1. Call to Order – Chair Lewis called the meeting to order at 3:31pm.

2. Attendance
   **ASFC Present:** Liz Roth (ART), Janette Steets (BOT), Ramesh Kaipa (CDIS), Barry Lavine (CHEM), Blayne Mayfield (Vice Chair, CS), Rebecca Damron (ENGL), Erik Ekman (FLL), Hongbo Yu (GEOG), Prijank Jaiswal (GEOL), John Kinder (HIST), Bobbi Kay Lewis (Chair, MSC), Jesse Johnson (MATH), Babu Fathepure (MICRO), Jeff Loeffert (MUSI), Rebecca Benson Cain for James Cain (PHIL), Bob Hauenstein (PHYS), Mark Wolfgram (POLS), James Grice (PSYC), Michael Long (SOC), Carla Goad (Secretary, STAT), Peter Westerhoff for Jodi Jinks (TH), Karen McBee for Andy Dzialowski (ZOOL)

   Administration absent due to travel.

3. Minutes of the October 2013 meeting were unanimously approved.

4. Agenda for the current November 2013 were unanimously approved.

5. Lindsey Smith was the invited guest. Smith spoke of her role this year as A&S Faculty Fellow for Community Engagement (CE). The Carnegie Foundation certifies universities and colleges that achieve a CE classification. This is a five-year certification, and OSU is scheduled to apply for re-certification at this time. Part of this re-certification process is to survey the university for activities that qualify as CE. Smith provided a two-page overview of CE terminology and activity at OSU. See Attachment 1.

"Community Engagement is the reciprocity of knowledge and resources, not just service," said Smith. Dean Danilowicz wishes to incorporate CE activities in the College RPT document (and process). Faculty involved in CE should be given credit for that work provided that the recognition is in compliance with the college and university RPT process. Challenges include the evaluation of CE (such as, what criteria establish CE as "high quality"?) and the revision of RPT documentation to include CE. Kaipa remarked that not all academic personnel are involved in CE. Lavine asked if individuals involved in CE were getting full credit for their work. Smith acknowledges that many departments are not involved in CE, but the College and University should allow for those that are to get recognition for their work in the RPT process.

Roth requested clarification of the RPT documentation question. McBee also asked for clarification of the term "reciprocity" in this context. Chair Lewis asked Smith if the ASFC was being tasked with any CE issues at this time. With no task at this time, Chair Lewis tabled the discussion until future meeting(s).
6. Committee Updates
   a. Curriculum Committee Report – Long reported that decisions regarding General Education issues and foreign language requirements that came from the Curriculum Committee will be emailed to all college faculty in the coming days. The Curriculum Committee wants to formalize the process of submitting proposals to change curriculum. The Curriculum Committee has a concern that the proposals are coming from Dr. Amy Martindale, Director of A&S Academic Services and do not represent the interests of the College faculty. Secretary Goad indicated that part of Martindale's job is to review programs for errors in the documentation and identify possible conflicts students in the programs encounter. Goad also indicated that there are very few faculty members in the College who serve as undergraduate advisors, and that she is one of them. Most departments have full time staff advisors. Staff advisors have monthly meetings Martindale and provide Martindale with feedback. Chair Lewis asked Long to begin drafting a proposal for curriculum changes.
   b. Scholarship Committee – Damron – no report
   c. Rules and Procedures Committee – Lavine provided a written motion to the ASFC for the selection of members to the A&S Junior Faculty Award Selection Committee. See Attachment 2. Lavine provided some background and motivation for the motion. Keeping the committee small seemed advantageous so that all members can attend and participate. Yu asked why Professors should be excluded from committee membership. The motion was unanimously supported with the inclusion of Professors on the selection committee.
   d. Policy and Planning Committee - Prior to the meeting, James Cain agreed to chair this committee replacing Jesse Johnson who is not eligible since his home department also has a member on the committee.
   e. Supplemental Pay Committee - no report – Committee is scheduled to meet in the coming days.

7. Report of University Faculty Council Liaison Representative
   Vice-Chair Mayfield over-viewed the most recent UFC meeting.
   - Larry Shell, Alumni Association said that there are 100+ Alumni chapters worldwide. Students are being offered a discount to become lifetime members of the Alumni Association for $600 if the student enrolls prior to graduation; after graduation the fee is $1000. The Alumni Association is also starting its own version of Career Services.
   - President Hargis reported that the number of minorities at OSU doubled in the last five years noting that fourteen of the new faculty are classified as minority.
   - Joe Weaver announced that hunting leases at Lake Carl Blackwell will be allowed to lapse.
   - Jerry Young will conduct an evaluation of Academic Services for Athletics.
   - Shelia Kennison announced that town hall meetings for the provost search will be scheduled soon, and that Ron Beer is now part-time OSU Ombudsman.

