

FACULTY COUNCIL MINUTES  
250 Student Union  
June 12, 2001

President Halligan called the meeting to order with the following members present: Achemire, Bays, Binegar, Breazile, Comer, Damicone, Dickman, Edgley, Fletcher, Gasem, Henderson, Holcombe, Lawry, Masters, Mokhtari, Peeper, Redwood, Schestokat, Smethers, Veenstra, Weeks, and Wetzel. Also present: J. Anderson, H. Birdwell, R. Bost, P. Bowers, S. Harp, L. Jones, V. Mitchell, L. Payne, R. Rouse, J. Van Delinder, N. Watkins, and J. Wood. Absent: Ebro, Fournier, Lamphere Jordan, Mayer, Sanders, and Weiser.

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James Breazile moved acceptance of the May 8, 2001, Minutes. Tom Peeper noted one correction on page 7 under the Student Affairs and Learning Resources Standing Committee Report. The sentence should have read, "Currently the technology fee fund has a 2.3 million-dollar surplus and part of that surplus would go to purchase computers." The Minutes were approved as corrected. James Breazile moved acceptance of the June 12, 2001 Agenda. Steve Smethers seconded the motion. The Agenda was approved.

President Halligan asked everyone to introduce themselves due to the fact this was the first meeting for new Councilors.

**SPECIAL REPORT: Alpha Week Activities – Dr. Pamela Bowers, Assistant to the Vice President for Student Affairs and Jill Anderson, Graduate Assistant**

Dr. Bowers began by saying ALPHA 2001 is an orientation program primarily for new freshmen although it's open for new transfer students as well. She introduced Jill Anderson, a graduate assistant in the Student Affairs office who will be coordinating many of the aspects of ALPHA. Handouts that are used during freshman orientation, which begun last week, were distributed to all in attendance. They work very closely with the Student Academic Mentors (SAM) program. These are students, primarily sophomores, who went through the program last year. They serve

as group guides and are assigned to a group of new students and they help those students find their way around campus during ALPHA weekend and help get them to the events and make sure they know what's going on. They usually live in the same living areas as the new students that they're assigned to so they're able to maintain that relationship on into the semester and serve as a resource person. They also work closely with the Faculty Associate Program, out of the Department of Residential Life, which briefly is a program where a faculty member agrees to work with a residence hall floor throughout the academic year, also in a mentor role. They work with the ALPHA program as well to provide information and faculty prospective as the new students are getting acclimated. As in past years they rely on volunteers from across campus and they distributed volunteer sign-up forms. Volunteers are from student leaders, staff and faculty members and she said faculty members were especially needed this year. They have an ALPHA committee and many different departments from across campus are represented. Dr. Bowers went through the schedule for ALPHA 2001 which begins on Friday, August 17, and continues through the weekend and the first few days of classes. Jill Anderson talked about the primary event on Friday. They are hoping to have the drum line from the band lead all the ALPHA participants from the residence halls to Gallagher/Iba Arena and everyone will have barbecue on the concourse level. Afterwards, there will be an official OSU initiation where they will be initiated as a part of the OSU family. They will be given an orange ALPHA T-shirt, and during the ceremony there will be various speakers including President Halligan and the SGA President. Then the lights will go off and everyone will put on their OSU T-shirt and the lights will go on and confetti will go everywhere and balloons will drop down from the ceiling and someone will say, "look up around you, you've just been reborn again as an OSU Cowboy." There will be, surrounding them, in a circle, their new OSU family, which will include faculty, staff, alumni, and students as their "ring of support." This ceremony will conclude with a Pep Rally. Afterwards, there will be a Welcome Dance on the Library Lawn. Jill's enthusiasm was enjoyed by all. Jacque Fletcher asked if all students were required to attend ALPHA. Dr. Bowers said "no." Last year approximately 1600-1700 students participated out of approximately 3400. Dr. Fletcher then asked if there were ways to reach all students. About 90 to 95 percent of new freshmen go through an enrollment session put on by the Admissions Office and part of that is a browsing session where they can walk through the Atrium in the Student Union. Many different offices have tables set up where information is available, including ALPHA. You can also go to their website at [www.okstate.edu](http://www.okstate.edu) for details about ALPHA activities. For additional information, send e-mail messages to [ALPHA@okstate.edu](mailto:ALPHA@okstate.edu) or contact the office of the Vice President for Student Affairs at 405-744-5328.

