

**Volume 37  
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August 20, 2009  
Regular Meeting Minutes of the OUHSC Faculty Senate**

**SENATORS, ALTERNATES, AND OFFICERS PRESENT**

Al Al-Assaf	Vesper Grantham	Stephanie Marfurt
Deborah Booton-Hiser	Andrew John	Jamie Miller
Kari Boyce	Robert John	Beverly Patchell
Pramod Chetty	Peter Johnson	Larry Regens
Elena Cuaderes	Betty Kupperschmidt	Winter Smith
Carol Dionne	David Lewis	Douglas Stewart
Carlos Garcia	Deborah Lockwood	Stephen Walston

**SENATORS, ALTERNATES, AND OFFICERS ABSENT**

Shrikant Anant	Vicki Coury	Abbey Onan
Jo Azzarello	Sheila Crow	Lida Radfar
David Bourne	Anne Cuccio	Eva Saffer
Beverly Bowers	Satish Kumar	Deborah Shropshire
Ann Chou	W. Mike McShan	
Kim Coon	Ari Mwachofi	

**EX-OFFICIOS AND GUESTS PRESENT**

Frans Currier	Doug Myers	Ed Welch
Kay Edwards	Kathy Walker	Cheryl Williams

**GUEST SPEAKER** – Dr. Frans Currier, Chair of the Campus Tenure Committee and the Faculty Appeals Board distributed a summary of the HSC-wide tenure reviews and recommendations beginning in 2003-04.

- A. Dr. Currier served as the Faculty representative on the recent Handbook Revision committee chaired by Dr. Marcia Bennett. He stated that the processes within the handbook were carefully reviewed and streamlined. He assured the faculty that the processed contained in the Faculty Handbook work fairly and that due process is protected.
  - i. Dr. Currier reported that the revised Faculty Handbook is now online and a hard copy of the Faculty Handbook has been distributed to limited locations on campus (one is in the Faculty Senate office). Additionally, the HSC Faculty Handbook is specific to our faculty - the OU Norman Faculty Handbook is not the same as our handbook. One specific difference between the two handbooks is the number of renewable contracts vs. tenure positions.
  
- B. Campus Tenure Committee - An HSC Faculty member can be hired on a renewable contract or tenure track basis. They are allowed to change status one time. There are four types of faculty: tenure; tenure-track; renewable contract; and, temporary appointments (modified titles). Many of our current faculty are on a renewable contract. If a faculty member is moving from a renewable contract to a tenure-track, he believes they must be given the proper time and resources to prepare to reach tenure. He reviewed the process in comparison with the Norman campus. Discussion was held

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on the documentation requirements for the Tenure Committee, which are the same for promotion from an Assistant Professor to an Associate Professor. Dr. Currier suggested that, he believes, it is best if a faculty member goes for promotion at the same time as tenure (most often from Assistant to Associate Professor) but that it is not a requirement. Though some choose to go up for promotion first to test the waters, it requires the faculty member to complete their dossier the following year for tenure if done in that order.

- i. Process has been changed so that Faculty coming up for tenure will be reviewed at the end of six years, not at the beginning of the sixth year. He will be visiting with each college about the need to give faculty on tenure-track the opportunity for a one-year extension to accommodate for this change in timeline and to prepare for tenure review.
- ii. Tenure Committee consists of 13 representatives: 2 from each college (except Graduate College) plus 1 member from Tulsa. When a candidate for tenure is reviewed, it is required that every committee member vote on the candidate. A Tenure Committee member is encouraged to vote in their academic unit versus the Tenure Committee vote (can only vote once), thus they are absent from any discussion or the outcome of the vote when candidates are presented from their college. The candidate also must declare excellence in at least 1 of the 3 areas for review (service, research, teaching). Documentation for each area of review should start the same year that a faculty member goes into tenure-track. If a faculty member has a question, they can consult with any member of the Tenure Committee. Dr. Currier stated that the Tenure Committee only reports the vote of the committee as either pass/fail to the candidate and that their decision is based on the same documentation received by the Provost.
  1. Discussion was held on the documentation requirements as well as the problem of tenure and promotion having two different deadlines. Criteria requirements are determined by each college. He described the process of the committee and stated that the committee can request additional information on a tenure application. The number of faculty being presented for tenure has dropped due in part to the increased number of renewable contracts. Additionally, the most common reason for not granting tenure is the lack of quality of credentials.

