Minutes of Arts & Sciences Faculty Council Meeting
Wednesday, August 19, 2015, 3:30pm || Suite 1600 Student Union

Call to Order – Chair Caldwell called the meeting to order at 3:34pm.

Attendance
ASFC Present: Liz Roth (ART), Erik Ekman (FLL), John Kinder (HIST), Jeff Loeffert (MUSI), Stephen Nemeth (POLIS), Lloyd Caldwell (TH), Jan Marks (CDIS), Doug Heisterkamp (CS), Allen Finchum (GEOG), Andy Fullerton (SOC), Jennifer Shaw (ZOO), David Meinke (BOT), Lynn Lewis (ENGL), Leticia Barchini (MATH), Gil Summy (PHYS), Ed Burkley (PSYC), Lan Zhu (STAT), Kim Burnham (MICR), Apple Igrek (PHIL)

ASFC Absent: Barry Lavine (CHEM), Lori McKinnon (MSC), Jay Gregg (GEO)

Administration Present: Dean Bret Danilowicz, Associate Dean Bruce Crauder

Approval of the Minutes of the May 6, 2015 Meeting
   No corrections. Liz Roth moves to approve. Jennifer Shaw seconds. Minutes approved.

Current Agenda
   Approved and Adopted as proposed by Lloyd Caldwell.

Election of the ASFC Secretary
   Allen Finchum nominates Jeff Loeffert as the ASFC Secretary, who served during this meeting as a temporary replacement. The motion was approved and Dr. Loeffert will continue as the ASFC Secretary.

Election of Committee Chairs
   a. Curriculum Committees: The Chair will be decided prior to the next ASFC meeting.
   b. Policy and Planning Committee: Dr. Barry Levine will continue as Chair of the Policy and Planning Committee
   c. Rules and Procedures Committee: Liz Roth (ART)
   d. Scholarship Committee: Jennifer Shaw (ZOO)

Old Business:
1) Process for Reappointment of Department Heads
   Chair Caldwell announced that we must move quickly because there are several Department Heads who are coming up for Reappointment this fall. Liz Roth (Art) expressed concerns that all departments do not know exactly when their Head’s appointment is complete. Dean Danilowicz indicated that the Dean’s Office could inform the A&S Department Personnel Committees of upcoming completed terms of their respective Heads. David Meinke (BOT) suggested that the changes of procedures between the old and new process are unclear. Dean Danilowicz indicates that some departments expressed concern about old process for
reappointing Department Heads because the current document reflects a right of first refusal. Leticia Barchini expressed concerns about the old document as well. Liz Roth expresses that there is some ambiguity in the document distinguishing between reappointing a Head and hiring a new Head. David Meinke expressed that there are large differences between external searches, which are very formal and internal searches, which are viewed to be more informal. Meinke believes that external searches are much more rigorous than internal search. Allen Finchum pointed out that you are also hiring a faculty member with tenure in external searches and that external candidates are different that internal searches. Dean Danilowicz illustrated that a candidate who is up for reappointment may have a more streamlined interview. An updated version of this document reflecting the concerns of the ASFC will be available for review prior to the next meeting in September.

