DeSilva called the meeting to order with the following members present: Manning-Ouellette for Cole, Conway, Crick, Dunn, Emerson, Frazier, Gardner, Gonzalez, Hall, Norton for Kaipa, Kakani, Kazianga, Khojasteh, Liu, M. Lovern, P. Lovern, McCann, McFarlane, Melancon, Moss, Nelson, Neurohr, Peek, Pivateau, Walker for Rebek, Smith, Talley and Yates.

Also present: Beard, K., Hallenbeck, D., Hightower, D., Lonthan, C., Maynard, E., Meints, K., Mendez, J., Miller, B., Peaster, R., Roberts, M., Sheehan, R., Smith, A., Towner, M., Tucker, S., Van Den Bussche, R., Weaver, J. and K. Wray.

Absent: Bindewald and Ware.

**HIGHLIGHTS**

Special Report – Darlene Hightower CIO – IT Multi-Factor Authentication…………………

Remarks and Comments – President Hargis………………………..……………………..….

Report of Status of Faculty Council Recommendations and other Vice Presidents…….…….

Reports of Liaison Representatives …………………………………………………….……..

SGA……………………………………………………………………………………

Emeriti…………………………………………………………………………………

Wellness Center ……………………………………………………………………….

Graduate Council………………………………………………………………………

Women’s Faculty Council……………………………………………………………..

Staff Advisory 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 …………………………….………………..

DeSilva 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 that of the council member whom you are representing. DeSilva asked if there were any corrections or changes to the January minutes. Hearing none entertained a motion to approve the minutes. Talley moved, McCann second. Motion passed. DeSilva entertained a motion to approve the modified agenda for today’s meeting. President Hargis will not be in attendance today. McCann moved, Khojasteh second. Motion passed. DeSilva introduced Darlene Hightower.

**Special Report:**

**Darlene Hightower: Chief Information Officer IT – Multi-Factor Authentication**

Hightower introduced Eric Maynard, Director of IT Security/IT Information Security Officer and Aaron Smith, IT Forensic Investigator. They presented the following handout to the Council members.





Hightower, Maynard and Smith then discussed the implementation of a campus-wide multi-authentication program (DUO). They believe this is an important defensive strategy for cyber security. The handout highlights the overall number of cyber-attacks that have occurred at OSU. In 2019, IT had almost 1,000 accounts that were identified as compromised. A majority of these were breaches from Yahoo, Linked-In and a few others. The multi-factor authentication is a very simple effective method to prevent an attacker accessing accounts even if they have the user name and password. Multi-factor authentication is becoming very popular. Hightower stated that some departments use this method already for Banner. IT has been using it for the past two years.

Hightower stated that another blast email will go out in February to enroll people in the program. IT did an initial push in the fall. The email will include instructions on how to deploy the program. Hightower asked faculty members to let her or Smith know if anyone is having issues or trouble with this program. She stated it is very important to have 100% participation. This will also be pushed out to current students. Hightower does not have a set date on requiring this program, but they are trying to get as many people on board by the fall of 2020 as possible. Conway thanked Hightower for rolling out EduRoam and asked if this will impact it? Hightower stated it will not affect it. Hightower let the council members know that when you authenticate through DUO, you can check the box for it to remember your information for 30 days so you won’t be prompted each time, only every 30 days. Hightower said you can get a text message to your cell phone, a call to your desk phone, or there are multiple other ways to get the code. DeSilva stated that an issue for some faculty members was having things on their personal devices. Smith stated that there are multiple ways faculty members can receive the code without using a phone app. DeSilva stated that this is an issue for Mac users in particular. Weaver appreciates Hightower’s willingness to roll this out gently to give people time to adjust, but he prefers that everyone do it now. Security is very important. It’s a constant fight to stay on top of cyber security.

DeSilva stated that there has been some talk of Office 365 being required and asked Hightower to speak to this. Hightower stated that Office 365 will be an application behind DUO. Once they get the upgrade it will be required. DeSilva said an email was distributed that said you had to have Office 365 on office computers to interface with emails. Hightower is not sure about this issue. Hightower is asking faculty to keep their Outlook version updated. Windows 7 needs to get off computers. Please upgrade. McFarlane asked if there was another email about this going out. Hightower stated yes in February. Miller asked if this email will be getting to Emeriti members via email. Hightower stated that most issues are with graduated students. There is another part that involves retirees and information will be sent out to them. They wanted to start with faculty and staff first. DeSilva asked about a timeline - was there something happening on February 19th and something happening in March? Hightower stated the February 19th item is the turning on of moderate authentication to the email system. This will be another feature in the email system. People will not be able to login while the upgrade is happening. Hightower stated that he majority of users won’t notice. She’s not sure of the March item. Hightower stated that department IT developers are aware. Hightower stated that Microsoft is taking basic authentication away which is why we have to have these changes.

