

FACULTY COUNCIL MINUTES
250 Student Union
October 9, 2007

Bob Miller called the meeting to order with the following members present: Bidwell, Brown, G., Brown, T., Calhoun, Carter, Casey, Chang, DeSilva, Gasem, Giles, Goetze, Hirschlein, Jordan, Martin, Miller, R., Moberly, Moder, Perkins, Russell, Spicer, Van Delinder, Veenstra, Westhaus, and Yellin. Also present: Biassou, J., Colton, J., Elliott, K., Gates, G., Hammer, M., Lehenbauer, E., Marton, B., Miller, B., Strathe, M., Tillman, M., Warren, M., Weaver, J., and Wright, C. Absent: Bays, Clinkenbeard, Dare, Hoffer, and Ransom

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Miller asked for approval of the September 11, 2007, Minutes. Jordan moved acceptance of the Minutes. Van Delinder seconded. The Minutes were approved. Miller asked for approval of the October 9, 2007 Agenda. Moder moved and Jordan seconded. The Agenda was approved.

UPDATE ON ACADEMIC INTEGRITY: Gail Gates

Miller introduced Dr. Gates, Associate Vice President for Undergraduate Education. Gates gave an update on the reports from Academic Integrity last year. About 190 cases of violations of

Academic Integrity that were reported. Most of them were for plagiarism. A few were for cheating on examinations and that number was up slightly from the previous year. They expected there to be an increase in reports because under the old system faculty were not necessarily required to report relative minor violations. The new sanctions that are recommended in the policy are for a “zero” or “F” on an examination or assignment and about 150 of the students received that sanction. Thirty-two students received the “F!” grade or the grade on their transcript that indicates they received an “F” because of the violation of academic integrity. Five students were suspended from the University because of repeated violations of academic integrity which Gates believes is more than in the previous ten years combined. The biggest offender brought unauthorized notes into exams for two different courses and then almost completely plagiarized a major paper for one of the courses. That student was suspended from the University for two semesters. The other four students were primarily suspended for one semester.

Gates presented a video about academic integrity. To view the video go to: <http://ra.okstate.edu/provost/academic/integrity.html>. Gates thanked Michele Tillman, Assistant for the Academic Integrity Panel and the Grade Appeals Board, for writing and producing the video and the Institute for Teaching and Learning Excellence for putting it together.

Gates then distributed the following handout.

Top Ten Ways to Promote Academic Integrity: A Guide for Oklahoma State University Students¹

- 1. Go to class.** All students are required to attend classes regularly. This is an opportunity to learn from scholars who are experts in their fields. In addition, instructors often make important announcements, including revised due dates, hints for exam preparation, and new assignments, during class time.
- 2. Get it straight.** Ask your professors to clarify any vague instructions before you begin working on an assignment. Once you understand the parameters, it will be easier for you to plan your work and stay on schedule.
- 3. Plan ahead.** Get yourself on the right track at the start of each semester by noting all your due dates for papers, assignments and exams on one calendar. Keep yourself on a consistent study schedule throughout the semester, and try to keep ahead of your work. Advance planning allows you to put in maximum effort with a minimum amount of stress.
- 4. Know where to go for assistance.** Familiarize yourself with campus resources available to assist you in studying, writing papers, and preparing for exams. Such resources include: the Writing Center, librarians, tutors, your advisor, and your favorite faculty member.
- 5. Follow instructions.** Guidelines for completing assignments are carefully thought-out by your instructors. You are less likely to arouse suspicion about the originality of your work if you follow their instructions to the letter. This includes any instructions given during an exam.
- 6. Do your own work.** Unless given explicit permission from your instructor, your best bet is to refuse assistance from friends on homework, papers, or exams.

7. Sit apart from your friends during exams. You and your friends will be prevented from exchanging glances or looking at one another's papers if you find seats at opposite sides of the room. Whenever possible, leave several empty seats between yourself and any other student.

8. Know whose words or ideas you're using. When preparing a paper, take careful notes from books, articles, websites, and journals. Note specifically page numbers, authors' full names, and publication dates. Avoid downloading information from Internet sources directly into your own files. As you continue to prepare your paper, it is helpful to put quotation marks around any notes you make in which you are using the source's words or ideas. Use proper footnotes and quotation marks in your final paper.

9. Know your options. If your lab experiment goes sour, if you have a family emergency, if you have three exams on the same day...talk it over with your instructors right away. They are much more likely to offer solutions, like extensions or incompletes, if you approach them BEFORE the assignment is due. You will not likely earn their sympathy if you choose a dishonest or careless route to getting the work done.

