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

2. Attendance
   
   **ASFC Present:** Liz Roth (ART), Janette Steets (BOT), Ramesh Kaipa (CDIS), 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), Jeff Loeffert (MUSI), Jacques Perk for Bob Hauenstein (PHYS), James Grice (PSYC), Michael Long (SOC), Carla Goad (Secretary, STAT), Lloyd Caldwell (TH), Andy Dzialowski (ZOOL)

   **ASFC Absent:** Barry Levine (CHEM), Babu Fathepure (MICRO), James Cain (PHIL), Mark Wolfgram (POLS)

   **Administration Present:** Dean Bret Danilowicz, Associate Dean Bruce Crauder.

3. Minutes of the January 15, 2014 meeting were approved.

4. Agenda for the current January 2013 was approved.

5. Committee Updates
   
   a. **Curriculum Committee Report** – Long reported that the committee had few curricular changes. The committee will meet again to discuss the process for submitting topics to the Curriculum Committee.
   
   b. **Scholarship Committee** – Damron reported that the Scholarship Committee will begin reviewing applications soon and have decisions made by March 6.
   
   c. **Rules and Procedures Committee** – no report
   
   d. **Policy and Planning Committee** - no report
   
   e. **Supplemental Pay Committee** - no report

6. Report of University Faculty Council Liaison Representative
   
   Vice-Chair Mayfield over-viewed the most recent UFC meeting.
   
   - Changes to the A&M retirement program have been proposed. The consulting firm retained by the system recommends a single vendor; likely to be TIAA-CREF. If chosen, TIAA-CREF will open a Stillwater office. More information is available on the Benefits website retirement link.
   
   - Matt Lovern reported that the Faculty Committee will review the University A&D policy and Appendix E of the Faculty Handbook for possible revisions.
   
   - ITLE to develop a website regarding copyright and proper usage issues.
   
   - It was announced that Fall Break 2014 will be the Friday of Homecoming week.
   
   - See Attachment 1 for more details on these and other issues. Thanks to Vice-Chair Mayfield for providing this attachment.
7. Report of Department Heads Meeting – Chair Lewis reported:

- Currently departments can specify every course in the General Education requirements for undergraduate degrees. The General Education Task Force has made recommendations modifying the General Education requirements for an OSU undergraduate degree. Of the 40 hours of GenEd credit for the degree, a 30/10 split in the hours where 30 hours are set by the Board of Regents, and 10 hours are determined by the department. All departments can still specify level of Math. However, the 6 hours of (A) GenEd would be reduced to 3, and 6 hours of (S) GenEd would also be reduced to 3.
- Look for upcoming meetings on General Education Requirements.
- Summer session will operate as it did in 2013 regarding supplemental pay. It is hoped that a revised policy will be in place for Summer 2015.
- Research laboratories in the College are being renovated with an increased frequency. Danilowicz noted that it has been difficult to recruit new faculty due to dated facilities.
- Renee’ Tefertiller discussed budget management issues including how to carry forward money from one fiscal year to the next.
- Wikel gave an update on the provost search. Dept Heads were to encourage their faculty, staff, and students to complete online surveys regarding the candidates: http://provostsearch.okstate.edu.
- Danilowicz discussed good practices for faculty A&D’s especially as department heads evaluate pre-tenure faculty.
- Administrative deadlines within the College have changed due to the number of deadlines that occur so close together in the fall semester. Dept Heads have been asked for feedback. ASFC can expect an update on this issue at the March meeting.
- See Attachment 2 for more details on these and other issues. Thanks to Chair Lewis for providing this attachment.

8. Old Business

a. Ranking of renovation and permanent budget requests
   Dean Danilowicz commented on the deferred maintenance issues that he requested last fall. Approximately 300 issues submitted, and these are being examined for priority and feasibility.

b. Policy on Clinical Faculty and Interdisciplinary Faculty
   This issue is currently with the Policy and Planning Committee.
   Dean Danilowicz met with the three directors of the Interdisciplinary College. All agree policy is needed. Problems include recruitment. Dean Danilowicz asked for a faculty representative selected from the Interdisciplinary College to participate in the Policy and Planning Committee discussions.