**Report of Status of Council Recommendations:**

**Provost Sandefur and Vice Presidents**

Dr. Sandefur gave the Council members an update on recommendations.

The following recommendations remain pending:

18-05-02-Faculty: Proposed changes to the Preface and Body of the “Policy Statement to

Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of OSU”

19-08-01-Research: Revisions to OSU P&P 4-0125 Complaints of Research Misconduct

19-11-01-Exec: Proposed new P&P Restriction of HLC Additional Locations

19-12-01-LRPIT: Proposed new P&P Information and Resources Access Control

19-12-02-LRPIT: Proposed new P&P Information Security Policy

19-12-03-LRPIT: Proposed new P&P Data Stewardship: Data Classification Policy,

Responsibilities and Guidelines

19-12-04-LRPIT: Proposed new P&P Information Security: Security Awareness

The following resolution remains pending:

19-11-Resolution: Continued Robust Commitment to the OSU Strategic Plan

**Kyle Wray – VP Enrollment and Brand Management**

Wray updated the enrollment numbers. He stated that we have over 15,000 applications for fall 2020.

February 22nd is Admitted Student Day. This used to be Senior Day. We now require students to be admitted to OSU before they can attend this particular day. Wray stated that there are 1,700 registrants for this day.

April 18th is Junior Day program.

Wray thanked everyone in the room for being open and available to both students and parents about their futures at OSU and beyond.

DeSilva thanked the Registrar for the new classroom app.

**Report of Liaison Representatives:**

1. SGA – Ashley Schultz

SGA will be lobbying Tuesday, February 11th for Higher Education

1. Emeriti Association – Barbara Miller

Dr. Randy Seitsinger, Dean for Academic Affairs in CEAT, was guest speaker at the February Emeriti Dinner. He discussed the new Engineering Labs and how they help undergraduates become exposed to various engineering/architecture/technology methods and materials.  These labs are state-of-the-art, and are an example for other universities which are now following OSU’s lead.

Our speaker for March will be Clint Williams from the McKnight center, who will speak about their involvement in community engagement and hopefully give a heads up on next year’s McKnight Center performers.

The Emeriti are working with the Committee on Retirement and Fringe Benefits to present a panel on how to prepare for retirement.  Topics such as how long to delay retirement, taxes on retirement income medical insurance, etc. will be covered.

1. Wellness Center – Kim Beard



1. Graduate Council – Rebecca Sheehan

*Academic Program Committee.* A variety of degree modifications were approved.

*Graduate Commencement December 2019.* Two hundred and sixty-six graduate students, receiving certificate, master’s, and doctoral degrees, attended the ceremony.

*Slate.* Slate, the online graduate application system and more (e.g. recruitment, communication flows, and hopefully will facilitate tuition waiver processing in the future), is fully functioning.

*Graduate Faculty Training/Development Working Group*. The research groups plans to send out a survey to OSU graduate faculty after spring break 2020. This survey is part of a needs assessment of the graduate faculty in serving graduate students in order to develop an appropriate professional development program for incoming and existing graduate faculty.

*Role of Non-OSU Faculty Serving on Graduate Committees.* Currently, non-OSU faculty members are given a formal graduate faculty status, which is not necessary given they mainly only serve on specific committees. Additionally, the Graduate Dean at OSU has no authority over those individuals. The Graduate College is seeking input from Graduate Faculty and Programs about this topic, and this will be a topic for discussion at the Spring Subject Group meetings.

*Graduate Student Orientation*. Starting this spring (2020), new students on all three campuses and online received an invitation to enroll in a graduate student orientation “course” through Canvas. There are a series of 8 ~3 minute video modules (Introduction, Module 1: Welcome to OSU, Module 2: Preparing for Graduate School, Module 3: Preparing for Your Arrival, Module 4: Your First Semester, Module 5: Nuts & Bolts of Being a Graduate Student, Module 6: Finding Support When You Need It, Module 7: Taking Care of You, Module 8: Useful Resources for Graduate Students), taking about 45 minutes to complete. Programs may build their own orientation modules which can then be linked to the Graduate College’s course.

*GTA/GRA Vacation policy*. The Graduate College, in conjunction with Graduate Council, will be developing guidance on a GTA/GRA vacation policy for programs looking for assistance with this issue. The Graduate College is seeking input from Graduate Faculty and Programs, and this will be a topic for discussion at the Spring Subject Group meetings.

*Spring 2020 General Graduate Faculty Meeting and (most) Subject Group Meetings*. Wednesday, March 25 1:30 to 3:00 p.m. Location: 450 EN (Engineering North).

