

President Halligan called the meeting to order with the following members present: Ackerson, Allen, Allison, Anderson, Bertholf, Buchanan, Cole, Dawson, Farr, Finn, Gasem, Gethner, Horn, Kimbrell, Krenzer, Lau, Lawry, Marks, Moder, Moretti, Paustenbaugh, Robinson, Schwarz, Scott, Warde, Wilkinson, and Williams. Also present: Adams, Arquitt, Beer, Bruner, Collins, Gedra, Harp, Harrison, Hsu, Johnson, Keener, Knottnerus, Kolch, Locy, Lucas, Lunsford, Martin, Mitchell, Montgomery, Norman, Sisson, and Watkins. Absent: Boswell, Richards, Smith.

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Allison moved acceptance of the April 8, 1997, Minutes. Warde seconded the motion. The Minutes were approved. Warde moved acceptance of the May 13, 1997, Agenda. Allison seconded the motion. The Agenda was approved.

### **SPECIAL REPORT: GAMS Update — Richard Norman, Jada Bruner, Linda Lucas**

Richard Norman gave a brief history of the GAMS project and introduced Jada Bruner. Bruner said that GAMS stands for Grants Application and Management System. The current GAMS consortium consists of five institutions, North Carolina State Univ, Univ. of Michigan, Ohio State Univ. Research Foundation, Univ. of Massachusetts, and Oklahoma State Univ. The business partners are IBM and University of Southern California Software Corporation. NSF has helped in the pre-award portion and ONR and NIH are helping in the electronic data exchange areas. USC Software will provide software support. GAMS is an electronic way to manage sponsored activity and will allow the free exchange of information among all involved parties. It will standardize proposal creation, give an automated routing system, reduce the use of shadow systems, provide data that is not currently available, and create standard management reports. The regulations of the agencies and of OSU are built into the system. PIs will be able to update their vitae using the Web. The system will work with the current accounting system to provide accurate wage and benefit data. Linda Lucas reported that the recent thrust has been to

convert it from a project to a product. Version 2.0 is out and 3.0 will be available this summer. Version 3.0 will include the Web interface and a multi-agency/multi-discipline award system. The Web interface has two arms, a reporting arm and a proposal development and award maintenance arm. The reporting arm will include a system for standard reports, by department, college, or agency and one for custom reports which will allow you to generate management tools. On the proposal development side you can keep PI profiles up-to-date and route proposals. Things that are still to be addressed are invoicing and receivable system, automatic reporting of indirect costs, postscript printing, and the decision support module. Anderson asked if the package would be sold to other universities. Lucas said that when it is complete it will be available. Norman said that there were other universities interested in the system. If a state wants to buy participation in the consortium it will cost one million dollars, an individual school can participate for \$400,000 and an associate membership is \$250,000. The marketing will be done by USC software. Ackerson asked, in regard to vita information, who has access and who can update it? Lucas replied the system administrator and the faculty member. Allison asked about salary information and if the information was available through the Web. Lucas replied that the PI and the research administration office for the college would have access to the salary information. The access question is being left up to the colleges. The security is built into the system and does not change whether you use the Web or some other way of accessing the system. Finn asked what the implementation level would be this fall. Lucas replied that when version 3.0 is released it will be used on a limited basis in the colleges for one year and will be ready for full implementation the following fall.

#### **REPORT OF STATUS OF FACULTY COUNCIL RECOMMENDATIONS:**

President Halligan, Executive Vice President and Vice Presidents

1. 92-03-01-FAC ***Fixed Terms for Administrators:*** Under study. Halligan recently received a response from Legal Counsel, which is now being reviewed by Keener.
2. 94-12-01-SALR ***Composition of Future Information Technology Committee:*** Keener has sent a draft of the committee charge to the Dean's and has received some response.
3. 96-05-01-LRP ***Strategic Management:*** An initial plan was discussed with Buchanan and members of the LPR committee. This involved the establishment of a year-long conversation concerning a topic important to OSU's future. A program would be established whereby this topic would be brought front and center to the campus community during the entire year. Keener will be responsible for designating an individual to manage this effort.
4. 96-10-01(1)-FAC ***On Summer Compensation (1):*** Compensation equity concerns prohibit acceptance of this recommendation. Persons working full time in research or teaching would be compensated at different rates. The administration would favorably consider a recommendation that all faculty be on a nine-month or eleven-month appointment. Keener's memo to Halligan added, the ability to pay faculty for summer teaching is a matter of resource allocation by the college. No one seems to support an artificial increase in the cost of summer school that appears to bring inconsistent compensation awards between those that teach versus those that seek and obtain extramural compensation. Finally, any faculty member who wishes to be compensated at the higher rate has the option to change their appointment period to a nine-month appointment. Ackerson said that if all were on 9-month appointments no one would legally have any vacation. Halligan replied that he had spent all his career at universities that were on 9-month appointments and they all managed to take vacations. Ackerson replied that you are working for pay and you are off. How do you justify this? Halligan replied that he is willing to solve the problem but he feels that the current

