

FACULTY COUNCIL MEETING

3:00 p.m., Tuesday, March 21, 2017
Council Room, 412 Student Union

AGENDA:

1. Roll Call
2. Approval of the February 14, 2017 Minutes
3. Approval of Agenda
4. The President – Remarks and Comments
5. Report of Status of Faculty Council Recommendations:
 President Hargis, Provost Sandefur, and/or Vice Presidents
6. Reports of Liaison Representatives –
 - A. Wellness – Mary Talley

The Department of Wellness

Employee Programs: March 2017

Family FIT

Saturdays, Mar. 25, Apr. 1, 8, 22, 29, May 6
 9:30- 10:15 a.m.
 Colvin Recreation Center, Dance Studio 1
 Free

Looking for a way to keep your family active? You and your children, age 6 years and older, can be active together, helping the whole family develop a healthy lifestyle. This 6-week series features different class formats each week- such as yoga, dance party, POUND or total fitness.



Wellness Wednesday:

Fire is Everyone's Fight

Wednesday, April 19
 Noon
 Seretean Wellness Center
 Registration Deadline: April 14, noon
 Free; \$10 fee for no-shows

Join Nancy Trench, a leader in designing and implementing home fire safety projects. She will discuss home fire facts and provide steps you can use to be more fire safe.

Cowboy Cooking School: Argentinian Inspired Menu

Friday, March 31
 Noon - 12:50 p.m.
 Seretean Wellness Center
 Registration Deadline: Friday, Mar. 24
 \$20 for members, \$25 for non-members

Join Chef Federico Aime, faculty member of the Spears School of Business at OSU, for an Argentinian inspired class. The menu includes: seared Galician octopus with Murcia pimenton, Chaco inspired beef tenderloin with potato dominoes & charred fennel and zucchini salad, and Dulce de Leche flan.



Run, Rabbit, Run

Saturday, April 1
 2 p.m.
 Colvin Intramural Fields
 Registration to Guarantee Shirt on day of event: Tuesday, March 21, Noon
 \$7 per person (includes t-shirt)

Wear bunny ears to this family-fun event as you run, walk, hop or trot 1-mile through campus. Stay after the race for an egg toss and other field day activities. The first 200 registrants receive a t-shirt. Register today at the Seretean Wellness Center.



Live Active Challenge

Monday, March 20 - Friday, April 14
 Online
 Register Today!

Join the competition against Baylor University! The goal of this campus challenge against Baylor is to encourage students and employees to increase their activities, improving their health and well-being. The "most active" University will receive a traveling trophy. To register, visit liveactive.challengerunner.com



Cowboy Cooking School: Spring Forward with a Quick and Healthy Menu

Thursday, April 20
 Noon - 12:50 p.m.
 Seretean Wellness Center
 Registration Deadline: Friday, April 14
 \$20 for members, \$25 for non-members

Join Chef Trey Wilson for a quick and healthy menu. The menu includes: salad of spring vegetables, roasted steel-head trout, roasted tri-color carrots, braised swiss chard, and carrot top , olive oil lemon curd with fresh berries.

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

B. Staff Advisory Committee – Karissa Lowe

Committees continue with their Spring projects:

- The Events Committee continues to plan the Staff Celebration Day Picnic event. They have chosen Mexico Joes as the caterer for the event serving a nacho bar.
- The PB&B are taking applications for the Joe and Patti Weaver Staff Scholarship Award for former SAC members. All past SAC member who served at least one year and left in good standing are eligible. There are two \$1000 scholarships available for the Spring 2017 semester. The application deadline is April 3rd.
- The Staff Development Day and Distinguished Service Awards was scheduled as planned February 22nd at the Alumni Center Click Hall. Thirteen distinguished awards were presented by President Hargis. Lory Ferguson was this year's winner and her photograph, along with the other finalists are on the Staff Advisory Council website.
- The Fund Raising Committee is preparing for the annual upcoming Parking Space Raffle. You can purchase tickets from any SAC member or call Michelle Chitwood or John Stephens of the committee. Tickets are \$5.00 each this year.
- The PB&B Committee has finished reviewing their Staff Satisfaction Survey With the help of Jamie Payne in Human Resources they were able to answer several questions that were asked in the survey regarding policy. A report of the Survey will be provided to the council members at the end of this council year.
- The Rules and Procedures Committee are taking nominations for open SAC positions for the coming year. Nominations for the 2017 Election will be accepted **March 1 - April 7, 2017 at 5 p.m.** The Election Nomination process can be referenced on the SAC website under the Election tab.
- The Communications Committee is working with the Rules and Procedures Committee on the SAC elections. They have updated the Members page on the website and continue to keep the staff informed with the monthly newsletter and facebook page.

