EHA Leadership Team Minutes  
Wednesday, October 25, 2017, 9:00-11:00  
333 Willard, Stillwater/ 2403 MCB, Tulsa

## Present Leadership Team members and guests

<table>
<thead>
<tr>
<th>Julie Koch, HCCP School Head</th>
<th>Jason DeFreitas, KAHR Faculty Rep</th>
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<tbody>
<tr>
<td>Hugh Crethar, HCCP Faculty Rep</td>
<td>Ed Harris, FDRC Chair</td>
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<td>Susan Stansberry, SEFLA School Head</td>
<td>Bert Jacobson, Associate Dean for Research, Engagement</td>
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<td>Ben Bindewald, SEFLA School Representative</td>
<td>and Administration</td>
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<td>Toni Ivey, Interim STLES Associate School Head</td>
<td>Jenn Sanders, Interim Associate Dean for Academic Affairs</td>
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<td>Shelbie Witte, STLES Faculty Rep</td>
<td>John Romans, EHA Dean</td>
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<td>Doug Smith, KAHR School Head</td>
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## Review and approve previous meeting minutes

- Dr. Koch motioned to approve the minutes with edits and Dr. Smith seconded. The minutes were approved.

## Julie Koch, HCCP School Head report

- HCCP reviewed approximately 9 nursing program applications for the spring nursing program (BSN).
- The Commission on Collegiate Nursing Education (CCNE) on-site evaluation is scheduled for February 28th.
- The HCCP Administrative Assistant will start November 6
- The health faculty is searching for 3 assistant professors. They will skype with 10 of the candidates. There are 10? CPSY apps and they will skype 3 or 4.
- HCCP will meet Friday to discuss ARPT documents and program reports.

## Toni Ivey, Rep for the Interim STLES School Head report

- STLES working on CAEP accreditation reports and ARPT revisions.
- The Literacy Education search has 12 applicants and the search committee will meet October 27 to discuss applicants.
- There are 7 Foreign Language Education applicants.
- The Tulsa program representative meeting went well. Dr. Sewell discussed improving research culture at OSU. Also discussed enrollment numbers and who is counted on the Tulsa campus.
- Transfer maps with TCC are completed.
- The [21st Century Literacies Lecture](#) will be held on February 22. Dr. Bryan Ripley Crandall and Dr. Sean Connors will present.
- Caroline Bullard will be in Miss OK pageant and would be nice let communications person know about this. She is our alumni.
- Romans said we have a living learning committee at the Residence Hall.
  - Sanders added that Jordan, Todd, Kevin, Mary Cahill, Leslie Evans, and other advisors were all there; Bridget Miller and Jenn Sanders also attended. The floor isn’t just EHA students; there are also business management students. Consider...
ways to get faculty to attend these events too to connect with students outside of class.

**Susan Stansberry, SEFLA School Head report**

- SEFLA is working on program planning guides and discussing priorities at the program level. Dr. Stansberry will visit with each program before they turn them in on November 27th.
- For the flight center, we are at the point where there is a lot to go through at the university level, and then Dr. Joe Weaver and planning committee take over. They present to the Regents to get Regents approval, and then they meet with the planning committee.

**Doug Smith, KAHR School Head report**

- KAHR school signs are up at the Colvin Center.
- The KAHR school meeting is Friday, October 27th.
- The Exercise Science search committee invited 3 candidates to on campus interviews.
- HHP faculty has a big deadline for an international ACSM conference on November 1.

**Ed Harris, FDRC Chair report**

- FDRC will discuss shared governance at their meeting.
- Romans for P&P: they have had a couple of meetings to discuss responsiveness for everything we deliver, and the problem that organizations have when there are only 1 or 2 deadlines for materials review. Over time, we may evolve to a more as-needed basis approvals.