recommendation makes the situation more complicated. Lawry pointed out that the question has to do with whether you are compensated inside the university or from an outside source not with whether you are doing research or teaching. The faculty member can choose to work for the one-tenth that the outside source is willing to pay or not to do so, but two people assigned to teach in the summer on the university's budget should both be paid at the same percentage of their academic years salary. Moder said that UCT uses a different formula to compute summer salary so they pay everyone at the 9-month rate. So, an OSU faculty member who is on a 10-month contract will make more by teaching at UCT in the summer. After much discussion about how the 4-tier compensation system (9, 10, 11, or 12 month) works, Lawry stated that during the academic year a 10-month employee accrues vacation time as part of his compensation but during the summer months he does not and so, in effect, has taken a pay cut. Keener said that he would like to see everyone on a nine-month contract and get out of the discussion such as this. Halligan said that he still was not clear on why a 9-month employee has no vacation time. Buchanan replied that it was to balance the old 10-month contract. A 10-month person worked 9 months and had one month vacation. So, a 9-month employee was paid 9 months with no vacation time and had one month without pay. Ackerson added that the documentation indicates that if you contract for 3 months in the summer then you have no vacation. Collins said that as a result of the Stanford situation there are new regulations and they are being enforced.

5. 96-10-01(2)-FAC **On Summer Compensation (2):** This recommendation is accepted in principle. Faculty should be compensated for all of their work, including advisement, but the decisions regarding summer employment and the nature of the compensation, as well as how advisement is handled during that period should be determined by the department. Lawry suggested that the administration send a memo to the Deans and Department Heads indicating their acceptance of this recommendation. Wilkinson said that some departments do not have funds to do that. Halligan replied that when he was department head he worked out such deals all the time. For example, you could compensate a faculty member for summer advisement by giving them money to go to a national meeting.
6. 96-12-04-FAC **Changes in Appendix D:** Under study. Halligan recently received response from Legal Counsel, which is now being reviewed by Keener.
7. 97-02-02-ADHOC **Patent Policy 1-0202:** Collins said they had talked with the ad hoc committee on further suggestions and the policy is currently being reviewed by the Research Council. Depending on the number of changes it could come back to Faculty Council. It will also go through Dean's Council, Legal Counsel and then to the Board. Lawry suggested that if it comes back to FC it should be sent to the newly formed Research Committee.
8. 97-03-02-FAC **Faculty Appointment Periods:** Delayed pending further discussion of summer compensation issues.
9. 97-04-01-ASP **University Academic Format Policy and Procedures Statement 2-0207:** The administration accepts with the modification to include the statement that justification must be provided when requesting time/date change in a final exam.
10. 97-04-02-ASP **Recognizing Bachelor's Graduates who Have Achieved Academic Distinction:** Keener is reviewing with the Registrar.

11. 97-04-03-ASP ***Guidelines for Scheduling Common Evening and Final Exams:***  
Keener is reviewing with the Registrar.
12. 97-04-04-ASP ***Guidelines for Requesting Common Evening and Final Exams:***  
Keener is reviewing with the Registrar.
13. 97-05-02-ASP ***Convocation/Commencement Ceremonies:*** To President Halligan.
14. 97-05-03-ASP ***Timely Reporting of Course Grades:*** To President Halligan.
15. 97-05-04-ASP ***Missed Classes:*** To President Halligan.
16. 97-05-05-LRP ***Transfer Student Programs:*** To President Halligan.

