

FACULTY COUNCIL MINUTES

250 Student Union
September 12, 2006

Tom Phillips called the meeting to order with the following members present: Bell, G., Bell, P., Bidwell, Binegar, Brown, A., Brown, G., Carter, Cruz-Rodz, Darcy, Dare, Gasem, Giles, Goetze, Hirschlein, Jordan, Leavell, Martin, Meinkoth, Mitchell, Moberly, Moomaw, Nolan, Ransom, Rouch, Russell, Spicer, Van Delinder, Veenstra and Westhaus. Also present: Agnew, T., Bird, L., Carter, C., Catlos, E., Crespo, A., Elliott, K., Gates, G., Goodbary, A., Hightower, D., Hines, K., Mathiasen, A., Matoy, A., Miller, B., Milliken, C., Monismith, D., Rogers, S., Schmidly, D., Strathe, M., Warner, C. Absent: Materer

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Phillips asked for approval of the June 13, 2006, Minutes. Gasem moved acceptance of the Minutes. Cruz-Rodz seconded. The Minutes were approved. Phillips asked for approval of the

September 12, 2006 Agenda. Tom Jordan moved acceptance of the Agenda. Mitchell seconded. The Agenda was approved.

SPECIAL REPORT: United Way Campaign – Marlene Strathe

The United Way Campaign for this year will kick-off on September 21 and is called the “Day of Caring”. The campaign on campus should conclude about the middle of November. President and Mrs. Schmidly were the first to sign their pledge card this year. The goal for United Way across the community is \$760,000 which is an increase of \$20,000 over last year. The campus goal for this year is \$180,000, up from \$174,000 last year. Strathe stressed they hoped for greater participation this year from the OSU community. Many OSU faculty, students, staff, and/or their family members take advantage of or serve in some way on the 26 agencies that are part of the United Way. President Schmidly will lead a Wellness Walk around campus on September 29 beginning at 11:30 a.m.. The goal for the walk will be 500 people. Coordination and registration will be handled through the Seretean Wellness Center and Colvin Center. The registration fee for the event will go to United Way. More information will follow. Tom Phillips added a simple way to donate was through payroll deduction and encouraged all to do so.

SPECIAL REPORT: Pandemic Flu Planning – Steve Rogers

Steve Rogers, Director of University Health Services, discussed the pandemic flu planning and preparedness program to prepare the campuses in the event of pandemic influenza. Over the last year there has been a lot of interest in preparing the country in a number of ways for the possibility of a pandemic. Rogers explained Pandemic Flu is a new influenza A virus which is easily spread. It can cause high levels of illness, death, social disruption and economic loss. Printed material was distributed which included a quote from Michael O. Leavitt, Secretary for the U.S. Department of Health and Human Services on the importance of planning for a pandemic in the United States. In response to the President’s call for action, Governor Henry called a task force, in which he released a copy of the State of Oklahoma’s plan for the possibility of a pandemic. Rogers and VP Bird attended the meeting and got a feel for the direction the university might take. As a result of that meeting and with discussions with the leadership team on campus, President Schmidly asked Rogers to lead the efforts for the OSU system to prepare for the possibility of a pandemic. Also attached to the handout was a “Colleges and Universities Pandemic Influenza Planning Checklist” and a section on “Pandemic Planning Draft Policies and Procedures” which included planning and coordination; continuity of student learning and operations; infection control policies and procedures; and communications planning. Rogers said, “I hope to have this finalized by the end of the semester”. Planning goals for the OSU System include minimizing serious illness and death, minimizing infrastructure disruptions and insuring continuity of the institutional mission.

Darcy asked if there is a plan in place now for deciding whether or not the University should be closed or not and is there a team in place that will make that decision. Rogers replied that decision process has not been identified. He added it was proposed in the Draft plan that the Pandemic Response Team will gather information, make an evaluation, and advise the President. President Schmidly added that before any course of action was taken faculty would be consulted and if a decision was made to close the University it would require some agreement on the part of the Regents. He also said this presentation was made to the Regents this past summer and they were fully aware of the situation. Rogers said Phillips had appointed a faculty member to represent Faculty Council on the planning team and in addition each of the Deans have appointed members.

