

FACULTY COUNCIL MINUTES
250 Student Union
September 8, 1998

President Halligan called the meeting to order with the following members present: Arquitt, Bertholf, Bost, Carlozzi, Cole, Daugherty, Dawson, Edgley, Gedra, Gregson, Hallgren, Hoffer, Hsu, Johannes, Kimbrell, Krenzer, Locy, Martin, Miller, Moder, Montgomery, Peck, Rhoten, Sanders, Scott, Sisson, Tilley, Warde and Wilkinson. Also present: Beer, Collins, Conway, Harp, Hironaka, Hromas, Jennings, Jones, Keener, Mitchell, Weaver, and Webb. Absent: Eastman

HIGHLIGHTS

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Dr. Warde moved acceptance of the June 9, 1998, Minutes. Dr. Moder seconded the motion. The Minutes were approved. Dr. Warde moved acceptance of the, September 8, 1998, Agenda. Dr. Moder seconded. The Agenda was approved.

SPECIAL REPORT: FY99 BUDGET — **Joe Weaver** reported that the entire collection of slides he presented could be found on the OSU Homepage. The State Regents for Higher Education were awarded \$64 million in additional funds over FY98. Dr. Halligan added that there was a meeting of all the Presidents and the Governor and he said you can either get \$10M or \$60M. If you are going to get \$60M thou shalt work for and get approval of the Tulsa deal. That is clear. There may be some things about the Tulsa deal that you do not like but faculty raises were dependent upon it. Mr. Weaver pointed out that as a group the OSU agencies received about \$12M. The Osteopathic college received the largest increase due to a case they made for equity with the Health Sciences Center. Dr. Halligan added that the College of Medicine needs to broaden its scope to become a full-fledged research institution and in order to do that it needs increased funding. Mr. Weaver said the general university received about \$6.5M in additional funding which was about a 6.5% increase. The total revenue for the university is about \$455.6M which is broken down as: State Appropriations 41.6%, Auxiliary Enterprises 18%, Fees 13.2%, Sponsored Programs 12.1%, Student Aid 8%, Student Aid 4.6%, and Federal Appropriations 2.3%. Since the State Appropriations make up only a portion of the revenue, a 6.5% increase in state funding does not translate into a 6.5% increase in total funding. A comparison of OSU's tuition and fees (\$2356), with those of the surrounding states, shows only

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NMSU (\$2346) as being lower. The others are U of MO, \$4164, U of AR, \$3136, U of CO, \$2977, Avg. of UT, TA&M, TT, \$2912, and KSU & KU, \$2452. The enrollment trends are again positive. OSU's enrollment is 20,300 to 20,400 this fall. Several things did not happen that were predicted to happen. Tulsa had an enrollment growth and there were no shortages in graduate students. Retention increased again to 82.5% for last years freshman class which was 2.5% higher than the previous year. Over the last year a little ground was lost in comparison with the Big 12 in terms of faculty salary averages. In 96-97 the OSU average salary was \$52,936 compared to a Big 12 average of \$56,436 and in 97-98 the OSU average salary was \$54,867 and the Big 12 average was \$58,716. OSU's 4% program should be slightly better than the other institutions this year but not enough to make much progress on reducing the difference. OSU's administrative costs are again down to 5.9% in 98-99 compared to 6.2% in 97-98. Dr. Halligan added that he had been very careful not to add new administrative positions but at some point new positions will have to be added. Mr. Weaver said that besides the new state appropriations there were some other increases in funding. Last year there was a tuition increase but due to uncertainty about the timing of the increase it was not known if it could be collected during the fall of 97 so it was not built into last years budget. This item causes an increase in this years budget of \$2,886,500. There was also an increase in interest earnings of \$627,000 to about \$1.3M. This money is used for scholarships and fellowships. The total new funding for the Stillwater campus this year is about \$10M. Dr. Halligan said that we need to be careful because interest rates could go down. Mr. Weaver said the new funding was used in the following way: Compensation program for continuing employees, \$3,650K; Tuition Waivers, \$2,519K; Scholarships, \$388K; Faculty positions, \$1,058K; Mandatory cost increases, \$563K; Graduate Student support, \$547K; Enrollment incentive funding, \$250K; CIS staffing, \$205K; Student Service programs, \$150K; Summer school instruction, \$135K; Music MA program, \$119K; Grounds & Landscaping, \$100K; Facility support staff, \$88K; Communication initiatives, \$85K; Honors, \$65K; CEAT-ABET accreditation, \$50K; and Distance Learning Director, \$44K. The tuition waivers have increased from \$3.5-4M eight years ago to about \$13.5M this year. The mandatory cost increases were mostly fringe benefits and insurance increases. The graduate student stipend increase will not go into effect until AY2000. This will allow the money to be used for some one-time projects during AY99 and will give the lead time necessary to advertise the higher salaries needed to recruit better quality graduate students. There was a 5% increase in this years graduate student stipends from last years money. The one-time funds will be spent on several items, the largest of which is instructional technology, \$487K. Dr. Moder asked how the technology funds will be allocated. Mr. Weaver replied that the largest part of it is in Dr. Keener's budget for faculty and staff computers. Dr. Keener added that this money will not be allocated until the number and configuration of our current holdings is determined. CIS is currently conducting an inventory. President Halligan said that a rough estimate of the number of computers owned by OSU is 11,000. In the last 5 years OSU has purchased 7,328 computers. In regard to the recommendation that OSU allocate a certain amount to each faculty member to purchase computers, it was decided to determine where the computers are needed and direct the money toward those areas rather than giving the money across the board. Dr. Moder asked if the 7,328 computers included the labs. Dr. Keener said that it did. Prof. Hoffer asked if the 11,000 included computers in surplus. Dr. Weaver said that it would not include those that had been sent to surplus and the inventory tag removed but it would include any that are just sitting in someone's closet. President Halligan said that OSU is purchasing 1500 computers per year. Dr. Johannes said he buys all his computers on grants. How many of these computers are bought by faculty? He has bought 6 or 7 for staff members

