time is given back. Wilfong stated that employees will be transitioned to an hourly pay structure so that any hours worked over 40 would be paid overtime. Wilfong turned the presentation over to Payne to talk about the specifics of how this impacts OSU. Payne stated that this will have quite an impact on OSU. As of June 1, 2016 almost half of OSU’s staff are non-exempt. After the change (December 1, 2016) this number chances to 2/3 of the staff. This is about 900 employees that will be impacted by this change. Payne stated that they have been meeting with administrators and other strategic partners across campus to put together a strategy that is most beneficial to the department areas. There are some individuals (about 100 employees) who will fall into special exemptions (teaching, academic administrative and outside sales). Payne stated that there will be approximately 800 people who will transition from exempt to non-exempt. It’s not feasible for the institution to raise everyone to the $47,476 thresh hold. This would cost the organization about $8 million and also create a serious compression issue within OSU’s compensation structure. Payne stated that they have done a very conservative estimate of what kind of overtime costs are associated with this and determined is was around $1 million. So if the exempt employees were moved to non-exempt with a little bit of overtime will impact budgets. Payne stated that HR has some strategies to assist departments with this issue. HR is putting together a comprehensive communication plan to try to make people aware of this issue. Payne stated that in the next week or so they will be finalizing the list of those impacted and by mid-October a special formalized letter will be sent to these individuals. This letter will explain what will happen to their salary, how they have to fill out a time card and talk about their benefits being grandfathered in regardless of the employee’s status. Payne stated that these employees will have the option to move to a biweekly payroll if they wish but will not be forced on anyone because it could impact a person’s budget which OSU does not want to do. Currently most of OSU’s hourly or non-exempt employees are paid biweekly. This will be effective November 6th which is the best timing for payroll purposes. The regulation doesn’t actually into effect until December 1st but it will not be as beneficially to those that are impacted if OSU waits that long. Wilfong stated that there are about 12 special exemptions that effect higher education. A link to this information is in the PowerPoint. Wilfong stated that the FLSA calls it a teacher exemption however, it applies to faculty, adjunct faculty, graduate teaching assistants and graduate research assistants. These individuals can continue to be exempt and not eligible for overtime regardless of their pay. This will not affect the GTA/GRAs, adjunct faculty (or faculty of any rank). Wilfong stated that academic advisors fit into their own exemption called an academic administrators exemption. So all academic advisors can continue to be paid on a salary and be exempt if they make at least or more than an entry level teachers position. This is an actual number that will be assessed every year looking at the title of lecturer or instructor. Wilfong stated this is consistent with other research institutions. Wilfong stated that post-doctoral fellows either come up to the $47, 476 or they become hourly. They do not fit into the teacher exemption and they are not student employees. NSF as well as NIH both said that the money provided in grants does not met this thresh hold but they are not increasing this amount. Wilfong suggested faculty members who work with post-doctoral fellows who do research at all hours will want to get with their HR partners and discuss the ways that compensation is looked at for overtime in lieu of cash (particularly compensatory time) and whether or not this is something that would work for the faculty member. Wilfong encouraged faculty members to explore a number of post-doctoral work arounds with their HR partners. Payne stated that these issues are different for each department and the lines of communication need to be open. Payne stated that there is not boiler plate, cookie cutter approach. There will need to be considerations of time management, allowing some flex time. So if there is an employee that works over the weekend maybe they take off Monday and Tuesday in order to stay within the budgeted 40 hours per week. Payne stated that OSU has a policy that states if a non-exempt employee is called in or take a phone call the minimum payment for them is 15 minutes of time. So please be aware and set standards within departments to not email/call these non-exempt employees in the wee hours of the night and expect them to return the calls. Everyone needs to be very aware of non-exempt employees working beyond normal working hours. Payne stated that HR has some guidance in the travel policy about how to compensate non-exempt employees for their travel time. Faculty and departments need to be aware of this and educate themselves, supervisors as well as employees who move into this category of how to utilize this. Payne stated that within the system, compensatory time will be the standard. Since OSU is a public institution, we do not necessarily have to pay overtime at time and a half. We can allow accrual of compensatory time. This still accrues at time and a half. There is a maximum threshold of 240 hours. Payne stated that if a faculty member does not want their department to accrue compensatory time and they want to pay out at time and a half, let HR know and they will adjust the system to accommodate this. Payne stated that this could affect morale but it needs to be communicated that this is not a diminishing result of work but a federal law that we now have to comply with. This does not change their benefits or working status. Payne stated that since this is a federal law there are a lot of resources available on the DOL website (DOL.gov). People can read the regulations and learn more about them. Payne also stated that HR has dedicated a page within their website under the toolkit to receive important links, policies, information as well as training on their learning management system which is talent.okstate.edu. There are some videos about the new regulation and Payne encouraged everyone to look at this site. Payne also stated that everyone has a partner within HR, Jennifer Moody is at the meeting representing the HR partners and her group would be happy to answer any question and help people through the information.