### **SPECIAL REPORT: Legislative and Budget Update – Dr. Harry Birdwell, Vice President for Business and External Relations**

Dr. Birdwell first gave a backdrop of the Legislative session that was important to OSU this year. Chuck Edgley and Dr. Keener participated in legislative hearings on an effort to defeat House Bill 1027 that would require all institutions of higher education to utilize certain procedures to notify any faculty of a termination or a non-hiring event and it specified the procedures. This legislation was defeated. (Ed Johnson reported to Faculty Council about the UCITA law.) The Uniform Computer Information Transactions Act, which is model legislation that the uniform statutes on a national level are trying to encourage in state-by-state legislatures. It is favored by publishers and would create enormous problems for the OSU Library. This legislation was also defeated. There were those Legislators that thought that filters should be put on all pornographic internet sites. That has serious First Amendment problems. That legislation was also defeated. There was legislation that would have granted state money to give fee waivers in private institutions. This was defeated. Dr. Birdwell cited some very positive things that did happen from a legislative standpoint, including legislation which granted the state regents and local boards of regents tuition-setting authority for the next five years. "Tuition-setting authority was always a political football," Birdwell said. "This was a good step forward. Only Oklahoma and

one other state still had what I consider to be a fairly archaic methodology and that was to have the state legislature set tuition." Birdwell said OSU has also created an owner-controlled insurance program (OCIP), which allows the university to handle insurance coverage on construction projects. Anytime a construction project is done for the university, there were various levels of insurance and overhead between the contractors and the university which cost additional money. "You avoid double coverages, and you avoid some administrative overhead," Birdwell said. "It probably saved us \$2 million on the construction of Gallagher-Iba." Also, the Legislature approved Senate Bill 694 which granted \$1 million for the Institute of Technology, dedicated to bringing research opportunities to the state. In regard to the budget, Dr. Birdwell reported that there was \$34 million in new, recurring dollars, to higher education. That is somewhat of a misnomer in that about \$22 million went directly to the institutions through the formula. Other things went to fix "political things" – \$2½ million to the weather center at Norman, \$2½ million to OSU/Tulsa, and other special projects that the legislature had approved. For OSU-Stillwater main campus, there was a 2.9 percent increase in new dollars on a recurring basis – \$3.2 million new dollars. Thirty-three million dollars was requested by the state system to meet mandatory cost increases. He continued, OSU bases its annual budget, in part, on tuition fees from enrollment estimates of deans. Last year, OSU overestimated the amount of tuition revenue it would receive by \$1,800,000. The tuition shortfall, coupled with a \$1 million increase in the payment into the Oklahoma Teachers Retirement System, about \$2 million in increased utility bills and about a \$1 million increase in health insurance, has helped create the lean budget. Just how tight the budget is will depend, in part, on the tuition fees from the university's enrollment. "I assure you we are scraping every barrel and we are looking every place we can find a dollar to be sure that our budget balances," Birdwell said. OSU will present its new budget to the OSU Board of Regents this month, but will not recommend a faculty/staff salary increase at that time. The university will wait until the final enrollment numbers arrive in late July or early August to determine if funds are available for salary increases. Birdwell said the university is committed to the salary increases. "It will be more important than ever before how many people show up and how many dollars they pay in tuition this year," Birdwell said. "The No. 1 priority we have to provide (with new dollars) is compensation for faculty and staff."

#### **APPROVAL OF FACULTY COUNCIL STANDING COMMITTEES:**

Chuck Edgley announced the Faculty Council By-Laws state that the list of standing committees must be approved at the June meeting. A recommendation from the Faculty Committee had been presented and passed at the May meeting adding an Athletic Committee. Dr. Edgley read the list of committees as follows: Academic Standards and Policies, Budget, Campus Facilities, Safety, and Security, Faculty, Long-Range Planning and Information Technology, Research, Retirement and Fringe Benefits, Rules and Procedures, Student Affairs and Learning Resources, and Athletic Committee. He entertained a motion to approve this list of committees. The recommendation passed unanimously.

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

President Halligan, Executive Vice President and Vice Presidents

00-11-01-BUDG *Guidelines for Third Summer Month Salary for 9- or 11-Month Appointments:* Accepted in principle (6/9/01). Payment may be from state funds with justification and approval by the department head and dean. This is not an entitlement. Appropriate faculty counsel necessary before implementation of any additional criteria required by departments or colleges. Dr. Keener will develop appropriate wording and include in P&P letter.

