

**DASNR Faculty Council  
Minutes  
September 12, 2002**

**Members present:**

Old Members: Brian Adam, John Caddel, Steve Cooper, Mike Kizer, Mark Longtine, Dennis Martin, Dean McCraw, Tom Royer, Don Turton, Sue Williams, and Mike Woods

New Members: Greg Bell, Dwayne Cartmell, Nurhan Dunford, Stephen Hallgren, Joyce Jones, Clint Krehbiel, and Nathan Walker

**Members absent:** Nick Basta, John Damicone, Jerry Fitch, Robert Terry, and Marcia Tilley

**Ex-officio member:** Sam Curl, Dean & Director and Don Murray (Fac. Council Rep.)

**2002-2003 DASNR Faculty Council Membership**  
(years of service remaining)

Ag. Econ.	Brian Adam (1) Marcia Tilley (2)	Ento. Plt. Path	Tom Royer (1) Nathan Walker (2)
Ag. Ed.	Dwayne Cartmell (1)	Family & Cons. Sci.	Joyce Jones (2)
An. Sci.	Steve Cooper (1) Clint Krehbiel (2)	Forestry	Stephen Hallgren (2)
Biochem.	Mark Longtine (1)	Hort. & LA	Dennis Martin (1) Greg Bell (2)
Bios. & Ag. Engr.	Mike Kizer (1)	Plt. Soil Sci.	Nick Basta (1) Nurhan Dunford (2)

1. **Call to order:** Call to order at 8:00 am  
Call for additional agenda items - none.
2. **Announcement:**
  - a. Introduce New Councilors
  - b. Other - none
3. **Minutes for May 2, 2002:**  
Approved as posted by the secretary on-line at <http://www.afc.okstate.edu>
4. **Committee Reports:**
  - a. DASNR Reappointment, Promotion and Tenure Committee -Woods - no meetings to report
  - b. DASNR Curriculum and Academic Standards (CAS) Committee - Martin.  
Report in Appendix A
  - c. OSU Faculty Council - Damicone. Report in Appendix B.
5. **Old Business:** - none
6. **New Business:**

a. Questions for Dean Curl:

Question #1. Background: It is the understanding of a faculty member that untenured DASNR Faculty are being asked to submit revised job descriptions to Division Administration. Further, requests for new job descriptions will be forthcoming for tenured faculty. Paragraph 1.1.3 of Appendix D of the OSU Faculty Handbook clearly indicates that faculty job descriptions are spelled out in the initial letter of offer at the time of hiring.

Questions:

- Is it true that DASNR is initiating this effort? If so.....
- What is the reasoning for making this request?
- Will all faculty, regardless of rank, be asked to do this?
- Has this procedure been presented to departments, OSU Faculty Council, or other advisory groups?
- How will this be used, if at all, for faculty who are going up for reappointment, promotion and tenure decisions this year or in the future?
- How will this new approach to re-description of jobs by DASNR affect standing OSU policy and if so will the current OSU policy be revised?

Response by Dean Curl: Position announcements and accompanying descriptions are frequently written in very broad terms in order to attract a large number of qualified candidates. Original position descriptions are thus often quite general and may not accurately reflect the skills of the individual ultimately selected for the position. A mutually agreed-upon position description developed after a faculty member has begun his or her duties will provide a clearer benchmark against which to judge the performance of the faculty member. A negotiated position description prepared by the faculty member and approved by the Department Head and Dean will insure that:

- adequate critical thinking has gone into the development of the program;
- the position description reflects the training and interest of the faculty member;
- the program is sufficiently focused to address the expectations agreed upon by the department and administration when the position was created.

It is planned that ultimately, all faculty members who have not yet progressed through the tenure process or reached the rank of full professor will be expected to prepare a specific position description. Individuals working toward tenure will be completing their position descriptions during the fall semester. If an individual who is to be considered for tenure this academic year is uncomfortable about preparing a more specific position description until after the tenure decision has been made, that individual is invited to indicate such via a letter to the Dean submitted through the Department Head with the Department Head's approval indicated. Tenured associate professors will be asked to prepare specific position descriptions once the untenured faculty have completed their position descriptions.

