

DASNR Faculty Council Minutes
Wednesday April 18, 2001
8:00-10:00
Rm 139 Ag. Hall

Members present: Terry Bidwell, John Caddel, John Damicone, Kathleen Kelsey, Darrel Kletke, Dean McCraw, Ulrich Melcher, Tom Phillips, Glenn Selk, Mike Woods, and Jerry Fitch

Members Absent: Mike Kizer, John Ritter, Don Turton, and Sue Williams

Ex-officio Members: Bill Weeks, OSU Faculty Council Rep. and Sam Curl, Dean & Director

Non-Members Present: Mary Anne Gulate, Dir. of Ag. Sup. Services, Steve Stone, Dir. of Fiscal Affairs, Chuck Tauer, substitute for Don Turton, and D.C. Coston, Assoc. Director

1. **Call to order:** Call for additional agenda items by Chair Tom Phillips. Agenda was approved as sent out.
2. **Minutes for the Feb. 22, 2001:** Approved as posted by the Secretary on-line at www.afc.okstate.edu

3. Committee Reports

DASNR Reappointment, Promotion, and Tenure (RPT) Committee: Melcher reported that the revised RPT policy has been approved and is going to departments for implementation.

Post-tenure review by Plant & Soil Sciences: Melcher and Curl lead the discussion. A letter from Marvin Keener, Executive Vice President, indicates that the term "Post Tenure Review" is inappropriate and a revised policy should have a different name. The Plant & Soil Sciences department grounds for dismissal should be consistent with existing procedures and grounds for dismissal in Appendix D of the OSU Faculty Handbook and should refer to that document. The AFC RPT committee generally agreed with Dean Keener's views and submitted a report to Dean Curl. A department's standards can be more stringent than the University for granting tenure.

Academic Rank Descriptions: Dean Curl – revised guidelines drew relatively few criticisms, but the examples (Appendix 1) were seen as too restrictive. The "Guidelines" will be sent from the dean to the faculty as policy. The examples will then be distributed as a separate document, and the AFC will be asked to handle the review.

DASNR Curriculum and Academic Standards (CAS) Committee: Kelsey reported on the Oklahoma State University Assessment Council meeting minutes. The University wide assessment group has funds (small grants) for faculty assessment projects. This is part of the official accreditation process. Projects should address the general question - "How are programs going and how can they be improved?"
<http://www.okstate.edu/assess/> is the address for the Oklahoma State University Assessment Council. It contains a description of Special Assessment Projects funding.

Administrative Appraisal Form: Mary Anne Gulate reported and asked for the AFC to indicate how Administrators evaluations should be handled. - Presently administrator's evaluation is formal every three years. In alternate years the evaluations are informal. A copy Policy, Guidelines and Procedures for Performance Appraisal of Academic Administrators was handed out. Attachment 3 is filled out by the faculty and sent to the Dean. The Dean summarizes the evaluations and discusses it with the administrators. The AFC can modify the form (attachment 3) and has done so from time to time. Other methods of appraisal may be used, involving other representatives from departments who develop a committee who sends appraisals to a AFC committee who summarizes. Then it may go to the Dean who discusses it with the administrator.

Gulate reported response is generally good. The response sheet may be a combination of items from the committee and items from the dean.

It was moved to continue with the present format, seconded and passed.

4. Old Business

OSU Copyright policy (Discussed on 2-22-01). Committee - Melcher, chair , Carol Bender, Doug Needham , and Kathleen Kelsey. The OSU Faculty Council has studied a new policy that covers all possible copyrighted material. The AFC committee will evaluate the new policy and report to the OSU Faculty Council by the end of the semester. The AFC committee requests input from the AFC. The version before the faculty council is at <http://com.net.okstate.edu/copyright/policy3.html> The old, currently in force, version is at: http://www.okstate.edu/osu_policies/1-0201.html

Faculty Information Needs (Grants, Fin. Accounting, etc.): Requests for information were addressed by Steve Stone, Jan Madole, and Dean Curl on 2-22-01. There can be a significant delay in reporting because the short tenure of the departmental assistants. The department heads should make sure that the new financial assistants are thoroughly oriented.

Selection of CASNR reps to OSU Faculty Council: John Damicone is the new OSU Faculty Council Representative for Agriculture. Next year there will be two new Agriculture Representatives.

5. New Business

Questions for the Dean:

1. What concrete steps are being taken by the Division to improve the plant growth facilities (e.g., greenhouses and controlled environment chambers) available?

Division administration has been moving to enhance life sciences research. This includes both human capacity and infrastructure. The initial focus was to define positions that would bring additional expertise to our faculty. During the past few years many new faculty with such capabilities have joined us. Along with these positions, there was a need to enhance the research equipment capacity. In addition to the equipment necessary for operation of any laboratory, during the last year, there has been a significant investment in multi-user equipment including: nucleic acid sequencing, microarray technology, GC-mass spec capacity to support protein work, and confocal microscopy.

With the above now in place and additional positions being filled, the next critical need is enhanced controlled plant growth environment facilities. This includes both greenhouse and growth chamber enhancement. One of Dr. Westerman's initial tasks was to work with appropriate department heads to catalogue our current capacity and to ascertain ways to enhance the utility of what is already here. This process is well underway.

The next step is to plan for a set of facilities that will meet the needs of our current staff and those that we may anticipate joining us. We believe that such a set of facilities is likely to cost \$4-5 million - funds which are not currently in hand. We also do not know all the potential locations - however, we feel that it should be near the sites of laboratory research and also convenient for teaching purposes. We will be pursuing this including having conversations with University administration regarding both location and potential sources of funding.

2. Several of the FCS Cooperative Extension State Specialists have used Wal-Mart for a vendor to obtain educational supplies such as materials for demonstrations, displays, etc. Wal-Mart no longer will accept charges from Oklahoma State University. This situation has caused a significant hardship for our program particularly for the Foods Specialists who do demonstrations for Oklahoma Gardening. Not being able to use Wal-Mart as a vendor reduces the variety of items available and has a major impact on the educational supplies budget. Is it possible to work with Wal-Mart to correct this situation? Other departments have expressed concerns over the loss of this important local vendor. Hobby Lobby is another local store that will not accept OSU charges, and this has caused

hardships for some faculty.

The situation with Wal-Mart is a result of Wal-Mart issuing their own credit card and wanting OSU to use the card to make charges. The University administration decided against using the card for small purchases.

Instead, the University is going to a credit card system. This system is going through a trial run with selected departments within the University. Once the system is in place, each faculty member will be issued a credit card on which he/she may make purchases of less than \$1,500. The charges will be reconciled monthly at the departmental level and payment charged to the proper account(s).

Having this credit card will alleviate some of the problems with other vendors, such as Hobby Lobby.

When the credit card system is initiated, faculty and staff will be trained in using the cards.

OSU Faculty Council Business (Weeks): Copyright policy will be discussed soon by OSU Faculty Council. OSU Faculty Council has pass a resolution to encourage a 3 - 5 % salary program and a market base salary adjustment. Recommendation went to president Halligan.

OSU Faculty Council pass a resolution to continue developing background checks – which positions will require checks.

Oklahoma State University Student Government Association web sites was developed without OSU Faculty Council knowledge or oversight from the University.

Other New Business: None

6. Adjourn at 10:00

Respectfully submitted,

John Caddel, AFC Secretary