**Tulsa campus discussion**

- Dean Romans will promote his Tulsa visits so Tulsa faculty can schedule time to meet.
- The EHA Zoom license does not work for the Tulsa campus. Dean Romans will talk with our technology people about this. The question was raised about whether or not anyone has communicated this issue with the Tulsa campus faculty.
- Ed: there was a Tulsa rep meeting yesterday and Ken Sewell spoke. He is innovative.
- Donna Watkins in IRB is now on the Tulsa campus each week.
- Now is the time for schools to think about the Tulsa space needs.
- The Tulsa faculty representative could have an alternate for Leadership Team.

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

- At the recent VPR meeting, Sewell presented information on grant funding versus proposals. He also showed where proposals are being submitted. Most are submitted in May and June.
- He sent proposal for 2018 clinical research facilities.
- The Office of the Vice President for Research is requesting proposals for a [faculty panel series for 2018 Research Week](#). Deadline is December 4.
- The VPR also emailed a [Call for Booths](#) for faculty, staff, and students.
• The Grantsmanship course (GRAD 5890) will be offered in spring 2018. Enrollment fills fast.
• Bert attended the Associate Deans for Grad Studies meeting for Sanders and shared a sheet of paper with info.
• Grad faculty designations sheet was shared. ADD TO MINTUES
  o Doug added that new grad faculty applicants who are not tenure track faculty have to fill out the Grad Faculty Application form. The tenure track do not need to fill out the form; ARPT actions will automatically be used for grad faculty application or renewal. Non-tenure faculty can’t chair a graduate student committee, but they can serve as a member.
• BERT, the VPR meetings are great, and he is finding out what is going on in other colleges. He will do his in December.
• A Faculty research recognition reception is a great way to honor and recognize our faculty
• We are developing posters for faculty awards. We should also have more College representation at the research awards. Also tie this into an external engagement event, maybe invite one student and recognize faculty, and invite external partners, endowed chairs, and shareholders. It would be a nice way to get their endowed chairs to attend too and show of the work they are doing and invite schools districts to bring them here versus the alumni center. Could we have this leading up to deadline for university research events, and then it is already done? Stansberry said that the research presentation Bert’s working on would be great to share with the whole college. Bert will share this VPR presentation to the school heads for input. And share it at the college wide event.

**John Romans, Dean Report**

• Christie Hawkins emailed the academic ledger. Enrollment and retention is down across the colleges and EHA needs to work hard against sliding enrollment.
• Dean Romans and Dr. Sanders attended the CADREI.
• The 2018 - 2019 Special Fee Request was emailed to the colleges. Submission deadline is December 13.
• Tulsa enrollment is under 1,000 students for students who are declared Tulsa majors (Tulsa-only students). We’re ranked 2nd in Tulsa.
• Donna Nightengale is working on transferring professional development funds for schools. Each School will receive $30,000 plus ($1,000 x #of faculty members in the School) for their School PD/discretionary accounts (this is separate from individual faculty travel PD accounts).
• EHA must start looking at the summer courses as a whole and small class sizes. We need to start looking at this and if courses are online or in Tulsa or a traditional session or a study abroad. These things factor into class make numbers. We also need to consider ways to incentivize our online courses. He knows we have programs in our college that are really year around programs where some courses are only offered in summer. What does this mean for our programming, enrollment numbers, faculty workload, etc.?
  o Do we want to decide what programs are year around and which ones aren’t? Is there something we can do to have a thriving summer program with different delivery? As far as something to think about, do we want to identity what programs are year round? Discuss the differences in make numbers?
• Sanders: There is no separate allocation for summer instruction. So there is only money to do these if there are vacant lines in the School. As we fill lines, these leftover allocated dollars will decrease. What do Schools do when they need to continue summer instruction, and there are no funds left?
  o Romans: there are still a couple of unfilled lines. There are also other sources like program fees. Do we have fewer GA and adjuncts during the year? Do we hire GAs and adjuncts to teach in the summer? Do we move summer courses to online courses? Some colleges have a flat rate for teaching summer courses.
  o With program fees, he feels comfortable for a couple of years for outreach dollars to pay for these courses.

• Traditional model at research universities is that faculty are paid with research dollars in the summer.

• What programs other than counseling have required summer courses? Special Ed, Ed Teach, Ed Leadership…

• Ben: for program with built in summer, is it possible to move load to 2-1-1? It may not be legal, based on federal labor regulations. Are there programs where an 11 month contract would work, such as counseling psych?