The request that certain faculty develop specific position descriptions is a refinement of current policy of providing a general position description at the time a position is announced. It is intended to clarify and refine the position description, not change it. It is

envisioned that this practice will be of very significant benefit to the individual faculty member with respect to clarification of expectations relative to tenure and promotion consideration. This is a DASNR initiative, not an OSU requirement. It has been discussed with the Division's academic department heads on several occasions during the past few months.

Question #2. Background: In late 2001, following the terrorist attacks on the World Trade Center Complex, there were discussions taking place concerning added security at Federal facilities, especially USDA facilities.

Question: Is there any word or plans to fence off and add security to the USDA/DASNR Research Greenhouses on Western Avenue?

Response by Dean Curl: There are no plans at this time to fence off the research greenhouses. Until (and unless there is) notice to the contrary, the greenhouses assigned to DASNR will continue to be accessible to project leaders, students, etc., as in the past. Entry into the main USDA/ARS laboratory, however, will require sign-in, and a visitor's badge will be issued. All doors to the main laboratory will be secured. USDA/ARS employees will continue to wear identification.

b. Election of officers for 2002-2003

Chair – Brian Adam

Vice Chair – Mark Longtine

Secretary – Dennis Martin

RPT Chair-elect – Greg Bell

RPT Chair – Brian Adam (or TBA)

Chair Curriculum Academic Standard – (to be appointed by chair )

OSU Faculty Council - Don Murray

c. Orientation for New Councilors

i. Review Information on the AFC web site-- Caddel

Essentially all the records of the DSNAR Faculty Council are on the web at <http://www.afc.okstate.edu> Members are encouraged to read the information at that site, including the by-laws. Questions about the AFC policies and procedures should be brought up to the executive committee. Corrections of minutes should be sent to the secretary.

ii. Meetings/Questions for the Dean---Williams

Members were reminded that they should seek input from their faculty. When possible questions for the Dean to address should be submitted to the Chair in writing. Questions will be normally presented to the Dean one or two weeks prior to the regular meetings during a meeting with the Executive Committee and the Dean.

7. **Next meeting:** The time and date of the next meeting will be arranged by the executive committee, Dean Curl, and the AFC.

**8. Meeting Adjourned:** 9:30 am

Respectfully submitted,

John Caddel, AFC Secretary

### **Appendix A.**

Notes from the CASNR Curriculum and Academic Standards (CAS) Committee Meeting  
1:30 to 4:48 pm, August 13, 2002

Provided by: Dennis Martin, AFC Representative to CASNR CAS Committee

1. Call For Representatives

Dr. Ed Miller has put out a call to Dept. Heads to recruit representatives to the 2003 CAS Committee from each Department.

2. New Degree Program Requests

A request was made to create a Master of Science Degree Program in Agricultural Communications in the Dept. of Agricultural Education, Communications, and 4-H Youth Development. The Univ. of FL is the only other University offering a graduate degree in Ag Communications. **APPROVED BY THE CAS COMMITTEE WITH FRIENDLY AMMENDMENTS AND SUGGESTIONS.** The request can then move forward for additional evaluation.

3. Proposal For Creation of an Ag Ed Minor in Leadership Education. - Request Approved.

4. Request For Forestry Program Modification

A request was made to create 4 options in the forestry program:

1. Forest Management Option
2. Natural Resources Conservation & Management Option
3. Forest Ecosystem Science Option
4. Urban & Community Forestry Option

Changes would bring all options in Forestry from 140 hours to graduate down to 130 hours. No new courses or change in course descriptions are necessary. - **ALL OF THE ABOVE ITEMS WERE APPROVED.**

5. Course Action Requests That Were Approved.

AGCM 5000: Research & Thesis – Request to add new course and graduate credit. (w/Friendly amendments added).

AGCM 5103: History and Philosophical Foundations of Ag Comm - Request for course addition and add grad. Credit (w/Friendly amendments added).

AGCM 5203: Theory & Practice in Ag Comm – Request for course addition and add graduate credit (w/Friendly amendments added).

AGCM 6100: Developments in Ag Comm - Request for course addition and add graduate credit. Will not be cross listed as AGED 6100. (w/Friendly amendments added).

AGED 1511: Intro to Leadership in Agriculture – Request to add new course (w/Friendly amendments added).

