

FACULTY COUNCIL MINUTES
250 Student Union
October 14, 2008

Van Delinder called the meeting to order with the following members present: Avakian, Bays, Brown, G, Brown, J. D., Caniglia, Casey, DeSilva, Gasem, Goetze, Hickman, Jordan P., Jordan T., Kirksey, Klatt, Lehenbauer, McCann, Miller, B., Miller, R., Osteen, Page, Perkins, Ramakumar, Russell, Spicer, Stadler, Suter, and Veenstra. Also present: Brooks, D., Dobson, B., Elliott, K., Gates, G., Holman, E., Kilcrease, M., Kithakye, M., Lehenbauer, E., Miller, B., Mowen, J., Shutt, G., Strathe, M., Weaver, J., and White, J. Absent: Calhoun, Lacy, and Moberly.

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Van Delinder asked for approval of the September 9, 2008, Minutes. Gasem moved acceptance of the Minutes. Tom Jordan seconded. The Minutes were approved. Van Delinder asked for approval of the October 14, 2008, Agenda. Pat Jordan moved acceptance of the Agenda. Tom Jordan seconded. The Agenda was approved.

SPECIAL REPORT: ACADEMIC CAPITAL PROJECTS – Joe Weaver

Weaver distributed a handout regarding recent construction projects on campus. Denise Brooks helped Weaver with his presentation of a video flyby of buildings. Weaver said he wanted to brief Council on the seven academic projects currently underway on campus. In addition, he

said he often received questions from faculty regarding concerns about capital construction and if this is funding being diverted from potential raise programs, faculty lines, etc. These are capital funds specific for construction purposes only. There is currently a digitized map of the campus still under development and the purpose of this map is to aide them as they further develop the campus. Weaver presented an overview of the projects as follows:

Donald W. Reynolds School of Architecture Building

This is an approximately \$21M project of which \$16M plus was provided by the DWR Foundation. There was a matching requirement and they are using the Academic Facilities Fee to meet that match. The project is roughly doubling the size of the space (38,924 sf existing, 31,124 sf addition) that will be available to the School of Architecture. The center is being renovated with a first floor gallery with studios on the upper floors. Faculty offices will be on the east side and on the west side there will be classrooms and additional studios and offices. Funding Sources: DWR Foundation (\$16,309,771); Academic Facilities Fee (\$4,355,070); Section 13 Funds (\$3,203). Architect: Studio Architecture, Oklahoma City. Construction Manager: Boldt Construction, Tulsa. Progress: Existing building gutted and renovation started; structural steel for additions 95% complete and concrete floors placed; HVAC ductwork being installed. Expected Completion: Late Summer 2009.

Old Central – Honors College

This is an \$8.6M project entirely funded from the Academic Facilities Fee (MRPL) (\$7,000,000) and Academic Facilities Fee (\$1,600,000). The Honors College will be located inside Old Central which is the oldest higher ed building in the state and is considered a treasure. The foundation had to be taken out from under the building and a new one laid (cost was \$2.5M of the project alone). Architect: TAP, Oklahoma City. Construction Manager: CMS Willowbrook, Chickasaw (Weaver added this was the first time this firm had done construction on this campus and they were doing a wonderful job). Renovation of existing 11,088 sf building. ADA restrooms and elevator. Progress: Exterior restoration – masonry and woodwork – 95% complete, windows renovated and reinstalled, awaiting roof shingles. HVAC ductwork 70% complete. Expected Completion: Late Summer 2009.

Murray Hall – College of Arts and Sciences

This is a \$23M plus project which includes a combination of funding sources from Academic Facilities Fee (MRPL) (\$10,000,000); Academic Facilities Fee (\$3,000,000); One Time 295 Funds (\$2,000,304); and OCIA Capital Bonds (\$8,800,000) for a total of \$23,800,304. Architects: PSA-Dewberry, Tulsa. Construction Manager: CMS Willowbrook, Chickasaw. Renovation of 99,772 sf existing building plus 160 seat auditorium. Progress: Demolition complete; new wall framing 90%; drywall 45%; HVAC/Elec/Fire 40%; auditorium structure 70%. Departments moving to Murray Hall include Communication Science and Disorders, Geography, History, Philosophy, Political Science, and Sociology. Expected Completion: Late Summer 2009.

