

President Halligan called the meeting to order with the following members present: Achemire, Bays, Binegar, Breazile, Comer, Damicone, Dickman, Ebro, Edgley, Fournier, Henderson, Holcombe, Lamphere-Jordan, Lawry, Masters, Mayer, Moder, Mokhtari, Peeper, Redwood, Sanders, Schestokat, Smethers, and Wetzal. Also present: R. Area, L. Bird, H. Birdwell, D. Brooks, S. Harp, J. Lawler, L. Jones, M. Keener, G. Marshall, V. Mitchell, P. Moretti, J. Van Delinder, N. Watkins, and J. Weaver. Absent: Fletcher, Gasem, Veenstra, Weeks, and Weiser.

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Breazile moved acceptance of the September 11, 2001, Minutes. Masters seconded the motion. The Minutes were approved as written. Breazile moved acceptance of the October 9, 2001 Agenda as amended. Wetzal seconded the motion. The Agenda was approved.

President Halligan spoke briefly about the importance of treating all persons on campus with respect. He said we have many international faculty, students, and staff members on campus and that it is very important in these times to make no judgments on appearance alone and to treat everyone with fairness. Vice President Lee Bird mentioned that about 11 to 15 international students have left the campus following September 11. Most were asked by their sponsors or families to return home. President Halligan emphasized that the presence of international students, faculty, and staff on campus contributes to Oklahoma. He said the key to peace in the future was education and that we should practice our democratic values by making an effort to make sure the international members of our community still feel welcome. He asked faculty to re-emphasize these themes in classes and departments.

SPECIAL REPORT: OSU Foundation Update — Ron Area

Dr. Area said that the national crisis has had an impact on philanthropy, decreasing the pace of giving across the country. He said many major donors are holding back because of the uncertainty of the future. However, he

said the OSU Foundation was working to continue its strategy of identifying and cultivating potential donors so that they would be well positioned when the situation becomes more favorable. The OSU Foundation is celebrating its 40th anniversary this fall. Dr. Area joined the Foundation 9 years ago this November. Since that time the Foundation has grown in size and stature. It has quadrupled its assets to 266 million, tripled its endowments to 170 million, tripled its annual gift revenue to approximately 35 million per year and increased endowed faculty positions and lectureships to 134. The Foundation maintains a balanced portfolio with a 70%-30% ratio of investments in bonds and equities respectively. Faculty are welcome to see this portfolio at any time. The Foundation has a number of for-profit divisions, including Cowboy Golf and Cowboy Land Development. The Foundation recently completed its "Bringing Dreams to Life" campaign. The goal for this campaign was to raise 125 million dollars. The campaign exceeded that goal, raising more than 260 million dollars. However, Area stressed that 98% of the funds raised were earmarked for specific areas, like academic programs or athletics. He indicated that this was usually the case with funds raised by the Foundation. The Foundation is now making plans for the next five years. They have asked Colleges and Departments to survey and report their needs for the next 2 to 5 years. Based on this information, the Foundation has identified a number of fundraising goals, including Faculty Chairs, Program Development, Graduate Student Stipends & Fellowships, and Research Funding. They plan to contact major donor prospects – those with the potential to give \$50,000 or more – and to seek out new prospects. Area asked for assistance from Faculty Council and faculty in general to help identify these contacts. He said it was important for faculty with ongoing relationships with former students who might be prospective donors to let the Foundation know. They will then try to develop a relationship with that individual, who will more than likely wish to give back to the program in which he or she studied. Area said the Foundation tries to gather as much information as possible about prospective donors and that they value the donor (and the relationship they have with that person or organization) more than they do the donation. He said that 85% of major gifts come from individuals and that 5% of donors typically give 95% of the fund-raising goal. Area then talked about the new OSU Foundation building, which they moved into on June 16, 2001. He said they had been asked to vacate their offices in the Student Union when the hotel renovations there were planned. They looked for a suitable location and chose an area on Monroe, which the university hoped to see converted from rental housing. The Foundation worked with the owner of the properties, who is an alumnus and former faculty member, and he donated the property for the project. To fund the project, Foundation board members agreed to give additional gifts, over and above their usual contributions. These gifts were placed into the Foundation Endowment, which is being used to fund payments on 4 million dollars in tax-exempt municipal bonds. These bonds were negotiated at a rate of 4.5% interest for five years; after five years the rate can be re-negotiated. The total cost for the building was a little over 5 million dollars. The Foundation will be having open houses this week from 3-5:30. For the future, Area reiterated that they need everyone's help. The more informed they are, the better job they can do. Dr. Area then responded to questions. President Halligan asked how many development officers the Foundation had when Area came and how many they have now. Area said they had two then and now they have 32. A third of those officers are fully funded by the Foundation; the others are funded with a combination of College and Foundation funds. In general, it costs the Foundation 9 cents for every dollar they raise. The national average is 17 cents for every dollar raised. Damicone asked whether the Foundation's goal was to begin another campaign. Area said that they did not plan to do so immediately. He said they were in a "quiet phase" in which they planned to check with donors first. He said it was common to try to raise 50 to 60% of a projected goal before a campaign was announced. Damicone asked whether the units would do the fund-raising in this period or whether they would just identify donors. Area said it was important to identify donors. The Foundation has 28-30,000 donor prospects, but they need more in the pool. From this group they hope to cultivate donors who will eventually make larger and larger gifts.

