

Jones called the meeting to order with the following members present: Borland, Brown, Champlin, Delen, Depperschmidt, Doust, Turcat for Ekman, Gerken, Johnson, West for Kak, Lewis, Lloyd, McCann, Wilson for Miller, Nabar, Oberhelman, Peek, O’Neill for Perea-Fox, Richards, Royer, Tenorio, Vogel and Wanger.

Also present: Allen, M., Bastani, S., Hargis, B., Lavine, B., Link, S., Loeffert, J., Lowe, K., Martin, M., Sandefur, G., Shutt, G., Smith, B., Taber, C., Talley, M., Tucker, S., Weaver, J., and Wray, K.

Absent: Clarke, Collins, Sheehan, Siddons VanOverbeke and Yates.

HIGHLIGHTS

Special Reports.....	
Chris Ormsbee – ITLE.....	
Remarks and Comments – Provost Sandefur for President Hargis.....	
Report of Status of Faculty Council Recommendations and other Vice Presidents.....	
Reports of Liaison Representatives	
GPSGA.....	
AAUP	
Wellness Center.....	
Graduate Faculty.....	
SAC	
Women’s Faculty Council.....	
Reports of Standing Committees	
Academic Standards and Policies	
Athletics	
Budget	
Campus Facilities, Safety and Security	
Diversity.....	
Faculty	
Long-Range Planning and Information Technology	
Research	
Retirement and Fringe Benefits	
Rules and Procedures	
Student Affairs and Learning Resources	

Jones called the meeting to order and asked everyone present to sign the roll call as it is circulating the room and if you are a proxy for someone please sign your name as well as the council member for whom you are representing. Jones stated that everyone should have received a copy of the minutes from last month. Jones asked for a motion to approve them as presented. McCann moved and Richards second. Motion passed. Jones asked for approval of today’s agenda. White stated that there was an additional liaison report added to the agenda. McCann moved and Turcat (for Ekman) second. Motion passed.

Special Reports:

A. Chris Ormsbee - ITLE

Ormsbee walked the council members and those in attendance through an updated help ticket process on the web. Ormsbee stated that if a faculty member is using a general use classroom and have technological issues, there a few different ways to request help – Phone call, email (ctss@okstate.edu) and service (incident) request which is a hot link. McCann wanted to know if she left a voice message regarding an issue, will someone call her back? Ormsbee stated yes they are supposed to but it might not always happen. McCann wanted to know if there is some type of log that is kept so ITLE is aware that there is a problem. Ormsbee stated that there is a staff member who manages the phone but sometimes they are away from their desk but the calls are supposed to be logged and then communicated to one of the three staff who are out making repairs. Jones asked if there is a mechanism in place to track the response time to calls? Ormsbee stated that they are currently tracking the types of calls they receive but are not tracking response times. Ormsbee stated that ITLE used the fall semester to get this new system rolling and the staff used to using this new source of information. Ormsbee said she'd look into adding "time to resolution" information. Ormsbee stated that once the problem is resolved, they will communicate to any faculty member using the classroom that everything has been fixed. Ormsbee stated that the plan for spring is to build a group list of those who teach in the particular classroom having issues. This way faculty members will be alerted prior to their class that there is a problem that should be fixed quickly or may take a few days. This allows the faculty members to pre-plan their instruction. Ormsbee stated that the challenge with this is that sometimes ITLE does not get the updated class lists until the second week of school. ITLE is working to create accurate lists so they do not miss faculty members. Jones asked if there was a way to track equipment problems. Ex. – projector number xx has gone down three times this semester and it may need to be replaced. Ormsbee stated that they do this already. Ormsbee said that they are purchasing and implementing by summer a technology management system that will allow them to look at everything remotely. All equipment in all classrooms will be in the system and they can look to see what is working and what is not. This would allow ITLE to be more proactive. Jones asked if contact information is available in the classrooms when there is a problem. Ormsbee stated that there is a piece of paper (card) on the console of the desk in every general education room that will have this information. Sandefur asked if ITLE archives the Tuesday Teaching Tips. Ormsbee doesn't know if they do have them but she will check and see if they do. Turcat asked if ITLE had thought about doing a desktop icon where faculty can just click and go straight to the incident ticket page? Ormsbee said they had talked about this and she will ask about it again.

