### EHA Leadership Team Minutes

**Wednesday, November 29, 2017, 9:00-11:00**

333 Willard, Stillwater/ MH 2403, Tulsa

<table>
<thead>
<tr>
<th>Present Leadership Team members and guests</th>
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<tr>
<td>Julie Koch, HCCP School Head</td>
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<td>Hugh Crethar, HCCP Faculty Rep</td>
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<td>Susan Stansberry, SEFLA School Head</td>
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<td>Ben Binnewald, SEFLA School Representative</td>
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<td>Adrienne Sanogo, Interim STLES Associate School Head</td>
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<td>Shelbie Witte, STLES Faculty Rep</td>
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<td>Doug Smith, KAHR School Head</td>
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<td>Jason DeFreitas, KAHR Faculty Rep</td>
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<td>Ed Harris, FDRC Chair</td>
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<td>Donna Lindenmeier, P&amp;P Chair</td>
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<td>Jennifer Cribbs, Student Affairs Chair</td>
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<td>Bert Jacobson, Associate Dean for Research, Engagement and Administration</td>
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<td>John Romans, EHA Dean</td>
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**Review and approve previous meeting minutes**

- Dr. Sanogo motioned to approve the minutes with edits and Dr. Smith seconded. The minutes were approved.

**Doug Smith, KAHR School Head**

- KAHR will discuss how to handle personnel committees at their next school meeting.
- KAHR contacted Stephen Clarke to discuss potential collaborations.
- St. Gregory’s University contacted KAHR regarding potential transfer students. Dean Romans was also contacted about transfer students for our nursing program.
- Please tell Leslie Evans about these contacts. EHA continues to work on transfer options.

**Julie Koch, HCCP School Head report**

- HCCP searches are ongoing
- HCCP will meet on Friday to discuss their ARPT document and program growth ideas.
- HHP research presentations were not announced to the whole college. April will send an email to the college.

**Susan Stansberry, SEFLA School Head report**

- SEFLA is proposing five certificates. Two are REMS related at the graduate level. The other 3 are related to Ed Prep certification for alternative certification: superintendent, principal and librarian certification.
- SEFLA searches are ongoing. Ed Tech has 61 applications.
• A SEFLA graduate student lead a project in emerging tech lab and received best proposal award at a recent conference.
• The flight center building project is ongoing and SEFLA will soon see architect drawings and a budget.

Adrienne Sanogo, Interim STLES School Head report
• Dr. Sanogo recently visited 6 students in Costa Rica. They will take 6 more students in the spring.
• STLES searches are ongoing. They skyped potential Literacy candidates and hope to bring candidates to campus after the break. The ELL search will begin Skype interviews next week.
• STLES is developing 5 grad certificates to present at a spring P&P meeting.

Shelbie Witte, STLES faculty rep report
• The Tulsa PBS station asked the OSU Writing Project to host the premier of “American Creed” which was created to show the impact of education in the U.S. Our graduate, Deidre Lindbergh, is featured. The Tulsa campus reportedly does not host Saturday events. Does anyone have a way to get this done? Witte wills send Romans an email with details.
• Dr. Witte took students to see Coco as a cultural awareness experience. Students asked if there are internships available in Mexico.

Ed Harris, EHA Faculty Development and Research Committee Chair report
• FDRC will discuss sabbatical proposals at their next meeting.
• Leadership Team discussed a draft of FDRC responsibilities and a draft of the EHA governance structure.
• The FDRC document outlines their vision and mission. The EHA governance document outlines the structure of each standing committee, responsibilities and how committees interact.
• Leadership Team will continue discussion at the next meeting.
Donna Lindenmeier, EHA Planning & Programs Representative report

- The next P&P meeting will take place February 20, 2018. Proposals approved at this meeting would be effective Fall 2019.
- The electronic CourseLeaf process has been pushed back a few months. The upcoming P&P Chair will be trained.

Valerie McGaha, EHA Tulsa Faculty Representative

- The city of Tulsa requested OSU Tulsa faculty to review grant applications. Dr. McGaha attended training and forwarded the request to other faculty.
- Dr. Pam Fry will meet with Tulsa faculty on December 11. Dr. McGaha will talk to Dr. Fry about marketing potential on the Tulsa campus.
- Tulsa is planning a Suicide Prevention Walk in Stillwater in the spring. Please identify students and other program areas that are interested.
- In the past, before Tulsa undergraduate graduation in the spring, there was a date and time to meet with them to discuss graduate programs. Is there a plan to do this on the Tulsa or Stillwater campus?

Bert Jacobson, Associate Dean for Research, Engagement and Administration

- Dr. Kenneth Sewell is generating a list of national awards to help increase national visibility.
- There is a revision of the writing process of grants.
- There is a working group to look at our research cultures at the VPR.
- November 20- Deadline for EHA Research Fellow nominations
- The EHA International Advisory Council is revising their structure and will select a chair on December 15th. A subcommittee will develop a visiting scholar policy for the College.
- Masoud Moghaddam, a Ph.D. student in Health and Human Performance, won the People’s Choice award in the 2017 Three Minutes Thesis
• The College is in contact with the Minister of Education in Belize to discuss the College providing course work for them. They are specifically looking at courses in educational technology and pedagogy and discussing a certificate.