Payne and Wilfong opened the floor to questions. Johnson stated that his department often times hire graduated PhD students as visiting instructors but they are working on their research. The department does not consider their research as working for them. Johnson wants to know if this sounds more like a post-doctoral and if so should they be compensated for this? Wilfong stated that the DOL looks at the primary duties test: if over 50% of your duties are teaching you fit into the teaching exemption. Wilfong said to make sure there is a job description that insures very clearly that something over 50% of their primary duties are teaching. This will fit the teach exemption and then you wouldn’t have to worry about it being a post-doctoral fellow. Wilfong stated that the job descriptions for hybrid research and teaching positions are going to become more important. Wilfong stated that the good news is that there are wonderful resources in HR to consult with faculty/departments to write these job descriptions to make sure you have the job percentages accurate so the DOL will see that the majority of the primary duties is teaching. Yates asked if the PowerPoint is available on line? Payne stated she provided a copy to the Faculty Council and it will be part of the minutes. Payne stated they could put it on the HR website as well. Payne stated that if faculty go to the learning management site all of this information is available and they will post this presentation as well. Wilfong stated that Shelby Morris in training in HR services has provided two videos: one for managers and one for newly non-exempt employees to help them understand the new differences.

**Remarks and Comments – President Hargis:**

Hargis stated that OSU has the largest enrollment in history. This is a result of the large freshman class from a few years ago. This year’s freshman class is the third largest in OSU’s history. Hargis stated that OSU is down slightly in graduate students. Graduate College Dean Tucker stated that they have record degree conferrals over the last five years so this is a large part of this. Tucker stated this is the returning student numbers.

Hargis met with the new speaker and some of his leadership and they believe the budget will be flat this year. They believe things will pick up. Hargis said there is the 1% sales tax vote coming up. This is still polling strongly but he senses an opposition to it from both OKC and Tulsa municipalities. Hargis has never seen a tax increase pass with funded opposition. If it does pass, Hargis believes the result will help restore the 16% cut that higher education took last year. Hargis stated it could be a year before we see the funds.

Hargis stated the business building is moving forward and is on time. The central plant is also on time. They are trying to minimize the road closings over the next few months. Hargis hopes that everyone likes the new intersection at Farm Road and Hall of Fame. Hargis stated that October 1st is the ground breaking date for the new performing arts center.

**Report of Status of Council Recommendations:**

**President Hargis, Provost Sandefur, and/or Vice Presidents**

Sandefur stated that the following recommendations are under consideration:

15-11-01-RFB: Dependent Child Tuition Waiver for Dependents of OSU Faculty and Staff.

Sandefur stated the following recommendations are pending:

16-05-01-LRPIT: Appropriate Use Policy

16-05-01-Research: Support and Promotion of Undergraduate Research at OSU. Significant changes were made to this recommendation over the summer and Instruction Council feels this needs to be reviewed by the Faculty Council again. So it has been returned to the Research committee for review. Then it will go to the Deans Council. Sandefur does not feel there will be any big issues with the changes that were made.