- 99-09-01-FAC ***Criminal and Credit Background Checks for Potential Staff Employees:*** Under review. Meeting with reps from Staff Advisory Council and Faculty Council was held May 31. Agreement was reached on the procedural document, list of positions requiring checks, and procedures for handling records (confidentiality, custody, destruction). SAC will consider first, then Faculty Council.
- 01-02-01-ASP ***Amendment to the Academic Appeals Board (AAB) Policy and Procedure Letter 2-0821:*** Under review. Proposed modifications have been incorporated into the policy and reviewed by Academic Affairs' administrators and by representatives of the Academic Appeals Board. The draft will now be shared with Student Academic Services Directors and the Deans Council for review and recommendation.
- 01-04-01-BUDG ***Market-Driven Salary Increase to Tenured and Tenure-Track Faculty:*** Under review. Recommendation referred to University Budget Committee for consideration.
- 01-05-01-CFSS ***Parking Policy:*** Under review. The Parking Committee will develop one-, two- and three-year plans and will develop alternative means of financing. This will be shared in the form of a survey with the campus in the fall.
- 01-05-02-FAC ***Recommendations Related to the Athletics Program:*** Under review. A meeting has been scheduled for June 20, 2001, with President Halligan, T. D. Phillips, and other University representatives to begin discussion on these issues.
- 01-05-03-RES ***Long-Range Research Plan:*** Under review. President Halligan and Dr. Keener are discussing.
- 01-05-04-RES ***Increase "Fast Pay" Limit:*** Accepted (6/6/01). Use of a purchasing card with a higher limit was approved at the April 2001 Board of Regents meeting.

#### REPORTS OF STANDING COMMITTEES:

##### RESEARCH — Richard Bost and Kouider Mokhtari

It was moved, by James Breazile, and seconded by Jacque Fletcher, to bring the Copyrightable Intellectual Property Policy recommendation (01-05-05-RES) off the Table. The motion passed unanimously. Chuck Edgley had asked Richard Bost, former Chair of the Research Committee, to attend the meeting to discuss this recommendation. Dr. Bost asked if there were any questions, comments or discussion regarding the proposed policy. James Breazile said he had objected to the tenor of this recommendation before and he now has very little objection, if any, to the 10<sup>th</sup> version. He had sent his objections to Dr. Bost and they had all been incorporated except one. Under 1.3.5, "To protect the University's assets and imprimatur." The question that Dr. Breazile had was "is the University also going to accept the liability for publication?" If they only copyright in an institutional work, then they must accept liability he assumes; however, it is not mentioned in the policy. Dr. Bost asked for an example. Dr. Breazile replied that if you were to publish something, for example, a biography, and it happened to be an institutional work like the OSU Centennial Histories Series, and in there someone took you to court for liable, the University obviously would be liable. If it is a personal work, the other person is liable. There is nothing said about liability in the policy and he doesn't know if it needs to be mentioned or not. He thought maybe Legal Counsel could clear up this question. Dr. Edgley thought the copyright

holder was always liable and so if it is the institution, they would, by definition, be liable. Dr. Breazile's question was, "should it be stated in the policy?" Ed Lawry asked if Legal Counsel had seen this document. Dr. Edgley replied that once it has been approved by Faculty Council it would go to administration and then to Legal Counsel for review. President Halligan said a note would be attached to the policy to make sure Legal Counsel noted the liability issue had been raised and ask if it should be included in the document. Dr. Edgley wanted it understood that this only applies to institutional sponsored and commissioned works. In addition, a typo was noted under 4.7.1 – \$10,000 should be \$10,000. Period needs to be changed to a comma. Bill Weeks made a Motion to Table. The Motion passed. A copy of the latest version of this policy has been posted on the OSU/COM website for several weeks. Dr. Edgley asked the Minutes reflect that this policy will also be available during the summer at the following website: <http://com.net.okstate.edu/copyright/index.html>. Dr. Edgley said this recommendation will be voted either up or down at the next Council meeting on September 11. Dr. Breazile urged all Councilors to notify the faculty in their respective colleges to visit this website and read the policy. Dr. Bost recommended that any responses to this policy be sent to Kouider Mokhtari, new Chair of the Research Committee.

Dr. Mokhtari had attended Research Council last week and distributed a sheet on Research Initiatives to Councilors. They will have a retreat on Thursday, June 28, and would like feedback from Councilors as soon as possible regarding these initiatives. Please send to either Kouider or the Vice President for Research.

#### **ACADEMIC STANDARDS AND POLICIES — Brenda Masters**

Dr. Masters gave an update from the AS&P report from last month stating that a recommendation would be coming forward in June to address the concern about having three or more finals in one day. That recommendation will actually be presented at the first meeting in the fall; hopefully, a joint recommendation with the Faculty Committee.

#### **BUDGET — Jon Comer**

This committee will continue to work on the market-driven salary increase issue currently on the recommendation list. Please send any concerns regarding budget issues to Jon Comer.

