Leadership Team Minutes
Wednesday, May 3, 2017, 10:00-12:00
2205 MCB, Tulsa/333 Willard, Stillwater

<table>
<thead>
<tr>
<th>Present Leadership Team members and guests</th>
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<tr>
<td>Julie Koch, SAHEP-Willard School Head</td>
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<td>Gary Duhon, SAHEP Associate School Head</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>Ben Bindewald, SES School Representative</td>
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<td>Jenn Sanders, STCL School Head</td>
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<td>Adrienne Sanogo, STCL Associate School Head</td>
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<td>Shelbie Witte, STCL Faculty Rep</td>
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<td>Doug Smith, SAHEP-Colvin School Head</td>
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<td>Al Carlozzi, Tulsa Faculty Rep</td>
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<td>Ed Harris, COE FDRC Chair</td>
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<td>Bert Jacobson, Associate Dean for Research,</td>
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<td>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. Koch seconded. The minutes were approved.

**Julie Koch, Interim SAHEP School Head**
- SAHEP is in the process of nursing admissions and the deadline is May 1st. They currently have 30 applications and anticipate more. Dr. Mary Malaska will head up the review committee.
- Glenna Chessmore is no longer in the COE and SAHEP is rewriting this position
- OSU will subsidize graduate health insurance for graduate teaching and research assistants; however, the subsidized will be roughly 87% instead of 100% of cost. This will require that GTA/GRAs be charged a $20 post-tax premium each month during their payroll cycle.
- The COE recently raised our GA stipend by approximately $200.
- We will return to this conversation at a later time.

**Susan Stansberry, Interim SES School Head**
- SES faculty attended AERA in San Antonio, TX
- Aviation continues to work with Denise Unruh and Dean Romans for flight center facility improvement
- SES faculty will meet May 5, 2017 to name their representatives for COE committees.
- SES is working on an adjunct lecture or orientation for the fall
- Dr. Laura Barnes and Dr. Mwarumba Mwavita are codirecting CERE. They are reinvisioning what CERE does and they have brought in two grant opportunities

**Ben Bindewald, SES Faculty Rep**
- Faculty are concerned that the COE does not properly prepare GA’s to handle academic integrity issues, and faculty is not consistent in enforcing the policy. Dr. Bindewald is an academic integrity facilitator and will discuss this at the next SES meeting.
- The Graduate College provides specific training to TA’s. The COE could invite Candace Thrasher to talk to faculty about the policy.
- SAHEP discusses academic integrity with their new GA’s in the fall.
• Dr. Stansberry is teaching a video game course this summer and kicking around the idea of having a college wide game.
• Last year, SES partnered with Ed Psych and Dr. Lee Bird, Vice President for Student Affairs, met with the group. Higher Ed has videos available for their students and there are some pieces that would be great for the college as a whole
• The college could gather what everyone is doing and make these resources digital so each program could use them as needed.

Jenn Sanders, STCL School Head
• Outstanding GA awards were selected; Travis Mukina and Lisa Lynn.
• There is a come and go LSU pre-service teach symposium at 3 pm.
• STCL faculty will meet May 5 and name their COE committee representatives.
• At program coordinators meeting, they decided to make a bigger deal of doctoral defenses. They will now ring a school bell when they successfully defend.
• The graduate student annual progress reports are due to the Graduate College in June. If you haven’t done them this spring, they should make note of the upcoming deadline.
• STCL will have two doctoral fellowships, one math and one science, and Dr. Utley will support these through her endowment as the Morsani chair.

Ed Harris, COE Faculty Development and Research Committee Chair
• FDRC revised their responsibility list for a more specific list of expectations. These focus on development, research, and developing a culture of mentoring.
• The new FDRC document of responsibilities will be approved at the first fall Leadership Team meeting.

Donna Lindenmeier, COE Planning and Programs Representative
• The last spring P&P meeting will be on May 4
• Please encourage faculty to prepare P&P actions for the school/department P&P committees over the summer or as soon as school starts in the Fall.
• A new P&P document of responsibilities may be approved at the first fall Leadership Team meeting.

Jennifer Job, COE Student Affairs Committee Chair
• Student Affairs met on April 24th and rewrote the language about duties and membership to say: 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) encourage diversity within the College of Education.
• The committee notes the need for the scholarship awards and Top 10 Seniors to represent the rich diversity of the College of Education, Health, and Aviation.
• The Student Affairs Committee includes: two (2) tenured or tenure-line faculty members from each academic school and one (1) alternate representative, Director of Student Services, one (1) staff facilitator (ex officio), Associate Dean for Undergraduate Studies (ex officio)
• They developed the criteria for scholarships and Top 10 seniors and the selection process so the committee will have precedent and documentation in the future.
• The new Student Affairs document of responsibilities will be approved at the first fall Leadership Team meeting. April will share these with the group.