Interdisciplinary Science Research Building

This is a \$70M plus project funded from OCIA Capital Bonds (\$66,368,262) and Bond Interest (\$4,000,000) for a total project cost of \$70,368,262. Architects: Rees Associates, Oklahoma & Cannon Design, Baltimore. Construction Manager: Flintco Construction. New Building:

147,846 sf. Progress: Overall about 15% complete; basement and first floor slab concrete complete. Approximately 25% of lab space will be unfinished. Expected Completion: Fall 2010.

North Classroom Building – for OSU & NOC

Total project cost, \$15M funded by Academic Facilities Fee (MRPL) (\$10M); OCIA Capital Bonds (\$1M); OCIA Bond Interest (\$69,711); Northern Oklahoma College (\$3,214,286); and Academic Facilities Fee (\$716,003). Architects: LWPB Architects, Oklahoma City and DLR Group, Overland Park, KS. Construction Manager: Manhattan Construction, Oklahoma City. New Building: 48,549 sf. Progress: Exterior nearly complete and is watertight; drywall installation started; HVAC/Elec/Plumbing 95%. Expected Completion: December 2008 for Spring 2009 classes.

Multi Modal Transportation Terminal & North Monroe Garage

Total project cost \$23,438,352 funded by the Federal Transit Administration (\$15,374,154); Academic Facilities Fee (MRPL) (\$7,673,759); and Section 13 Funds (\$390,439). Architects: Carl Walker, Frisco, TX & Studio Architecture, Oklahoma City. Construction Manager: Lippert Brothers Construction, Oklahoma City. New Buildings: 368,516 sf including 1100 space parking garage. Progress: Garage 99% complete and open; Terminal Building 75%. Expected Completion: Garage opened first day of Fall 2008 semester; Terminal completion expected December 2008. Weaver added they are hoping to add some sort of art structure in the center of the large oval green space in front of the Terminal.

Oklahoma Animal Disease Diagnostic Laboratory

Total project cost \$13,782,000 funded by OCIA Capital Bonds (\$12,700,000); OCIA Bond Interest (\$1,077,000); and Vet Med Maintenance Allocation (\$5,000). Architect: Studio Architecture, Oklahoma City. Construction Manager: Flintco Construction. Addition to existing building: 19,900 sf. Progress: Basement slab and walls complete – nearly ready to pour first floor slab; underground utilities 60%. Expected Completion: Late Summer 2009.

Weaver ended by saying he feels everyone will be very pleased with all these projects when they are finished and operational.

Spicer asked about utility costs, etc. Weaver replied the estimated cost to be about \$1.5M for all of the buildings when they are fully on-line (utilities, security, custodial, etc.). What the goal is, as the budget is developed this year and next year, is to realize enough energy savings on campus from the energy management firm for those costs to be picked up.

Gasem asked how many IT (computerized classrooms) have been planned in the new Classroom Building and in Murray Hall. Weaver replied roughly \$1.2M worth of technology. By that he means the wires behind the wall, classroom equipment, etc. He added all rooms in each building will be completely wireless and fully integrated with technology. Work stations will be furnished with each project.

Ron Miller asked about utilization of the Parking Garage on game days and who received the revenues. Weaver replied the University receives \$1 per space from Athletics and the money

goes to Parking and Transit. Weaver stated there is the idea that Athletics sells parking and that is not correct. Posse points are accumulated by the level of your donation and ticket purchases. The higher you are on their Posse list the closer you get to park. Weaver added the Parking Garage has only been about half full on game days and they do not understand why. Possibly because the Terminal Building is not yet complete and people just do not realize the Parking Garage is available. About \$55,000 is realized per year to allow them to use the garage.

Bruce Russell said the \$55,000 shows up in the Athletic budget. They also note OSU pays rent on Gallagher/Iba at over \$900,000 per year. He asked if Gallagher was not originally an academic building. Weaver replied he did not know.

Barbara Miller asked if there were any new construction projects on the horizon. Weaver replied the Student Union project, which in his estimation is going to be the very largest project undertaken in the next three to five years, with the possible exception of a new Business Building which will be a function of a donor being identified. Human Environmental Sciences is also interested in a new facility. Whether it is a wing to the existing building or a new structure standing alone will also be based largely on private fundraising. When approval was received for the Campus Master Plan those projects were identified as future developments and have approval of the Board.