10. Think. Think about why you are at Oklahoma State University. Think about why you are enrolled in the course. Think about the value of your education, and about the value of studying, reading, writing and of honestly completing your work.

Addendum to: Top Ten Ways to Promote Academic Integrity: A Guide for Oklahoma State University Students

¹Adapted with permission from Brandeis University http://129.64.99.138/rabbgrad/forms/Student_Top%2010

According to the Academic Integrity Policy and Procedures, behaviors that violate the fundamental values of academic integrity may include but are not limited to:

Unauthorized Collaboration: Completing an assignment or examination with other students, turning in work that is identical or very similar to others' work, or receiving help on assignments without permission of the instructor. This may also include excessively relying upon and borrowing the ideas and work of others in a group effort.

Plagiarism: Presenting the written, published or creative work of another as the student's own work. Whenever the student uses wording, arguments, data, design, etc., belonging to someone else in a paper, report, oral presentation, or other assignment, the student must make this fact explicitly clear by correctly citing the appropriate references or sources. The student must fully indicate the extent to which any part or parts of the project are attributed to others. The student must also provide citations for paraphrased materials. The following are examples of plagiarism:

- copying another student's assignment, computer program or examination with or without permission from the author;
- copying another student's computer program and changing only minor items such as logic, variable names, or labels;
- copying or paraphrasing material from an Internet or written source without proper citation;
- copying words and then changing them a little, even if the student gives the source;
- verbatim copying without using quotation marks, even if the source is cited; and
- expressing in the student's own words someone else's ideas without giving proper credit.

Multiple Submissions: Submitting substantial portions of the same academic work for credit to more than one class (or to the same class if the student repeats a course) without permission of the instructors.

Cheating on Examinations: Gathering unauthorized information before or during an examination from others, using notes or other unapproved aids during an examination, failing to observe the rules governing

the conduct of examinations (for example, continuing to work on an examination after time is called at the end of an examination), or having another student to take an examination for the student.

Fabricating Information: Making up references for a bibliography, falsifying laboratory or research data (for example, tampering with experimental data to obtain "desired" results or creating results for experiments that were not done), or using a false excuse for an absence or an extension on a due date.

Helping Another Person Cheat: Providing information about an examination to another student (for example, sending an electronic message with answers during an examination), giving unauthorized help on assignments, or failing to prevent misuse of work by others (for example, allowing another student to copy an examination, assignment, or computer program). A student must take reasonable care that examination answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. This category also includes taking an examination on behalf of another student.

Unauthorized Advance Access to Examinations: Obtaining an advance copy of an examination without the instructor's permission or getting questions and answers from someone who took the examination earlier.

Altering or Destroying the Work of Others: Changing or damaging computer files, papers or other academic products that belong to others.

Fraudulently Altering Academic Records: Altering graded papers, computer materials/records, course withdrawal slips, or academic documents. This includes forging an instructor or adviser signature and altering transcripts.

Danna Martin, OSU/Okmulgee Council representative, said for the first semester she has been using "turn it in.com" and is very pleased with it.

REPORT OF STATUS OF FACULTY COUNCIL RECOMMENDATIONS:

Interim President Strathe, Provost, and Vice Presidents

07-09-01-CFSS

Support for the College of Arts and Sciences Faculty Petition Concerning the Renaming of the Murray Hall Building: Completed. The administration supports the right of A&S faculty to submit a petition to rename these facilities and, when a petition is received, will consider it according to procedures outlined in OSU Board Policy 2.05, "Naming University Facilities at Oklahoma State University."

Remarks and Comments from the Interim President — Marlene Strathe

Strathe indicated the Legislative Agenda for the Oklahoma State Regents for Higher Education is being developed along with State appropriation requests. There are five agenda items proposed by the State Regents as follows: 1) try to increase State appropriations going to higher education. To go along with that, and sort of a corollary, is there are a number of institutions that at the end of the last session believed they had not been treated equitably in the formula funding and are interested in not only increasing the State appropriations but they believe they need more equity to that formula-funding process; 2) increasing financial aid through the OHLAP program and other programs for Oklahoma students; 3) a high priority this year will be funding for a number of endowed chairs that are awaiting matching funds from the Legislature; 4) continue to

infuse dollars into the EDGE (Economic Development Generating Excellence) initiative started several years ago to try and put research dollars into a central State pool that would receive proposals for research in the State of Oklahoma and become what, at one time, was thought of as the "Research Capital of the Plains"; and 5) looking at different ways that economic development initiatives can be fostered through the colleges and universities in translating, for example, some research into companies and other projects that would benefit economic development in Oklahoma.