Ormsbee stated that she submitted a request to Faculty Council to consider recommending that the OSU campus adopt one kind of student clicker. Right now faculty can adopt any kind of clicker they want to use. There are a number of different ones in the market place. The reason she would like OSU to consider just one clicker is that ITLE provides support for the clickers and it's very difficult to support multiple clickers. This is due to the fact that they have unique differences on how they are set up, how you solve problems, administrative rights, etc. Currently ITLE supports Turning Technologies clickers. This is integrated into Brightspace already and

having to integrate multiple clickers causes complications and is a challenge. Ormsbee stated that another problem is students might have to purchase more than one clicker and they are not cheap. They are about \$50 a year. ITLE encourages faculty (if they are going to adopt clickers, student response system, in their classroom) to use Turning Technologies. ITLE has held numerous training sessions for faculty. Ormsbee realizes that companies will offer incentives to faculty members to use other clickers, but ITLE has chosen to support just one, Turning Technologies. They chose this one because it offers both a hand held or smart phone option. ITLE would like to move forward with an official selection of one student response system for campus. Royer asked if the actual clicker and phone version compatible? Some students may use the phone while others will use the actual clicker. Ormsbee stated that with Turning Technologies this is possible. Ormsbee likes the phone option because the screen is better. She stated that about three years ago ITLE did a survey of the large enrollment classes and asked the students if they would be willing to use their smart phones in class to learn. 100% of those surveyed said yes. McCann understands the desire to support just one clicker but does not believe that OSU will be able to “require” faculty to only use one clicker. This doesn’t mean that ITLE has to support the other types of clickers but McCann does not feel that faculty can be required to use one specific type of clicker. McCann believes that faculty can be “encouraged” to use the one that ITLE will be supporting but she is uncomfortable saying you “have to use this” and nothing else is acceptable. Ormsbee feels this situation is like Brightspace. Ten to twelve years ago OSU had two or three different learning management systems on campus. The students complained they had to learn all these different ones, so one was put into place. Ormsbee stated that they did an informal review of clickers about two years ago and there were no measurable differences in the capacity of the various types so the committee decided to stay with Turning Technologies. Ormsbee stated that it would be helpful to get faculty guidance. Jones asked if there were plans to put together a working group to look at the different types of clickers and offer a suggestion to ITLE? Ormsbee stated that she would like to gather a committee which would include students and faculty as well as the company reps and have them look at the different tools and see if they could agree that one would meet the majority of the needs of faculty and students. Ormsbee stated that they do not want to deny any faculty member the tools that they need to do their job. But she also does not want to add tools that really do not improve the situation. McCann likes this idea and feels that the group can have a strong recommendation that a certain clicker be the one that faculty adopt. McCann doesn’t feel that faculty can be required to use one clicker. Ormsbee agrees that faculty cannot be required to use one specific clicker but she would encourage them to use the one that ITLE would be supporting. McCann thinks we can get the word out across campus that xx is the clicker is the one that is supported by ITLE. Jones said to let council know when they are ready to put together the working group and we will help find members.

Remarks and Comments – Provost Sandefur for President Hargis:

Sandefur stated that 1,500 students graduated last weekend and the speech was very good.

Sandefur said that searches are underway for the following deans:

Center for Veterinary Health Sciences

Global Studies and Partnerships – this committee met for the first time today.

Sandefur stated that at this point, OSU has not been notified that they will need to reduce the budget during this physical year. Last year OSU had to do this. December 21st is when the state hopes to have its first fiscal year 2018 revenue estimate. This estimate will be the basis the governor will use to create the budget for the 2018 fiscal year. The legislature will reconvene on Monday, February 6th. The current rumors range from really bad to really good. There's no way to know what will happen at this point.

Sandefur stated that the Big 12 football schedule comes out this afternoon. Since there is only one home football game in October, homecoming will be October 14th. Originally they tried to move this to a Thursday night game but OSU is insisting that we have in on a Saturday so we can use it as homecoming. Fall Break 2018 will be the following weekend, October 20th. Sandefur stated that the OSU baseball season starts February 17th.

**Report of Status of Council Recommendations:
President Hargis, Provost Sandefur, and/or Vice Presidents**

Sandefur stated the following recommendations are pending:

16-05-01-LRPIT: Appropriate Use Policy

16-05-01-Research: Support and Promotion of Undergraduate Research at OSU

16-11-01-ASP: Exempting Eight-week courses from six-week grade submission

Other Vice Presidents: Dr. Celeste Taber, Registrar

Taber is pleased to report that 87% of final grades have been submitted as of 3:00. Faculty have until 10 a.m. tomorrow to submit their grades.