8. Report of Department Heads Meeting – Chair Lewis
   Sheryl Tucker announced the new tuition waiver program. This program caps the number of hours for a graduate degree. Under the old rule all out-of-state hours and up to
six hours of in-state hours were "waivable". This is a one-time decision made by the student and advisor; it is not a semester by semester decision. November 19 Ron Van den Bussche will hold a meeting about undergraduate leveling courses and whether those courses are "waivable."
Graduate College now has internal IT support. The Graduate College will also release new retention information soon.
Graduate Student travel money is available to bring in prospective graduate students. The Graduate College will split 50/50 with departments up to $1000.

Tom Wikle announced a Sharepoint site for College documents. Each department will also have a folder for secure access by department head and their designees.

Dean Danilowicz received no questions about the recent ranking requests for renovations and permanent budget items.
Danilowicz emphasized that department heads should be communicating with him and the department faculty when preparing department reports.
Danilowicz also reminded Heads that graduation is December 14. Departments with less than 20 faculty should have 2 faculty representatives present in regalia, and those departments with 20 or more faculty should have 4 faculty representatives present in regalia.
Homecoming receptions were sparsely attended this year. Alternatives, such as an A&S Tailgate or letting departments plan their own reception or homecoming activity, are being considered for next year. Suggestions for alternatives are welcome.

9. Old Business
a. Election of Policy and Planning Chair – done prior to meeting
b. Ranking of renovation and permanent budget requests
Secretary Goad announced that prior rankings for both of these requests were not useful since there was not full participation of the ASFC members and the ranking instructions were not followed by all participants. Problems included: non-votes constituted a vote against all but the members home department, ranking one’s own department, and reversing the rank order. The renovations requests only had 2/3 participation and the permanent budget requests had 1/3 participation of the ASFC.
In email communications regarding the rankings of the renovations proposals Secretary Goad had with Dean Danilowicz, Chair Lewis, and Vice-Chair Mayfield, Danilowicz suggested that the rankings be done at the meeting when all are present. ASFC members concurred with this suggestion though no formal motion or vote occurred. Members were instructed to provide a numeric ranking to proposals in their subunit only. For the renovation proposals: A rank of 1 was to be assigned to the most deserving proposal, then 2, then 3. For the permanent budget request proposals: A rank of 1 was to be assigned to the most deserving proposal, then 2 up to rank 5. The Electronics Repair Technician is a single position posted for three departments: Chemistry, Geology, and Physics. ASFC members were asked to disregard the entries for Geology and Physics for this position only. ASFC members who favored the proposal for this single position were to vote for it in the Chemistry section only.
It was more logical to number the highest placing proposal as 1 rather than 3 (or 5) as in the previously submitted votes. Goad recommended that the policy for ranking proposals drafted by Councilor Loeffert should be revised to this ranking scheme. All members participated in the ranking of the proposals. Goad thanked members for their participation, and she would summarize the results and deliver them to Dean Danilowicz.

10. New Business – none

11. Secretary's Report of ASFC Recommendations to the Dean – no report

12. Dean's Report – no report

13. Announcements – Next meeting December 4

14. Adjournment – Meeting adjourned at 5:06pm.
Land Grant Universities
According to the Association of Public and Land Grant Universities (APLU):

A land-grant college or university is an institution that has been designated by its state legislature or Congress to receive the benefits of the Morrill Acts of 1862 and 1890. The original mission of these institutions, as set forth in the first Morrill Act, was to teach agriculture, military tactics, and the mechanic arts as well as classical studies so members of the working classes could obtain a liberal, practical education. (APLU 7; http://www.aplu.org/document.doc?id=780)

Land grant mission of Oklahoma State University:

Mission Statement
Oklahoma State University is a multi-campus public land grant educational system that improves the lives of people in Oklahoma, the nation, and the world through integrated, high-quality teaching, research, and outreach. The instructional mission includes undergraduate, graduate, technical, extension, and continuing education informed by scholarship and research. The research, scholarship, and creative activities promote human and economic development through the expansion of knowledge and its application.

