

FACULTY COUNCIL MINUTES
250 Student Union
May 13, 2003

Ed Lawry called the meeting to order with the following members present: Achemire, Arquitt, Bays, Bear, Binegar, Comer, Damicone, Ebro, Edgley, Gasem, Gelfand, Greiner, Henderson, Lamphere-Jordan, Lavery, Lehenbauer, Moder, Mokhtari, Morgan, Mott, Murray, Peeper, Redwood, Van Delinder, Veenstra, Weiser, and Wetzl. Also present: T. Agnew, L. Bird, D. Bosserman, D. Chaney, J. Fullerton, G. Gates, S. Harp, M. Heintze, B. Henley, B. Ivy, L. Jones, B. Martin, E. Mitchell, V. Mitchell, T. Phillips, R. Purdie, B. Reed, S. Rogers, M. Sirhandi, M. Strange, R. Terry, M. Thomason, J. Vitek, N. Watkins, J. Weaver, G. Wiggins. Absent: Bilbeisi and Holcombe

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Ed Lawry announced President Schmidly would not be in attendance at the meeting and Carol Moder read the following Memo from the President to Faculty Council:

May 13, 2003

TO: OSU Faculty Council

FROM: David J. Schmidly
System CEO/President

Last week during my monthly meeting with the officers of the Faculty Council, I discussed the probability of occasions when the scheduled Faculty Council meetings conflict with unavoidable demands on my schedule. Unfortunately, today is one of those times, as I have been extended a rare opportunity to interact closely with a significant Oklahoma foundation. Although I am not able to join you today, I would like to use this letter to provide you information on two issues which are of importance to the faculty and to ask for your input on a third question.

First, I do want to share with you the attached copy of a resolution from the OSU Board of Regents directing us "to evaluate the programs, functions, and administrative and academic organizations under their responsibility and effect . . . such reorganization and/or program elimination as necessary to absorb any future budget reductions in Fiscal Year 2003 and 2004." During the next six weeks the OSU agencies will be putting together the budgets and have already begun to consider possible budget decisions, with the idea of making the classroom and scholarships our priority. Faculty who have input concerning the budget should contact Ed Lawry or Carol Moder. Budgetary decisions made now will impact OSU for many years, and we will be sure to continue our dialog with the Faculty Council leaders as we proceed.

I also want to bring to your attention that the administration is actively looking at the retirement issue and we will be working with the Board of Regents to address many of the faculty concerns. We hope to have something more to share with you on this within the next month or so.

In looking at my calendar for upcoming months, there is one other conflict with a Faculty Council meeting already noted on the schedule, which happens to be the June 10th meeting. The Big 12 Conference will be holding their biannual President and System CEO meetings. I serve as Treasurer of the Big 12, as well as a member of the Executive Team of the Board of Directors, and there are no substitutions for these meetings.

It has been suggested that, when I am away and logistics permit, I might be available to participate in at least a portion of missed Faculty Council meetings by telephone. I would appreciate your feedback regarding this suggestion, keeping in mind that I am committed to continuing meeting with the Faculty Council officers every month to review the agenda and address other concerns, and committed to attending Faculty Council meetings when I can. It is also my hope that the Provost and Senior Vice President will have a participatory role in the meetings, especially when I am absent.

As always, thanks for providing such excellent leadership to our faculty and I hope you have an enjoyable and productive summer.

Enclosure

cc: David Bosserman
John Vitek

NOTE: The “enclosure” was a Resolution from the OSU Board of Regents

Lawry said regarding the “participation by phone” statement in the Memo, he would send an email to current and in-coming Councilors for them to respond with their comments.

Lawry also welcomed new Councilors that take office June 1 and were present at the meeting as visitors.

Moder moved acceptance of the April 15, 2003, Minutes. Peeper seconded. The Minutes were approved. Moder moved acceptance of the May 13, 2003 Agenda. Peeper seconded. The Agenda was approved.

Lawry announced that Brenda Masters, who has served as faculty Secretary for the past year, resigned in May due to mounting responsibilities as Director of University Reaccreditation and an excessive departmental workload. A temporary appointment has been made and an election will be held in late August when all faculty are back on campus. Chuck Edgley has been asked to serve as the Interim Secretary and he has agreed.

**REPORT OF STATUS OF FACULTY COUNCIL RECOMMENDATIONS:
President Schmidly, Executive Vice President, and Vice Presidents**

- 01-04-01-BUDG ***Market-Driven Salary Increase to Tenured and Tenure-Track Faculty:***
Funds not available at this time. Recommendation referred to University Budget Committee for consideration. Schmidly reported at 02/11 meeting that the proposal needs further evaluation and the administration will continue to look at faculty salary issues.
- 01-05-01-CFSS ***Parking Policy:*** Pending. Campus Facilities, Safety, and Security Committee reviewed survey results and has provided written commentary to the OSU Parking and Traffic Rules Committee.
- 02-12-01-ASP ***Policy on Final Exam Schedule for Distance Delivered Courses:***
Pending. Modifications to the original recommendation suggested by the UEIED Credit Course Committee were provided to the ASP Chair for consideration. A response from the ASP Committee was received on May 5 and is being reviewed.
- 02-12-04-RFB ***Maternity/Family Leave Recommendation:*** Pending. The Leave Task Force of the Flexible Compensation Benefits Committee is considering this and other recommendations on leave.

