

DASNR Faculty Council
Minutes
Sept. 11, 2001

Members present: John Caddel, John Damicone, Jerry Fitch, Kathleen Kelsey (R), Mike Kizer, Darrel Kletke (R), Dean McCraw, Ulrich Melcher (R), Tom Phillips (R), Don Turton, Sue Williams, and Mike Woods
(R) = retiring members.

New members present: Brian Adam, Steve Cooper, Mike Kizer (re-elected), Mark Longtine, Dennis Martin, Tom Royer, and Robert Terry

Members absent: Nick Basta, Terry Bidwell (R), John Ritter (R), and Glenn Selk (R),

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

Non-members present: David Buchanan, Steve Stone (and financial assistants)

1. **Call to order:** Call for additional agenda items by Chair Tom Phillips. Agenda was approved as sent out.
2. **Minutes for June 19, and April 18, 2001:** Approved as posted by the Secretary on-line at www.afc.okstate.edu
3. **Committee Reports:**
DASNR Reappointment, Promotion, and Tenure (RPT) Committee: no report
DASNR Curriculum and Academic Standards (CAS) Committee: no report
4. **Old Business:**

a. **Revisions to Appendix 1 of DASNR Academic Rank Descriptions.** On June 19 a committee was appointed to clarify text to more clearly state the AFC's recommendation concerning "Examples of Criteria that may be Employed in Evaluation of Faculty in the Division of Agricultural Sciences and Natural Resources." The committee consisted of David Buchanan, Chair, with Mike Woods and Tom Phillips. The revised text was approved and is included as Appendix A in these minutes.

Dean curl thanked the AFC for its work and indicated his office will take the report under consideration.

5. New Business

a. **Report from OSU Faculty Council - Weeks**

- Long Range Planning Committee was renamed "Long Range and Computing Committee."

- Council is looking into termination procedures to see if they are fair and if they should be improved.
- Parking Committee is looking into variable rate parking fees. Discussion included opinions that OSU parking was cheap compared to many other universities; we do not want to pay much more for a hunting permit; conveniently-located reserved spaces at a higher cost may be acceptable; etc.

b. Report on search for Asst. Dean for Academic Programs:

David Buchanan reported for the search and screening committee. There are a reasonable number of applicants. The committee will soon begin to narrow down the applicant pool and schedule interviews.

c. Selection of OSU Faculty Council representative to AFC: Requires an Amendment of AFC By-laws.

Presently we are in a transition period for determining OSU Faculty Council members. We presently have 3 representatives from Agriculture - - Bill Weeks is the present representative to the Ag. Fac. Council from OSU Faculty Council, and his term expires spring 2002.

Tom Peeper is from Ag. on the OSU Faculty Council through 2003

John Damicone is from Ag. on OSU Faculty Council through 2004

Two new representatives from agriculture will be elected in 2002

Two new representatives from agriculture will be elected in 2003

With Weeks and Peeper gone, that will leave 5 OSU Faculty Council members from agriculture after spring 2003.

Motion: The Ag. Representative to OSU Faculty Council in his/her second year will be the representative to the AFC. The same person will serve on the executive committee of the AFC. **Approved.**

Amendments to the Agricultural Faculty Council By-Laws requires a 2/3 vote of the general faculty in the Division of Agricultural Sciences and Natural Resources.

Executive Committee Comment: This recommendation was based on incorrect information and the AFC will re-consider at the next meeting.

d. Questions for Dean Curl:

Question 1: *Dr. Foster has been Associate Director of the Cooperative Extension Service for well over a year. Many State Extension Specialists would like to know his views. The only information received is second or third hand and is not consistent. Would it be possible to have Dr. Foster explain what he sees for the future of Extension in Oklahoma? It would be helpful for all of us to be working toward the same goal.*

Response 1: Dr. Foster has spent a good deal of time during his 18 months traveling in the counties, becoming acquainted across the state. Upon assuming the associate director position, he invited the department heads to arrange an opportunity for him to meet with faculty who have an Extension appointment or an interest in discussing Extension programs. To date, he has been invited to about five such sessions. I know that he has a meeting scheduled with the department heads in October and that he intends to ask those who have not arranged for him to meet with their department to do so in the near future.