during the last year and still needs more. President Halligan said he did not know but that there is greater need in some areas than others and he does not want to line item everyone. Dr. Johannes asked how many of these were paid for by the Student Technology Fee. Dr. Keener said that the university bought 200-250 off the tech fee but he did not know how many computers the colleges bought using their tech fees.

SPECIAL REPORT: UNIVERSITY EXTENSION — Jim Hromas was asked to provide an update on the University Extension reorganization, distance learning, Tulsa, and the weekend/evening program. He reported that after the reconfiguration of University Extension, the basic decentralized model is the same as it has been for the last 20 years. The resources for program development reside in the five colleges and each college has its own extension outreach unit. Independent and Correspondence Study is also still under University Extension. The change was the inclusion of the Center for International Trade Development (CITD) and the Office of International Programs (OIP) with University Extension. The central office for University Extension has been moved to the CITD building. Before this, CITD and OIP operated somewhat peripherally to the university. These operations had been studied on three different occasions by faculty committees and all reached the conclusion that they should be brought into a closer alliance with the academic mission of the university. The concept of a School of International Studies has recently been approved. This is an attempt to fold the international activities into the framework of all participating colleges. All the Deans have agreed to this and will serve as an administrative board for the School. A faculty committee is currently working to develop a Master of Science in International Studies degree program. With regard to OIP, the sponsored student portion of the operation has been combined with the Office of International Students and Scholars in Vice President Beer's office. All the advising for international students has been combined and will be housed in the basement of the Student Union. The Study Abroad Office will also be moved to the Student Union. Distance Learning is a priority area of concern. There was a national search for a Director for Distance Learning which failed to produce a viable candidate. Through an internal search, Bill Cooper has been appointed to be the Interim Director. OSU has ten courses listed with the Western Governors' University which opened last week. At this time there may be one OSU course that will be taken. OSU currently offers nine masters degrees by compressed video. It should be noted that none of the credit courses are extension courses. They are regular courses which extension helps to coordinate and promote. There have been about 70 graduates of these programs. At Rogers University there is a Division of Community Relations which includes a staff and conference center and a number of outreach and continuing education programs. They do not have their own faculty so their model has been to hire adjuncts, consultants and industry people to handle the teaching. University Extension has taken all their staff to Tulsa to look at the operation. The conference facility is beautiful and is a wonderful asset to our programs in Tulsa. This provides OSU a big opportunity to extend programs in an urban setting. The Rogers staff are excited to have us there because what they have not had is access to a faculty resource base. OSU has about 1000 faculty and about half participate in extension activities. In 1994 President Halligan came to University Extension with the idea of expanding the evening and weekend offerings. In January of 1995 a flyer was developed which included primarily courses already in the schedule which were offered after 3:30. There were 70 courses added to increase the number and variety available on weekends and evenings. The flyer was distributed to about 100,000 people in Stillwater and surrounding communities. This made the course selection much more accessible to the public. University Extension has made a recommendation to Dr. Keener that more classes