1. Women’s Faculty Council – Awilda Rodriguez Carrion

Dr. Janice Hermann presentation for February has been rescheduled. Please check our website for the latest news and dates at <https://womensfacultycouncil.okstate.edu>.

The Women’s Faculty Council is actively soliciting reviewers for the Scholarships & Research Awards Program. Interested parties, please contact Sarah Milligan at [sarah.milligan@okstate.edu](mailto:sarah.milligan@okstate.edu).

1. SAC – Kimberly Meints

* Current SAC Recommendations
* Policies in Review from HR
* SAC Elections Opening
* Staff Scholarships

**REPORTS OF STANDING COMMITTEES:**

1. **Academic Standards and Policies: Eric Rebek – No Report**
2. **Athletics: Justin Talley – No Report**
3. **Budget: Jam Khojasteh – No Report**
4. **Campus Facilities, Safety, and Security: Karen Neurohr – No Report**
5. **Diversity: Justin Moss – No Report**
6. **Faculty: Matt Lovern – No Report**
7. **Long-Range Planning and Information Technology: Chris Crick – No Report**
8. **Research: Dianne McFarlane – Update**

McFarlane reviewed the Conflict of Interest Policy that was attached to the agenda. The recommendation will be tabled this month for a vote in March to give faculty members time to review the changes and get comments back to the committee since these are major changes that can affect faculty members. Please contact McFarlane with any questions or concerns. McFarlane opened the floor to questions. Khojasteh stated that it may be a good idea to add “US” dollars due to international concerns. McFarlane doesn’t believe that would be a problem. DeSilva asked for discussion and a motion to table the recommendation until the March meeting. McCann moved to table the recommendation. Talley seconded the motion. Motion passed. McFarlane asked Council members to share the document with their colleagues since it may impact their research or income.

McFarlane stated that the committee was asked to discuss the idea of purchasing I-Thenticate. This is a program that allows faculty members to check for plagiarism in research documents. The committee discussed this and felt this was a good thing to have as a tool provided it’s not duplicating items and it is a good use of resources to purchase the program.

1. **Retirement & Fringe Benefits: Griffin Pivateau – No Report**
2. **Student Affairs and Learning Resources: Toby Nelson – No Report**

**Old Business – None**

**New Business – Election update**

DeSilva closed the open meeting and had Faculty Council members remain to vote on two nominees for Vice Chair as well as Secretary for next year.

DeSilva opened the floor for nominations for Vice Chair.

McCann nominated Pam Lovern for Vice Chair. Lovern accepted the nomination.

Peek nominated Jam Khojasteh for Vice Chair. Khojasteh accepted the nomination. DeSilva asked if there were any other nominations from the floor. Seeing none, DeSilva closed the nomination process for Vice Chair.

DeSilva opened the floor for nominations for Secretary.

McCann nominated Justin Moss. Moss asked if he is eligible to run, since he will become a department head March 1. McCann stated that yes he could run for Secretary. Those with an administrative position above the level of department head cannot run for Faculty Council. Moss accepted the nomination.

Peek nominated Karen Neurohr. Neurohr accepted the nomination.

DeSilva asked if there were any other nominations from the floor. Seeing none, DeSilva closed the nomination process for Secretary.

k**.**  **Rules and Procedures: Pamela Lovern – Update**

Lovern updated the council members on vacancies for the upcoming election. Lovern stated that for each open position, we need at least two nominees to run.

Vet Med – one person needed to replace Dianne McFarlane. So we need two nominees.

Ag – need two people to replace Justin Moss and Eric Rebek. So we need at least three nominees.

A&S – one person needed. Tyrrell Conway was completing a one year term and can run again if he wishes. Will need at least two nominees.

CEAT – one person needed to replace Robert Emerson. We need at least two nominees.

Business – one person needed to replace Griffin Pivateau. So we need at least two nominees.

Human Sciences – one person needed. Brandt Gardner is eligible to run for a full three year term. We need at least two nominees.

OSU-Tulsa – one person needed to replace Jam Khojasteh. We need at least two nominees.

White will be sending out a memo this week about the nominating process. The memo will include the nomination forms for college representatives as well as additional Vice Chair and Secretary nominations.

Lovern stated that the goal is to have all nominations returned by Monday, March 2, 2020. The electronic election will be March 30-April 6th.

DeSilva asked if there was additional questions or discussion. DeSilva stated that Faculty Council members must sit out at least one year before being eligible to run for another term. McFarlane stated that everyone votes for Vice Chair and Secretary then college members vote for their representative.

The meeting adjourned at 3:40 p.m. The next regular meeting of the Faculty Council is Tuesday, March 10, 2019 at 3:00 p.m. in the **Council Room, 412 Student Union.**

Respectfully submitted,

Pamela Lovern, Secretary