• Dr. Randy Kluver, Dean of School of Global Studies and Partnerships, is working to raise OSU’s standing in global rankings. Deans are providing names of alumni that we work with internationally to serve as potential survey respondents to the QS rankings survey. EHA has a great international presence. If faculty have ideas, please talk to Dr. Jacobson or Cindy Cario.

• Dean Romans recently visited with the South China Normal Student Affairs Office. They are looking into summer programs with student affairs professionals. We also have strong interest for professional education opportunities to have a delegation on EHA campus this summer.

Dean Report

• The search committee for Associate Dean of Academic Affairs has been formed: Robin Fuxa, Leslie Evans, Rachel Potts, Penny Thompson, Melissa Zahl, Valerie McGaha and Shelbie Witte. Dr. Jacobson will serve as chair and the committee will develop a timeline.

• Rachel Potts will serve as our Senior Communications Specialist. Rachel will continue to cover both areas until the Graduate Student Coordinator position is filled. The Graduate Student Coordinator position has been tweaked and Dr. Jenn Sanders will chair the search.

• The Grant Coordinator position and the Amy Watters position will also be reworked to provide additional resources for grants.

• The EHA Faculty & Staff Meeting & Mixer is scheduled January 19th. The diversity committee may use time to discuss potential speakers and goals with faculty and. Dean Romans will work with the Associate Deans to synthesize program goals for a college presentation. We will use these goals to develop school goals and college priorities.
Proposals for program growth

- Dr. Sandefur is soliciting ideas from the Deans for program growth in numbers of students and revenue. Leadership Team discussed ideas for the College.
- SEFLA: pro-pilot program has potential to grow and SEFLA could look into working with Arts & Sciences to develop a gen ed track for pilots.
- HCCP: develop certificates and online or hybrid courses. They are also considering the possibility of expanding the nursing program to a full bachelor’s program.
- KAHR: more resources for branding materials, the website development, and building relationships with Meredith Shepherd and Leslie Evans for recruitment.
- STLES: target the para-professional population and offer tuition waivers, offer teacher ed candidates tuition forgiveness, grow the MAT program and send faculty to KSU to discuss marketing. Special Ed would like to cap SPED 3002 courses at 35 and allow grad assistants to teach.
- The College could invest in developing online programs and our EHA online brand. OSU charges out of state tuition for online degrees. The trend for online programs is to charge students as in state and have a flat rate. Can the college do this on our own? Leadership Team should discuss the value of what we offer that others do not.
- Schools could have their own central graduate coordinator to work on marketing and recruitment.
- ITLE proposed 4 new staff positions to ramp up marketing. With our own outreach budget, it is conceivable to do something internally to develop marketing with an assumption that we would have to show growth. With Ed Tech being so involved with this, we could fold this into the grad fellowship realm or a post doc position.
- Dr. Pam Fry challenged the Tulsa aviation group to increase students by 250 in the management area. She also challenged an increase of 25-50 students in Elementary Ed.

Enrollment Deposit/Fee

- EHA can request tuition deposits from prospective students. Other programs across the university have waiting lists and these deposits lock prospective students into the program.
Charter School Oversight

- We attended the ASTEC banquet and we have a letter of intent that we will need to take action in in the spring.
- In the spring, Leadership Team will discuss the draft of our Charter School Oversight document.

EHA Faculty Awards

- FDRC discussed faculty awards deadlines and Leadership Team disused suggestions for getting more nominees.
- School Heads could start early to identify research award nominees.
- FDRC will add the award deadline to the EHA Weekly email
- The faculty award process could be discussed at our New Faculty Development meetings

Announcement Regarding IRB Processes

- The OSU Institutional Review Board (IRB) is rolling out a software management tool, IRBManager, to facilitate the timely review of applications to conduct research with human participants. IRB staff will hold training sessions. The OSU IRB website will have more updates. Effective January 16, 2018, all IRB protocols must be submitted via a new on-line portal that feeds into IRBManager. In preparation for this transition, the OSU IRB will be operating on the following calendar:
  - Between now and January 5, 2018: OSU IRB will continue to accept new applications, continuations, and modifications via the current method.
  - From January 6th - 15th: OSU IRB will be accepting NO new applications, continuations or modifications to allow the IRB office to completely process existing requests, and finalize the new system.
  - From January 16th onward: OSU IRB will accept materials only via the IRBManager system.
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<tr>
<th>2017-2018 EHA Leadership Team meetings</th>
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<td>Wednesday, August 30, 2017</td>
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<td>Wednesday, September 13, 2017</td>
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<td>Wednesday, October 11, 2017</td>
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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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![Diagram](image)

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

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

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

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

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)

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)
**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 held 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](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.
College of Education
Charter School Oversight

The Charter School Committee will consider nine essential elements of Professional Development Schools (NAPDS, 2007) to guide decisions about charter school sponsorship:

- A comprehensive mission that is broader in its outreach and scope than the mission of any partner and that furthers the education profession and its responsibility to advance equity within schools and, by potential extension, the broader community;
- A school-university culture committed to the preparation of future educators that embraces their active engagement in the school community;
- Ongoing and reciprocal professional development for all participants guided by need;
- A shared commitment to innovative and reflective practice by all participants;
- Engagement in and public sharing of the results of deliberate investigations of practice by respective participants;
- An articulation agreement developed by the respective participants delineating the roles and responsibilities of all involved;
- A structure that allows all participants a forum for ongoing governance, reflection and collaboration;
- Work by college/university faculty and P-12 faculty in formal roles across institutional settings; and
- Dedicated and shared resources and formal rewards and recognition structures.

Excerpt from the OSU Policy on Charter Schools adopted in 2008 and located at https://academicaffairs.okstate.edu/content/charter-schools

COE Oversight Committee

This committee will meet each semester to discuss any issues or ideas related to charter schools sponsored by the College. Additionally, in compliance with the OSU Board of Regents council, this group would entertain any potential future charter school partnerships in the future. This group is responsible for providing the oversight that is required as the sponsoring agency for the charter schools. Additionally, this group could provide the oversight of how to effectively use the funds generated by the sponsorship to provide support for the Liaison travel to the school site a couple of times each semester and for faculty research projects.

COE Oversight Committee Composition:

- COE Dean, Chair
- Associate Dean of Research, Engagement and Administration
- Associate Dean of Academic Affairs
- Faculty Liaisons for each charter school
- Accountant – ex-officio
Charter School Faculty Committees

These committees would work with the faculty liaison to support (1) faculty research and (2) evaluation activities. Ideally each committee would be composed of faculty from a variety of disciplines to provide support and consider research/field experience opportunities. The faculty liaison for each charter school would chair their respective committee. Ideally the committee make-up would have at least one faculty from each of the schools in the College of Education.

ASTEC Faculty Committee Composition:

- Chair, Faculty Liaison for ASTEC (appointed by COE Dean)
- STCL Faculty Rep
- SES Faculty Rep
- SHAEP Faculty Rep
- Faculty
- Faculty
- Associate Dean of Research, Engagement and Administration (ex Officio member)

As the COE agrees to sponsor any additional charter schools, faculty committees for those schools will be formed with this same structure.

For more information on Oklahoma Charter Schools see the Oklahoma State Department of Education’s website: http://sde.ok.gov/sde/oklahoma-charter-schools-program
Enrollment Deposit for Programs – Graduate College Policy Change
Information presented by Jenn Sanders, Interim Associate Dean for Academic Affairs

Question for EHA Leadership Team and Program Coordinators:
Do any programs think they would like to implement an enrollment deposit policy?

Program Problem Addressed with this Policy:

Previously, there was no mechanism to ensure that graduate students who accept admission offers in our graduate programs truly intend to matriculate at OSU or are accepting multiple offers of admission. This has led to a high no-show rate in some of our graduate degree programs and a lost opportunity for other highly qualified individuals.

Many of OSU's graduate degree programs are highly competitive, some with seven people for every slot. Currently there is no enrollment deposit charged when a prospective student is offered admission. Each year, several students will accept admission offers but fail to enroll without notification, which takes away the educational opportunity from another highly-qualified individual. This situation also is disruptive for graduate programs that have cohort models with an expectation of a certain number of students. Over commitment in admission offers is not a viable alternative for many graduate programs with limited budgets, restrictive practicum sites, etc. Therefore, it is proposed that an enrollment deposit be approved to provide a mechanism for graduate program to address this challenge. Each graduate program would determine if a deposit is appropriate and their deposit amount, reflecting on current practices at peer institutions. For example, the University of Texas – Austin ($2,000), Arizona State University ($250) and Texas A&M University ($1,000) all charge an enrollment deposit to ensure a spot in their business analytics master's degree programs. Routine admission deferrals will continue to be granted in the usual manner and will not result in the forfeiture of the enrollment deposit unless the prospective student ultimately does not matriculate.

How was student comment solicited?
(If Applicable)

The proposed Enrollment Deposit for graduate programs has been informally discussed with graduate students, faculty and administrators since February 2016. More recently, the Enrollment Deposit was formally presented and discussed at the general assembly meeting of the Graduate and Professional Student Government Association - the elected representative student body for graduate students on October 19, 2016. In addition, it was endorsed by Graduate Council on September 23, 2016 – the elected representative faculty body for the Graduate Faculty. This deposit does not impact currently enrolled students. It is not refunded when a prospective student fails to enroll without an approved admission deferral.
Describe basis for the amount of the fee:

Graduate programs will determine if and what amount their enrollment deposit will be based on their peer markets. Many graduate programs will not institute a fee and for those that do, the maximum deposit will be $2,000. In making their decisions, graduate programs will balance having a deposit that is high enough to discourage student from holding multiple slots at several institutions and ensuring access and opportunity for diverse student populations.