- 03-02-01-ASP ***Revision of P&P Letter 2-0206 Dropping and Adding Courses and Withdrawing from the University:*** Pending. Proposed revisions will be reviewed by the Council of Student Academic Services Directors and discussed with Student Government representatives. Policy revisions will be delayed until the Vice President for Enrollment Management and Marketing has an opportunity to review and provide input.
- 03-02-02-ATH ***Tracking Athletes:*** Pending. Referred to the Office of University Assessment for possible inclusion in the university-wide assessment plan. Recommendation will also be referred to the Athletic Council for input.
- 03-02-04-RFB ***Change to the Employee Sick Leave Cap:*** Pending. A similar recommendation is being considered by Staff Advisory Council. As such, the administration would like to study input received from both groups prior to formulating a response.
- 03-03-01-RES ***Guidelines for Disbursement of University Start-Up Funds:*** Accepted with modifications. Minor revisions suggested by the Research Council were reviewed with Drs. Lawry and Damicone. Deans Council reviewed and approved the modified guidelines during their May 8 meeting.
- 03-02-06-EXEC ***Tulsa Bus Policy:*** Pending. The Tulsa bus system will be reviewed examining possible expansion and financing, with no changes in policy or charges being made until the review is completed.
- Lawry commented that in the meeting the FC officers had with the President on May 9, he was going to let this recommendation take affect in the fall for one semester on a trial basis. Harp added that the President wanted those involved to go back through the recommendation to make sure there were no legal implications barring this from being instigated on a trial basis.*
- 03-04-01-EXEC ***Martin Luther King Day as Additional Paid Holiday:*** Pending. The administration supports the concept of MLK Day as an additional paid holiday. However, final approval will be deferred until the VP for Inst. Diversity has been hired and has presented a program whereby MLK Day will be celebrated. In the meantime, the administration will obtain information concerning the impact on the academic calendar.
- 03-04-02-COUNCIL ***Freeze on OSU and NOC "Memo of Understanding":*** Accepted. President Schmidly and VPs met with Blue Ribbon Task Force on May 1 and reached substantial agreement to develop business plan that does not include dual enrollment.

SPECIAL REPORT: Update on Campus Preparation for SARS – Steve Rogers, Director, University Health Services

Though SARS (Severe Acute Respiratory Syndrome) has not resulted in any deaths in the US, OSU has created a work team to make preparations for the possibility of having a new student with SARS or suspected of having SARS. The workgroup includes both Payne County Health Department and Oklahoma State Department of Health. There is a link for SARS information now up on the OSU homepage containing some general campus specific information and links to CDC and other relevant SARS resources. Current plans include taking steps to inform new students arriving from affected areas about SARS and how to monitor their health for the first ten days after leaving home. Information will also be provided as to how and where to obtain health

care and access other health information. There continues to be restrictions on OSU travel to the affected areas of Mainland China, Taiwan, Hong Kong, Hanoi, Singapore and Toronto. The changing status of the disease in the latter three may provide an opportunity for OSU to relax travel restrictions to those areas. Rogers added that they have been in contact with the branch campuses to identify any SARS issues and offer assistance as needed.

Peeper said he felt educating our own students was important as well. He had an international student that was wearing a mask to class and asked what are faculty to do when this happens. Rogers replied that there are no stipulations at this time for a mask to be worn outside the health-care setting when dealing with someone suspected of SARS. He will be speaking in the next few weeks during freshman enrollment in regard to educating them about SARS. Edgley said it was mentioned in a meeting with the President recently about students who will return to campus in August who might have had stopovers in Hong Kong, Taiwan, etc. and asked if there were quarantine facilities there that would keep them from contracting SARS. Rogers replied he could not address how the International traffic is being controlled. He did say he knew the CDC would provide basic information to travelers on how to monitor themselves in this regard and added that within the United States there have been no reports of an airline passenger transmission. Dr. Mitchell cited the situation at the University of California at Berkley where they are not accepting students from areas with SARS. Rogers replied that was a self-developed decision. The CDC has supported that though he sensed in a teleconference that might not have been the CDC's first choice. He added this was for the summer only.

SPECIAL REPORT: Cafeteria Plan Proposal – Robin Purdie, Assistant Director, Seretean Wellness Center

Purdie presented the Cafeteria Plan Recommendations from the Flexible Compensation Benefits Committee. Her Power Point presentation can be viewed at the following website:

http://www.okstate.edu/osu_per/benefits/hccminutes/CafePlanPresent_files/v3_document.htm

Purdie stated the Cafeteria Plan Proposal is a comprehensive increase in benefits available to full-time employees that provides flexibility with meaningful choices among benefits. One of the committee "charges" was that it not cost the university any additional monies. An option is to take cash or credit. Amounts paid by the university for certain benefits may be taken in cash or credits. Credits may be used to purchase other benefits (taxable or non-taxable). Purchase of a non-taxable benefit will not increase taxable income. Purchase of a taxable benefit or taking cash will increase taxable income, FICA taxes, and state income tax. One advantage is that OSU employees can purchase different kinds of insurance, as a group, at a better rate.

Under the Flexible Benefits Account slide it stated that "qualifying expenses include: Medical Expenses – Health, vision, and dental insurance premiums, medical expenses not reimbursed. Annual limit increased to \$10,000 from \$5,000." Binegar stated he would hope that if the limit was increased to \$10,00 there would be a clause written in to state that if the person dies the university has the option of reimbursing the family for their loss. Purdie said to e-mail her that suggestion.