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

- 06-01-03-FAC *Recommended Revisions to The Policy Statement to Govern Appointments, etc. of the Faculty of OSU Approved by the Faculty Council and General Faculty in Spring 2005:* Administration's Response — Revision 1— Reference to Appendix C not approved on advice of Legal Counsel. Revision 2—Sentences in Section 1.14.4 have been moved to Section 1.14.3.2. Status — Wording modifications suggested by the administration are under review by members of the Faculty Committee.
- 06-04-01-SCAA *Role of African Americans at OSU:* Received and pending. Response from VP Thomas to President Schmidly was attached to the Report.
- 06-05-01-EXEC *Recommendations Concerning Confidentiality Agreement:* Pending. Darlene Hightower discussed this recommendation (comments below).
- 06-05-03-BUDG *Athletic Facilities Upkeep, Maintenance and Utility Expense Report:* Provided. It is understood by the Athletic Department that on-going facility expense for any new Athletic projects under development will be the responsibility of the Athletic Department and that no General University funding will be provided for the operation of these new facilities.
- 06-05-04-BUDG *Annual Athletic Payment Explanation:* Pending. The annual contracted payment to the Athletic Department is for consideration and represents the General University share of campus use of Athletic facilities. This payment has been approved by the A&M Board of Regents. VP M. Holder has indicated it is his desire that this payment, by the university to Athletics, be stopped as soon as it is financially feasible to do so.
- 06-06-01-EXEC *Phone Books:* Pending. Discussions are on-going.
- 06-06-02-EXEC *Regular Consultation on Campus Planning:* Accepted. AVP Joe Weaver has recently been given additional responsibilities relating to long range facility planning and construction. As part of these responsibilities, he has been charged with working with the Athletics Dept. to insure that Athletic Dept. planning is coordinated with the General University.
- 06-09-01-ASP *Add/Drop Policy Changes:* To President Schmidly.

Phillips introduced Darlene Hightower, Chief Information Officer, Information Technology, to discuss the Confidentiality Agreement issue. Hightower said OSU employees are no longer asked to sign the confidentiality agreement. She had received confirmation of this from Alan Shryock in Human Resources. Agreements collected to date will be shredded by personnel in the CIO office. The HRS data field documenting signed agreements will be blanked by HRS personnel. Use of current agreements requesting data access to mainframe resources such as human resources, student information, financial aid, financial and bursar records, etc. will continue. These forms have been in use since 1999 and some even predate 1999. Use of the data release process found on the Administrative Information Reporting System (AIRS) website, <http://airs.okstate.edu>, will continue. This system allows users the capability to request data required for job functions or essential for research and committee assignments. Data requester(s) will receive an email acknowledgement outlining the approved usage of the data being released. This email will also give instructions to the

requester if he/she does not agree to the usage. Review of the recommendations from faculty and staff reinforce the belief that an attempt at a new confidentiality agreement at this time would be futile. The committee recognizes the importance of employee training and recommends the following: Required on-line training courses be created and distributed to OSU employees on a quarterly basis and/or as needed. Understanding that employee time is in high demand, the courses will be relatively short in nature. These courses will raise the awareness of OSU policies and procedures, federal and state regulations, and are not intended to replace the more extensive courses already offered such as FERPA and HIPAA. Information Technology will be responsible for course creation and will ask assistance from the OSU community of experts for content and course approval. Response to receiving and returning keys: They are establishing a committee, with representatives from Personnel, Physical Plant, Colleges, Research, Student Services/Aux Services, Faculty Council and Staff Advisory Council, to propose a policy for employee exit interviews, including key retrieval.

Darcy said he did not believe mandatory training was what the faculty or staff recommended in any sense whatsoever. He thought what they did say was people that have access to certain kinds of information should be trained in their responsibility. He added he did not think this should include the painters, people that mow the lawns, faculty that teach English, etc. Darcy said, "To train them in how to use some kind of system they will never use is not what we were asking". Hightower said that was not the intent of the awareness classes and added that everyone on campus may come across student information and they need to know what to do about it. If someone, like a Physical Plant employee comes across a trash repository that has student or HR information, they need to know who to contact. The awareness training is a regulation through OSF and also the International Senior's Organization. Hightower added that whether it needs to come every quarter is up for discussion but it is very important, just as much as safety training. She does not feel it is too much to ask everyone to take a 15-20 minute awareness training course.

Mitchell asked about the pending phone book recommendation. Hightower said they are going to work with the various departments on all campuses to get the on-line directory information correct. She added that she thought Dr. Bosserman had asked the Deans and VPs to verify the fact the information had been added correctly by the end of October. IT is going to work with other entities to see if anyone on campus is interested in going through the process of working with an outside vendor in getting a directory published. A cost analysis will be done to make sure that the revenue being quoted and going around as being a profit is indeed a profit. Kathy Elliott said Mitch Kilcrease had agreed for the SU Bookstore to pull it off the web and have printed and bound copies available for sale for \$10. Phillips said they are trying to find out the name of the last publisher. Hightower said Michael White in Telephone Services has all that information. Darcy said there is a private company that is delighted to give everyone on camp a free phone book plus give the university \$8,000. He said this information was reported by Dr. Bosserman at an earlier Faculty Council meeting. Darcy added the free phone books would be given to the university in exchange for the right to place coupons and advertising in the books as companies make a profit from doing that and many cannot understand why the university will not allow that to continue to happen as it has happened for decades. Russell asked why the university did not want a printed phone directory. Phillips said when he talked to Bosserman, he asked if they wanted all kinds of ads and coupons printed in the books such as condoms, beer, etc. President Schmidly replied the use of alcohol is not condoned and it would be important to have some kind of assurance from the publisher that the

advertising in the phone book be consistent with the values of the institution. Plus, there are legal issues involved. Darcy said the concerns that have been raised are “after-the-fact” justifications for not printing it because we have had the phone book for decades and there has never been any controversial advertisements, it has been very tasteful, and there has not been any complaints about the books in the past. The President said Dr. Bosserman is considering the idea.

