

FACULTY COUNCIL MINUTES
250 Student Union
December 11, 2007

Bob Miller called the meeting to order with the following members present: Bidwell, Brown, G, Carter, Chang, Clinkenbeard, DeSilva, Giles, Goetze, Hirschlein, Hoffer, Jadlow, Jordan, Materer, Miller, R., Moberly, Russell, Van Delinder, Veenstra, Westhaus, and Yellin. Also present: Bird, L., Bosserman, D., Bruce, C., Campbell, C., Colom, A., Elliott, K., Emslie, G., Gates, G., Louthan, C., Lucas, K., Matoy, A., Miller, B., Moore, S., Payton, M., Shutt, G., Strathe, M., Weaver, J., Weimer, C., and Wikle, M. Absent: Bays, Brown, T., Calhoun, Casey, Dare, Gasem, Martin, Moder, Perkins, and Spicer

HIGHLIGHTS

| | |
|---|----|
| Undergraduate Recruitment Update | 2 |
| Oklahoma Taxpayer & Citizen Protection Act of 2007 (House Bill 1804)..... | 4 |
| Faculty Mentors for At-Risk Students | 5 |
| Reports of Status of Faculty Council Recommendations | 5 |
| Remarks and Comments from the Interim President..... | 6 |
| Reports of Standing Committees | |
| Athletics | 6 |
| Budget..... | 7 |
| Campus Facilities, Safety and Security | 7 |
| Faculty..... | 7 |
| Research..... | 8 |
| Retirement and Fringe Benefits | 9 |
| Student Affairs and Learning Resources | 9 |
| Reports of Liaison Representatives | |
| Women’s Faculty Council | 9 |
| Emeriti Association..... | 9 |
| New Business..... | 10 |

Miller asked for approval of the November 13, 2007, Minutes. Jordan moved acceptance of the Minutes. Van Delinder seconded. The Minutes were approved. Miller asked for approval of the December 11, 2007 Agenda. Van Delinder moved and Jordan seconded. The Agenda was approved.

New Faculty Appointments

Miller announced two faculty retirements that would leave vacancies on Faculty Council. He asked Council to vote on replacing Chuck Ransom, Business representative, with Joseph Jadlow through May 31, 2008 and also to serve as a member of the Student Affairs & Learning Resources Committee. The second one was to replace Paul Westhaus, Arts & Sciences

representative, with Peter Shull and to serve on the Budget Committee. Hirschlein moved and Van Delinder seconded. The recommendations passed unanimously.

UNDERGRADUATE RECRUITMENT UPDATE: Albert Colom

The undergraduate recruitment model for Oklahoma State University involves every stage of the student's transition to the institution. This process includes the prospective, applicant and yield stages and rests primarily in the hands of offices across campus from Enrollment Management to Academic Affairs to Academic Colleges to Student Affairs. Through the progression, Enrollment Management watches closely to determine potential success rates and adjust recruitment strategies accordingly.

PROSPECT STAGE

Student segmentation focuses on specific groups of undergraduate first time in college and transfer students. Primary recruitment strategies involve purchase of names from national clearinghouses and the collection of student inquiries from the OSU website, events, and other referrals (students who seek OSU). Targeted communication campaigns through publications (brochures, viewbooks, etc), call campaigns, and mailings inform potential OSU students while also capturing their interest. In addition to general communications strategies, the following events and others like them compose prospect generation activities to deepen connections at the students' academic and emotional levels.

The following events are additional examples of prospect generation activities:

- High School Sessions and College Fairs
- Specialized campus programs
- Scholars Day
- Cowboy Leaders
- Multicultural Day
- Bus Tours
- Junior Preview
- Open House
- High Talent Luncheon
- Off-Campus Programs

APPLICANT STAGE

At the point a prospect becomes an applicant to OSU, multiple communications flows are triggered in the admissions office as well as other campus offices.

- Letter of Admission
- Scholarships and Financial Aid Packages
- Orange Key Account Directions
- New Student Orientation referral to New Student Orientation Website
- New Student Orientation Registration/Confirmation
- College specific information and programming
- Placement Exams for Foreign Language and Math
- Residential Life Programming

YIELD STAGE

Intense recruitment continues beyond applicant stage. Admitted student communication is critical. These students have generally applied to multiple institutions and are now making final enrollment decisions. Recruitment does not end until the student is attending class at OSU.