In regard to the "Wellness Programs" slide Weiser asked if the university paid the cost of the programs. Purdie replied that the Employee Assistance Program was funded by the university

for all employees. Programs that promote general wellness and fitness are shared costs by the university and the employee.

In regard to the “Living Needs Benefit” slide Purdie said this provides an opportunity for a terminally ill employee to obtain life insurance benefits before death to pay medical and related expenses. Peeper commented there was a strong downside to that. The medical profession will then pressure the patient to cash in their life insurance so they can get the money and then the life insurance benefits for the typical beneficiaries become nonexistent. Again, Purdie said to please e-mail that suggestion to her and she would include it with the recommendations. Edgley said these are technically called “viatical settlements” and they first came to the fore with AIDS patients where companies actually sell these instruments to investors on a financial market. As a result, the person who buys the instrument has a vested interest in you dying sooner rather than later. He said he felt there were serious ethical problems with these arrangements.

Under the “Education Incentive Program” slide for a spouse, Weiser asked why a Tuition Waiver of 50% was only offered for an undergraduate when many spouses already have Bachelor’s degrees. Purdie replied that might be something that could be added.

Any comments can be e-mailed to the Flexible Compensation Benefits Committee c/o Robin Purdie at: purdie@okstate.edu.

Welcome to the New Vice Presidents:

Chair Lawry welcomed Dr. Gary Wiggins, Vice President for Information Technology and Distance Learning and CEO, and Dr. Michael Heintze, Vice President for Enrollment Management and Marketing. He thanked them for attending the meeting and said they might sometime be asked questions, volunteer comments, or enter into any discussions.

REPORTS OF STANDING COMMITTEES:

Year-End Reports were presented by all Committee Chairs

ACADEMIC STANDARDS & POLICIES — Andrea Arquitt

Arquitt first gave an update and presented a recommendation before she gave the committee’s Year-End Report. The committee had received and reviewed proposed changes to the recommendation for a final examination policy for distance education courses from Dr. Hromas. They incorporated his suggestions for courses less than 16 weeks into the policy and forwarded those recommendations to Dr. Vitek. They also reviewed information from other Big 12 schools on awarding grades for courses taken at international institutions and recommended to Dr. Bill Ivy that OSU continue the current policy of not awarding grades (A, B, C, D or F) for courses taken at international institutions. In addition, they recommended that OSU continue to evaluate international coursework and continue to award the grade of “P” for courses satisfactorily completed. Arquitt then presented a recommendation to Faculty Council on changes to the Academic Dishonesty and Misconduct policy (2-0822). After a lengthy discussion, much of which centered around how to notify the student (i.e., certified mail, return receipt, etc.) and assigning the “I” grade, the recommendation was voted on and “Tabled.”

Next, Arquitt gave the committee's Year-End Report as follows:

Committee members: Andrea Arquitt (Chair, Nutritional Sciences), Alyson Greiner (Geography), Dennis Mott (Management), Mark White (Art, at-large faculty representative), Tony Brown (Political Science, at-large faculty representative), Kenneth Bell (Chemical Engineering, Emeriti), Susanne Claxton (Graduate Student)

The following recommendations were made to the administration:

The committee recommended changes to President Schmidly for Policy 2-0206, Dropping and Adding Courses and Withdrawing from the University. The changes entailed formalizing a committee structure for dropping courses following the end of the currently allowed 12 weeks for a regular semester or a proportionate time in a summer session or short course. This recommendation has been reviewed by Vice President Heintze and has been forwarded to President Schmidly as recommended.

The committee developed a policy for final exam scheduling for distance education courses. The policy recommendations were reviewed by the extension council and modifications to those recommendations were incorporated into the document. The complete document was forwarded to Interim Vice President Vitek, reviewed by Vice President Heintze and forwarded to President Schmidly as recommended.

The committee recommended changes to policy 2-0822, Academic Dishonesty and Misconduct. After much discussion in Faculty Council, this recommendation was tabled for further work within the committee.

The committee was asked to examine the issue of the Registrar's office awarding grades based on transcript evaluation for courses taken at institutions outside the United States. Following investigations with other Big 12 institutions, the committee decided to recommend against making such determinations for international course work.

Carry over work for the academic year 2003-04 includes the following:

The committee will further examine the changes needed in policy 2-0822, Academic Dishonesty and Misconduct.

The committee continues to monitor faculty difficulties in entering grades through the web. Each semester that faculty have been required to record grades by the web, the numbers of grades submitted after the deadline has declined. The majority of grades not reported on time are zero ending courses and research hours (5000 and 6000).

The committee continues to examine the impact of transfer GPA on OSU enrollment, retention and graduation. This will continue to be examined in the next academic year working with the OSU higher administration.

New work identified for the academic year 2003-04 includes the following:

The committee will develop a policy for OSU on Academic Reprieve. At the present time, the higher regents policy is used and is open to interpretation. There is a need for a policy that clarifies the process at Oklahoma State University.

The committee has been asked to examine, evaluate and recommend revisions to Policy 5-0201 On-Campus *Supplemental* Credit Courses Offered Through Extension during the coming year.

ATHLETICS — Carol Moder

The Athletics Committee considered two main issues:

- 1) Student Services available to athletes as compared to those available for all students
- 2) Tracking of Athletes after they leave OSU.