The President – Remarks and Comments

President Schmidly said they looked forward to working with Phillips and his leadership team this year. He added he would speak more specifically about the state of the university and a number of other issues at the Fall General Faculty meeting on November 21. He thought the semester was off to a good start and there is an excellent Freshman class with an all-time high ACT average of 24.7. Very encouraging, from his prospective, is the increase of African American Freshman, about 16.5 percent, and he thinks the Faculty Council as a group, the administration, the VP for Institutional Diversity and his staff have all successfully worked on this issue. The President believes there is an outstanding student leadership group this year and he has been impressed with Claire Carter and her team and the issues they are discussing as a student body. The students produce Orange Peel every year and this year there will be a country-western super star, Alan Jackson, appearing on September 30 and he encouraged all to support the students and purchase tickets and attend. Salary increases were started in July this year and this was something faculty had strongly recommended. There were three percent across-the-board raises for staff and three percent merit raises for faculty. Schmidly asked for cooperation with the Campus Master Plan. Last spring the Board approved the Initial Development Period (IDP) which is the next five to seven years of the plan, but they did not approve and did not consider the long-term plan which is up to 20 years. Over the summer Joe Weaver and the team he has been leading did a tremendous amount of work, not with a consultant, but with the School of Architecture. They have come up with what he believes is a series of excellent recommendations. The faculty, students, staff and community need to get engaged this fall to bring this all to completion so the Campus Master Plan can be put into place. Weaver has been given a new title and has been designated to be in charge of all planning and construction on campus of the academic construction projects. From the President’s perspective every university has many challenges but he thinks the biggest challenge facing OSU this year and in the foreseeable future is the rising health care costs and it is serious. He thinks that the increases this year will probably exceed what most people received in salary increases and this cannot continue. Alternatives have to be looked at. Everyone needs to work and pull together to address the health care issue. He is very concerned that many will remove their dependents from the plan because they will not be able to afford it and that is not a good situation. There is still a challenge with the College of Engineering in terms of construction of the football stadium and possible implications for research programs in the ATRC. They are in negotiations now in how to solve the problem. A final decision has not yet been reached. This was a very good year in the Legislature as about \$130 million was received by higher education but not all of that money was received by the institutions. Of that amount only \$85 million came through the formulas. The two salary increases from last year had to be annualized. A more detailed picture will be presented at the Fall General Faculty meeting.

Darcy asked what was meant by the word “campus” since the President had said earlier that Joe Weaver would be in charge of all construction on campus but Darcy said he guessed this did not mean Athletics. The President said this was true but it did include the other campuses in the OSU

system. John Houck is responsible for construction projects in Athletics. Weaver will meet on a regular basis with Houck. Darcy asked if Athletics shouldn't be considered "campus". The President replied he guessed that could be argued, but that construction is being done through the Athletic Foundation and there are gift agreements that are signed between Athletics and the University about how the construction will be conducted. After the rules and the agreements are prepared they are reviewed by Legal Counsel and Joe Weaver.

Jordan asked where the University stood on broadbanding for staff. Anne Matoy responded that as of July 1 no new positions will be opened unless they are broadbanded and that is moving ahead. We are on office/clerical, which is one of our largest groups, and we have a format that has been agreed upon by all the administrative officers and we are working with each college and division to implement them as they are able to provide time and attention to do so. Jordan asked if Matoy was aware of the problem that this is causing in some areas by having staff that have not been broadbanded and new people that have. Matoy said you should contact your Dean's Office because everyone has agreed on the plan and they have been trying to go in and finish up the rest of it for about four months and they are hearing that some of the units are occupied with other things and not getting that done.

Russell asked about President Boren at OU drawing money from their Foundation to boost faculty salaries. *The Daily Oklahoman* published average salaries for their faculty and there was approximately an \$8,000 difference – 96 or 98 for OU faculty and 88 for OSU faculty. Did the President know if they were talking about the Professor rank only and were they reporting for 12 month salaries. The President said before he publicly commented he wanted to have Institutional Research prepare a more detailed comparison of numbers that are considered official for government reporting. He will report more later after that data has been compiled.

REPORTS OF STANDING COMMITTEES:

ACADEMIC STANDARDS AND POLICIES — Jean Van Delinder

Van Delinder presented a recommendation from the ASP committee to Faculty Council entitled "Add/Drop Policy Changes". The policy is as follows:

The Faculty Council Recommends to President Schmidly that: the revised Add/Drop Policy be accepted (see attached).

Rationale:

At the request of the Late Drop Review Committee, the Academic Standards and Policies Committee reviewed and moved that the following changes to the Add/Drop Policy be approved. The primary reason for these changes was to add the additional wording on the refunds, clarify the drop policy for short courses, make this policy consistent with the new Academic Integrity Policy, and include a representative from OSU-Tulsa to the university-wide review committee.

