

## MINUTES OF ARTS & SCIENCES FACULTY COUNCIL MEETING

Wednesday, 02, October 2019—3:30pm to 5:00pm  
Suite 1600 Student Union

1. **Call to Order:** Chair Bays called the meeting to order at 3:30pm

2. **Roll Call:**

ASFC present: Mary Towner (Integrative Biology); David Wright (Math); Jon Ellis (Languages and Literatures); H. K. Dai (Computer Science); Eric Barker (Theatre); Henry Adams (Plant Biology); Graig Uhlin (English); Tracy Quan (Geology); John Mintmire (Physics); Mostafa Elshahed (Microbiology); Josh Habiger (Statistics); Chad Malone (Sociology); Laura Talbot-Clark (music); Kristin Olofsson (Political science); Brian Kim (Philosophy); Yolanda Vasquez (Chemistry); Peter Richtsmeier (Communication Sciences/Disorders)

Administration Present: Glen Krutz (Dean), Tom Wikle (Associate Dean of Academic Programs)

3. **Approval of the September 2019 Minutes**

Motion to approve made by Adams, seconded by Barker, and approved by Council.

4. **Approval of the Agenda**

Motion to approve made by Mintmire, seconded by Uhlin, and approved by Council.

5. **Welcome new councilors:**

- a. Sarah Griswold (History)
- b. Mostafa Elshahed (Microbiology and Molecular Genetics)

6. **Guest Presentation**

- a. Dr. Tory Lightfoot, CAS Research Support Services, “Research Support Services (RSS) for CAS Faculty”. Dr. Lightfoot discussed how RSS provides several services to support faculty during pre-award and post-award process:
  - i. Pre-award: for faculty writing proposals for funding, approach RSS office at least 2-3 weeks before due date; RSS will 1) look over guidelines for application, 2) send guidance (e.g., a checklist) about necessary documents and requirements, 3) generate the internal routing that needs to be signed (almost all proposals need to be routed) 4) help fill out online applications, and 5) finalize application (e.g., collect finalized documents from the researcher, create pdfs, upload documents, submit the proposal). Dr. Lightfoot noted that most funding agencies require that the proposal is submitted by an institutional office because most awards are awarded to the institution. Note: at present RSS does not help with editing documents.
  - ii. Post-award: if proposal is funded, RSS will 1) manage expenditures, 2) send you monthly statements.
  - iii. Dr. Lightfoot also noted that her office offers internal award programs, including 1) fall and spring travel (noted right now up to \$1200 dollars for research related travel), 2) a summer research program (1 month of

summer salary plus 1 month towards travel), 3) a community engagement program, 3) funding to conduct research at the Newberry Library for faculty or graduate students as well as other opportunities (OSU is a consortium institution of the Center for Renaissance Studies, see [<https://www.newberry.org/newberry-renaissance-consortium-grants>]).

- iv. Dr. Lightfoot also noted that RSS is currently working on moving towards electronic routing within the college; they are pilot testing the program this fall, probably will start at the beginning of the Spring semester for Arts and Sciences, unclear what the timeline is with the central offices. Dr. Lightfoot indicated that RSS will help with pre-proposal assistance in terms of looking for funding opportunities but only as time allows because there is not a dedicated person to search for new opportunities. If someone has specific requests can send an email to Dr. Lightfoot and she will do a particular search. Also discussed OCAST routing, which has an early submission deadline because RSS receives a large number of proposals which are due in one day, so have to work ahead.

**7. Reports on Status of Standing Committees (Bays) – all committees are full except for one spot on Sabbatical Leave, so besides that we have a full slate for standing committees.**

- a. College Policy and Planning (Kim) – no report
- b. Curriculum, General Education and Extension (Shipka, Wikle) – has been meeting regularly; highlights include that the committee has completed most of its work, including BA/BS multimedia journalism, BFA in musical theatre and theatre; BS in geophysics; graduate certificate in Statistics. It will take a year before they are approved by the regents, next step for most of these programs is instruction council (graduate changes goes through graduate council). The committee also evaluated changes to degrees, minors, new courses, course modifications, Gen Ed designations;
  - i. Note: the General Education Advisory Council (GEAC) [<https://uat.okstate.edu/AssessGEAC>] reviews courses that receive General Education course identifiers; I and D designations now require that courses focus primarily on contemporary (rather than historical) topics, due to concerns about the relevance for socially constructed groups today based on a course that focuses on events that happened 200 years ago. D courses reviewed in 2022; Curriculum committee working on streamlining process (e.g., use just have 1 syllabus for a course with GEAC objectives/requirements, even if has multiple instructors). It's up to GEAC whether your course complies closely enough with the Gen Ed objectives. Wikle noted there is an appeals process if a course is denied a Gen Ed designation. College committee will help with policing things, making suggestions to help it receive the designation.
- c. Rules and Procedures (Richtsmeier) – Committee is complete, Bays will help with function of the committee.