In examining the first issue, the committee gathered information from many offices across campus, which it compiled into an overview of student services. The committee determined that comparable services were available to the entire student body, but that for Athletes the services were centralized. One area of difference was the way in which at risk students are tracked. The Department of Athletics generally solicits mid-semester progress reports, which help them to track those in potential academic difficulty. The university, as a whole, no longer solicits such reports.

On the second issue, the committee formulated a recommendation suggesting that the Department of Athletics, in cooperation with appropriate university offices, develop and implement a procedure for tracking the academic progress and job employment of OSU athletes who have played for an OSU team for one academic year or longer. This procedure should be designed to gather information on the academic, professional, and employment history of athletes for a minimum of five years after they leave OSU. The Department of Athletics should provide an annual report of this information to the Faculty Council Athletics Committee, Athletic Council, and other interested university groups.

This recommendation is still pending.

A third activity of the committee was to develop an interview protocol in order to gather information from athletes on issues relevant to them. The committee formulated this protocol and interviewed two athletes, one from the Equestrian team and one from women's track. The information gathered was helpful in gaining a better understanding of issues related to the academic experience of athletes. The committee proposes to continue these interviews next year with a broader sampling of athletes.

BUDGET — Scott Gelfand

The Budget Committee spent most of the year following how the University would respond to state-mandated cutbacks.

The Committee drafted and endorsed two recommendations.

The first recommendation concerned coaches' salaries. The recommendation called on the president to institute a moratorium on raises for any University personnel during the current

budget crisis, particularly the already well-paid athletic coaches. The recommendation's rationale was that, given the harsh financial times the University is currently experiencing, raises for OSU's two highest paid employees (total compensation) were an insult to the faculty and staff, and would damage morale for everyone else who did not receive raises this fall, who are facing higher insurance premiums in January 2003, and who may be facing furloughs or other negative financial impacts.

(The recommendation was spurred by wide media attention on the issue of the basketball coach's recent contract extension and probable raise, though the press reports indicated that OSU would not publicize the financial terms due to possible negative campus reaction in light of the on-going academic budget crisis. The news reports of the morning of December 2 concerning a probable raise and contract extension for the football coach following the victory over OU refreshed this issue.) This recommendation did not make it out of executive committee.

The second recommendation was concerned with limiting tuition waivers. The recommendation imposed of a cap on the total annual dollar amount awarded, a limitation on the number of annual awards, and the formation of a committee comprising the Budget Committee chair and two representatives of the Executive Vice President's office (one each from enrollment management and budget). This Undergraduate Tuition Waiver committee would meet annually to make funding recommendations to the University Budget Committee for the succeeding year. The recommendation further stated that the retention GPA for all such waivers should be a minimum of 2.5 depending on the waiver. This recommendation was voted down by the full council.

The committee discussed a number of items during the year including the following.

- 1) The long-term lack of consultation by the administration with appropriate faculty committees, including University Budget Committee, Faculty Council Budget Committee, and Faculty Council Retirement and Fringe Benefits Committee. The committee discussed ways to convince administration to seek faculty input on budget issues and decisions.
- 2) The issue of NOC offering remedial courses in Stillwater. However, the Budget Committee usually concluded that the Executive Committee was the appropriate entity to pursue the topic.
- 3) The Committee members discussed block tuition and concluded that they might want to submit a recommendation concerning this issue. The members decided, however, that they would like to meet with J. Weaver or D. Bosserman to find out details of the program before considering a recommendation. In addition, the Committee agreed that Gelfand would encourage the Administration to delay making any final decision concerning block tuition until Faculty Council has had the opportunity to examine any proposal.

There was also a Resolution from the OSU Board of Regents regarding the budget situation that was adopted at its regular meeting April 25, 2003. Gelfand quoted the last paragraph of that resolution as follows: "BE IT FURTHER RESOLVED that when budget presentations are made for Fiscal Year 2004 to the Board of Regents no institution/agency is to present a budget solution that reflects only an across-the-board reduction, but instead should contain an administrative

analysis of efforts to absorb required reductions and enhance operational efficiency and effectiveness through administrative reorganization and program elimination that strengthens the institution and its missions.” Secondly, in terms of the budget picture for next year, there is still no resolution at the Capitol. The Senate has proposed a 9.2% cut but they are also talking about a 12% cut. A 7.25% cut has already been made by OSU which means an additional 2% cut would have to be made. If it is the 12% cut, that would be another 4.8%. Lastly, the Senate has stated that they will not agree to any cut that is higher than a total of 10% which would be 2.75% more than what has been cut thus far.

CAMPUS FACILITIES, SAFETY & SECURITY — Khaled Gasem

Summary of Activities: The activities of the CFSS Committee have focused mainly on addressing two issues: the OSU Facility Planning Process and the Parking Plans.

Facility Planning: A careful review of the current process for facility planning leads us to believe that OSU lacks some of the key ingredients for an effective process, including:

- A viable master plan that guides all developments
- A link between a university strategic plan and a master plan
- A review process that incorporates all elements of facility planning
- A good administrative model for handling facility planning
- Clear facility planning guidelines when interacting with donors

We have therefore proceeded to study facility-planning processes employed at other institutions. Specifically, the CFSS Committee finalized its review of facility planning models used at Michigan State University; University of California, Berkeley; and Johns Hopkins University. A consensus was reached that an effective facility planning process involves:

- A well developed Master Plan
- A Facility Planning Office comprised of specialists in architecture, landscaping, art, interior design, etc.
- A Facility Planning Administrative Committee
- A robust mechanism for consultation with all university constituencies

The CFSS Committee is in the process of finalizing a Faculty Council recommendation for an improved process for facility planning at OSU.