Submitted by Sue Goad, SAC Chair

Report given by Karris Lowe, SAC Awards & Recognition Committee

C. GPSGA – Solmaz Bastani

GPSGA has had 3 GA meetings in Spring so far. In these meetings, except from having speakers from different departments and carrying on the regular GPSGA work, we passed a resolution that objects to a bill that was introduced in Senate for increasing student fees. Also, a resolution to support diversity amongst our graduate students. We spent a lot of time on finding the statement to resolve the issue between SGA and GPSGA regarding how the AFAP money is spent. We finally found the statement and now the issue is solved. However, according to the statement and SGA by-laws, GPSGA can claim 6

senate seats designated for graduate students. Our Parliamentarian is pursuing the revoke of the seats.

In line with our goal to improve GPSGA communication with students, administration and faculty, we have kept an up-to-date website, our social media (Facebook, Twitter, Instagram, and Monday memo), revised and formatted all treasury forms, created a new LinkedIn group, implemented online event registrations, prepared newsletter for the Fall newsletter emphasizing the grants, awards and funds GPSGA provide through the year to all graduate students.

On May 22, we will host a professional development workshop with the title of “*the mindset of leadership*” to reward the hard work of reps and liaisons and exec board members. We are thinking of making it open to all Graduate Students with the registration priority for GPSGA reps/liaisons! This is one of the workshops being offered by Meridian Tech and the students will be given a certificate to include in their resume. We are going to host our largest annual event, the Graduate Education Week in joint with Graduate College during which we will have the series of events e.g. Phoenix award, research Gala, Graduate students’ mixers and etc. The flier and hand out of the events will be posted very soon. Also, we will have a cookout at Boomer Lake on 26th. You are all invited ☺

We have also overseen the SGA elections. Our intergovernmental liaison has personally attended all SGA and CSO meetings this semester.

D. AAUP – Barry Levine

The day and time of the academic freedom forum has been changed to Tuesday, April 11 at 1:30-2:30PM in Student Union 416, Case Study #2.

The OSU Chapter of the AAUP and the Office of Academic Affairs are sponsoring a forum on academic freedom and free speech on campus on Tuesday, April 11th from 1:30PM-2:30PM in Room 416 Student Union, Case Study #2. The forum will consist of three 10-minute presentations by Regent Andy Lester, Professor of Geology Todd Halihan, and Vice President Lee Bird, followed by thirty minutes for discussion and comment. The Provost has agreed to serve as the facilitator and will offer a few observations on these issues.

Regent Lester is an attorney with a long connection to higher education. He served on the OSU/A&M Board of Regents and now serves on the Oklahoma State Regents for Higher Education. He has written and presented on civil rights, constitutional law and democracy, and the first amendment.

Professor Halihan studies the effects of fracking and injection wells, a controversial topic in the “oil patch.” The AAUP and American universities such as OSU established academic freedom policies and protections in part to protect the ability of scientific experts such as Professor Halihan to speak openly about their work without fear of losing their job due to outside pressures.

Vice President Bird has worked in some aspect of student affairs for thirty-six years. She is an expert on the first amendment rights of students and gives presentations on this around the country.

Both the Provost and the local OSU AAUP Chapter urge you to attend this forum because academic freedom is the foundation of any university or institution of higher learning.

