

President Halligan called the meeting to order with the following members present: Binegar, Bost, Breazile, Comer, Dickman, Dohoney, Eastman, Edgley, Fletcher, Fournier, Hallgren, Hoffer, Holcombe, Hsu, Hyle, Johannes, Masters, Mayer, Peeper, Sanders, Schestokat, Veenstra, Warde, Weeks, and Wetzel. Also present: A. Anderson, H. Birdwell, R. Dahl, R. Elliott, S. Fern, A. Good, S. Harp, W. Higgs, E. Hufnagel, J. Hodgson, M. Keener, E. Mitchell, V. Mitchell, M. Shuttic, and J. Vitek. Absent: Achemire, Caneday, Gregson, Kimbrell, and Peck

### HIGHLIGHTS

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It was moved and seconded that the September 12, 2000 Minutes be approved with one correction. The Staff Appreciation Day is November 2, 2000 not November 20 as the Minutes indicated. The Minutes were approved as amended. Bill Warde made a motion to move the Faculty Report to "6a." under Reports of Standing Committees for the October 10, 2000 Agenda. The Agenda was approved as amended.

### **SPECIAL REPORT: Student Disability Services Classroom Accommodations and Campus Resource — Michael Shuttic**

In the provision of classroom accommodations, the first step is that the student self-identifies that they are in need of accommodations. The next step is to collect documentation of the disability that is current, comprehensive and from a qualified and appropriate evaluator. At that time it is possible to identify the individual student's disability diagnosis and functional limitations. With this information an appropriate accommodation can be determined that addresses disability-related needs, assures equal access and equal opportunity. Faculty are then notified of these accommodations if the student requests this notification. The final responsibility is to be an advocate and facilitator of classroom accommodations. Many questions were asked and answers provided as follows:

1. If people need accommodations and do not request them, what can be done? Nothing, the student must request the accommodation.
2. What are the rights and responsibilities of disabled students? If they come in the day before finals and request accommodations, must we comply? There is no retroactive requirement. In other words, notification of the need for accommodations at finals would not impact any work or assignments prior to that point in time. If timely notification occurs, accommodations should be made.
3. If faculty receive a letter listing accommodations but the student turns them down, what should you do? Accommodations are general and may not be appropriate for all courses. Feedback about the propriety of accommodations for specific classes, in writing, would help. Scott Fern, OSU Assistant Legal Counsel, added that it would be helpful to OSU if a faculty member documented the rejection of accommodations. This would strengthen the position of the faculty member and the university if a student challenged a grade or otherwise complained.
4. Who is responsible to pay for services such as an interpreter? OSU, if the services are for a learning environment. The organization (e.g., Young Democrats) if not.
5. What if a faculty member teaches film and needs a wide variety of aides for students with certain disabilities (e.g., subtitles). How far does the instructor have to go to accommodate the student in a class where it is very difficult to meet those needs? Can you tell a student they cannot take a class? It would be illegal to tell a student they could not take a class. The issue is equal access to the learning experience.
6. Who pays the fee for testing for disabilities? Currently, cost is on the student.
7. Is there any way to make the process easier, less costly? Yes. See Michael for details.
8. Do we recruit students with disabilities? No.
9. What are current documentation requirements? An adult evaluation. Someone who has appropriate evaluations from high school would probably not need additional testing.
10. Who sets alternate sites and times for testing? University Testing and Educational Services has it as their job. They are a convenience; however, they do not have to be used.
11. Are we falling into trouble because of the industry that profits from diagnosis? Scott Fern indicated that disputes and contentions will likely increase. We are likely bound by a diagnosis if it is from someone competent in that field. And, remember, we must challenge diagnoses at our own expense. He predicts that federal law will likely evolve in this area.

### **SPECIAL REPORT: Athletic Council — Ron Elliott**

The purpose of Athletic Council is to monitor policies and procedures involving intercollegiate athletics, recommend revisions and additions to policies and procedures and provide counsel on matters relating to athletics. The constitution of the Athletic Council is approved by the President and the Board of Regents and the Council is advisory to the President and the Athletic Director. Membership of the Council totals 15 voting members: 7 faculty, 1 administrator representative, 2 staff, 2 students and 3 alumni. Also, six ex officio members. Members are nominated by their group and appointed by the President or Faculty Council.

The Athletic Council has four standing committees. Academic Integrity engages in by-semester reviews of grades for progress toward a degree. They also review schedules for competitions/missed classes and make recommendations to Dr. Keener who has the final say on the approval of those schedules. They provide a yearly report of the academic integrity at OSU based on computer runs by Institutional Research, aggregated by sports. Equity, Welfare and Sportsmanship reviews Title IX compliance and tracking and also looks at the sportsmanship policy. Fiscal Integrity looks at bottom line financial figures and two times a year provides presentations of finances to the Athletic Council. Governance and Rules Compliance serves largely in a monitoring role, tracking any possible violations that might occur.