Describe basis for the use of revenue collected:

It is anticipated that the vast majority of the enrollment deposits will be refunded to the prospective graduate students upon their enrollment in the graduate programs that required the deposit. Any residual deposits that are collected from prospective graduate students who fail to enroll at OSU will remain with the graduate program who bears the expenses of the application and admission review processing.

Enrollment Deposit/Fee Implementation Notes (from Jenn Sanders and Sheryl Tucker):
- Any program that wants to require an enrollment deposit may now do so. This was approved by OSRHE in June, 2017. Max deposit is $2000.
  - The fee is refunded if the student enrolls.
  - If the student doesn’t show up for the program/classes, the student’s profile is coded to send the money to the student’s departmental/school account.
- Do you have numerous people who accept and don’t show? This is when the deposit is useful.
- The program sets the acceptance time frame. For example, one program gives students 2 weeks (from the time they get their letter, to hold their space) to make the deposit to the bursar. This is a program decision, not a Grad College decision. It could be the last day to add classes as the date to process the refund.
- GPSGA’s concerns that programs need to consider and address if they want to implement an enrollment deposit.
  - For international students who may need to get a loan to pay the deposit, the students’ concern was that there would not be sufficient time to get a loan.
  - For credit card refunds, would the institutional 2.75% charge for paying with a credit card be refunded? (Likely not, as this is a fee charged by the credit card company.)
  - Would the enrollment fee discriminate against internationals, underrepresented and first generation students? How does the Graduate College intend to keep bias from this policy affecting diversity?
  - Will the enrollment deposit be refunded if a student cannot get a visa issued in time to show up for the beginning of classes?
The Grad College will not be involved in the processing of the deposit. It would be set up through the Bursar’s office, the program, and the school admin staff for processing.
**Graduate Faculty Appointment and Reappointment**

In keeping with Oklahoma State University’s mission as a land-grant institution, individuals considered for appointment to the Graduate Faculty shall demonstrate substantial achievement in each of the areas of research/scholarship/creative activities, graduate teaching, and extension/service. Recommendation for membership in any category of the Graduate Faculty is subject to the approval of the appropriate institutional unit and the Graduate College.

No one enrolled as a degree-seeking graduate student in a graduate program at Oklahoma State University may teach a course taken for graduate credit in their own graduate degree program.

The revocation of privileges of a Member, Associate, or Emeritus Member shall be in accordance with the general Graduate Faculty Bylaws.

**Full Member:** New tenure-track Oklahoma State University faculty members are granted an initial appointment to the Graduate Faculty at the time of hire. Oklahoma State University faculty who are reappointed, promoted and/or granted tenure shall be immediately eligible for renewed membership. Members must be evaluated at least once every five years by a committee of other Members in their unit to determine if they meet the Subject Matter Group requirements for renewed membership. Candidates may appeal a Graduate Faculty evaluation to the Officers of their respective Subject Matter Group through the standard Subject Matter Group review process. If that appeal is rejected, the candidate may appeal to the membership committee of the Graduate Council.

**Associate Member:** Appointment and reappointment as Associate Member of the Graduate Faculty is contingent upon meeting the appointment criteria of the member's Subject Matter Group. The normal term of membership for an Associate Member shall be for no more than five years and shall be renewable. Appointment and reappointment as Associate Member shall be initiated by submission of the “Appointment to the Graduate Faculty” form by the Unit Head to the Dean of the Graduate College. The Dean of the Graduate College will then forward the form to the appropriate Subject Matter Group for review.

**Emeritus Member:** Appointment and reappointment of Emeritus is initiated by the Unit Head to the Dean of the Graduate College. Reappointment shall be for no more than five years and shall be renewable.

**Ex Officio Affiliation:** The President, the Graduate College’s administrative leadership, and all deans and vice presidents are eligible to be considered for Graduate Faculty membership through an Ex Officio Affiliation process, where the review is through the elected faculty representatives serving on Graduate Council. Ex Officio Affiliation may result in Full, Associate or Emeritus Membership status depending on what is requested and deemed appropriate by the Graduate Council.

**Separation**

Removal of Graduate Faculty status in all categories is automatic upon separation from the University unless an exception is requested and approved (e.g., to complete service on a
committee), and such exceptions will only be for a specific purpose/term, not to exceed five years. The Unit Head will submit the “Removal from the Graduate Faculty” form to the Dean of the Graduate College for the removal of all membership categories.

Temporary Appointments
Temporary appointments and exceptions may be granted by the Dean of the Graduate College, in compliance with the general Graduate Faculty Bylaws.

Approved
Graduate Council, April 2014
Graduate Faculty, May 2014
Graduate Faculty Appointment and Renewal Process

INITIAL APPOINTMENTS

- **OSU NEW TENURE-TRACK FACULTY MEMBERS**: Granted an initial appointment as a Full Member of the Graduate Faculty at the time of employment. A list is obtained by the Graduate College from the Provost’s Office; therefore, no form is necessary.

