Leadership Team Minutes
Wednesday, March 1, 2017, 9:00-11:00
333 Willard, Stillwater/ 2205 MCB, Tulsa

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<th>Leadership Team Members Present</th>
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<tr>
<td>Doug Smith, SAHEP faculty</td>
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<td>Randy Hubach, SAHEP faculty</td>
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<td>Terry Stinnett, SAHEP Faculty Rep</td>
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<td>Susan Stansberry, Interim SES School Head</td>
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<td>Mwarumba Mwavita, SES Associate School Head</td>
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<td>Ben Bindewald, SES School Representative</td>
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<td>Jenn Sanders, STCL School Head</td>
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<td>Shelbie Witte, STCL Faculty Rep</td>
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<td>Jennifer Job, COE Student Affairs</td>
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<td>Al Carlozzi, Tulsa Faculty Rep</td>
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<td>Bert Jacobson, Associate Dean for Research, Engagement and Administration</td>
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<td>Robert Davis, Associate Dean for Academic Affairs</td>
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<td>John Romans, COE Dean</td>
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Review and approve previous meeting minutes
Dr. Stansberry motioned to approve minutes with edits and Dr. Job seconded. The minutes were approved.

Terry Stinnett, SAHEP School Representative
- SAHEP has scheduled a faculty meeting and the SAHEP School Heads presentations are on going.
- Dr. Smith mentioned that Group 5 will have their spring meeting on the April 22nd. If faculty attended last year, they will have one big meeting in ITLE and then break into individual groups in Willard 004. Faculty will receive an email to confirm the date and time.

Susan Stansberry, Interim SES School Head
- SES is working to finish A&D’s and make changes to their ARPT document
- The SES School Head presentation is scheduled today at 1:30 in Willard 104

Jenn Sanders, STCL School Head
- Two Special Education candidates will be visiting campus next week. STCL will send the itineraries to faculty
- Dr. Witte will help continue the naming discussion, this Friday.
- STCL is working on professional development offerings with Vallory Vencill. Vallory is in touch with Stillwater Public Schools to get input on their needs. STCL would like to have professional development offerings available on the internet for outreach possibilities.

Dean Romans, for Ed Harris, COE FDRC Committee Chair
- Dean Romans and Dr. Harris discussed collecting another nomination for the Regents Outstanding Researcher Award. The COE received one nomination this year and the Board of Regents would like at least two. Dean Romans has asked Dr. Harris to discuss
this with FDRC. The COE needs to be represented in research and we need to make sure that faculty are nominated for these awards.

- Why is the research award only for tenured faculty? Dr. Davis explained that the University actually prefers Full Professors for these awards. They have awarded associate professors but they prefer Full Professors. This criterion eliminates a lot of our faculty in the COE.
- Faculty are concerned that award materials are not reviewed fairly. Dr. Stinnett thinks there will be more nominations if applications roll over for two years. If we can stay active in a pool, we need to help faculty solicit letters. A lot of faculty are hesitant in nominate themselves. A good place to recommend faculty for awards is during A&D’s.
- The COE has a culture of not sharing our national and international research at the university level. Dr. Jacobson has asked school heads to target research driven faculty during A&D’s. This will also help develop a research fellow.
- The research reception was well attended but Dr. Jacobson was disappointed that students in COE were under represented. He encouraged students who presented during the year to also present at research week.
- Dr. Sanders asked for a comprehensive list of university awards that are available to faculty. School heads could use this list to encourage faculty to apply.
- Leslie Evans is working on freshman research scholars as a pipeline to Wentz scholars.

**Shelbie Witte, STCL School Representative**

- The 21st Century Literacies Lecture was on February 23rd. Last week, the OSU Writing Project celebrated their 25th anniversary in Tulsa. Potential donors attended.
- Dr. Witte is recruiting for the OSU Writing Project Summer Institute. If anyone is interested in writing, please send Dr. Witte an email.

**Donna Lindenmeier, COE Planning and Programs Representative**

- Had their P&P meeting, discussed proposals, and made suggestions. There were no new program requests.
- Please encourage faculty to turn in materials in early

**Jennifer Job, COE Student Affairs Committee Chair**

- Student Affairs completed all of the general scholarships. Dr. Davis stated that another college did not complete their scholarships and this will slow down the whole process for the university. Dr. Davis will share this email with Dr. Job.
- Student Affairs would like to move the COE scholarship deadline to the Wednesday after school begins. This gives students a couple of days to turn in applications. This earlier date will remove the time constraints and help with freshman recruitment. Dr. Davis thinks this may be problematic if the university does not move up their deadline from February 1.
- Student Affairs developed a new application form to help faculty look at data faster.
Al Carlozzi, Tulsa Faculty Representative

- Fry has been convening focus groups with faculty, staff and constituents in the Tulsa area. On Monday, they met with representatives from Business, Education and Human Sciences and discussed expanding the marketing of programs offered in OSU Tulsa. They also discussed the separate Stillwater and Tulsa budgets and the issues and problems it creates like inhibiting potential for growth.

- Stacey Coleman, Tulsa Graduate Student Services Coordinator, had a reception for her last day in Tulsa. There are no plans to replace this position and the go to person for COE and Human Sciences programs will be Trey Alward, Tulsa Graduate Student Services Coordinator. They plan to hire a recruitment specialist for Tulsa programs instead of replacing Stacey with another advisor. Dr. Carlozzi stated that we do need a representative for Tulsa graduate students so they do not have to always reach out to the Stillwater campus. Dr. Davis wondered if we don’t need a graduate student recruiter and undergrad recruiter. Dean Romans asked faculty to share their concerns with him.