## REPORTS OF STANDING COMMITTEES:

### A. ACADEMIC STANDARDS AND POLICY — Joe Williams

Williams recognized other members of the committee present: Fred Kolch and Brant Adams. Williams introduced the recommendation, "Reexamining Requirements Associated with Dean's and President's Honor Rolls for Part-Time Students. *The Faculty Council recommends to President Halligan that:* 1. Rules (6.11 Honor Rolls) identifying part-time students appearing on the Dean's and President's Honor Rolls be changed to identify only part-time students who achieve the required GPA for the respective designation while enrolled as a part-time student. Only grades accumulated while the student was enrolled as a part-time student would be considered in calculating the accumulated grade point for part-time student honor roll recognitions. 2. A new recognition be identified for part-time students who earn a 3.5 or higher GPA during any regular or summer session. This designation would be given to any student who has accumulated less than 12 hours as a part-time student. The designation would be "Honor Roll." 3. Once a student has accumulated 12 or more hours as a part-time student he/she would be evaluated for inclusion on the Dean's/President's Honor Roll. Hours included in this calculation cannot be used for future Dean's/President's Honor Roll recognitions. Williams presented four examples to illustrate the changes. Moder asked to what extent this was just a problem of summer school. Williams said it was a problem for both summer school and part-time students during the regular semester. Moder suggested that the problem in summer school could be solved by saying that 3 hours is not part time. Lawry said implementation of this recommendation would require the Registrar to keep track of this. Williams said he had talked with the Registrar about this. Schwarz commented it appears there would be a lot of honor roll designations during the summer. Adams said there would not be more than there are now. The main problem is the floating 12 block allows students to be on the President's Honor Roll every 3 hours. Williams added that in his first example the student could be on the President's Honor Roll 20 times. Gethner asked if it would not be reasonable to have a minimum number of hours below which there would be no honor roll designation. Schwarz offered the amendment that students had to be full time in the summer to qualify for the honor roll designation. Allison seconded the motion. Buchanan said that he would rather see a 3-hour minimum. Williams said that he would accept a 3-hour minimum. Moder pointed out that if students are full time then they do not need this designation since they qualify for the regular honor roll. Lau said that during the regular semester a student could take one hour and get an honor roll designation. As discussion continued it became clear that many people were confused by the issue. Moretti moved the motion be tabled so the committee could rework the recommendation in light of the discussion. Allison seconded the motion. The motion passed. Williams moved the following recommendation: Convocation/Commencement Ceremonies. *The Faculty Council recommends to President Halligan that:* An ad hoc committee consisting of Registrar's Office, Dean's Council, Student Service Directors, Faculty, University Commencement Committee members, and graduate and undergraduate student representatives be appointed and given the charge of developing and/or reviewing policies concerning attendance/participation at convocation/ commencement activities. The reason for this is that a large number of students participate in commencement that do not graduate and in some cases are nowhere close to graduation. In some cases their family and friends believe the student has graduated. Moder said there will always be a large number of students that have almost finished their degree but for various reasons would like to go through

commencement. Allison said there should be a disclaimer broadcast. Williams replied there is a disclaimer. Halligan said when he was dean the students needed to have a Dean's Card in order to go through graduation. The grades were not in but the card was issued if the probability was good that the person would graduate. Motion passed (not unanimous). Horn presented the recommendation on Timely Reporting of Course Grades. *The Faculty Council recommends to President Halligan that:* The Registrar send an informational written notice to individual faculty (only) whose course grades are not received by the Office of the Registrar on or before the deadline at the end of each semester. Horn said that many students are affected (4254 over the last 9 semesters) and this can cause great anxiety. It also can affect scholarships, financial aid, academic probation, skews GPA and affects the class standings for all students. Allison asked about the current procedure. Moretti replied that currently the Registrar calls the Dean who contacts faculty and department heads. Keener said the Registrar does not have any authority over the faculty. Allison asked why a faculty member would not know he was late. Kimbrell replied that she had turned her grades in electronically at 4:30 but was on the late list since the grades did not reach the Registrar by 5:00. Buchanan said that they could be late if they were submitted to a secretary in the department and the secretary did not get them in on time. Lau gave three reasons that a faculty member could be on the list (which was long) and not know it. The grades could have been submitted electronically and the batch job did not run until after 5. An assistant could have turned them in late. The course was an extension course and arrangements were made to turn in grades late. Wilkinson suggested that the Registrar not word his memo in a punitive way since faculty have a hard time meeting these deadlines. It should be for information only. Horn said if his grades were late he would like to know it. Gasem suggested having a buffer day. Horn said that, in fact, there is a buffer already included since there is some time needed to complete grade entry before the grade reports are printed. Motion carried (not unanimous). Williams asked Brant Adams to present the recommendation on Missed Classes. Adams said the recommendation was just an encouragement to the faculty not a policy to be enforced. It is also not an indication that faculty have been unreasonable to students. *The Faculty Council recommends to President Halligan that:* The following recommendation should be communicated to faculty and instructional staff each semester by the Executive Vice President: Faculty are encouraged to be sensitive when students miss class sessions for legitimate reasons, which may include, but not be limited to, circumstances of emergency, illness, personal or family tragedy, legal obligations, professional and pre-professional activities, and essential university sponsored activities; and that faculty again be encouraged to clearly detail their expectations regarding class attendance in the course syllabus, as well as the procedure(s) and criteria for excusing or not excusing absences, for making up missed work, and the consequences of non-compliance. Adams pointed out that the nature of the course will dictate to what degree a student is able to miss classes and not have a serious impact on meeting the objectives of the course. Lawry moved that the *recommendation be amended* by removing the portion after "Executive Vice President:" up to "and that faculty again be" replaced by "Faculty are...." Allison seconded the amendment. Lawry said that in his experience students are increasingly missing classes for no good reason. The message here is that we should be more and more understanding when, in fact, we should be getting tougher with these people for missing out on their education. Of course faculty should be sensitive to real problems students are having. Schwarz agreed with the amendment. She added that Faculty Council should not be in a position of reprimanding the entire faculty because a few faculty members are not sensitive. Williams said that we do have faculty who are insensitive. He gave an example of a faculty member who would not excuse a student to go to their grandmother's funeral. There was also an example of a faculty member who would not excuse a student to go to a second job interview. Today we are seeing more non-traditional students who are working and have legitimate needs. Moder said that we are all interested in being sensitive; however, the list of things in the recommendation could be misinterpreted by the students who might think certain fraternity/sorority activities are university-sponsored activities. Robinson said that many of the problems people have are not documentable, for instance, my child was sick. So, if I am taking non-documentable excuses from one group, what do I do with another group. Ackerson asked about students who have a large number of legitimate excuses but miss so much class that there