Vision Statement
Oklahoma State University System will advance the quality of life in Oklahoma by fulfilling the instructional, research, and outreach obligations of a first-class, land grant educational system. (http://system.okstate.edu/)

Community Engagement
Because of its successes in fulfilling its land grant mission, OSU has achieved Community Engagement classification. According to the Carnegie Foundation:

Community engagement describes the collaboration between institutions of higher education and their larger communities (local, regional / state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

The purpose of community engagement is the partnership of college and university knowledge of resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good. (http://classifications.carnegiefoundation.org/descriptions/community_engagement.php)

Community Engagement in Reappointment, Tenure, and Promotion Process

From the Policy Statement to Govern Reappointments, Tenure, Promotions (2-0902), and Related Matters of the Faculty of Oklahoma State University provided by Academic Affairs at http://academicaffairs.okstate.edu/faculty-a-staff/53-rpt:

The ability of a university to function, progress and develop excellence depends both on the individual performance of each faculty member and on the collective performance of the faculty as a whole. The success and reputation of a university are highly dependent upon the talents that exist among its faculty and how effectively those talents are focused to accomplish the institution’s mission. Accomplishing OSU’s land grant mission requires a creative, collective intermingling of individual faculty talents. Consequently, each faculty member will likely have a unique role in the institution, college and unit, and a special assignment in terms of the focus and distribution of effort among instruction, research, extension and service responsibilities. As a land-grant university, Oklahoma State University places primary emphasis on the discovery, integration, application, dissemination, transfer and use of knowledge. Scholarly investigation is the heart of
the professorate and it undergirds the mission of the land-grant system. Faculty are expected to participate continually in a broad range of scholarly activities which contribute to current knowledge in their field of expertise and which support the mission and goals of their unit, college and university. (OSU Policy and Procedure 2-0110, Guidelines to Govern the Workload Assignment of Faculty Members) The appraisal and development process, as well as the reappointment, promotion and tenure (RPT) process, are the means used to encourage and evaluate the professional growth of individual faculty members. The goal is to attract, retain and reward those faculty who demonstrate excellence.

....

c. The following materials for the RPT documentation file should be provided by the faculty member. This is intended to be a minimal list of items to be provided, not necessarily a listing of the only items to be included.

1) A current vita including a complete list of publications, instructional accomplishments, other creative activities and important achievements should be provided by the faculty member. Reprints of publications need not be included; however, it is helpful if the faculty member designates which publications are in refereed journals. Documentation of instructional accomplishments could include teaching awards, peer evaluations, course syllabi and tests, student evaluations, other testimonies, etc.

2) Self-assessment statement(s) on instruction, research and/or extension/public service activities are to be provided, as appropriate, by faculty members being considered for tenure.

Outreach:

Arts and Sciences Outreach disseminates knowledge to the people of Oklahoma, the nation, and the international community by delivering high quality outreach programs to individuals, businesses, industries, nonprofit organizations, and governmental agencies, utilizing the University's intellectual resources and technological innovations. These outreach programs, which are offered through various media, include credit courses, workforce development programs, conferences, and community development/cultural enrichment activities.

Service: No clear definition here! Could include public lectures to school or community groups, university committees, leadership in professional organizations, etc.

Engagement:

Community engagement describes the collaboration between institutions of higher education and their larger communities (local, regional / state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

The purpose of community engagement is the partnership of college and university knowledge of resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good. (http://classifications.carnegiefoundation.org/descriptions/community_engagement.php)
Motion

The following motion is presented to the A&S Faculty Council for the selection of members to the A&S Junior Faculty Award Winners Committee.

The Chair of the Rules Committee in consultation with A&S Faculty Council Chair will select the members of the A&S Junior Faculty Award Winners Committee.

The Committee shall consist of 4 faculty members, all of whom are previous Junior Faculty Award Winners.

The Chair of the Committee will hold the rank of Professor in a department located within the College of A&S, with the 3 other members of the committee holding the rank of Associate or Assistant Professor in the College of A&S.

If an individual cannot be found who is a previous recipient of the Junior Faculty Award Winner and holds the rank of Professor in a department located within the College of A&S, then a Regents Professor in the College of A&S will be selected to chair this committee. The Regents Professor cannot hold an administrative position at OSU.

As there are three broad areas for which this award is given, each area will be represented by the 3 members of the committee holding the rank of Associate or Assistant Professor.

The award winners will be selected by a vote of the committee. The results of the vote and other issues related to the selection process will be reported to the Chair of the A&S Faculty Council by the Chair of the Junior A&S Faculty Award Winners Committee.