- **OSU CLINICAL, RESEARCH AND ADJUNCT FACULTY**: Request Full Member or other status through their academic unit. Initial appointment shall be initiated by submission of the “Appointment to the Graduate Faculty” form by the Unit Head to the Dean of the Graduate College (ATTENTION: grad.faculty@okstate.edu).

- For other membership categories, the initial appointment shall be initiated by submission of the “Appointment to the Graduate Faculty” form by the Unit Head to the Dean of the Graduate College (ATTENTION: grad.faculty@okstate.edu).

- Temporary Graduate Faculty appointment requests can be sent to grad.faculty@okstate.edu.

RENEWALS

Members must be evaluated at least once every five years by a committee of other Members in their unit to determine if they meet the **Subject Matter Group** requirements as indicated in the Group Bylaws found on the Graduate Faculty D2L BrightSpace website, for renewed membership. It is each unit’s responsibility to determine the process that will be used.

- **OSU TENURED OR TENURE-TRACK FACULTY**: Renewed membership shall be automatic with reappoint, promotion and/or tenure (RPT) decisions. A list is obtained by the Graduate College from the Provost’s Office; therefore, no form is necessary.

- **OSU TENURED FACULTY**: post-tenure review (PTR)

UPDATES TO EXISTING FORMS AS REQUESTED IN SPRING 2014

- Because the RPT and PTR processes are being used to reaffirm Graduate Faculty appointments, the following language needs to be included on current forms:
  - Reappointment Action: request extension of Graduate Faculty status until the promotion and tenure decision.
  - Promotion and/or Tenure Action: The [insert name] Committee has reviewed the Graduate Faculty status of the candidate with respect to the Subject Matter Group Bylaws and [insert “recommends” or “does not recommend”] reappointment a five-year term.
  - Post-Tenure Review Action: The [insert name] Committee has reviewed the Graduate Faculty status of the candidate with respect to the Subject Matter Group Bylaws and [insert “recommends” or “does not recommend”] reappointment for a five-year term.
• Units are permitted to use any unit-level committee (e.g., RPT, PTR, personnel committees or form an ad-hoc committee for this purpose). Committees, with at least two members, must be composed of other Graduate Faculty members.

NOTIFICATION
Units will be provided a spreadsheet of Graduate Faculty each semester. This spreadsheet should be returned to the Graduate College at grad.faculty@okstate.edu by the requested deadline. A message will be sent from the Graduate College to individual Graduate Faculty members confirming renewal after the Graduate Council takes action.

APPEALS
Candidates may appeal a Graduate Faculty evaluation to the Officers of their respective Subject Matter Group through the standard Subject Matter Group review process. If that appeal is rejected, the candidate may appeal to the Membership Committee of the Graduate Council.

Updated Fall 2017
Preamble: The bylaws of the Graduate Faculty at Oklahoma State University state: “The Graduate Faculty shall be comprised of all Full Members, Associate Members, and Emeritus Members and shall be organized into Subject Matter Groups.” The bylaws of the Graduate Faculty also state, “All Members of the Graduate Faculty of a department, school or program constitute the unit that shall exercise general supervision of graduate work in that unit and shall be responsible for the policies pertaining to its graduate programs, which are not reserved to the Subject Matter Group or Graduate Council.” Certain terms (e.g. committee chair, research advisor, outside member, etc.) are defined by Oklahoma State University in the graduate section of the University catalog.

I. Definition of Group V

A. Group V Education is an affiliate and subordinate group within the Graduate Faculty at Oklahoma State University.
B. Group V is subject in its bylaws and in all rights and responsibilities to the bylaws of the Graduate Faculty.
C. When Graduate Faculty bylaws are modified in such a manner as to affect the bylaws of Group V, the bylaws of the Graduate Faculty shall be in force until Group V Bylaws can be brought into compliance with those of the Graduate Faculty.
D. Group V bylaws may be more specific or restrictive than Graduate Faculty bylaws; however, Group V must comply with Graduate Faculty bylaws.

II. Membership in Group V

Department or School heads proposing persons for membership shall be responsible for verifying that candidates have met all criteria and conditions and for supplying documentation in support of the nomination (for example articles, books, proposals, papers, chair dissertations, etc.).

A. Membership category – Full Member of the Graduate Faculty (Group V)

1) Qualifications for initial Membership as a new tenure track faculty member at OSU:
   • Earned doctoral degree (or highest degree considered in the discipline as a terminal degree) from an appropriately accredited institution.
   • A record of ongoing scholarship appropriate to the candidate’s discipline.
   • As a part of appointment to a tenure-track or tenured faculty position at Oklahoma State University, the appointment includes Full Membership in the Graduate Faculty.
2) **Qualifications for Membership for other faculty ranks:**

- Clinical, research, and adjunct faculty members who are affiliated with Oklahoma State University as defined in the Oklahoma State University Faculty Handbook and who have appropriate credentials may request status as Full Members of the Graduate Faculty through Group V by completing the appropriate and required forms provided by the Graduate College, including a curriculum vita. These nominations may be submitted by the department or school head to Group V, followed by electoral ballot of Group V members, and confirmation by the Graduate Council.

