EHA Leadership Team Minutes
Wednesday, September 13, 2017, 9:00-11:00
333 Willard, Stillwater/ 2205 MCB, Tulsa

Present Leadership Team members and guests

| Julie Koch, HCCP School Head       |   |
| Hugh Crethar, HCCP Faculty Rep    |   |
| Susan Stansberry, SEFLA School Head |   |
| Ben Bindewald, SEFLA School Representative |   |
| Adrienne Sanogo, Interim STLES School Head |   |
| Shelbie Witte, STLES Faculty Rep |   |
| Doug Smith, KAHR School Head      |   |
| Jason DeFreitas, KAHR Faculty Rep |   |
| Ed Harris, FDRC Chair             |   |
| Donna Lindenmeier, P&P Chair      |   |
| Jennifer Cribbs, Student Affairs Chair |   |
| Bert Jacobson, Associate Dean for Research, Engagement and Administration |   |
| Jenn Sanders, Interim Associate Dean for Academic Affairs |   |
| John Romans, EHA Dean             |   |

Review and approve previous meeting minutes
Dr. Koch motioned to approve the minutes with edits and Dr. Sanogo seconded. The minutes were approved.

Julie Koch, HCCP School Head report

- Dr. Rochelle Cassidy, is the new HCCP Assistant Director.
- September 28: RN to BSN Launch Party. Faculty and Staff are invited to attend.
- Randy Hubach took another position at the Tulsa Center for Health Sciences and will begin in January.

Adrienne Sanogo, Interim STLES School Head report

- The Choctaw Nation Internship Showcase & Reception went well and there was good faculty presence.
- September 15: OSUTeach Internship Showcase. Please attend to support the scholars.
- September 15 &16: DESMOS Workshop: Transforming the Mathematics Classroom. Eli Luberoff, founder and CEO of DESMOS, will attend the Saturday meeting.
- September 7th: The “Examining the Intersections of Sport and Society to teach for Social Justice” was a positive event.
- The September 12th “Debunking Myths about Mexico” meeting had low turnout. STLES hopes to do more for students.
- STLES is working on accreditation and discussing ways to open up the MAT to more students. They are looking at ways to increase success of the program.
- STLES faculty search committees are formed and they are getting advertisements approved

Susan Stansberry, SEFLA School Head report

- Chad Depperschmidt is the new SELFA Associate School Head and brings a lot of experience
- The Tech Playground has been renamed “The Emerging Technologies and Creativity Research Lab.” Please encourage faculty a staff to use the lab.
• SEFLA is completing a faculty strengths assessment to discuss at their September 22 meeting
• SES faculty search committees are formed

**Doug Smith, KAHR School Head report**

• SKAHR met with Todd Misener, Chief Wellness Officer, to help build the Colvin Center and Willard relationship. Mitch Harrison and Christy Lang will attend the next KAHR meeting on September 22. Dr. Smith will continue to invite speakers to have Q&A at KAHR meetings.
• The KAHR faculty search committee will complete applicant reviews on September 29.

**Ed Harris, EHA Faculty Development and Research Committee Chair report**

• FDRC will meet on September 27th

**Donna Lindenmeier, EHA Planning and Programs Committee Chair report**

• The deadline to get proposals and other info to Kathy Boyer is November 9th.

**Jennifer Cribbs, EHA Student Affairs Committee Chair report**

• Will meet this semester and she sent out the draft of document with caveat that it is not approved yet.
• The committee does not have equal representation across the college. School heads will work with Dr. Cribbs to name missing members and alternates.

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

• Dr. Jacobson met with Lydia Terry and Tom Berry to discussion PIO space usage and other related space issues. The PIO is running out of space because of tutoring needs.
• Dr. Jacobson met with Donna Nightengale, Kim Moss and Tim Schlais met to discuss hiring procedures and they are waiting for information from Whitehurst.
• Dr. Jacobson is scheduling training-based meetings for staff. Topics will include banner, EPAF, p-card and travel procedures. Staff is very enthusiastic
• September 13: New Faculty Development Meeting with Bridget Miller and Pam Brown, “Effective Teaching and Mentoring”
• September 19: International Advisory Committee will meet and discuss the structure of the committee
• October 9-10: Precious Elmore-Sanders, Associate VP for Institutional Diversity, will workshop with EHA faculty search committees to discuss best practices to recruit diverse faculty. School Heads are also invited. Dr. Stansberry will talk to Dr. Jacobson about recording these workshops.