in the regular schedule need to be offered in the evenings. Since spring 1995, it appears that about 150 more courses are offered in the evening through the regular schedule and fewer are now added through University Extension. This semester there are approximately 60 courses being offered on evenings and weekends by university extension units. One thing that has been learned is that people do not want to go to classes on Sunday. Saturday classes are okay but what they really want is evening classes. The CITD building is fully occupied. There has been an attempt to make the building more user friendly. There is a new usage policy with the Student Union, where the booking for the building has always been handled. The fees have been lowered. The primary usage is still for international trade development and economic development. It has been opened up to approved caterers. President Halligan added that the Board has also allowed the serving of alcohol in the facility if the President personally approves. The conditions are that no one under the age of 21 can be served and that the users must give a guarantee that no one will become inebriated. The change in policy has increased usage. Dr. Johannes asked if the facilities in Tulsa were "wet." Dr. Hromas said that currently their policy is the same as the CITD's, but the OSU Board of Regents will decide the policy starting in January. Ms. Jennings asked if the building was reserved by calling the Student Union or to CITD. Dr. Hromas replied that the Student Union is still booking all the conferences. Dr. Kimbrell asked about different compensation that is given for doing compressed video in different parts of the university. Dr. Hromas said that there is no university policy on overload pay. The decentralized environment has allowed each college to develop their own policy. President Halligan said that the School of International Studies is a good idea and there needs to be an academic component to that building. This should be very beneficial in the long run.

REPORT OF STATUS OF FACULTY COUNCIL RECOMMENDATIONS:

President Halligan, Executive Vice President and Vice Presidents

- 96-12-04-FAC ***Changes in Appendix D:*** Under review. 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:*** Pending review by Faculty Council committee. Draft including incorporated changes from initial reviews is currently being reviewed by Faculty Council committee. Following their review, document will pass to Research Council, Dean's Council and Legal Counsel. Requires Board approval.
- 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. Dr. Keener is coordinating review. Special review group met 3/27/98 and following up on possible revisions. (See Halligan memo dated 3-31-98.) Revised draft has been reviewed by Dean's Council. Review group will meet to discuss this version.

- 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.
- 98-02-03-FAC ***Timing of the A&D Process:*** Under review. Input from Deans and department heads supports giving colleges option of the timing sequence for A&Ds. Majority of input received by Academic Affairs supports the modified time frame. Meeting with FC Chair is scheduled to discuss further.
- 98-02-05-SALR ***Course Syllabi Availability:*** Accepted. Academic Affairs and CIS will work with department representatives and associate deans on the implementation process. Currently being reviewed through Academic Affairs to consider technology implications (hardware needs, storage, etc.) and policy issues (format, who maintains, etc.).
- 98-03-01-FAC ***Personal Profit on Required Materials:*** Pending review of the university copyright policy. Need clarification on how donation of profits will be monitored and what materials will be included, i.e., material chosen by an entire department for instructional use or used only in the instructor/author's section. Dr. Collins will coordinate review of copyright policy.
- 98-04-02-BUDG ***Faculty Computer Allocation:*** Not accepted. Administration is committed to improving the computing environment through other methods of allocation.
- 98-04-03-RES ***Research Scientist Positions be Added to the Faculty Handbook:*** To be reviewed with the Research Committee to identify how the proposed position differs from the "Research Professional" already included in the Faculty Handbook.
- 98-05-02-BUDG ***Increase in Promotion Raises:*** Under review by the Budget Committee. History of current promotional increases being researched by Academic Affairs. To be considered by the academic deans this fall.
- 98-06-01-BUDG ***Compensation Guidelines for Faculty Within Ranks: Program Completion and Revision:*** Accepted in principle. Justified cases for equity/compression will be addressed during the October 1 raise program.
- 98-06-02-BUDG ***Health Care Cost Offset Raise:*** Not accepted. Further consideration could take place when study is complete on the OSU health plan.

