FDRC Meeting
September 27, 2017
12:00-1:00pm
333 Willard

AGENDA

1. President’s Fellows Faculty Research Award
2. Shared Governance
3. International Awards
4. FDRC Responsibilities
College of Education International Education & Outreach Excellence Award
Updated February 2017

Award Philosophy
The College of Education Faculty Research Excellence nomination and award process will be used to select the college’s nominees for the OSU Outreach Faculty Excellence Award from the office of International Education and Outreach. The criteria for the College of Education International Education and Outreach Excellence Award are based on criteria adapted from the OSU Outreach Faculty Excellence Award from the office of International Education and Outreach. The award winner and runner-up will serve as nominees for the OSU Outreach Faculty Excellence Award. To be eligible to receive an award, a full-time member of the faculty must have evidenced unusually significant and meritorious achievement in international education.

Award recipient will receive
- $500 –one time award only (To be deposited for recipient’s Professional Development Account)
- Certificate of Recognition
- Award winner will be announced at a COE general faculty meeting at which time they will receive public recognition of awards and appropriately inscribed plaques

Source of Funds
Associate Dean’s Office

Eligible and Nomination Criteria
- Full-time faculty member at OSU (An individual can receive this award no more than twice during his/her tenure at OSU)
- Hold rank as a tenure track Assistant Professor or above
- Evidence of excellence in international education and outreach

Submitted applications must include the following:
Application materials must fit in a one inch three ring spiral binder and be organized with tab dividers.

1. Nomination letter by a faculty member
2. Vitae of nominee
3. Nominee's statement on philosophy of international education and outreach (2 page limit)
4. List of international courses or study-abroad courses taught in the last three years
5. Copy of course syllabi, summary of grading practice
6. Summary of international research/scholarship activities
7. Letters of support
   a. One letter from department head
   b. No more than two letters from faculty members
   c. No more than 4 letters from students and alumni
d. One letter from office of international studies/outreach

8. Other materials as appropriate

Note: Applications should contain activities that span no more than the last three years.

**Nomination Process & Review and Selection Committee**

- Schools will develop a process whereby nominations are accepted and support materials reviewed internally.
- The COE FDRC will serve as review and selection committee and typically requires all nominations and support materials be submitted in February. FDRC will recommend to the Dean an award recipient in March.
- Winners will be announced at a COE general faculty meeting at which time they will receive public recognition of awards and appropriately inscribed plaques.
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. The committees are comprised of faculty elected by their colleagues to collaboratively conduct the business of the College of Education. 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 COE is important work and has a tremendous impact on the success of the College and its members.
- We strive for a culture, atmosphere, 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 COE 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 COE.
- We strive for continuous open and honest communication among all members of the COE. 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 (to be reconfigured to include a 4th committee, removing the student committee box, and ??? the Staff action team representative box – because these have not traditionally been included in practice). The figure reflects four standing committees in the COE: Faculty Development and Research, Student Affairs, International 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. Leadership Team also includes:
• Dean
• Associate Deans
• School Heads
• School Representatives
• Tulsa Representative
Responsibilities of the Faculty Development and Research Committee include, but are not limited to, matters of: (1) faculty development; (2) funded and unfunded research; (3) personnel recruitment, selection, appraisal and development, appointment,
reappointment, tenure and promotion; (4) grants, contracts, and extension; (5) diversity; and (6) grievance and appeals.

Responsibilities of the **Student Affairs Committee** include, but are not limited to, matters of: (1) recruitment and retention of students; (2) scholarships and awards; (3) advisement and counseling; (4) convocation and commencement; (5) diversity; and (6) grievance and appeals.

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; (4) planning and resource allocation; and (5) diversity.

Responsibilities of the **International Affairs Committee** include, but are not limited to, matters of: (1) establishing procedures for Visiting Scholars, (2) assisting with International Certificate programs, (3) define a values statement for international experiences of COE members, (4) review policies and procedures having to do with COE academic programs and internationalization, (5) integrate international experiences into academic programs

**F-5 Standing Committee Representation**
Faculty governance representation on standing committees is shown in Figure B *(to be reconfigured to include a 4th committee, removing the student committee box, and ??? the Staff action team representative box – because these have not traditionally been included in practice).* 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 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 Graduate Studies, Research, and Outreach (ex officio)

The **Student Affairs Committee** includes:
- two (2) tenured or tenure-line faculty members from each academic 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 Undergraduate Studies (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)
The **International Affairs Committee** includes:

- A
- A
- A

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**Figure A**
Oklahoma State University
CEHA
Shared Government Structure

**Committee Membership**

### Student Affairs:
- 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)

### 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)

### International Affairs:
- School representatives
- alternate school representatives
- staff members
- Associate Dean of Research, Engagement, and Administration (ex officio)

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- one (1) staff representative (ex officio)
- Graduate Associate Dean for Studies, Research, and Outreach (ex officio)
**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 two committee representatives from each department/school will be elected for each of the four standing committees as follows:

- one committee representative, one-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 four committees will be submitted to the particular committee. Minutes of each of the four 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 COE Student Council.

