EHA Leadership Team Minutes
Wednesday, August 30, 2017, 9:00-11:00
333 Willard, Stillwater/2205 MCB, Tulsa

Present Leadership Team members and guests

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<th>Julie Koch, HCCP School Head</th>
<th>Valerie McGaha, Tulsa faculty rep</th>
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<td>Ed Harris, FDRC Chair</td>
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<td>Susan Stansberry, SEFLA School Head</td>
<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>Shelbie Witte, STLES Faculty Rep</td>
<td>Jenn Sanders, Interim Associate Dean for Academic Affairs</td>
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<td>Doug Smith, KAHR School Head</td>
<td>John Romans, EHA Dean</td>
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<td>Jason DeFreitas, KAHR Faculty Rep</td>
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Review and approve previous meeting minutes
Dr. Koch motioned to approve the May 2016 minutes with edits and Dr. Sanogo seconded. The minutes were approved.

Julie Koch, HCCP School Head report

- HCCP offices are experiencing a mold problem and some faculty and staff are displaced.
- The first RN to BSN nursing cohort has started
- Dr. Rochelle Cassidy, is the new HCCP Assistant Director. She will start September 11.
- HCCP is discussing how many faculty meetings to schedule and will soon have more information

Adrienne Sanogo, Interim STLES School Head report

- Dr. Julie Angle received an NSF grant.
- STLES is working on an Elementary Education recruitment plan in Tulsa and using the MAT to duplicate recruitment efforts for both groups.
- Search committees are formed for their two faculty line searches.
- STLES was chosen as limited submission for an ILES grant and Dr. Sheri Vasinda is partnering with the library and multi arts center.
- Over the summer, STLES held PD and workshops for teachers.
- STLES faculty meetings are on Friday’s and Dr. Sanogo will soon share more information.
- The Choctaw showcase is September 8 at 2:00 in the Willard living room.

Susan Stansberry, SEFLA School Head report

- SEFLA is working on program building and their number of full time and on site students is growing.
- SEFLA has an online community for GA’s and adjuncts and they want to duplicate this for other schools.
- Two faculty searches are underway
- SEFLA is working to build new flight center and is scheduling kickoffs with potential donors.
• CERE is refocusing and working to become a self-sustaining center. Dr. Stansberry is working to find out service students that need help with dissertation statistics. CERE can continue to help students but there should be a new funding model with each school helping to pay for staffing. They are discussing adopting LASSO services like charging for no shows.
• Is a part of CERE’s mission to help students? CERE is not for tutoring classes but for supporting faculty to help their students. The lab is now located in 112 Math Sciences building and they will have someone there 40 hours a week.
• Dr. Stansberry plans to visit Johnsons Space Center
• The Tech Playground has new things to roll out. Travis Hartfield is available to help set up podcasting and other services. There is also a new virtual reality helmet. Professional Ed is using the interactive computer avatar. Please use the room for collaboration and thinking activities.

Doug Smith, KAHR School Head report
• Associate Dean, Bert Jacobson and Cindy Cario spoke at the first KAHR meeting.
• KAHR is challenged with committee work and will figure best way to manage the process.
• They have one search with Jason as chair and he listed the programs coordinators.

Ed Harris, EHA Faculty Development and Research Committee Chair report
• FDRC will make a pitch at school meetings to encourage self-nominees for the awards.

Donna Lindenmeier, EHA Planning and Programs Committee Chair report
• The next P&P meeting is on September 12
• Schools are encouraged to change the college and school names on forms as needed.
• Any graduate changes, should go through Rachel Potts. The grad college is waiting for ratification to make their changes.
• CourseLeaf, a catalog management system, will go live next fall. Kathy Boyer, Leslie Evans and Jenn Sanders are closely involved with this change.

