

FACULTY COUNCIL MINUTES
250 Student Union
April 8, 2008

Van Delinder called the meeting to order with the following members present: Bays, Brown, G, Brown, T., Calhoun, Carter, Clinkenbeard, Dare, DeSilva, Gasem, Giles, Goetze, Hirschlein, Hoffer, Jadow, Jordan, Miller, B., Miller, R., Moder, Perkins, Shull, Spicer, and Yellin. Also present: Allcorn, D., Auel, G., Bird, L., Bosserman, D., Campbell, C., Elliott, K., Gates, G., Holder, M., Ledford, P., Miller, B., Mitchell, E., Nichols, E., Ray, H., Strathe, M., Weimer, C., Zirkle, L. Absent: Avakian, Bidwell, Casey, Materer, Moberly, Russell, and Veenstra

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Miller asked for approval of the March 11, 2008, Minutes. Moder moved acceptance of the Minutes. Perkins seconded. The Minutes were approved. Miller asked for approval of the April 8, 2008, Agenda. Moder moved acceptance of the Agenda. Jordan seconded. The Agenda was approved.

SPECIAL REPORT: Update on the Athletic Department Construction Projects – Mike Holder

Holder said a lot of things had been written and said about the search for a new basketball coach. He assured all that they will be ethical in their search and will hire a good basketball coach. He

added once the search process begins they will follow all of the proper policies and procedures of the university. He added he had not contacted a coach or search firm to date. He said he is running the Athletic Department, not Boone Pickens, although Pickens is one of his best friends.

Holder made the following statements:

- The Athletic Department has bought all the houses from McElroy to Eskridge and will donate the land to the university once it is cleared.
- He supports endowed chairs and scholarships for students.
- Investments are 0-3 through the first quarter but they haven't started conference play.
- They will coordinate athletics with the campus master plan.
- Hall of Fame construction will be completed by August 1 at the latest.

SPECIAL REPORT: A 20th ANNIVERSARY HISTORY OF THE OSU EMERITI ASSOCIATION – Larry Zirkle

Zirkle, Emeriti President, showed a video depicting the last 20 years since the inception of the Emeriti Association. Comments from that video are below.

A speech in 1987 extolling the virtues of Oklahoma State University prompted a letter advising then President Lawrence Boger that great universities treat their Emeriti with respect. Except for parking permits retired faculty at OSU had few perks and no campus-wide organization. In February of 1988, then Vice President James Boggs, appointed Dr. Robert Hendrickson, Professor Emeritus of Animal Sciences, to chair a committee on the formation of an Emeriti group. Drs. Jeanne Agnew, Richard Jungers, and Kenneth McCollum, accepted the charge. The committee developed two goals for the proposed Oklahoma State University Emeritus Faculty Association to enhance professional and social interaction among retirees as well as interaction between retirees and the university. On April 15, 1988 the first meeting of retired faculty was called and four other members were added to the planning group: Drs. Francis Stromberg, Walter Starks, Eric Williams, and Lynn Gee.

By October 1988 the new association was a reality with Hendrickson as chairman. A slate of officers and ten council members were in place, a constitution and bylaws were adopted, six standing committees were appointed, two surveys were circulated, seven meetings were held, and an endowment agreement with the OSU Foundation was finalized. By the close of its first year the organization counted 232 paid members. A representative was sent to fifth annual conference of the Association of Retirement Organizations in Higher Education in Seattle. At the final meeting of the year chairman Hendrickson was presented with a hand-crafted walnut gavel to be used by future association leaders.

Under Chairman Jim Plaxico the bylaws were amended to welcome administrative and professional retirees and former members of the Board of Regents and the name was officially changed to the OSU Emeritus Association. The Task Force on Creative Retirement gave birth to the idea of an association-sponsored retirement living option. The special committee then worked to secure an on-campus Emeritus Center. A quarterly newsletter, "Emeritus" was begun and a listing of Emeriti names was included in the official OSU phone directory. A group of association members serving for campus events became known as Centennial Ambassadors. The

first honorary life membership was presented to VP Jay Boggs for his support in launching the association.