Al Carlozzi, Tulsa Rep

• Pam Fry met with Tulsa faculty and discussed marketing programs in Tulsa and ways of everyone getting to know each other better. They are discussing how to grow OSU Tulsa and forging a closer relationship with TCC. Ideas include TCC using our OSU Tulsa facilities and OSU Tulsa faculty teaching at TCC. They also discussed alternatives to Subway.
• April Casiano will invite Tulsa faculty to the Leadership Team meetings

Bert Jacobson, Associate Dean for Research, Engagement and Administration

• The Phi Kappa Phi Spring Initiation Banquet was held April 27th and 10 COE students were inducted.
• The COE Scholarship Reception was held April 28th and was a success
• The Preservice Science Teacher Symposium is today at 3 pm in the Willard living room. Provost Sandefur is attending.

Bob Davis, Associate Dean for Academic Affairs

• The state department will not object our using the word statistics in labeling REMS degrees.
• Instruction Council will begin discussion on no longer requiring 150 hrs above the first Bachelor’s degree. This is advantageous for the university and students. This could be big for OSUTeach and Dean Bret Danilowicz is on board for recruitment for math and science. Thanks to Leslie Evans for bringing this forward.
• Dr. Davis asked if the COE is putting out credentials that are not recognized or university lead. This could be a legal issue and is misrepresentation.
• There is no university authority for something beyond the option and there should be more discussion on this. In some cases, we have called them emphasis areas or specializations. The university does not recognize these and they are not identified on the transcript or the diploma.
• Having enough courses to cover the credits required for a specialization is also required.
• Maybe these specializations should become options. The COE should stick with university policy. Dr. Stansberry recommends that we stick with the university approval process and the levels that they recognize. The university only recognizes these at the option level and some COE programs are in the process of working to do this.
• Dean Romans requested discussion at the school level and a return to discussion in the fall.
• Dean Romans suggested discussion at the first P&P meeting in the fall.

John Romans, Dean Report

• Dean Romans thanked the faculty for their faculty line discussion. The COE will hire the following 7 positions for fall 2018: Foreign Language/ELL, Literacy (Assistant), HEP
(Assistant), CPSY, Ex Science (Assistant), Aviation clinical Stillwater (Assistant), EDTC (Assistant)

- Dean Romans will discuss growth needs, accreditation needs and other positions with Admin Team at their May 10 meeting.
- The data sheets are used as support and should provide a seamless process with faculty line requests. They will provide information on how a program is doing and will also align with assessment reports.
- Dean Romans thanked faculty for attending the April 29th COE Scholarship Reception and the April 30th Honors College Hooding Ceremony & Award Presentation. Dr. Koch asked that school heads be introduced to students and donors at the next reception.
- Dean Romans thanked faculty
- Robert Raab is resigning his position as Graduate Studies coordinator. We have an opportunity to think about where we are with this position. Please share ideas about how to tweak this position.
- The COE has an opportunity to play a key role in the Oklahoma Science Fair. There is donor interest in this and Dean Romans has a meeting with Denise Unruh to discuss this. The VP for research and our school counselors could be interested in this.

**Space Discussion**

- The Space Committee developed two moving options and STCL, SES and SAHEP faculty met to discuss them.
- Leadership team discussed the options.
- SAHEP GA’s have been told to move out by May 12th.
- Pam Porter and Casey Powell will order moving boxes, after a decision is made.
- A moving decision will be made at the May 10, 2017 Admin Team meeting.

**Reorganization updates**

- The creation of the new SAHEP Colvin unit requires approval from the Boards of Regents and the new school head position will not be approved until unit approval.
- The college renaming is on the May 11, 2017 Deans Council meeting agenda. Unit names only require university level approval.
- Dean Romans thanked Leadership Team for their open discussion.
- The COE handbook will need to be rewritten and Dean Romans would like a new version by December 2017.
College of Education’s
Faculty Development and Research Committee (FDRC) Responsibilities
Draft Revised April 26, 2017

Purpose

Central to the College of Education’s (COE’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 COE’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. informs faculty about funded and unfunded research;
3. helps cultivate a mentoring culture within the COE;
4. apprises faculty of development opportunities;
5. revises, when appropriate, the COE Reappointment, Promotion, and Tenure (RPT) document for faculty approval;
6. contributes to and supports COE activities during Research Week;
7. organizes the annual, April, Research Showcase in collaboration with the Student Affairs Committee;
8. reviews sabbatical leave requests recommending request approval or disapproval to the Dean;
9. arranges for faculty's Sabbatical Presonations/Reports (e.g., brown bags);
10. collaborates with Unit Heads\(^1\) to encourage faculty to apply for COE and University awards;
11. 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 (\textit{ex officio}).

\(^1\) Throughout this document, “each Unit” and “Units” signify “Schools and Department”; and “Unit Heads” signifies “School and Department Heads.”
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. One representative from each Unit chairs one standing committee per year. 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, COE 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 COE faculty. Faculty with pending actions before the Committee are encouraged to attend to answer potential questions concerning those actions. Although non-committee-member faculty may either speak briefly or send written communication concerning proposed actions, only FDRC members may vote.

Committee Procedure

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

Committee Meetings

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