Jennifer Cribbs, EHA Student Affairs Committee Chair report
• Last year’s Student Affairs Committee drafted a new document of responsibilities, award criteria, and the new makeup of the committee. (see attachment).
• Leadership Team discussed the document.
  o The Top Ten Senior criteria does not mention a continuation of trying to recognize a top ten senior from each program area in the college. Was this an unwritten rule and should it be included in the selection criteria?
  o The Orange Robe criteria does not mention a continuation of rotating it through the different program areas so everyone is represented. Dr. Bob Davis had a system for rotating the Orange Robe across the programs. Should this be included in the selection criteria?
• Dr. Cribbs will meet with last year’s members to continue discussion on moving scholarship dates and award criteria
Valerie McGaha, EHA Tulsa Faculty Representative report

- Tulsa faculty and staff discussed the differences between the OSU-Tulsa and OSU-Stillwater budgets. 20% of the Stillwater budget is related to student fees and 50% of the Tulsa budget is related to student fees. Dr. McGaha is looking at enrollment numbers and there is a big push to increase enrollment.
- On September 9, there will be a Suicide Prevention March in Tulsa and OKC.
- Dr. McGaha is providing suicide prevention training with CHS next Thursday and working with the Tulsa library to provide suicide prevention training.
- Dr. Fry and Dr. Tucker are working on increasing graduate student programs.
- Tulsa students can now charge textbooks to their bursar accounts. In addition, the library is asking faculty to donate textbooks for students. School Heads should to talk to their faculty about donating extra desk copies to the Tulsa library.
- Dr. McGaha is meeting with Dr. Fry to develop a suicide prevention program on OSU-Tulsa campus

Bert Jacobson, Associate Dean for Research, Engagement and Administration report

- Dr. Jacobson is developing an EHA research presentation to present to Kenneth W. Sewell, Vice President for Research and other Associate Deans for Research. This is a great opportunity to highlight what we are doing as a whole. If anyone has ideas, please share with him.
- Please encourage faculty to visit the international studies newsletter: [https://coeinternational.wordpress.com/](https://coeinternational.wordpress.com/)
- Please encourage faculty to visit the research homepage for lists of funding opportunities: [https://education.okstate.edu/research/funding](https://education.okstate.edu/research/funding)
- Mitch Harrison will contact faculty to collect research citations. This is a great opportunity to link this to an abstract.

Jenn Sanders, Associate Dean for Academic Affairs report

- Academic Affairs is using CourseLeaf, a catalog management system, to develop an online catalog with degree sheets that program coordinators are proofing right now. It will be online at end of September. These pieces will be available soon for faculty and students to access. CourseLeaf preview link: [https://okstate-preview.courseleaf.com/education-health-aviation/](https://okstate-preview.courseleaf.com/education-health-aviation/)
- Admin Team is developing ideas for programs to review their goals and national and local targets as a chance to set goals and to look at their resources.
- Dr. Sanders will share guiding questions and Judy Nalon will pull together spring data for programs to see enrollment and credit production. Judy is developing a course print out for each school to identify their courses and Judy will pull the data for these programs. Dr. Sanders wants this completed by end of October.
- Leslie Evans is developing transfer pathways for undergraduate programs and continues to look into transfer articulation agreements to increase undergraduate transfer enrollment. Community colleges want us to accept associate degrees with no retaking of course work.
• HEP, PE, Counseling Psych, and Elementary Ed received assessment grant awards.
• An OSU Center for Sovereign Nations Partner meeting was held on August 28th. Faculty are encouraged to share ideas to recruit Native Americans into their programs. The Center for Sovereign Nations is a great recruitment resource.  
  https://sovnationcenter.okstate.edu/
• The Native American Student Association Powwow will take place September 30 at the Payne County Expo Center.  https://sovnationcenter.okstate.edu/2016-2017-nasa-calendar