Parking Planning: Following a careful study of reports relating to parking, the results of the Parking Survey, and many rounds of discussions, the CFSS Committee provided the Parking Manager with specific input on future parking plans at OSU. The Committee suggests that:

- A clear time horizon should be specified for the proposed plans.
- The parking plans be an element of the campus master plan.
- Future plans include all types of vehicular movement on campus, e.g., walking paths, bikeways, etc.
- The plans include a description of the current situation and an estimate of any parking deficiencies.

- As the Parking Manager has asked for increased rates in parking fees, he should share with us and the university community a plan for how the money will be used.
- The Parking Manager provides this committee with a timeline for the planned project(s).
- The parking plan should document (a) a description of resources required to address the parking needs, (b) a description of the maintenance costs for any parking facilities, and (c) a description of factors that would influence future parking needs.
- A summary be provided which includes an estimate of current income from parking and a projection of future needs in terms of fees.
- The plan provides a schedule for “phasing-in” any recommended increases in parking fees.

Further, the Committee believes that a viable plan for addressing the parking needs of the university should include:

- Optimal use of the current parking facilities
- Plans for surface parking
- Plans for an efficient use of remote parking via the transit system
- Discussion of the viability of a multi-level parking structure
- Description of safe walking and bicycle routes
- The development of a reliable transit system

Plans for Year 2003-2004: In the next academic year, we plan to:

1. Finalize recommendation for improved Facility Planning at OSU
2. If deemed necessary, formulate a recommendation regarding Parking Planning
3. Research approaches for updating the OSU Master Plan

LONG-RANGE PLANNING & INFORMATION TECHNOLOGY — Birne Binengar

In the Spring of 2002 Faculty Council passed, by a unanimous vote, a resolution recommending that IT policy and procedural issues be separated; and providing a means for the quick review and implementation of procedural responses to changes in IT technology and usage. The principles of this resolution were also approved, unanimously, by the Staff Advisory Council.

The LRPITC began this year collaborating with the interim Administration to hammer out the details of an IT policy that could be recommended to the Regents as an official P&P document. A final document was completed just as the new President arrived on campus in January. However, at the February FC meeting, President Schmidly announced that any action on an IT policy document would have to wait until the appointment of the (newly created) Vice President for Information Technology and Distance Learning and Chief Information Office (VP/CIO).

The LRPITC then became active in the search process for the new VP/CIO, which culminated with the appointment of Dr. Gary Wiggins in April. Immediately after his appointment as VP/CIO, Dr. Wiggins met with the LRPITC and the Executive Committee of Faculty Council to discuss his plans for IT at OSU. This discussion was very constructive and Dr. Wiggins seemed very earnest in his desire for faculty input into the IT decision-making processes.

At the end of this month my term as the chair of the LRPITC expires. The new chair of the LRPITC will be Mark Weiser. Mark has served on both Faculty Council and the LRPITC for last two years, and is also the Fleming Professor for Technology Management in the College of Business Administration. I will be leaving the following issues in Mark's capable hands:

- the development of an IT Mission Statement and IT advisory mechanisms, in collaboration with the new VP/CIO
- the lack of consistency, accessibility, and accountability in OSU's web space
- the development of standard and appropriate procedures to deal with suspicions of illicit computer use.
- to resurrect the Long Range Planning charge of the committee by actively engaging in the Administration's strategic planning initiatives.

FACULTY — Sue Redwood Year-End Committee Report

- As a follow-up to plans made in a meeting between Dr. Halligan, Dr. Keener, the Faculty Committee, and Faculty Council officers in May 2002, the Faculty Committee has worked with Natalea Watkins on the development of a videotape regarding the importance of Appendix D. The videotape is near completion.
- The committee reviewed a proposal to develop university policy regarding bullying in the workplace. The proposal was put on hold while the committee considered whether to support a racial harassment policy or an “umbrella” harassment policy that might include workplace bullying. Now that the decision has been made to pursue development of a specific racial harassment policy, the workplace-bullying proposal will be addressed.
- The committee reviewed the Big 12 Faculty Fellowship proposals and submitted ratings to Dr. Vitek.
- The committee reviewed a proposal from the College of Osteopathic Medicine to create a non-tenure faculty track for physician faculty whose primary responsibilities are teaching and patient care. Representatives from COM's Faculty Senate met with the committee to discuss the proposal. The COM faculty have decided to finalize the proposal before the Faculty Committee votes on it.
- The committee reviewed a proposed racial and ethnic harassment policy that was developed by the Ethnic and Racial Subcommittee of the University Diversity Committee. The review process involved discussions with individuals who participated in the development of the proposed policy, as well as a literature review of other universities' experiences and experts' opinions regarding racial harassment policies. The Faculty Committee will identify recommended changes to the proposed policy document, meet with key individuals who developed the proposal, and then present the modified proposal to Faculty Council as soon as possible.
- The committee is reviewing 6 RPT cases and will submit its recommendations to Dr. Vitek.
- Issues still under discussion include a proposal from the Student Affairs and Learning Resources Committee to consider a resolution that OSU faculty should be allowed to teach at NOC-Stillwater for additional compensation, and possible constructive responses to challenges faced by OSU-Tulsa faculty.