**Meetings.** Meetings of the three committees will be held no less than once a month during the academic year, and the agenda will be posted one week in advance by e-mail and other means of notification. 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 COE 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 COE is important for fostering an environment of all voices being represented and heard with no one group having more representation than others.
Responsibilities of the FDRC
Draft Revised November 1
by Ed Harris and Juliana Utley

Purpose:

The Faculty Development and Research Committee (FDRC) is one of standing committees central to the COE’s shared governance philosophy and practice, which has been designed to enable faculty to have a major influence on the policy and direction of the COE. The FDRC is comprised of faculty elected by their colleagues to conduct the business of the College of Education. In general, the FDRC holds responsibility for providing faculty voice in decisions which impact faculty development, research development and initiatives, long- and short-term planning and development, as well as research and development resource allocation. General responsibilities of the FDRC include; (1) recruitment and retention of students; (2) scholarships and awards; (3) advisement and counseling; (4) convocation and commencement; (5) diversity; and (6) grievance and appeals. Specific responsibilities of the FDRC include, but are not limited to, matters of:

1. Faculty Development: Provide input into and support of new faculty development activities, such as workshops, seminars, and orientation.
2. Provide information to faculty regarding funded and unfunded research
3. Help Cultivate a culture of mentoring in the COE
4. Make faculty aware of development opportunities
5. COE RPT revision
6. Faculty Handbook Revisions
7. Provide input and support re: COE activities during Research Week;
8. Collaborate with Student Affairs Committee to Provide input support re: Research Showcase in April
9. Sabbatical leave requests: Make recommendation to the dean to approve or disapprove requests. Provide forum for Sabbatical Personations/Report upon their return (e.g., brown bags)
10. Faculty Awards

Committee Composition:
The Faculty Development and Research Committee includes:
- Two (2) tenured or tenure-line faculty members from each school and one (1) alternate representative
- One (1) staff representative
- One (1) student representative
- Associate Dean for Graduate Studies, Research, and Outreach (ex officio)

Committee Member Election:
The two committee representatives from each school will be elected for two year terms. The committee representatives are elected in alternate years to have staggered terms to

Revised 2.22.2013
best serve the needs of the committee as well as school representation. This will allow transfer of experience and knowledge.

**Committee Chair:**

The chair of FDRC rotates among the three schools. Each of the three schools has a chair of one of the standing committees. The chair serves a two-year term and may have his/her term of office extended if necessary to fulfill the chair obligation. The chair serves as a member of the COE Leadership Team.

**Attendance at Committee Meetings:**

FDRC members are expected to attend all committee meetings and to arrange for the alternate from their school if they must be absent. The committee meeting is open to the faculty of the College and that faculty who have pending actions before the committee are encouraged to attend to answer potential questions concerning those actions. The faculty attending who are not committee members may speak briefly about the proposed actions or send written communication but only P & P committee members can vote.

**Committee Procedure:**

As an open meeting to faculty, the committee follows Robert Rules of Order [http://www.robertsrules.org/rulesintro.htm](http://www.robertsrules.org/rulesintro.htm). New committee members are encouraged to review the website for additional information.

**Committee Meetings:**

The FDRC committee will meet at least twice per semester and when necessary, once a month. Meeting times are arranged by the chair.
MEMORANDUM

DATE: August 1, 2016

TO: Executive Committee Members
    School of International Studies and International Studies & Outreach

FROM: David M. Henneberry
      Associate Vice President
      Division of International Studies & Outreach

RE: International Education Faculty Excellence Award

Please find attached an information sheet and nomination form for the FY 16 Faculty Award Program initiated under the auspices of the School of International Studies and International Studies & Outreach.

This will be our twelfth award since it was requested that we establish this new category of award to recognize faculty participating in international teaching and/or outreach programs and activities. Please return the attached nomination form by Monday, August 15th.

Your assistance in distributing the information provided and identifying a suitable nominee from each OSU academic unit is greatly appreciated. Once nominations are received, we will distribute the submitted nominations for your ranking-order vote. The award will be announced at the OSU fall convocation on Wednesday, November 30.