**B. Procedure for initial appointment as Full Member**

1) Newly appointed tenure track OSU faculty members within an OSU department or school with a graduate program may be appointed as Full Members of the Graduate Faculty by their department or school head, effective the semester of initial academic appointment. The nominee’s department or school head informs the Group V Chair of the nomination and submits it to the Graduate Dean for final approval. The appointment is valid for up to five years.

2) Nominations of other qualified candidates may be submitted by the department or school head to Group V, followed by electoral ballot of Group V members, and confirmation by the Graduate Council.

**C. Roles and responsibilities of Full Members**

1) Full Members are eligible to be a member of master’s and doctoral advisory committees and to teach courses for graduate credit.

2) To serve as a thesis/dissertation advisor, an individual must have documented mentoring activity and research accomplishments.

3) To serve as Chair of a master’s advisory committee, an individual must hold an OSU academic appointment equal to or higher than assistant professor, assistant research professor, or assistant clinical professor in an OSU academic unit.

4) To serve as Chair of a specialist or doctoral advisory committee, an individual must hold an OSU tenure-track appointment at the level of assistant professor or higher and have documented mentoring activity and research accomplishments, with at least three academic years of full-time employment at Oklahoma State University.

**D. Membership category – Associate Member of the Graduate Faculty (Group V)**

Associate Members are (1) non-OSU faculty members or (2) individuals at Oklahoma State University who hold the following non-tenure track appointments: adjunct, clinical, research and temporary appointments such as visiting assistant/associate/professor, scholar, artist, or other titles as outlined in the Oklahoma State University Faculty Handbook.
1) **Qualifications for Associate Membership:**
   - Master’s degree or professional degree or higher level of education.

2) **Procedure for appointment as Associate Member**
   - Nominations may be submitted by the department or school head to the Graduate College and are subject to approval by the Graduate Dean. The nomination shall include the appropriate and required forms provided by the Graduate College, including a curriculum vita for the nominee. These nominations must specify the level of responsibility requested. The appointment in this manner is valid for one year.
   - Renewal requests, including the materials specified above, may be submitted by the department or school head to the Graduate College and are subject to approval by the Graduate Dean. The appointment in this manner is valid for one year.
   - Candidates for Associate Membership may apply through Group V providing the appropriate and required forms provided by the Graduate College, including a curriculum vita. Associate Membership granted through Group V upon approval by Graduate Council shall be valid for up to five years.

3) **Roles and responsibilities of Associate Members:**
   - An Associate Member may teach courses for graduate credit and may serve on master’s and doctoral committees. Requested privileges must be specifically indicated on the Associate Member application forms submitted by the sponsoring department. Associate Members are not eligible to vote on matters presented to the Subject Matter Groups and to the Graduate Faculty as a whole, may not chair student committees, and may not serve as the Outside Committee Member.

E. **Renewal of Membership – Member of the Graduate Faculty (Group V)**

1) All appointments to the Graduate Faculty are for terms not to exceed five years and are subject to ongoing, periodic review based on performance and record of scholarship. The procedure for renewal of membership is:
   a) The candidate completes the appropriate and required forms provided by the Graduate College, including a curriculum vita.
   b) These forms are submitted to the department or school head, who forwards them to the Graduate College, which will forward to the Chair of the Subject Matter Group.
   c) If there is a change in level of responsibilities and eligibility for specific roles (Levels 1 – 4 as detailed on the Appointment to the Graduate Faculty form), the candidate must also complete and update an “Appointment to the Graduate Faculty” form.
   d) Group V executive committee reviews the applications and creates a ballot to be presented to members during the Group V semi-annual meeting.
   e) Group V membership votes during the semi-annual meeting on membership for the respective candidates. Group V executive committee
For Group V vote Spring 2015

submits names of successful candidates to the Graduate Council for final approval.

F. Qualifications for continued membership

1) The candidate must have a current appointment as an Associate or Full Member of the Graduate Faculty at the time of application for renewal.
2) The candidate must present successful experience in graduate instruction and working with graduate students.
3) The candidate must have demonstrated the ability to write in a creative and/or scholarly manner. These criteria may be demonstrated in several ways, such as:
   a) Publication in national/international periodicals with a review process.
   b) Publication of book(s).
   c) Receipt of external funding through a proposal subject to external peer review.
4) For Full Membership, the candidate must have successful experience in serving as a member of masters or doctoral committees.

G. Roles and responsibilities of continuing Members

1) Full Members with an OSU academic appointment equal to or higher than assistant professor, assistant research professor, assistant clinical professor, or adjunct assistant professor are eligible to vote at Group V meetings and on matters referred to in these bylaws.
2) Officers in Group V must be voting Members with at least three academic years of full-time employment at Oklahoma State University.
3) To serve as Chair of a doctoral committee for programs in Group V, an individual must be a Full Member of the Graduate Faculty with an appointment of Assistant Professor or higher, have documented mentoring activity and research accomplishments, with at least three academic years of full-time employment at Oklahoma State University.
4) Emeritus faculty members may serve as thesis and dissertation advisors, but are not eligible to be chairs of graduate committees. As stated in the Graduate Faculty bylaws, “Oklahoma State University faculty members who have retired and been appointed as Emerita/us Faculty and who held graduate faculty status before retirement may be appointed as an Emeritus Member.”
5) Upon approval of the respective school or department head, emeritus and departing faculty members may retain membership on a year-by-year term following severance of regular employment with Oklahoma State University.