This year OSU is engaged in a self-study, a NCAA mandated process. This activity is good for the institution. It began last spring and is to the point now that a fairly rough draft of the self-study report has been generated and should be released to the general campus in early November. This report is organized around the four standing committees of Athletic Council. The review itself, with the external team coming in to look at the institution, will be in February 2001.

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

President Halligan, Executive Vice President and Vice Presidents

- 99-05-04-BUDG      ***Guidelines for Third Summer Month Salary for 9- or 11-Month Appointments:*** Under review. Waiting for input from Faculty Council. Deans Council reaffirmed that payment of a third month of summer salary should be from extramural sources, and Dr. Keener forwarded their recommendation to President Halligan. This recommendation has been provided to Faculty Council for review.
- 99-09-01-FAC      ***Criminal and Credit Background Checks for Potential Staff Employees:*** Under review. Suggestions continue to be made to the proposed policy as issues are reviewed. A meeting with Faculty and Staff Advisory Council representatives was held on September 22. Revisions were made to the proposed employment checking procedures. Discussion continues.
- 00-03-01-ASP      ***Student Assessment of Instruction Task Force:*** Under review by Marvin Keener and Jack Vitek. A meeting was held with Diane Montgomery, ASP Chair, to discuss committee make-up and the review process. Committee members are being identified and an organizational meeting scheduled.

#### **REPORTS OF STANDING COMMITTEES:**

##### **FACULTY — Larry Sanders**

The committee has two concerns. The first is the reporting process on Academic Integrity. They wonder if it is it an independent process. Long-term, entrenched low performance and low retention rates among the students in the top 3 or 4 men's sports has been documented. Recommendations are forthcoming. Lively debate followed. It was noted that Greg Mosier is the chair for next year and any concerns could be directed to him. Larry summed it up as follows: "It is a mine field and the committee is being deliberative." Regarding other issues, Dr. Dahl has agreed to talk to the committee about the abuse of student Social Security numbers; hope to have CIS/SIS talk to the committee regarding issues and concerns; background check issues with Dr. Birdwell and the committee appreciates being involved with that; and, also, they will be meeting with Dr. Keener this week concerning a more detailed review of the Sabbatical Leave Policy. For a more detailed copy of the Faculty Committee report contact Diane in the Faculty Council Office, x48790.

##### **ACADEMIC STANDARDS AND POLICIES — Jacqueline Fletcher**

Committee members include: Kenneth Bell, Shalia Bennett, Lowell Caneday, Lynda Martin, Brenda Masters, Christina Myers and Mike Schnelle.

The committee will be looking at the following issues during the 2000-2001 academic year:

1. Task force for student evaluation of instruction. Last year the AS&P Committee was asked to review OSU's process of student evaluation of instruction. The Committee presented a recommendation to Faculty Council that a Task Force be assembled, composed of members from various campus groups involved in teaching issues, to review current policy and practice and to recommend improvements or a new system. FC approved the recommendation, and the Task Force is being organized by Marvin Keener. Brenda Masters will serve on the Task Force as a representative of our Committee.
2. Contact hours and drop policy for condensed courses. Issues of concern relative to condensed (short) courses have been raised, including the availability of appropriate numbers of hours for both in-class contact hours and out-of-class student preparation, the assigned course credit, and the timing of last-drop days. Mike Schnelle will be taking the lead on this issue.
3. Student-Faculty Course Responsibility. Due partly to the conversion of most universities' registrar records to computer-accessible files and partly to the increase in convenience of student computer use, there is a nationwide trend toward students taking a more active and responsible role in planning, tracking and managing their own academic progress. Gradual changes will probably occur in facets of advisement, degree planning, course registration, grade reporting and graduation. This trend is expected to continue, mostly to the benefit of both students and faculty. The AS&P Committee will be looking at expectations and responsibilities of students and faculty that may need re-evaluation as such changes occur. A subcommittee consisting of Brenda Masters, Kenneth Bell, and Shalia Bennett will explore these issues.
4. OSU-Tulsa. In 1999-2000 the AS&P Committee looked into several academic policy issues related to the developing programs at OSU-Tulsa. As the Tulsa campus continues to evolve and as more courses and programs are initiated there, they will continue to follow such issues. Currently, a new position has been approved that will place a representative of the Graduate College on the Tulsa campus; this was one of the recommendations of the AS&P committee last year. There are no specific issues to address at this time, but the committee will invite an OSU-Tulsa representative to visit a meeting later this year for an update on programs.
5. Scheduling common exams. In 1999-2000 the AS&P Committee made recommendations for a revised schedule for common exams. As an outgrowth of that new schedule, they will be looking at issues of policy vs. practice.

Also, the Chair will be representing the AS&P committee as a member of the Athletic Academic Integrity Committee.

Dr. Halligan commented that at the last President's meeting they had received a letter from the President Pro Tempore of the Senate, and indorsed by the Governor and the Chancellor, that vo-tech, public schools and higher education should all have a common Spring Break by 2002. Dr. Halligan suggested that e-mails or letters be sent with any recommendations for a solution to this problem.