REPORT OF STATUS OF FACULTY COUNCIL RECOMMENDATIONS:

President Halligan, Executive Vice President and Vice Presidents

99-09-01-FAC

Criminal and Credit Background Checks for Potential Staff Employees: Procedural document finalized (10/05/01). Meeting with reps from Staff Advisory Council and Faculty Council was held May 31. Agreement was reached on the procedural

document, including the list of positions requiring checks, and procedures for handling records (confidentiality, custody, destruction). SAC has approved this version of the document. FC has reviewed.

- 01-04-01-BUDG **Market-Driven Salary Increase to Tenured and Tenure-Track Faculty:** Funds not available at this time (9/5/01). 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.
- 01-05-03-RES **Long-Range Research Plan:** Accepted (10/03/01). President Halligan will appoint a task force.
- 01-09-01-BUDG **Formalization of the University Raise Program:** Under review. Dr. Keener is currently reviewing the budget implications of this recommendation.
- 01-09-02-RP **Procedures for the Establishment of the Athletics Committee:** Acknowledged (10/03/01). Creation of a standing committee is internal to Faculty Council through its bylaws. The Bylaws included in the 2001 Faculty Handbook contain the description previously provided by the Faculty Council.
- 01-05-05-RES **Copyrightable Intellectual Property Policy:** Under review. Policy has been approved by Legal Counsel and members of the Deans Council are expected to review the document at their October meeting. Approval by the OSU Board of Regents will also be required.
- 01-10-01-FAC **Charity Fund Drives:** To President Halligan
- 01-10-02-ASP **Revision for Scheduling of Final Exam:** To President Halligan
- 01-10-03-ASP/FAC **Final Exam Overload Policy:** To President Halligan
- 01-10-04-RP **Abolish the Academic Computing Advisory Committee:** To President Halligan

REPORTS OF STANDING COMMITTEES:

FACULTY — Larry Sanders

Sanders said that several faculty from different departments had objected, not to the fact that they were being asked to participate in a university-sponsored charity drive, but to the way they were being asked to do so. They were concerned about the appropriateness of imposing participation on graduate students and student employees. Therefore, the Faculty Committee made the following recommendation: 01-10-01-FAC, Charity Fund Drives. **The Faculty Council Recommends to President Halligan that:** Most faculty are willing to voluntarily participate in a variety of charity fund drives. However, it is inappropriate for faculty or departments to seek contributions from graduate students and student employees. Neither faculty nor departments should distribute campaign materials to students or make personal campaign requests of students. **Rationale:** The appearance or fact of inappropriate pressure on students by faculty or departments is not acceptable because it is seen as a conflict of interest. Breazile said the recommendation made sense. Moder said that the objection was not to student participation, but to the problem of faculty or departments appearing to put pressure on students to donate. She said that it would be more appropriate for the SGA or GPSA to organize student participation in such drives, if they chose to do so. The recommendation passed unanimously.

