Leadership Team Meeting Minutes  
Wednesday, September 7, 2016, 9:00-11:00  
333 Willard, Stillwater/ 2403 MH, Tulsa

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<th>Leadership Team Members present</th>
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<td>Julie Koch, Interim SAHEP School Head</td>
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<td>Susan Stansberry, Interim SES School Head</td>
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<td>Jenn Sanders, STCL School Head</td>
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<td>Terry Stinnett, SAHEP Faculty Rep</td>
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<td>Shelbie Witte, STCL Faculty Rep</td>
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<td>Trish Hughes, COE P&amp;P Chair</td>
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<td>Ed Harris, COE FDRC Chair</td>
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<td>Robert Davis, Associate Dean for Academic Affairs</td>
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**Review and approval of meeting minutes**

Leadership team members introduced themselves. Dr. Mwavita motioned to approve the minutes from the last meeting. Dr. Duhon seconded and all were in favor.

**SAHEP Reports: Julie Koch, Interim SAHEP School Head; Gary Duhon, SAHEP Associate School Head; Terry Stinnett, SAHEP School Representative**

Over the summer, an exercise science undergrad degree nursing program were approved. A lecturer was hired and the search continues for a director for the nursing program. School psych was reaccredited for next 7 years.

Dr. Stinnett explained that the COE standing committee purposes and descriptions are vague. Committees, specifically, P&P, are uncertain of the role at the school level and would like specific duties. They would like better direction because there is disagreement about P&P purpose. Dr. Romans stated the COE handbook has a few sentences with the brief overview of P&P’s scope along with the other committees. Dr. Utley found a document outlining P&P duties but it is straight from the handbook. Discussion was made and the committee agreed that the role of the COE P&P committee is to support program growth and also be the middle level of evaluation. The COE P&P should look ahead at what the university instruction council will require and approve. Dr. Romans suggested there be discussion about quality of the curriculum changes proposed through course actions and there not be a focus on the editing. Editing suggestions can be provided to the program area but not time spent during the P&P meetings. Dr. Stinnett stated that this should happen at the school level.

**SES Reports: Susan Stansberry, Interim SES School Head; Mwarumba Mwavita, SES Associate School Head; Ben Bindewald, SES School Representative**

SES is looking at collaborative research and proposing a certificate in collaborative international education. Dr. Ed Harris is working on a research team in society and technology. Different areas submitted aviation grants and they are trying out an online community and developing ways to work collaboratively. Dr. Stansberry also encouraged faculty and students to attend the
collaborative research brown bag lunch meetings. She mentioned that if faculty have a program that requires service courses, they should discuss it with their program coordinators. This will help SES predict how many students to expect.

Dr. Mwavita is working on bringing more visibility to CERE. He is meeting with school heads and doing CERE presentations for faculty in the schools.

**STCL Reports: Jenn Sanders, STCL School Head; Adrienne Sanogo, STCL Associate School Head; Shelbie Witte, STCL School Representative**

STCL is holding two RICE workshops every semester to promote collaborative research opportunities. These are hosted by Toni Ivey and Hongyu Wang and last about 1.5 hours. The upcoming workshop will focus on how to write a book proposal. Faculty from any school are welcome to attend. The first STCL faculty meeting went well. The foreign language education program lost accreditation over the summer and they do not have a foreign language faculty member. They are writing a new program application and the deadline is in 1 week. STCL continues to gather data and discuss the future of the foreign language program with the department chair of foreign language and others in local community schools. The gifted and talented program has submitted course action forms and degree proposals. It was previously housed in Educational Psychology. Stephanie Hathcock is working diligently to gather materials together and to complete applications.

Dr. Sanogo discussed the COE partnership with Maria Del Rosario school in Mexico partnership. STCL has 3 students currently there. She is planning a visit with the administration to build relationships. They are also looking beyond the department of defense due to the many roadblocks to getting students abroad. The masters of arts in teaching elementary education option has submitted their accreditation materials to the state and they have 5 students waiting to be admitted into the program. The other options are working on their paperwork to submit.

**Tulsa Leadership Team Rep: Al Carozzi**

Pam Fry is working in Tulsa part time and it’s a good move to establish a clear connection between OSU Tulsa and the university deans.

**FDRC Report: Ed Harris, COE Faculty Development and Research Committee Chair**

FDRC is meeting today for first time. They plan to discuss the purpose and charge of FDRC and the faculty awards. They want to get information to school heads and faculty in a timely manner. They will also continue work on the International Advisory Committee and will add this to the next LT meeting agenda. Members discussed the purpose of FDRC.

✓ FDRC could work with the associate deans to develop ways to support associate faculty to continue for application for promotion. STCL has talked about a research assistance or a summer grant or research grant. FDRC would be a great brainstorming group to find other possibilities and see what other institutions do. A big issue is getting into leadership roles in schools and staying in associate level for too long.