Committee Update

The committee has changed its plan on responding to the proposed Racial and Ethnic Harassment policy. Dr. Earl Mitchell and Dr. Carolyn Hernandez attended the last committee meeting to provide background information on the development of the proposed policy. Also, Dr. Martin Wallen, Department of English, conducted a literature review of other universities' experiences and experts' opinions regarding racial harassment policies. The committee studied the findings of his review. At the committee's March meeting, Dr. Jason Kirksey, Department of Political Science, who participated in the development of the proposed policy, attended and discussed his views on the importance of establishing a racial harassment policy. Based on all of this input, the Faculty Committee has decided to support the development of a racial harassment policy. The committee will identify recommended changes to the proposed policy, meet with Dr. Mitchell and Dr. Hernandez to discuss these changes, and then present the modified proposal to the Faculty Council.

RESEARCH — John Damicone

The Research Committee consisted of John Damicone (Chair, Ento & Plant Path), Helen Clements (Library), Suzanne Holcombe (Library), Ulrich Melcher (Biochem & Mol Bio), Kouider Mokhtari (SCEL), George Waller (Biochem-Emeritus), and Glen Zhang (Animal Science). The research committee was active on several issues during the past year and had an excellent working relationship with Joe Alexander, Interim Vice President for Research (VPR). Accomplishments include:

- Worked with the VPR to negotiate approval of a Policy on Copyrightable Intellectual Property (01-05-05 RES) that had been previously approved by Faculty Council in 2001. The Copyright Policy was accepted by administration and was approved by the OSU Regents in Dec 02 with only a minor modification of the procedure for approval of a copyrightable product.
- Passed a recommendation to establish the Regents Distinguished Research Award (02-12-03-RES). The draft received from the VPR was amended to increase faculty involvement in the selection process. The recommendation was accepted by Administration and was approved by the OSU Regents in Jan 03. The selection process for the 2003 awards is currently underway.
- Passed a recommendation to establish Guidelines for Disbursement of University Start-Up Funds (03-03-01-RES). A draft of the guidelines received from the VPR was sent to all faculty for comment. Considerable input was received and incorporated into the recommendation. The draft was revised to widen eligibility for start-up funds, increase the time period during which start-up could be spent, and to increase flexibility on the types of expenditures allowed. The recommendation has been approved by the University Research Council and Dean's Council.

The research committee worked on several other issues that have not yet resulted in recommendations. These included research compliance, intellectual property and patent protection, and revisiting the idea of a research professorship track. Ulrich Melcher assessed the needs of the many Research Service Facilities on campus that serve faculty in multiple Colleges.

The Research Committee is currently working with the VPR to develop a recommendation-“Research Infrastructure Fund” that will address financial needs for these facilities.

RETIREMENT & FRINGE BENEFITS — Sally Henderson

Accomplishments:

- 3 recommendations passed Faculty Council:
 1. Maternity/Family Leave Opportunities
 2. Implementation of 457b Deferred Compensation Plan
 3. Elimination of 1600 hour Sick Leave Cap

- 1 recommendation did not pass Faculty Council:

Elimination of 1-year wait and 26 Year Age for Retirement Contribution

Issues Pending:

1. Recommendation of the University Retirement and Flex Benefits Committee (URFB) "Interim Report"
2. Review of the URFB "Cafeteria Plan" proposal
3. Alternatives for health care provider(s)
4. Setting Goals/Objectives for next FY

RULES & PROCEDURES — Brad Bays

The Rules and Procedures Committee, composed of Brad A. Bays (GEOG), Chair, Alyson L. Greiner (GEOG), Diane M. LaFollette (Emeriti Adm.), *ex officio*, Jason E. Lavery (HIST), and John N. Veenstra (CIVE), met several times during the 2002-03 academic year. Our primary tasks involved assisting Faculty Council Staff Assistant Diane LaFollette—a lady of great talent, grace, and organizational skill, known to all as the “institutional memory” of the OSU Faculty Council—with the following electoral activities:

- (a) planning the activities of the committee, including setting nomination and ballot submission deadlines as per the *Bylaws* and the calendar year;

- (b) nomination of Vice Chair candidates at the 11 February meeting;

- (c) preparation of some 1,200 mailers to the General Faculty of the OSU system on 13-14 February containing faculty rosters, nomination forms for open council seats, and write-in nomination petitions for Vice Chair;

- (d) assistance to the general faculty on procedures for submitting nominations and Vice Chair nomination petitions;

- (e) compilation of biographical information on nominees;

(f) preparation of mailers containing ballots for Vice Chair and open council seats;

(g) counting of ballots received, formal verification, and reporting at the Faculty Council meeting of 8 April and the semester meeting of the General Faculty on 15 April.

Secondary activities of the Rules and Procedures Committee involved discussion of the following issues communicated by council officers:

a. *Preparation of a motion to rename titles of standing committees.* This measure would produce one-word titles in order to facilitate record keeping. (Action: rejected)

b. Consideration of a new office or standing committee charged with maintaining *the history of the Faculty Council*. Such an office or committee would work with the FC Secretary and Staff Assistant to guard against the problem of “wheel reinvention.” (Action: formed a subcommittee to study need; given expectation of coming structural metamorphosis of OSU faculty governance from Council to Senate, ad hoc committee decided to table issue for future Rules and Procedures Committee.)

STUDENT AFFAIRS & LEARNING RESOURCES — Pat Lamphere-Jordan

The SALR Committee focused on three major issues during this academic year: 1) the equitable treatment of all students on the campus, 2) the equitable treatment of students throughout the community at-large, and 3) the use of OSU generated student technology fees for use with the NOC programs held in Stillwater.