#### **CAMPUS FACILITIES, SAFETY, AND SECURITY — Marcia Dickman**

This committee will work on issues related to campus ecology and campus environment. One of the members has an interest in recycling and they will continue working on parking issues. Dr. Dickman noted she appreciated the discussion at the May meeting regarding parking.

#### **FACULTY — James Breazile for Larry Sanders**

The Faculty Committee appreciated having their recommendations regarding the Athletic Committee issue passed and hope they can work with that committee when it is formed. In regard to Background Checks, on May 31 Dr. Birdwell and Personnel met with representatives from Staff Advisory Council and Faculty Council. There remains some question as to: 1) the apparent focus on Physical Plant personnel because they have the majority of master keys; and 2) the lack of a clear need for such a policy, other than to satisfy liability concerns. Also, they are looking at the issue of faculty dismissal with cause which is awaiting update/action from Warde/Edgley. Regarding OTRS rule changes, there apparently have been some recent changes in OTRS rules (using the entire payroll history rather than most recent three years to compute retirement benefits). The committee is awaiting a response from questions that were forwarded to the Fringe Benefits committee through Bill Warde: Is this true and can it be reconsidered? What process of deliberation is conducted for such changes and are faculty/staff included? How is information disseminated to those affected? There are also concerns about the "preamble" of the Faculty Handbook effectively making anything in the handbook, including Appendix D, less

than "official" and effectively null and void. This needs to be clarified by the Executive Committee. Dr. Edgley said it used to be that the by-laws and operating procedures were in one document and Appendix D was a separate document. They are now one document and that the "preamble" was added at that time. Council's position is that this only applies to the by-laws and operating procedures of the university and not to Appendix D. They have asked for clarification from administration on this issue and Dr. Edgley stated the matter had gone to Legal Counsel. At the request of Dr. Keener, the committee reviewed 16 "special" reappointment, promotion and tenure cases that were questionable either because they were early or because of a disagreement either with the department, unit or dean as to whether they should proceed or not. Consensus was reached about each case and a summary response was provided to Dr. Keener for informational purposes only. The Faculty Committee does not have any official input. Under new business, the Faculty Committee is considering that Faculty Council might take the lead in Staff Appreciation Day and be involved in some way. Dr. Edgley said it had been brought to their attention that Staff Appreciation Day is put on by the staff – this makes no sense. A way needs to be figured out for faculty and/or administration to "drive" this so true genuine appreciation of staff can be shown. Also being considered is Faculty Council working with Staff Advisory Council and Dr. Birdwell to formulate recommendations for energy conservation on campus. They are open to any suggestions. Dr. Edgley mentioned the signs posted in buildings on campus saying, "The Physical Plant turned off your lights. Please help us in energy conservation by turning your lights off before leaving." He asked Dr. Birdwell if there was a coordinated effort on campus to conserve energy. Dr. Birdwell replied that there will be one. The administration has asked the Physical Plant utilities group to provide a means to save a million dollars in the next fiscal year. This does not mean that everything suggested will be implemented. When the plan is presented Dr. Birdwell said they will come to Faculty Council and Staff Advisory Council to talk about the things that could be done that are reasonable. One of the things that they have ask Physical Plant to do is just to give people a "heads up" that we are transitioning into being more cautious about these things. Dr. Birdwell stated "he, for one, would hate for a utility increase to be one of the reasons we can't do what we should for our faculty and staff." Dr. Edgley mentioned one other item of concern about the university's use of Social Security numbers as the identifying number for faculty and staff. A committee has been formed, chaired by Randy Dahl from Dr. Keener's office. Dr. Edgley was asked to recommend a Faculty Council representative to serve on this committee and he has recommended James Breazile and he will report back to Council on the progress of this committee.

#### **LONG-RANGE PLANNING AND INFORMATION TECHNOLOGY — Birne Binengar**

Although this committee is starting this year with an open agenda, coming rapidly down the pike is a series of official documents, drawn up by CIS, that aim to establish official OSU policies for 1) network security, 2) appropriate computer use, 3) e-mail, and 4) publication of Web pages. A special ad hoc committee is currently reviewing these documents whose members represent a wide cross-section of the OSU community. Upon exit from that committee, these documents will propagate through the various OSU councils, one of which will be the Faculty Council. Having seen the initial drafts of these documents, Birne said that faculty input, which he hopes to coordinate through the LRP&ITC, will be vital to the development of IT policies that will, in large part, define OSU's character as a modern research university. To give the Council a brief hint of the kind of juxtaposing issues these documents need to address, he cited: 1) privacy vs. mandated accountability; 2) networking capabilities vs. network stability; 3) academic freedom vs. intellectual property; and 4) the responsibilities of CIS in managing the OSU network vs. the responsibilities of academic units in managing their own systems vs. the responsibilities of individuals in managing their computers and accounts. These issues will be addressed at length within the LRP&ITC, once the documents are submitted to Faculty Council for review. Of course, the LRP&ITC intends also to address other IT issues as they arise. Please contact Birne Binengar, if you have a concern where this committee might be of service.