Report of Liaison Representatives:

A. GPSGA – Solmaz Bastani

The Graduate and Professional Student Government Association held six meetings during the fall semester and celebrated the most recent meeting with an ice cream social with sweet treats from Braum's. We began the semester with the goal of improving methods of communication and have succeeded thus far with keeping an up-to-date website and maintaining our LinkedIn account. We awarded 5 material grants to graduate students to aid them in their research, helped Payne County Youth Services with an appreciation dinner, awarded travel reimbursements to researchers who travelled to present information at conferences, and hosted a holiday potluck last night (December 7th). We are currently accepting suggestions from our assembly about issues that affect graduate students to try to solve during the spring semester.

B. AAUP – Barry Lavine

The OSU AAUP Chapter is working with the Provost on several matters related to faculty governance at OSU-Stillwater. The next meeting of Oklahoma AAUP Chapter officers will be held at the University of Central Oklahoma on January 21 at 1PM. Several issues related to higher education in Oklahoma including fiscal exigency will be the focus of the meeting agenda.

C. Wellness Center – Mary Talley

The Department of Wellness
 Employee Programs: December 2016

S.W.E.A.T.

Tuesday/ Thursday, January 9 - May 5
 Noon- 12:50 p.m.
 Seretean Wellness Center
 Registration Deadline: Jan. 4, 5 p.m.
 \$110 per Member

Join this 17- week program for individuals looking for more intense exercise routines. This program will incorporate high-intensity based exercises by using different modes of resistance to improve cardiovascular performance and muscular endurance.

Choose You

Mondays, January 30 - April 25
 12:10 p.m.- 12:50 p.m.
 Seretean Wellness Center
 Registration Deadline: Jan. 19, 5 p.m.
 Free, \$100 fee for non-compliance

Choose You is designed for people at risk for developing diabetes or those who have been told they are pre-diabetic. Learn how to develop and maintain a healthy lifestyle while lowering blood glucose through this interactive 12-week program.

Massage Therapy

Monday- Friday
 8 a.m. - 5 p.m.
 Seretean Wellness Center

In addition to physical activity, nutritional balance, and managing stress, the staff at The Department of Wellness believes in the benefits of massage therapy. Swedish, deep tissue, trigger point, stretches and pregnancy techniques are available in 30, 60, or 90-minute appointments. For price information or to schedule an appointment, call the Seretean Center at 405 -744 - 9355.



Phone 405-744-WELL (9355)
 Web wellness.okstate.edu
 Email wellness@okstate.edu
 Facebook facebook.com/osuwell
 Instagram @OSUWELL
 Twitter @OSUWELL
 Snapchat OSUWELL

Shape Up

January 17- April 14
 Mon./Wed. at the Seretean Wellness Center
 Tues./Thurs. at the Colvin Recreation Center
 6-7 a.m. 12- 1 p.m. or 5:30- 6:30 p.m.
 Registration Deadline: Jan. 4
 No charge, \$100 fee for non-compliance

This 11-week program is designed for individuals who are not currently exercising, or do not work out very often. Learn how to improve overall physical fitness through structured group exercise routines.

Cowboy Challenge

January 30 - April 28
 6 - 6:45 a.m. 12:15 - 1 p.m. or 5:15- 6 p.m.
 Seretean Wellness Center
 Registration Deadline: Jan. 13
 Free, \$150 fee for non-compliance

Experience this 12-week, team based program that encourages health and fitness. The Cowboy Challenge program includes training, nutrition guidance and pre & post testing. Participants are able to choose one of three available training times that would best fit with their schedule.

Innovators Program

Wednesday, March 1
 8:30- 11 a.m.
 Seretean Wellness Center
 Registration Deadline: Friday, Feb. 10

Contribute to America's Healthiest Campus by promoting wellness initiatives within your department. A 3-hour training session provides the tools and resources necessary to help you facilitate healthy lifestyle choices among your colleagues. Enthusiastic and committed innovators come from all education and fitness levels, and from all positions on campus.

D. Graduate Council – Brenda Smith

Graduate Council met on Friday, December 2, 2016.

Topics of Discussion:

The Graduate Council discussed the possibility of requiring graduate assistants to undergo a criminal background check similar to that which faculty and staff are required to submit to upon employment. The Council was supportive of this idea.

