

DASNR Faculty Council Minutes February 22, 2001

Members present: John Caddel, Kathleen Kelsey, Mike Kizer, Darrel Kletke, Dean McCraw, Ulrich Melcher, Tom Phillips, Glenn Selk, Sue Williams, and Mike Woods.

Members Absent: Terry Bidwell, John Damicone, John Ritter, and Don Turton.

Ex-officio Members: Bill Weeks and Dean Sam Curl

Non-Members Present: Steve Stone, Director of Fiscal Affairs, Jan Madole, Manager of Grants and Contracts, James Blair, Head of Biochemistry and Molecular Biology

Call to order:

Call to order and call for additional agenda items by Chair Tom Phillips. Agenda was approved as amended.

Minutes for the Nov. 30, 2000 were approved as they were posted by the Secretary on-line at www.afc.okstate.edu

Committee Reports

DASNR Reappointment, Promotion, and Tenure (RPT) Committee: Melcher reported on recent activities of the DASNR RPT Committee and passed out a written report which can be seen on the AFC web site under Committee Reports.

Dean Curl commented on the general question regarding tenure review proposed by the Plant and Soil Sciences Department. He indicated that the proposed policy is under study and that it would therefore not be appropriate for him to comment further at this time on this specific question. He did go on to point out the importance in any case of adhering to the provisions spelled out in Appendix D and the necessity of employing the currently approved evaluation system.

Other comments: Criteria for RPT must be developed by an academic unit.

Bill Weeks indicated that Faculty Council is studying RPT policies.

Much discussion involving details of the policy ensued and led to a question regarding the need to clarify the activities/role of the AFC RPT committee. For example: Does the AFC RPT committee review and advise the dean or review and approve prior to a departmental adoption?

Dean Curl indicated most of the strength of the RPT is located in the department with little or no say by the division or other departments. He can ask the AFC RPT committee to review departmental RPT changes. Melcher will look into the situation and will report at the next meeting.

DASNR Curriculum and Academic Standards (CAS) Committee: Kelsey reported that most course changes were passed at a recent division meeting.

OSU Faculty Council: Weeks - No report

OSU Assessment Council: Kelsey reported

The National Survey of Student Engagement 2000 created a publication (handout). She summarized some of the assessment of Agriculture at OSU. Memorization is stressed more than learning concepts.

There is a question as to whether we should do another assessment in the future. Kelsey will contact Dean Miller to see if there should be a follow-up.

Old Business

Policy on Consulting/Expert Witnessing: Dean Curl indicated that the Division administration is going to continue to review and evaluate requests on a case-by-case basis as it has in the past; that every situation is different and needs to be evaluated on its own merits. He further indicated that there are generally only three or four cases each year where it is necessary for a faculty member who may become involved in sensitive litigation to obtain a subpoena, and that those cases can best be handled as they have in the past as opposed to trying to cover all the complex possibilities in a single policy statement.

New Business

Proposed OSU copyright policy <http://com.net.okstate.edu/copyright/index.html>

Copies of revision 7 were passed out.

Melcher had comments indicating - when we submit papers for publication, we cannot transfer the rights to the finding because the publication belongs to the University. The draft copyright policy implies that we should request via the department head, all transfer of rights. This says that we should request that the University agrees to transfer the copyrights before submitting a paper for publication.

The AFC should make a comment on the proposed policy. Melcher agreed to chair a committee. Other members will be named.

Faculty Information Needs: Parts of the requests for information were addressed by Steve Stone, Jan Madole, and Dean Curl. This subject overlaps with question #2 for the Dean.

Support for writing grant proposals –

Much (all) of the needed information is on the Division Web Site and copies of several pages were passed out. See <http://www.dasnr.okstate.edu/agco/>

Kathleen Kelsey is giving a summer session 1, grant-writing course for three weeks. AGED 5990 Special topics

Timeliness and accuracy of financial statements - Stone discussed the issue of timeliness and accuracy of financial statements. He indicated that the monthly financial reports are distributed to departments within 24 hours of being received in his office. Departmental *shadow* system is the best possible information. The central system from Whitehurst is slow and costly to CIS.