**RETIREMENT AND FRINGE BENEFITS — Steven Smethers**

This committee is in the process of getting organized according to the new Chair. President Halligan noted there was a concern in regard to OTRS. Chuck Edgley said he had received a message from Anne Matoy that explained what kinds of changes were made and he will see that Steve gets a copy. Anne will be happy to attend one of the R&FB committee meetings and discuss it further if they would like for her to.

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

They are reviewing a recommendation from the GPSA in regard to increasing travel funds for graduate students to participate in professional meetings. Things considered will be: amount of grant money available that the graduate students might be supported with, the amount of departmental support available and the possibility of using increased activity fees. Right now the GPSA gets \$16,000 of the roughly one million dollars collected in activity fees. This is one place they might look to get more money.

**REPORTS OF LIAISON REPRESENTATIVES:****Emeriti Association — Roscoe Rouse**

The Creative Retirement Committee Chair reported to Dr. Rouse last week that work is ongoing in regard to the planned retirement center for OSU. There are surveys underway by a concern in Oxford, MS. The first was completed and it was simply to determine the need in Stillwater for this kind of facility and they did find favorably that there is a need. Now, it has to be determined what kind of facilities would be included in such a structure. Fun things the Association is doing include the Investment Club, Bridge Club, lunches, dinners, travel, etc., so keep these in mind when you reach retirement. Dr. Rouse announced this would be his last meeting. The new Emeriti Association President, Dr. Esther Winterfeldt, has delegated Dr. Larry Jones, retired engineering professor, and President Elect, as the Emeriti representative to Faculty Council beginning this fall.

**Staff Advisory Council — Louisa Payne**

Results of new members elected to SAC were announced at their May meeting and they will be seated at the June meeting. SAC will also conduct an election for this years officers at that meeting.

**Graduate and Professional Student Association — John Wood**

John introduced himself as the new GPSA President. Travel funds are a very important topic. They are actually spending \$9,000 of their allotted \$16,000 on travel. Travel is a great marketing tool for OSU and a great way to show that graduate students do a great deal of research. They have expanded their research symposium more than 100 percent participancy since last year. In August they are increasing their graduate student orientation to several days the week before school starts. Another future topic they might look at is day care.

**Women's Council — Jean Van Delinder**

Officers of the Women's Faculty Council for 2001-2001 are: Chair, Rebekah Herrick, Political Science; Vice-Chair, Lisa Lewis, English; and Secretary-Treasurer, Helen Clements, Library. This spring three awards were given to OSU students for scholarship in the area of Women's Issues: Erin Myers, English – Undergraduate Level Scholarship Award, "Isolation and Gendered Disillusionment in the Narrative Discourse of Virginia Woolf's Novels"; Rokhsana Alavi, Philosophy – Master's Level Scholarship Award "Oppression, Care and Female Genital Mutilation"; and Shelly L. Lemons, History – Ph.D. Level Scholarship Award, "Red Lights on First Street: Prostitution in Tulsa, Oklahoma 1900-1980".

**NEW BUSINESS:**

Ed Lawry reported that the Faculty Council Executive Committee had discussed a case in which two tenured first year faculty members (a husband and wife) who, after a year at the university, decided to leave and were sent letters from a dean "accepting" their resignations, on a certain date, after it was confirmed through phone calls that they had taken positions at another university for this coming fall. They were also told that they were no longer eligible for summer research money, which had been promised in their letters of offer, and that their benefits were cancelled. It does not look like, at this time, there will be a dispute resolution regarding this matter. It appears the faculty involved are moving to a legal situation. This is disturbing enough that there needs to be further investigation. The Executive Committee has not heard reports from everyone involved as to what actually happened and what all the facts are. This is being assigned to the Faculty Committee for review and presumably some information will be forthcoming in the fall. President Halligan commented that this case brings up the fact that some additional language might be needed in letters of offer so there is a clear understanding as to the nature of the relationship. Dr. Edgley said he had discussed this matter with Dr. Keener, who confirmed the details of the case mentioned here, and agreed that letters of offer might need to be changed to include all the relevant information deemed important, especially in respect to summer research support, benefits, etc.

The meeting adjourned at 4:20 p.m. No Faculty Council Meetings are held in July or August. The next regular meeting of the Faculty Council is September 11, 2001.