ACADEMIC STANDARDS AND POLICIES — Brenda Masters

Masters introduced two related recommendations relating to final exams. She said when the final exam schedule was last reviewed two years ago, one unresolved issue was the problem of finding two final exam slots every evening for night classes. This is especially important at OSU-Tulsa where there are evening classes which meet from 4:30 to 7:10 P.M. and from 7:20 to 10 P.M. The first recommendation proposes a new final exam schedule which makes blocks of time available for these evening classes. A second adjustment was to

arrange the schedule so that final exams are given at a similar day and time to the regular class meeting time. This adjustment would make final exams less disruptive to students who are working or have other commitments which might otherwise need to be suspended during finals week. For example, classes which regularly meet MWF at 7:30, 8:30, or 9:30 A.M. would rotate into one of three final exam blocks scheduled for Monday, Wednesday or Friday from 8 A.M. to 9:50 A.M. Common final exams would be scheduled only in the yellow blocks, at noon or 4 P.M. MTWThF, according to a system which checks for minimal enrollment overlap. Masters mentioned that the second recommendation would deal with a new final exam overload policy. She said that if this new policy and exam schedule had been in place for the current Fall 2001 semester, 976 students would have had 3 or more finals on the same day and 32 students would have had 4 finals on one day. This is less than the number who would have overloads under the current policy. 01-10-02-ASP, Revision for Scheduling of Final Exams. **The Faculty Council Recommends to President Halligan that:** the scheduling of final exams be determined by the format shown on the attached page [NOTE: This is a colored chart and is not attached to the Minutes. It can be obtained by calling Diane LaFollette at x48790]. **Rationale:** The recommended final exam schedule provides for a final exam at a similar day and time as the regularly scheduled class time. Finals week can be less disruptive in a student's life if the schedule is as similar as possible to the other weeks of the semester. The recommended final exam schedule has final exam time blocks for each of two night classes during the same night of the week. The earlier night class time is identified as early evening and is particularly important in the OSU-Tulsa course schedule.

Masters said there was one cost in the schedule: 4:30 MWF classes would never rotate; their finals would always be at 6 P.M. on Monday. Henderson asked why the exams should rotate at all. Masters said that people all want to have their exams early. The exams rotate to make the distribution fair. Binegar asked if the rotation really did that since it is the time slot and not a particular class which is scheduled. Masters said that was true, but that under the current system if you always taught at 8:30 MWF you would always have your final Friday at 8:30 A.M. She said this was the case in 8 out of the past 9 semesters. Comer said this was an issue of equity for faculty. Masters said it was equity for students, as well. Binegar said that when the students put together their schedules they can make their choices, knowing when the exams are scheduled. Masters replied that there were many last minute changes in departments and units, so that the students cannot always have the final exam schedule fully in mind. Times change and classes are cancelled. Dickman asked if there was any way for graduate students to be on a different schedule. Masters said that this question had been raised before. The problem is that graduate students are involved in undergraduate classes also, because of their responsibilities as teaching assistants or graders. This means the exams have to be scheduled together. Dickman said that some graduate students are separate and would benefit from separate scheduling. Masters said that only a few students were in this situation and that very often private arrangements were made for them. Dickman said that the current system for changing a final was very involved and complicated. She asked if there would be a simplified system for changing a final. Masters said that such changes would still have to go through the unit administrators and Academic Affairs. This was to ensure that faculty don't rearrange a final with a majority, but not unanimous, agreement of their students. This created a power-laden negotiation for the students with conflicts. Masters said that this is one of the reasons that the university schedules final exams, not the faculty member. Bays added that he had had situations before where students came to him saying that another professor had changed exam times, but when he checked, the professor had not done so. Edgley complimented Masters and her committee for a very detailed and well-reasoned proposal. Masters noted that under the new schedule final exams start earlier and end later in the evening and that classes that meet late in the week will always have late finals. The recommendation passed with 23 votes in favor and one opposed.

Masters introduced the second recommendation which was a joint recommendation made with the Faculty Committee. 01-10-03-ASP/FAC, Final Exam Overload Policy. **The Faculty Council Recommends to President Halligan that:** a policy be adopted to allow a standard procedure to address an excessive number of final exams in the same day. **Rationale:** An excessive number of final exams in one day can be difficult for students. Faculty at OSU treat students well and reasonably, but have no guidelines to help them accommodate this difficulty. Nine institutions in the Big 12 have a policy in place. In order to alleviate this situation at OSU, this committee recommends that a standardized procedure be put in place that states: "In the event that a student

has three or more final exams scheduled for a single day, that student is entitled to arrange with the faculty member instructing the highest numbered course (4 digit course number) **or two highest if the student has four finals on one day** to re-schedule that examination(s) at a time of mutual convenience during final exam week. Common final exams are not among those to be rescheduled. The affected student should submit this request in writing, **with a copy of their class schedule, at least** two weeks prior to the beginning of final exam week. ~~He~~ ~~seeking to provide the relief to the student, the faculty member may request that the student provide a copy of his or her schedule to confirm the conflict.~~ The faculty member has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam, after which the student may take the request to the Office of Academic Affairs.” **Bold/Italics:** Amendment 1 and Amendment 2.