Hiring procedures – There is no simple central place to get all the guidelines for hiring. Call X45523 and talk to Betty James, Sue Bonner, or Mary Anne Gularte.

Procedures for electing CASNR reps to OSU Faculty Council: Weeks posed the question - Should the AFC be involved in getting nomination? The alternative is to let the faculty nominate candidates. Getting the best possible persons nominated is important. Sue will look into assuring we get 2 nominations.

Other issues for referral to OSU Faculty Council: None

Questions for the Dean.

1. It is common knowledge among some DASNR faculty, but not among all, that a private foundation wants to establish a plant biotechnology institute, or some similar activity, on the OSU campus with funding of about \$50 million. This presumably would add new scientists and programs. One assumption is that these scientists would be regular OSU faculty and somehow integrated into appropriate tenure-home departments, yet operate as a separate entity, possibly like the FAPC. There seems to be some mystery surrounding this institute because it has not been openly discussed. Will there be a brick and mortar addition to campus, or will new faculty squeeze into existing space? Will the \$50 million be a one-time allocation and then OSU will depend on the legislature for future appropriations to keep the programs running? Will DASNR and other OSU life sciences faculty be consulted for input on the planning and execution of this institute? I hope the Dean can shed some light on this topic and these specific questions.

Response: At the request of Dean Curl, Dr. Jim Blair, Head of Biochemistry and Molecular Biology, reported on a new program in plant biotechnology that may be funded by private donors. Faculty with specific questions about the program are invited to contact Dr. Blair for further details.

2. Can the Grants and Contracts office prepare and maintain an up-to-date summary of all things faculty should know when preparing a budget for a grant proposal? Important items include the current benefits rates for employees at all levels, how much IDC is allowed for a particular agency, whether or not equipment should be subtracted from the total before calculating IDC, what formula is to be used to calculate IDC, whether to round up or round down, etc, etc. These could be posted on the Internet, perhaps as a separate set of rules for each commonly-used agency (NSF, USDA, NIH, DOE, OCAST, etc), and updated each year.

Response: Dean Curl introduced Steve Stone and Jan Madole, who presented information currently on the DASNR Web Page which links directly to the DASNR Grants and Contracts Office. The web site provides information on the Grants and Contracts Staff, Grants and Contracts Awarded, Announcements Distributed, Proposals Submission Procedures, OSU Institutional Resources, Links to External Sponsors, and Other Links. Individuals can link into budget pages and prepare budgets using the worksheets available on the web site. They also distributed the proposed fringe benefit rates for FY 2002.

3. Requests for evaluation of Drs. Wagner and Miller were sent to the faculty of the Department of Animal Science during late July 2000. There was a request for return of the evaluations approximately 10 days after the date on the request for evaluation. This is a time of year when many faculty use some annual leave. Furthermore, the American Society of Animal Science and American Dairy Science Association annual meeting was held during the time between the date on the request and the due date for return. Many Animal Science faculty members attend this meeting. The net result was that there were faculty members who were already out of their offices when the request for evaluation arrived and did not return until after they were due to be sent back to the Dean. Some faculty did not complete an evaluation because of the unfortunate timing. May we be assured that the timing of the request for evaluations will be more sensitive to faculty schedules in the future?

Response by Dean Curl - The Dean indicated that his office will make every effort to provide a greater amount of time for these responses to be made when they are requested in the future.

Off the record comments and discussion - Incorporated into several of the discussions in other sections.

Other new business:

Dean Curl pass out a draft of the Division's guidelines to assist in determining faculty performance and professional development. He wants responses by March 9. The AFC RPT committee will respond for AFC.

Adjourn: 10:15

Respectfully submitted,

John Caddel, AFC Secretary