As always, your input and advice would be most welcome regarding this award program and any other SIS programs and activities.

cc: SIS Deans Administrative Committee
INTERNATIONAL STUDIES & OUTREACH
School of International Studies

Information Sheet
FY 2016

International Education
Faculty Excellence Award

Award Purpose

This annual award, initiated in 2004, signifies special recognition awarded by the Department of International Studies and Outreach, through the School of International Studies and is bestowed on faculty members who have distinguished themselves through excellence in international teaching, research, and/or outreach programs and activities.

The award consists of a $1,000 stipend and an award plaque. The plaque is presented to the winning faculty member as part of the President’s Convocation each fall. Winners and his/her college administrators are notified in advance of the presentation.

Award Guidelines

General award guidelines include:

- Nominees must be full-time faculty members.
- Information should contain activities that span no more than the last three years (i.e. Spring 2013 thru Spring 2016).
- Nominations are only considered if signed by the nominator, department head and college dean, then signed and transmitted through the college’s designated member of the Executive Committee of the School of International Studies.
- Nominations must be received in the International Studies & Outreach office by Monday, August 15, 2016.
- Nominations are limited to one nominee per college.
- Nomination packets are limited to four pages total, which includes the attached one page nomination form/cover sheet. No additional pages or attachments, please.
- Nominators are encouraged to tell nominees that their information has been submitted for this award and given a copy of the nomination packet and this sheet.

Please direct questions & nomination packets to:
Cathie Kincaid, Executive Assistant
International Studies & Outreach
107 WWC; 405-744-6606; cathie.kincaid@okstate.edu
Nomination Form/Cover Sheet
FY 2016

International Education
Faculty Excellence Award

Award Nominee Information

Name: ____________________________  Position: ____________________________
Department: ______________________  College: ____________________________
Campus Phone: ____________________  Email: ____________________________

Award Nominator Information

Name: ____________________________  Position: ____________________________
Department: ______________________  College: ____________________________
Campus Phone: ____________________  Email: ____________________________

In no more than three additional pages, describe why this faculty member is eligible and should be considered for the FY 2016 International Education Distinguished Faculty Award.
Nominations can be based on the nominee’s contributions in one or more of the following areas:
  o Quality of Service
  o Creativity in Program Content or Delivery
  o Quantity of Programmatic Contributions
  o Impact of Involvement and/or Program

Signature:

Nominator ____________________________  Nominee’s Department Head ____________________________

Nominee’s Dean ____________________________  College SIS Exec. Committee Rep. ____________________________

Nomination Packet is Due to Cathie Kincaid
School of International Studies, 107 WWC
Monday, August 15, 2016, at 5:00 p.m.
Outreach Faculty Excellence Award
2017

Award Background & Purpose

In 1981, University Extension, International & Economic created the Faculty Excellence Award to recognize and honor the contributions made by faculty as part of the Outreach mission of Oklahoma State University. Additionally, the award enriches the relationship between Academic Affairs and Outreach and helps foster faculty participation in Outreach activities. Although each of the college Outreach units can honor a faculty member by submitting a nomination, only one faculty member is selected each year.

The award consists of a $1,000 stipend and an award plaque. The plaque is presented to the winning faculty member as part of the President’s Convocation each fall. Winners and his/her college administrators are notified in advance of the presentation.

Award Guidelines

General award guidelines include:

- Nominees must be full-time faculty members.
- Information should contain activities that span no more than the last three years (i.e. Spring 2014 thru Spring 2017).
- Nominations are only considered if signed by the nominator, department head and college dean, then signed and transmitted through the college outreach director.
- Nominations are limited to one nominee per college.
- Nominations must be received by 5:00 pm Friday, September 1, 2017.
- Nomination packets are limited to four pages total including the attached one page nomination form/cover sheet.
- Nominators are encouraged to tell nominees that their information has been submitted for this award and given a copy of the nomination packet and this sheet.

Please direct questions & nomination packets to:
Christine Ormsbee, Associate Provost Outreach, Online Education & ITLE
142 ITLE
(405) 744-3471
Ormsbee@okstate.edu
Outreach Faculty Excellence Award
2017

Nominee Information
Name:_____________________________ Position:________________________________
Department:________________________ College:________________________________
Campus Phone:________________________ Email:________________________________

Nominator Information
Name:_____________________________ Position:________________________________
Department:________________________ College:________________________________
Campus Phone:________________________ Email:________________________________

In no more than three additional pages, describe why this faculty member should be considered for the FY 2017 Faculty Excellence Award.

