

DeSilva called the meeting to order with the following members present: Bindewald, Champlin, Ellis, Frazier, Hurst, Parveen for Kaipa, Kakani, Khojasteh, McCann, McFarlane, Melancon, Moss, Nabar, Nelson, Neurohr, Peek, Pivateau, Ramsey, Rebek, Sheehan, Talley, Wanger, Ware and Yates.

Also present: Barnard, J., Bays, B., Beard, K., Blevins, C., Chartier, M., Essmiller, K., Hargis, B., Hartman, J., Iakovakis, C., Kirksey, J., Lassen, D., Miller, B, Misener, T., Ormsbee, C., Peaster, R., Quan, T., Roberts, M., Robinson, M., Sandefur, G., Schlotthauer, S., Schultz, A., Sewell, K., Shell, C. and Weaver, J.

Absent: Crick, Emerson, Jones, Kak, Lovern, and Piehl.

### HIGHLIGHTS

---

Special Reports – Matt Upson/Clarke Iakovakis - Library.....	
Casey Shell – University Planner .....	
Remarks and Comments – President Hargis.....	
Report of Status of Faculty Council Recommendations and other Vice Presidents.....	
Reports of Liaison Representatives .....	
Emeriti .....	
Women’s Faculty Council.....	
SGA .....	
Wellness Center .....	
Staff Advisory Council.....	
Graduate Council .....	
Reports of Standing Committees .....	
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 .....	
Academic Standards and Policies .....	

---

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 entertained a motion to approve the minutes from the February meeting. Ramsey moved, McCann second. Motion passed. DeSilva entertained a motion to approve the agenda for today’s meeting. Neurohr moved, McCann second. Motion passed. DeSilva introduced Matt Upson from the OSU Library.

## Special Report –

### A. Matt Upson/Clarke Iakoviakis – Symplectic Elements

Upson and Iakoviakis presented the following PowerPoint to the Council members.



Elements\_OKState.p  
ptx

Peek asked when this will be on board and will it be supported by the Library? Upson stated that they can support the program and individual consultations can be added down the road. They plan on having train the trainer sessions, department workshops, video recorded sessions and/or individual training sessions. Upson stated that they are moving forward now discussing things with the steering group and then will have stages of implementation. Texas A&M did a trial run with a small college or unit to make sure all the kinks are ironed out before rolling it out campus wide. Upson is not the person to make the rollout decision but over the next year or so they will start to play around with options. The hope is that at least the trial rollout will be fall 2019. Kaipa asked if this would be mandated for all faculty members. Upson stated that the Library is available to support those who are participating. Ramsey asked about the composition of the steering committee mentioned earlier in the presentation. Upson stated that they began working with the VPR's office and later included deans and units vested in getting this program started. Sandefur stated that there are two things driving this program. One is OSU wanted to paint a better picture of research and creative activities on campus. In order to do this, we need some type of system that can captures or allows us to record performances and pieces of art (and other types of creative activities). Second part that the Provost's office is involved with is that OSU is now required by the Higher Learning Commission to have a database of all our instructional faculty and staff. So we need some type of system that allows us to record information for the position they hold. Sandefur stated that for a while these two efforts were going on independently and then they discovered one another. Once they did they began working together. This system looks like it will do both of these things. Ramsey asked if there will be some type of online RPT process at some point. Sandefur stated that they would like to get there someday. This is still a ways away from this. Miller asked if this system will be available to emeriti faculty that are still doing research or any emeriti faculty member. Upson stated he assumed so but doesn't know for certain. Miller asked if emeriti wanted access to the program could they go through their former department or contact the library for training. Upson stated they will check on emeriti access but as far as training contact the library. Iakoviakis stated that since the system links with Banner technically anyone with a profile in the system that has an Elements profile the data should be in there. It will be up to the administrators who have the profiles (emeriti or graduate students) based on what people need to get out of the system. Champlin stated that at CHS they started using

PURE, are there any conflicts with this new system. Would this be an add-on or dove-tail? Iakoviakis stated that PURE is based on data mined from SCOPUS (both are Elsevier products) and Elements uses the license OSU purchased from Elsevier to mine SCOPUS publications so we are getting all this content from SCOPUS but we are also getting it from the other systems that they tap into and bring in. As far as some of the other functions they are similar but they found that this one is the most complete system that exists to get as wide a set of information as possible.