SPECIAL REPORT: 2009 OSU CREATIVITY FESTIVAL – John Mowen

Mowen said last year he was Chair of the Regents Professors group and each spring there is an affair where someone is invited to give a talk and he had invited President Hargis to talk on his vision of OSU and also on the Oklahoma Creativity Project. The project is a major effort to make Oklahoma the state of creativity. The President stated a goal of his is to make OSU an international leader in creativity and innovation. Mowen asked the President if he could form a faculty committee to look into how a university, that is creative and innovative, would look and what could be done differently at OSU. This committee was formed of faculty members from each college and they first met last Spring. It was decided an OSU Creativity Festival that would be held February 16 and 17, 2009. A retreat will be held in November composed of a faculty committee plus, President Hargis, Provost Strathe, the Vice Presidents, Deans, as well as an individual from the University of Southern California, Provost Emeritus, Lloyd Armstrong, who is lecturing around the world on this topic. They will identify a strategy for what can be done at OSU to begin moving in the right direction.

Mowen distributed a Memo from President Hargis (below) which included an invitation to submit proposals to participate at the Festival and also a “Creativity, Innovation and OSU” form to be filled out and returned to Dr. Mowen. The Festival will be a part of Research Week (titled “Research Week, Celebrating Creativity Innovation”) which will be held the third week in February.

Invitation to Submit Proposals to Participate in the OSU Creativity Festival-- February 16 and 17, 2009

From: Burns Hargis, President, Oklahoma State University

To: OSU faculty, colleges, departments, centers, institutes, and student organizations.

You are cordially invited to submit proposals to participate in the first annual OSU Creativity Festival. The Festival has three goals. The first is to celebrate the creative and innovative work currently being done at OSU. The second is to ignite an increased passion for creativity and innovation across the campus. The third is to begin the process of achieving my vision of making OSU a national leader in creativity and innovation.

The festival will be held on February 16 and 17 (2009). It is one component of research week, which will be called: *Research Week: Celebrating Creativity and Innovation*. Taking place in the Student Union, it will include speakers from inside and outside of OSU, panel discussions on how to enhance creativity and innovation at OSU, scholarly research on the subject of creativity and innovation, booths that show OSU creations and innovations, as well as music, art, and fun. There are four ways to participate in the festival.

1. **Departments, colleges, and centers** are invited to have booths that highlight your organization's creativity in one or more of five domains of creativity at a research university. The domains are: (1) scholarship/research on creativity, (2) creativity in instruction, (3) discovery [e.g., basic research breakthroughs], (4) innovation [e.g., innovations in new product development/economic development] and (5) creativity of service [e.g., innovative outreach and community involvement programs]. The booths will be set up on Monday, February 16 in the SU Ballroom. They should be manned from 9:00 to 4:00 pm on Tuesday the 17th. (Costs for tables will be handled by festival organizers.) Organizations are particularly encouraged to feature interdisciplinary efforts.
2. **Student groups** are encouraged to show/demonstrate the creative works of their members—whether in the sciences, the professions, or the arts. These could take the form of music, art, poetry, short theatrical performances, robots, concrete canoes, or whatever.
3. **Faculty members** are encouraged to propose scholarly presentations of their work dealing with creativity and innovation as a subject area. For example, what are the characteristics of creative people? Faculty are also encouraged to propose panel discussions relating to any of the domains of creativity. Presentations and panel discussions will take place in the case study rooms in the Student Union and will follow standard conference format—e.g., 20 minute presentations with questions and answers.
4. **OSU Organizations** (e.g., colleges, departments, centers, and institutes) are requested to develop one page descriptions of two or three of the most creative efforts that have taken place within their auspices. The creative efforts may be in any of the five domains identified above. They may represent individual creative efforts by faculty or staff, such as an important discovery, or the development of an innovative product. They could also take the form of the development of highly creative programs or courses. Please provide these descriptions to Professor John Mowen, who will edit a booklet for the university. These are due to by December 15. The booklet will be distributed at the conference.

Deadline for Proposals--Monday, December 1. Please send your proposals to John Mowen (john.mowen@okstate.edu, phone 4-5112), who is the Director of the OSU

Creativity Project. Also, please provide your one-page descriptions of creative efforts to him by December 1 as well.

