

David Buchanan called the meeting to order with the following members present: Ackerson, Bertholf, Bice, Bierman, Cole, Dawson, Edgley, Farr, Gedra, Horn, Hsu, Kimbrell, Krenzer, Lawry, Locy, Martin, Miller, Moder, Montgomery, Richards, Robinson, Sisson, Smith, Warde, and Wilkinson. Also present: Beer, Birdwell, Blakley, Clark, Collins, Harp, Keener, Knottnerus, Lingelbach, Mitchell, Oehrtman, and Watkins. Absent: Arquitt, Finn, Schwarz, and Scott.

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Dr. Buchanan announced that President Halligan was attending the NCAA meeting. Dr. Halligan has provided a schedule of future NCAA meetings. If there are conflicts with future meetings Faculty Council will try to adjust the schedule to accommodate his schedule since he would like to attend all Faculty Council meetings. Dr. Warde moved acceptance of the December 9, 1997, Minutes. Dr. Horn seconded the motion. The Minutes were approved. Dr. Warde moved acceptance of the, January 13, 1998, Agenda. Dr. Bice seconded. The Agenda was approved.

SPECIAL REPORT: UPDATE ON OMBUDS ACTIVITIES — Carolyn Hernandez

Dr. Hernandez assumed her responsibilities in September 1996. From that date until January 1997 there were three faculty that asked for her assistance on grievance issues and from January 1997 until present nine faculty were given assistance on grievable issues. The issues that have been raised were policy issues including promotion, tenure, appraisal and development and faculty disagreement. Mediation was suggested to about one half of these. Most of the people were mainly interested in information and did not want to take their problem to mediation or a grievance. One did use mediation and it was successful. Since her work and the grievance process are both confidential, it is not known if any of the others pursued a formal grievance.

Dr. Hernandez feels that most of the people she has helped were satisfied with the information they received. Dr. Buchanan asked if people were aware of the existence of her office. She replied that many of the people have said they were not aware of her office until they were referred to her by someone on Faculty Council. There was an article in the paper but for the most part faculty are not aware that there is an ombuds at OSU. Dr. Buchanan asked if there had been any impediments to doing the job of being ombuds and affirmative action officer. Dr. Hernandez replied that there had not. It is something that could occur but to this point has not since most of the time the requests have been for information and help in communicating with the other person. Dr. Mitchell asked how many other people with non-grievance problems had used her office. Dr. Hernandez replied that 45 or 46 faculty and staff visited her office during 1997. Most of them had been staff and the issues ranged from miscommunication to pay issues to sexual harassment. The frequency of these visits has been increasing.

SPECIAL REPORT: HEALTH CARE UPDATE — Leo Blakley

Dr. Blakley said there was a story on Morning Edition that reported that health care costs had decreased in 1996. The story was somewhat misleading since shortly after the Clinton health care bubble burst and it was clear that there was not going to be a national health care program things changed and prices have been rising. It is not just OSU's plan that is having trouble since the State plan is experiencing the same problems. To make estimates of what OSU will need to fund the program for the 1998-1999 year, Drs. Blakley and Oehrtman found that from 1996 to 1997 prescription costs increased 14.97% and the number of prescriptions increased 8%. They also found that the cost of medical procedures increased 8% and the number of procedures increased 6%. Using these figures and using different estimation schemes, they estimate that the 1999 costs will be between \$22.6 M and \$23.1M. American Fidelity estimates the 1999 costs to be \$22.8M. These numbers do not include approximately \$2M need to fund the claim reserve fund and to pay AF to administer the plan. If premium growth is also assumed to be increasing at the same rate as in 1997 then the plan would generate \$16.9M in 1999. If premiums were to increase 30% then the premiums would generate \$21.5M. American Fidelity says the plan needs a 40% increase in premiums. The other way to balance the budget is to cut costs. That is, pass more of the cost to the faculty and staff. In the PCS program: the addition of a \$100 individual/\$200 family front-end deductible with 20% copay for 34-day supply would save \$0.5M, paying only generic price would save \$0.05M, mail ordering up to a 90-day supply would save \$0.06M and the elimination of the PCS prescription drug program would save \$1.7M (Dr. Blakley feels this estimate is too high). For the rest of the program: an increase of deductible from \$250 to \$400 (individual) would save \$1.4M, a decrease in copay from 90/10 to 85/15 in-network and from 80/20 to 70/30 out-of-network would save \$1.2M, a decrease in copay out-of-network to 70/30 would save \$1M, elimination of the \$300 supplemental accident benefit would save \$0.3M and the elimination of the \$55 Wellness incentive payments would save \$0.17M. There are also some cost increases. Some people are getting close to the \$250K maximum so the committee feels it should be increased to \$300K and this would cost \$.07M. Implementation of HIPAA legislation will cost \$0.6M. The mental health parity will cost \$0.28M and the Immunization State Legislation will cost \$0.096M. Dr. Lawry said he was having trouble understanding how these problems arose. It was less than a year ago that Dr. Birdwell reported that all our benefit packages were being renegotiated which would decrease costs. It appears that health professionals in Stillwater are getting less from us this year than last year. The assumption was that cost trends had been examined at that time. It turns out that this prediction was not close. Is there an explanation for this? Dr. Blakley replied that the biggest problem in our system and the State system was that they both had a backlog of unpaid claims. At this critical time when the costs were starting to escalate, and future costs were being predicted, the data was showing that costs were decreasing. It is also very hard to get accurate data on the premium income. Dr. Lawry suggested that if the data is flawed how can we be assured that the solutions given will solve the problem. Dr. Blakley said the techniques they are currently using should give better predictions. Dr. Lawry said that if we could not figure it out

