AGENDA

1. Call to Order
2. Roll Call
3. Approval of the Minutes of the August 2013 Meeting
4. Approval of the Agenda
5. Committee Updates (Chairs)
   a. Curriculum Committee – Michael Long SOC
   b. Scholarship Committee – Rebecca Damron ENGL
   c. Rules and Procedures Committee – Barry Lavine CHEM
   d. Policy and Planning Committee – Jesse Johnson MATH
   e. Supplemental Pay Committee – Andy Dzialowski ZOOL
6. Report of University Faculty Council Liaison Representative (Blayne Mayfield)
7. Report of Department Heads Meeting (Bobbi Kay Lewis)
8. Old Business
   a. A&S Junior Faculty Award
   b. ASFC Input on New Budget Requests
9. New Business
   a. Election of Committee Members
10. Secretary's Report of ASFC Recommendations to the Dean (Carla Goad)
11. Dean's Report (Bret Danilowicz)
12. Announcements
13. Adjournment

Announcements

1. Call to Order: Chair Lewis called the meeting to order at 3:32pm

2. Roll Call:
   Present: Irene Backus (ART), Janette Steets (BOT), Ramesh Kaipa (CDIS), Blayne Mayfield (Vice Chair, CS), Rebecca Damron (ENGL), Erik Ekman (FLL), Hongbo Yu (GEOG), Bobbikay Lewis (Chair, MSC), Jesse Johnson (MATH), Babu Fathpure (MICRO), Jeff Loeffert (MUSI), Bob Hauenstein (PHYS), Mark Wolfgram (POLS), Michael Long (SOC), Carla Goad (Secretary, STAT), Bret Danilowicz, Bruce Crauder
   Absent: Priyank Jaiswal (GEOL), James Grice (PSYC), Jodi Jinks (TH), Andy Dzialowski (ZOOL)
   Vacant (Depts have not yet named a councilor): HIST, PHIL
   Administration: Bret Danilowicz, Bruce Crauder

3. Approval of the Minutes of the May 2013 Meeting
   The minutes of the May 1, 2013 meeting were approved.

4. Approval of the Agenda
   The agenda of the August 21, 2013 meeting was approved.

5. Election of the Committee Chairs
   Chair Lewis gave an overview of committee duties for council as written in the ASFC bylaws for each committee. Volunteers to chair each of these committees were obtained and unanimously approved. The committee chairs are:
   a. Curriculum Committee – Michael Long SOC
   b. Scholarship Committee - Rebecca Damron ENGL
   c. Rules and Procedures Committee – Barry Lavine CHEM
   d. Policy and Planning Committee – Jesse Johnson MATH

6. Report of University Faculty Council Liaison Representative
   Chair Lewis sent an overview in an email to Councilors. Highlighted topics were:
   a. Melanie Paige took a position elsewhere and a vote was taken for her replacement.
   b. Gilbert John from Microbiology and Molecular Genetics
      Brenda Masters gave reports:
   c. Finish Orange program, It is a initiative to standardize articulation agreements with community colleges in the state. The program is designed to make transferring from a community college to OSU a smoother transition, with reduced loss of credit hours when transferring to specific degree sheet, and graduation from OSU in a field of choice in a minimum time. The current institutions involved are OSU OKC, OSU Institute of Technology and TCC.
   d. Higher Learning Commission Accreditation – OSU will utilize a new and transformed model for maintaining institutional accreditation, called the Open Pathway. The Higher Learning Commission of the North Central Association is replacing the Program to Evaluate and Advance Quality with two new pathways, the Standard Pathway and the Open Pathway. OSU has been approved to adopt the highest accreditation standard
represented by the Open Pathway. The process is separated in two components: Assurance Reviews in Year 4 and in Year 10. Year 4 review occurs via the Commission’s online Assurance system without a visit. The online system allows for information to be uploaded annually. Year 10 review is also conducted with the assurance system but included.

e. Pilot test on online Student Survey of Instruction. Results indicate that online surveys can be a viable form of surveying students about courses. Masters indicated that online surveys give students who stop coming to class an opportunity to communicate why they disengaged from the course, which can be very helpful for instruction and retention. They will be conducting another test this fall.

f. A representative from the Wellness Center passed out fliers to promote the opportunities available to the faculty at the Wellness Center.

g. Long-range planning and Information Technology Committee gave a report that they will be looking into technology issues including copyright, data protection.