When Harold Sare became chairman the association moved into Rooms 101 and 102 of Home Economics East and the OSU Foundation contributed \$3,000 to outfit the new center. To reflect gender inclusiveness the group became the Oklahoma State University Emeriti Association. At the present time the Emeriti Association has offices in the Conoco-Phillips Alumni Center.

A database of OSU retirees was developed. The Task Force on Creative Retirement asked the University to help establish a continuing-care retirement community but did not get an outright endorsement. The Emeriti supported OSU's efforts to modify the American Fidelity contract and saw lowered retiree insurance premiums.

Bob Fite's tenure saw the publication of the first annual yearbook of members, a monthly calendar of activities distributed at meetings, and the formation of a bridge group. The Centennial Ambassadors became the Emeriti Ambassadors and were lauded by OSU President John Campbell as providing a significant service to the campus. An Emeriti mentoring program was introduced to help at-risk students both in the public schools and at the university level.

Many Emeriti-sponsored tours have been taken by the association over the past twenty years as well as many other activities including a bridge club, movies club, and several others.

The Association currently has nearly 600 members and continues to be an important part of the University community.

SPECIAL REPORT: Energy Savings Update – David Bosserman

Bosserman updated Council on the energy conservation program's progress. He said this energy program has saved the main campus almost \$1.2 million in five months and he feels, so far, has been a huge success. He thinks OSU departments are excited about the progress of this program and as long as excitement is up, he feels more savings can be realized. The goal is to save the university \$22 million over seven years. They asked for no utility increase in the budget this year as they are certain savings will be on-going. Bosserman distributed a handout with three charts in regard to this program and its savings.

Program Savings and Progress to Date:

OSU – Stillwater (Main Campus)	\$1,111,891	14.2% Savings
OSU – Oklahoma City (Branch)	\$ 111,441	24.3% Savings
OSU – Tulsa (Branch)	\$ 125,710	19.7% Savings
OSU – Okmulgee (Branch)	\$ 36,855	7.0% Savings
Total Savings (5-months):	\$1,385,897	14.4% Overall

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

- 08-03-01-BUDG ***Public Presentation of Proposed Budgets:*** Accepted in concept. The Association Vice President for Administration & Finance will meet with the Faculty Council Budget Committee to determine the information desired. Procedures will be developed in the next budget cycle to make sure information is available on the web for all to review.
- 08-03-02-FAC ***Spouse/Partner Hire at OSU:*** Accepted. Academic Affairs will work with the Assistant Vice President for Human Resources to make the requested addition to appropriate policies and procedures. Further discussion will take place regarding expanding the employment database available.
- 08-03-03-RFB ***Recommended Changes to Health Insurance Premiums – March 2008:*** Pending. The administration is supportive. Staff Advisory Council (SAC) is considering the same recommendation and tabled further discussion at their last meeting in order to allow time for representatives to confer with their constituencies. Before final approval or plans are implemented, the administration would like input from SAC.
- 08-04-01-ASP ***Adding and Dropping Courses and Withdrawing from the University:***
To President Hargis
- 08-04-02-COUNCIL ***Creation of an Academic Brand for OSU:*** To President Hargis

REPORTS OF STANDING COMMITTEES:

ACADEMIC STANDARDS AND POLICIES — Brad Bays

Bays presented the following recommendation to Council:

Title: Adding and Dropping Courses and Withdrawing from the University

The Faculty Council Recommends to President Hargis that: the university administration approve the document titled “Adding and Dropping Courses and Withdrawing from the University” (see attached).

Rationale

The proposed policy and procedures document makes the following substantive changes to university policy on dropping and adding courses:

1. This policy change clarifies and formalizes current practice relating to committee membership and procedures regarding the “late drop” and “late withdrawal” policies. After specified deadlines, students must petition to drop courses or withdraw from all courses. In the past, two separate committees have had charge to review such petitions. The two committees have had similar membership and generally operated under similar

rules, but the Late Withdrawal Committee was unspecified and under the purview of the Office of the Registrar. The proposed change combines the Late Drop Committee and the Late Withdrawal Committee into one entity that operates under the same guidelines. In the past, the late drop committee reviewed petitions that focused on students who wished to drop individual courses after the deadline, but petitions that focused on students wishing to withdraw from the university (dropping all of their courses) were handled on a case-by-case basis by staff in the Registrar's Office. The proposed policy modifications transfer the authority to allow late withdrawals from the Registrar's Office to the Late Drop Committee.