#### **BUDGET — Robert Mayer**

The committee asked Joe Weaver, Director of Planning, Budget and Institutional Research, to look into what it would cost to get faculty salaries up to the Big XII mean. A recommendation might be forthcoming regarding this issue. They are looking into the possibility of making a

recommendation that the University make that a goal. They are also responding to the Dean's Council's response to our recommendation for the third summer month payment guidelines. Basically the Dean's Council responded by saying "no." The committee is trying to find ways to respond to that.

### **CAMPUS FACILITIES, SAFETY AND SECURITY — Stephen Hallgren**

This week Walker Parking Consultants are presenting their report based on work for the last year on campus. They have focused on needs and opportunities. Their plan is to be viewed as a list of possibilities; a plan that we could pick from and discuss in regards to parking. Currently we have a small surplus of parking slots – 85 slots, according to their methods of making calculations. They project a 750-slot deficit in two years. By 2025 the situation, they predict, will be even worse.

Some of their suggestions for possibilities for dealing with this deficit include:

1. Make parking a separate unit with its own budget
2. Raise fees for parking: \$360 per year for preferred parking slot.
3. Require a transit fee to be paid by all students. This would be a benefit for faculty and staff and the university would pay for us. Busses to move persons around would be provided with this fee and it could include more than campus stops (e.g., shopping, off-campus housing).
4. Increased remote parking. Make it fenced, lighted and with structures for people to wait in for a ride.
5. Build several level parking structures on campus. It costs approximately \$10,000 per unit as you go up but only \$2,500 on the flat.
6. Alternatives to parking. Support improvements for using bicycles, busses, parking in shopping centers (park and ride).

Steve believes the weakness in the report is that it favored increasing parking on campus and did not look into enough alternatives. Yes, alternatives were in the report, but were not given as much attention as increased parking on campus. The SGA liaison noted that students would use and benefit from a transit system. A. J. Johannes noted that we should think seriously about not requiring staff to pay high rates when they are so underpaid. Marcia Dickman had attended their meeting earlier in the day and asked questions of the group related to their data collection. She mentioned her concern about their methods of how they arrived at their conclusions and recommendations. She also noted that for a number of years parking concerns have been the number one priority of students and she feels that whatever is done there should be a lot of discussion and involvement on everyone's part.

### **RESEARCH — Richard Bost**

In this update, he noted that the Task Force on the Copyright Policy has completed their sixth revision and the group is now seeking input from the university community. They want to establish a conceptual consensus about this policy. At the completion of this phase, the policy will become a recommended policy and will go in to formal review. In this consensus building phase, we have a unique opportunity to have input. New and significant responsibilities for department heads will be required with this new policy. Their input and review has been sought. All university personnel input is being sought. Frequently asked questions and answers can be found on the following website: <http://com.net.okstate.edu/copyright/index.html>.

**RETIREMENT AND FRINGE BENEFITS — A. J. Johannes**

The Committee has met once. They typically meet the third Monday of the month. A. J. had recently met with Harry Birdwell and Anne Matoy regarding two issues. One, concerning the current regulation that when you retire from OSU you can only withdraw 50% of your funds in TIAA/CREF; the rest must be left as an annuity. There will be a recommendation for Council next month abolishing that requirement. Caveats will be put in place that indicate the implications of what happens if faculty take it all out and they will probably be asked to sign a waiver. On another front, currently if you are taking out for flex benefits and you have a spouse who is ill and then dies, you cannot scale back. The committee is looking into possible remedies for this scenario. Last, but not least, A. J. asks that he receive no more calls from individuals requesting that we pull out of OTRS. We cannot get out. He suggests calling Harry Birdwell.

**STUDENT AFFAIRS AND LEARNING RESOURCES — William Weeks**

Last year the committee focused on student fees. They will continue with this issue and also look into the graduate student health coverage. Several Library issues are also under review.

**REPORTS OF LIAISON REPRESENTATIVES:****Athletic Council — A. J. Johannes**

The constitution of the Council has been amended. The Faculty Council representative is now a voting member.

**Staff Advisory Council — Wes Higgs**

October 13 is the due date for nominations of individuals for the Distinguished Service Award. Also, Staff Appreciation Day is November 2.

**Student Government Association — Emmy Hufnagel**

President Halligan asked Emmy to tell Council a little about herself since this was her first meeting. She is a business economics major, Student Senator, and part of the Off-campus Student Association as well. She indicated parking was a major issue with the students.

**Arts and Sciences Faculty Council — Jack Hodgson**

This year members of the Council will be looking into a plus or minus grading system. James Breazile reported that Veterinary Medicine uses a class ranking along with regular grades and that faculty seem to find that useful. It was also reported that the general degree non-specific to a particular program is not being well received.

The meeting adjourned at 5:00 p.m. The next regular meeting of the Faculty Council is November 7, 2000. This is a change in Council's routine of meeting the second Tuesday of the month, so mark your calendars if you haven't already.