E. Women's Faculty Council – Steph Link

On February 21st, the Women's Faculty Council held a Women and Leadership Panel (Dr. Jean van Delinder (facilitator), Dr. Pamela Fry, Dr. Sheryl Tucker, Dr. Brenda Smith). The panel served as an open discussion on how these women came to be leaders in our university through mentorship and peer groups. They also discussed the roles they play in reducing gender bias, balancing work and family responsibilities, establishing competency, and changing the culture of leadership at OSU.

After the panel, the WFC held a general meeting to discuss COACHE results and scholarship applications. Currently, there is a working group formed through the Provost who is specifically examining personal and family policies, the lowest rated category on the COACHE survey. If you have comments/suggestions for our WFC liaison, please contact us. The scholarship application process has now ended and recipients will be announced at our end of the year Awards Reception on April 13 at 3:30pm in the Helmerich Browsing Room of the Edmon Low Library.

Other upcoming events include the following:

- **Book Club meetings:** March 30 and April 20 in ITLE 126 from 12:00-1:00pm
 - Come to be a part of the discussion regardless of whether you have read the book, *Lean in*
- **Gender Bias, Women, and Advocacy panel:** March 29 in ITLE 126 from 4:00-5:00pm
 - Join us for a presentation and panel discussion about proactive solutions to gender disparities in honors and awards. Panelists include:
 - Dr. Shelia Kennison-Professor of Psychology, Founder/Co-Director of the Oklahoma Network for Teaching of Psychology (ONTOP)
 - Dr. Kitty Cardwell-Professor of Entomology and Plant Pathology, Director of National Institute of Microbial Forensics in Food and Agricultural Biosecurity (NIMFFAB)
 - Dr. Estella Atekwana (facilitator)-Regents Professor and Head of the Boone Pickens School of Geology

F. Graduate Faculty Council – Brenda Smith

Monthly Graduate Faculty Council meeting was held February 24, 2017.

- Council reviewed and approved the online delivery of the MS of Agriculture in International Agriculture and the MS of Science in International Agriculture.
- *TOEFL Working Group report.* The TOEFL Working Group has drafted modifications to the catalog language regarding the TOEFL requirement for admission. The recommendations do not represent a change in the required score (i.e., TOEFL score ≥ 79 iBT, 550 PBT or IELTS of ≥ 6.5), but clarify that subscores will be used to determine the additional English training required.
- *Update on the Criminal Background Checks Working Group.* The Criminal Background Checks Working Group has reviewed the use of and procedures for criminal background checks for GRAs and GTAs at peer institutions. After discussing

how this could work at OSU, the next step is to draft a best practices document that could be used as a guide for graduate programs.

- *Writing Workshop.* The Council heard proposed changes to the dissertation and thesis writing workshops which include expanding the size to 30 students, modifying the schedule and stipends, and the implementation of a new “no show” fee.
- *International Teaching Assistant Program Update.* The Council was informed that the current ITA director is stepping down as of this spring and the Graduate College is working with the English Department to find a new ITA Director. The next ITA test will be in June this year rather than in May.
- *Graduate College and VPR Co-Sponsored Programs.* The Council discussed an online research-writing course that is being developed by Dr. Steph Link, Assistant Professor in English, that will be co-sponsored by the Graduate College and the Vice President for Research.
- *Subject Matter Group Meeting.* Reminder that the combined Graduate Faculty Subject Matter Group meeting is scheduled for March 22, 2017 from 2:00-3:30pm in 126 ITLE. There will be a presentation by Aleigha Mariott, Coordinator of Student Conduct, on current application screening and a number of updates on other topics relevant to graduate education.

7. Reports of Standing Committees:

- a. Academic Standards and Policies: David Oberhelman – No Report
- b. Athletics: Tom Royer – No Report
- c. Budget: Glenn Brown – No Report
- d. Campus Facilities, Safety, and Security: Erik Ekman – Update
Gun Resolution*
- e. Diversity: Louise Siddons – No Report
- f. Faculty: Pamela Lloyd – Update
Recommendation: Revisions to policy 2-0905, “Nomination and Appointment Process for Regents Professors”^{**}
Recommendation: Guideline for Search and Screen Committee Best Practices*
- g. Long-Range Planning and Information Technology: Jason Vogel – Update
Recommendation: Appropriate Use Policy*
- h. Research: Andrew Doust – No Report
- i. Retirement & Fringe Benefits: Chris Richards – No Report
- j. Rules and Procedures: Deb VanOverbeke – Update
- k. Student Affairs and Learning Resources: Gina Peek – No Report

9. Old Business

10. New Business

11. Adjournment

Refreshments will be served at 2:45 p.m.