**B. Casey Shell – University Planner**

Shell introduced Jim Bernard and Scott Schlotthauer to answer any questions council members may have. Shell distributed the following material to those attending the meeting.



## ANTHONY TRAVEL

- On site travel management as well as online bookings with Concur
- Anthony offers benefits to the traveler as well as the University
- Currently serve 20 University Clients and 50 Collegiate Clients
- Preferred rates for travel, lodging, and local transportation
- Personal face to face booking and arrangements
- Custom reports, unused ticket management, audit controls
- Traveler service: after hour emergency service, travel coordination
- Coordination with American Airlines Corporate Partnership



## American Airlines Corporate Partnership

- American Airlines Corporate Travel pricing
- Designated access to preferred seats within designated cabin
- Group 5 priority boarding
- Stillwater Regional Airport SWO preferred airport

**Casey Shell**  
University Planner

Office of University Planning  
105 Facilities Management Administration  
Stillwater, Oklahoma 74078  
Office: (405) 744-4868  
Cell: (405) 613-7294  
casey.shell@okstate.edu



Ramsey asked that if travel booked already for mid-May in the current system would be affected. Shell stated that Anthony will assume these travels even though they were not booked with them. Faculty members will be able to call them and they will work with you to make any necessary changes to your travel. Wanger asked if the 24 hour service applies to domestic and international travel. Shell stated yes, that is his understanding. Yates asked if international travel is already booked for the summer will there be communication to faculty members for an easy transition to the new provider. Shell said absolutely. As they get firmer dates on all the transitions there will be a media campaign to make sure everyone is aware of the changes. This will include contact names and information for a smooth transition. If you already have something booked for this summer, Anthony will assume the management of your trip. DeSilva asked if American Airlines benefits like free first checked bag will change. Shell said not at this time.

Weaver added that OSU contacted American Airlines to see about getting preferred status for OSU faculty travel, lower costs/better service. AA was stunned by how decentralized OSU's travel process was. AA suggested a travel organization such as Anthony to organize the system so AA could work with the travel group. Weaver stated that OSU has been assured that they will get their money back (about 1 ½ times) through the enhanced

efficiency of the travel system and the discounts OSU travelers will receive. Weaver stated that the cost savings are at the department level. Weaver hopes this takes some of the hassle out of travel and maybe offer better support. Shell stated that Anthony specializes in university and college travel.

**Remarks and Comments – President Hargis:**

Hargis stated that faculty members do not need to worry about guns in the classrooms. The other big push is a better alert system for retention. Concurrent enrollment and block tuition are helping the 4 and 5 year graduation rates go up, which is great, but puts pressure on enrollment. The only way to keep enrollment steady is to get more freshman or transfer students. Administration is working to make this more streamlined. Another issue is retention. Hargis stated that right now most colleges are at about 82%. Administration would love to see this bump up to 85% and are working on this.

**Report of Status of Council Recommendations:  
Provost Sandefur and Vice Presidents**

Dr. Sandefur gave the following recommendation update.

The following recommendations remain pending:

- 18-10-01-Exec: Procedures for Consideration of Removing Names of Facilities.
- 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”.
- 19-02-01-ASP: Proposed Revisions to P&P 2-0202 Course Action Requests, UAR 5.1 Course Numbering System and other Graduate College policies.
- 19-02-01-FAC: Draft Policy for Verification of Teaching Faculty Qualifications.
- 19-02-01-SALR: Guidelines for Reducing Textbook Costs.