2. The policy change also increases clarity of what may and may not be considered grounds for petitioning the committee regarding late drops and late withdrawals. It is anticipated that this clarification will reduce the overall petition load of the committee by reducing petitions that are ineligible for consideration.
3. The policy adds a new subsection (5.00) that formalizes university policy on the review process for granting refunds of tuition and fees for students who must withdraw from the university due to hardship or extraordinary circumstances. Currently such reviews are handled on a case-by-case basis by the Office of the Registrar, but without a stated procedure in university policy; this lack of transparency has been quite problematic, since denied petitioners have no opportunity for appeal. This proposed change establishes a new committee, the Tuition Refund Review Committee, which shall review all special cases using a standard procedure. The Tuition Refund Review committee will make the final decision on such cases.

ADDING AND DROPPING COURSES AND WITHDRAWING FROM THE UNIVERSITY 2-0206

GENERAL UNIVERSITY

August 2007

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 proportionate periods for block or short courses), 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. From day seven through Friday of the second week of classes of a regular semester, or the fourth day of an eight-week session (or proportionate periods for block or short courses), students who drop will receive a fifty percent refund of tuition/fees. Beginning the third week of classes, students will forfeit the full amount of tuition and fees for dropped courses. 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," "SR," "UR," 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).

Withdrawing from the University

3.01 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 before or on 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.

3.02 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.

3.03 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," "SR," "UR," or "R" by the instructor of each course

at the end of the semester or summer session.

Dropping a Course or Withdrawing from the University After the Deadline

4.01 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) or withdraw on or after the beginning of "Pre-Finals Week" (or proportionate periods in summer or shorter terms) under the following or similar conditions:

- A. Written verification from a recognized professional (e.g., physician) that the student was physically prevented from dropping or withdrawing 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 or withdrawing from the university.
- 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.

4.02 Reasons similar to those listed below will not result in approval for dropping a course or withdrawing from the university after the deadline:

- A. Student's lack of knowledge or misunderstanding of the deadline (when no documented misinformation has been provided by the University).
- 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.

4.03 Process. Dropping a course or withdrawing from the university 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 online, in college student academic services offices, and the Office of Academic Affairs. The completed form with

supporting documentation and signatures of the student's adviser and Student Academic Services Director 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 4.04 below. If the committee approves the student's petition, the student will be notified by the Office of Academic Affairs and will be instructed to pick up the petition from 101 Whitehurst on the Stillwater campus or Enrollment Services on the Tulsa campus. 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.

4.04 Review Committee. A university-wide committee shall review petitions for exception to the deadline for dropping courses or withdrawing, 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 or withdrawing. The chair will vote only to break a tie. The key questions in determining whether to approve the drop or withdrawal 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(s) 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.

Refunds of Tuition and Fees

5.01 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 may only petition for a refund of tuition and fees for courses in which they have officially withdrawn – refunds will not be granted for courses with an assigned grade of 'F' or 'F!'.

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. Written verification from an appropriate representative or publication of the university proving that the student was given misinformation as to the correct deadline for receiving a refund of tuition and fees.
- C. 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).
- D. Other hardship or extraordinary circumstances that have arisen after the refund deadline.

5.02 Reasons similar to those listed below will not result in approval for receiving a refund of tuition and fees after the deadline:

- A. Student's lack of knowledge or misunderstanding of the deadline (when no documented misinformation has been provided by the University).

- 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.
- F. Non-attendance or non-participation in the class alone.

5.03 Process. Petitioning for a refund after the deadline is permitted within a specific time period and requires involvement of the student and a university-wide committee as described below.

- A. Student. A student requesting a refund must complete a "Petition for Refund of Tuition and Fees," which is available online, in college student academic services offices, and the Office of the Registrar. The completed form with supporting documentation and signatures of the student's adviser, Student Academic Services Director, and instructor(s) must be submitted to the Office of the Registrar.
- B. Committee. Petitions for exceptions to the deadline for refunds will be reviewed by a university-wide committee as described in 5.04 below. Petitions by this committee are only for the consideration of a refund of tuition and fees. The 'W' or other grade notation will remain on the academic record.
- C. Deadline. The maximum time period for submitting a petition for a refund of tuition and fees 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.