OSU has been working within the system to identify Legislative agenda items both at the State and Federal level. A trip will be made to Washington October 16 and 17 to visit the Oklahoma Congressional delegation in hopes of helping them identify priorities high on the list for Oklahoma State University as legislation moves through the process and hopefully to acquire additional funding. This past summer a new firm in Washington was employed called the Capitol Consulting Group and they will be assisting OSU with governmental relations. That group is headed by Bill Brewster who was at one time a Congressman in Oklahoma. Several on his staff have previous OSU connections. They feel very positive about the help this group might provide.

Recently there have been groundbreaking and ribbon cuttings on campus. There will be a "bell-ringer" ceremony held on October 10 at 1:00 p.m. for the renovation of Old Central.

The annual Fall Convocation will be held October 11 at 4:00 p.m. at Click Family Hall in the ConocoPhillips OSU Alumni Center. There will be a number of faculty and staff awards, research awards, teaching awards, as well as advising, international education, and service awards that will be given.

The tobacco-free campus initiative is moving forward. They are receiving proposals from the Seretean Wellness Center in regard to programs and efforts they will make available on campus for individuals that might wish to participate in those. They are looking at signage and a variety of different kinds of things that will be on the campus by next summer. They said our real focus is much more, we hope, on an educational focus than on an enforcement or punitive one.

The next OSU/A&M Board of Regents meeting is October 26 at Panhandle State University. The textbook policy that was passed in legislation last year will be on the Regents' agenda. Many of the items in the legislation are just impossible and we have no control over. Strathe said Mitch Kilcrease, Director of the Student Union, will be presenting the consultant report on renovation of the Student Union as a several-phased approach.

Strathe announced Blayne Mayfield will be serving as the Director of the Institute for Teaching and Learning Excellence due to the retirement of Marshall Allen October 1. She said Mayfield had been very active in distance education and professional development in the Institute and she is pleased he has accepted that position.

REPORTS OF STANDING COMMITTEES:**ACADEMIC STANDARDS AND POLICIES — Jean Van Delinder**

The committee is working on a class attendance policy for the OSU Pandemic Policy. This policy would apply to the time between alert status of a potential pandemic and the university closing. The idea is to encourage sick students to stay home without penalizing them. Last year they met with Steve Rogers and are also reviewing policies in place at other institutions of higher learning. They should be able to bring this forward next month. In addition, they are also reviewing the final grade change policy in the catalogue. This item was referred to us by Academic Affairs as there is some confusion among faculty about their discretion to change final grades. Once a final grade has been assigned it can only be changed if a mistake was made in calculating the final grade. They should be able to bring this revised policy forward next month.

ATHLETICS — Kris Giles

Members of the committee met on September 15, 2007 to discuss potential topics for review during the academic year. The committee agreed to focus on the report developed by The Coalition on Intercollegiate Athletics (COIA) and how specific recommendations relate to OSU. Bruce Russell attended the COIA meeting this past summer. Giles encouraged faculty to visit the COIA website at: <http://www.neuro.uoregon.edu/~tublitz/COIA/index.html>) to review the report and forward comments or suggestions to the Athletic Committee.

BUDGET — John Veenstra

The Budget Committee met in September and discussed a number of topics and worked on prioritizing the issues the Committee plans to tackle. Topics discussed included hold over items from last year, new ones generated by the members of the Committee, and those submitted to the Committee from faculty members. Joe Weaver has agreed to speak at the next two Budget Committee meetings (October and November).

CAMPUS FACILITIES, SAFETY, AND SECURITY — Heather K. Moberly

The committee is looking at holdover issues from before and prioritizing those. There are eight issues identified and some might be changed due to the announcement that Hugh Kierig, Director of Parking and Transit, is leaving OSU.

FACULTY — David Yellin

The committee is still working on the third draft of the Tenure Clock Extension recommendation and should have a final recommendation by the next meeting.

LONG-RANGE PLANNING AND INFORMATION TECHNOLOGY — Khaled Gasem

The LRP&IT Committee received a briefing from the IT Directors at OSU on system reliability. In general, the Committee was assured that the OSU IT systems enjoy a good level of reliability.