- New Student Orientation & Enrollment Programs for students, siblings, and parents
- Orientation Leader follow up
- New Student Facebook Group
- Chat Walls for newly enrolled students
- Residential Life Contracts
- Living and Learning Communities
- Camp Cowboy
- Alpha

Communication Tools Utilized Throughout All Stages – Call, Click, Visit

- Hard copy communication
- Email/Website
- Telecounseling
- Personal visit
- Targeted Programs (on and off campus)
- Social Networking

Hirschlein asked if a student has accepted admission to OSU and changes his or her mind and decides to go elsewhere is there follow-up. Colom replied that as part of the Telecounseling Center they will contact the student to find out why they changed their mind. Examples might be a better financial package, wanting to live closer to home, etc.

Goetze asked if this applied to OSU-Tulsa area programs. Colom said OSU-Tulsa follows a very similar plan but they focus primarily on upper division and transfer students. They do work some with freshmen through the dual enrollment with TCC. Colom said his area works together with them in sharing the same technologies, publications, etc.

Bruce Russell asked if any students are automatically admitted such as students that score 28 or higher on their ACT. Colom replied, "Yes". For example, if a student meets one of the three approved options by the State Regents (24 on the ACT, 3.0 and top 33% in their class, or a 3.0 GPA on their college preparatory courses), they are automatically admitted. They will still be required to fill out an application either on-line, pdf printed, or hard copy.

Russell asked how the names received from ACT or SAT are handled. Colom replied they usually work with the different departments and colleges to determine what there needs are. For example, the College of Engineering might be looking for a particular student. Because there are thousands of names they need to limit the search that fit a particular profile. The names are uploaded in a particular database that allows emails to be sent. Also, phone calls are made as well as postcards sent.

OKLAHOMA TAXPAYER & CITIZEN PROTECTION ACT OF 2007 (HOUSE BILL 1804): Christa Louthan

Louthan said the Oklahoma Taxpayer and Citizenship Protection Act, otherwise known as HB 1804, placed a requirement on all public employers to use an electronic verification system beginning November 1, 2007. In accordance with this act, Oklahoma State University has entered into an agreement with E-Verify, an online verification system controlled by US Citizenship and Immigration Services. This online verification system requires that all new hire information be placed into the system within three days of the employee's hire date. The data entered into the system is based solely on the information provided by the employee for purposes of completing the I-9 form. E-Verify provides timely notification of employment eligibility while not impacting the employee's ability to work. To date, 329 cases have gone through the verification system. Currently three are still pending and one of those has come back with a tentative non-confirmation which means the data bases do not quite link up and more in depth resolution will need to be conducted. While this resolution is in process it does not inhibit the employee's ability to work. OSU Human Resources staff is refining processes to ensure minimal impact to hiring officials and employees. Key Users are identified by each Vice President and Dean. Once identified, these individuals will be provided training and access to the E-Verify System. He/she will be responsible for appropriate hiring processes within the college/division. This includes the appropriate completion of Form I-9s and verification of employment eligibility. If the Key User deems it appropriate to expand the number of users within a college/division, he/she will provide information regarding those users and ensure that appropriate training and oversight is provided to these individuals. The following website provides a list of current Key Users: http://www.okstate.edu/osu_per/docfiles/E-VerifyKeyUsers.doc.

Barbara Miller said she knew of problems in other states with E-Verify and did OSU have a procedure to follow if something comes back negative and the person claims this is an incorrect charge. Louthan said it would be handled just like any other administrative error and they would work with the person to see how the issue could best be resolved. The only problem is that if information is received back from E-Verify it means the problem is not incorrect in E-Verify it is wrong in the Department of Homeland Security or the Social Security Administration and it would have to be resolved with one of those two parties.

Hoffer said she was not aware there was a choice of systems to use. Louthan replied they could have used E-Verify or Image. E-Verify only requires the verification of future employees on or after November 1. Image would have required verification of current as well as future employees.

Van Delinder asked how this would effect hiring in August. Louthan said one of the issues with E-Verify is that you cannot enter information until the date of hire. They have worked with Payroll and they have found a way to put a 0 pay 0 FTE assignment in HRS that will allow you to do E-Verify prior to the commencement of classes. It also allows you to put a person into the HRS system so you can provide system access to faculty members before they arrive on campus. The only issue with that is when you put the employee onto the EA for Payroll that also triggers the day of hire which starts the three-day clock. What they see is that the different colleges are timing that with the same time the faculty member may be coming to Stillwater to look for

housing which is what they had done in the past. As for the student they are looking at exactly what they do now in filling out the I-9 and the payroll paperwork prior to the commencement of classes.