**Jenn Sanders, Associate Dean for Academic Affairs report**

• Dr. Sanders and Rachel Potts met with Trey Alward, the Tulsa Graduate Coordinator. He has been in Tulsa for 10 years and is knowledgeable about the back end of all of the systems. If program coordinators are on the Tulsa campus, please stop in and meet him.
- Rachel is working with Trey to set up workflow. At OSU Tulsa, when students ask about programs, they receive an automatic template email from his office. We will try to get some of this going too.
- There is a graduate student luncheon this Thursday. Dr. Sanders is looking into scheduling a luncheon on the Tulsa campus.
- October 27: Graduation clearance forms are due
- Please encourage students register for the college 3MT [https://education.okstate.edu/node/1638](https://education.okstate.edu/node/1638). The registration deadline is October 2.
- The following faculty and staff will serve on the new Diversity Initiatives Committee: Sue Parsons, Hugh Crethar, Tonya Hammer, Robin Fuxa, Tim Passmore, Lucy Bailey, Erin Dyke, Sarah Gordon, Guoping Zhao, Mike Yough, Mallory Casebolt, Rachel Potts, Leslie Evans, Jenn Sanders, Claudia Otto.
- UAT reports are due this Friday, September 15. Judy Nalon can submit these for program coordinators if they request it.

**John Romans, Dean Report**

- Amber Coker is our new Events and Engagement Coordinator and will begin September 25. Events and Engagement Coordinator previously served as the ESC chair. Rachel Potts worked to grow the organization and expanded representation to all majors having a more active presence. Leslie Evans and Jen Sanders are looking into this another staff member taking on this ESC advisor role. If you know anyone that is interested, please let us know.
- Christy Lang’s last day is Monday, September 25 and will move to Arts & Sciences. Please encourage anyone with strong qualifications to apply. We will move as quickly as we can but please bear with us during the transition.
- The college faculty search handbook is in the dean’s wing for review
- EHA has not had a raise program in a few years and this can lead to problems with conversion and inversion. What is the best way to proceed?
- At dean’s level, inversion is a point of discussion and there has been discussion about the university developing a policy. There is support for this as a general concept but where would funds come from? It comes down to where we choose to put our resources. Is dean’s council focusing on inversion? In an ideal world, they would focus on both conversion and inversion but they have to choose an area.
- This year, there was talk of a salary adjustment at reappointment. Full professors who complete cumulative review, could also receive a pay raise.

**Faculty concerns and discussion**

- When plans of study have a change and the school head rejects changes, the student is notified but not the advisors. Is it the student’s responsibility to alert advisor? There should be a way to alert the advisor.
- How are students being coded for the Stillwater campus and the Tulsa campus? Dr. Stansberry has addressed this with the Graduate College. When a student enrolls, they choose if they are Tulsa or Stillwater students. We can request this change in CollgeNET but our requests may not be answered quickly. We have students that take class on both
campus so how does the coding work for this? Rachel Potts could check to see how designations are made and if we can change the process.

- Dr. Crethar is working with Rachel Potts to digitize program records. Other programs should reach out to Rachel if they are interested.
- The data assessment coordinator and faculty are worried that course prefixes aren’t program specific and the difficult to disaggregate by program area.

POS notifications discussion

- Dr. Sanders and Rachel Potts met with Dr. Jean Van Delinder. The PhD in Education faculty has a process of not allowing forms to be walked over to the grad college to prevent fraudulent signatures. Rachel met with Linda Sanders in the Graduate College and discussed this idea as best practice in the college. Rachel could log these forms and it could help with record keeping. In HCCP, Dr. Koch trusts their students to students handle these forms.
- Is there any thought about making this electronic? This would be more efficient for programs on different campuses and removes the burden of the chair to collect signatures. Dr. Sanders will follow up.
- Dean Romans stated that this is a faculty governance question. Rachel provides different levels of program service and support. It is not uniform for every program.