C. Faculty Appeals Board - As Chair of the Faculty Appeals Board, he described the process for the most recent appeals, including the collection of preliminary evidence and working with the University Legal Counsel in determining if sufficient documentation was contained in the appeals request. Each appeal took a year to collect the data. As a result, he has requested that the number of faculty serving on the Appeals Board be increased to 45 so that enough faculty members are available to serve if more than one appeal request is made in a year. In order for a faculty member to serve on the Faculty Appeals Board, they must be tenured so that no faculty member is put at risk. Additionally, faculty should be aware that Legal Counsel from the University represents the university's interest and Dr. Currier makes sure that any faculty member submitting an appeal are aware that it would be in their best interest to retain legal counsel on their

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behalf. Dr. Currier also stated that he felt his responsibility, as chair of the Faculty Appeals Board, is to ensure all parties are treated equitably. It is his opinion that the process does protect the faculty.

**D.** Dr. Currier has been appointed by Chancellor Johnson as the HSC Faculty representative on the Faculty Affairs Committee for the Oklahoma State Regents for Higher Education. His term will end in December 2010. This committee consists of members from all colleges and universities in the state. He will be glad to report about the committee's work at the end of his term or as he determines would be beneficial for the Faculty Senate.

**I. CALL TO ORDER** – Dr. Al-Assaf called the meeting to order at 5:02 p.m. in the Provost's Conference Room with videoconferencing to the Tulsa and Lawton campuses. Everyone in attendance introduced themselves.

**II. APPROVAL OF JUNE 2009 MINUTES** – Vesper Grantham made a motion that the minutes be accepted as printed. Carol Dionne seconded the motion and the motion passed

**III. REPORT FROM EXECUTIVE COMMITTEE** – Dr. Al-Assaf reported that the Executive Committee had met with Provost Ferretti prior to this meeting and had been given information on the FY10 budget.

**A.** The budget is still the same as previously reported which included approximately \$2 million of stimulus funds (one time funding). The forecast for the next year's budget could be worrisome since the funding from the State for July had a 5% cut due to lagging tax collections. A special session of the Legislature is possible to address funding issues. However, only about 1/6<sup>th</sup> of the funding for HSC comes from the state legislature.

**B.** With the budget constraints being faced by the campus, the Executive Committee recognizes that some activities are already taking place on campus to reduce costs and also help to make our campus "greener". They would like to invite Ken Rowe, Vice President for Administration and Finance, to a future meeting to provide a report on what is currently being done. This will assist the Green Initiative Committee to begin identifying areas where changes could achieve possible cost savings and also be environmentally friendly.

**IV.**

**COMMITTEE REPORTS**

**A. Committee on Committees** (printed report) – Dr. Lockwood reported that Colin Foster had left the University, which resulted in the office of Secretary becoming vacant. The committee is recommending that Deborah Booton-Hiser, Secretary-Elect be appointed as Secretary of the Faculty Senate and Stephen Walston be appointed as Secretary-Elect. Discussion was held on the responsibilities and time requirements for these offices (the Secretary reviews the monthly minutes, which are prepared by the Administrative Coordinator of the Faculty Senate. In the absence of the Secretary at a meeting, the Secretary-Elect reviews the minutes. Additionally, they are members of the Executive Committee. Dr. Lockwood asked if anyone else was interested in being considered for these offices. With no other names to consider, the committee recommendations passed.

- B. Information Technology Advisory Committee, ITAC** (printed reports from July and August meetings) – Kari Boyce reported that the ITAC committee is receiving good minutes and regular reports and information. She noted the Green Space initiative that is included in the minutes from July.
- i. Chris Jones, Director of the IT Service Desk, has requested an opportunity to demonstrate new products and services that will be rolled out to the campus this fall. Dr. Al-Assaf requested that the September meeting be extended about 20 minutes to provide IT the opportunity to demonstrate these items. It was suggested that the chair review which products to be presented and determine which ones would be most relevant to present.
- **Parking Notes** - Doug Myers, Asst. Director of Parking and Transportation.
    - Family Medicine Patient Parking will be moved to the south of Family Medicine once the construction starts on the Cancer Institute Parking Garage (September 11<sup>th</sup>). The construction of the garage is expected to take approximately 1 year to complete.
    - There are approximately 300 OU Children’s Physician employees that are moving into the new OU Children’s Physician building. Originally, these employees would have parked in the Children’s Parking Garage, but only 80 parking spaces for staff is now available. Therefore, a shuttle will be provided from the Stonewall Parking Garage to the new building for an hour and a half in the morning and an hour and a half in the afternoon to assist the employees in getting from the garage to the new building.
    - Parking and Transportation leadership has met with the Health Authority and provided drawings and recommendations by ADG in regards to the traffic flow for the patient entrance from 10<sup>th</sup> Street to the OU Physicians Building.
    - Contractors have completed a \$20,000+ project on K Lot that included patching, seal coating, and re-stripping. New signs are being ordered for the Stonewall entrance.
    - Stonewall Parking Garage (previously known as the Children’s Parking Garage) will have new signage installed the week after Labor Day.
    - Stonewall Parking Garage is being seal coated on the top level of the garage in order to keep the warranty. The cost of this project is approximately \$145,000 and should be completed prior to school starting on Monday, August 24<sup>th</sup>.
    - Applications to make the structural repairs on the Stonewall Parking Garage were received from seven Engineering Firms. Applications were reviewed with three being selected and interviewed (Zahl-Ford, Kirkpatrick Forest Curtis PC (KFC) Engineering, and Cobb Engineering Company). The rankings will go to the Regents’ Meeting in September for selection with repairs expected to start in May 2010 once school is out, to have the least impact on our customers.