**SPECIAL REPORT: STUDENT UNION RENOVATION PROJECT UPDATE –
Emilee Lehenbauer and Mitch Kilcrease**

Kilcrease, Director of the OSU Student Union and Lehenbauer, Student Government Association President, gave an update on the upcoming renovations planned for the Student Union. Kilcrease said in August architects, engineers, and construction managers at risk were assigned. Architects, PSA-Dewberry, who designed the addition in 2000 in the Enrollment Management facility along with a company out of Milwaukee called Workshop Architects, were given the architectural charge of helping design the building. Flintco Construction got the construction management contract. A design team has been put together consisting of five of Kilcrease's staff and five students. Lehenbauer co-chairs with Kilcrease. They wanted to make sure the students were actively involved. Kilcrease asked for faculty's involvement also. A series of meetings will be held as stakeholder groups will be put together. A series of Design Advisory Groups will be held. They have asked Van Delinder to appoint four faculty members to be a part of those groups. The Design Advisory Groups will be with them the next several months as they go through and look at different scenarios, ideas, and plans. Lehenbauer said a Focus Fest was held in mid-September on the Library lawn and included student involvement which gave them an opportunity to sign up for the Design Advisory Group (DAG). Four different groups are over a specific area from campus life, meeting and conference services, food service, retail and one that focuses on open or green spaces and sustainability. Their goal is to make the Student Union the most sustainable building on campus and to make it a model for Stillwater and Oklahoma. They are seeking representatives from the community, administration, staff, students, alumni, etc., and they want to make sure they are reaching out to every group that might have an interest in the building and how it is used. Kilcrease said each time a meeting is held they are hoping to have two open forums. One will be held next Wednesday at 10:30 and one at 2:00. These are to communicate back to all where they are, what they are doing and also to collect information from you on what you would like to see them doing. From the surveys and information gathered two years ago they have much information and data to work from. Their goal is to have construction documents completed by next summer and actually doing some phase of the construction by next Fall. The Master Planning exercises led them to an \$86M renovation of the facility. The students increased a fee this year to incoming Freshmen and it will be phased in over the next several years to incoming Freshmen classes to help pay for some of this construction. Other dollars will also come from reserves they have in the Student Union as well as the retail enterprises they have such as the book store, food services, etc. All of this together only gets them to the \$43M mark and so they will have a major fundraising effort as well. They are one of four buildings in the Capital Campaign (which is now on hold) and President Hargis is out fundraising for them as well. They will design the full scope of the building and build to what they have funding for and hope fundraising dollars will come in so they can move forward. Kilcrease said this is a very exciting time as this building has not had a significant renovation, if you take the additions in 1964 and 2000 out, since 1978. The infrastructure is at the end of its life. There are a lot of heavy mechanical systems that will have to be replaced and that is a major part of where the money will be spent.

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

08-05-01-LRPIT *Development of an OSU Strategic Planning Process:* Pending.

Strathe said she had met with the Faculty Council Long-Ranging Planning and Information Technology and Academic Standards and Policies Committees and if she can be of help to any of the other Council committees she would be happy to attend their meetings as well.

REPORTS OF STANDING COMMITTEES:

ACADEMIC STANDARDS AND POLICIES — Mindy McCann

McCann reported the committee is looking into data from the NOC gateway program. They are trying to look into the textbook adoption deadline but no one was available to discuss this with them. They approved changes to Academic Regulation 1.8 (Senior Suspension Exception) to bring it in line with university and State Regents policies. They will be looking into student absence policies.

ATHLETICS — Pat Jordan

Jordan reported at their September 24th meeting Dr. Meredith Hamilton, who serves on the University Athletic Council, reported on the mission of the Council and that led the discussion on a comparison of the responsibilities of the Faculty Council Athletics Committee and the University Athletic Council. Based on this discussion the committee members asked the Chair, Pat Jordan, to begin the discussion with the Faculty Council Executive Committee to re-consider the charge of the Faculty Council Athletics Committee. Committee members were concerned that their mission was a duplication of and was mirroring what the University Athletic Council was doing. One member suggested that questions regarding the Athletic Department budget could be forwarded to the Faculty Council Budget Committee or questions regarding student issues such as absenteeism could be directed to the Faculty Council Student Affairs Committee. Committee members agreed to continue discussions regarding their mission and the expectations of the Faculty Council as well as the general faculty. They will extend an invitation to Tom Jordan and Bruce Russell, who serve on the University Athletic Council, to attend their meetings as well.