Resolution of the Oklahoma State University Faculty Council
March 21, 2017
Guns on College Campuses

Whereas, a college campus is a unique environment where the free and open discussion of ideas constitutes a core principle of education and can occasionally lead to emotional responses; and

Whereas, all administrators, faculty, staff, and students have an interest in maintaining a safe and secure campus community; and

Whereas, the policies of the university that provide safety to all of its constituencies would be undermined if one such constituency were to possess firearms while the others did not; and

Whereas, the actions of the university's security and law enforcement officers would be severely compromised by untrained and uncoordinated individual action for which the institution would bear the ultimate responsibility; and

Whereas, the indefinite and unsubstantiated benefits of concealed carry of firearms by students, staff, or faculty can be clearly contrasted with the potential risks for both accidental and intentional misuse of weapons in the environment of a university campus; and

Be it Further Resolved, that the members of Oklahoma State University Faculty Council support the current law and the current OSU policy (1-1301, General University, Dec. 1, 1990) regulating weapons, firearms, ammunition, fireworks, explosive, and dangerous chemicals and strongly oppose any legislative changes in state law that would mandate state-supported universities, colleges, and technical schools to allow students, staff, or faculty the unrestricted ability to carry weapons, either concealed or open, on university property.

	Amended by	Passed	Failed
Recommendation No. <u>16-03-01-Faculty-ASP</u> 1. _____			
Moved by: <u>Faculty Committee, Academic Standards and Policies Committee</u> 2. _____			
Seconded by: _____ 3. _____			
<u> </u> Passed <u> </u> Tabled <u> </u> Failed 4. _____			

Title: Revisions to policy 2-0905, "Nomination and Appointment Process for Regents Professor"

The Faculty Council Recommends to President Hargis that:

The wording of policy 2-0905 "Nomination and Appointment Process for Regents Professor" be modified as shown in the attached document.

Rationale:

The proposed edits to the policy will clarify that:

- 1) Regents Professor is an honorary title, not an academic rank;
- 2) This title is intended to recognize outstanding faculty accomplishments; therefore, persons holding primarily administrative appointments should not be eligible for nomination;
- 3) External letters in support of Regents Professor nominees should be obtained with the same confidentiality and conflict of interest guidelines used for external letters obtained for reappointment, promotion and tenure;
- 4) Evaluation of nominees for Regents Professor by the nominee's academic unit should be conducted according to the unit's procedures for review of full professors; and
- 5) The Regents Professor Selection Committee should be mindful of the standards of the nominee's field when evaluating national/international reputation and contributions.

Policy 2-0905-Nomination and Appointment process for Regents Professors is attached separately.

	Amended by	Passed	Failed
Recommendation No. <u>16-03-02-Faculty-ASP</u> 1. _____			
Moved by: <u>Faculty Committee, Academic Standards and Policies Committee</u> 2. _____			
Seconded by: _____ 3. _____			
<u>_____ Passed _____ Tabled _____ Failed</u> 4. _____			

Title: Guidelines for Search and Screen Committee Best Practices

The Faculty Council Recommends to President Hargis that:

The attached document be adopted and made available online for use by faculty search and screen committees.

Rationale:

Currently, there is no formal University-wide training for faculty search and screen committee members. These general guidelines are intended to supplement materials currently available on the Human Resources website (which are focused primarily on staff recruitment) to address the specific situation of faculty searches. Adoption of these guidelines will help to ensure consistency and fairness in faculty searches across OSU colleges and departments.

Best Practices for Faculty Search and Screen Committees at Oklahoma State University

Scope

These guidelines are intended for searches where the goal is to recruit a tenure-track faculty member whose assignment will be no more than 50% administration.