Question 2: *What is the status of the Sitlington Endowed Chair search? Are negotiations still ongoing? Will the search be re-opened, re-advertised?*

Response 2: Two excellent candidates were interviewed for the Sitlington Endowed Chair position. We are negotiating with a candidate and hope to reach a satisfactory agreement shortly. This is an important position and we will continue to be diligent in our efforts to secure an outstanding scientist to hold this prestigious Chair position.

Question 3: *My question has to do with hotel reimbursement and per diem for meals and incidental expenses when traveling for purposes other than to conferences that have "designated" hotels. I was originally going to complain about the unrealistic allowable hotel rate of \$40.00 a night, but now I understand that new state travel guidelines were voted on by the legislature this summer, and that we now operate under a system in which every city has allowable hotel and M&IE rates based on the local cost of living. I heard about this through an Extension colleague. This will be a tremendous improvement over the old system. Will the entire OSU traveling community be informed of the new policies? A colleague traveling recently under the new policy was told he could use a hotel in Washington, D.C. with a maximum rate of \$119, and "no taxes included", according to the information from the government travel web site. The room he got was exactly \$119 before taxes. When his travel voucher was reviewed in Ag Hall he was denied the taxes and had to pay them out of pocket. What is meant by "no taxes included"? How can one avoid these situations?*

Response 3: On June 29, David Bosserman, associate vice president and controller, sent a memorandum that outlined the modifications to the state travel reimbursement rates to deans, directors, department heads, and fiscal officers. A copy of the memorandum is attached. The changes were effective July 1. The Division Fiscal Affairs Office has posted details regarding the changes on the DASNR Intranet, <http://intranet.okstate.edu/> (click on Fiscal Affairs; Extension Finance Office; Travel Forms, Rules, and Regulations; Travel Reimbursement Rates). The web site also provides web addresses for other sites that have information on the allowable reimbursement rates for certain cities.

If a city is not listed on the web site, then the rate of \$55/night applies. These rates are inclusive of taxes, so if your room rate with taxes added is in excess of the allowable reimbursement rate, you will not be reimbursed for the excess.

In addition, per diem in lieu of meals and lodging for in-state travel means that if you stay somewhere and do not have a receipt, or if you stay with a friend or relative, you can be reimbursed up to the per diem rate plus \$10. For out-of-state locations, you will need to locate the appropriate rate (by city) on the website.

The U.S. General Services Administration web site provides per diem rates and other travel information and can be accessed at www.policyworks.gov/perdiem/.

The following points are from Maria Moccia-Wolff to supplement Dean Curl's response:

There is now an electronic version of the State of Oklahoma Travel Voucher available for departmental use at <http://www.okstate.edu/oavpc/policies/travproc.htm>. You can also get there from the OSU Home Page, following the links for Administration, Associate Vice President & Controller, Accounting Policies & Procedures, and finally, Oklahoma Travel Voucher Form & Travel Procedures.

Please note that at this time, a signed paper copy of the voucher is still required and will be audited according to the same procedures as the current form.

Travel requisition numbers for these electronic forms may be requested, in blocks of 25 or more, from University Accounting's travel auditors, Lois Holmes and Connie Scott.

The Office of State Finance has reconsidered the policy on lodging taxes and will now allow reimbursement of taxes in addition to the maximum allowable lodging rate for the location of travel. This may not affect many of OSU's travelers, who are often able to receive full reimbursement under the designated lodging rule.