Changes to refunds:

Section 2.01; 2.02; 2.06; 3.01.C; 3.02; 3.03.E; 4.04.A,B,C; 4.05

Changes in wording to be consistent with Academic Integrity Policy:

2.03; 2.04; 3.03.C

Addition of OSU-Tulsa Representative to the University-wide review committee:
3.04

ADDING AND DROPPING COURSES AND WITHDRAWING FROM THE
UNIVERSITY 2-0206
GENERAL UNIVERSITY
August 2006

POLICY

Adding Courses

1.01 Approval of the student's academic adviser is required for adding a course. The end of the sixth day that classes meet in a regular semester (not counting Saturday as a class day) or the third class day of an eight-week session, or during the proportionate period for block or short courses, is the last day a course may be added (nonrestrictive). With instructor's approval, a course may be added during day seven through Friday of the second week of classes of a regular semester, or the fourth day of an eight-week session (restrictive).

Dropping Courses

2.01 At any time prior to the end of the sixth day that classes meet in a regular semester (not counting Saturday as a class day) or the third day of an eight-week session, or the second day of any session less than eight weeks, a student may drop a course, and no record of the course will appear on the student's academic record. Students receive a full refund of tuition/fees during this time.

2.02 After the time to drop with no transcript record and prior to the end of the twelfth week of classes of a regular semester or the sixth week of an eight-week session (or proportionate periods for block or short courses), a grade of "W" (dropped) shall be recorded on the student's academic record. During this time a student who never attended a class may drop the course but is not eligible to receive a refund of tuition/fees.

2.03 After the twelfth week of a regular semester or sixth week of an eight-week session, or proportionate periods for block or short courses, a student may not drop a course and shall be assigned only the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," or "R" by the instructor at the end of the semester. A grade of "F!" may be assigned in cases of alleged violations of academic integrity. Exceptions to this policy may be allowed by petition due to extraordinary circumstances as described in 4.01-4.04 below.

2.04 A student may not drop any course in which a formal charge of a violation of academic integrity is pending against the student. If the student is absolved of the formal charge, he or she may drop the course with either a "W" or "F" (according to the drop grade policy) appearing on the academic record. If the student is found to be responsible for a violation of academic integrity, the

instructor may take appropriate disciplinary action, including assigning the grade "F" for the assignment or "F!" for the course.

2.05 No course may be dropped without the approval of the student's academic adviser.

2.06 The deadline for dropping a course that meets on a single weekend is the last business day before the class meets (e.g., Friday before a course that starts on Friday or Saturday).

Dropping a Course After the Deadline

3.01 Consideration will be given for a student to drop after the twelfth week in a regular semester or the sixth week in an eight-week session (or proportionate periods for block or short courses) under the following or similar conditions:

- A. Written verification from a recognized professional (e.g., physician) that the student was physically prevented from dropping due to illness, injury, or personal emergency of the student or a member of the immediate family.
- B. Written verification from an appropriate representative or publication of the University proving that the student was given misinformation as to the correct deadline for dropping a course.
- C. Written verification from the instructor of record that the student never attended the class (the verification may state that the student neither submitted assignments nor completed examinations).
- D. Circumstances beyond the student's control that have arisen after the deadline.

3.02 Reasons similar to those listed below will not result in approval for dropping a course after the deadline:

- A. Student's lack of knowledge or misunderstanding of the deadline.
- B. Student waited to get the results of an exam or other assignment.
- C. Student's grades have declined since the deadline.
- D. Student does not need the course for graduation.
- E. Different deadlines existed at a previous school.

3.03 Process. Dropping a course after the deadline is permitted within a specific time period and requires involvement of the student, a university-wide committee and the faculty member as described below.

- A. Student. A student requesting to drop must complete a "Petition to Drop a Course after Deadline," which is available in the college student academic services offices and the Office of Academic Affairs. The completed form with supporting documentation and signature of the student's adviser must be submitted to the Office of Academic Affairs.
- B. Committee. Petitions for exceptions to the deadline for dropping courses will be reviewed by a university-wide committee as described in 3.04 below. If the

- committee approves the student's petition, the petition will be taken by the student to the faculty member (instructor of record) for assignment of a "W" or "F."
- C. Faculty Member. The instructor of record should assign a grade of "W" or "F" after approval of the student's petition by the committee. For approved petitions, the instructor may appropriately consider how the student's exceptional circumstances may have affected performance, but the ultimate responsibility for grade assignment rests with the faculty member. A grade of "W" should be assigned if the student never attended the class or was passing the course at the time of the petition to drop and a grade of "W" or "F" if the student was failing the course at the time of the drop. If the student meets the requirements for an incomplete grade, the instructor may also award an "I" for incomplete work.
 - D. Deadline. The maximum time period for submitting a petition to drop a course after the deadline is no later than four months after the date the grade for the course is officially due in the Registrar's Office, or six weeks after the student begins a new semester, whichever comes first.
 - E. Refunds of tuition and fees for students who never attended class. A student who never attended a class may drop the course but is not eligible to receive a refund of tuition/fees.