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

• From Instruction Council, a question was raised: What do faculty think about undergraduate stand-alone certificates being allowed to be involved in commencement? Graduate certificate completers can attend, but what about undergrad? Since these certs are stand-alone, some might not complete a bachelor’s degree, but some might. Is it appropriate for them to attend the undergrad commencement ceremony? These undergrad certificates are new, so people want to make a decision before they roll out. Leadership Team discussed the extra time it would add to the commencement, concerns about what would be appropriate attire (gown, cap, tassel?), and devaluing the bachelor’s ceremony for those graduates. LT faculty asked if there is another way to recognize the accomplishment of undergrad certificate completers. They are acknowledged at the grad level. How about have a ceremony at the college level?

• Chris Ormsbee is putting together a committee to review new Learning Management System proposals/bids. The Learning Management System’s committee reps for EHA are Dr. Jackie Mania-Singer, rep for grad instruction, and Dr. Toni Ivey, rep for undergrad instruction. Mark Taracuk is the doc student and Kelsey Barmann is the undergraduate student rep.

• Program data sheets are going well. Judy Nalon pulled data from IRIM and went through it to look at what program it was associated with. Some graduate students do not have an option identified. Rachel Potts and Judy Nalon are working to identify these options. This is a problem with Banner and CollegeNet not communicating with each other. The university is considering a different system to replace CollegeNet. The program data collection is the best information based on what we could gather from various sources.

• Christine Ormsbee is working on an idea to develop instructional coaches through ITLE. ITLE has two new positions and one is specific for student services for online courses. And with Ed Tech’s masters degree coming online next fall, this person can be the one online contact. This person started last week and people in online programs should meet her. The other staff person will work with programs with innovative delivery ideas.
• A distance designation for online programs (DIST) must be approved for students to get their campus-based fees waved. This saves them $30 per credit hr. To get this approved, there is a program form to fill out to apply – the “Existing program online delivery request form” -- which is approved by Board of Regents.
• Distance designation: there is a flexible aspect of this policy. Students can still take 9 hrs of face to face courses. This allows students some flexibility. There are forms for those who go over the 9 hours. To get regents approval, it has to be 100% online with no face to face courses required.
• Jessie Marshall is taking another position at the OSU Foundation office. Leslie Evans is working to fill this position.
• STLES provides clinical faculty with a commuter travel stipend for equity. Faculty Council is discussing requiring commuter travel reimbursement for clinical faculty.

**Diversity Initiatives Committee discussion**

The Diversity Initiatives Committee (aka Diversity Committee) is a group of faculty and staff across EHA who volunteer to serve. The Committee’s purpose is to gather information about the needs of students, staff, and faculty for professional knowledge, competence, and skill development in areas of diversity and equity, and then develop College programming and support systems to meet these needs. Considering our College’s commitment to continually improving our inclusion of and work with diverse populations, it is important to have a standing committee that continually attends to these issues and takes action for positive growth.

The Diversity Initiatives Committee is being chaired by the Interim Associate Dean for Academic Affairs, but may later be chaired by a faculty person. Currently, we have 14 staff and faculty who have volunteered to serve on this committee for the 17-18 academic year: Lu Bailey, Mallory Casebolt, Erin Dyke, Leslie Evans, Hugh Crethar, Robin Fuxa, Sarah Gordon, Tonya Hammer, Claudia Otto, Suzii Parsons, Tim Passmore, Rachel Potts, Mike Yough, and Guoping Zhao. We plan to add at least one undergraduate and one graduate student to the committee and will discuss this further at our November meeting.