FACULTY MENTORS FOR AT-RISK STUDENTS: — Lee Bird

Bird reported the program began as collaboration between the division of student affairs and the office of scholarship and financial aid in the summer 2007. Student participants were academically at-risk students (low GPA or poor academic progress) who had recently been reinstated by financial aid. Students received a letter telling them about the program and encouraging them to participate. Volunteer mentors were identified from across student affairs and other divisions and received a short training in Aug. A notebook /CD detailing important campus resources were provided to each mentor. Each mentor also received a copy of “College of the Overwhelmed: The campus mental health crisis and what to do about it” by Richard Kadison, M.D. and Theresa Foy Digeronimo. The book discusses topics such as normal student development, common pressures students face, financial worries and social fears. The book also addresses common mental health issues such as depression, alcohol and drug abuse, etc. Bird recommends the book for anyone in higher education.

In order to expand the mentorship program, more volunteers are needed that are willing to work with students. The time commitment is about one hour per week. While personal contact is encouraged, email communication and phone calls also work.

Bird said that all know the value of mentoring and added mentoring is an opportunity not a burden. That is why they want volunteers!!

Faculty or staff interested in serving as a mentor should call or email Lee Bird, Vice President for Student Affairs. Her office will match mentors to mentees, provide training, consulting, resources and support as needed. They would like to grow the mentor program by 25 faculty or staff each year. There are currently at about 30 mentors.

Please call or email Dr. Bird if you have any questions or are interested in participating at lee.bird@okstate.edu or 744-5328.

Bird presented Miller a copy of the book mentioned in her report. Miller said mentoring was a very important aspect of the education process and encouraged all faculty interested to participate.

REPORT OF STATUS OF FACULTY COUNCIL RECOMMENDATIONS: Interim President Strathe, Provost, and Vice Presidents

07-11-01-ASP

Amendment to Grade Change Policy: Pending. Proposed modifications have been approved by Instruction Council and will be discussed with the deans at the December meeting of the Council of Deans.

07-11-03-SALR

Addition of a Holistic Admission Criterion: Accept establishment of a comprehensive review process for admissions decision reviews. An agenda item will be prepared to be forwarded to OSRHE. An alternative review process has been developed and discussed with the OSU/A&M Board of Regents and OSRHE staff.

The Interim President – Remarks and Comments

Strathe expressed her appreciation to the Physical Plant staff who worked throughout the weekend to get the campus as accessible as possible so finals could be held as scheduled. Also, to the faculty, as some will have to make accommodations for students who could not get to campus. It has been noted however that very few students were unable to take their finals as scheduled.

Attention was called to graduate commencement which is Dec. 14 and Dean Emslie said there were over 800 candidates. Jim Huston from History will be the speaker. On Dec. 15 OSU graduate and US Representative Mary Fallin will serve as the speaker for undergraduate commencement both in the morning and afternoon.

There will be a holiday event hosted by Interim President Strathe on Tuesday, Dec. 18 from 3:00-5:00 p.m. in the Atrium of the Student Union. Refreshments will be served.

Strathe reported they have been working on the admissions review process. The Faculty Council recommendation (Addition of a Holistic Admission Criterion) passed at the November meeting was discussed by Strathe, VPs Gates and Colom when they met with the staff at the State Regents office in Oklahoma City. They are not requesting a change in admission standards but only requesting approval of a review process for students who meet the minimum state requirements but do not meet the full admission requirements of OSU. Strathe also talked with the A&M Board of Regents about this on Dec. 7 and they were very supportive of this concept. A formal request will be taken to the State Regents for their approval at the January meeting.

Bruce Russell presented a resolution as follows: “Physical Plant employees and the University community be commended for the way in which they prepared the campus, to allow students to attend finals, and in helping to insure their safety during the inclement weather”. Russell moved and Jordan seconded. Resolution passed unanimously.

REPORTS OF STANDING COMMITTEES:

ATHLETICS — Kris Giles

The committee met with Mike Holder to discuss various topics. Mike would like to address the Faculty Council in the spring to discuss the future of athletics at OSU.

The committee briefly discussed the COIA report and they supported one topic related to increasing the minimum academic standards of incoming student athletes. Committee member

Bruce Russell represented OSU at the COIA meeting and will work with the committee to develop a proposal submitted through COIA to the NCAA on this topic.

BUDGET — John Veenstra

Veenstra reported that at the last meeting the issue was brought up of the OSU President's Office appearing as number 29 out of the top 150 donors to the Athletic Department. President Strathe researched this question and reported the results to him at the Fall General Faculty Meeting. The information shows that these monies were non-appropriate funds or non-state funds. Interim President Strathe indicated that these funds were for the two suites at football and basketball games and primarily are used for donors and to some degree legislators who might want to come to campus.