Dr. Middlebrook reported that concerns with the homework policy for College Algebra have been resolved for athletes to submit homework assignments prior to the class due date.

Dr. Strathe worked with Dr. Crauder, Department Chair for Mathematics, to generate an equitable solution.

Two additional items under discussion are 1) making single tickets to football games available for international students so they can participate in this unique American experience, and 2) designing a survey to determine concerns faculty have regarding intercollegiate athletics and/or intramural athletic activities on campus. The Faculty Council Athletics Committee has also been asked to review absentee policies for athletes across the Big 12 and will discuss a

report generated by Dr. Tracy Suter and Dr. Marilyn Middlebrook at the next meeting scheduled for October 22 at 2 p.m.

BUDGET — Ron Miller

Miller reported the committee is discussing carryover items from last year. There will be the annual letter to Mike Holder. Topics they are looking at are fees and fee waivers. Joe Weaver will attend their October meeting.

CAMPUS FACILITIES, SAFETY, AND SECURITY — Tom Jordan

Jordan reported their first meeting was held in September and the second one will be held on October 15. They are looking at the charge of the committee and have discovered there are items in the charge they have not been doing and they will address those issues. They will try and get more involved in items pertaining to facilities on campus. Van Delinder has asked Jordan to help identify faculty members to serve on the Student Union renovation project committee. They have also been asked to provide someone for the University Sustainability Committee. Jordan will meet with VP McKeever to discuss that appointment. Caniglia asked if the Sustainability Committee was different from the Sustainability Task Force of which she is a member. Jordan replied, “yes”.

LONG-RANGE PLANNING AND INFORMATION TECHNOLOGY— Khaled Gasem

IT Issues

Gasem reported Darlene Hightower and the Information Technology staff briefed the committee on recent activities relating to IT systems security. They reported that several steps have been taken to improve IT security and prevent potential breaches. Specifically, IT staff:

1. Continues to run “Spider” software to find SSNs and other protected information on all OSU servers; faculty and staff are availed of the opportunity to do the same on their computers.
2. Are searching for cost-effective software to minimize remote system attacks.
3. Are implementing encryption software on critical information, including social security numbers.
4. Will offer security awareness classes to staff and faculty.
5. Strategizing on how best to reduce the amount of spam, which has shown three-fold increase.
6. Preparing policy documents which will outline an IT management plan. The plan will (a) recognize different levels of security needs in IT operations, (b) establish the line of authority for each level, (c) outline clear procedures for handling sensitive information, and (d) provide adequate training for all levels of IT services.

Long-Range Planning

The LRP&IT Committee plans to continue its activities relating to the OSU Strategic Planning Process. The Committee will meet with the Provost to discuss the move forward.

STUDENT AFFAIRS AND LEARNING RESOURCES — Glenn Brown

Brown reported the committee had its first meeting September 19th where Dr. Strathe made an informal presentation on the administration's efforts in strengthening Study Abroad. Most notable is the increase in the Study Abroad Scholarships to \$150,000 for the academic year, 2008-2009. The administration is also directing activities for the development of a faculty handbook for study abroad instructors and clarifying several policies and procedures. The committee would like to compliment and thank the Provost for the increase in scholarships and for her other efforts to increase study abroad participation.

The SALR committee will be addressing other topics relevant to Study Abroad this year and Brown encouraged all faculty to contact him directly if they have a related issue that the committee should be examining. Their next meeting is Friday, October 17th where they will be discussing the purchasing policy for study abroad.

Melanie Page said she had attended an ITLE seminar on this issue and several faculty were expressing concern that although their travel costs were paid they did not receive any pay for the class. Brown replied reimbursement is a function of individual departments and colleges procedures. He added he did not receive any extra money for doing study abroad and he feels it is for his own personal satisfaction. Bob Miller said some of the courses are taught as outreach courses. Brown ended by saying the courses have to pay for themselves and once you pay for hotels, chartered buses, meals, etc., there usually is not much left over.

