1. Call to Order – Vice-Chair Mayfield called the meeting to order at 3:33pm.

2. Attendance
   ASFC Present: Liz Roth (ART), Janette Steets (BOT), Debbie Early for Ramesh Kaipa (CDIS), Blayne Mayfield (Vice Chair, CS), Rebecca Damron (ENGL), Erik Ekman (FLL), Hongbo Yu (GEOG), Prijank Jaiswal (GEOL), John Kinder (HIST), Jesse Johnson (MATH), Babu Fathepure (MICRO), Jeff Loeffert (MUSI), Jacques Perk for Bob Hauenstein (PHYS), Maureen Sullivan for James Grice (PSYC), Michael Long (SOC), Carla Goad (Secretary, STAT), Karen McBee for Andy Dzialowski (ZOO)
   ASFC Absent: Barry Levine (CHEM), Bobbi Kay Lewis (Chair, MSC), James Cain (PHIL), Mark Wolfram (POLS), Lloyd Caldwell (TH)

   Administration Present: Dean Danilowicz.

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

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

5. Committee Updates
   b. Scholarship Committee – Damron – no report
   c. Rules and Procedures Committee – no report
   d. Policy and Planning Committee - Maureen Sullivan volunteered to chair the committee, replacing James Cain who is no longer able to serve in that capacity.
   e. Supplemental Pay Committee - Dzialowski reported on the progress of the committee to date. The committee is reviewing procedures for faculty pay for supplemental courses. Under consideration are a flat rate stipend or salary, whether the course is an undergraduate or graduate level course, and minimum enrollment conditions. He expects the committee to finish their work in March and to make a model recommendation for faculty pay for supplemental courses later this spring. Roth asked whether this model would apply to interdisciplinary course offerings where the salary can be split among the involved faculty. Dzialowski did not believe this to be under the purview of the committee.

6. Report of University Faculty Council Liaison Representative
   Vice-Chair Mayfield over-viewed the most recent UFC meeting. See Attachments 1 and 2 for the reports of the November and December.


8. Old Business
   a. Election of Policy and Planning Chair – See Agenda 5d Committee Reports
b. Ranking of renovation and permanent budget requests
Dean Danilowicz expressed his appreciation for the participation of the ASFC and would like to continue getting the input (votes) from the ASFC and the Department Heads in matters of large renovations and permanent budget requests. However, the non-responses remain a concern to him. Not all of the Department Heads voted on the recent requests. As for the ASFC, Roth and Loeffert both supported the concept of voting (or ranking) proposals during the ASFC meeting and noted there is no incentive for department representatives to participate. Vice-Chair Mayfield suggested we keep the topic open for the rest of the spring so that members can make suggestions that encourage 100% participation of the ASFC and the Department Heads. Regarding the prioritized permanent budget items, Dean Danilowicz stated that the funding of these requests will not be finalized until May.

9. New Business
a. Policy on how to approach name changes of departments/units in the college
Tom Wikle drafted a statement on behalf of Dean Danilowicz. See Attachment 3. Long (Curriculum Committee Chair) stated that Chair Lewis had asked the Curriculum Committee to look at this, but the committee has not yet met. Jaiswal asked whether the justification for the name change be a part of the proposal. Perk moved that the draft be sent to the Policy and Planning Committee for discussion. Long seconded. Motion passed.

b. Policy on Clinical Faculty (CF) and Interdisciplinary Faculty (IF)
Dean Danilowicz presented the issue that CF cannot vote on department issues nor are CF and IF represented in College policy. For the protection of both the CF and IF and their respective units, Danilowicz recommends College (and hence department) policy be reviewed. Kinder emphasized the importance of this issue in RPT decisions and in defining "team teaching" responsibilities. Vice-Chair Mayfield requested Policy and Planning Chair Sullivan to communicate with the Dean's office for more information on this topic.

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

11. Dean's Report
Faculty should look for a message Lindsey Sims inviting community engagement proposals. There will be three awards at $2500 each.

12. Announcements
OSU Museum at the former Postal Plaza on south Husband is now open. There will be a grand opening on January 30, 2014. This is a free museum.

Next meeting February 5, 2014

13. Adjournment – Meeting adjourned at 4:35pm.
Faculty Council Liaison Report

The OSU Faculty Council met on Tuesday, November 12, 2013.

Suzy Harrington, Chief Wellness Officer (a new position), reported that the Board of Regents will vote during their December 6 meeting about adding e-cigarettes, vapor cigarettes, and hookahs to the current no-smoking policy.

Isabel Keiser, Coordinator of Student Disability Services, gave a presentation about disabilities such as dyslexia, and described some of the accommodations that students with disabilities can be provided. If a student in a course appears to have a disability but has not requested accommodations, faculty are asked to remind the student that the Office of Student Disability Services may be able to help them.