3.04 Review Committee. A university-wide committee shall review petitions for exception to the deadline for dropping courses and shall operate as described below.

- A. Composition. The committee will consist of a representative from each undergraduate college, University Academic Services, the Graduate College, OSU-Tulsa and a member of the Academic Standards and Policy Committee of Faculty Council. The Registrar or a Registrar's representative will serve as an ex-officio, nonvoting member.
- B. Organization. The committee shall initially elect a chair and vice chair from among its membership. The chair shall serve a one-year term. The vice chair will chair the committee in the absence of the chair or when the committee considers petitions from the committee chair's college. The vice chair will become the chair in the year following his/her term as vice chair. A new vice chair will be elected at the first fall semester meeting each year.
- C. Petition Review. The committee will meet weekly from the 13th week (7th week of an eight-week term) through the week after final exams each semester or summer session to review petitions. Petitions submitted after this date will be reviewed in the next term.
- D. Role and Authority. The committee will determine by majority vote whether the student's circumstances merit the granting of an exception to the deadline for dropping courses. The chair will vote only to break a tie. The key questions in determining whether to approve the drop after the deadline are (1) did the circumstances described change or arise after the deadline, and (2) why did the circumstances described affect only the course requested to be dropped.
- E. The decision of the committee is final. Members of the committee have full authority to act on the petitions as representatives of faculty and administration. No appeal exists for the decision of the committee.

Withdrawing from the University

4.01 The withdrawal process is initiated in the office of student academic services of the student's college. A student may withdraw from the University at any time prior to the Friday prior to the beginning of "Pre-finals Week" (or proportionate periods in summer or shorter terms). Prior to the end of the twelfth week of a regular semester or the sixth week of an eight-week session (or proportionate periods for block or short courses), a grade of "W" (withdrawn) shall be recorded on the student's academic record.

4.02 After the twelfth week of a regular semester or the sixth week of an eight-week session but prior to the beginning of "Pre-finals Week" (or proportionate periods in summer or shorter terms), a grade of "W" (withdrawn) or "F" (failing) shall be recorded on the student's academic record as assigned by the instructor of each course at the time of withdrawal, and the grade of "F" will be calculated in the grade point average.

4.03 After the beginning of "Pre-finals Week" (or proportionate periods in summer or shorter terms), a student may not withdraw from the University and shall be assigned only the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," or "R" by the instructor of each course at the end of the semester or summer session.

4.04 According to the Oklahoma State Regents for Higher Education, institutions may refund tuition and fees paid by a student who must withdraw from the institution due to hardship or extraordinary circumstances. Students with the following or similar conditions may qualify for refunds:

- A. Written verification from a recognized professional (e.g., physician) that the student must withdraw because of serious illness, injury, or personal emergency of the student or a member of the immediate family.
- B. Official verification that the student attended another institution and written verification from the instructors of record that the student never attended classes at OSU (the verification may state that the student neither submitted assignments nor completed examinations).
- C. Other hardship or extraordinary circumstances that have arisen after the refund deadline.

4.05 For students who withdraw from the university, the maximum time period for requesting a refund of tuition and fees after the deadline is no later than four months after the date the grades for the semester or term were officially due in the Registrar's Office, or six weeks after the student begins a new semester, whichever comes first. Appeals for refunds of tuition and fees for students who withdraw will be considered by a committee established by the Registrar.

Approved: Council of Student Academic Services Directors, November 2002

Faculty Council, February 11, 2003

Instruction Council, March 14, 2003

Deans Council, July 10, 2003

Revised: September 1982
September 1987
December 1990
March 1997
June 1998
April 2005
August 2006

Phillips called for a vote. The recommendation passed unanimously and will be forwarded to administration.

Van Delinder said other issues the committee is working on are: at the request of the Graduate College they will be looking at the Incomplete policy; looking at a wellness component as part of their curriculum; and also reviewing the “R” grade for graduates.

ATHLETICS — Kris Giles

Giles reported the committee had met and will be reviewing the funding of the Athletic Department and the finals and pre-finales week schedules.

CAMPUS FACILITIES, SAFETY, AND SECURITY — Khaled Gasem

Gasem reported the committee had met and are currently working on developing their agenda. They are planning on meeting with Joe Weaver regarding campus planning and Hugh Kierig regarding campus parking.

Darcy asked if there was a possibility Council could cover the cost of parking for Councilors from the branch campuses who drove their cars to campus or could they park in the Student Union Garage and have their ticket validated. Phillips said he had spoke to VP Bosserman about this issue and he is working on it. President Schmidly said any Councilor from a branch campus that parked on the Stillwater campus and was given a ticket to present that ticket to his office and it would be taken care of.