✓ FDRC could help prioritize sabbaticals in schools.
P&P Report: Trish Hughes, COE Program & Planning Chair
The COE P&P meets today. Dr. Hughes stated that the addition of the gifted and talented program is the biggest agenda item. The function of P&P is frustrating because there is no real role or purpose with no real rules or information on who votes. Members discussed the purpose of the COE P&P.

✓ Leadership Team is a good place to discuss the process and goals of P&P. P&P could take LT’s suggestions and modify them as needed to develop bylaws.
✓ The schools function differently on how the course materials get from the schools to the COE P&P.
✓ The review of syllabi for content should not happen at COE P&P. Edits should be kicked back to the faculty.
✓ The COE P&P recognize and prevent course duplication.
✓ Parameters need to written down so new COE P&P chairs know where to start. This will be an agenda item for the Leadership Team meeting.

Student Affairs Report: Jennifer Job, COE Student Affairs Committee Chair
Last year’s Student Affairs Committee Chair, Penny Thompson, began streamlining the scholarship process because applications need a quick turnaround. Faculty should continue to encourage students to apply because there is a real imbalance with school applications. SAHEP has a great number of applicants. The committee continues to work with students to follow application instructions and to provide only one letter.

Associate Dean Update: Juliana Utley, Interim Associate Dean for Research, Engagement, and Graduate Studies
Dr. Utley is working on the college websites new research link. It will have more research highlights including undergrad research, freshman scholars and Wentz scholars. Dr. Utley reported that there were only one or two Wentz scholars in the past two to three years. Leslie Evans and Juliana Utley are meeting with eight freshmen research scholars from 4 degree programs in the college students every two weeks to support them through the research process. They have invited faculty in these 4 program areas as well. They have done a great job and the hope is to move students into applying for the Wentz scholarship. Leslie Evans is working on the website to direct students to these opportunities. Dr. Sanders mentioned that the Role of the Teacher is good area to announce the Wentz scholarship. If we talk to students in role of the teacher, we can inform them earlier.

Tim Schlais helped with FAA. There are five or six proposals. Robert is working with MAT marketing to develop a new look for marketing these programs. He is also looking at grad studies website to revamp it. Dr. Utley is getting more information on vacant chairs and professorships. We have an upcoming meeting with the chairs. School heads are forming search committees for the chairs that reside within their school and Dr. Utley is working on gathering a committee for the Dresser Chair. The Dresser Chair focuses on rural teacher education faculty but the agreements are vague.


**Associate Dean Update: Robert Davis, Associate Dean for Academic Affairs**

Dr. Davis attended late due to a meeting at the airport to discuss how the affordable care act and new hour and wage regulations are changing. He stated that Dr. Utley sent an email regarding the new academic integrity process nicknamed “Zero Level.” There is more info on the following website  [http://academicintegrity.okstate.edu/](http://academicintegrity.okstate.edu/)  Dr. Davis reported that anyone can make these notifications including instructors, adjuncts, and teaching assistants. Dr. Sanders stated that Candace provided university training through ITLE. Now there is provision for having sanctions when a violation is not tied to a course. There are also training videos on the academic integrity website. Dr. Utley said Candace Thrasher wants these to be submitted by faculty to track potential issues.

**Dean Report: COE and University Budget**

Whitehurst has advised it would be prudent to plan for a possible 3-4 % reduction in allocated funds and the COE is preparing. Dean Romans has asked schools to reduce expenses. We still have professional development money allocated to faculty. We are coming to the end to not feel faculty line cuts. We are doing okay for this year. The next year out is also cause for concern. Romans has made his concerns known to administration. The HR side is where things are very strained. Our school personnel and dean’s office personnel are concerned about the level of service. They are trying hard and things will get better. They are looking ahead and if anyone sees things coming unusual with a new hire, please let us know so our personnel can get a heads up. Also, check your payroll advice. Dean Romans does not have the approved COE RPT document approved and returned from legal counsel yet.

School heads are working on faculty line requests and developing a form to simplify the request. Dr. Davis and Dr. Utley are gathering program area data. The data will help Leadership Team consider faculty line replacements and help reorganization discussions. Faculty line requests will be presented at an upcoming Leadership Team meeting. Discussion was made about the program data.

- ✔ Now we are looking at actual faculty lines and headcount is data from April 2016.
- ✔ Utley has clarified some of the data to show what the program area looks like over a year.
- ✔ Faculty thought data would be used this way and favorable comments have been made but one or two data points are not sufficient to forecast a trend.
- ✔ There was also graduate rates missing. Romans noted it will be an evolving process. OSU has academic ledger and we will work get to this same point of stability in our data. So a year from now, we will have consistent reports. Maybe 5-year trend lines?