5.04 Review Committee. A university-wide committee shall review petitions for refunds of tuition and fees after the refund deadline 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, the Office of the Registrar, and a member of the Academic Standards and Policy Committee of Faculty Council.
- B. Organization. Same as 4.04.B above.
- C. Petition Review. The committee will meet at least monthly to review petitions.
- 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 a refund. The chair will vote only to break a tie.

- 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.

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
February 2007
March 2008

Miller called for a vote and the recommendation passed unanimously.

BUDGET — Carol Moder

1. The Budget Committee continues its investigations into the distribution of scholarships and tuition waivers and related policies.
2. At the last Faculty Council meeting the Budget Committee was charged with following up on the letter of inquiry from the CEAT Faculty Council concerning the source and availability of funds mentioned in the cumulative review policy for outstanding faculty and for faculty development. The Budget Committee met jointly with the Faculty Committee to discuss this issue. The two committees determined that the most effective way to address the question was to send a letter to the Provost inquiring about the administration's intentions concerning these funds. The letter was sent and we await a response.

In response to this update, Provost Strathe sent a letter below in response.

OFFICE OF
Academic Affairs


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April 4, 2008

MEMORANDUM

TO: John N. Veenstra, Chair
Faculty Council, Budget Committee

David Yellin, Chair
Faculty Council, Faculty Committee

FROM: Marlene I. Strathe 
Provost & Senior Vice President

SUBJECT: *Cumulative Review*

In response to your letter of March 4, 2008, a distinct centralized resource pool has not been established to “compensate for those with outstanding performance” although outstanding performance has always served as the criterion for merit-based salary programs. Were Oklahoma State University in a fiscal position to establish such an institutional resource pool, I would certainly fully support it being directed toward the cumulative review process.

There are a variety of resources already in place to support proposed development plans. The sabbatical leave program might be used to assist faculty in advancing their scholarship or redirecting their disciplinary focus. The Institute for Teaching and Learning Excellence provides numerous workshops each year to assist faculty in improving their instructional effectiveness. The Vice President for Research and Technology Transfer has sponsored workshops on grant writing and seeking external funds. Additionally, OSU Human Resources offers professional development opportunities, particularly in the areas of leadership, personnel management and conflict resolution. Development plans that identify needs not available within existing resources would need to be considered on an individual basis by the respective academic department/college.

I appreciate your inquiry into this matter and will continue to pursue possible funding sources to recognize meritorious performance.

MIS:dkw

c: Burns Hargis, President
Robert Miller, Chair, Faculty Council
Karl Reid, Dean, CEAT
Camille DeYong, CEAT Faculty Council

bcc: Denise Weaver, Academic Affairs

LONG-RANGE PLANNING AND INFORMATION TECHNOLOGY — Khaled Gasem

The committee is continuing to work on the Strategic Planning Project

RESEARCH — Leon Spicer

This Spring semester, the Research Committee discussions have focused on what can be done to increase the number of faculty submitting grants and improve the research environment at OSU. Specifically they are discussing:

1. How to Improve Faculty Incentives to seek grants- such as return of indirect cost to faculty, develop a teaching ‘buy-out’ program, develop a salary ‘bonus’ program, etc. They are at the stage of deciding whether they would be better off making a general recommendation that each college develop some type of program or taking the time to outline a specific scheme for such a program. Please email Joe Bidwell or any committee member with comments or suggestions.
2. How they can reduce the time delay and excessive costs incurred when renovations involve the Physical Plant.