last year when we had an opportunity to look at the complete package, how can we hope to get it right this time. Maybe a consultant should be hired to study the problem. Dr. Blakley said we do have the option of joining the State system but they are going through similar problems. Dr. Martin asked how administrative costs of our program compares with those of other programs. Dr. Oehrtman replied that the administrative costs were not included in this data. Ms. Prater added that the employees of Stillwater Medical Center are paying \$500 per month for medical insurance. Dr. Blakley said that the State program is charging \$171 for the employee, \$205 for the spouse and \$240 for the children. At a 40% increase our rate would go to \$211. Dr. Birdwell pointed out that from 1991 until now our program has had one rate increase and at one time we had a surplus. At the beginning of this year we had some recognition that costs were beginning to increase. When we were 3 to 4 months into the year we knew we were not going to be able to pay all the claims. What we can not control is what we are charged and how many people use the program. Last year the projection from the actuary was that PCS might cost us \$100K more and it looked like a great benefit to provide. It is not that the contract with the administrator has increased but that utilization and cost have increased dramatically. This will have an impact on next years budget. Given the national trends, raising premiums and reducing costs still may not get us to a balanced program. In about one years time we have gone from a \$3M surplus to a deficit just because of increased utilization. Dr. Edgley asked why. Are more people getting sick? Dr. Blakley said one of the reasons has to do with advertising. People are now asking for particular brands of medicines that have been tinkered with so that there is not a generic substitute. The quantity of claims may be caused by our group becoming older. We are all using more drugs. Dr. Horn asked if we were collecting data in order to evaluate the effectiveness of the Wellness Program in reducing health care costs. Dr. Blakley said that Jim Rogers has a research project to measure this and should have some results in about a year. Dr. Edgley pointed out that there is a conflict of interest in having the Wellness Center do such a study. He also asked who will be deciding what course we will follow to solve this problem. Dr. Birdwell said that the administration will make the final decision after getting recommendations from the Health Care Committee and input from Faculty Council and the Budget Committee. Dr. Blakley also pointed out that 1996 data shows that OSU is spending 5.3% of its salary-benefit package on health care compared with a national average of 7.8%.

REPORT OF STATUS OF FACULTY COUNCIL RECOMMENDATIONS:

Executive Vice President and Vice Presidents

- 94-12-01-SALR ***Composition of Future Information Technology Committee:*** Under review. Some input regarding committee charge and membership has been received from the Deans, and Drs. Moretti and Buchanan. Final draft is being prepared for final reviews.
- 96-12-04-FAC ***Changes in Appendix D:*** Under review. Awaiting input from Deans. Dr. Keener will work with Legal Counsel to draft wording changes to more clearly delineate the role of Ombuds and provide additional specifics regarding membership to the Informal Review Committee. Requires Board approval.
- 97-02-02-ADHOC ***Patent Policy 1-0202:*** Under review. Will be resubmitted to Faculty Council to consider the changes made by Research Council, Dean's Council and Legal Counsel.
- 97-04-03-ASP ***Guidelines for Scheduling Common Evening and Final Exams:*** Administration agrees in principle, but defers decision awaiting new computer system. Dr. Vitek has coordinated this review with the Registrar and the Faculty Council committee. Draft revisions are being considered.