2) **Consideration of an Online Curriculum Standing Committee**

Members of the 2014-15 ASFC expressed a need for a standing online committee to evaluate online curricula. Currently, there is little standardization in this area and there may be a need for more supervision on the part of ASFC, particularly with large sections. Liz Roth asked whether or not ITLE and/or the university at large would be creating recommendations for online course quality. Dean Danilowicz stated that ITLE has not yet completed these recommendations, but he believes that these recommendations will be fairly broad and that each college would make decisions on how to best adopt and implement these recommendation. Dean Danilowicz expressed that some sort of monitoring in regards to course quality may be necessary and that this would best be approached by fellow faculty members rather than the Dean's Office. Liz Roth pointed out that faculty who teach many online courses would best be in a position to guide our recommendations. Jeff Loeffert also expressed a need for the ASFC to create such a committee. Loeffert also noted that since there are financial incentives tied to enrollment for departments and instructors of online courses, there could potentially be some abuse of creating online classes with little academic rigor. Associate Dean Crauder further clarified this potential conflict of interest. Chair Caldwell suggested that the ASFC would create an ad hoc committee to evaluate whether or not ASFC should create a standing online curriculum standing committee, and also determine what the charge and responsibilities of this committee would be, and how they might evaluate issues of academic integrity and administrative abuses. Jennifer Shaw astutely pointed out the irony of creating a committee in order to evaluate the need to create a committee. Liz Roth motioned to form an ad hoc evaluation committee, which was seconded by Leticia Barchini. This ad hoc committee will report to the ASFC during the October 7 meeting. The membership of this committee will be Lynn Lewis (ENG), Leticia Barchini (MATH), and Andy Fullerton (SOC).

**New Business**

**Balloting of the New A&S RPT Document**
Chair Caldwell explained that the ASFC voted on the new RPT document last spring, and that the new document would be discussed with the faculty at “town hall” meetings and the A&S Convocation on September 1. Chair Caldwell asked the ASFC on their views on whether or not the voting to approve this document should occur as electronic or paper ballots. Chair Caldwell conveyed that some departments expressed concerns that voters may not be anonymous through electronic voting (distrust over whether IP addressed may be used to identify voters). Allen Finchum implied that he believed that there would be greater voter participation with electronic voting. Finchum also pointed out that paper voting was much less time efficient. Liz Roth, David Meinke, and Jeff Loeffert expressed that the issue to be voted on was not particularly volatile and that voter anonymity should be secure enough to make electronic voting desirable. Liz Roth motioned to approve electronic voting, which was seconded by Leticia Barchini. The motion to approve electronic voting for the balloting of the new A&S RPT document was approved.

Dean’s Report

1) Overview of Budget
Dean Danilowicz indicated that Oklahoma State University received a budget cut last year from our state allocation. The College of A&S received a 1.5% budget cut from the permanent budget. Since there was also a tuition increase, A&S is currently budget-neutral. Dean Danilowicz anticipates a larger budget cut next year. As a result, A&S will be much more conservative in our expenditure of dollars as we plan for next year. There will be no calls for large renovations or recurring funding requests this year. Additionally, A&S faculty positions requested last year were not approved. Small renovation requests will still be compiled, but may not be honored depending on the state of the budget.

2) Selection Process for Junior Faculty Awards
The Junior Faculty Award is selected by the ASFC. Dean Danilowicz conveyed that the process to select the award winners are very unclear. A similar problem for the Wise-Diggs-Berry Award exists as well. The rules for these should be revisited in order to be more clear. Liz Roth volunteered to lead the initiative on the award guidelines.

3) ASFC Nominations for Space Allocation Advisory Committee
The 2014-15 ASFC voted to create an advisory committee for space allocation within the college. There is no guidance or a process on how space should be allocated in A&S. Dean Danilowicz illustrated that there are significant discrepancies in space allocation between departments in A&S. Larry Mullins (Associate Dean of Research and Facilities) will chair this committee. Two A&S Department Heads have volunteered to serve on this committee – Estella Atekwana (GEO) and Richard Frohock (ENG) along with three ASFC members – Gil Summy (PHYS), John Kinder (HIST), Stephen Nemeth (POLIS).

Announcements
1) Allen Finchum revealed that the online student survey of instruction process was a point of emphasis as the recent OSU Faculty Council meeting. Starting this fall, the survey of instruction will occur online rather than on paper unless the specific department created its own form.

2) Allen Finchum also remarked that Provost Sandefur and President Hargis encourages everyone to complete the Title IX Training.

**Adjournment**

Leticia Barchini moved to adjourn, and Liz Roth seconded. Chair Caldwell adjourned the meeting at 4:40.