7. Old Business – none

8. New Business

a. Untenured Faculty on RPT Committees
   University Faculty Council will likely soon approve that untenured faculty cannot serve on RPT committees at either the college or departmental level. Legally CAS should not have untenured faculty on RPT committees. If so, retaliation suits are a possibility. At the department level, Dean Danilowicz encourages departments not to have untenured faculty on their RPT committees. University-wide deans opinions are divided on this issue. The complication is that some departments’ procedures require untenured faculty on committee. This is done so that there is representation ‘across the ranks. CAS does not have such policy. If the majority of faculty within a department is untenured, departments can draw from tenured faculty in similar depts.

b. Jr. Faculty Award
   The current policy for selecting recipients for the Junior Faculty Award is: Four Regents Professors serve on a screening committee and make recommendations to ASFC. The participation among the Regents professors has not been strong. Dean Danilowicz stated, “The policy doesn’t work the way it’s written.” The Rules & Procedures Committee was assigned the task of revising the existing procedures as deadlines are not being met. CAS Dean’s office will use last year’s deadlines and collect nominations. These nominations will be forwarded to ASFC.

c. Call for Renovations
   BD – reno projects approved and completed since last year. $400,000 in budget; ASFC will need to resolve some inconsistencies and omissions in the policy.

d. ASFC Input on New Budget Requests
   Dept Heads were not comfortable evaluating projects from other departments. Does ASFC want to be involved? These requests do not include renovations nor temporary funds, but typically new faculty, staff, or TA lines.
   Discussion: Loeffert – appreciates the process and transparency; perhaps divide the ASFC into humanities, sciences, and social sciences to evaluate; alleviate the workload. Fathepure – wishes to have the option to vote. Kaipa – suggest new faculty lines give faculty:student ratio and the benefit if a line is filled.
Chair Lewis would ask departments for historical basis of request; make history of awards available to ASFC although no rotation of awards is a part of this awards process. Loeffert will email a proposal to ASFC members reflecting our discussion points. ASFC will have time to discuss/vote before the Oct 4 submission deadline.

9. Dean’s Report
   a. Mission and Vision for the College
      In preparation for accreditation the University and CAS will have to revise the strategic plan. As part of that, the Mission and Vision for the College should be revised. Dean Danilowicz would like to work with the ASFC in drafting a revised M & V for the College.
   b. College RPT Document
      CAS will revise the College document once the University document gets approved. Policy & Planning Committee will get this task. Anticipate a major assignment to the colleges and depts. in October to accomplish this.
   c. Service & Outreach / Definitions and Departments combined with item d below.
   d. Revising Pay Structure for Summer, Online, Supplemental & International
      Handout given to ASFC overviewing current pay structure procedure. The inequities of the system are pointed out. Dean Danilowicz is looking for a more equitable summer salary structure. “Face-to-face summer is dying rapidly.” Dean Danilowicz anticipates that Joe Weaver may “shut down” face-to-face classes in the summer. Chair Lewis suggested an ad-hoc committee to look at this. No committee was appointed at this time.
   e. University Engagement Initiative
      Search for faculty fellow to serve on the engagement initiative. Lindsay Smith selected for this. Lindsay will start work on this initiative soon. Dept Heads will get more info on this soon.
      In April departments had to submit reports to the Dean. They are supposed to be done by the faculty of the department and not just the DH’s. This year we need at add service and outreach reports. Lindsay Smith will assist with those reports. She will attend the NOV 6 ASFC for a presentation. A rubric for the department reports was drafted by the Dean’s office. ASFC will be examining the rubric and suggest revisions.

10. Announcement: Jan 8 meeting previously announced should be Jan 15.

Procedure Synopsis:

A&S Recurring Funding requests will be divided into three departmental subunits in the College – Arts/Humanities, Social/Behavioral Sciences, Natural Sciences – for evaluation. These requests will be evaluated by the ASFC councilors representing their respective areas. Councilors representing Arts/Humanities will evaluate requests from Arts/Humanities; councilors representing Social/Behavioral Sciences will evaluate requests from Social/Behavioral Sciences; councilors representing Natural Sciences will evaluate requests from Natural Sciences.

Councilors will identify each request with a priority designation of high, medium, or low (H/M/L). When assigning these designations, councilors should adhere to the priorities assigned by the department; in other words, councilors should respect the department’s decision that their first priority should be ranked at least as high or higher than anything ranked below it. Councilors cannot vote for the department for which they represent.

After assigning a priority designation, councilors will create a numerical ranking for the proposals for which they designated a “High” priority. Each councilor will then submit their numerical rankings up to the top 5 proposals to the ASFC Vice Chair for tabulating results. The ASFC Vice Chair will then submit the priority ranking (also up to the top 5) from each departmental subunit to the Dean. In other words, the ASFC Vice Chair will submit to the Dean a list of the top 5 ranked proposals from each of the three departmental subunits for a total of 15 highly ranked proposals.

A&S Departmental Subunits:

**ARTS/HUMANITIES:** Art, English, Foreign Languages/Literature, History, Music, Philosophy, Religious Studies, Theatre

**SOCIAL/BEHAVIORAL SCIENCES:** Communication Sciences/Disorders, Geography, Journalism/Broadcasting, Political Science, Psychology, Sociology

**NATURAL SCIENCES:** Chemistry, Computer Science, Geology, Mathematics, Microbiology and Molecular Genetics, Physics, Statistics, Zoology
The Dean of the College of Arts & Sciences will periodically request that the Arts & Sciences Faculty Council (ASFC) review and rank a variety of requests originating from the various departments. There will commonly be multiple proposals from each department, and the Dean’s office will frequently need our rankings back in a relatively short timeframe.