Rick Krysiak, Director of Physical Plant Services, updated the Council on the OSU Energy Conservation Program. The program, which began in 2007, is based on behavior modification and – as of February 2013 – has saved OSU an estimated $22M, system-wide. This has resulted in flat utility rates at OSU for the last 3.5 to 4 years. The Oklahoma State Facilities Energy Conservation Program (SB 1096), which was signed into law in May, 2013, now will require another 20% reduction by the year 2020. Mr. Krysiak believes that OSU will not be able to meet this goal, but it should be able to reduce energy use further. Also, new EPA requirements for scrubbers on OG&E coal-fired plants probably will impact OSU’s energy costs.

President Burns Hargis reported the following to the Council:
• OSU submitted to the State a budget with an increase of $40.7M; President Hargis does not believe the budget will be fully funded.
• OSU continues to try to keep tuition costs down, despite budgetary needs. Annual tuition at OSU is about $3K less than the land grant institution average.
• Retention is a critical aspect of our budgetary strategy! Faculty are urged to use the first alert system to help students who may be in academic trouble.

Interim Provost Pam Fry updated the Council on the status of Faculty Council recommendations to the OSU administration. (See first attachment.)

Vice President of Administration & Finance Joe Weaver introduced OSU Police Officer Leah Storm, who discussed the Safe Walk Program that began November 1. Members of the OSU community can call the non-emergency OSU Police telephone number between 7:00 PM and 3:00 AM daily if they wish to have an escort between any two points on the OSU main campus. A Public Service Officer (PSO) will be dispatched to provide the service; PSOs are students who are vetted, hired, and trained for this role. While the PSOs are unarmed, each carries a 2-way radio that is on the main OSU Police frequency. (See second attachment.)

Deb VanOverbeke, Chair of the Academic Standards & Policies Committee, reported that a pilot program is underway to provide course evaluations for online courses.

Council Vice Chair Nick Materer gave a report for Victor Baeza, Chair of the Long-Range Planning and IT Committee:
• Joe Weaver has told the Committee that he will provide them with a budget overview twice per year.
• OSU is watching OU’s pilot program testing block tuition, in which students pay a fixed tuition for 15 or more credit hours in a given semester.

Matt Lovern, Chair of the Faculty Committee brought two recommendations to the Council for their vote. (Details of the recommendations can be found attached to the agenda for the November OSU Faculty Council meeting, emailed to all faculty.)
• Recommendation 1: Changes to P&P 2-0110 (Guidelines to Govern Workload Assignment of Faculty Members). The recommendation passed.
• Recommendation 2: Changes to latest draft of P&P 2-0902 (Reappointment, Promotion and Tenure Process for Ranked Faculty). The recommendation passed.

Under New Business, a motion was made to recommend to the OSU administration a new policy titled Student Employment Job Listings. (Details of the proposed policy can be found attached to the agenda for the November OSU Faculty Council meeting, emailed to all faculty.) The gist of the proposed policy is that all “unrestricted” student employment opportunities will be posted with OSU Career Services so that students have a single, centralized place where they can check for such opportunities. The recommendation passed.
## Faculty Council Recommendations