is no way for them to be successful in the class. Williams suggested giving the student an "I." Moretti said that it was against university regulations to give an "I" and have the student retake the course. Adams said that the committee is trying, with this recommendation, to express a spirit of sensitivity. The amendment passed (not unanimous). Motion passed.

## **B. CAMPUS FACILITIES, SAFETY, AND SECURITY — Jeff Anderson**

1. *Safety Training on WWW* — the safety training modules developed by OSU Physical Plant Services are an excellent opportunity to provide voluntary safety training for students, as well as mandatory training for employees. The URL is: <http://www.pp.okstate.edu/ehs/modules/home.htm>. Alternatively, from the OSU homepage, click on services, environmental health and safety, safety training, then training modules. 2. *Student Shopping Shuttle* — the shopping shuttle is at about 85% funding with a few potential supporters pending. Thanks to the President, Vice Presidents, International Student Services, Albertsons, GSA, Residential Life, and the Office of International Programs. Many others, on and off campus, have been very supportive of this opportunity to provide local transportation to students. They hope to begin service in October, 1997. 3. *Transportation* — a core group, working in conjunction with the Parking and Traffic Rules and Regulations Committee, will continue to meet to develop recommendations to better integrate bicycle, pedestrian, and automobile traffic. They plan to develop short-term recommendations for acute problems and initiate long-term master planning. Anyone with an interest in participating should contact Jeff Anderson, [jander@okway.okstate.edu](mailto:jander@okway.okstate.edu), 744-5422.

## **C. LONG-RANGE PLANNING — Dave Buchanan**

Buchanan pointed out that two months ago the LRP committee brought a paper on transfer students to discuss and last month Joe Weaver gave a report on the status of transfer students. The committee wishes to follow up on these discussions with the following recommendation: Transfer Student Programs. *The Faculty Council recommends to President Halligan that:* OSU will continue to develop programs to enhance the experience of transfer students at OSU. The administration will report to the Faculty Council not later than April 1998 concerning progress in development of programs, evidence of the initial success of such programs and an outline of how future success will be evaluated. The motion passed.

## **D. RETIREMENT AND FRINGE BENEFITS — Warren Finn**

The open enrollment period for all the benefit packages will end May 30, 1997.

## **E. RULES AND PROCEDURES — Rich Paustenbaugh**

The committee has asked several members of the faculty that have law degrees to serve on the RP committee. All that have been contacted have rejected the offer to serve.

## **REPORTS OF LIAISON REPRESENTATIVES**

### **Athletic Council — Dennis Bertholf**

Bertholf reported that the committee met on April 17. The Fiscal Affairs Committee reported they were running a slight deficit but with the purchase of season football tickets they will be in the black by July 1. The Gender Equity Committee has sent a draft proposal to Halligan.