9. New Business - none

10. Secretary's Report of ASFC Recommendations to the Dean – no report
11. Dean's Report
   - The DaVinci Institute brings state and private institutions together to meet and discuss undergraduate research opportunities among the participating institutions. This year the meeting will be held on the OSU campus on April 11.
   - Nationally there is an effort to improve retention rates and research. CAS needs to have more conversations about promoting or stimulating research within the College.
   - Danilowicz asked about the "Name Changes" items inadvertently omitted from this month's agenda. Sullivan acknowledged this does fall under the purview of the Policy and Planning Committee which will convene soon.

12. Announcements.
   - One more Provost candidate to visit the OSU campus. All encouraged to attend the public forum on Thursday, February 6 in the SU Little Theater from 2pm to 3:30.
   - Next meeting March 5, 2014

13. Adjournment – Meeting adjourned at 4:09pm.
Attachment 1

Faculty Council Liaison Report

The faculty council met on Tuesday, January 14, 2014.

Ann Matoy from the Office of the VP of Administration & Finance described proposed changes to the OSU retirement programs. A consulting firm retained by the Oklahoma A&M system recently recommended that OSU designate a single vendor to provide retirement investment options. Doing so should lead to significant savings in investment administration costs, which will benefit those investing. The Retirement Investment Committee has recommended to the Regents that they negotiate a contract with TIAA-CREF to be that single vendor. TIAA-CREF holds $750M in retirement funds for the Oklahoma A&M System. If TIAA-CREF is chosen, they will open an Oklahoma office in Stillwater. It is the goal of the Committee to have the vendor finalized by April, and A&M employees will have the remainder of 2014 to designate the funds into which their new contributions will be invested. More information can be found on the OSU Benefits website under the “retirement” link.

Mitch Kilcrease, Assistant VP & Director of the Student Union, made a presentation about the Student Union and its related services, OSU Dining, Student Life, and the University Store.

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

Nathan Walker, Chair of the Campus Facilities, Safety, and Security Committee reported that the revisions to the travel policy (as attached to the Faculty Council Agenda emailed to faculty), but some further, minor modifications will need to be made to bring the policy in agreement with the student and academic travel policies.

Matt Lovern, Chair of the Faculty Committee, reported that the Committee will look at the A&D policy this semester to decide whether or not it needs revision. The Committee also will try to determine if a third faculty track – “professional” – should be added. They also may bring to the Council revisions to Appendix E of the Faculty Handbook (on the topic of grievances).

Victor Baeza, Chair of the Long-Range Planning and IT Committee, reported that the Committee is working with ITLE to develop a website on copyright & proper usage issues. The Committee also is working with IT to develop wording for an email to be sent to students regarding copyright & proper usage of materials on D2L.

Gilbert John, Chair of the Research Committee reported that President Hargis, Interim Provost Pam Fry, the VP of Research, the Committee, and Associate Deans for Research met to discuss research issues, and they plan to meet on a quarterly basis. The Associate Deans are going to draft a plan to improve the research environment at OSU.

Announcements:
• Staff Development Day will be held February 28, 2014.
• Fall break 2014 will be scheduled for Friday of Homecoming weekend.
Attachment 2
Bobbi Kay Lewis - DH Meeting Report

- Keely James, Assistant Director, A&S Student Academic Services, gave the department heads an overview of proposed changes to the policy for residence waiver for pre-law students. She informed them that the American Bar Association has allowed the possibility for students to move on to law school with 90 undergraduate hours, but very few institutions across the country have acted upon that scenario. OSU has policies in place for students who are headed to health-related doctoral programs (Academic Regulation 7.3). A comparable regulation would be needed for law students at OSU. Since specific departments would be a good fit for the waiver, she has spoken to the departmental advisers in the following departments: English, Foreign Languages and Literatures, History, Philosophy, Political Science, and Sociology. She noted that the natural sciences would be a good fit for patent law. The next step will be an email that will be forwarded to the department heads, who could then have a conversation with their departmental advisers.