**Other Vice Presidents:**

Weaver gave an update on campus closures due to weather this spring. Weaver stated that this spring has been very unusual due to ice incidents. Weaver stated that there is a group that works on this issue. This group is headed by Mike Robinson, OSU’s Chief Public Safety officer. The group gets together for weather consultations to review data and conditions, then they make a recommendation to administration to either close campus or stay open. This group relies on the best information provided to them at the time. They can’t wait until 8:00 a.m. to make a call with buses going every direction as well as students/faculty coming from a variety of areas. Weaver stated that we hate to close campus but we have to consider safety. The one day we stayed open with ice on the ground we had 15 injuries, 4 ambulance calls – a broken ankle, sprained shoulder and serious injuries. Four workers’ comp claims have been filed. There are consequences when there is ice on the ground. Weaver stated that the university does not want anyone getting hurt, so if we can we will err on the side of safety. We know this impacts career services as well as

exams and other activities but in the end we have to err on the side of everyone's safety. McCann asked if the university has considered starting earlier and having built in "snow" days in the spring. Sandefur stated that they can certainly talk about some options. Khojasteh stated this could affect graduate classes that only meet once a week. Sandefur is open to talking about this. Bays stated that in the old days the university didn't close and faculty worked with students. It didn't seem to be much of a problem.

### **Report of Liaison Representatives:**

#### **A. Emeriti Association: Barbara Miller**

New Brochures for the Emeriti Group are ready and will be distributed to all new retirees. They include a registration form for membership.

The April Emeriti Dinner, on April 1, will feature a Broadway Director in town for the Theater Department's Production of "Oklahoma" this spring. Also included will be musical presentations from the show. These dinners will now begin having a separate table for newcomers to the Emeriti Assn., along with mentors for these individuals, so newcomers can meet others in the group and learn about our activities.

There is an opportunity available for Emeriti members to become paid substitute teachers in Stillwater Public schools, and a notice will be sent out to members about this opportunity.

#### **B. Women's Faculty Council – Tracy Quan**

Applications for the Ann Ryder and Clara Smith WFC Leadership Endowed Scholarship which honors leadership at the undergraduate level are due March 15. The WFC has received ~85 applications for the student Research Awards that will be evaluated by a team of reviewers lead by Dr. Marianna Patrauchan.

Bylaws changes were approved that allowed for the separation of the Secretary/Treasurer positions as necessary and for the composition of the WFC membership to reflect a more inclusive group of women.

The WFC hosted Dr. Rebecca Sandefur as part of Research Week activities in February, in collaboration with the Department of Sociology, the College of Arts and Sciences, and the Edmon Low Library. Dr. Sandefur gave a seminar titled 'The Quiet Crisis of Access to Justice', which highlighted her work in researching inequalities with regards to access to the judicial system, and discussed ways to try to bring justice to disadvantaged populations.

The speaker for the March WFC meeting was Dr. Laura Belmonte, Associate Dean for Instruction and Personnel for the College of Arts and Sciences and

Professor of History. Dr. Belmonte spoke about Advancing Equity at OSU, and highlighted programs that promoted diversity, inclusion, and fairness in the in the College of Arts and Sciences such as the Equity Advocates program, recommending best practices for faculty job searches, and plans for expansion to the larger OSU community.

Upcoming meetings and events:

- April WFC meeting on April 4<sup>th</sup>, 2-3pm, CLB 106A
  - Topic: Preparing Future Faculty panel discussion
  - Panelists:
    - Dr. Ashlee Ford Versypt, Assistant Professor, School of Chemical Engineering, CEAT
    - Dr. Pamela Lovern, Associate Professor, Physiological Sciences, CVHS
    - Dr. Li Miao, Full Professor, School of Hospitality and Tourism Management, HS
    - Dr. Shida Henneberry, Regents Professor, Agricultural Economics, CASNR
  - All graduate students and postdocs, along with faculty of all ranks, are encouraged to attend
- Research Award Ceremony April 22 to honor the Student Research Awardees.

Anyone interested in the WFC can visit our website at [womensfacultyCouncil.okstate.edu](http://womensfacultyCouncil.okstate.edu) and sign up to be put on our email list.