CAMPUS FACILITIES, SAFETY & SECURITY — Heather K. Moberly

Moberly and Joe Bidwell, Chair of the Research Committee, met with Rick Krysiak about the issue of laboratory renovation costs.

FACULTY — David Yellin

Before Yellin presented the committee's recommendation entitled "Tenure Clock Extension Period" he made the following statement:

"I'm David Yellin and I chair the Faculty Committee of the Faculty Council. This is the Committee that deals with issues directly affecting faculty, their salaries, working conditions, benefits, etc. The recommendation you have before you known as the Tenure Extension Document seeks to provide faculty, who have extenuating circumstance, be they medical or other-wise, with additional time in which to prepare their papers for review for promotion with tenure. Currently, our one paragraph statement in the Faculty Handbook is too general, and has been interpreted liberally by various department heads in the past. Our recommendation seeks to strengthen a faculty member's right to this extension of time.

Our committee has met five different times over this semester in preparing and revising this recommendation. It has been sent back to us by Executive Committee for further changes. We have made those changes. But the essence of the recommendation is to improve working conditions for Faculty at OSU and for that reason I urge you to do the right thing and support it.

Every day, in small ways, we get a chance to choose to do the right thing or the wrong thing I've been on this campus for a long time. I've seen many Presidents; for example, promise to improve faculty salaries, especially for Associate and Full Professors. We have little to show for it. The newest promise 'Restore, Reward and Grow' is still in the wait and see stage. Faculty come early to work, work hard, stay late. Students attend classes and study hard. But some times we just don't do the right thing. After all these years at OSU I still hear racial and ethnic slurs being used openly against Blacks, Jews, Gays, Lesbians, Hispanics, Native Americans and now Immigrants. Just last week the O'Collegian carried a letter by an International student from India who experienced racial discrimination at a local Stillwater eating establishment. Last

month at this meeting we heard a report on the Pandemic Response. We already have a Pandemic at OSU and throughout the state of Oklahoma. It's called "Homophobia." It's time to do the right thing and speak up.

I've met with our Legal Counsel about the recommendation before you. I've met with the Assistant Vice President for Human Resources about this recommendation. We can discuss it some more and change some more words but this recommendation is basically about giving faculty more time to get their papers, their research, their publications in order. Currently, depending on who your individual department, unit or school head is and whether they personally like you or do not like you will determine if you are granted this extra time. That's wrong. It shouldn't be about personality differences.

This recommendation does not ask for additional monies. It does not mean a person would take extra sick leave with pay. It simply says give us more time if the circumstances warrant it. Basically we are asking the Faculty Council to throw us a few crumbs. Just a few crumbs. We all know where the rest of the cake is going to: Athletics, Athletics, Athletics.

Again, I ask you to do the right thing and support this recommendation."

Miller asked Council to postpone voting on the recommendation until the January 8 meeting due to the fact that the Provost had asked her staff to research this issue which appears in the *OSU Faculty Handbook*. They did so and found some wording discrepancies. She would like for the Faculty Committee to meet with her staff regarding these wording changes and come back to the January meeting for discussion and voting on the recommendation.

Vote to postpone a decision on this recommendation until the January 8, 2008, Faculty Council meeting passed with 19 in favor and 2 against.

RESEARCH — Joe Bidwell

The Faculty Council Research Committee held its monthly meeting on 6 December. Bidwell reported on an earlier meeting he had had with Rick Krysiak, Director of Physical Plant Services, and Heather Moberly, Chair of the Campus Facilities, Safety, and Security Committee. The purpose of that meeting was to discuss revision of the University's facilities renovation policy (1-0109). The Research Committee will provide input on this policy since facilities renovation is an important component of maintaining research productivity. The Research Committee also discussed a proposed plan to provide faculty with salary incentives as a way to increase the level of external research support at OSU, and planned to further discuss this program with Dr. Steve McKeever at a lunch that was scheduled to take place on 10 December. Unfortunately, that lunch was cancelled due to inclement weather. A final item the Research Committee discussed was the need to update the list of OSU Research Service facilities, including the primary funding sources for these facilities and the challenges they face.

RETIREMENT AND FRINGE BENEFITS — Bruce Russell

The committee intends to survey the faculty and to determine which faculty are “opting out” of the OSU Health Insurance, and what the differences are in benefit levels. Russell said after the results of the survey have been received he will work with Anne Matoy on the issue of health care costs for dependent children.

STUDENT AFFAIRS AND LEARNING RESOURCES — Beulah Hirschlein

The SALR Committee met on December 6th. With the help of Dr. Gail Gates, Associate Vice President for Undergraduate Education; Dr. Martha McMillian, Director, and Chris Campbell both from University Academic Services, they discussed the progress of freshman students who enter the university on probation. The objective was to identify factors that might contribute to their academic success.