Because of the extensive computer reprogramming involved, CIS must postpone until new computer system is operating.

- 97-09-01-FAC ***Policy and Procedure Letter on Reappointment, Promotion and Tenure:***
Under review. September 9, FC approved the draft P&P as revised by the Faculty Committee. The draft has been forwarded for review, to include Deans Council.
- 97-09-02-FAC ***Return of Policy and Procedure Letter on Reappointment, Promotion and Tenure to Faculty Council Before Action by the President:*** Pending review of draft P&P Letter.
- 98-01-01-ASP ***Change in University Academic Regulation 1.6 entitled "Scholastic Requirements for Continuing Enrollment of a Student Under Academic Probation in an Undergraduate College":*** To President Halligan

Dr. Keener thanked Faculty Council and all the faculty for getting grades in on time. There were only six grades missing at 5:00 p.m. on Tuesday, December 23. All of these were in independent study courses and there were reasons that these had not been submitted.

Dr. Keener announced the president will take a plan for making up classes missed on MLK day to the regents for their approval. The recommended plan is for all **Monday only classes** to be rescheduled for the Saturday following the Monday of MLK day when no classes will be held. All other classes can be scheduled on that Saturday or rescheduled as each faculty member sees fit. This plan will be implemented during the **spring semester 1999**. Dr. Lawry asked about the status of the P&P letter on Faculty P&T process. Dr. Keener said it was to go to the Dean's Council last month but it did not. It will be taken to the Dean's Council soon.

REPORTS OF STANDING COMMITTEES:

A. ACADEMIC STANDARDS & POLICIES — Gerald Horn

Dr. Horn, on behalf of the committee, brought the recommendation titled, "Change in University Academic Regulation 1.6 entitled 'Scholastic Requirements for Continuing Enrollment of a Student Under Academic Probation in an Undergraduate College.'" **The Faculty Council Recommends to President Halligan that:** 1. Undergraduate students on academic probation should not be required to enroll in any minimum (presently 12) semester credit hours. The student and his or her advisor should be responsible for determining the number of credit hours in which the student enrolls. 2. That paragraph six of this academic regulation, which defines part-time students status versus "full-time probation students" be deleted and replaced with the following statement: Any student, regardless of the number of hours completed in the semester, must achieve a semester grade point average of 2.00 in coursework eligible for GPA calculation (excludes remedial, activity and performance courses) or have raised their graduation retention grade point average to specified standards, as shown below, in order to continue to be enrolled. If total hours attempted are 0-30 then the minimum retention GPA is 1.70 and if total hours attempted are 31 or more then it is 2.00. The rationale for this is that present OSRHE policy does not require any minimum credit hours of enrollment for undergraduate students on probation so the current OSU regulations are overly restrictive and punitive. The changes would simplify this regulation and its execution and would promote retention. It would return control of course load to the student and his/her advisor. Dr. Lawry said after discussions with a colleague and looking at the data reported in the O'Colly concerning student attitudes about education, he has changed his mind about this recommendation. This recommendation is making the rules easier for the

students. It does not look like a big thing but to stop the decline we have to stop somewhere. Dr. Moder said that there still are rules. You still have to raise your GPA up to the required level. The general principle is fine but it does not seem to apply very well to this recommendation. Dr. Lawry replied that it is not a serious weakening of the rules but it does weaken the rules. When the 12-hour rule was put in place, it was done for a reason. That reason could be that students go on probation because they are not applying themselves or are not working hard at this. If they are going to be serious about going to school, they have to take enough credits to get their attention. Dr. Montgomery said we have part-time students and that if such students get into trouble with 6 hours then they should be able to get out of trouble with just 6 hours. It is also possible that the students with attitude problems are not the same students that are on probation. It would not be appropriate for us to reject this recommendation because of our concerns about student attitudes. Dr. Ackerson pointed out that the newspaper comparison was between today's students and those in 1968. Many students were serious about school in 1968 because they did not want to be a part of a retreating army. Dr. Wilkinson said that there are students that do not take the professionalism of the discipline as seriously as they might. It affects us. There are faculty who are thinking of leaving because they do not think the OSU students are serious. Dr. Edgley added that this may not be the place to take a stand but anyone that thinks Dr. Lawry's point is not true has their head in the sand. We will need to do something about this problem or we will lose the standards and qualities we have associated with education for many years. Dr. Horn said that he too was worried about the weakening of the rules but favors this recommendation because the current rules are punitive and require unnecessary administrative involvement in the process. The decisions should be left to the student and the advisors. Dr. Robinson said that many of the students who are being suspended are students that are carrying extremely heavy work loads outside of school. Having to stay enrolled in 12 hours puts them at a greater risk. Dr. Gedra pointed out that number 4 of the Rationale says that students, who petition for re-instatement after being suspended for dropping below 12 hours while on probation, have always been re-instated. If this is the case then we are not relaxing the rules. Motion carried.