This includes servers, web functions, and mainframe. However some actions and investments are required to avoid difficulties with mission-critical functions. These include the following:

1. Professional development for the staff (\$100k to \$125k)
2. Additional storage memory (\$23k)
3. Fiber optic replacements (\$4 million)
4. Mainframe software purchase (>\$40 million)

RETIREMENT AND FRINGE BENEFITS — Bruce Russell

The committee will stay focused on goals set at their last meeting and will distribute committee assignments so those goals can be taken care of.

RULES AND PROCEDURES — Brian Carter

Ballots for the Vice Chair position of Faculty Council were mailed on September 27. As of October 9, 359 ballots have been returned. Voting closes Friday, October 12, at 5:00 p.m. The name of the successful candidate will be announced the week of October 15.

STUDENT AFFAIRS AND LEARNING RESOURCES — Beulah Hirschlein

The SALR Committee met on Thursday, October 4th.

They heard an update on the library (status and goals) from their liaison to the Library Advisory Council.

The scheduled speaker from Enrollment Management canceled late the preceding week.

With the objective of trying to determine if students and their families are being served effectively by Enrollment Management at OSU, and to understand the enrollment decline at OSU this academic year, they worked on learning about the structure of Enrollment Management at OSU. They examined the organizational chart and strategic plan that were accessible on the web. They examined constituent tracking systems in place at other universities, particularly Ohio State and University of Nebraska.

They also identified the next steps in their search for information. Members of the committee selected areas for individual follow-up.

The next meeting is Thursday, November 1 at 3:30 in HES 229. If you have information or suggestions pertinent to their present study, please let them know.

REPORTS OF LIAISON REPRESENTATIVES:**Staff Advisory Council — Mike Hammer**

SAC issues under discussion include: researching the day care issue again since several day cares have closed in Stillwater; and awaiting the final version of the tobacco-free policy so as to have a better understanding of what to expect. Other announcements included: the Staff Awards and Recognition Day is scheduled for November 1st at 10 a.m. in the SU Little Theatre; and the Distinguished Service Award nominations have been received and the committee is currently reviewing.

Women's Faculty Council — Barbara Miller

The Ann Rider and Clara Smith Women's Faculty Council Endowment is moving forward. The Foundation is preparing the brochures and an announcement will appear soon on their website. There will be an article on the endowment in the *STATE* magazine this December encouraging people to make donations. Bob Miller asked what the criteria were. Barbara Miller replied basically it would be for a female student who would be above the sophomore level and probably a junior or senior. The idea behind it was due to the fact that some students begin school, have to stop and work for a while, and sometimes they are not able to return. It calls for leadership in both academics and/or in other areas of student development, student government, etc. They are hoping people will honor women of the past that have made an impact on their lives by offering money towards future women leaders. The endowment was started by Melanie Page in honor of her two grandmothers that were an inspiration to her in leadership.

Student Government Association — Justin Biassou

Justin introduced himself to Council and said he was the Senate Chair of the Student Government Association. He said they will be dealing with the Activity Fee Allocation Process (AFAP) by-laws and are in the process of changing the rules. This basically has to do with how student groups receive their money from student fees. Faculty might have students who they advise that have groups that might deal with AFAP. These changes can be picked up at the SGA office, 040 Student Union. He added they look forward to working with Council this year.

OLD BUSINESS

Bob Miller reported the special committee formed on Partner Accommodations has been named and will begin work. Carol Moder is Chair. Moder said anyone who has information that the committee might be able to take into account, whether from the side of the faculty member, who is looking for spousal/partner accommodations, or from an administrator or department dealing with them, to please email her at carol.moder@okstate.edu with suggestions.. She added OSU has dealt with these policies in the past but there is no written policy.

Barbara Miller asked if this will include targeted hires other than spousal or partner hires. Moder replied, "No, at this time that is not part of our charge". Bob Miller added it might include other kinds of accommodations other than hiring.

NEW BUSINESS

Ron Miller said because of the discussions regarding the renovation of Old Central and academic integrity he was surprised the Honors College did not have an Honors Code. Bob Miller referred him to Gail Gates or Marlene Strathe.

The meeting adjourned at 3:45 p.m. The next regular meeting of the Faculty Council is November 13, 2007. The Fall General Faculty Meeting will be held on Tuesday, November 27 beginning at 1:00 p.m., Student Union Theatre.

Respectfully submitted,
Tom Jordan, Secretary