Actions of students, not only on campus, but also within the community have raised concerns. With the help of Dr. Earl Mitchell, Associate Vice-President for Multicultural Affairs, faculty, and staff student awareness of diversity and equity has been raised through educational presentations, special presentations, and conferences focusing on diversity and multiculturalism. Student organizations have been involved in special education sessions to help them become aware of the impact of discrimination and social integration. New courses have been developed and incorporated into existing curriculum and students, faculty, and staff have become sensitized to treating all on the campus and in the community with respect and dignity. Dr. Beth Caniglia (a member of our committee) and Dr. Jean Van Delinder submitted a grant which was funded to provide a learning resource center on multicultural education on our campus.

Students were also involved in physical altercations off campus throughout the fall and spring. Several of the incidents involved athletes, fraternity members, sorority members, and students from other colleges in the area. Working with Dr. Lee Bird, Associate Vice-President for Student Affairs and Dr. Harry Birdwell, Athletic Director, we were able to gain assurances that each student had been treated fairly and that a student's affiliation such as being an athlete or fraternity/sorority member had no bearing on the disciplinary actions taken by either the university or law enforcement agencies. We believe our actions and inquiry resulted in stronger statements regarding the observance of pre-finals week activities.

With the agreement drawn between OSU and NOC to offer remedial courses for students enrolled in or intending to enroll in OSU, Dr. Tom Peeper alerted the committee to the possible

use of student generated technology fees to support the computer system for NOC enrollees. Dr. Peeper, who serves on the Student Technology Fee Committee, helped work for fair use of such fees and a commitment by OSU that other institutions would not be able to use these funds.

Student representation on University Faculty Council Committees continues to be a problem. Although students have been assigned to committee work through the Student Government Associations at both the undergraduate and graduate levels, this committee, as well as others, was without student representation. We encourage Dr. Bird to work with the student government organizations to provide representatives for each standing committee or to work particularly with the SALR Committee on ways to encourage student representation.

REPORTS OF LIAISON REPRESENTATIVES:

Athletic Council — Carol Moder

The Athletic Council met on April 17. Two issues of interest to the faculty were discussed.

1. Kay Bull, Chair of the Fiscal Integrity Committee was asked to forward questions to Athletics Director Birdwell concerning the E&G funds the university pays toward the “Non-athletic” use of university facilities.

The questions are:

1. What is the Department of Athletics position on the 2-1/2 million debt in the E&G account used to pay utilities of Athletics facilities (those in excess of the \$968,000 per year which the university has already paid)?
2. Was/is there an agreement between the university administration and the Department of Athletics to limit the university's contribution for “non-athletics use of Department of Athletics facilities” to no more than \$968,000 per year?
3. Can the Department of Athletics commit to reducing or eliminating this university contribution to their operations in the future?

2. The Chair of the Council raised the question of whether the Athletic Council has a relevant role to play, since it has not been consulted concerning any policy or hiring decisions concerning athletics. The Council agreed that the Chair should consult with President Schmidly about this.

Student Publications Committee — Suzanne Holcombe

Suzanne presented her report, in writing, for inclusion in the Minutes as follows:

March, April Publications Board Meetings

U-Network you.okstate.edu

Discussion concerning this service funded by SGA for students. It includes:

- 1) access to student activities and events
- 2) ability for student organizations and departments to sell things online
- 3) provide groups opportunities to Media Stream their activities (for a price)

Determined to be a service not a publication (so not under auspices of the Board).

Competition with O'Collegian.

SGA Elections

2598 students voted online, 1500 from the OC site via U Network

Yearbook

Should this publication be brought back? Printed out of house? Has not been printed since 1991. A letter has been sent to Dr. Schmidly describing a proposal from Taylor Publishing that would result in a yearbook for the Stillwater campus.

Radio Station

It has been proposed that the student radio station KXZY office be moved from JB 317 to the basement with the OC. Objection to this by the OC (space and security concerns). Dr. Tom Weir who is taking over from Paul Smeyak as Head of Journalism will be resolving this issue.

Editors

A summer and fall editor have been selected.

Other Newspapers on campus

There is a proposal for other newspapers to be distributed on campus (USA Today, Oklahoman, Tulsa World). 2,000 copies each day at \$5 per semester student fee. There is currently a \$2 fee for the OC. Potentially up to an SGA vote.

Staff Advisory Council — Marilyn Thomason

Thomason opened her comments by saying that as a member of the Awards and Recognition Committee, she would like to take the opportunity to thank the Faculty Council for their help during Staff Appreciation Day. From most reports it was a great success. The last SAC meeting was April 9, 2003. They continued discussion on sick leave uncapping from Flexible Benefits Compensation. SAC would still like to see the creation of a Sick Leave Bank. This is one of the most frequently requested issues brought to the Council. Recommendations were also made regarding the Cafeteria Plan. Elections for new SAC members have been finalized and they will attend May's meeting. They are also continuing to seek endowment to the SAC Scholarship fund. Some of SAC's Executive Committee and Stephanie Graham, the student who developed the proposal, presented a plan for on-campus childcare to the Administration E-Team. This proposal will provide quality daycare to staff, faculty, and students of OSU. The 4x9+4 proposal has been distributed to SAC members by e-mail. The responses have been favorable and have been forwarded to administration. SAC's next meeting will be May 14, 2003 at 1:15pm in Student Union 416 and is open to the public.