- d. Sabbatical Leave (Reese) – no report (note: waiver of one of the rules that all members have to be tenured because one department in the rotation does not have any tenured members except department head).
- e. Scholarship (Barker) – several different committees working on awards (see Old Business for details).
- f. Reappointment, Tenure, and Promotion (Quan) – no report

## 8. Old Business

- a. 2019 CAS Awards
  - i. Distribution via Office 365 shared folder – Terri Cushing has compiled all award materials in an electronic Office 365 shared folder.
    - 1. This committee also handles student scholarships. Krutz mentioned he is interested in investing some retention (rescue) scholarships for students who are having financial crises and are thinking about leaving OSU.
  - ii. Expediency appreciated – Need time for buying plaques and completing paperwork for monetary awards.
- b. Selection committees (Bays) – ASFC discussed the importance of considering the diversity of the members of committees during the selection process. It was noted that it was important to balance having individuals from diverse backgrounds on these committees while also considering individual workloads.
  - i. JFA Jurors (Gill, Mintmire, Murphy)
  - ii. Wise-Diggs-Berry Award (Barker, Clark, Uhlin, Reese)
  - iii. Excellence in Gen-Ed Teaching (Barker, Martindale, Wikle)

## 9. New business

- a. Freshman Success Advisor Council (FSAC; Wikle) – FSAC is a steering committee for teaching freshman in lower division Gen Ed courses, dovetails with the teaching workshop in August aimed at helping faculty/instructors: 1) engage students (particularly freshman), 2) cope with barriers that decrease effectiveness in the classroom, and 3) the use of technology in the classroom. Committee includes: Caitlin Barnes (Instructional Designer/CAS Outreach); Lee Ann Brown (Math); Kimberly Cox (English); Joseph Haley (physics); Destinee McCollum (Sociology); Ysinta (Chemistry). Committee will be talking with coordinators of multisection courses within departments and working to disseminate information to instructors.
- b. Faculty ideas RE: strategies for (a) Student Credit Hour (SCH) budget model, (b) classroom inefficiencies:
  - i. SCH budget model: New credit hour budget model could raise concerns about which courses are offered across different departments and/or colleges. At the college level, if you propose a new course you also must identify possible impacts on other units. The instructor of the new course should contact the department of the impacted course, because the college committee will consider the perspectives of both departments. Krutz noted that the college will need to advocate for itself as well as think about who

we have on GEAC and who can protect CAS. Instructors also should think about how we can bring more students to our courses.

- ii. Classroom inefficiencies: Wikle noted that departments should take a long view and think strategically about course offerings in the future. ASFC should discuss with colleagues within the department ideas for growing enrollment, making classrooms more efficient. This can include moving classrooms to bigger rooms to increase the size of sections, evaluating courses that have low enrollment year-to-year, evaluating titles and descriptions of classes with low enrollment, as well as how often these courses are offered.

**10. Dean's Report** – Krutz discussed the new SCH model (see above discussion), search for new Associate Dean for Personnel and Faculty Development. This new position will focus more on faculty development, mentoring, retention. Wikle's new title will be Dean of Instruction and Academic Programs. Finalists identified for vacancy include: Rebecca Brienen (Art/Art History), Thad Leffingwell (Psychology), Craig Freeman (Media/Strategic Communications), James Knapp (Geology). Interviews scheduled (Oct 21<sup>st</sup>, 23<sup>rd</sup>, Nov 13<sup>th</sup>, Nov 15<sup>th</sup>).

**11. Announcements** - Richtsmeier noted that the library offers free printing of scientific posters, 2 per person per semester.

**12. Adjournment**

Motion to approve made by Mintmire, seconded by Barker, and approved by Council.