<table>
<thead>
<tr>
<th>Rec. No.</th>
<th>Title</th>
<th>Recommendation Summary</th>
<th>Responsible Person</th>
<th>Status</th>
<th>Administration's Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-05-01-SALR</td>
<td>Revision of OSU Attendance Policy Concerning Accommodation for University-Sponsored Absences</td>
<td>Clearer wording of the University Attendance policy regarding accommodations for university-sponsored activities is desired. Both faculty and student responsibilities need to be better articulated. SALR recommends modified wording after reviewing policies of peer institutions.</td>
<td>Pamela Fry</td>
<td>Clarification was requested from the SALR chair on proposed modifications. The full policy revision was discussed by Instruction Council on October 4. Modifications proposed by Instruction Council were referred back to Faculty Council for consideration.</td>
<td>Pending</td>
</tr>
<tr>
<td>13-03-01-CFSS</td>
<td>Employee Travel Policy Amendment</td>
<td>The current travel policy does not account for the nature of many employees’ travel for extension, research and scholarly activities. Trips often occur over multiple days and increased limits on travel time from 8 hours of driving time to 10 hours of travel time are suggested to be similar to travel policies used by the BSA and USDOT.</td>
<td>Joe Weaver</td>
<td>Progress is being made on policy modifications as Risk &amp; Property Management representatives work with Legal Counsel to modify the travel policy and bring it in line with other related policies.</td>
<td>Pending</td>
</tr>
<tr>
<td>13-02-01-FAC 13-05-01-FAC</td>
<td>Revision of P&amp;P 2-0902: Reappointment, Promotion and Tenure Process for Ranked Faculty</td>
<td>The recommendation under consideration incorporates additional input from the Faculty Committee in response to the suggestions received from the Council of Deans in March 2013. Additionally, proposed changes for redaction of peer letters have been removed since the OSU Board will not approve that policy modification.</td>
<td>Pamela Fry</td>
<td>The Council of Deans reviewed the policy version approved by the Faculty Council in May 2013 and provided a modification for Faculty Council’s consideration regarding the composition of unit personnel committees. Additionally, M. Lovern met with the Council of Deans in October to discuss pending issues related to proposed policy modifications.</td>
<td>Pending</td>
</tr>
<tr>
<td>12-10-01-FAC / 13-02-02-FAC</td>
<td>Revision of P&amp;P 2-0110: Procedures to Govern Workload Assignments of Faculty Members</td>
<td>Modify existing P&amp;P to (1) clarify what activities are included in workload, (2) provide a standard by which workload can be measured, and (3) provide a mechanism for departments/units to develop their own faculty-approved unit workload expectations.</td>
<td>Pamela Fry</td>
<td>Early in the fall a subcommittee of deans met with Faculty Council representatives to discuss proposed revisions and identify policy updates acceptable to both councils. Pending issues related to proposed workload modifications were also discussed with M. Lovern when he met with the Council of Deans in October.</td>
<td>Pending</td>
</tr>
</tbody>
</table>
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Faculty Council Liaison Report

The faculty council met on Tuesday, December 10, 2013.

Dean Bret Danilowicz presented his vision for the College of Arts & Sciences to the Council. (See Attachment 3 and the minutes of the OSU Faculty Council.)

President Hargis made a report.

- Efforts are underway to improve commercialization of technologies developed at OSU. (Cowboy Technologies is the corporation OSU has set up to take the lead in this effort.) President Hargis plans to work with the Faculty and Deans Councils to develop better ways faculty can be incented to go through the commercialization process. There also are plans to secure investors for the new technologies.
- The Board of Regents are concerned over the condition of the Atherton Hotel in the Student Union, so it will be closed after spring graduation and will be renovated throughout the summer and fall.
- New student applications and admissions for fall 2014 are ahead of the same figures two years ago, which was a record-setting year. 32%-33% of applicants are minorities.

Pam Fry, Interim Provost, updated the Council on the status of Faculty Council recommendations to the OSU administration. (See Attachment 4.) Three of the four recommendations have been accepted, including revisions to the Reappointment, Promotion, and Tenure process for ranked faculty.

Joe Weaver reported that the Board of Regents has approved outsourcing custodial services, which is expected to result in savings of $5M per year. Contract negotiations are underway with GCA Service Group of Dallas and, as stipulated in the proposed contract, GCA must hire any of the current OSU Custodial Staff who wish to continue at OSU.

Deb VanOverbeke, Chair of the Academic Standards & Policies Committee, reported that the Committee will be reviewing the report they received from the General Education Task Force.

Nick Materer reported for Rodney Holcomb, Chair of the Budget Committee, that the Committee met with Christie Hawkins of Joe Weavers office to discuss a proposed block tuition program similar to that currently in place at OU. There are some policy issues that would need to be addressed before such a program could be put in place.

Matt Lovern, Chair of the Faculty Committee, recommended on behalf of the Committee that the College of Veterinary Health Sciences be permitted to increase the number of clinical faculty that can be hired from 25% to 50% of the total number of tenured and tenure track faculty in the College to allow for growth. A vote was taken and the recommendation was passed.
Attachment 3

DRAFT
Procedure for Changing Department or School Names
Oklahoma State University College of Arts and Sciences
November 21, 2013

Recommendations to change the names of academic units within the College of Arts and Science are initiated by the faculty of the unit, reviewed administratively within the College and University, and ultimately require approval by the Board of Regents.

The Process:

**Step 1**: A proposal to change the name of an academic unit may be initiated jointly by the faculty and head of the unit and requested of the Dean.

**Step 2**: Upon receiving a formal request to change the name of an academic unit, the Dean will seek input that can include feedback from faculty in the affected unit, the Arts and Sciences Faculty Council, and A&S department heads. The Dean may also seek input from other faculty or administrators within or outside the college or groups external to the university.

**Step 3**: After receiving input the Dean will notify the unit of his/her decision concerning the proposed name change. If in favor of the change, the dean will notify the Provost and Vice President of Academic Affairs. As noted previously, any unit name change is subject to further consideration at the university level and must be approved by the Board of Regents.