ARTS & SCIENCES FACULTY COUNCIL MEETING
Wednesday, March 6, 2013
Student Union 280 (Sequoyah Room) 3:30 pm

Call to Order: Chair Lewis called the meeting to order at 3:30 pm.

Roll Call:
Present: Ramesh Kaipa (CDIS), Kevin Ausman (CHEM), Blayne Mayfield (COMSC), Rich Frohock (ENG), Hongbo Yu (GEOG), Bobbi Kay Lewis (MSC), Jesse Johnson (MATH), Babu Fathepure (MICRO), Jeff Loeffert (MUSIC), Scott Gelfand (PHILO), Peter Shull for Flera Rizatdinova (PHYSC), James Grice (PSYCH), Michael Long (SOC), Carla Goad (STAT), Andy Dzialowski (ZOOL), Priyank Jaiswal (GEOL), Judith Cronk (TH), Anthony Brown (POLSC), Susana Pereya-Fox (FLL).
Guests: Dean Bret Danilowicz.

Approval of the Minutes of the February 6, 2013 Meeting: Minutes of the meeting were approved.

Approval of the Agenda: The agenda was approved.

Reports of Standing Committees:
Renovation Request Procedures (Peter Shull for Flera Rizatdinova): Rizatdinova will review the minutes from the February ASFC discussion to complete her report.

College Policy and Planning (Peter Shull for Flera Rizatdinova): Rizatdinova sent out 30 requests for information regarding the average of class size in peer institutions, has received replies of interest from 5-6 schools.

Curriculum (Goad): No report.

Rules and Procedures (Mayfield): The committee will be meeting Monday, March 11 to discuss possible changes to the bylaws. They have received two inputs so far. Mayfield requested that any more suggestions from the councilors, or from their units, be sent to him before Monday.

Scholarship (Cronk): The committee has reviewed all the applications. This year there were 169 applications but only 159 had completed the whole application. Last year there were 164. This year they have $95,000 up from last year only $63,000. They are hoping to give 60 scholarships this year not 51 like in the past. The decisions will be made by March 8.

Report of University Faculty Council Liaison Representative (Mayfield): The faculty council met on Tuesday, Feb 12, 2013. The following were among the items discussed:

- Jamie Payne of OSU HR made a presentation on background screening for employment. Currently, OSU performs pre-employment criminal background checks only for staff
positions; by contrast, most of our peer institutions (including those in the Big 12) perform background checks for both staff and faculty. OSU now is considering pre-employment background checks for faculty as well as staff.

- Typically, the background checks performed are criminal record, Social Security Number, and sex offenses.
- Background checks usually are limited to offenses within Oklahoma at a cost of $25 to $100 per person checked. Additional states, countries, or items checked add to this cost.

Under “new business”, a motion was made to recommend pre-employment screening for faculty, as it is for staff (criminal record, Social Security Number, and sex offenses), and that OSU central administration should pay for the costs of the background checks. (Joe Weaver expressed support for the idea that OSU central administration should pay.) The motion passed.

- Changes to the OSU calendar were discussed.
  - A motion was made to recommend that the University consistently schedule the winter intersession to be four weeks in length. The motion passed.
  - There was discussion of further changes to fall break. Alternatives include extending Thanksgiving break to a full week and doing away with fall break, or moving fall break to the Friday before homecoming (i.e., the day of the homecoming walk-around).

- Recommended updates to the University Reappointment, Promotion, and Tenure (RPT) document were discussed. The Faculty Council chairperson reported that he has requested a ruling from the Regents to grandfather in faculty who have been working under the previous RPT document, and he is awaiting a response to his request. One of the topics of lengthy discussion was the need for an adequate and equitable definition of a full-load faculty assignment. A motion was made to accept the recommendations. The motion passed.

Rules and Procedures Committee: Will meet next Monday, March 11 to discuss possible updates to the charter and bylaws. Has received comments from two councilors regarding these documents. If you or your unit wishes to provide input, I need it by the end of this week.

There was a discussion on the on the recommended updates to the University RPT document. The Faculty Council chairman stated that he had requested from the regents that there will be a grandfathering in so that if faculty were working under a previous version of the document that they be permitted to be still under that version of that document. He was still waiting for the Regents response. After some discussion, the updates were approved.

Dean Danilowicz added that there was another procedural change to be implemented in the College regarding hired ABD faculty. ABD faculty are hired with the expectation that they complete their degree before starting employment at OSU. However, even today the University does not have evidence whether or not they completed their dissertations, or their terminal degrees. For that reason, there will be another clause in the ABD faculty’s contract that will ask them to document receiving their terminal degree within the first year.
Report from Department Heads meeting (Frohock):

1. GSSI Task Force recommendations regarding the graduate students change of stipends.
   Associate Dean Ron Van des Bussche talked about having departments work with the Graduate College to facilitate the implementation of the new guidelines, and that he is available to all departments to answer questions or to even come and speak with their graduate advisors.