- Dr. Sanders stated that Dr. Fry is working on a more continuous library system between the both campuses. Currently, they have different software contracts. She is working with our library person so that they can classify OSU Tulsa as a branch campus so they both have the same access of software.

- Dr. Fry is working in Tulsa with focus groups and a committee. Dr. Fry has met with our school heads to discuss administrative issues. These issues are all coming up now and there had been a very open discussion about it. For the strategic planning, there needs to be a unified effort across the university and the college. What do we need to do to address the state and region? What programs do we need? The COE has done a good job with this. What are the mandate differences that we have to lobby to change? The separate library system is an example where we were separate because of agreements. Now that these are expiring, it is time to push for change.

- Another example is the relationship with still OSU Tulsa and the medical school. Dean Romans has a meeting with them to discuss health initiatives. This is a good place to look into the breakdown of budgets. Last year, we moved on a jointly funded epidemiology program. This field is open for health programs. Dean Romans expects the new Exercise Sciences degree to have potential in Tulsa. What does this mean for Tulsa faculty lines? This will be a joint discussion.

Bert Jacobson, Associate Dean for Research, Engagement and Administration

- There are eight GA’s presenting at American College of Sports Medicine, their flagship organization.

- The International Advisory Council will meet next week to discuss their charter and to change representation.

- Dr. Utley, Dr. Witte, Dr. Mwavita, and Tim Schlais led the recent New Faculty Development meeting. They did a great job discussing grants and the importance to establish grant work. The next meeting will be on mentorship. Please send him names of faculty to help present. Dr. Sanders suggested asked past Graduate Faculty award
winners. Dr. Jacobson could ask someone from our advising area for undergrad mentorship.

- The Space Committee meets next week and includes Casey Powell, Pam Porter and faculty members that are interested in joining. Dr. Jacobson is working with faculty to provide input on this process.
- Dean Romans stated that we will still be short on resources and space and as we move forward, we will need to look at expanding. Our long-range plan is to build onto Willard Hall. What does a premiere COE looks like? Lab space? What kind of GA numbers do we have? We are also looking at faculty growth.
- Dr. Stansberry asked STCL GA’s how they liked the cubicles and the design of the office space. They requested space for supplies and shelving of academic books. This is something to consider when we move office spaces.

Bob Davis, Associate Dean for Academic Affairs

- Met with Robert Raab and the graduate coordinators to review the graduate program brochure and will have an electronic brochure soon.
- Robert will work with each program to update separate sheets for each graduate program.
- Dr. Davis distributed graduate college bricks. This data is more than just enrollment; bricks include numbers of graduates and admissions.
- Dr. Davis will put together program data sheets for each school. Dr. Carlozzi asked if they could expect Tulsa data sheets. The data sheets are combined Tulsa and Stillwater data. Separating Tulsa and Stillwater data is difficult to do with some programs. For now, Dr. Davis will provide the combined data.

Dean Report

- Administrative searches are ongoing. There have been opportunities for participation and feedback. He thanked faculty for serving on the committees.
- President Hargis requested Dean Romans to attend the Board of Regents dinner in Willard and provide a presentation on aviation. He will give info on COE and then discuss aviation programs tomorrow night.
- Dean Romans will attend a foundation-planning meeting to identify barriers of retention, research and other areas. He has been tasked with retention and asks faculty to share ideas from a fundraising perspective.
- Dean Romans is on an online committee of deans and online managers with Dr. Christine Ormsbee. A few years ago, they were approached by someone to do marketing. Deans will provide input from an academic standpoint. The university will want more recourse to fund online education centrally. We could use more resources in the college to help programs go online. Things like marketing what is the needs and demand what business should we be doing? Curriculum and platform what are we doing? Changes are always happening. Who keeps up with this? What is the best level of support? We have a handful of programs that want to do more online delivery and the key is an emphasis on
new students at the university. Dean Romans has asked faculty to provide input on what they could benefit from. What could COE do if we added resources to the college?

- Admin Team has discussed raising graduate student stipends. We believe it is prudent to raise graduate student stipends at this time. Starting next year, we will raise them. Donna Nightengale has the exact figures. This will move the COE well over the medium. Terry received the spreadsheet from Donna and he wants this to factor in growth. Dean Romans thinks we need to have more GA’s in our programs to assist.
- There was another cut at the state level but the university will absorb this centrally.

**Reorganization updates and discussion**

- We are a bit behind our initial timeline with the renaming of the new units but these processes need to be deep and genuine. The SAHEP-Colvin unit has chosen their name, Kinesiology, Applied Health, and Recreation. The SAHEP-Willard unit has also chosen their name, Community Health Sciences, Counseling, and Counseling Psychology. Dr. Hubach explained that applied health was an umbrella so that is why they drilled down community health sciences. Maybe applied health sciences would be in the college name. Dean Romans wants to have more work at the unit level before we continue discussion on our college name.
- There are conversations on faculty governance structure and it is important to continue as we crystallize reorganization. The sizes of these units will be looked later.
- There will be two opportunities to discuss faculty line requests: March 22 and April 5. These faculty lines will begin fall of 2018.
- We will also need to look at our need for visiting instructors for next year. Dean Romans will look at this from a college perspective. Growth is important for us as we move ahead.
- The discussion on visiting is separate from line requests. If an area is considering a clinical line, now is the time to look at this.
- Dr. Witte asked if there was any more discussion on staff positions. Dean Romans has heard some staff needs and functions and how these will change as we move ahead.
- Dr. Lindenmeier asked if any other task force groups have been formed. The current school heads will initiate faculty governance discussion. The three standing committee chairs, Dr. Lindenmeier, Dr. Job and Dr. Harris will start the faculty governance task force.

Meeting ended at 11:00