AGED 2303: Request for title change from “Personal leadership skills in Agriculture “ to

“Personal Leadership Development in Agriculture” and change in description. AGED 3303:

Request for change in title from “Leadership skills for agricultural organizations” to “Agricultural leadership: Theory and Practice” as well as to drop graduate credit.

AGED 3333: Contemporary issues in leadership – Request to add course.

AGED 4101: Seminar in leadership education – Request to add course and add graduate credit (w/Friendly amendments added).

AGED 4303: Facilitating Leadership Education Programs – Request to add course and add graduate credit.

AGEC 3333: Ag Marketing and Price Analysis – Request for change in course description and retain graduate credit.

AGEC 3463: Ag Cooperatives – Request for change in prerequisites and retain graduate credit.

AGEC 4333: Commodity Futures Markets - Request for change in prerequisites.

BAE 5423: Food Rheology – Request to add new course with graduate credit.

BAE 6100: Teaching Practicum in Biosystems Engineering – Request to add new course with graduate credit (w/Friendly amendments added).

HORT 5443: Basic Laboratory Experimentation – Request to add new course and add graduate credit (w/Friendly amendments added).

PLNT 3213: Forage and Grazinglands Resources Management – Request for change in Prerequisites and retain graduate credit.

PLNT 6000: Doctoral Thesis – Request to change credit from 20 hrs max. to 36 hrs max accumulated credit.

RLEM 6000: Doctoral Thesis – Request to change credit from 20 hrs max. to 36 hrs max accumulated credit.

SOIL 6000: Doctoral Thesis – Request to change credit from 20 hrs max. to 36 hrs max accumulated credit.

RLEM 4954: Ecology of Rangeland Habitats and Landscapes – Request for course to be dropped.

RLEM 3913: Principles of Rangeland Management and Restoration – Request to change title to “ Rangeland Management and Restoration” and to change course description and drop graduate credit.

SOIL 4463: Soil and Water Conservation – Request for change in description and content (w/modifications made to proposed description).

ENVR 4573: Ethical Issues in Agriculture and the Environment – Request to add general education credit for this course (w/ modifications).

**6. Course Action Requests That Were Withdrawn During the Meeting.**

PLNT 5423: Plant Genome Analysis: Theory and Technology – Request for new course to be added with graduate credit.

## **Appendix B**

### 12 Sep 02 - Faculty Council Report

Faculty council met for the first time this year on 10 Sep. No new recommendations resolutions were presented. Likewise, no new actions were made by administration on any of six recommendations previously approved by faculty council. These include Market-Driven Salary Increase to Tenure-track Faculty (Budget), Parking Policy (Campus Facilities, Safety, and Security), Copyrightable Intellectual Property Policy (Research), Formalization of the University Raise Program (Budget), Athletic Department Deficit Reduction (Budget), and Information Technology Policy (Long- Range Planning and Information Technology).

A brief report on the activities of the Ombuds was presented by Carolyn Hernandez. The report focused on the number of cases handled during each of the last several years (about 100/year). Cases vary between students, staff, and faculty. Student and staff comprise the majority of cases, but no details on the types of complaints nor the level of customer satisfaction were presented.

An Ad-hoc Committee (David Buchanan, James Breazile, and Brenda Masters), formed at the request of President Halligan, reported on investigations into a faculty dispute over a grade change from an "I" to a "W" after the 12<sup>th</sup> week (the drop deadline). An administrator made the change over the objections of a faculty member without seeking approval of the Late Drop and Withdrawal Committee. Apparently this was an isolated circumstance due to lack of communication between the student, faculty member, and administrator. However, of the 170,000 grades assigned every year at OSU, 3,000 are changed and there is no way of knowing for certain that there are no other problems. The committee offered suggestions to the President and Executive Vice-President for solidifying the various checks and balances currently in place to prevent such errors in judgement in the future.

Updates on the lawsuit over retirement and the presidential search were given by Edgley and Lawry, respectively. On the retirement issue, little new information was presented that has not already been distributed to faculty over the list-serve. While the judge has ordered the parties to try to resolve the dispute prior to any more rulings, the law firm will shortly be certifying the eligible members of the class. Four members of the OSU faculty are serving on the presidential search committee. The deadline for nominations is approaching and all faculty are encouraged to nominate qualified individuals ASAP.

The next meeting will be on 8 Oct. 2002.

John Damicone