AGENDA

1. Faculty Awards: due dates

2. Review Sabbatical Proposals

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL</th>
<th>START DATE</th>
<th>END DATE</th>
<th>PERCENTAGE OF SALARY PROVIDED BY OSU</th>
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<td>Hughes, Patricia</td>
<td>SKAHR</td>
<td>January 16, 2019</td>
<td>May 15, 2019</td>
<td>Not marked</td>
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<td>Ivey, Toni</td>
<td>STLES</td>
<td>July 1, 2018</td>
<td>January 11, 2019</td>
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<td>STLES</td>
<td>January 1, 2019</td>
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3. Set Spring Meetings
F-1 Purpose

The shared governance structure has been designed to enable faculty to have a major influence on the policy and direction of the College of Education, Health and Aviation (EHA). The committees are comprised of faculty elected by their colleagues to collaboratively conduct the business of EHA. The committees hold responsibility for providing the faculty voice in decisions that impact faculty development, personnel policy, curricula development and implementation, long- and short-term planning and development, and resource allocation.

F-2 Guiding Principles of Shared Governance

- We believe that the work of the EHA is important and has a tremendous impact on the success of the College and its members.
- We strive for a culture, environment, and structure that infuses and perpetuates an atmosphere of openness, trust, and collegiality.
- We believe in a responsible representative structure whereby the viewpoints of all members are presented fairly, openly, and respectfully during the course of business.
- We believe that it will be vital to our success that duly elected/selected representative members of the EHA commit to continuously gather and disseminate information among all members of the College of in a timely fashion.
- We believe that all faculty should be involved in the work of policy development related to College affairs.
- We believe in a culture where faculty and staff work in conjunction with administrators to develop policies; administrators then work to carry out those policies.
- We believe in an administrative team that is responsive to its faculty and staff and that operates in a service capacity to members of the EHA.
- We strive for continuous open and honest communication among all members of the EHA. A manifestation of this commitment is the open publication (via website or electronic distribution) of all agendas and minutes of any and all public meetings of the College.
• We believe in continued growth and development and are open to the evolution of these guiding principles and any structure that may be an outgrowth of these principles.

**F-3 Leadership Team Configuration**
The faculty governance configuration is presented in figure A. The figure reflects the Chairs of each of the three standing committees in the EHA: Faculty Development and Research, Student Affairs, and Programs and Planning. When appropriate, these committees may form requisite task forces and/or ad hoc committees with additional faculty, staff, student, or other representation to provide policy review and recommendation. Leadership Team also includes:

• Dean
• Associate Deans
• School Heads
• School Representatives
• Tulsa Representative

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**Student Affairs:**
- Scholarship and awards
- Advisement and counseling
- Convocation and commencement

**Program and Planning:**
- Graduate programs
- Undergraduate programs
- Academic standards and curriculum
- CEHA planning and resource allocation

**Faculty Development and Research:**
- Faculty development
- Faculty research
- Faculty sabbatical
- Policy recommendation
- Extension

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Figure A
Oklahoma State University
CEHA
Shared Government Structure
Committee Responsibilities
F-4 Standing Committee Configuration

Responsibilities of the Faculty Development and Research Committee include, but are not limited to, matters of: (1) faculty development; (2) faculty research; (3) faculty sabbatical; (4) policy recommendation; and (5) extension.

Responsibilities of the Student Affairs Committee include, but are not limited to, matters of: (1) scholarships and awards; (2) advisement and counseling; (3) convocation and commencement.

Responsibilities of the Programs and Planning Committee include, but are not limited to, matters of: (1) graduate programs; (2) undergraduate programs; (3) academic standards and curriculum; and (4) EHA planning and resource allocation.

F-5 Standing Committee Representation

Faculty governance representation on standing committees is shown in figure A-1. It is extremely important that representatives on committees understand their responsibility for being present and fully participating in committee work. To that end, if an elected representative is unable to attend a meeting, an alternate representative should attend.

The Faculty Development and Research Committee includes:

- two (2) tenured (preferred) or tenure-line faculty members from each department/school and one (1) alternate representative (to attend if one of the two representatives cannot attend)
- one (1) staff representative (ex officio)
- Associate Dean for Research, and Engagement and Administration (ex officio)

The Student Affairs Committee includes:

- one (1) tenured or tenure-line faculty members from each academic department/school and one (1) alternate representative (to attend if representative cannot attend)
- one (1) staff representative (ex officio)
- Associate Dean for Academic Affairs (ex officio)

The Programs and Planning Committee includes:

- two (2) tenured or tenure-line faculty members from each school and one (1) alternate representative (to attend if one of the two representatives cannot attend)
- one (1) staff representative (ex officio)
- Associate Dean for Academic Affairs (ex officio)
Student Affairs:
- 1 tenured or tenure-track faculty members from each school
- 1 alternate from each school to attend if member will be absent
- 1 staff representative
- Associate Dean of Academic Affairs (ex officio)