III. Committee Structure in Group V

1) All masters degree committees shall have a minimum of three Associate or Full Members of the graduate faculty qualified to serve as designated by level of membership. Two of the three members of the committee must hold OSU tenure line academic appointments. The chair of the master’s committee must be a member of Group V in an OSU tenure-track faculty line.
2) All specialist and doctoral degree committees shall have a minimum of four
Associate or Full Members of the graduate faculty qualified to serve as designated
by level of membership to function as an advisory committee. At least two of
these committee members must hold OSU tenure line academic appointments.
The chair of the doctoral committee must be a Full Member of Group V with
doctoral chairing privileges and be in an OSU tenure-track faculty line.

IV. Definition of Outside Committee Member

1) In Group V of the Graduate Faculty, the outside member of a doctoral committee
is defined as outside the school or department represented by the chair of the
advisory committee. Since the outside member represents the Graduate College,
this position must be held by an OSU tenure line faculty member with graduate
faculty membership in one of the graduate faculty groups at OSU.

V. Removal of Membership Status

An Associate or Full Member of Group V may lose their respective status through
the following procedures.
1. Voluntary lapse in renewal of status thus allowing the status to be terminated.
2. Voluntary request to Group V elected officers to be removed from
   membership.
3. Change in appointment status which makes the candidate ineligible for a
   specific status of membership.
4. Action by Group V membership to remove membership rights for failure to
   meet the membership criteria identified above.

VI. Appeals and Petitions

To obtain reinstatement, a member may at any time petition the Committee on
Continuing Evaluation, consisting of the elected officers of Group V. The petition
for reinstatement should be sent to the Group V Chairperson and must be
accompanied by documentation of scholarly activity.

Any exceptions to the above stated Group V membership criteria may be
petitioned to the elected officers of Group V. Rulings of this committee regarding
the submission of appealed nominations for Group V consideration will be final.

VII. Election of Officers

Group V elects officers in odd-numbered years, with officers serving two year
terms. A secretary and vice chair are to be elected at the spring meeting of group
in odd-numbered years, with the former vice chair advancing to the position of
chair. In the event of a vacancy, leaving an incomplete term of office, Group V
will hold a special election to fill the vacancy. If that vacancy is the chair of
Group V, the vice chair shall advance to the chair, and a new vice chair will be
elected to fill the unexpired term.
VIII. Amendments to these Bylaws

Amendments to these bylaws must be approved by two-thirds of the total Group V Graduate Faculty votes cast in a referendum administered by the Executive Committee of Group V. The proposed change must be submitted to the members of Group V at least 30 days in advance of the vote and following approval by two-thirds of the votes cast by the participants at a regular meeting of Group V.
OVERVIEW

The honorary title of Research Fellow in the College of Education, Health and Aviation is bestowed on individuals with an established record of outstanding research and scholarly contributions in their discipline. Persons earning the title of Research Fellow are those recognized by their peers nationally for their scholarly accomplishments. Evidence of such accomplishments may be their record of national/international refereed publications in recognized journals, scholarly books, peer-reviewed national/international research presentations at professional conferences, and other creative activities. Additional items to be considered in earning this honorary title may be patents, service as editor or on editorial boards of national/international scholarly publications and competitive grant acquisitions.

PHILOSOPHY

Research involvement is a critical component in the professoriate and those that exemplify such qualities through disseminated research results are highly valued professionals. Hence, the title of Research Fellow is a prestigious recognition by the faculty and administration of the College of Education, Health and Aviation for excellence in research and creative activities.

CRITERIA FOR SELECTION AS RESEARCH FELLOW

- The Research Fellow must be a tenured faculty member in the College of Education, Health and Aviation.
- The Research Fellow position is a two-year appointment with additional appointments possible.
The Research Fellow in the College of Education, Health and Aviation shall be recognized for significant contributions to their respective disciplines. Evidence supporting the nomination is to be demonstrated by accomplishments in the following areas:

- Original publications, creative works and/or performances that demonstrate research and scholarly advances;
- Evidence of recognition of nominee’s expertise by his/her discipline. Such recognition may include editor or editorial board membership of national/international publications, grant review panels, and/or accreditation teams;
- A record of successful competitive external support in the form of grants and/or contracts;
- Contribution to national/international professional organizations;
- Awards and recognition from national and international societies of associations for scholarly accomplishments.

**PROCEDURE**

Nominations for Research Fellow shall be submitted to the Associate Dean for Research, Engagement and Administration.