2. Research Lab Space at the University. The Deans office is gathering information on the relation between faculty Lab Space, and how much they are generating in grants. The goal is to draft a policy by which departments can assess and reassign lab space, as they deem most beneficial.

3. A&S Faculty Fellow proposal was approved and it is already in circulation so that applicants can look at that.

4. Untenured Faculty members on RPT committees still under discussion. Will come to ASFC next year.

5. Communication with Faculty on DFW’s in A&D’s. Dean Bret Danilowicz has asked the department heads to discuss with their faculty how the evaluation of DFW’s will be used and has sent a letter explaining that the data won’t be used in a rigid fashion but that it will be interpreted. There was a argument about including in this discussion faculty that give all A’s or have too many A’s.

6. Attendance Policies for individual classes. Dean Bret Danilowicz wants heads to raise awareness in departments and promote “reasonable” accommodation to all students that have university-sponsored activities and that miss class.

7. Reminder on Open records. Open records requests can be extended to private email accounts and personal phone lines. So work related messages in a private phone could potentially be viewed under an open record request.

8. Deadline for Scholarships. The deadline is March 6. Impact of SQ 759 on scholarships at the University level that have some component of gender, race or other restrictions are being turned over to the Foundation. The Foundation can grant scholarships according to the donor’s wishes. Faculty cannot be involved in the selection process for those scholarships. The University has identified the scholarships and notified the departments.

Old Business:

a. Policies and Procedures on Centers (Frohock): The committee was asked to prepare a draft of a policy and procedure for A&S Centers to formalized issues as how the Centers are established, what kind of reports they make, how a center may be dissolved, and to have a policy that would work for all centers in the college of Arts and Sciences. They worked with the University Document on Centers that was created in the 1980’s that is out of date and needs revision. The committee has had some suggestions from the dean and others, and has looked at Center policies from a hand full of other Universities. They have found many similarities with other documents. Councilors received a copy of the draft policy. The committee would like to receive input from councilors and/or from their units. There was a discussion about different aspects regarding A&S Center policies and procedures.

b. Policies and which RPT documents to use (Goad): Goad presented a document “Proposed Policy for Personnel Procedures” to the Council. The ad-hoc committee recommended the inclusion of the drafted text in the College “Personnel Procedures” document. The Dean wanted
clarification of the “three-year” specification in the Promotion to Professor bullet point. Jesse Johnson clarified that it was to make the conditions consistent with the previous two bullet points since those intervals are typically three year intervals as well. Otherwise, the Dean felt that the proposed document addressed his concerns about departmental RPT documentation and was going to share this information with the deans from other colleges to initiate their discussion.

Councilors received a copy of the revised document. The revised RPT procedures should be circulated in the Units in search of suggestions and/or opinions.

Dean's Report: Dean Danilowicz thanked all the committees for their work. Updates: enrollment will be down for the Fall, 300 hundred students less. The department heads are putting their bottleneck requests assuming a growth of about 300 students in the freshman class. But enrollment overall has increased because of the returning freshmen and on balance the University will be down 300 freshman but up 400 to 500 from all the returning students. So there will be some changes on what we will be able to request to the Vice President’s Office for Finance. Reports from the Department Heads are due April 17 and, the Department Head should be working closely with their entire unit faculty on these. This report will be used also to partially allocate resources next year. It is an important document. The Dean asked the question: How, as a College, should we announce policy changes to faculty and staff? For example, the Dean sent a document to the Department Heads regarding the evaluation, and procedures for the selection of Unit Administrators but not all faculty received a copy, and have not been involved in the process, and are not aware that such a document existed. It was suggested that all documents should be uploaded in the A&S website so that faculty can reference it. The councilors should present a yearly report at the general faculty meeting that includes all the policy changes made by the ASFC during the previous year. Dean Danilowicz thinks that the timing of A&D letters is very late and would like it moved up without creating chaos or problems. The dean will present this question to the Department heads to get their feedback. It was suggested that the A&D’s meeting actually contain concrete suggestions about development.

Dean Danilowicz announced that there will be a three day training/workshop for new Heads because, for example, there is a great quality variety in A&D and in RPT letters from the departments.

New Business: Lewis sent a request for member to serve in the search for the A&S Faculty Fellow Committee. Michael Long (SOC) volunteered but needs at least another member. Priyank Jaiswal (GEOL) volunteered. Bobbi Kay Lewis will talk to Gary Jones about making the A&S Faculty Council website more accessible. Gary Jones and Mike Morgan can be contacted regarding upgrading of Departmental webpages structures free of charge.

Announcements: The next meeting will be at 3:30 Wed., 3 April in SU 280 (Sequoyah Room). Adjournment: The meeting was adjourned at 4:45 PM.

Respectfully,
Susana Perea-Fox (Secretary)