Faculty Development and Research:
- 2 tenured or tenure-track faculty members from each school
- 1 alternate from each school to attend if member will be absent
- 1 staff representative
- Associate Dean of Research, Engagement, and Administration (ex officio)

Program and Planning:
- 2 tenured or tenure-track faculty members from each school
- 1 alternate from each school to attend if member will be absent
- 1 staff representative
- Associate Dean of Academic Affairs (ex officio)

Shared Leadership Team
- Dean
- Associate Dean(s)
- School Heads (4)
- EHA FDRC Chair
- EHA SA Chair
- EHA P&P Chair
- Elected School Rep (4)
- Elected rep from OSU – Tulsa (rotates yearly among schools)
F-6 Election of Representatives and Implementation Timelines
The format for the election of committee representatives and at-large representatives is shown in Figure B. The committee representatives from each department/school will be elected for each of the three standing committees as follows:

- one committee representative, one-year term (Only one representative for student affairs to be elected for two year term)

**one committee representative, two-year term, elected during even-numbered years**

F-7

Shared Leadership Communication
The Shared Leadership Team is an integral part of the communication process. Meetings of the standing committees and the Shared Leadership Team are open meetings with the exception of deliberations about sensitive personnel matters.

**Minutes.** Minutes of any ad hoc committees or task forces created by one of the three committees will be submitted to the particular committee. Minutes of each of the three committee meetings will be posted electronically. Minutes of Shared Leadership Team meetings will be sent electronically to all faculty members, chair of the Staff Action Team, and chair of the EHA Student Council.

**Meetings.** Meetings of the three committees and Shared Leadership Team will be hold regularly schedule meetings or meet as needed as determined by the committee during the academic year, and the agenda will be posted one week in advance by e-mail. Meetings of the Shared Leadership Team will also be held no less than once a month during the academic year and the agenda posted one week in advance.

Equal representation – some statement to the effect of:
Full and open meetings of the entire EHA faculty and/or in electronic communications to all faculty are generally where voting on policies and issues takes place. The Shared Leadership Team is comprised of representatives of the entire faculty. Equal representation of all parts of the EHA is important for fostering an environment of all voices being represented and heard with no one group having more representation than others.
College of Education, Health, and Aviation
Faculty Development and Research Committee (FDRC) Responsibilities
Draft Revised November 1, 2017

Purpose
Central to the College of Education, Health, and Aviation’s (EHA’s) shared governance philosophy and practice and comprised of colleague-elected faculty, the Faculty Development and Research Committee (FDRC) is designed to give voice to faculty in decisions influencing faculty development, research development and initiatives, research and development resource allocation, and long- and short-term planning and development. The FDRC thereby enables faculty majorly to influence the EHA’s policies and directions.

General Responsibilities
The Faculty Development and Research Committee:

1. contributes to and supports such new faculty development activities as workshops, seminars, and orientations;
2. encourages and helps cultivate a research culture, such as contributing to and supporting EHA activities during Research Week and collaborating with Student Affairs Committee on the annual April Research Showcase;
3. helps cultivate a mentoring culture within the EHA;
4. apprises faculty of development opportunities;
5. revises, when appropriate, the EHA Reappointment, Promotion, and Tenure (RPT) document for faculty approval;
6. reviews sabbatical leave requests recommending request approval or disapproval to the Dean;
7. arranges for faculty’s sabbatical presentations/reports (e.g., brown bags);
8. collaborates with Unit Heads to inform EHA faculty about EHA and University awards and to encourage faculty to apply for those awards;
9. reviews faculty award-application dossiers and recommends awardees to the Dean.

Committee Composition
The Faculty Development and Research Committee includes:

1. two, tenure-line representatives and one, tenure-line, alternate from each Unit;
2. the Associate Dean for Graduate Studies, Research, and Outreach (ex officio);
3. a staff member (ex officio).

Committee Member Election
On alternate years, each Unit’s faculty elect two FDRC representatives for two-year terms. Staggering representatives’ terms promotes experience and knowledge transfer, thereby best representing each Unit and serving the Committee’s needs.
Committee Chair

The FDRC Chair rotates among the different Units. The Chair serves a one-year term and may serve beyond nine-month, academic years if necessary to fulfill the Chair’s responsibilities. In conversation with Unit representatives, the Chair arranges meeting place, time, and agenda. The Chair serves faculty and represents the FDRC as a voting, EHA Leadership Team member.

Attendance at Committee Meetings

FDRC members must attend or arrange for the Unit’s alternate to attend all Committee meetings. The FDRC meeting is opened to EHA faculty. Faculty with pending actions before the Committee are encouraged to attend to answer potential questions concerning those actions. Although non-committee-member faculty may either speak briefly or send written communication concerning proposed actions, only FDRC members may vote.

Committee Procedure

Because its meetings are opened to faculty, the FDRC follows Robert’s Rules of Order (http://www.robertsrules.org/rulesintro.htm). FDRC members and visiting faculty should review the latest edition.

Committee Meetings

The FDRC meets at least twice per semester or, when necessary.