

## **DASNR Faculty Council Meeting Minutes**

January 19, 2007

**Members Present:** Kevin Allen, Lou Anella, John Caddel, Jim Criswell, Renee Daugherty, Gerald Horn, Mike Kizer, William McGlynn, Derrell Peel, Penny Pennington, Chris Richards, Dan Tilley, Yanqi Wu

**Members Absent:** Haobo Jiang, Ramamurthy Mahalingham

**Ex-Officio Members Present:** Bob Whitson, Vice President, Dean and Director, DASNR

**Others Present:** Ed Miller, Associate Dean, CASNR, Academic Programs

**Call to Order:** Chair Dan Tilley called the meeting to order at 3:30 PM in Room 410 Ag. Hall.

### **Administrative Positions Search Update:**

Dr. Mike Woods has been selected as the Department Head of Agricultural Economics, pending Board of Regents approval. Three finalists for the Animal Science position were selected for on-campus interviews. All three were external candidates. Two candidates subsequently withdrew from consideration because they accepted positions at other institutions. The third candidate was interviewed, but an agreement on the position could not be reached. Consequently, the search has been extended by 60 days with the same search and screen committee in place. The Natural Resource Ecology & Management search has identified three finalists with on-campus interviews being set up for March. The Biochemistry & Molecular Biology search is ongoing. Finalists will be identified soon, with on-campus interviews following shortly thereafter. Dr. Mitchell has been acting as Interim Head and will retire Feb. 1, so alternate arrangements for interim leadership will be made. The Plant & Soil Sciences search & screen committee has just finished review of the position description, and the position announcement should be released shortly. The search for the Agricultural Communications Director has identified three finalists, and interviews are being scheduled. The searches for the Assistant Extension Director for 4-H and the Assistant Extension Director for Family & Consumer Sciences positions are ongoing. The position description for Associate Vice-President for Fiscal Affairs has been finalized and will be announced today. The position is listed as a B.S. required, M.S. preferred with an understanding of the agricultural land grant system of great importance. The search for the Experiment Station Assistant Director is at the stage of reviewing applicants. The search for the Director of New Product Development Center, which is operated jointly with CEAT, is ongoing. Dan Tilley is acting as Interim Director.

Two announcements unrelated to administrative positions, but important to the Division financial situation and promotion of our work are the Ag. Legislative Day and 4-H Appreciation Day. Both are coming up soon. We won't be putting on as large a push as last year for Legislative Day regarding the \$2.9 million funding request. This request is well positioned in this year's legislature and DASNR will concentrate on saying "Thanks" to the legislature for its support of agriculture. 4-H Appreciation Day will be a joint venture with Langston University this year.

### Questions for the Dean /VP:

1. *The course special fee reimbursement rate is unknown so there is no way to accurately budget expenditures for a given semester. How are these fees allocated?*

Dr. Miller addressed the special fee questions. \$1.50/credit hour is charged of every student at OSU to pay for special class fees. Those fees are disbursed to courses with special costs associated for consumables. The allocation looks at the historical costs for a particular course for the last 2 years and averages those costs per student. If for example, your course required an average of \$40 in supplies and consumables for the last 4 semesters, your allocation this semester would be \$40 times the number of students enrolled.

2. *There is no clear process for adding a new class to the list to receive a special fee allocation. Can we get a clarification of this policy?*

There is an old fee request form that was used under the previous system. That form still works under the new system. New courses are added at the college level, so our office can process any new requests.

3. *We still have not received special fee monies for Fall, 2006 and we now have to buy supplies for Spring, 2007. Can we expect these funds soon?*

Yes, the allocation is late, but should be coming soon. There have been problems in the transition from the old system, where only courses with special needs charged fees, to the new general fee charged of all students. Hopefully, the delays will be minimal in future semesters.