The Office of State Finance has issued guidance regarding the use of multiple per diem rates for trips with multiple destinations. They indicate that the per diem rate for one location ends, and the rate for their next location begins, when the traveler leaves that location.

e. Introduction of new members of the Agricultural Faculty Council

Brian Adam - Agricultural Economics
Robert Terry - Agricultural Education, Communications, & 4-H Youth Develop.
Steve Cooper - Animal Science
Mark Longtine - Biochemistry and Molecular Biology
Mike Kizer (re-elected) - Biosystems and Agricultural Engineering
Tom Royer - Entomology and Plant Pathology
Dennis Martin - Horticulture and Landscape Architecture
Nick Basta - Plant and Soil Sciences

f. Election of AFC officers and special committee representatives:

Chair - Sue Williams

Vice-Chair - Mike Woods

Secretary - John Caddel

AFC Member to **DASNR RPT** committee - Mike Woods, Chair

Brian Adam, Chair-elect

Liaison to **CASNR CAS** committee, Dennis Martin.

6. **Adjourn** at 9:30

Respectfully submitted,

John Caddel, AFC Secretary

**Examples of Criteria that may be Employed in Evaluation of Faculty in the
Division of Agricultural Sciences and Natural Resources**

Preamble

Faculty members perform numerous tasks that are important to their profession, the university and to society at large. Many, though not all, of these activities are scholarly in nature. One of the qualities that should exemplify any individual with faculty rank should be scholarship. Traditionally, some think about scholarly activity only in a research context. The writings of Ernest Boyer and others have encouraged the academy to examine scholarship in a broader context. This broader view is in keeping with the tradition of Oklahoma State University as a Comprehensive, Land-Grant University with multiple missions. An emerging view of scholarship says that a scholarly activity should produce something that is new, be subjected to review and be shared with others.

DASNR faculty have official appointments that include time for the College of Agricultural Sciences and Natural Resources, the Oklahoma Agricultural Experiment Station and/or the Oklahoma Cooperative Extension Service. Hence, DASNR faculty have official responsibilities that include teaching, research and/or extension. In addition, faculty may, by reasons of expertise and/or interest, participate in activities or develop materials that fall into one of the missions for which they have no official appointment. DASNR faculty are also expected to perform service responsibilities that may pertain to the well-being of the department, DASNR, Oklahoma State University, their respective professions or the outside community.

Faculty should function as "scholars" while performing all of these tasks. Scholarship falls into four broad categories including: Engagement, Discovery, Integration and Synthesis, and Teaching, Learning and Application. The Scholarship of Engagement is the act of involvement with the participants and recipients of the scholarly activity so that proper planning can be accomplished and so that the scholarship will manifest itself in proper venues. Engagement is necessary to all of the functional areas (teaching, research, extension, service) so that the scholarship has a proper and well-understood target. The Scholarship of Discovery is the uncovering of new knowledge or artistic expression. Discovery has been, traditionally, associated primarily with research. However, discovery is also necessary for the other functions as well. Many innovative teaching programs (either for resident instruction or extension and outreach) demand development of new knowledge that is organized around the needs of the learner. Service demands new ideas and approaches to serve the needs of the group being served. The Scholarship of Integration and Synthesis serves to combine new knowledge with previously existing knowledge to develop new expression to established thought and traditions for any of the missions. The Scholarship of Teaching, Learning and Application includes the methods by which the other categories of scholarship are delivered to the target audiences. Delivery of research results, lectures, extension programs, reports, articles for the popular press, books and an expanding array of electronic materials fall into this category. In addition, faculty members may directly apply their expertise in a variety of venues.

These categories of scholarship described above can be pictured as a cross-classification

with the functional areas of teaching, research, extension and outreach, and service. The scholar brings to bear all of the categories of scholarship in the performance of his/her duties regardless of the nature of those duties.

The foregoing discussion may leave the impression that any faculty activity is, by definition, a scholarly activity. This is not a proper interpretation. Faculty members perform many tasks which, while critical to the success of the institution, are not necessarily scholarly in nature. As an example, service on committees may involve some scholarly activity at times but is not, in and of itself, a scholarly activity. While all faculty should be performing scholarship, other non-scholarly activities will also be a part of the assignment of each faculty member and are typically expected for satisfactory performance.