FACULTY — Tony Brown

Brown reported the committee had met and he introduced the Council members that are on the Faculty Committee: Linda Leavell, Birne Binegar, Bruce Russell and Khaled Gasem. General Faculty members are: Martin Wallen, Barbara Miller, David Yellin and John Thornton is the Emeritus representative. The committee’s primary agenda item initially for the semester is to develop a draft of the Policies and Procedures letter representation of the new faculty review policy adopted last June. This is a revision of the Annual Faculty Appraisal and Development Policy that has been retitled “Annual Faculty Review”. There is also a new policy on Cumulative Faculty Review which will require a Policy and Procedures letter.

LONG-RANGE PLANNING AND INFORMATION TECHNOLOGY — Nick Materer

Bob Darcy, LRPIT committee member, reported in Materer’s absence the following: A concern about privacy related to the email destination option under OKEY was discussed with IT. This option allows automatic email forwarding from an official okstate.edu address to a personal email

address. If you setup automatic forwarding using the email destination option, the selected address will be available through OSU directory services. For example, it will be exposed to all users of Outlook and on all address lists that they create. To prevent confusion, IT has agreed to add a warning on web page utilized to setup the email destination option under OKEY. By January, IT will have implemented a new directory service. From this point forward, the email destination or personal email address will not be exposed. Please note that your personal email address can also be exposed by responding to an email using your personal account. It is possible in several email clients (Outlook for example) to specify your name and email which the receiver should reply to. However, the original address from which the email was sent from can readily be determined. If you are concerned about this information being compromised, you should use the web outlook interface to send email from your OSU account when you are at home.

They also discussed the device subscription project. This and other projects aim to enhance security and management of the network. The committee will be active in reviewing policies related to these projects and other policy changes related to IT. IT has expressed willingness to work with the LRPIT committee to ensure that these changes will ultimately benefit the faculty, staff and students.

RESEARCH — Al Rouch

Rouch reported the committee is working on a policy for the protection of human subjects. They met with Dr. O'Geary who wrote the policy which will replace the one currently in place which is basically no policy. The Research Committee provided a number of suggestions and recommendations and Dr. O'Geary is now revising that policy and when the committee receives a copy it will be placed on the Faculty Council web page. The committee hopes to submit a recommendation to Council in the next two months. Some faculty who work with human subjects do not know if they actually need to submit and IRB or not and one of the things the committee has suggested is that there be an appendix very similar to the one in the Conflict of Interest Policy, which lists a number of examples of what to submit and what not to submit.

Rouch said they were aware that some faculty are upset because they have been required to fill out a Conflict of Interest form when they do not need to. Some have requested a standardized policy for all faculty. The Research Committee will discuss that idea.

There is a possibility there will be another policy regarding researchers who use animals. Charlotte Ownby contacted Rouch last summer and strongly recommends that training programs be instituted for faculty, students, and technicians who work with animals and basically do not know what they are doing. They will talk to Ownby and possibly follow up with some recommendations.

RETIREMENT AND FRINGE BENEFITS — Greg Bell

Bell reported the committee's number one priority is health care. The Year-End Report from the committee last year indicated they researched many creative ideas and did not come up with anything better. They also worked with the University Flexible Benefits Committee and did not come up with any better ideas. Bell mentioned a recent letter received by all University employees alluding to the fact that the health benefit plan premiums will increase considerably and will affect both employees and the University. What the University pays for employees will rise 17% and what employees pay for their dependents will go up between 19% and 23% depending on what coverage you carry. This is a nationwide problem and most companies are trying to get rid of

health care because it is too expensive or coming up with creative plans like high deductible insurance with a health saving plan attached to it. The allotment that you get has to be tied into something that is going to increase as rapidly as health care increases because your pay check will not, as shown this year. If you are insuring dependents, the three percent salary increase received this year is gone, especially for a staff person making \$25,000-\$30,000 per year. Bell had asked Anne Matoy, Director of Human Resources to attend the meeting and explain the new policy to the Council.

Matoy said there is an actuarial study done every July with a final decision in August to determine what the rates will be for the following year. Some of the changes this year are due to the fact that this year the Legislature decided that the rates should be blended for spouses, family members, and employees with the pre-Medicare inactives (people who retire that are not 65...before their claims were put in a separate group) and therefore they will get the same insurance rates as everyone else. This accounts for about 8% of the increase. Also, there was not an increase in premiums last year. It is projected premiums will double that of the cost of living increase next year. Matoy provided the following facts: Those with no health care in the State of Oklahoma costs each premium \$1,781 per year. Someone that has a kidney transplant, for example, costs the premium of 700 members. So, it is the large claims, the uninsured, and the continual rise in medical costs. Information is being sent to employees now and you will receive two packets from the State Plan shortly, one is your election form and the other is your option booklet. For more information you can visit the Human Resources website at www.okstate.edu/osu_per/ or information regarding comparative plans is on the State Plan website at www.sib.state.ok.us. Information/assistance sessions will be held in October and dates of meetings can be found in the September 2006 orange *News You Can Use* flyer sent to all employees. It was stressed that all employees know the rate increases are severe and they are urging employees to decide what the best alternative is for them and their dependents. The University Flexible Benefits Committee decided at their last meeting that the health insurance should go out for bid to go back to a private plan. Matoy said not to get overly optimistic about this because OU did that two years ago and went with Aetna Insurance and their rates are very similar to what OSU's are. Their employee rate is \$358 per month and OSU's will be \$364 next year. They do manage to have lesser rates on their spouses and children. More information will be provided at a later date on what the committee finds out. They continue to work towards wellness programs. Some committee members visited with people at the Employment Benefits Council regarding the State Wellness Plan in regard to how the plan works and if that would be a possibility for OSU. They are also looking at another program which is an additive to insurance that might cause more efficiency in savings.