Search and Screen Committee Composition and Criteria

All members of the search and screen committee should thoroughly understand the requirements of the position to be filled, the needs of the department, OSU policies regarding equal employment opportunities and diversity, and the mission of OSU.

- Generally, a search and screen committee will include three to five members. Committee members should be tenured or tenure-track faculty members of the department or of the college. *Ex officio* members (e.g. human resources representatives or staff) may be included, but should not vote on candidates.
- At no time should a member of the committee be a candidate for the position, be related to a candidate for the position, or have a potential conflict of interest, such as a current or past advising or mentoring relationship with the candidate.

Equal Opportunity and Diversity

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid, and educational services. The Director of Equal Opportunity (408 Whitehurst, OSU, Stillwater, OK 74078-1035; Phone 405-744-5371; email: eeo@okstate.edu) has been designated to handle inquiries regarding non-discrimination policies. Any person (student, faculty, or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with OSU's Title IX Coordinator (405-744-9154).

Role of the Search and Screen Committee

Before conducting a search, either the unit head (or other responsible administrator) will seek faculty members to serve on the search and screen committee and will appoint a committee chair, OR a vote of the departmental faculty will determine committee composition. The search and screen committee should include faculty who are committed to diversity and excellence.

The chair of the search and screen committee will undergo recruitment training to ensure that all OSU procedures are followed by the committee in their interactions with candidates.

The role of the search and screen committee may include, but is not limited to:

- Developing the position description and announcement;
- Advertising the position;
- Evaluating applications to identify candidates for further consideration, and documenting the rationale for their selection;
- Participating in preliminary and on-campus interviews;
- Collecting post-interview feedback from department faculty (and other groups such as staff, if appropriate);
- Submitting an assessment of the suitability of each candidate interviewed for the position to the unit head (or other responsible administrator).

In conducting these activities, the search and screen committee members should:

- Be mindful of potential biases, and ensure that the search and screen process is fair for all candidates;
- Maintain confidentiality during the search and screen process. All deliberations and information about the screening process should remain confidential, even after the search has concluded;
- Write and/or review the position description and announcement, suggesting revisions as needed to ensure that the description accurately reflects the needs of the department;
- Seek out as diverse a candidate pool as possible by advertising the position in a wide array of publications, professional websites, and other venues;
- Make use of networking opportunities (such as professional conferences or sharing the position description with colleagues) to further assist in recruiting the widest possible pool of candidates;
- Review all the candidate files using standard criteria developed by the committee; and
- Treat all candidates professionally and with respect, and ensure that they feel welcomed during all stages of the process.

Role of the Search Committee Chair

The search and screen committee chair is responsible for ensuring that the search and screen process is well-organized, follows all rules and laws governing searches, and proceeds in a timely fashion. Among the chair's responsibilities are:

- Ensuring that the search is conducted in compliance with applicable laws and OSU policies;
- Guiding the committee in establishing procedures and ground rules before beginning the search;
- Leading the committee in all phases of its work, beginning with the creation of the position description/advertisement, selection of criteria for the committee to use in evaluation of candidates, and development of a recruitment strategy;
- Promoting a collegial working atmosphere within the committee;
- Creating a timeline for the search and screen process, then scheduling meetings, interviews, and other sessions efficiently to complete the search within that time;
- Maintaining transparency with candidates and the committee about the process and timing of the search;
- Seeking out the best and most diverse candidate pool possible;
- Ensuring that the committee uses fair and consistent criteria in their review of all candidates;
- Contacting (or arranging to have others contact) references for the candidate, and passing on the information received to the committee;
- Delegating routine communications to an appropriate committee member or staff member, if the candidate pool is large (e.g. notifying candidates that applications were received);
- Handling more advanced communications personally (e.g. extending invitations to visit campus);
- Working closely with administrative staff to ensure that campus visits are well-planned, organized, and productive;
- Ensuring that candidates selected for interviews are provided with appropriate information about OSU and local community and feel welcomed when visiting the campus;
- Introducing visiting candidates to the department;
- Notifying all candidates as soon as possible once the search has been concluded and a final decision has been made; and
- At the conclusion of the committee's work, ensuring that documents related to the search and screen process are retained in accordance with OSU recordkeeping policies.