REPORTS OF LIAISON REPRESENTATIVES:**Women's Faculty Council – Barbara Miller**

Miller reported WFC had met with the Provost about the Day Care issue and she felt there was a lot of good discussion back and forth regarding problems involved with this issue. Their next step is to try and get a copy of a plan, such as the one OU has, where they had generated information from a group like Kinder Care which is an outside group. To have a group such as that come here would cost in the \$30,000 to \$50,000 range. They would like to examine OU's plan and see, after that point, if it would be feasible for OSU.

Miller said they had also met with Cornell Thomas, VP for Institutional Diversity and with Stephen McKeever, VP for Research, in regard to the WFC Research Awards. Miller said McKeever would like for their reception to be moved to Research Week. He will provide some money for a speaker. Letters will be going out to the Deans asking for contributions and the advertisements out to the students requesting applications for their Research Awards. Applications will need to be submitted by Thanksgiving so decisions can be made in time for Research Week which will be held the third week in February, 2009.

Staff Advisory Council – Barbara Dobson

Dobson reported SAC conducted a staff survey regarding “Leave Sharing” which would allow staff with extra sick leave to help staff in need of sick leave. SAC is looking into that situation and discussing feasibility and how it would have to be set up and who would qualify.

They are also selling raffle tickets for football games. One was just given away for the Homecoming game and they will also give one away for the November 1st game with Iowa State to sit in President Hargis’ suite, a room at the Atherton Hotel, and breakfast at the Ranchers Club. The raffle money goes into SAC’s scholarship fund for staff who want to complete or add to their degrees. Tickets are \$1 apiece or 6 for \$5.

New Business:

Tracy Suter, OSU-Tulsa Faculty Council representative, brought up two items for discussion.

OSU Shuttle (a.k.a., BOB) Stop in Stillwater

Since the inception of the shuttle service connecting the Stillwater and Tulsa campuses, the east side of the Student Union has served as the shuttle stop for drop off and pick up of faculty, staff, and students. It has been proposed that the shuttle stop will be moved from the Student Union to the Multi-modal Transportation Terminal (MMTT) north of campus. It has been further proposed that shuttle riders then board an intra-campus, colored route bus to go to their respective campus locale. For someone teaching or taking a class in the Classroom Building, for instance, this could add 10 to 40 minutes of roundtrip commute time to the current 2.5 hour commute from Tulsa to Stillwater and back during a weekday. As much as 50 minutes of commute time could be added for evening riders in this scenario as fewer color routes are run in the evenings and there are bigger time gaps in bus service. This also has the potential to impact course and shuttle scheduling to account for this added commute time. This is not simply a Tulsa issue as Stillwater faculty and students use the shuttle to lead and attend classes at OSU-Tulsa. Suter would like the Council to consider looking into this issue and propose that the shuttle maintain its Student Union stop.

Suter said Joe Weaver has agreed to speak with OSU-Tulsa regarding their concerns and he hopes a successful resolution to this issue can be found. If not, they will request more exploration into what solutions might be so they are not adding commuting time to what is already a time-sensitive trip.

Broadcasting of Research Presentations throughout the OSU System

OSU consistently attracts noteworthy speakers for guest lectures. During OSU's annual Research Week, there is a concentration of fantastic speakers. Unfortunately, the presentations by these speakers are exclusively in Stillwater and only available to those in the same physical space as the speaker (i.e., those in the immediate audience). OSU has moved to broadcast things like general faculty meetings throughout the OSU System. Suter would like the Council to consider making research-oriented presentations, especially those during Research Week, available via video throughout the OSU System, particular for research-active faculty in Tulsa.

Strathe said she saw no reason why this could not be accomplished and they would just need to be set up through ITLE.

Approval of Replacing Faculty Council Member and Changes to Committee Appointments

Van Delinder reported Terry Lehenbauer, Veterinary Health Sciences representative, was leaving OSU and needed to be replaced on Faculty Council. She moved Ken Clinkenbeard replace Lehenbauer until the Spring 2009 elections are held. Bob Miller moved and Tom Jordan seconded. Van Delinder called for a vote. Motion passed unanimously.

The meeting adjourned at 4:05 p.m. The next regular meeting of the Faculty Council is November 11, 2008. The Fall General Faculty Meeting will be held on Tuesday, November 18 beginning at 3:00 p.m., in the Student Union Theatre.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Veenstra", with a long horizontal flourish extending to the right.

John Veenstra, Secretary