Binegar asked if there was a group plan available employees could move their dependents to where they were not penalized for preexisting conditions. Matoy replied that as long as OSU is in the State Plan they are not able to offer a competing plan. Two group plans cannot be offered at once and that is one of the drawbacks. One of the risks of moving dependents to another plan, because they can get it cheaper, is they do take the risk that if something happens they can be cancelled, the rates can go up, as there are usually not limits on those rates, the coverage may not be as good, and if they have a serious illness they may have a preexisting clause if they choose to come back. Matoy said if you ever have questions about insurance coverage to contact Employee Services as the representatives are up-to-date and can direct you in the right way.

It was brought up about OU and OSU combining their insurance. Matoy said that had been discussed and one consideration was that their employees live in large metropolitan areas (Norman campus close to Oklahoma City and Tulsa campus in Tulsa) and usually better healthcare rates can be negotiated in the metropolitan areas and OSU would be a disadvantage to them. OU is the only higher education institution in the State of Oklahoma that is not in the State Plan System. It was asked if they came back into the State Plan would the rates go down. Matoy said “No because the State Plan has over 120,000 members and one group, even the size of OU, would not make a sizable difference”.

Matoy reported on a Letter Ruling requested from the Internal Revenue Service on the retirement plan issue. A formal response has still not been received from the IRS on whether or not to allow members of OTRS who joined prior to July 1, 2004, to withdraw from OTRS. The IRS recently issued a Letter Ruling which may have an impact. They appear to be taking a hard line against any changes in election. Regardless of whether the first election was mandated by the State, as is the case in most OTRS elections, the IRS is, so far, refusing to consider the possibility of a change. At the beginning of August when this information was received the retirement legal counsel for OSU, OU, and OTRS met with the IRS and there is a possibility that OSU/OU will be unable to provide an option to those who joined OTRS prior to July 1, 2004, to withdraw. Immediately before today’s Council meeting Matoy had a call that an amendment will be filed to the original amendment to the Letter Ruling request and they are hoping they may be able to get the change made. You will be kept informed.

STUDENT AFFAIRS AND LEARNING RESOURCES — Beulah Hirschlein

Hirschlein reported the committee had met to discuss priorities for the year. Members on the committee include: Glenn Brown, Danna Martin, Jao-Ming Huang, Dan Chaney, Raymond Habiby and Jeff Clark. They opted to work this year on students expressed needs to learn more about how the University uses the monies they collect in student fees and who makes those decisions. This concern was brought about by their perceptions that fees are becoming a bigger burden and a larger proportion of their total costs. Secondly, they will study the status of a recommendation passed by Council in January 2006 regarding International Education Scholarship Fees. This recommendation was accepted by OSU Administration but the State Regents could not approve it. Therefore, the Provost found funds available and approximately 60 scholarships have been awarded. The committee will pursue the possibility of greater University support for study abroad opportunities which would include the opportunity for all students to be involved. They are aware some peer institutions have placed more emphasis on international education in their strategic plans and hope OSU can participate in similar plans.

VP Bird said they would be glad to discuss these issues with the committee but they do have a committee that makes decisions about how the money is used and how it is spent. She said she thought there needed clarity between Student Affairs fees and student fees charged.

RULES AND PROCEDURES — Earl Mitchell

The committee has meet and they are looking at codifying all the rules of Faculty Council to make them clearer.

REPORTS OF LIAISON REPRESENTATIVES:**Staff Advisory Council — Carey Warner**

Warner reported Administration approved the Staff Advisory Council's recommendation for endowment of their Staff Scholarship Fund. They will receive an additional \$20,000 per year for the next 5 years; a total of \$100,000. In addition, Warner reminded Council that Staff Awards and Recognition Day is scheduled for Thursday, November 2, 2006, 10:00 a.m. to 12:00 p.m. Service Pins will be handed out to staff members completing 5, 10, 15, 20, 25, etc. years of service. As well, within the next week nomination forms for the Distinguished Service Award will be sent out. During the Awards and Recognition Program in November, 13 staff members will be recognized for "distinguished service" and 7 will receive an award of \$750 each.