John Romans, Dean report
• September 7th, the Oklahoma State Regents will ratify the college name change and the addition of our new school.
• We do not have enough staff time and support to do all the things we want so we need to develop a rubric for the work we need to do. This is another area of conversation. Think about this and come back to better communicate the available resources.
• Dean Romans and Denise Unruh have scheduled three aviation focus groups to discuss flight center fundraising.
  o September 7- DFW Airport
  o September 12- Tulsa Community College
  o September 22- Stillwater Regional Airport
• The Nursing RN to BSN launch party is scheduled September 28, 5:00-7:00
• Dr. McGaha will find the best time for Dean Romans to schedule Tulsa campus visits.
• Next week, we hope to have an offer out for the Events and Engagement Coordinator.
• There is a college Faculty Search Handbook and we are working to revise it. Please let April know if you need it emailed.
• Christy Lang is available to visit a faculty member and do a write up but we do not have enough staff resources to do this for everyone. Please encourage faculty do their own write up and send it to Christy.
• Marketing and PR continues to be our top priority. Faculty and staff should also read the COE weekly emails for updates on college events.

EHA Research Fellow discussion
• Dr. Jacobson is developing criteria and responsibilities for an EHA Research Fellow. (see attachment) The EHA Research Fellow would collaborate or help faculty develop research. Once approved, FDRC will be responsible for looking at applications and making suggestions to Dr. Jacobson and Dean Romans.
• Leadership Team members discussed additions to the criteria and responsibilities.
  o Selection criteria should include successful mentorship and collaboration with students and faculty
  o Responsibilities should include facilitating and enhancing the promotion external funding and increasing the visibility of our research work at University events.
  o Will they receive a course release or a monetary award? Teaching Fellows receive $4,000 across 5 months and no course release. Maybe we could provide a quarter time GA or TA.
• Dr. Jacobson wants to present this in a couple of months.
**Diversity training discussion**

- Dean Romans explained that our focus and emphasis is to grow a more diverse population and to acknowledge our national and international leaders in diversity.
- Dr. Sanders listed diversity programming ideas collected at the fall college meeting and school meetings.
  a) Faculty training in methods for leading discussions on sensitive topics related to diversity and equity.
  b) Faculty training on various topics of diversity and equity.
  c) Guest Speaker Series: we have 4-5 names that have been recommended so far for guest speakers with expertise in various topics on diversity. If you have additional names, please share them with me.
  d) Student programming:
    o Engage in additional communication with students about what is already going on around campus related to diversity programs
    o Consider developing a graduation cord for diversity training, engagement, and program participation
    o Develop new opportunities and programs for students to grow their knowledge and dispositions toward diversity, inclusion, and equity.
- Dr. Sanogo has attended training in implicit bias
- EHA specific Safe Zone Ally training for students, faculty, staff and allies of LGBTQ will take place November 10, 1:00-3:30 in 104 Willard. Please encourage staff, faculty and students to attend. Dr. Koch will work with the counseling center to advertise and gather materials.
- Dr. Jacobson is scheduling two faculty search committee workshops with Precious Elmore-Sanders, Associate VP for Institutional Diversity & Director of the Office of Multicultural Affairs. Dr. Elmore-Sanders will discuss diversity and hiring practices.
- Dr. McGaha is excited about the seminars and training and sees a need to bring this to the Tulsa campus.

**ARPT documents discussion**

- The 2014 College ARPT document is still in use but we will need to update it. School heads should use the 2016 College ARPT document to begin updating their school ARPT documents. These need to be wrapped up by the spring.
- Schools also need to have conversations about the evaluation process. We should have a college clinical appointment process across the college ARPT documents. The STCL ARPT document includes cycles of appointment for their faculty. If other schools need to add this to their documents, Dr. Sanders can share this with the School Heads.

**Faculty Governance discussion**
• Last year’s Faculty Governance Committee looked at current documents and suggested a senate model. The college would have four standing committees: P&P FDRC, Student Affairs and the International Affairs and Engagement committee. The chairs would continue to rotate and Leadership Team representatives would be the school heads, one faculty rep and the standing committee chairs. This would allow for committees to report and for schools to have equal representation.

• Leadership Team members discussed electoral representation as a second option. KAHR and Dr. Jacobson expressed concerns that the inequity of representatives could be problematic. Last year’s Faculty Governance Committee discussed both models and it was clear that the senate style was preferred.