**VP Joe Weaver:**

Weaver stated that when there is a significant earthquake of any size, OSU always rolls out the Facilities Management team. They do a quick scan of all the buildings on campus to make sure everything is ok. Weaver stated that OSU’s building standards are such that the smaller earthquakes do not affect any structures. Due to the size of the last one, OSU did contact some engineers to come in on Labor Day to look at some cracks that had been observed. They did not find any structural issues. Weaver wanted to let faculty know that if there are any earthquakes of any size, there are people who roll out and examine campus and look for problems. Weaver stated that if a faculty member sees something in their building/space to please call the action desk to have it checked out.

Weaver said the bookings for the American Airlines flights for September are now 3,400. September is exceeding their wildest expectations. Weaver said that President Hargis authorized them to aggressively encourage people to fly out of Stillwater. So they created a fund and travelers will be reimbursed $100 for every flight out of Stillwater. This will be an automatic credit on your account as long as it’s for business travel. Doust asked when this will start? Weaver stated it started the day service started. Jones asked if they need to book this Concur? Weaver stated they can catch it easier if it is done this way. But you can book it directly through American Airlines and still get the $100. Weaver said that the signs for October look good as well. Hargis said that people need to book early. People within a 50-mile radius of Stillwater will start using this service. There’s no parking fees and the TSA line is never longer than 50.

Weaver stated that OSU received a check for $2.5 million today. This is OSU’s share of the $144 million that was left over from last year. Jones announced that the General Faculty meeting will be Thursday, September 22nd and the deans will be in attendance to discuss how they are accommodating the new budgets. They will be the panel speakers and everyone needs to attend.

**VPR Ken Sewell:**

Sewell reported that the fiscal year research numbers look good even though it has been a tough year. Sewell stated they are ramping up communications for research week. Research week will be February 20th. Information will be out as things move along. One of the larger changes will be the involvement in the research symposium has been waning over time so they will modify this by holding a virtual poster symposium. Sewell stated they are working with all the deans to put the finals of their three-minute thesis competition during research week. This will be another way to promote student research. Sewell stated information will be available as the semester goes on. Sewell stated that they had a good response to the VPR Panel series that was done during research week. They still plan to do the panels during research week but they are now working to get at least one VPR Panel in the fall so they won’t just be during research week. Sewell hopes to highlight OSU researchers and other times of the year as well.

**VP Kyle Wray:**

Wray stated that OSU began taking applications for admission for the fall 2017 on July 1st. They have had 3,000 students apply for next fall already. Wray stated that from a financial aid perspective, FAFSA has been moved up to October 1st instead of January. In the past, letters and financial aid has not been out until March 15th. There will begin to come out the first week of December. For those filling out the FAFSA you can use the previous year’s income for this year’s FAFSA. Wray stated that admissions and financial aid will be happy to answer any questions.

**Report of Liaison Representatives:**

A. Staff Advisory Council – Kristin Henderson

Tara Robertson-Moore the new SAC Treasurer resigned from OSU. Elections for her replacement will be at the next SAC meeting, September 14th.

HR’s Jennifer Moody will be speaking to the Council about the Fair Labor Standards ACT (FLSA) at the September meeting.

The ratification election will be held in September as planned to make the changes to the Constitution. The changes are as follows:

* SAC proposes to remove the designation of Exempt and Non-Exempt categories from our member elections and make all of the categories at large.
* SAC also proposes to add a non-voting member of the E-Team as Past Chair. This member would be a part of the SAC Executive Team of Officers.

The Fund Raising Committee is having another OSU homecoming basket raffle. You can purchase tickets from any SAC member.

SAC will be sponsoring a Blood drive in November with the American Red Cross. Details will follow in our monthly Email and Facebook pages.

SAC will also be working again with the Junior Service League to collect food for Harvest II food drive. Pickup date is still pending but will be announced later.