B. BUDGET — Carol Moder

Dr. Moder handed out an informational update giving a revenue/expense analysis of summer school for 1996 and 1997. The committee has been investigating the administration's policy on summer school. There is a lot of miss-information about the nature of the policy. Faculty were concerned that the administration's policy is for summer school to make money. However, administration's goal is not to make money but to try and make summer school come close to breaking even. The policy is being implemented by encouraging deans and department heads to think about course offerings to see if they are allocating resources as efficiently as possible. The administration will accept an argument that a particular course has to be offered for programmatic reasons. Dr. Lawry said that when you talk about summer school in terms of classes offered you are thinking of summer school as only the teaching part of the university's activities. Dr. Moder replied that the figures compare the student credit hours generated and the hypothetical fees that they would generate (hypothetical because fee waivers are not considered) with the total cost attributed to the instructional budget. Dr. Lawry asked about summer research. Dr. Keener replied that if someone is doing research on an instructional account then it would be counted but if they are on a research account they would not be counted. The administration's idea is to only count activities directly related to teaching the courses. Dr. Moder said that Mr. Weaver had said that some departmental administrative costs were included. Dr. Wilkinson said that some colleges, like Education, which have many teachers enroll during the summer, need to have a larger summer program than others. In these colleges some of the faculty have 11 or 12 month appointments and their salaries are prorated over the 12 month period. Dr. Moder said that it may lead to some of the deficits shown in the hand out and are probably part of the colleges justification for running a summer deficit. Colleges that are

allocating their funds in a way the administration considers reasonable can ask for extra funding for summer school. The committee also discussed the issue of whether the policy of accounting for summer school separately made sense or whether summer school should be thought of as a part of the full year budget.

C. FACULTY COMMITTEE — Ed Lawry

The committee is continuing to study the A&D process and distributed the report written by Michael Mills and Adrienne Hyle. The committee was hoping to complete their study and make a recommendation before this years A&D process started but was unable to do so. The recommendations that should be ready next time will be for the most part based on the study by Mills and Hyle. One of the recommendations will be that the study should be distributed more widely. Any faculty member who would like a copy can contact Diane LaFollette. Faculty Council members are urged to read the study in preparation for discussing the recommendations next time. The executive summary of the study under a section titled "Faculty Satisfaction" says, "In general terms, faculty are satisfied with the A&D process. They believe they are treated fairly, receive constructive feedback on their performance, and are able to demonstrate their achievements." Under a section titled "Recommendations for Improvement" it says, "...Faculty who are concerned with A&D's appraisal function express a desire for greater clarity and information about the process and the criteria applied. Other faculty members would prefer a more developmental process, and further suggest greater faculty involvement in the evaluation process....In addition, since department heads are key actors in the process as it currently operates, faculty suggest that heads need to be more supportive of faculty members' strengths and more candid in identifying shortcomings. To these ends, heads should have training in how to facilitate the A&D process."

D. RULES AND PROCEDURES — Gene Krenzer

More than half the people that were asked to review the voting roster proof lists, for their area, have returned them. They seem to be in pretty good order. If you have not completed your review please do it as soon as possible. Next month the FC will nominate two people to run for Vice Chair. Be sure the person you intend to nominate is willing to serve. Dr. Buchanan added that at the end of the next meeting we will have two nominees to put before the entire faculty.

REPORTS OF LIAISON REPRESENTATIVES

Athletic Council — Dennis Bertholf

The Athletic Council met on Dec. 18. The council approved a waiver of the Dead Week policy to allow the football banquet to be held on the Saturday of Dead Week. The Fiscal Integrity Committee reported that each Alliance bowl would bring in about \$600K to OSU. There is now a summary of NCAA legislation on the web at WWW.ncaa.org. Marilyn Middlebrook reported that she is working with Disabled Student Services to get more help for student athletes with learning disabilities.