**Dean Report: Charter Schools**

The COE is no longer partnered with Drexel Academy. We are still working with ASTEC (Advanced Science & Technology Education Charter) and Dr. Utley is working on procedures and forms. We’ve had an invitation from John Marshall School and had two meetings over the summer. Dr. Job explained that John Marshall has a large Latino population and is open to having us come down. Dr. Kim Davis and Dr. Job worked with ASTEC on a community service.
If faculty are interested in working with charter schools and it fits their research agenda, please let us know. Discussion was made about John Marshall and charter school partnerships.

- Dr. Stansberry mentioned that John Marshall has done a great job with community building.
- Dean Romans stated that we need to work closely with the ASTEC partnership because we already have an agreement. We need to continue to have spirited discussions about charter schools despite any controversy.
- Dr. Duhon suggested the discussion of charter schools isn’t happening outside of Leadership Team. It’s a good idea to have charter school presentations to have faculty share what they are doing. OR organize a field trip to get info to ALL faculty in some mechanism.
- Dr. Harris suggested a sort of task force as an overall outreach
- Dr. Koch mentioned that if we do develop a committee or task force, we have many grad students that would be interested in participating.
- Dr. Sanders it is great to have a faculty professional dialogue to share resources or research studies on charter schools to think about different issues about charter schools. Then we can invite them and ask informed questions. This would be a great faculty development area.
- Dr. Witte said it’s a good time to have outreach discussions with faculty. Like research collaborations from smaller area schools. While we continue to discuss charter schools, we should also reach out to local area schools.
- Dean Romans mentioned that we do not have the faculty resources to jump into more charter school relationships but we should not lose track and juggle resources.
- These opportunities are in OKC but our presence in Tulsa needs help too. Dean Romans is mindful of energy and attention.

**Reorganization proposal discussion**

Dean Romans summarized last semesters reorganization discussion. All reorganization proposals are on the shared I drive. We plan to have a decision made by end of semester but we still need more conversation about the naming of academic units and the college. We’ve gotten attention from the rest of the university with our broad health proposal and could have discussions with other health units. Discussion was made about reorganization talks within the colleges.

- SES faculty are still in discussion to provide a statement on SES reorganization.
- Faculty are wondering how much creativity they are allowed and if they can still put forth new ideas. How much formal are the proposals? Dean Romans explained that now is the time to share ideas.
- Dr. Koch explained that reorganization is not just a SAHEP problem. SAHEP is a large school for one school head to oversee and manage. They are one of the largest departments in the university and will continue to grow with the new nursing program and upcoming new majors.
- Dr. Stinnett asked if there will be additional reorganization town hall meetings and suggested the minutes not specify comments associated with faculty to allow for a more
open discussion. Stinnett said the faculty reps from the school are in a leadership role and responsible for sharing docs. The new reps are Dr. Witte, Dr. Bindewald and Dr. Stinnett. Terry can sit with the new faculty reps to discuss the role.

✓ More discussion needs to be made about staff reallocation. Only one or two of the proposals discussed this. We’ve reduced staff lines and we are realigning staff resources. Staff could be used more wisely with the implementation of banner.

✓ Clarification was made on the difference between schools and departments. Across campus, the department chair roles are like our program coordinator roles. These department chairs are a cross between school heads and program coordinators.

✓ Dr. Sanogo what is the process that well go through? Will LT take to faculty and then they vote? Dean Romans will make the final decision; we will work to keep a faculty governance structure.

The committee decided set a September 16 deadline to request more proposals and school responses to proposals. Then present these and program data to Leadership Team on September 21st and discuss a date to give us a possibility of what reorganization would look like. Then schedule a town hall meet on October 7th and invite administration, faculty, staff and student leadership representatives. The committee developed guiding questions for the proposal review.

✓ What problems does this proposal resolve?

✓ What disciplinary connections and collaborations exist and are supported with this alignment? How do these connections create opportunities for the future?

✓ What is the disciplinary or conceptual rationale for the proposal?

✓ How does it better meet student needs? How will this alignment aid recruitment, retention, and service to students?

✓ What are the organizational and financial implications? (e.g. staff needs, administrative needs, etc.)

**Funding Priorities discussion**

Faculty elected reps should discuss funding priorities to share with the foundation. Denise Unruh is having good discussions with donors and learning about our programs. Leadership team began working on a list of funding priorities and discussion was made.

✓ A college naming is always a priority.

✓ Maybe a flight center building.

✓ A debt forgiveness program for Professional Education students

Dr. Stinnett mentioned that Denise Unruh visited SAHEP and suggested that we see a list of funding first and try to fit our research into it. Committee members would like to invite Denise Unruh to discuss funding sources and share donor passions.

Meeting ended at 11:00.