### **Research Council — Gerald Horn**

Horn reported that the Research Council met on April 11 and discussed two issues. The first was on GAMS by Linda Lucas and the second concerned the mechanics for a joint research and

educational partnership between OSU and Tinker Air Force Base under the expanded agreement that was recently signed. In addition to the research dimension of this partnership the agreement is hoped to expedite the formation of educational programs for undergraduates, internships of graduate students and a summer work program. An article in the April issue of the *OSU Magazine* describes this educational and research partnership. The Web address for further information on this partnership is <http://stbbs.wpafb.af.mil/STBBS/info/techneed/index.htm>.

### **Student Publications Committee — Rich Paustenbaugh**

Paustenbaugh reported that Jim Luetkemeyer was appointed as fall editor of the O'Colly. There were two candidates and both had excellent credentials.

### **Emeriti Association — A. B. Harrison**

Harrison reported that Dan Lingelbach will be the new chairman of the Emeriti Association. There will be an open house in Bennett Hall on May 21 from 2-4 p.m. and all faculty are invited.

### **Staff Advisory Council — Carolyn Lunsford**

Lunsford reported that SAC passed a motion to support the dismissal of classes to celebrate the Martin Luther King Jr. holiday with appropriate activities planned in recognition of the day. However, the university should remain open and fully staffed unless the administration counts the day as an official university holiday and makes no change in the already scheduled holidays except for the addition of this day. The applications for the SAC scholarship are due June 30 with awards to begin this fall. New members have been elected and the new officers will be elected at the June meeting. There were 92 units of blood collected at the March faculty/staff blood drive. The next drive will be June 26 from 9 to 3, but there is a possibility of extending to two dates.

### **OLD BUSINESS:**

Moretti distributed a letter from EVP Keener giving the SGA resolution to have classes dismissed for the Martin Luther King, Jr. holiday, some options for making up the missed classes, and asking for Faculty Council input. This was referred to the Academic Standards and Policies Committee. Please forward your input to Gerald Horn.

### **NEW BUSINESS:**

Moretti also distributed a handout detailing the grievances during the 1996-7 academic year. There were 14 grievance cases, 9 involved Re-appointment, Promotion, and/or Tenure; the other 5 concerned administrative problems. Of these 14 cases, 2 were settled and withdrawn before filing, 1 was rejected as untimely, 2 have been routed to mediation, and 9 went to an informal screening committee of three past Faculty Council Chairs. Of these, 3 were rejected without formal hearings, 1 was settled, 1 is stalled in negotiations and may go to a formal hearing, and 4 went to a formal dispute resolution hearing. Of these, 1 found in favor of the grievant and 3 are still conducting hearings. Moretti added, "In my opinion, the formal process would be more effective if it followed an 'inquiring committee' model rather than an 'adversarial/judicial court-of-law' model."

Moretti also distributed a handout on Faculty Development. The currently supported activities listed were: Start-up costs for new faculty, travel to professional meetings, sabbatical leaves, Big 12 fellowships, departmental purchases of computer hardware, software and technical support, workshops on campus to assist faculty with multi-media presentations. Additional activities on which available resources could be spent include: Travel to conferences to which faculty have been invited, grants to acquire specialized software to promote the research or

teaching effort, and visiting scholars. Comments on this topic should be sent to Janet Cole, Ed Lawry, or Dave Buchanan. Moretti thanked Diane LaFollette for keeping him from making major mistakes, for making a lot of things easy that could have been hard, and making a lot of things pleasant that may not have been. Moretti then handed the gavel to Buchanan.

Buchanan made the following resolutions:

**Resolution 1**

*Whereas* Peter Moretti has served as Councilor, Vice-Chair and Chair of Faculty Council in an exemplary manner and

*Whereas* members of Faculty Council have enjoyed his insights and his humor and

*Whereas* he has encouraged discussion and brought issues to resolution

*Be it resolved* that the OSU Faculty Council commends Dr. Moretti for his excellent service to Oklahoma State University and that this commendation be conveyed by a hearty round of applause.

**Resolution 2**

*Whereas* the graduating class of Faculty Council members for 1997 have served Oklahoma State University with diligence and excellence

*Be it resolved* that the OSU Faculty Council thank the outgoing Councilors for their outstanding service and that these thanks be conveyed by a hearty round of applause.

**Resolution 3**

*Whereas* Diane LaFollette has served as secretary in the Faculty Council office in a most pleasant and efficient manner and

*Whereas* she has worked “above and beyond” the call of duty in her many efforts on behalf of the Faculty Council

*Be it resolved* that the OSU Faculty Council express its deepest appreciation to Diane for her dedication and excellent attitude and that this appreciation be conveyed with another hearty round of applause.

The meeting adjourned at 5:15 p.m. The next meeting of the Faculty Council is June 10, 1997.

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Dennis Bertholf, Secretary