In regard to recommendation 98-06-02-BUDG, President Halligan said it was not reasonable to do this since the current health care plan is temporary and it would not be possible to determine the increase in health care costs. Dr. Moder replied that the recommendation was open and suggested that some allocation be made to offset the increase in premiums for health care. It did not say the allocation had to be permanent. It allowed for a one-time allocation or a one time bonus. President Halligan asked if this was an across the board increase. Dr. Moder replied that the discussion was either for an across the board increase or for people with lower salaries.

REPORTS OF STANDING COMMITTEES:

FACULTY — **Chuck Edgley** reported that the committee met in August with Dr. Keener to review the summary of the decisions on reappointment and tenure actions. The committee received a statistical summary and a discussion of some of the difficult cases. On the Stillwater campus there were: 37 reappointments, 2 reappointments with tenure, 3 non-reappointments, 21 promotions, 5 promotions with tenure, and 1 promotion which was denied. In 59 of these cases

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there was agreement at each step of the process. In 11 cases there was some disagreement and the faculty committee was consulted before a final decision was made on most of these. At the OKC and OCOM campuses there were 3 reappointments, 5 promotions, and 3 promotions with tenure. At the regular August meeting the committee developed a tentative agenda for the year. The committee is going to meet with members of the termination board to discuss how the termination process worked since last year was the first time the process had been used. The committee is also going to follow the interaction of the faculty with the new Tulsa facility. The model is one university with two campuses. We suspect that there will be some points of friction in this arrangement. At some time during the year the committee will be meeting with faculty members who teach on the Tulsa campus and discuss any problems that have arisen. The committee will also be discussing the transfers of tenured faculty members from one administrative unit to another. Tenure is granted by the university and not by administrative units so cases arise where a faculty member is transferred from one unit to another and in some cases against his/her will. The committee also will be discussing salary relative to workload. There are widely disparate salary and workloads that come to the committee in the form of complaints. There are examples of faculty members who teach a good deal and do not make much money and of faculty members who do not teach much and make a lot of money. There was also consensus on the committee that CIS support should be a concern of the committee. A study will be made as to how CIS support works in different colleges. The committee is also interested in Email privacy. There are some memoranda floating around suggesting that the university can tap into our Email at any time. The committee does not feel that the university is snooping on anybody's Email except to check on the capacity of the system. In the mean time you should not write anything in Email that you would not like to have introduced at your trial. President Halligan said he has been advised by an attorney to never use Email, since this could cause all the university's Email to be opened at a trial. Dr. Rhoten said that the university grants tenure and departments do not, but it is not clear whether the university grants tenure in a department. One of his constituents has had reason to become concerned about this difference. If a person is granted tenure as a professor of Electrical Engineering then could this person remain as a professor of Electrical Engineering or could he/she be transferred to the Industrial Engineering Department without his/her consent? Dr. Edgley said that there is nothing in the administrative policy to keep the administration from making such a transfer. Dr. Johannes asked about Faculty Council recommendation 95-06-03-SALR. The administration's response to this recommendation says that it is awaiting a reply from Legal Counsel. Ms. Harp said that Legal Counsel had replied this week. Dr. Johannes asked if this was the recommendation that the Faculty Committee was considering. Dr. Edgley said that it was not, but was only responding to a faculty complaint. Dr. Johannes added that a faculty member was concerned about a rumor that, even though he pays \$12 per month for ioNET, mail on ioNET was considered university mail. Also, if you encrypt your mail then you are in violation of university policy. It might be a good idea to have J. L. Albert give a report on CIS and to answer questions regarding university computer policy. Dr. Keener said that the university has no way to look at what is happening on ioNET. It is deal between the individual and ioNET. Dr. Edgley said that the committee is always willing to discuss issues related to the faculty. Feel free to contact any committee member about issues that concern you.

RESEARCH — **Richard Bost** said that the committee is focusing on the Patent Policy. The committee has discovered some confusion regarding which patent policy the committee was to be revising since there are two different policies circulating in the university. The Copyright

Policy also needs to be addressed and the committee hopes to work on it in the spring. Dr. Johannes asked whether the vote on November 8 is related to this policy. Dr. Bost replied that it does. The vote in November will hopefully ratify the transfer of technology legislation that was passed last spring by the legislature. The committee will be thinking of recommendations that will be in concert with this new legislation.