Emeriti Association — Dan Lingelbach

There has been an automatic ID entry system installed at Bennett so the Emeriti Association was able to use the facility while the students were gone. This the first break in which they were not locked out of the facility. There will be two metered 30 minute loading zone spaces installed in the parking lot near the emeriti area.

Staff Advisory Council — Cindy Prater

SAC, in cooperation with University Personnel, is hosting a brown bag lunch seminar Wednesday, February 11, in Case Study 1, Student Union. Bill Weeks will present a seminar on facilitating effective meetings and proper parliamentary procedures.

Introduction:

Kara Clark was introduced as the O'Colly representative. Ms. Clark said she is an Agricultural Communications and Animal Science double major.

Old Business:

Dr. Edgley asked whether the Athletic Council was going to discuss the movement of the Nebraska game to Kansas City. Dr. Bertholf replied that at the last FC meeting he had asked for faculty input on this issue and that he had not received any. At the last AC meeting Dr. Phillips had reported on the process but there was no information presented that had not already appeared in the press or in Dr. Birdwell's report last time. Dr. Edgley said that there are several faculty concerned about this issue. From the report last time it is clear that we are for sale to the highest bidder and that the Athletic Council should see to it that this does not happen again.

Dr. Moder said that she understood that there was a very good response for proposals for the Big 12 fellowships and asked if there were established criteria for who will be awarded the fellowship. It would be of interest to faculty as to who received the fellowships and the kind of material that needs to be submitted with an application. Dr. Lawry replied that in early December the Faculty Committee received the files of all applicants and the announcement in which the criteria were listed. The committee reported their rankings to Dr. Keener based on the announced criteria. Dr. Lawry added that he was greatly heartened by the quality of the applications and the good work being proposed. There is not enough funding to fund all the people that applied. Dr. Keener added that other people in his office looked at the applications as well as the Faculty Committee and the awards have been announced. The criteria were left somewhat vague so as to allow many different types of projects to qualify. These fellowships are not travel grants. Dr. Keener said we also want to attract faculty from other campuses to our campus and urges the faculty to work in that direction. Dr. Moder asked if a list of funded projects would be released. Dr. Keener said they could be collected into a booklet for people to see. Mr. Locy asked about enrollment this semester. Dr. Keener replied that we are up about 350 which is largely due to improved retention. Mr. Locy asked if there was a decrease in international enrollment do to the monetary crisis in Asia. Dr. Beer replied that there are some indications from the International Student Association President that some of the southeastern rim students are leaving because their families can no longer support them. There is a special concern for those approaching graduation. There will be a meeting with the Bursar to discuss this issue. In individual cases the Bursars Office has been very helpful in extending the final payment into the summer to allow the students to get a job before making the final payment. In the past these students have been very good about meeting their obligations.

Dr. Kimbrell said that some faculty have complained about the early grade reporting deadline. The concern was over how the short deadline affects the quality of grading. Dr. Keener said that normally the deadline is the one set by the Faculty Council years ago. This time it was moved up one half day since the semester finished so close to Christmas. Dr. Kimbrell said that the real concern was why grades had to be in before Christmas. Dr. Keener said there are deadlines for students that have financial aid, for those that must meet certain grade point averages for scholarships and for students who are on probation. We try to give students enough time to make decisions, check for errors, or make appeals in order for them to enroll for the next

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semester. From the last final to the time for grades to be submitted we allow four days and some institutions allow less time. In general, grades key several other processes that must take place before the next semester starts. Dr. Kimbrell asked if the university will continue to be closed for the week between Christmas and New Years. Dr. Keener said as far as he knew it would. There are a lot of people that do work during this time. Dr. Lawry said some faculty asked if the time could be extended in May to make up for the shorter time in Dec. Dr. Keener said he would be willing to look at it again but when it was studied before the restrictions were such that there really is not more time in May or in summer or in fall semesters when we do not finish so close to Christmas. Dr. Moder asked why there was no access to PETE over the break. Dr. Keener said that sometimes the computer must go down for large maintenance items and they always choose days when the university is officially closed. Dr. Buchanan said the whole system was down for two days but PETE was down longer than that. Dr. Lawry said that it was down for a week and a major research university should not have its card catalog down for a week. Mr. Bierman said the system was down for two days while they did some major electrical work and it was announced that it would be down. Mr. Locy added that PETE was up in the library except for those two days.

The meeting adjourned at 4:40 p.m. The next meeting of the Faculty Council is February 10, 1998.

Dennis Bertholf, Secretary