HCCP Faculty Line discussion

- Leadership Team discussed the following HCCP faculty line requests:
  1) **HEP, Advanced Assistant/Associate Professor, OSU-Stillwater (Replacement for Randolph Hubach)**
     They are working towards CEPH accreditation and they are meeting the requirements. The loss of Randy: his teaching was great, his research too and supported 4-5 grad students with grants. Loss is hard for the program.
  2) **HEP, Clinical faculty, OSU-Tulsa**
     The goal is to have a tenure track to supervise and mentor the clinical, visiting and adjunct faculty members. This position would be from the Tulsa budget and needs Fry approval. Fry wants this program to build.
  3) **HEP, Tenure Track, Assistant Professor, OSU-Tulsa (Replacement for Kerry Morgan)**

- Leadership Team discussed procedures for filling positions when faculty leave outside of the March/April faculty line review process.
  - Faculty lines are discussed in March/April. How do we consider off cycle faculty line requests?
  - Do we wait until the next hiring cycle?
  - It’s clear we need a policy. Who will develop this? What constitutes an emergency hire?
  - What programs and faculty are immediately replaced
  - Should we look at the need of the program and not the actual faculty line?
- Dean Romans explained that the hiring decision isn’t just about growth and research potential but also about the generation of resources. It would be helpful to have a policy
or guidelines on how to handle emergency vacant faculty lines. Faculty reps should have this discussion at the school level.

- Dr. Koch stated this program is one of the highest production of undergrad enrollment numbers. Dr. Sanders, stated that these lines are all college resources not program resources. Urgent need is at program level but budget discussion is at the college level.
- Leadership Team will continue discussing the HEP, Advanced Assistant/Associate Professor, OSU-Stillwater position at the next meeting.

**Faculty Governance discussion**

- Leadership Team discussed a draft of the faculty governance structure. (see attachment) 
The 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.
- Do these committees need alternates? Do they need two representatives from each school? Does the college ARPT committee need two representatives from each school?
- FDRC will pick up this discussion and report back to Leadership Team.

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<th>2017-2018 Leadership Team meeting dates</th>
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<td>Wednesday, August 30, 2017</td>
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Faculty Line Requests, College of Education, Health and Aviation, Fall 2018

Program Requesting a Line: Health Education & Promotion (HEP)

Position Requested: Advanced Assistant/Associate Professor, OSU-Stillwater [Replacement for Randolph Hubach]

BACKGROUND INFORMATION

1. Fall 2018 Unit: Community Health Sciences, Counseling and Counseling Psychology
   Program: Health Education & Promotion
2. Program Coordinator (or contact person) and contact information: Bridget Miller, bridget.miller@okstate.edu
3. Kind of field or clinical experiences students engage in when completing the program; if any: Every student is required to complete a 20-hour practicum during the HLTH 2213 Principles in Health Education & Promotion course and every student completes a 400-hour internship (HLTH 4880 or HLTH 4990) during their final semester prior to graduation. Students participating in the Master of Public Health are required to complete either a 200-hour practicum (MPH 5030) or a thesis (MPH 5000). The practicum experience is a field-based experience.
4. Accreditation(s) associated with the program:
   The program is currently in the self-study phase of accreditation for the undergraduate health education and promotion degree with the Council on Education in Public Health (CePH). According to CePH, “the program student faculty ratios are sufficient to ensure appropriate instruction, assessment and advising. The programs SFR are comparable to the SFR of other baccalaureate degree programs within the institution with similar degree objectives and methods of instruction.” Thus, we expect our students to be supported by student-faculty ratios (SFRs) similar to other accredited undergraduate programs in the school (Physical Education and Recreation Management & Recreation Therapy).
5. Position Number: XXX

In 2016-17, HEP coursework in Stillwater was covered by 5 tenure-track faculty, 1 instructor, and 4 long-term adjunct instructors who typically cover 1 – 2 classes per semester. In 2017-18, HEP coursework is being covered by 4 tenure-track faculty (though Dr. Croff does not currently teach at the undergraduate level), 2 lecturers, and 4 long-term adjunct instructors teaching 1-4 classes per year. In addition, starting Fall 2017 HEP will began covering 1 class per semester in online format for the RN to BSN students. These classes have an anticipated enrollment of approximately 20 students per section. The departure of Dr. Hubach leaves a significant hole in the program.