Final Overview of the Search and Screen Process

It is important that the same evaluation criteria be applied to all candidates, in order to conduct a fair and legal search. Adding criteria tailored to fit one candidate during the process is not allowed. The position description and announcement should serve as the basis for the criteria used by the committee to evaluate candidates during the search and screen process. To help make the search and screen process fair and consistent for all, it is recommended that the committee have a standard tool or rubric to use in evaluating all candidates, and that the committee maintain a list of standard questions to ask during interviews.

All candidates should have a positive experience when visiting the OSU campus. Candidates should all be given the same information about the local community, as well as information about OSU and the hiring department. Care should be taken to ensure that visits are as similar as possible for all candidates. For example, all candidates should have similar arrangements for travel and lodging. The itinerary for campus visits should be as similar as possible for all candidates, and should be provided to candidates well in advance of their visit to allow them adequate time to prepare.

If questions regarding the search and screen process arise during the course of a faculty search that cannot be resolved within the hiring department/college, contact Human Resources, Institutional Diversity, and/or the Office of Academic Affairs for further guidance on the regulations and procedures to follow.

Adapted from UCLA Faculty Search Committee Toolkit: <https://equity.ucla.edu/wp-content/uploads/2016/06/FacultySearchToolkit08072015.pdf>

	Amended by	Passed	Failed
Recommendation No. <u>16-05-01-LRPIT-amendment 1.</u>	_____	_____	_____
Moved by: <u>Long Range Planning and</u> <u>Information Technology</u>	2. _____	_____	_____
Seconded by: _____	3. _____	_____	_____
____ Passed ____ Tabled ____ Failed	4. _____	_____	_____

Title: APPROPRIATE USE POLICY

The Faculty Council Recommends to President Hargis that: the Appropriate Use Policy drafted by the CIO’s office be accepted with the following changes:

1. The sentence or equivalent: “An individual whose email account was accessed by OSU will be notified by ISO within one-week of such action, except in those cases where notification involved will jeopardize a criminal investigation. In such cases, notification should be provided when it no longer jeopardizes the investigation.” be added to the bullet points regarding access to email by a University Official.
2. Users should be informed of this new policy and provided a link when their o-key is created and when their passwords are updated.
3. Users of OSU’s lifetime email must be periodically informed and provided a link that the use of their OSU email falls under this policy. This action can be performed, for example, during their periodic password update or via a yearly email.
4. This policy should replace policy 1-0131, Use of Electronic Mail.
5. Add “is prohibited” to the end of sentence, “Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization,” under 4.05.

After review by legal counsel the additional changes noted in the attached document were incorporated. A summary of these changes is as follows:

- The paragraph about notification described in point 1. above has been modified in section 4.02 paragraph 6
- Language was incorporated throughout the document to make it clear that there is no privacy associated with university resources.
- A paragraph regarding incidental use has been added in section 4.01 paragraph 4 and section 4.02 paragraph 1.

Rationale:

This policy was reviewed by the Staff Council and found acceptable.

Users of OSU's lifetime email addresses must be informed that by using the OSU provided address, they fall under the appropriate use policy.

Policy 1-0131 (Use of Electronic Mail), mandated that users of electronic mail be informed when their email is accessed. The new wording above protects the users but allows additional flexibility in the case of a criminal investigation.

OSU does not have an appropriate use policy for the use of its network and computer resources that has been approved at all levels.

Legal counsel informed faculty council that the language about no privacy was required as legally that is the case.

Legal council also recommended that the sentence about notification be modified, as sometimes it is not possible to provide notification, especially in a one-week period. The updated wording reflects that "the University may, when reasonable and allowed by law, make a reasonable and timely effort to notify the individual whose email account is accessed. However, the University is not required to make such notification." The updated wording does not specify the period in which the University is required to provide notification.

Incidental use of university resources occurs often and is acceptable. While clearly indicating this, it is necessary to describe what would be inappropriate personal use.