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- Federal APD representatives are still upgrading the software on our system as well as firmware in the hardware. As soon as these upgrades are completed, the 30 day acceptance test will begin, once again.
- Ginger Smith, Regional Corporate Sales Manager for the Renaissance Hotel & Convention Center, contacted the Parking and Transportation office and will now offer free shuttle service from the hotel in downtown OKC to the OUHSC Campus and return for any of their guests staying with them. This service should be of help to visiting professionals to our campus.
- Gates have been installed in L Lot, the parking lot behind the new Allied Health building. The gates will be lowered as soon as IT and Telecom get all network and callbox connections in place.
- Flintco is currently constructing the new OMRF addition and will place a concrete pumper in A Lot when concrete pouring begins on the west side of their project. The concrete pours are scheduled between midnight and 6:00 a.m. so that they can be out of the lot by 7:00 a.m.

### **V. UNFINISHED BUSINESS**

- A. Faculty Governance Award Criteria** – After discussion, it was the consensus of the attendees that this criteria will be sent to all Faculty Senate members for review. The Faculty Senate office will compile all comments and suggestions and send to the members. This will be tabled until the November 19<sup>th</sup> meeting.

### **VI. NEW BUSINESS**

- A. Crosswalks** – OUHSC Police Chief, Ed Welch, reported that a Task Force has been formed to look at the crosswalks on campus, review the problems and identify solutions.
  - i. Almost all of the streets on campus are Oklahoma City streets, which requires changes, improvements, or additions to go through a specific process with the City. Administration works with the appropriate city departments to get street improvements, including crosswalk updated and changes made.
  - ii. Some of the crosswalks on campus are not enforceable since they do not meet state statute. Administration is working to rectify these issues.
  - iii. Chief Welch asked that everyone be aware of the crosswalks on campus, to use the crosswalks when crossing a street, and to yield to pedestrians in a crosswalk when driving on campus.
  - iv. Concern was raised that some crosswalks go across driveways of new construction and are not properly marked or designated.
  - v. College of Dentistry requested that at least one crosswalk between the Stonewall Parking Garage and buildings on the east side of Stonewall be redesignated to cross the street at Dentistry for patients and visitors.
    - 1. Current non-functioning crosswalks are being reviewed
    - 2. Procedures to cut through medians for a crosswalk can be problematic since there are very strict guidelines to meet ADA requirements.
  - vi. Chief Welch reassured those attending that Administration is diligently working to upgrade the crosswalks on campus to include the new buildings and construction on campus.

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- vii. Concern was raised that students and visitors crossing the alley at the new Allied Health Building are not visible to drivers. Chief Welch was not aware of the problem and will check into it.

**VII. ANNOUNCEMENTS**

- A. The College of Allied Health Building will be dedicated on Friday, September 18<sup>th</sup> at 2:30 p.m. Everyone is invited to attend.
  
- B. Fall General Faculty Meeting will be held on Monday, October 19<sup>th</sup> at 5:15 p.m. in the BSEB East Lecture Hall. Dr. Ferretti will be presenting his annual State of the Campus report. The October 15<sup>th</sup> regular meeting of Faculty Senate will not be held due to the Fall General Faculty Meeting.

**VIII. ADJOURNMENT**

- A. Meeting adjourned at 6:20 p.m. The next meeting will be Thursday, September 17, 2009, in the David L. Boren Student Union, 2<sup>nd</sup> Floor Conference Room (new location). Dr. Chris Candler will be presenting the proposed changes in curriculum for the College of Medicine. Additionally, Chris Jones, Director of the IT Service Desk, will be demonstrating new products and services being rolled out to the campus this fall.

Respectfully submitted,

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Deborah Booton-Hiser  
Secretary, 2009-2010

Handouts:

August 2009 Agenda  
June 2009 Meeting Minutes (draft)  
Committee on Committees Report  
ITAC notes  
Annual Reports – University and Norman Committees  
Faculty Governance Award Criteria (draft)