RULES AND PROCEDURES — Brian Carter

Carter announced recent election results as follows:

Vice Chair – Bruce Russell; **Secretary** – John Veenstra; **Agriculture** – (two 3-year positions), Karen Hickman and Arthur (Art) Klatt; **Arts & Sciences** – (two 3-year positions), Beth Caniglia and Mindy McCann; **Arts & Sciences** – (two 1-year positions), Melanie Page and Steve Stadler; **CEAT** – (one 3-year position), Tom Jordan; **Business** – (one 3-year position), Bud Lacy; **Human Environmental Sciences** – (one 3-year position), Sissy Osteen; **Veterinary Health Sciences** – (one 3-year position), Terry Lehenbauer; **OSU-Tulsa** – (one 3-year position), Tracy Suter; **OSU Institute of Technology- Okmulgee** – (one 1-year position), Robert Avakian; and **Multicultural Group** – (one 2-year position), Rama Ramakumar. The new Councilors will take office June 1, 2008.

Carter asked Council to vote on approval of J. D. Brown (CEAT) to fulfill the unexpired term of Bruce Russell for one year due to the fact that Bruce will become Vice Chair on June 1, 2008 and there are two years left on his original three-year term. According to the *OSU Faculty Handbook* it states, “...when a vacancy arises, make interim appointments effective until the next annual election. At the next annual election a member shall be elected to complete each unexpired term”. Vote to approve passed unanimously. Brown will serve a one-year term of June 1, 2008 through May 31, 2009.

STUDENT AFFAIRS AND LEARNING RESOURCES — Glenn Brown

Brown reported on the Special Subcommittee on Study Abroad which met in the Spring and Fall of 2007. Ms Gerry Auel, Study Abroad Coordinator was the Committee Chair. Faculty included: Adrienne Hyle, Dennis Seager, Alan Tree. Administration and Staff included:

Bill Ivy, Chad Blew, Michael Harris, Linda Millis, Robin Williams, Catherine Vijayakumar. SGA Representative was Lucas Elwell.

Committee activities included: reviewing study abroad at OSU including types of programs, general history, and current Enrollment. Comparisons were made regarding OSU to peer institutions and different colleges within OSU. They solicited input for: Staff – Student Financial Aid Foundation and Faculty – Short term class instructors. Deterrents for participation included: (1) Commitment and involvement at all administrative levels; (2) Availability of funding for study abroad activities; (3) Integration of study abroad into the curriculum, and (4) Preparation for international experience.

The Subcommittee concluded:

1. Faculty, department heads, and deans must be encouraged, supported, and rewarded for their contributions to international education.
2. Scholarship funding for study abroad should be increased.
3. The University must reduce the financial burden on instructors and programs involved in study abroad activities.
4. University curriculum should incorporate study abroad into all undergraduate programs
5. Language offerings should be increased.
6. Students from all backgrounds should have access to a wide range of options for international experience to meet their academic and individual needs.
7. Study abroad functions and support services for study abroad initiatives must be better staffed and funded to provide more effective coordination and delivery.

The Study Abroad Program is currently at about 13%. The five year goal of 25% should be achievable by 2011. One-hundred percent will require long term efforts.

Brown acknowledged the efforts of Ms Gerry Auel, Study Abroad Coordinator, Ms Hope Ray, Study Abroad Advisor, School of International Studies, and Marlene Strathe for funding the Provost's scholarships.

REPORTS OF LIAISON REPRESENTATIVES:

National Association for College and University Residence Halls (NACURH) — Deleea Allcorn

Allcorn said she is a Co-Director for Volunteers for the National Association for College and University Residence Halls (NACURH). Her advisor, James Barraclough, and their committee wanted to notify the Faculty Council of the NACURH conference and present information regarding volunteering. NACURH is the largest student-run organization in the world, and encompasses all of the Residence Hall Associations across the United States. NACURH hosts a national conference every summer, and Oklahoma State has the amazing opportunity to host this summer's conference May 16-19. During this time, between 2,500-3,000 student-leaders from universities all over the United States, Canada, Mexico, and Australia will attend this conference. With this, they are looking for around 150-200 volunteers from campus and attending universities to help operate this amazing conference. This is an awesome opportunity for people

to be involved with a mass array of college students and to be a part of a truly amazing experience. As the conference is coming to Oklahoma State, they felt it extremely important to have the Faculty and Administration aware of the conference and the opportunities to become involved. There are many different ways in which one can be involved, from assisting with Entertainment, Housing, Banquet/Hospitality, Mass Gatherings and more, to helping get the word out to others on campus and within the community about the NACURH conference. They want to encourage as many faculty as possible to be involved in any way you can. Please visit their website at www.nacurh08.com for a break down of all the specifics of the conference. There is a volunteers section that allows those interested to sign up.