Masters pointed out that the instructor of the highest 4-digit course number would be the one to make arrangements. Comer asked whether a student with 4 finals could rearrange only one exam or the top two. He suggested the proposal might be reworded to clarify this, by changing the phrase to “**or two highest if the student has four finals on one day...**” Masters accepted this as a friendly amendment. Lawry asked about the method for getting the request to the faculty member. What if the request goes under the door? Masters said that a week should be enough time for the faculty member to find it in that case. Lawry asked if changing the procedure would be considered a friendly amendment. Masters said that it would not. The committee wants the faculty to step up and accept the responsibility of communicating with the students. Lawry asked if e-mail notification would be acceptable. Masters said she thought that would be okay. Binigar said he thought it should be an official hard copy. Mayer said that some faculty don’t consult e-mail regularly and might not get the message in a timely fashion. Masters said she would be happy to leave the recommendation as it is or change it. Sanders said that it was silly to add all of these qualifiers to the policy. It is the student’s responsibility to make sure the faculty member gets it. Edgley agreed and added that the student could come up and communicate verbally. Breazile said that writing a letter would be better. That way if the faculty member forgets to take care of it, there would be a record. Wetzel said there was no need to amend the recommendation on this point. Breazile said that the student should have something in hand. Edgley said that the student should simply be required to communicate with the faculty member. Peeper suggested that it would be better to indicate that the student should include a copy of his or her schedule with the request, rather than leave it for the faculty member to request. He said making the request might put the faculty member in an argumentative role with the student. Masters suggested amending the phrase to “submit this request in writing with a copy of the current schedule two weeks...” Henderson asked whether it was not possible for any faculty member to consult the student’s schedule on line. She was told that it is not possible for everyone. Peeper suggested that it would also be better to indicate that the student should make the request at least a week in advance. Masters agreed and Peeper suggested amending the phrase to “**submit this request in writing, with a copy of their class schedule, at least two weeks...**” The recommendation passed unanimously. Halligan added his thanks to the committee for their good work.

RULES AND PROCEDURES — David Fournier

Fournier said that part of the charge of his committee is to create and abolish Faculty Council committees. Last month they added one committee to the bureaucracy and this month they will balance the scales. 01-10-04-RP, Abolish the Academic Computing Advisory Committee. **The Faculty Council Recommends to President Halligan that:** the Faculty Council shall abolish the Academic Computing Advisory Committee that was established by the Faculty Council in 1983. **Rationale:** The recent change renaming the Long-Range Planning Committee to the Long-Range Planning and Information Technology Committee provided a more direct way for the Faculty Council to influence decisions affecting academic computing. The recommendation passed unanimously.

BUDGET — Jon Comer

At the last meeting the committee heard a report from Joe Weaver, which indicated that the budget picture was better because of the tuition increase. The raise program was due in part to this increase. Comer then said that a number of faculty had noted that the lights in Lewis Stadium have been on at 1 P.M. and also in the evenings and at night when no event was taking place. When he asked John Houck about this, he was told it was a

mistake. However, other people have told him that this was a way of transferring money to athletics from the university budget. Since the increased utilities costs were one of the factors affecting the raise program, Comer asked if the administration could clarify the situation. Halligan said that his initial response was that the lights should not be on. Normally, he said, they try not to respond on the spot, but throwing caution to the wind, he speculated that it might have something to do with billing procedures. He said that at another university where he was, the utility bill was determined by the maximum consumption rate, not average consumption, so the lights had no real effect. Edgley said if that was the case, then why tell anyone to conserve? Is this a way of transferring E&G money to athletics? Halligan responded that no one has ever told him that. Birdwell said that the Athletic Department does not make a profit or more money for using more electricity. He said that it was a security matter to have the lights on. Breazile said that the lights have been on at odd times for years. Birdwell said that it has always been a security matter. Breazile said that did not make sense. Birdwell reiterated that there has always been a security element. Comer said, "In the middle of the day?" Birdwell said in the daytime it is a mistake. Halligan said that he was not aware of any grand plan to transfer funds to athletics in this way.