Even if HEP is granted this replacement line, our student to faculty ratios (SFRs) continue to be significantly greater than those of the other comparable programs in the College. The ratio is also a conservative estimate given that the faculty and student numbers are combined for Stillwater and Tulsa. The class size in Tulsa is smaller and moderately skews the overall data. The program is in critical need of this replacement line. The program is requesting that the replacement be targeted at faculty working at the Advanced Assistant or Associate level as Dr. Hubach has functioned as an experienced faculty member since he began at OSU. It is easy to see his strong research productivity as evidenced by his publication record and his ability to successfully secure external funding (approximately $600,000 to date). As a teacher, Dr. Hubach regularly works with undergraduate students in providing professional mentorship both in and out of the classroom. Students speak very highly of him and come away from his courses truly understanding every student is required to complete a 20-hour practicum (MPH 5030) or a thesis (MPH 5000). The practicum experience is a field-based experience.

CePH is also the accrediting body for the Master of Public Health program. All HEP faculty serve the MPH program and are responsible for teaching MPH coursework and supervising MPH student theses and practicum experiences; however, the accrediting body only counts faculty who contribute at least 50%FTE to the program. CePH states that “for graduate programs the SFR should typically be less than 10:1.” The current student to faculty ratio (SFR) for MPH students served by the HEP program is 15.5:1. Current enrollment within required MPH and HLTH classes have increased from 10 in 2013, 13 in 2014, to 19 in 2015, to 31 in 2016.

CRITERIA

A. LINE REQUEST JUSTIFICATION

HEP’s undergraduate program and graduate coursework are in high demand. Currently, faculty are limited in their ability to teach in their areas of expertise or diversify course offerings, because the current courses in the program are in such high student demand. Additional faculty within the program will allow faculty members to teach students (both undergraduate and graduate) within their area of expertise. Moreover, as these programs are in self-study, we anticipate the accrediting bodies requiring the addition of faculty members to better match the students to faculty ratios of other comparable programs in the College. Even with the replacement this tenure track faculty member, the HEP SFR is more than double that of other baccalaureate programs. Growth of graduate programs is hindered by current SFRs. This line helps us work toward the goal of accreditation in our 3-year plan.
Our program is highly efficient in meeting student needs by continuing to increase SFRs and course enrollment. The HEP program efficiently uses graduate students, lecturers, and adjuncts to cover much of the undergraduate coursework.

B. SCHOLARSHIP related to our LAND GRANT MISSION

It is expected that new faculty will have a line of research that complements the current research being done within the area. Faculty members in HEP often have a focus either on a 1) population of interest, or 2) disease/behavior of interest, or 3) determinants of health/disease at the community/policy level. The scholarship would have a strong health behavior methodology that clearly translates to the community. Ideally, this complementary research would focus on some programmatic areas of need that include: research methodology, the aging/elderly population, tobacco use, child/adolescent health, or community health interventions.

New faculty would also support student research needs as it relates to ongoing mentoring. The area values student involvement in research and their development as scholars. The interdisciplinary nature of the academic area means that while HEP faculty continue to conduct research with students directly within the area (MS, MPH, and PhD), there is also growing opportunity to work across programs. Many HEP faculty also work with students from other areas, like CPSY, HHP, EPSY, Nutrition, Aviation, Applied Exercise Science, Educational Leadership, School Administration, and Psychology.

C. SERVICE related to our LAND GRANT MISSION

There are significant opportunities for involvement at the university, community, state, and national level. Locally, Oklahoma State University is making a strong push to become America's Healthiest Campus, and HEP faculty have many ongoing opportunities to work with Dr. Todd Misener, OSU’s Chief Wellness Officer, in developing the necessary infrastructure to make progress on that front. In addition, we also have faculty involved with the Payne County Health Department. With the support of the faculty, our undergraduate student interns (HLTH 4880/4990) contribute approximately 20,000 hours of health labor yearly to the local, regional, and national community. The majority of these hours (probably 95%) are unpaid.