Staff Advisory Council — Pam Ledford

Ledford said a decision regarding the health insurance issue would be voted on at their April 9th meeting. She also thanked Faculty Council on behalf of the Staff Advisory Council for serving at their annual picnic.

Women's Faculty Council — Barbara Miller

Miller invited everyone to the awards reception for Women's Faculty Council on April 9 at 3 in the Browsing Room. Winners will give brief presentations on their research.

Old Business:

Calhoun asked the status of the Guns on Campus legislation. Bob Miller said it is supposedly dead but could be resurrected. He thanked everyone that contacted their Senators opposing this issue.

New Business:

OSU-Tulsa Proposed New Degree Programs – Carol Moder

Moder said that there was concern among the faculty about the procedures that were being followed for 15 proposed new degree programs at OSU-Tulsa. She said that OSU-Tulsa President Gary Trennepohl had requested at the January meeting of the Oklahoma A&M Regents that authorization to move forward with academic proposals for 15 new degree programs. The Regents authorized his request. Moder said that various Deans and Department Heads were now being asked to compile the full range of information normally required for new programs or program modifications proposals for the Oklahoma State Regents for Higher Education. She stated that this procedure was a violation of the university policy as stated on the Academic Affairs website that program proposals should originate in the department. She said that given the irregularity of the procedure, it was important to have the administration re-affirm the principle of faculty governance that the faculty have authority over the curriculum. She had invited OSU-Tulsa President Gary Trennepohl to attend the Faculty Council meeting or send a representative to discuss the issue; he informed her that he could not attend today's meeting but would come to a later meeting if the Faculty Council requested him to do so. Moder said that

she had asked a representative of the administration for the following assurance. She said she had been told that the administration would be willing to provide it.

The Faculty Council requests that the OSU President, the OSU Provost, and the President of OSU-Tulsa affirm in writing the following:

1. Decisions concerning program, curriculum, and course offerings, including when and where to offer courses and programs, are the purview of the faculty.
2. Proposals concerning OSU-Tulsa should follow the established procedures for course or program offerings, including initial consultation of and approval by the relevant departmental or school unit, and where prescribed, the subsequent approval of the Dean and the Instruction Council.
3. No degree program will be offered at OSU-Tulsa without the approval of the relevant departmental or school faculty.

Creation of an Academic Brand for OSU Recommendation – Tom Jordan

Jordan presented the following recommendation to Council:

Title: Creation of an Academic Brand for OSU

The Faculty Council Recommends to President Hargis that: the President's Office develop and authorize, with appropriate faculty input, a modern, easily recognized brand consisting of, or based on, the OSU System Seal (see below) that is appropriate for use by the university's college, academic departments and units, and faculty members in communications with other academic/scholarly/research institutions and audiences.



Rationale: Such a brand demonstrates OSU's commitment to quality academic and scholastic excellence.

Why:

- Colleagues and research-oriented companies judge academic research in subtle ways.
- Athletic-inspired insignia are not considered appropriate.
- Branding is necessary.
- Use of an academic brand directed toward a specific academic/research audience only will not interfere with general marketing of the general university and its athletic programs to the general public, donors, and other friends of the university.

Needs:

- Slant *O* should continue to be used for athletic and general marketing.
- Academic brand should be available as an alternative for departmental and college use in letterhead, business cards and other academic/scholarly communications.

Shull presented a Friendly Amendment to insert the words “with appropriate faculty input” after “develop and authorize” at the beginning of the recommendation. Jordan accepted this as a Friendly Amendment. Miller called for a vote and the recommendation passed with one “nay” vote.

The meeting adjourned at 4:50 p.m. The next regular meeting of the Faculty Council is May 13, 2008. Bob Miller encouraged all faculty to attend the Spring General Faculty Meeting, April 15 beginning at 3:00 p.m., Student Union Theatre. President Hargis will be the featured speaker.

Respectfully submitted,
Tom Jordan, Secretary