CAMPUS FACILITIES, SAFETY, AND SECURITY — Marcia Dickman

Dickman said her committee is reviewing the parking survey and policy and is working with a group from the Stillwater community on recycling.

LONG-RANGE PLANNING AND INFORMATION TECHNOLOGY — Birne Binegar

The committee is reviewing the CIS policy document on e-mail, web, and computer use. They anticipate offering a recommendation or an opinion at the next Faculty Council meeting.

RESEARCH — Kouider Mokhtari

Mokhtari discussed the symposium on the crisis in scholarly publishing, which was held in September. Ed Johnson, the Dean of Libraries, asked that this information be shared with the faculty. Over the past few years the library has had to discontinue some journal subscriptions because costs of journals have risen at four times the rate of inflation. More journals are published by publishing conglomerates, which have increased their profit margins. This means that faculty research is given to publishers and sold back at a high price. On November 20, the Faculty Council is sponsoring a forum on this problem. Edgley said the Fall General Faculty Meeting will be devoted to this problem. Dean Johnson is working with Faculty Council to bring in national experts on the issue. Mokhtari said that a packet of information on the crisis is available from him or from Dean Johnson. The Research Committee will be involved in seeking solutions to the problem. The committee is also continuing to investigate and discuss Research Faculty positions. Binegar commented on the publishing issue. He said that he had been happy to discover that some journals which he had requested on inter-library could now be downloaded directly. Edgley said that the library had been working to mitigate the problem and that this was one of the most user-friendly libraries he has been in. Mokhtari said that the highest cost journals are in the sciences, especially chemistry, but that the problem will affect everyone. Halligan said this was the most bizarre problem. We do the work. How could the intelligentsia get in this mess?

Birdwell asked about the survey on campus parking. Edgley said that it had been forwarded to Dickman's committee.

REPORTS OF LIAISON REPRESENTATIVES:

OSU/Tulsa — Greg Marshall

Marshall said that President Trennepohl had projected a 100% increase in resident student credit hours at OSU-Tulsa over the next year. He outlined the following goals for the campus: **Expand Undergraduate Programs** – BS: MIS: Telecommunications Option; BS Health and Human Performance. **Flexible Class Schedules** – Weekend format courses; Intersession courses. **Increased Advising Staff** – Added three advisors and one support staff position. **Internal Marketing Plan** – Recruiting flyers to be distributed at on- and off-campus events; Direct mail campaign to current students; Information sessions on OSU undergraduate degrees for prospective and current students. **Expanding Course Offerings** – Identify and add additional business and

arts and sciences courses needed to fulfill degree requirements; Coordination with TCC on 1000 and 2000 level courses to be offered on OSU-Tulsa, with emphasis on programs articulated between OSU and TCC. **Shuttle Bus Service** – Continue the shuttle bus service to facilitate increase in enrollments between Stillwater and Tulsa campuses. Edgley said that the Faculty Council Executive Committee would like to meet with the resident faculty at OSU-Tulsa. He asked that Marshall communicate with them about an appropriate date.

Athletic Council — Larry Sanders

The Athletics Council met Sept. 20, 2001. Actions/discussion included the following: 1. Team schedules were provided for approval. Approved schedules included women's basketball, women's tennis, football, and wrestling. Tabled for further discussion were men's baseball, men's golf, women's golf and men's tennis because they violate the policy that limits team absences to 10-class days per semester. Team schedules not noted are considered at other times of the year. 2. The Big XII is discussing revision of the calculation of grade rates and graduation rates. The Big XII Board is also continuing to review reform issues, choosing to have the existing board do so, rather than follow a recent recommendation by the Knight Commission to set up an independent board. 3. The next regular meeting of the Athletics Council is Oct. 18. 4. Faculty members of the council are: Greg Mosier (Chair), Business; Marcia Tilley, Ag; Larry Sanders, Ag (Faculty Council Liaison rep.); John Catsis, A&S; Troy Adams, Educ; Ron Welsh, Vet Med; Lea Ebro, HES. Mayer asked what the mechanism for approving the team schedules was and whether schedules violating the policy had been approved before. Sanders said that he did not think so, although it may be the case. He said usually there was a failure to approve the schedules. There have been some suggestions about revising the policy and the approval procedures. Mayer asked if the schedules were kept to, even if they were not approved. Sanders said yes, but that other Athletic Council members might wish to clarify this. Ebro said that the golf team had 17 days away on their schedule, but that the way of counting absences might not be valid since many of the team members were not enrolled in classes after 11 A.M., when the team usually leaves. It would be more accurate to check actual enrollment data. Mayer asked whose rule the absence policy was – NCAA's or the university's? Sanders said he thought it was the university's policy. There is a proposal to change the limit from a team limit to an individual team member limit, but the problem is who will check on that. Edgley said that one of the members of the Athletic Committee, John Catsis, had resigned and that he would be forwarding two names to President Halligan as possible replacements.