• Dr. Koch asked Leadership Team to revisit the number of people that have to serve on the college ARPT committee. Does the college ARPT committee really need two representatives from each school? The college ARPT committee takes away from the people that can serve on the School ARPT committee. The senate model is fine for the other standing committees. Could we have a different model for the College ARPT Committee? Last year’s Faculty Governance Committee did not discuss the personnel committees.

• Dean Romans wants open faculty discussion brought back to Leadership Team. FDRC should also be aware of the suggestions and weigh in.
All meetings will polycom from 333 Willard Hall, Stillwater to Tulsa MCB 2205, Tulsa

Date and Times are as follows

8/30/2017 9:00-11:00  1/17/2018 9:00-11:00
9/13/2017 9:00-11:00  1/31/2018 9:00-11:00
9/27/2017 9:00-11:00  2/14/2018 9:00-11:00
10/11/2017 9:00-11:00  2/28/2018 9:00-11:00
10/25/2017 9:00-11:00  3/14/2018 9:00-11:00
11/8/2017 9:00-11:00  3/28/2018 9:00-11:00
11/29/2017 9:00-11:00  4/11/2018 9:00-11:00
12/13/2017 9:00-11:00  4/25/2018 9:00-11:00
5/9/2018 10:00-12:00 (Meeting will polycom from Tulsa MCB 2205, Tulsa to 333 Willard Hall, Stillwater)
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/Academic Affairs (ex officio)

**Application for Scholarships**
Applications for Scholarships will be due the **first Wednesday** after the first day of the **Spring Semester**.

See **Appendix** for Application

**Criteria for Scholarship Recipients**
Scholarships will be considered by the following criteria, in descending order of weight.
- Donors’ criteria
- Academic performance
- Financial need (if stated)
- Impact on OSU community
- Impact on surrounding community
- Sustained activities/commitment
- Shows strong commitment to their fields
- Positively represent the university’s values
- Service above minimum requirements for social/professional organizations

**Process for Choosing Scholarship Recipients**
1. Awards are first decided at the School/Department level
2. Those recipients who receive an award valued more than the **lowest value** college award are removed from the general pool
3. If a student is scheduled to receive 3 or more, those awards need to be reviewed
4. The Student Affairs Committee receives the remaining general pool. Everyone reads their pro-rata share of the applications.

5. The Student Affairs Committee will convene in person to discuss their application pool and distribute scholarship awards.

**Criteria for Top 10 Seniors**

Scholarships will be considered by the following criteria, in descending order of weight.

- Academic performance
- Financial need (if stated)
- Impact on OSU community
- Impact on surrounding community
- Sustained activities/commitment
- Shows strong commitment to their fields
- Positively represent the university’s values
- Service above minimum requirements for social/professional organizations

**Process for Choosing Top 10 Seniors**

1. Entire committee reads each application
2. Each member chooses ten based on criteria
3. Discussion amongst committee about each person on everyone’s list

**Criteria for Orange Robe**

The most exceptional out of the Top 10 Seniors

**Process for Choosing Orange Robe**

Discussion will take place after choosing Top 10 Seniors
RESEARCH FELLOW
COLLEGE OF EDUCATION, HEALTH AND AVIATION
Application Description

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 by (DATE ??)

- The Faculty Development and Research Committee is charged with reviewing the applications 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.
- 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 (one from the School Head) 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.

RESEARCH FELLOW RESPONSIBILITIES

The Research Fellow is expected to:

• Mentor, encourage, and support faculty in their research endeavors by holding two brown-bag seminars 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, and to
• to support student research efforts.

TIMELINE

February 26, 2018 – Call for proposals to faculty
March 23, 2018 – Applications due
April 6, 2018 – Selection for 2018-2019 Faculty Research Fellow
April 20, 2018 – Meet with Fellows 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.
The award comes with the following benefits:

- $4,000 to be paid in June;