The liaisons to the Library and to the O’Collegian gave updates regarding Library and student newspaper website issues.

The committee welcomed Dr. Joseph Jadow as a new member of the committee who is replacing Brad Bays who has been commissioned elsewhere.

In the spring semester the committee will be focusing on diversity experiences for students and the study abroad initiative.

REPORTS OF LIAISON REPRESENTATIVES:**Women’s Faculty Council — Barbara Miller**

Women’s Faculty Council will again be sending out flyers for applications for their research awards in January. Institutional Diversity told the Council they were increasing their annual allotment to \$1500, which will make a large impact on next years awards. The awards will be given to two Stillwater campus undergraduates and two graduates (women), and will be awarded in April.

Emeriti Association — Robert Swaim

Emeriti Association President, Robert Swaim, submitted the following report for the Minutes.

The past year produced several significant achievements. Planning was started to celebrate the 20th Anniversary of the Emeriti Association on January 7, 2008 at a sit down served dinner at the Alumni Center. Phyllis Luebke and Beverly Perkins are chairing the planning committee. The four founders of the Association will be featured. They are Robert Henrickson and the late Jeanne Agnew, late Richard Jungers, and late Kenneth McCollom. A \$5109 budget for the event was approved by the Emeriti Council from Treasurer funds.

All the monthly dinners were in Click Hall of the OSU Alumni Center, except February which was at the Kerr-Drummond cafeteria. The cafeteria closed down due lack of students eating there. Sharon Brown and the Activities Committee planned excellent programs for the first Monday dinners. Klein's catering of Perry, Oklahoma served excellent buffet dinners in Click Hall starting Friday, January 5 when Billy Crynes gave a unique presentation on outhouses. The February dinner program was on Route 66 drawings by OSU Architect faculty member, John Womack. Beginning with the March dinner meeting, we moved to Mondays to avoid conflicts with Fridays with the Alumni Center. Attendance in Click Hall has been as high as 250 and averages 140-150. There have been several musical programs as well as speakers at the dinners. There have been programs on wind power, White Woods Retirement Campus, a panel on Aging, Steve Owens at a June Botanical Garden dinner and gardens viewing, and a Barbershop Quartet. There was a panel on OSU Athletic facilities, Master Plan, and Transportation.

Big news was on health care. Those that retired after May 1, 1993 will be required to switch to the new OSU Blue Cross/Blue Shield program. Dental and Vision can remain with Health Choice if they wish.

For 2008, Dennis and Loretta Bertholf will be in charge of obtaining programs to aid Sharon Brown, Vice President for Activities. Catering and Dinner Coordinator is Allen Reding.

The Emeriti Association joined the Stillwater Chamber of Commerce in 2007.

Emeriti on the Faculty Council Standing Committees are: Athletics – Glade Presnal; Budget – Andrea Arquitt; Campus Facilities, Safety, and Security – Alan Brunken; Faculty – John Bale; Research – George Waller; Retirement and Fringe Benefits- John Sauer; Student Affairs and Learning Resources- Allen Reding; Academic Standards Policies – Margaret Scott. A University- Wide Standing Committee is Flexible Compensation Benefits Committee: Bob Oehrtman, Raymond Habiby, and Earl Mitchell serve.

Elections of 2008 Officers and new Councilors took place December 3, 2007 at the dinner meeting. Installation was at the December 17, 2007 Council meeting.

It has been a pleasure to serve the Emeriti Association for 2007. Robert Swaim

NEW BUSINESS

Ron Miller said two questions had been brought to him by faculty members in the Business College. The first was a concern that the Student Union Bookstore starts buying books back before finals week. He understands this is a business and it is probably done to be competitive with other book stores but he believes OSU should strive to follow a higher moral ground.

The second item concerned a student who wanted to get a grade changed after the deadline and the student was granted the appeal. The student had three "A's", two "I's" and one "F" and the faculty member understood that after the deadline you must withdraw from all of your classes or none and this student only appealed to withdraw from the class with the "F". Gail Gates replied Faculty Council appoints a representative that sits on the Grade Appeals Board and that "Yes, a

student can pick which class they would like to withdraw from". VP Bird commented that occasionally students are referred to Gates' office because Bird's office hears all the catastrophic issues of students and sometimes it is to salvage one or two classes. She does not think this is a common practice.

The meeting adjourned at 4:00 p.m. The next regular meeting of the Faculty Council is January 8, 2008.

Respectfully submitted,
Tom Jordan, Secretary