The Council also discussed potential exceptions for tuition waivers (e.g., a grant starting mid-semester) and the process of applying for and reviewing such exceptions. Plans are underway for a pilot test of this process for the Spring semester.

Graduate Council Committees:

The Graduate Council Membership Committee report was reviewed and approved for members applying for new or renewal of their graduate faculty status. Because of the new system, there are 64 associate members of the Graduate Faculty. This includes 8 full and 2 Emeriti that were approved. These number have changed since the process for full membership has been streamlined through the departmental process.

Council reviewed and approved recommendations from the Academic Program Committee that included: 1) a new program, Masters of Engineering; 2) the online delivery of the MS in Educational Leadership; 3) a program requirement change for the PhD in Economics (i.e., remove MS requirement) and an increase in the total number of hours from 60 to 64 hours.

E. Staff Advisory Council – Melanie Bayles

Two new OSU branch campus Staff Council representatives were named and will be attending the SAC meetings this academic year via skype. Denise Fulbright of OSU-IT and Janelle Hanson from OSU-OKC. Ashley Atkins, OSU Tulsa was appointed earlier in the year and attended the October SAC meeting.

All of the Committees continue to work on their projects and upcoming event for Spring:

- The Events Committee is focusing on the Staff Celebration Day Picnic menu and is reviewing quotes on the food. The Harvest II food drive was held November 11th as planned. The Junior Service League of Stillwater provided a cargo van to OSU and picked up all the donation. It was totally full and they sent a van to complete the load. The Information Technology (IT) Department won the large department category trophy and the

University Health Services Department won in the small department category trophy.

- The Rules and Procedures Committee have submitted the Ratification Changes on the Constitution and Bylaws to the OSU Staff on Survey Monkey. OSU Staff have until December 22nd to cast their vote for or against the ratification.
- The Policy Benefit and Budget Committee has talked with OSU Parking and got the okay to purchase reserved parking signs in seven locations on campus. The parking areas will be awarded to OSU outstanding staff in 2017. More details will follow.
- The Communications Committee December newsletter has gone out this month as planned via Email.
- The Awards and Recognition Committee requested and reviewed a report provided by MTM Recognition, who provides the Staff Service Awards throughout the year. This report outlined what products were being chosen and the percent of redemption of the awards. It was used in deciding if changes would be made to any of the product selections. So far none are being changed and the redemption rate of the awards is 77%. The Staff Service Awards Program has proven to be successful to date.

Submitted by Sue Goad, SAC Chair
Report given by Melanie Bayles

F. Women's Faculty Council – Steph Link

The Women's Faculty Council met on November 28th from 4-5pm in 126 ITLE. Vice President of Research, Dr. Kenneth Sewell gave a talk entitled, "Research is Pouring Down at OSU: How Big is Your Umbrella?" The talk centered around the vision of research at OSU and a discussion about the boundary between being a "major" and "great" research university. The next steps in reaching our potential as a great research university are to spread word of our research impact, culture, reputation, and underlying processes. In all, research is integral to OSU's academic mission and thus, "a student with a degree from OSU should find it inconceivable how someone can be an educated scholar without attending a great research university."

We also have several announcements for the upcoming semester:

- **2017 Women's Faculty Council Student Research Awards.** Current OSU undergraduate and graduate students in all fields are eligible to apply for a scholarship of \$500-\$1000. Work must have been conducted at OSU.

Complete projects and works in progress will be considered. Applicant must be the sole or primary author. Summaries of research for theses, dissertations, course projects, and creative works are acceptable.

- Deadline for submission: 5:00 p.m. Wednesday, March 1, 2017
 - Apply online at: <http://www.library.okstate.edu/forms/womenfac.htm>
 - Letters of support for your application from faculty advisors are required and must be uploaded by advisors to:
<http://www.library.okstate.edu/forms/womenfacletter.htm>
 - Awardees will be announced around April 1, 2017.
- **2017 Ann Ryder and Clara Smith Women's Faculty Council Leadership Endowed Scholarship for Undergraduates.** The recipient must be an emerging leader, broadly defined in terms of a leader in the student's field of study, through campus organizations, or through the student's community involvement. Field of study is unrestricted; all disciplines are eligible. Preference will be given to a student who excels in more than one area. To be eligible, a student must be enrolled as a full time student at Oklahoma State University. The student should be an undergraduate with a minimum GPA of 3.5. The student should have completed, or be enrolled in courses that would put the recipient at or above 60 hours
 - Deadline for submission: Wednesday, February 1, 2017
 - Apply online at: <http://womensfacultyCouncil.okstate.edu/>
 - Awardee will be announcement March 1, 2017

Please encourage your students to apply!