4. *Should DASNR have a faculty planning committee on transporting students from campus to off-campus labs/classes? We are about to move parking (students and faculty) to remote areas that will prohibit students using their vehicles going to off-campus classes. This will affect the departments of NREM, Animal Science, Plant & Soil Sciences, Horticulture & Landscape Architecture, and Entomology & Plant Pathology for sure.*

Dr. Miller responded that certain classes which travel regularly for labs (dendrology for example) rent motor pool vans to travel to off-campus lab exercises and charge a special transportation fee of the students. This is not a perfect solution because requires using students to drive if multiple vans are needed and raises liability issues. While university regulations do not permit starting classes at non-standard times, it may be necessary to allow travel time within the lab period to prevent cutting into classes immediately before or immediately after off-campus lab classes to allow students who drive personal vehicles to labs time for driving, finding parking and making a lengthy walk to the next class. The question of having a special bus route that could transport students to the animal science area, turf farm or botanical garden at appropriate times was raised. Dr. Whitson said the Division would make inquiries into possible solutions to the problem.

5. *Is there a need to update the document the Council has on file which contains the RPT materials for each department? Is the current document out-of-date (given the new department in DASNR it probably is)?*

The RPT documents the Council keeps on file are not the ones used by the Division as guidance in promotion and tenure decisions. Typically, the current departmental guidelines

are attached with each promotion packet that is sent forward for consideration. It may be advisable to have current RPT guidelines for each department available on-line for review by prospective new faculty candidates, though the appropriate documents are typically made available to candidates during on-campus interviews. Each department updates its own RPT documents as needed, and we should certainly recommend that whenever changes are made that the new version be made available to the Council.

6. *The Division publishes information about proposals and funded grants on-line. This can cause issues with regard to intellectual property and can affect future success with private donors. What benefit is there from making this information public?*

This site simply posts the title of the grant proposed or received, the name and department of the PI, the amount requested, the granting agency, and the relevant dates. The main reason for the information is to promote the activities of the Division. We will certainly check into whether this level of information creates any problems with regard to intellectual property. Regardless, we need to be concerned with issues of security for all our websites. Good websites are important for advertising the Division and the university, but the sites must be secure and up-to-date.

#### **New Business:**

**By-Laws:** Copies of the Council by-laws with the changes proposed at the last meeting which reflected the name changes of 2 departments, the change in the Dean's title, and added a provision for electronic balloting for amendments were distributed for review. It was pointed out that there was an error in the title of the Natural Resource Ecology and Management department. It was proposed that the term *electronic* ballot be inserted rather than *email* ballot in the section on voting methods. Gerald Horn moved and Jim Criswell seconded that the changes be approved as amended. The motion passed unanimously. Dan Tilley and Mike Kizer will distribute the amended by-laws and organize a Division-wide vote of the faculty as soon as practical.

#### **Announcements:**

**Performance Reviews:** Dr. Whitson will be meeting with unit heads next week to discuss performance reviews for faculty. The target date for completion of the reviews is April 1. All faculty reviews are now formal every year. Administrative head reviews will be completed in the April 1-May 1 timeframe. We will continue the process of developing report cards for units based on publications, grant dollars, students graduated, impacts of programs, etc.

With regard to performance reviews, Gerald Horn asked Dr. Whitson about the significance of order of authorship on publications. In some departments if you are not 1<sup>st</sup> or 2<sup>nd</sup> author on a publication you receive little or no credit. With the Division's increasing emphasis on multidisciplinary cooperation there are many projects with 5, 6 or even more cooperators. There needs to be some discussion of this issue as it affects annual appraisals. Dr. Whitson responded that importance of order of authorship depends on the culture within the department. At the college level the administration will rely upon the unit head to determine the significance of order among authors and what counts as a refereed publication.

**Next Meeting:**

Tilley announced that next meeting is scheduled for April 6 at 3:30 PM.

**Adjournment:**

Jim Criswell moved and John Caddel seconded that the meeting be adjourned. The motion passed and the meeting adjourned at 4:45 PM.

Respectfully Submitted,  
Michael A. Kizer, Secretary  
DASNR Faculty Council