Arts & Sciences Faculty Council — Bill Henley

Henley reported at the A&S Faculty Council this week was the announcement that one likely casualty of the A&S budget cuts will be the "Rookies" program for training first year graduate TAs. A motion to request this as a top priority budget item was defeated after Associate Dean Crauder explained that the only alternative at this point is loss of more faculty positions.

OLD BUSINESS:**NOC Task Force Update – Carol Moder**

President Schmidly met with the NOC Task Force on May 1, 2003. **General Points Clarified at this Meeting:** 1) The agreement to have NOC teach remedial courses for OSU students is in place and will take effect beginning in August, 2003. 2) The next phase in the inter-institutional arrangement is for NOC to offer a limited selection of general education courses to students who

do not meet OSU's entrance requirements. 3) There is no intention of developing a dual or concurrent enrollment system between NOC and OSU at this time. While some sort of limited arrangement that would serve mutual needs for the two institutions might be considered in the future, for the time being Dr. Schmidly agreed to delete this option from his materials, and the task force will not develop an implementation scheme.

Issues Discussed Concerning Transfer Admission Proposal

- To ensure that curricular and content issues would be compatible with both institutions' aspirations, a joint OSU-NOC coordinating arrangement needs to be developed.
- To ensure that the program achieves its goal of preparing students for successful transition to OSU degree-seeking status, careful evaluation and assessment of the program will need to be done.
- The NOC program would be designed to serve students not admitted to OSU but interested in developing an academic record that might allow them to be admitted in the future.
- OSU students would be expected to take OSU courses as long as seats are available at OSU.

Proposed Next Steps

1. Dr. Mokhtari and Dr. Gates will coordinate the development of an evaluation and assessment system for the remedial program beginning in the fall of 2003.
2. When the Provost position is filled, that individual will participate along with Vice President Heintze in the Task Force's discussions.
3. This broader group will fine-tune an academic implementation plan to be coordinated with the business plan.
4. The basis for a Memorandum of Understanding for the transfer-admission program should be in place early in the fall semester.
5. The Regents could then be encouraged to make any modifications they desire in entry requirements. This should occur early enough to affect admission decisions for applicants applying for admission for the 2004-2005 academic year.
6. NOC should be prepared to offer the first full slate of courses for the transfer-admission program beginning in August 2004 to accommodate those students who are not admitted to OSU.

Lawry said that as part of the effort to shape the NOC relationship, the university recently sent a small group to a meeting at Oregon State University. This group included Gail Gates, Joe Weaver and Council member Scott Gelfand. Lawry asked Gelfand to remark on the trip. Gelfand said that Oregon State developed a dual-enrollment program a number of years ago. There are 10-12 community colleges in Oregon they are trying to establish a relationship with; one as close as eight miles and one as far as 90 miles away. They have very strong articulation meetings where faculty from the departments meet and they do not move forward until they believe the faculty, as well as the faculty at the community college, are comfortable with the situation. He added that after the meeting was over his personal opinion was that maybe the university here did the process backwards, i.e., perhaps dual-enrollment should have come first instead of remedial and gen ed classes that will be implemented in the near future. Dual-enrollment at Oregon State is for students who meet the admission requirements of both the university and the community college that the person attends. One of the driving ideas is to make it easier for a student to make the transition from a community college to a university. The

student makes one application, which goes to the community college, and the same application is then forwarded to the university and they do not have any special requirements for these students. Some benefits of dual enrollment are that the transition for the students is easier plus this benefits the university because once a student completes the community college they are more likely to attend Oregon State than go somewhere else. Gelfand said he asked the Provost if enrollment had gone down at Oregon State because of the dual enrollment and he answered "no, if anything it had increased for both places." Damicone asked why would a student go to a community college. Earl Mitchell said two reasons might be minority students and students from rural areas would want a smaller college rather than a large university. Lawry asked if a report would be forthcoming and Gates replied Weaver was in the process of drafting one. Lawry asked if a copy could be provided to Council and Gates replied, "that would be a great idea." Gates made one other comment. She said that Oregon suggested that pilot projects be initiated first. For instance, the College of Business might want to partner with a particular institution. Gelfand added they wanted to start slowly and this was a confidence-building measure. Lawry stated that if OSU is sending a contingent to Oregon State to gather information regarding this issue it must be an important matter to spend resources and money to study this idea.

NEW BUSINESS:

Chair Lawry distributed certificates of appreciation to all out-going Council members and thanked them for their time and effort of serving on Council and for being the voice of the faculty to administration and that they do make a difference. Vice Chair Moder presented a certificate to Dr. Lawry with deep appreciation for all his work this past year as it was a difficult year with many transitions and she felt a debt of gratitude was owed him for his courageous, outspoken and principled leadership.

Alyson Greiner suggested the Council consider moving the monthly meeting to a larger room, perhaps one of the Case Study rooms on the fourth floor of the Student Union with tiered seating and more space. Lawry and Moder said it would be taken up for consideration.

Redwood wanted to thank the Educational Television Services and anyone else she should thank for bringing the Provost candidate forums to all the branch campuses. She wanted to bring all the recognition and appreciation for that fact and the hope that in the future all events that are held in Stillwater would be available in this manner.

The meeting adjourned at 5:20 p.m. The next regular meeting of the Faculty Council is June 10, 2003.

Chuck Edgley, Interim Secretary
OSU Faculty Council