Staff Advisory Council — Denise Brooks

SAC will be selling mums for homecoming in order to raise money for scholarships. November 1 is Staff Appreciation Day. Staff are encouraged to attend. Edgley said faculty volunteers will serve food and give awards.

Student Government Association — Jill Lawler

Lawler said she was pleased to be the new liaison to Faculty Council and would be reporting on SGA activities at each meeting. She said that SGA is now reviewing fee increases for the Colvin Center and for multi-cultural initiatives.

Graduate Faculty Council — Peter Moretti

Faculty governance has three elements: in department meetings, you formally advise your unit administrator; in this Faculty Council, you advise the President; and through Graduate Council, you decide on new graduate programs, on graduate-faculty qualifications, and on graduate academic standards. In the past year, we have attempted to streamline the routine activities of Graduate Council, in order to focus on important issues: the result has been increased interest and attendance at our meetings. This year, we hope that this increased participation will filter down to the Group meetings. I encourage you to get involved with your Groups.

Women's Council — Jean Van Delinder

This year, Women's Faculty Council, Women's Studies Program, and other campus departments are sponsoring a speaker series, which has been funded by a private donor. The first event in the series was a talk by

Patricia Warner of the University of Massachusetts-Amherst on October 5th. Dr. Trish Long, Director of Women's Studies, is soliciting suggestions for future speakers in the series. On October 17th there will be an informal reception for those interested in women's studies. Details are forthcoming on this event. The next film in the Women's Film Festival is on October 10 at 7:00 p.m. in CLB 313. The film is a documentary entitled "Rate it X" a 1986 release that examines sexism in America through a series of disturbing, though sometimes amusing portraits of sexist imagery which promote gender stereotyping and reinforce negative conceptions of women and sexuality. Associate Vice President for Multicultural Affairs Earl Mitchell and the Campus Life Program has provided additional support for this year's film series. The film series has been well attended, with an estimated 200 persons coming for the films and the panel presentations that follow. The goals and activities for the 2001-2002 academic year will be discussed at the next meeting of the Women's Faculty Council on Wednesday, October 10, 2001 at 3:30 p.m., 419 Student Union.

OLD BUSINESS:

Edgley read a note from Mary Williams, in which she expressed her appreciation of the resolution in tribute of her husband, Dr. Eric Williams.

NEW BUSINESS:

Vice President Lee Bird announced that the Rumor Hotline was still in operation and that she hoped the flyers would remain posted and that students would be encouraged to call if they heard anything. She said her office has made available cards on how to report bias-motivated events on campus. Lawry asked if there had been many calls to the hotline. Bird said that there had been 15-20. Many concerned rumors of very extreme events which had not actually occurred, such as flag burning, murder, and the National Guard being deployed on campus. Two minor incidents were verified. Edgley said it was valuable to have a source that puts out the truth, and he commended Bird for doing this. Bird said the counseling services had been very busy, but that students should be encouraged to call, even if they might have to wait an extra day to get in. Halligan said that we need to be sensitive to those called to active duty and we should try to be as forthcoming as possible in making arrangements for withdrawals or incompletes, while still being intellectually honest.

Edgley announced that Halligan and Keener's offices had provided the Faculty Council with a small foundation account that would allow us to sponsor receptions. This semester there will be three receptions for members of Faculty Council in order to help Councilors become better acquainted. The first group was invited for this evening in Suite 1600. The remaining two groups will receive invitations for one of the following two receptions.

Halligan said that members of the university community need to continue to be as sensitive as possible in these times. He thanked the Stillwater community for their warm response. He asked faculty to let the administration know if there are things they should be doing to respond to the needs of the international community here. He said that this is a time of testing and that we all need to do this together.

The meeting adjourned at 4:35 p.m. The next regular meeting of the Faculty Council is November 13, 2001, and the Fall General Faculty Meeting is November 20, 3:30 p.m., Student Union Theater. All faculty are encouraged to attend.