- Amy Martindale conveyed to the department heads a few highlights from the draft policy that was created by the General Education Task Force. She indicated that Recommendation #1 will be the most actionable at this point, and will require a policy change at OSU. The process for the change will entail a review by Student Academic Services’ directors, Instruction Council, the Council of Deans, Faculty Council, and the Executive Committee. She commented on a couple of points that may impact A&S more than other colleges, as follows: 1) Any degree plan with an outside accreditation would be exempt from this policy, and 2) The recommendations would entail a move from the 6 hours of analytical and quantitative thought, of which one course must be a Math, to 3 hours of Math or Statistics. Currently, the natural science requirement is 7 (University) and 8 (College). The recommendation for the science requirement would be changed to 6 or 7. The humanities requirement would remain at 6 hours. The social and behavioral sciences requirement, which is currently 6 hours, would change to 3 hours. Each degree plan could specify only a certain number of courses within the GenEd block of requirements that could be specified as a particular course on a degree plan, excluding English Composition 1 and 2 (6 hours), U.S. History and Government (6 hours), and Mathematics (3 hours). Each degree could require specific courses for only 9, possibly 10, hours of GenEd. The degree sheet is being mapped out should the recommendations receive approval. The recommendations would give students more flexibility to change majors, in that there would be 30 hours on any degree sheet that would be transferrable to any other OSU degree by limiting the number of courses that are specified and by cutting back the number of hours required in math and social sciences. The College has a large number of students who change majors, and the new requirements may improve graduation rates and be helpful to transfer students. A question was raised about researching the possibility of reducing the restrictions on general education requirement areas instead of reducing the number of hours. Martindale indicated that in order to allow departments to specify up to 10 hours, with one being a social science for example, the new requirements would allow flexibility to departments to require the courses that their
students would need. In addition, a student would have 30 hours that would be transferrable among departments without amassing more than 40 hours of GenEd requirements. She emphasized that there had to be some adjustments, and the 3 hours of math and the 3 hours of social sciences conform to Regents requirements, so cutting back to those requirements would give the most possible flexibility of 10 hours that departments could specify. She noted that some departments would need to specify all of the courses; and, conversely, some departments would not need to specify any course. Therefore, students could end up taking more social sciences. The department heads were informed that all feedback is welcomed, and any changes would be for the 2015-16 degree sheets at the earliest.

- Danilowicz reported that the summer session will be handled the same as in past years. The College has appointed an ad hoc committee, through the ASFC, to study the current methods that are being used for faculty pay in order to make recommendations for changes related to the following types of courses: summer, online, international, and supplemental (taught outside of 8-5 time period). The recommendations should be available to the ASFC by March, and they would then be reviewed by the ASFC and the department heads in April. By the summer of 2015, there may be a new policy for the faculty pay structure for the designated courses.

- Danilowicz gave an overview of how the College will increase the frequency of Research laboratory renovations, primarily in the hard sciences and a few other laboratories. He noted that it has been difficult to recruit faculty due to dated laboratories that are not in proper condition to be supportive of a faculty member.

- Reneé Tefertiller discussed budget management.

- Wikle gave an update on the Provost search thus far. He informed the department heads that two more candidates would be coming to campus. He is managing the database for feedback on the first candidate, and the number of surveys has been very disappointing, with only one submission from a faculty member. He asked the department heads to encourage their faculty and staff members and students to go to provostsearch.okstate.edu where they will find information on the first candidate. The information on the other two candidates will be placed on the page before their visits. He noted that the survey will take approximately 10 minutes to complete.

- Danilowicz indicated that good practices need to be followed when completing A&Ds for pre-tenure candidates, as far as feedback related to their progress toward tenure.

- Danilowicz referred to the administrative deadline sheets in the agenda packet. He stated that many deadlines from last fall converged around the same time period. The deadlines have been adjusted in an attempt to spread them out more evenly; however, some dates are set by administrative offices above the Dean’s Office level. The dates will be run by the ASFC for their input. There is a plan is to send out the nomination information for the Convocation awards in the spring, and to hold the event in mid-September. He asked the department heads to review the deadlines and to provide feedback to him.