Nominations can be based on the nominee’s contributions in one or more of the following areas:
   o Quality of Service
   o Creativity in Program Content or Delivery
   o Quantity of Programmatic Contributions
   o Impact of Involvement and/or Program

Signatures:

Nominator ___________________________ Nominee’s Department Head ___________________________

_________________________ ________________
Nominee’s Dean College Outreach Director

Submit nominations by Friday, September 1, 2017 at 5:00 pm to:
Christine Ormsbee, Associate Provost
142 ITLE; ormsbee@okstate.edu
Dear Faculty,

The Office of the Provost and the Office of the Vice President for Research invite nominations for the President’s Fellows Faculty Research Award. The President’s Fellows program seeks to support faculty by equipping them to conduct groundbreaking research. To be eligible, nominated faculty must be tenured faculty within 5 years of their date of tenure. Please see the attachment detailing the award and nomination process.

Those interested in being nominated should send the following to Brenda Brown by 5:00 on October 2, 2017:

1) an abstract of the proposal
2) a description of the desired final product of your effort
3) a current CV

Bert H. Jacobson, Ed.D., FACSM
Associate Dean for Research, Engagement, and Administration
Regents Professor
Seretean Endowed Professor
College of Education, Health, and Aviation
332 Willard Hall
Bert.jacobson@okstate.edu
President’s Fellows Faculty Research Award

The Office of the Provost and the Office of the Vice President for Research invite nominations for the President’s Fellows Faculty Research Award.

The President’s Fellows program seeks to support faculty by equipping them to conduct groundbreaking research. To be eligible, nominated faculty must be tenured faculty within 5 years of their date of tenure.

Program Details
- Three $20,000 awards will be given as a one-time award, to be expended over a period of no more than one year.
- Each college may nominate one faculty member for this award.
- Nominations will be reviewed by a committee appointed by the Vice President of Research.
- Nominations will be evaluated based on the following criteria:
  - Clarity of the proposal - must be intelligible to non-specialists
  - Academic, scholarly, or creative merit of the project and its significance to the applicant’s career
  - Impact of the project: Why the project is significant and what will be learned from the work
  - Feasibility of completing the project during the grant period
  - Track-record of the nominee

Timeline
- November 1, 2017: Nominations due to the Office of the Vice President for Research
- February, 2018: Awards announced
- June 1, 2018 – May 31, 2019: Funds available to be used
- December 1, 2018: Brief, mid-year report due; For donor reporting
- August 15, 2019: One-page summary report due

Proposal Requirements
Each dean or a representative from each Dean’s Office shall select one eligible faculty member to nominate for the President’s Fellows Faculty Research Award and must endorse the project via a paragraph of support and signature (may be digital/stamp); no formal letter of support is required.

- Cover Sheet, to include:
  - Name
  - Title
  - Department
  - OSU e-mail address
  - Amount requested ($20,000 maximum)
  - Project title
- Abstract of project
  - Limited to one page, single-spaced
- Must be intelligible to non-specialists

- Proposed budget
  - Itemized by category of expense
    - Careful categorization is suggested, given that category deviations of greater than 20% are not allowed without an approved budget modification request
  - A maximum of $20,000 may be requested
    - Requested funds should either fully fund or, if other funding is available, complete the funding needed for the project; if the latter, the source(s) and amount(s) of other funding must be described

- Timeline for the entire project
- Nature of the final products (e.g., journal publication, book, exhibit, etc.)
- Vita
- Submit electronically to vpr@okstate.edu

**Award**
- The maximum award for an individual project is $20,000.
- Recipients are limited to one grant per year.
- Awards are for a twelve-month period (starting on the date that funds are distributed) and require that a final report is submitted at the end of the award period.
- At the end of the project period, any remaining funds in the project account revert to the President’s Fellows Priorities Fund (an extension for truly extenuating circumstances may be requested in writing to the Vice President for Research)

**Requirements of Awardees**
- The award recipients are required to submit a mid-year report. The format will be a brief narrative of no more than one page summarizing the progress and future plans.
- Quarterly invoices are required to be submitted to the Office of the Vice President for Research (template will be provided upon award).
- The award recipients are required to submit a one-page final summary report to the Office of the Vice President for Research detailing the progress made, how the funds were spent, and plans for extending the work (e.g., applying for external funding, conducting additional research, etc.) into the future.
  - The final summary report must include three highlights from the project that are written for and of interest to the general public (preferably including photos and/or videos).
  - The final summary report for 2018 awards will be due by August 15, 2019.

**About President’s Fellows**
Members of the President’s Fellows program help President Burns Hargis meet the university’s most pressing needs through support towards students, faculty and campus beautification. Qualifying gifts are donations of $10,000 or more annually to the President’s Fellows Priorities Fund. Since launching in December of 2013, approximately 50 donors have contributed to the President’s Fellows program, raising more than $1.3 Million.

*Updated: September 13, 2017*