We propose the following to FDRC for consideration regarding our faculty governance restructuring:

Make the Diversity Committee the fourth standing committee on Leadership Team. The Diversity Committee has broad relevance to the College, faculty, staff, and students. It would make our College’s commitment to diversity and equity work prominent and visible in our regular activities to have a representative from this committee attending leadership team meetings. LT representation would help promote ongoing efforts by our faculty toward growth in areas of diversity and equity.
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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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<td>Wednesday, September 13, 2017</td>
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<td>Wednesday, September 27, 2017</td>
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College of Education
Charter School Oversight

The Charter School Committee will consider nine essential elements of Professional Development Schools (NAPDS, 2007) to guide decisions about charter school sponsorship:

- A comprehensive mission that is broader in its outreach and scope than the mission of any partner and that furthers the education profession and its responsibility to advance equity within schools and, by potential extension, the broader community;
- A school-university culture committed to the preparation of future educators that embraces their active engagement in the school community;
- Ongoing and reciprocal professional development for all participants guided by need;
- A shared commitment to innovative and reflective practice by all participants;
- Engagement in and public sharing of the results of deliberate investigations of practice by respective participants;
- An articulation agreement developed by the respective participants delineating the roles and responsibilities of all involved;
- A structure that allows all participants a forum for ongoing governance, reflection and collaboration;
- Work by college/university faculty and P-12 faculty in formal roles across institutional settings; and
- Dedicated and shared resources and formal rewards and recognition structures.

Excerpt from the OSU Policy on Charter Schools adopted in 2008 and located at https://academicaffairs.okstate.edu/content/charter-schools

COE Oversight Committee

This committee will meet each semester to discuss any issues or ideas related to charter schools sponsored by the College. Additionally, in compliance with the OSU Board of Regents council, this group would entertain any potential future charter school partnerships in the future. This group is responsible for providing the oversight that is required as the sponsoring agency for the charter schools. Additionally, this group could provide the oversight of how to effectively use the funds generated by the sponsorship to provide support for the Liaison travel to the school site a couple of times each semester and for faculty research projects.

COE Oversight Committee Composition:

- COE Dean, Chair
- Associate Dean of Research, Engagement and Administration
- Associate Dean of Academic Affairs
- Faculty Liaisons for each charter school
- Accountant – ex-officio
Charter School Faculty Committees

These committees would work with the faculty liaison to support (1) faculty research and (2) evaluation activities. Ideally each committee would be composed of faculty from a variety of disciplines to provide support and consider research/field experience opportunities. The faculty liaison for each charter school would chair their respective committee. Ideally the committee make-up would have at least one faculty from each of the schools in the College of Education.

ASTEC Faculty Committee Composition:

- Chair, Faculty Liaison for ASTEC (appointed by COE Dean)
- STCL Faculty Rep
- SES Faculty Rep
- SHAEP Faculty Rep
- Faculty
- Faculty
- Associate Dean of Research, Engagement and Administration (ex Officio member)

As the COE agrees to sponsor any additional charter schools, faculty committees for those schools will be formed with this same structure.

For more information on Oklahoma Charter Schools see the Oklahoma State Department of Education’s website:  http://sde.ok.gov/sde/oklahoma-charter-schools-program
The Office of the Vice President for Research would like to announce a new opportunity for faculty involvement in Research Week 2018. The “By Faculty, For Faculty” Panel Series will be held **Tuesday, February 20, 2018** as the Signature Event for Tuesday of Research Week. Proposals will be accepted from all research disciplines and can be proposed in any format including traditional, theatrical, interactive, etc.

**Deadline: December 04, 2017, 5 p.m.**

**Requirements:**
- Panel must include at least 4 and no more than 6 faculty.
- Faculty can be from any department, but multidisciplinary panels will be given preference.
- Panel should be structured for 45 minutes of panel-led discussion, leaving at least 15 minutes for audience questions.

**Submission:**
- Propose a title for the panel and provide an abstract of no more than 300 words describing the topic and focus of the proposal.
- List faculty included in the panel including department and rank
- Identify one panelist to serve as the point-of-contact.
- Note if any special equipment will be needed.
- Send submissions to vpr@okstate.edu.

**The selected panel will be notified prior to the holiday break to ensure preparation time**

The Office of the Vice President for Research will provide the facilities and beverage refreshments for this event along with all marketing as a ‘Signature’ event of Research Week. If there are any questions, please contact amy.dronberger@okstate.edu.