B. Women’s Faculty Council – Steph Link

The Women’s Faculty Council is starting to schedule the WFC meetings and events for this year and are trying to recruit those interested in working on issues for improving the status of women at OSU to join us.

1. AAUP – Barry Lavine

"The OSU Chapter of the AAUP will hold a faculty forum on clinical faculty with Provost Sandefur as the speaker. The forum will be held on Monday, September 26th from 3:30pm - 5:00pm in the Student Union (Case Study #2).

This forum will be similar to one held in September 2015 which covered the faculty handbook. Currently, clinical faculty is a topic under discussion by the OSU Faculty Council with several titles under the general heading of clinical faculty being considered for job their classification. The subject of this forum is timely and will be of interest to all OSU faculty and students."

D. GPSGA – Solmaz Bastani

The Graduate and Professional Student Government Association recently held their first general assembly meeting of the 2016-2017 school year. This year, the group is focusing on improving methods of communicating with its members. So far, this has included producing a promotional video, creating a LinkedIn account, and making changes to our website to provide more up-to-date information. We are happy to announce that this academic year started with a welcome reception on August 18th that was attended by 80 students and faculty. GPSGA also received a response from parking services regarding a letter written by our group last year to provide parking spots for graduate students performing research on game days. We hope to continue our work with the university to support graduate students as they continue their education at Oklahoma State University.

1. Graduate Faculty Council – Brenda Smith

Council held its regular monthly meeting on Friday, August 26th*.*

*Master’s Degree Plans.* Council was asked to review a draft of the revised plans for master’s degree completion. Following this review, the document will be presented for comment at the Subject Matter Group meeting in October.

*Minimum GPA Guidelines.* The Graduate College has asked the Council to develop minimum admission standards*.*  An *ad hoc* committee will draft the guidelines which will be presented at the September Council meeting and then to the Subject Matter Groups in October.

*Commencement Video Project.* The Graduate College is exploring the option of implementing a 3-5 minute congratulatory video as an alternative to a commencement speaker.  This is a practice that is gaining popularity in graduate commencement ceremonies across the county.

*Graduate Faculty Application Web Form*. The Council was informed that an online form for non-tenure track faculty is now available on the Graduate College website for individuals applying for (or renewing) full or associate graduate faculty status.

*Fall Subject Matter Group Meetings*. Council discussed having a single Subject Matter Group meeting this fall, with time for breakout meetings, instead of six separate meetings. Watch for the date and location of this meeting.

1. Wellness Center – Mary Talley



Talley left the following flyer about the Bow Wow Festival. Payne stated that the Bow Wow Festival is a national organization that will be here in Stillwater on October 6th. OSU submitted a film about our pet therapy program (Pete’s Pet Posse) which has been selected to be in the film festival. It will also appear in a New York film festival. The cost is $5 for students, $10 for adults and proceeds go to Pete’s Pet Posse.

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Talley stated that the Wellness Department has partnered with Landscape Services to create the Labyrinth on the east side of Morrill Hall. They will have a low key grand opening on September 23rd at noon.

**REPORTS OF STANDING COMMITTEES:**

**Academic Standards and Policies: David Oberhelman – No Report**

**Athletics: Tom Royer – No Report**

**Budget: Glenn Brown – No Report**

**Campus Facilities, Safety, and Security: Erik Ekman – No Report**

**Diversity: Louise Siddons – No Report**

**Faculty: Pamela Lloyd - No Report**

**Long-Range Planning and Information Technology: Jason Vogel - No Report**

**Research: Andrew Doust – No Report**

**Retirement & Fringe Benefits: Chris Richards - No Report**

**Rules and Procedures: Deb VanOverbeke – No Report**

**Student Affairs and Learning Resources: Gina Peek - No Report**

**Old Business – None**

**New Business – None**

The meeting adjourned at 4:22 p.m. The next regular meeting of the Faculty Council is Tuesday, October 11, 2016 at 3:00 p.m. in **412 Student Union, Council Room.**

Respectfully submitted,

Deb VanOverbeke, Secretary