D. INSTRUCTION related to our LAND GRANT MISSION

This replacement line would teach courses at both the undergraduate and graduate level and would advise graduate students in the MS, MPH, and PhD programs. Current faculty mapped out the course offerings for the next three years in order to most efficiently meet the needs of our students and to ensure timely matriculation to graduation. Because of the significant increase in student numbers over the last 3 years, we have already increased the caps and maximized enrollment for our current course offerings. Our introductory course (HTLH 2213) had previously matriculated through 75-80 students a year. Recent semesters have seen the enrollment grow to 80+ students per semester. These students are now at the 3000 and 4000 level and we are duplicating classes and offering them with adjuncts/instructors in order to meet student needs. This vacated line currently covers important required courses for the undergraduate major (HLTH 3613 Community Health and HLTH 4233 Health and Sexuality). However, the courses listed below include those courses with the greatest need and could in some way be part of the teaching load of this replacement.

Potential courses to be covered -- including the semesters it is taught and typical enrollments:

- HLTH 3113 Health Issues in Diverse Populations (D) (Su) – not currently offered in load, D-credit
- HLTH 3603 Understanding HIV (D,S) (Su) – not currently offered
- HLTH 3623 School Health Programs (Fa) – 35 students
- HLTH 3643 Health Behavior Theory (Fa, Sp) – 35 students per section
- HLTH 3723 Epidemiology (Fa, Sp) – online for RN-BSN students, 20 students per section
- HLTH 4288 Health and Sexuality (Sp) – 25 students per section
- HLTH 4783 Gerontology (Fa) – face-to-face for HEP students, 30 students
- HLTH 4783 Gerontology (Fa, Sp) – online for RN-BSN students, 20 students per section
- HLTH 4902 Pre-Internship (Fa, Sp) – 30 students per section
- HLTH 4973 Program Design in Health Promotion (Fa, Sp) – 30 students per section
- HLTH 5133 Environmental Health (Sp, Su) – 20 students per section
- HLTH 5325 Epidemiology (Su) – 30 students
- HLTH 5453 Cultural Issues in Health (Sp) – 30 students
Faculty Line Requests, College of Education, Health and Aviation, Fall 2018

Program Requesting a Line: Health Education & Promotion (HEP)

Position Requested: Clinical Assistant Professor, OSU-Tulsa

BACKGROUND INFORMATION

1. **Fall 2018 Unit:** Community Health Sciences, Counseling and Counseling Psychology  
   Program: Health Education & Promotion
2. **Program Coordinator (or contact person) and contact information:** Bridget Miller, bridget.miller@okstate.edu
3. **Kind of field or clinical experiences students engage in when completing the program, if any:** Every student completes a 400-hour internship (HLTH 4880 or HLTH 4990) during their final semester prior to graduation.
4. **Accreditation(s) associated with the program:**  
   The program is currently in the self-study phase of accreditation for the undergraduate health education and promotion degree with the Council on Education in Public Health (CePH). According to CePH, “the program student faculty ratios are sufficient to ensure appropriate instruction, assessment and advising. The programs SFR are comparable to the SFR of other baccalaureate degree programs within the institution with similar degree objectives and methods of instruction.” Thus, we expect our students to be supported by student-faculty ratios (SFRs) similar to other accredited undergraduate programs in the school (Physical Education and Recreation Management & Recreation Therapy).
5. **Position Number:** XXX

Investing in a Clinical line faculty will provide instructional support to the tenure-track faculty member housed in Tulsa. Specifically, a clinical faculty member will allow the tenure-track faculty member greater flexibility to engage with the community and students in order to successfully grow the research profile of the college. Currently, instructional responsibilities in Tulsa are being covered by 3 full-time lecturers. The desired faculty make up for 2018-19 would be 1 lecturer, 1 clinical faculty, and 1 tenure-track faculty. The conversion of 2 lecturers into more long term positions will improve the continuity of instruction. In addition, once the faculty are more familiar with the program in Tulsa, they will be better able to support the recruitment and planned growth for the program.

CRITERIA

A. **LINE REQUEST JUSTIFICATION**

HEP’s undergraduate program and graduate coursework are in high demand. Currently, faculty are limited in their ability to teach in their areas of expertise or diversify course offerings, because the current courses in the program are in such high student demand. Additional faculty within the program will allow faculty members to teach students (both undergraduate and graduate) within their area of expertise. Moreover, as these programs are in self-study, we anticipate the accrediting bodies requiring the addition of faculty members to better match the students to faculty ratios of other comparable programs in the College. Even with the replacement this tenure track faculty member, the HEP SFR is more than double that of other baccalaureate programs. Growth of graduate programs is hindered by current SFRs. This line helps us work toward the goal of accreditation in our 3-year plan.