Graduate and Professional Student Government Association — David Monismith

David Monismith, GPSGA Vice President said he was pleased to report that many of the requests from their Top Ten List have been or are being fulfilled. These include an increase in the number of international graduate scholars at OSU, improvements to the Graduate Advancement Program (GAP) which has increased tuition waivers to 6 hours of in-state tuition for half-time TAs and RAs and 3 hours for quarter-time TAs and RAs, and the ongoing implementation of a Graduate Scholar Development plan.

GPSGA held its Graduate Student Welcome Reception on August 24th, and the turnout was excellent. Over 250 graduate students attended the event as well as many faculty and administrators. New graduate students were able to meet the officers of GPSGA and university administrators. They were also able to enjoy free food and door prizes. GPSGA would like to extend a special thanks to the Office of the President for donating a luncheon and to Dr. Adrienne Hyle, Associate Dean, College of Education, for providing the Willard Evening Hall free of charge.

GPSGA is working in conjunction with the Graduate College to implement a policy to ensure that research grades are given in real time either as a permanent letter grade or a permanent "R" grade.

Many of the representatives in GPSGA noted in a survey last year that the organization is not doing enough to get input from graduate students, so GPSGA is planning to implement a web log (blog) to hear more graduate issues. Graduate students will be able to voice their concerns online within a few weeks at <http://gpsga.okstate.edu>.

Student Government Association — Claire Carter

Carter reported SGA is working with Mitch Kilcrease, Director of the Student Union, in regard to a group coming in to assess the SU building. They will be looking at the mechanical and electrical systems, the doors most utilized, and also assessing what students, faculty, staff and administration want the building to look like. SGA appreciates the opportunity for student involvement in that process. The SGA executive in charge of diversity is working with several different groups in an effort to expand their diversity program and create a coalition that will have a stronger voice on this campus. SGA is hosting a Voter Registration Drive on September 19 and 20th and urged faculty to encourage their students to register to vote.

Graduate Faculty Council — Al Rouch

Al Rouch, Graduate Faculty member, reported for Bob Hunger. A resolution/appeals process for use by graduate students for items not related to course grades or academic integrity will be discussed at the September 15th meeting of the Graduate Council. However, voting on a final draft may be delayed pending input from other groups or individuals.

Other issues that Graduate Council will be considering through the year include: 1) continuing the transition to fully implementing the revised Bylaws for the Graduate Faculty, which were approved in March, 2006. This includes working with the different Groups to ensure that Group bylaws match the overall Graduate Faculty bylaws; 2) consider changes in policies related to grades assigned for research/thesis/dissertation courses (i.e., “R” grades) and incomplete (“I”) grades; and 3) consider new program requests as they arise.

Emeriti Association — Theodore Agnew

The Emeriti Association is starting its second year in its graduate and post-graduate continuing Education Forever Program. One of the courses offered this fall will be History and Historians and they have been directed to make it on the History of Oklahoma; therefore it can conform to the centennial next year. They will possibly do a History of OSU. There are 25 volumes in the Centennial Histories series that were published in the 1990s and they are looking forward to a meeting at which the Faculty Council Chair, Tom Phillips, will be representing Council and the faculty organizations of the past, present and future.

New Business

Phillips announced that Birne Binegar, Faculty Council Vice Chair submitted his resignation from that office effective at this meeting. Phillips thanked Binegar for serving many years and presented him with a certificate which read as follows: “Birne Binegar has contributed to shared governance at Oklahoma State University through service as Councilor, 2000-2003, Secretary, 2003-2006, and Vice Chair, 2006”. Round of applause followed.

Due to Binegar’s resignation, according to the Faculty Council Bylaws, nominations by secret ballot, were requested from the floor. The Council nominated Tony Brown, Department of Political Science (College of Arts and Sciences) and Bob Miller, Department of Microbiology and Molecular Genetics (College of Arts and Sciences). Within 10 days of this meeting notification will be emailed to all eligible members of the General Faculty notifying them of the vacancy. Only members of the General Faculty may be nominated, and only such members can sign the petition. As defined in Article I of the Council Charter, members of the General Faculty are, “All full-time resident members (minimum 75 percent appointment) and members emeriti of the Faculty with the academic rank of instructor or above...” Thus, only full-time or emeriti faculty members holding the ranks of Instructor, Assistant Professor, Associate Professor and Professor may be nominated and can nominate candidates. All nomination petitions must be mailed or delivered to: Chair, Rules and Procedures Committee, 314 Public Information Building, OSU Campus, by close of business on Friday, September 29, 2006. Once the nomination procedure is complete a special General Election for Vice Chair will be held. The winner of that election will fulfill the remaining term of Vice Chair, up to May 31, 2007, and then will serve as Chair, 2007-2008, and Past Chair, 2008-2009.

The meeting adjourned at 5:45 p.m. The next regular meeting of the Faculty Council is October 10, 2006.

Respectfully submitted,
Thomas Jordan, Secretary