#### C. SGA – Chase Blevins/Ashley Schultz

Blevins introduced himself and highlighted the following SGA fall events

Fall initiatives and accomplishments

- Lights on Stillwater. They raised over \$10,000 for United Way.
- Coats for Cowboys. This was created by the SGA Vice President. This event was to get coats for students on campus that may not have access to one. They had over 250 coats to pick from.
- Food Insecurity. The SGA created a task force that has carried over into a university task force.
- Into the Streets

Spring initiatives and accomplishments

- It's On Us. This event is to bring awareness to sexual assault and prevention. This is now an annual event.
- SGA Student Leadership award. Blevins created this award because there are a lot of students who dedicate a lot of time to serving rolls on SGA which takes from their academics so they do not have 4.0 GPA's. They are not recognized because of this but they have tremendous service on their



resumes. This award is based solely on their leadership on campus and GPA isn't taken into consideration. We are hosting a banquet on April 6<sup>th</sup>.

- SGA elections soon. The current offices will stay in office until graduation day. They will be working until this point. They will coordinate with the new President and Vice President.

#### Spring Goals

Schultz stated that mental health awareness week is April 1-4. Schultz wanted to follow up on a SGA recommendation to do away with fall break and have the entire week of Thanksgiving off instead. She asked administration for an update on the progress of this recommendation. It was stated that administration has not received the recommendation. Sandefur asked when the recommendation was passed. Schultz stated last spring. Administration will check on this.

Ramsey asked if there was a way to get the Coats for Cowboys information to faculty members so they can share this with other faculty members as well as their students. Blevins stated that there is an email address on the SGA website for the Vice President. She is the one who oversees the closet. Shoot her an email and she will get in touch with the student to get them a coat.

#### D. Wellness Center: Kim Beard/Todd Misener

Beard stated that the Wellness officers went to Norman to receive their Certified Healthy campus award as well as HR received a Certified Healthy Business award. University Dining Services received seven healthy restaurant awards. This is awesome.

## The Department of Wellness EMPLOYEE PROGRAMS



### TED Talk Tuesday / Apr. 2, 12:15 - 12:45 p.m.

**Increase Your Self-Awareness with One Simple Fix.—Tasha Eurich**  
Self-awareness has countless proven benefits, such as stronger relationships, higher performance, and more effective leadership skills. (15 min. Viewing & 15 min. Discussion)

Registration/cancellation deadline: March 29

To register call 405-744-WELL (9355) or email [wellness@okstate.edu](mailto:wellness@okstate.edu).



### National Walking Day / Apr. 3, 12 - 12:50 p.m.

April 3 is the American Heart Association's National Walking Day, an annual event that highlights the importance of an active lifestyle. Join us at the Student Union North Plaza Upper Area for fun festivities before we take a short walk through campus. The event is FREE and open to EVERYONE.

No pre-registration required.



### Glo Run 5k / Apr. 3, 8 p.m.

Join us for a Glo filled 5k through the Oklahoma State University campus. Get pumped up for the run with DJs, face painting, and a sendoff from our very own Pistol Pete! Throughout the run, you will go through multiple Glo Zones where you can stop and dance around or run on through!

Register at <https://okla.st/glorun2019>



### Run Rabbit Run / April 13, 2 p.m.

Run Rabbit Run is a family friendly fun run/walk/jog event that is held in the beautiful Botanic Garden at Oklahoma State University. Upon completion of the 1-mile event, we would love for you to stay and play some fun, field day games or take a stroll through the beautiful gardens!

Register in person at the Seretean Wellness Center (cash, check, credit or Bursar).  
For more information contact Kim Beard by email at [kimberly.beard@okstate.edu](mailto:kimberly.beard@okstate.edu).



### Wellness Wednesday / April 17, 12 - 12:50 p.m.

**Get Out There—Oklahoma and Beyond** - Join Nate Diekelman, Assistant Director of Outdoor Adventure, as he shows us around the great state of Oklahoma. We will explore adventure destinations, cultural and social attractions, and a few places to eat.

Registration/cancellation deadline: April 12, 2019 at 12 p.m.

To register call 405-744-WELL (9355) or email [wellness@okstate.edu](mailto:wellness@okstate.edu).