**Proposed Procedure:**

1. The Dean will make the ASFC aware of the need for such a ranking as early as is feasible, but no later than one ASFC meeting prior to the meeting at which the ranking will take place (hereafter termed the “ranking meeting”).

2. The Dean will provide the Chair of the ASFC with the complete requests/proposals to be evaluated in time for the Chair to forward those materials to the full council at least one week in advance of the ranking meeting. These requests/proposals will be divided into the three departmental subunits in the College for evaluation. The Dean will also provide a description of the evaluation criteria to be used in the ranking process. The Chair will forward these materials to the councilors by that one-week deadline.

3. Councilors will review the materials from the departmental subunit for which they represent. For example, the ASFC councilor who represents the Department of Physics will evaluate the requests/proposals from the departmental subunit of Natural Sciences.

4. ASFC Councilors will initially assign a priority ranking of High, Medium, or Low for each proposal considering an evaluation criteria that includes but is not limited to safety concerns, immediate instructional needs, impact on the number of students and faculty impacted, etc. The ASFC in encouraged to assess their collective evaluation criteria prior to assigning a priority ranking in order to obtain greater consistency in the evaluation process and to more accurately address the needs of the College from year to year. When assigning these designations, councilors should adhere to the priorities assigned by the department.

5. After assigning a priority ranking for each proposal, ASFC councilors will assign a numerical ranking for each proposal with a priority designation of “High.”
Ties are not allowed. Each ASFC will then submit his/her numerical rankings up to the top 5 proposals to the ASFC Vice Chair. ASFC councilors are not permitted to include proposals from the department in which they represent in their numerical rankings.

6. The ASFC Vice Chair will create a priority ranking for each of the three departmental subunits based on the numerical rankings provided by ASFC councilors. A top ranking proposal will be scored a ‘5.’ A second ranking proposal will be scored a ‘4,’ etc. The proposals with the top 5 scores from each departmental subunit will be submitted to the Dean and the ASFC for a total list of 15 highly ranked proposals.
POLICY AND PLANNING:
  Jesse Johnson (Math), Chair
  H.K. Dai (Computer Science)
ELECTION:
  Ken Kiser (Sociology)
  Kelly Hartshorn (Sociology)

CURRENT MEMBERS:
  Randall Stroope (Music)
  Tonia Sharlach (History)
  Gilbert John (Microbiology)
  Tracy Quan (Geology)
  Student: TBA
  Student: TBA

SABBATICAL LEAVE:
  Chair TBA
VOTING ON FOR APPROVAL:
  Mostafa Elshahed (Microbiology)
  Ray Murray (Media & Strategic Communications)

CURRENT MEMBERS:
  Brenda Phillips (Political Science)
  Martin Wallen (English)
  Bruce Ackerson (Physics)
  Rebecca Bensen-Cain (Philosophy)

SCHOLARSHIP:
  Rebecca Damron (English), Chair
VOTING ON FOR APPROVAL:
  Tigting Chen (Computer Science)
  Michael Boyle (CDIS)

CURRENT MEMBERS:
  Sallie McCorkle (Art)
  Alyson Greiner (Geology)
  Arnon Rikin (Botany)
  Toby Nelson (Chemistry)
  Student: TBA
  Student: TBA
REAPPOINTMENT, PROMOTION AND TENURE:
Chair TBA
VOTING ON FOR APPROVAL:
Jeff White (Chemistry)
Jack Pashin (Geology)
Lan Zhu (Statistics)
Election:
Joseph Byrnes (History)
Elizabeth Williams (History)
George Moses (History)

CURRENT MEMBERS:
J. Robert Myers (Math)
Shelia Kennison (Psychology)
Tom Shiver (Sociology)
Kristen Baum (Zoology)
Janette Steets (Botany)
Jonathan Ellis (Foreign Language)
Jeff Loeffert (Music)

CURRICULUM AND GENERAL EDUCATION:
Mike Long (Sociology), Chair
VOTING ON FOR APPROVAL:
Carlos Cardova (Geography)
Mark Sisson (Art)

CURRENT MEMBERS:
Eric Chan-Tin (Computer Science)
Peter Westerhoff (Theatre)
Mary Kristen Clark (CDIS)
Student: TBA
Student: TBA

RULES AND PROCEDURES:
Barry Lavine (Chemistry), Chair
VOTING ON FOR APPROVAL:
Ye Liang (Statistics)
Victor Dmitriev (Foreign Languages)

CURRENT MEMBERS:
Judith Cronk (Theatre)
Eve Ringsmuth (Political Science)
Andy Dzialowski (Zoology)
Aihu Xie (Physics)
Student: TBA
Student: TBA
ARTS & SCIENCES FACULTY COUNCIL AD HOC COMMITTEE
September 4, 2013

AD HOC COMMITTEE ON SUPPLEMENTAL PAY:
Andy Dzialowski (Zoology), Chair

VOTING ON FOR APPROVAL:
Peter Shull (Physics)
Will Focht (Political Science)
Apple Igrek (Philosophy)
(English)
John McGuire (Media & Strategic Communications)
Moses Vijayakumar (Microbiology)