Our program is highly efficient in meeting student needs by continuing to increase SFRs and course enrollment. The HEP program efficiently uses graduate students, lecturers, and adjuncts to cover much of the undergraduate coursework.

B. **SCHOLARSHIP related to our LAND GRANT MISSION**

The addition of a clinical faculty member will also increase the scholarship productivity of the program, school, and college because of the necessity to build community/academic partnerships to build on the land grant mission of OSU. It is expected that new faculty will have a line of practice/engagement that complements the current research being done within the area. Faculty members in HEP often have a focus either on 1) population of interest, or 2) disease/behavior of interest, or 3) determinants of health/disease at the community/policy level. The scholarship would have a strong health behavior methodology that clearly translates to the community. Ideally, this complementary research would focus on some programmatic areas of need that include: research methodology, the aging/elderly population, tobacco use, child/adolescent health, or community health interventions.
C. SERVICE related to our LAND GRANT MISSION

There are significant opportunities for involvement at the university, community, state, and national level. Locally, Oklahoma State University is making a strong push to become America’s Healthiest Campus, and HEP faculty have many ongoing opportunities to work with Dr. Todd Misener, OSU’s Chief Wellness Officer, in developing the necessary infrastructure to make progress on that front. Tulsa, specifically, has a number of opportunities to get involved with organizations within the Center for Health Sciences and the Tulsa community as a whole.

D. INSTRUCTION related to our LAND GRANT MISSION

This replacement line would teach courses mainly at the undergraduate level. However, they would also be available to teach occasionally at the graduate level.

Potential courses to be covered -- including the semesters it is taught and typical enrollments:

- HLTH 3623 School Health Programs (Fa) – 15 students
- HLTH 3643 Health Behavior Theory (Sp) – 15 students per section
- HLTH 3723 Epidemiology (Fa) – 15 students per section
- HLTH 4288 Health and Sexuality (Sp) – 12 students per section
- HLTH 4783 Gerontology (Fa) – 15 students per section
- HLTH 4902 Pre-Internship (Fa, Sp) – 12 students per section
- HLTH 4973 Program Design in Health Promotion (Fa) – 15 students per section
Faculty Line Requests, College of Education, Health and Aviation, Fall 2018

Program Requesting a Line: Health Education & Promotion (HEP)

Position Requested: Tenure Track, Assistant Professor, OSU-Tulsa [Dr. Kerry Morgan]

BACKGROUND INFORMATION

1. **Fall 2018 Unit:** Community Health Sciences, Counseling and Counseling Psychology
   **Program:** Health Education & Promotion
2. **Program Coordinator (or contact person) and contact information:** Bridget Miller, bridget.miller@okstate.edu
3. **Kind of field or clinical experiences students engage in when completing the program, if any:** Every student completes a 400-hour internship (HLTH 4880 or HLTH 4990) during their final semester prior to graduation.
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5. **Position Number: XXX**

The HEP program used to have a tenure-track faculty member on the Tulsa campus full time, and we would like to return to that structure by replacing one of our lecturer positions with a tenure-track Assistant Professor. Currently, instructional responsibilities in Tulsa are being covered by 3 full-time lecturers. The desired faculty make up for 2018-19 would be 1 lecturer, 1 clinical faculty, and 1 tenure-track faculty. The conversion of 2 lecturers into more long term positions will improve the continuity of instruction. In addition, once the faculty are more familiar with the program in Tulsa, they will be better able to support the recruitment and planned growth for the program.

CRITERIA

A. LINE REQUEST JUSTIFICATION

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Our program is highly efficient in meeting student needs by continuing to increase SFRs and course enrollment. The HEP program efficiently uses graduate students, lecturers, and adjuncts to cover much of the undergraduate coursework.

B. SCHOLARSHIP related to our LAND GRANT MISSION

The addition of a tenure-track faculty member will also increase the scholarship productivity of the program, school, and college because of the expectations for research this position would carry. It is expected that new faculty will have a line of research that complements the current research being done within the area. Faculty members in HEP often have a focus either on a 1) population of interest, or 2) disease/behavior of interest, or 3) determinants of health/disease at the community/policy level. The scholarship would have a strong health behavior methodology that clearly translates to the community. Ideally, this complementary research would focus on some programmatic areas of need that include: research methodology, the aging/elderly population, tobacco use, child/adolescent health, or community health interventions.