E. Staff Advisory Council – Dave Lassen

Staff Advisory Council is gearing up for our annual elections. We would ask you to encourage staff members in your area to consider running for one of the seats that are available. More information about the filing procedure and the election process will be coming out in an email to all staff members and it will also be available on the SAC website.

Planning is also underway for our annual Staff Celebration Day in May. This is a free lunch event for ALL OSU Staff members. Please help to make it possible for staff members in your area to attend this Thank You event!

Check out news from Staff Advisory Council on our Facebook page or on our website.

F. Graduate Council – Rebecca Sheehan

**Graduate Council Report for 22 February 2019 meeting**

*Graduate Success Center.* Officially opened. The college will be hiring a staff member to help with technology and to facilitate student use.

*GPA on the plan of study vs overall-GPA requirements.* The Graduate Council is discussing minimum GPA requirements concerning plan of study (POS) vs overall GPA and whether the minimums between the two can be different.

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

*Graduate Education Month.* Graduate Education Week has been changed to Graduate Education Month. April is Graduate Education Month. Please mark your calendars for the following dates:

Graduate Coordinators and Advocates Appreciation Breakfast

Thursday, April 4 @ 8:00 a.m. in SU 465, Starlight Terrace

3MC Film Festival

Wednesday, April 10 @ 3:30 p.m. in SU Little Theater

Graduate College and GPSGA Awards Ceremony

Wednesday, April 24 @ 2:30 p.m. in SU 412, Council Room

*Academic Program Reviews.* Ten programs from College of Arts and Sciences and Human Sciences reports are available on Brightspace. Comments due to grad.dean@okstate.edu by April 22, 2019.

*Spring General Graduate Faculty Meeting.* Wednesday, March 27 @ 1-2:30 p.m. in WLLD 010, E-202 (OSU-CHS), T-MCB 2205 (OSU-Tulsa). Most Subject

Matter Group meetings will follow with the exception of Group VI.

Subject Matter Group Meetings – Wednesday, March 27 @2:30p-5p

Group I – HS 307

Group II – TBD

Group III – Math Science 310

Group IV – ITLE 105

Group V – WLLD 004 (Stillwater), T-MCB 2227 (OSU-Tulsa)

Group VI – E-202 (OSU-CHS) (March 28, 3-4:30 pm)

## REPORTS OF STANDING COMMITTEES:

Reports of Standing Committees:

- a. **Athletics: Justin Talley – No Report**
- b. **Budget: Steve Wanger – No Report**
- c. **Campus Facilities, Safety, and Security: Scott Frazier – No Report**
- d. **Diversity: Justin Moss – Update**

Moss stated that the Diversity committee met and discussed a few issues. One of these being search and screening committees for faculty searches having some diversity training workshops. Dr. Kirksey's office provides this training. Moss has asked Dr. Kirksey to give a brief update on these trainings. Moss stated that the other issue the committee is addressing is collaboration across campus with different affiliated groups which Dr. Kirksey will also speak about today.

Dr. Kirksey stated that the search and screening workshops are done on an as requested basis through his office. His office has done quite a number of these. His office has talked over the past couple of years with Faculty Council about requiring this training as a once a year workshop but for the time being they are being done as requested by departments or colleges.

Kirksey stated that they have established an executive leadership committee which consists of 7 faculty and staff groups. The plan is for this committee to meet quarterly to ensure that there is engagement across faculty and staff organizations via a network to share information to grow and have a broader impact. These groups are also part of the Diversity Advisory Board. This will provide some connectedness between the groups. Peek stated that she is currently on a search and screen committee. The committee was wondering how often a person should do the training. Since the trainings are not required are there any best practices that you would suggest. Kirksey stated that his recommendation would be to do the training annually. Peek asked if this recommendation is in writing anywhere. Kirksey said this issue has come up a few times and his stance has always been the training should be required for the entire committee not just the committee chair. Kirksey said that this is up to the departments and colleges to do this. This is not written down anywhere but best practices would be every year. DeSilva asked if a few years ago there was a request requiring training for committees. Kirksey stated he

remembers looking at a document for which his input was asked if this training would be a good idea. Kirksey believes it was a recommendation. Moss stated that in 2017 a best practices recommendation passed by Faculty Council which the training was not required.