REPORTS OF LIAISON REPRESENTATIVES:

ARTS & SCIENCES FACULTY COUNCIL — **Heidi Hoffer** reported that she had one concern from the A&S Faculty Council. The faculty and staff of the School of Journalism and Broadcasting oppose plans to construct a parking lot on what was a lawn directly in front of the Paul Miller Building, and strongly urge the administration to change these plans to include a fully landscaped area with plants and flowers, in keeping with the OSU tradition of greeting visitors to a truly beautiful campus. They are opposing the parking lot because it will enclose the building completely in concrete and they would like to have some avenue of grass around the building. President Halligan asked if this was part of the plans for the new Center for Student Services. Dr. Keener said he did not know how much of it was to be used but that there was to be a small parking lot near the entrance to the new building. Prof. Hoffer said that 80% of the lawn would be used. The faculty and staff of the school were not consulted about this. It would be the first such parking lot constructed in front of a campus building on the university's two major thoroughfares on which thousands of visitors travel each year. The faculty and staff have secured signatures on this petition. Dr. Wilkinson suggested that the petition be sent to President Halligan, Dr. Keener, and Dr. Birdwell. The problem will also be referred to the Campus Facilities, Safety, and Security Committee.

STAFF ADVISORY COUNCIL — **Mary Kay Jennings** asked all faculty and administrators to encourage their staff to attend Staff Appreciation Day November 3 from 10a.m. to 3p.m. The awards program will begin at 11:30. Applications for these awards are going out this week. Please nominate your distinguished staff for these awards. The council is starting a brown bag lunch to precede the monthly SAC meetings. It will start at 11:30 a.m. in 412 SU. All staff and others who would like to visit with the council members are invited to attend. The SAC has awarded 5 staff members \$300 scholarships for the academic year and 2 staff members \$150 scholarships for one semester from the Staff Scholarship Fund. Half of the \$3000 was raised through fund raising by the council and the other half was from matching funds from the administration. SAC is still raising money to endow these scholarships. President Halligan said that this is a wonderful program and the council should be very proud of it.

STUDENT GOVERNMENT ASSOCIATION — **Kristen Jones** reported that the SGA had their executive retreat to plan their year. This year's theme is "Your Voice for Change." The association is planning several projects and forums for the year. Some topics to be discussed in the forums are alcohol, relationships, academics or any other topic that the students need to hear about. The Big Event planning has already started. Informational packets have been mailed in hopes of a bigger Big Event this year. Please contact Ms. Jones if you have any problems or ideas to bring before the SGA.

GRADUATE STUDENT ASSOCIATION — **Jennifer Webb** reported that GSA is gathering information on health insurance for the graduate students by surveying students. They need to distribute the survey to about 600 more graduate students and would like to hand them out in

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some graduate classes. If you are willing to give them the last few minutes of your graduate class please contact Ms. Webb. Also, the GSA is working on a celebration for the Martin Luther King Jr. holiday. They are also working on getting the infrastructure in place in their new offices. They will have a telephone and Email.

NEW BUSINESS:

Dr. Rhoten said that he would like to get the Email addresses of everybody in Group III. Is that possible? Ms. LaFollette said that this question has been asked before and there has not been a satisfactory answer. Dr. Warde said he had gone to the department heads and asked for the information. There are about 13 departments in Group III. A long discussion followed but did not produce a solution. It was pointed out that we do have lists of names in each college or group for voting purposes, but these lists are long and it would be a big job to get Email addresses for everyone on the lists. It is also the case that the lists have not always proven to be completely accurate. Apparently some colleges do have lists of Email addresses by faculty name and by department. Dr. Wilkinson reported that the Faculty Council Executive Committee wants to take a stand for free speech on campus and does not think the idea of a designated "free speech zone" is a good idea. Dr. Edgley asked where the idea of a free speech zone originated. Dr. Beer said that some students had approached Kent Sampson with such a proposal. It was discussed but the decision was not to do it. President Halligan said he personally enjoys the discourse, not that he is always in agreement with it. Also it would be more fun if the language was a little less course. Public civic discourse is important on a university campus. Dr. Johannes said he had been approached by a new off-campus student who was told that they were all sold out of off-campus parking permits and he could not get one. Who should be contacted? Dr. Wilkinson suggested calling Lt. Moser. Dr. Halligan said that he thought there was a larger demand than the police expected and it is possible that they are currently out of permits but they should be available in a few days.

Dr. Warde moved for adjournment. Dr. Krenzer seconded. The meeting adjourned at 4:14 p.m. The next meeting of the Faculty Council is October 13, 1998.

Dennis Bertholf, Secretary