- **Book club (January 26, 2017).** The spring semester's book will be *Lean In*. Author Sheryl Sandberg focuses on "encouraging women to pursue their ambitions, and changing the conversation from what we can't do to what we can do." The book club will meet every other week for eight weeks. Please keep an eye out for an e-mail from ITLE for event registration. Books and lunches will be provided.
- **Research Week (February, 21, 2017).** The WFC (co-sponsored with ITLE) will be hosting a panel on Women and Leadership. Confirmed panelists include Dr. Pamela Fry, Dr. Sheryl Tucker, and Dr. Brenda Smith. Dr. Jean Van Delinder will be the moderator.
- **Panel discussion (March, date TBA).** An Advocacy for Women panel will join us to discuss a number of topics including women mentorship in academic advancement. More details will be announced.

- **Celebration reception (April, date TBA).** To wrap up the year, the WFC's will hold a celebration reception for scholarship and research award winners. More details will be announced.

For questions/comments please contact Smita Mohanty at smita.mohanty@okstate.edu. We are always happy to hear from potential collaborators and others interested in improving our university.

REPORTS OF STANDING COMMITTEES:

Academic Standards and Policies: David Oberhelman – No Report

Athletics: Tom Royer – No Report

Budget: Glenn Brown – Update

The Budget Committee is investigating issues targeted at increasing undergraduate foreign student enrollment, including freshmen recruitment, joint degree programs, exchange programs and retention. Faculty, staff and administration with insights on these issues are welcome to provide input to the committee.

Campus Facilities, Safety, and Security: Carol Jones for Erik Ekman – Update

Jones stated that the committee met on November 3rd to discuss parking around the Colvin Center for parking garage permit holders. A rare victory was scored for faculty parking rights. As a result of our discussions, staff and faculty with a 4G (which is the 4th Ave garage permit) and the Wentz garage permit can now park in lots 74A, 77 and 80 in spaces designated for staff. Hats off to Erik and his crew for getting this approved.

Diversity: Louise Siddons – No Report

Faculty: Pamela Lloyd – No Report

Long-Range Planning and Information Technology: Jason Vogel - No Report

Research: Andrew Doust – Update

Recommendation: Amendment to Support and Promotion of Undergraduate Research

Doust presented the Undergraduate Research Designation amendment to the council. The original recommendation was presented and passed in the spring of this year. It has been wending its way through the process and was returned to the committee with changes. Most of the changes were fine but the committee had a few minor changes. Those were made available with the agenda. Jones opened the floor to discussion. Seeing none, moved to a vote. Motion passed.

Retirement & Fringe Benefits: Chris Richards - No Report

Rules and Procedures: Deb VanOverbeke – No Report

Student Affairs and Learning Resources: Gina Peek - No Report

Old Business – None

New Business – Resolution

Jones asked McCann to present the resolution to make executive team membership changes to the Long Range Planning and IT (LRPIT) committee as well as the Faculty and Academic Standards and Policies (ASP) committees. The resolution was attached to the agenda. Jones asked if there were question/discussion. McCann moved to accept the resolution as presented in the agenda, Oberhelman second. Motion passed.

Carol Jones – Election reminder

Jones encouraged all members present that new council members will be needed in the spring. Jones asked those council members whose term expire to be thinking of/suggesting potential new councilors to take their place. Jones also asked everyone to be thinking of what committees they would like to serve on. A survey will be coming out in the spring like the one that was sent last year. Jones also asked the current committee chairs to think of successors if their terms are over. At the February meeting we will be nominating a Vice Chair as well as Secretary. The secretary appointment is a three-year term. The Vice Chair position is also a three-year commitment. Jones explained that you are elected Vice Chair, move to Chair and then serve as Past Chair. All three positions have responsibilities.

The meeting adjourned at 3:50 p.m. The next regular meeting of the Faculty Council is Tuesday, January 10, 2017 at 3:00 p.m. in **412 Student Union, Council Room.**

Respectfully submitted,

Deb VanOverbeke, Secretary