- Nominations may be made by any tenured member of the College. It is the responsibility of the nominator to prepare a letter identifying the nominee’s research and scholarly accomplishments.
- Two letters of recommendation from tenured faculty members at a peer institutions, addressing the research/scholarly abilities of the nominee.
- A professional statement addressing the applicants line(s) of research, future projects, and a succinct rationale for how the Faculty Research Fellow intends to foster and improve the research climate of the college.
- Evidence. It is the responsibility of the nominee to provide materials supporting his/her research accomplishments.
- Curriculum Vitae. A complete and up-to-date curriculum vitae is to be included in the materials submitted by the nominee
- Letter of Support. A letter of support should come from the candidates School Head substantiating the nominee’s national/international impact through his/her research activity.
The Faculty Development and Research Committee (FDRC) is charged with reviewing the submissions for Faculty Research Fellow and to make a recommendation to the Associate Dean for Research, Engagement and Administration who will in turn forward the recommendation to the Dean.

**RESEARCH FELLOW RESPONSIBILITIES**

The Research Fellow is expected to:

- Mentor, encourage, and support faculty in their research endeavors by holding one brown-bag seminar per semester,
- foster collaboration in research among faculty, programs, Schools and within the University,
- work with the Associate Dean for Research, Engagement and Administration to showcase and develop a research culture within the college,
- to support student research efforts, and
- to coordinate an end-of-the-year research reception to recognize the College top researchers and their work.

**TIMELINE**

November 20 – Call for nominations to faculty
January 26, 2018 – All materials due
February 23, 2018 – Selection for 2018-2019 Faculty Research Fellow
March, 2018 – Meet with Fellow(s) to construct an agenda

**INCENTIVES**

Faculty Teaching Fellows will be provided a $4,000 annual stipend that will be paid in three equal payments August, December, and May.
OSU Research announces a video competition celebrating the best research at Oklahoma State University. Prizes include travel money for students to attend a professional conference. Undergraduates and graduate students are invited to submit a video with the theme: “My Research at OSU Rocks!”

If you have a story about some exciting research that you think truly rocks please share your excitement with us all by producing a brief video and entering it in our contest. In addition to awarding prizes to the winning entries, we plan to use as many of the submissions as possible in telling the exciting story of research at OSU.

**Video Submission Deadline:** January 15, 2018

**Duration:** 2-3 minutes

**Requirements:** Video must incorporate music that expresses enthusiasm for the research.

**Categories:** (a) undergraduate student and (b) graduate students

**Prizes:** Winners will receive $750 to be used for their travel to a professional conference of their choice.

**Eligibility:** Undergraduates and graduate students must be enrolled at OSU in both the fall 2017 and spring 2018 semesters.

**Submission:** To enter, videos must be uploaded to OState.tv, and a link to the video must be emailed to vpr@okstate.edu no later than January 15, 2018 along with a Video Competition Submission Form and a signed Photo/Video Release Form.

**Questions:** For further information, you can contact the Office of the Vice President for Research at 405-744-6370 or email vpr@okstate.edu.

*OSU reserves the right to use, publish, edit and/or modify any video content or video titles and publish or advertise the video without entrant’s approval, acknowledgement or compensation. All entries become the property of OSU.*

researchweek.okstate.edu/video-competition

**SPONSORED BY THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH**
VIDEO COMPETITION SUBMISSION FORM
‘MY RESEARCH AT OSU ROCKS!’

FIRST NAME ____________________________ LAST NAME ____________________________ CWID ____________________________

CATEGORY (SELECT ONE): ___UNDERGRADUATE ___GRADUATE STUDENT

To enter, videos must be uploaded to OState.tv, and a link to the video must be emailed to vpr@okstate.edu no later than January 15, 2018 along with a Video Competition Submission Form and a signed Photo/Video Release Form.

researchweek.okstate.edu/video-competition

SPONSORED BY THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH
PHOTO/VIDEO RELEASE

By signing below, I hereby give permission to Oklahoma State University and its agents or employees to use photographs or videos taken of me for use in any publication which may include printed or electronic media, or both. Furthermore, I give permission to Oklahoma State University to use my name in conjunction with said photos or videos. I understand Oklahoma State University is under no obligation to use these photos or videos.

I hereby relinquish any right to inspect or approve the completed product or products with may include the finished photographs of me, advertising copy, or any other printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensations arising from or related to the use of the photos or video.

I hereby agree to release, defend, and hold harmless Oklahoma State University and its agents or employees, including any firm publishing and/or distributing the finished product or products in whole or in part, whether on paper or via electronic media, from and against claims, damages, or liability arising from or related to the use of the photographs or videos, including but not limited to any misuse, distortion, blurring, alteration, optical illusion, or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction, or production of the finished product, its publication, or distribution.

I certify that I am at least 18 years of age and am competent to contract in my own name. I have completely read this release before signing, and I fully understand the contents, meaning and impact of this release.

____________________________________________________  _____________________
PRINTED NAME  DATE

_____________________________________________
SIGNATURE
MY OSU RESEARCH ROCKS

Submission Deadline: January 15, 2018

Winners will receive $750 to be used for their travel to a professional conference of their choice.

For more information, go to: researchweek.okstate.edu/video-competition

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