- e. **Faculty: Robert Emerson – No Report**
- f. **Long-Range Planning and Information Technology: Eric Rebek – Update**

Rebek stated that at the request of Chris Ormsbee in ITLE the committee recommends that OSU support one classroom response system (also known as clickers). Rebek discussed the recommendation which was included in the agenda. Rebek stated that he believes this same issue/recommendation is also being evaluated by SGA.

DeSilva asked for questions and/or discussion. Seeing none moved for a vote. Motion passed.

- g. **Research: Dianne McFarlane – No Report**
- h. **Retirement & Fringe Benefits: Griffin Pivateau – No Report**
- i. **Rules and Procedures: Mindy McCann for Pamela Lovern – Update**

McCann stated that there are still a few nominees needed for Faculty Council vacancies. At least one more from Arts & Sciences for a three year nomination. More nominees from A&S, Education, OKC and Spears School of Business would be welcomed. Those of you from one of these colleges/campuses please consider who would be a good representative and contact them or forward their name to an officer. DeSilva stated that the online voting will begin the Monday after spring break. White stated the elections will begin on Monday, March 25<sup>th</sup> and end on Monday, April 1<sup>st</sup>.

- j. **Student Affairs and Learning Resources: Gina Peek – No Report**
- k. **Academic Standards and Policies: Jon Ramsey – No Report**

### **Old Business – Joint meeting with OU and OU/HSC**

DeSilva stated that traditionally, there has been a combined meeting between OSU, OU and OU/HSC faculty councils. These have not happened for a few years. We did meet again a few weeks ago. A number of Faculty Council members attended the meeting and there was good discussion. DeSilva thanked our administration for attending our meetings. The other groups were very surprised that our President and Provost attend our meetings. McCann stated that they left being very thankful for our administrators and their support.

### **New Business –**

Ramsey stated that in regards to the Symplectic presentation earlier in the meeting, the

FACULTY COUNCIL MINUTES  
Council Room, 412 Student Union  
March 12, 2019

horse is out of the barn on purchasing this program. Ramsey stated that from a faculty perspective, what kind of rollout can we expect/what it would look like/be. Ramsey stated that as faculty members begin putting their data in CVs, what can we tell our colleagues about this new program? Sewell stated that at this point they do not know the exact timing. Sewell stated the recommendation has been made that this be discussed with the ADRs and deans to select one of the smaller colleges to roll out the pilot program. We want to understand depending on the discipline how much it's going to auto-populate almost complete vitae for some faculty and for others there will be a gap between what is in their vitae vs what auto-populates into the system. Sewell stated that library has agreed to offer support to get this online. Sewell does not believe there are any established deadlines. Sewell stated that the most important factor from the VPR's office is to be able to reflect the research accomplishments of our faculty across the board. Sewell stated from the standpoint of institutional accreditation it's really a matter of identity and credentials of who is teaching what, so this can be tracked for the Higher Learning Commission. Sandefur stated that they have spoken with the Faculty Council officers to try to find a system that creates the least amount of work for faculty members. Sandefur believes that this system does this by automatically populating many things. For most faculty it will be a matter of just checking to make sure the information is correct. Sandefur believes it will be more work for faculty in art, music and those fields. The auto-population is not so easy. DeSilva stated that for someone from outside trying to find information about a department, this information would be very helpful to them. Sewell stated that the Elements system itself is an internal-facing data system. So a faculty member can see their profile. This information can be moved within OSU to departments and rolled up for general reporting. Sewell said it could also be used to populate an external-facing interface. This is not part of the original rollout. Sewell stated that his understanding is that the faculty member will have the prerogative to decide what of their internal-facing data will be reflected out. Faculty members have the choice to either keep it internal or allow it to be seen externally. Iakoviakis said they will work on it.

The meeting adjourned at 4:08 p.m. The next regular meeting of the Faculty Council is Tuesday, April 9, 2019 at 3:00 p.m. in the **Council Room, 412 Student Union.**

Respectfully submitted,  
Pamela Lovern, Secretary