The area values student involvement in research and their development as scholars. The interdisciplinary nature of the academic area means that while HEP faculty continue to conduct research with students directly within the area (MS, MPH, and PhD), there is also growing opportunity to work across programs and across campuses. Many HEP faculty also work with students from other areas, like CPSY, HHP, EPSY, Nutrition, Aviation, Applied Exercise Science, Educational Leadership, School Administration, and Psychology.
C. SERVICE related to our LAND GRANT MISSION

There are significant opportunities for involvement at the university, community, state, and national level. Locally, Oklahoma State University is making a strong push to become America’s Healthiest Campus, and HEP faculty have many ongoing opportunities to work with Dr. Todd Misener, OSU’s Chief Wellness Officer, in developing the necessary infrastructure to make progress on that front. Tulsa, specifically, has a number of opportunities to get involved with organizations within the Center for Health Sciences and the Tulsa community as a whole.

D. INSTRUCTION related to our LAND GRANT MISSION

This replacement line would teach courses mainly at the undergraduate level. However, they would also be available to teach occasionally at the graduate level and provide graduate student advisement in the MS, MPH, and PhD programs.

Potential courses to be covered -- including the semesters it is taught and typical enrollments:
- HLTH 3623 School Health Programs (Fa) – 15 students
- HLTH 3643 Health Behavior Theory (Sp) – 15 students per section
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- HLTH 4288 Health and Sexuality (Sp) – 12 students per section
- HLTH 4783 Gerontology (Fa) – 15 students per section
- HLTH 4902 Pre-Internship (Fa, Sp) – 12 students per section
- HLTH 4973 Program Design in Health Promotion (Fa) – 15 students per section
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. The committees are comprised of faculty elected by their colleagues to collaboratively conduct the business of the College of Education. 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 COE is important work and has a tremendous impact on the success of the College and its members.
- We strive for a culture, atmosphere, 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 COE 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 COE.
- We strive for continuous open and honest communication among all members of the COE. 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 (to be reconfigured to include a 4th committee, removing the student committee box, and ??? the Staff action team representative box – because these have not traditionally been included in practice). The figure reflects four standing committees in the COE: Faculty Development and Research, Student Affairs, International 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. Leadership Team also includes:

- Dean
- Associate Deans
- School Heads
- School Representatives
- Tulsa Representative
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) funded and unfunded research; (3) personnel recruitment, selection, appraisal and development, appointment, reappointment, tenure and promotion; (4) grants, contracts, and extension; (5) diversity; and (6) grievance and appeals.

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) advisement and counseling; (4) convocation and commencement; (5) diversity; and (6) grievance and appeals.

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; (4) planning and resource allocation; and (5) diversity.

Responsibilities of the International Affairs Committee include, but are not limited to, matters of: (1) establishing procedures for Visiting Scholars, (2) assisting with International Certificate programs, (3) define a values statement for international experiences of COE members, (4) review policies and procedures having to do with COE academic programs and internationalization, (5) integrate international experiences into academic programs.

F-5 Standing Committee Representation

Faculty governance representation on standing committees is shown in Figure B (to be reconfigured to include a 4th committee, removing the student committee box, and ??? the Staff action team representative box – because these have not traditionally been included in practice). 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 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 Graduate Studies, Research, and Outreach (ex officio)

The Student Affairs Committee includes:
- two (2) tenured or tenure-line faculty members from each academic 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 Undergraduate Studies (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)
- Graduate Associate Dean for Studies, Research, and Outreach (ex officio)

The **International Affairs Committee** includes:

- A
- A
- A

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**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 two committee representatives from each department/school will be elected for each of the four standing committees as follows:

- one committee representative, one-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 four committees will be submitted to the particular committee. Minutes of each of the four 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 COE Student Council.

Meetings. Meetings of the three committees will be held no less than once a month during the academic year, and the agenda will be posted one week in advance by e-mail and other means of notification. 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 COE 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 COE is important for fostering an environment of all voices being represented and heard with no one group having more representation than others.