The criteria that follow provide broad examples that may be used to evaluate the performance of faculty members for various purposes. The list is not intended to be all-inclusive. Rather, the examples are provided so that each department will have a basis for understanding a philosophy to be used in developing its own criteria for evaluation of faculty. Criteria are grouped into the three major work areas of DASNR faculty, teaching, research and extension, as well as the fourth area of service, which is common to all faculty. Note that most criteria are activities and some are recognitions.

TEACHING

- ! Development of new courses or major revision of existing courses
- ! Funding of educational proposals from peer-reviewed, external or internal sources
- ! Substantial service in undergraduate advising and mentoring, student honors programs, or other activities in the professional development of students
- ! Chair or member of graduate advisory committees, or primary mentor of graduate students
- ! Evidence of courses taught at a rigorous and challenging level, with recognized excellence
- ! Participation in professional development activities that lead to enhanced effectiveness
- ! Publication of innovative, widely adopted or acclaimed instructional or pedagogical materials in print or electronic media
- ! Publication with a teaching focus in peer-reviewed journals
- ! Outstanding teaching performance as evidenced by student ratings, peer evaluation or direction of graduate research
- ! Noteworthy success of mentored students evidenced by awards to the student or ultimate placement in a professional position
- ! Selection for a university, college or professional society outstanding teacher award
- ! Recognition as an authority by government agencies, other educational institutions, and private organizations evidenced by, for example, special invitations or awards

RESEARCH

- ! Funding of research proposals from peer-reviewed, competitive, external or internal sources
- ! Lead or participate in significant collaborative, team research efforts
- ! Significant and consistent publication of research in peer-reviewed journals
- ! Visible publication or reporting of research in non-refereed venues
- ! Present invited or submitted papers at regional, national or international meetings
- ! Author or edit a scholarly book, or contribute a chapter to a book
- ! Serve as editor, editorial board member or frequent reviewer of a scientific journal
- ! Award of patents or contribution to other intellectual property derived from research efforts
- ! Economic and scientific impact of research documented by frequent citation, industry support or adoption of results in theory or practice
- ! Consulting or practice of professional activities outside the university
- ! Professional development and improvement activities that lead to increased effectiveness
- ! Award and maintenance of professional certification
- ! Receipt of fellowships, awards or prizes based on research contributions
- ! Recognition as an authority by government agencies, other educational institutions, and private organizations evidenced by, for example, special invitations or awards

EXTENSION AND OUTREACH

- ! Funding of proposals for extension and outreach programs from external or internal, public or private, sources
- ! Lead or participate in collaborative, regional or inter-regional team programs
- ! Deliver effective extension and outreach programs to clientele on a regular basis
- ! Publication of widely adopted extension educational materials
- ! Publication or other program delivery in electronic media outlets
- ! Produce programs and/or publications resulting from collaboration with peers and/or researchers within and among disciplines
- ! Present invited or submitted papers at regional, national or international meetings
- ! Professional development and improvement activities that lead to increased effectiveness
- ! Documentation of significant economic, social, and/or environmental impact from extension and outreach activities
- ! Selection for a university, college or professional society outstanding extension award
- ! Recognition as an authority by government agencies, other educational institutions, and private organizations evidenced by, for example, special invitations or awards

SERVICE

- ! Officer, committee member or program chair in regional, national or international

professional organization

- ! Chair, officer or member of university, college or department committees or task forces
- ! Service on commissions, task forces or boards to government agencies, other educational institutions or private industry
- ! Administrative leadership role in department, college or university
- ! Professional service to the local community and general public at large
- ! Participate in self-development activities that lead to enhanced service effectiveness
- ! Recognition for service by home institution, government agencies, other educational institutions, community groups and private organizations by awards, prizes and special invitations