

JOURNAL OF THE FACULTY SENATE

The University of Oklahoma (Norman campus)

Regular session – February 12, 2018 – 3:30 p.m. – Jacobson Faculty Hall, Room 102

office: Jacobson Faculty Hall, Room 206 phone: (405) 325-6789

e-mail: facsen@ou.edu website: <http://facultysenate.ou.edu/>facebook: <http://www.facebook.com/OUFacultySenate>

Note: The remarks of the Senators and others are summarized and not verbatim. A recording of this meeting is available in the Faculty Senate office.

The Faculty Senate was called to order by Professor Sarah Ellis, Chair.

PRESENT: Ashby, Asprey, Bradley, Bradshaw, Burge, Burns, Burstein, Churchman, Davidson, Demir, N. Ellis, S. Ellis, Elwood Madden, Fiedler, Golomb, Gutierrez, Hall, Hambright, Hobson, Houser, Jamili, Jeffers, Karr, Keppel, Keresztesi, Koch, Lai, Lamothe, Lifset, Martin, Natale, Nelson, Pepper, Sprecker, Stewart, Swinkin, Trafalis, Volz, Wang, Warren, Weaver, Woodfin

Provost's Representative: Provost Harper

ISA representative(s): Chris Cook

SGA Representative(s):

Others: Bobby Mason

ABSENT: Burke, Givel, Heyck, Markham, Martens, Miller, Schmeltzer, Shah, Stock

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APPROVAL OF JOURNAL

The Faculty Senate Journal for the regular session of December 11, 2017 was approved with the change of 'LGBT' to 'LGBTQ' on page 5. Prof. Fiedler moved an amendment that was not approved.

ANNOUNCEMENTS

The call for volunteers for councils, committees, and boards was sent to faculty on February 1, 2018. Nominations are due to the Faculty Senate office by Friday, February 16, 2018 via the online form at https://ousurvey.qualtrics.com/jfe/form/SV_1Le2oNx5WjN49Rb.

The Faculty Senate is sad to report the death of retired faculty member Floyd Calvert (Architecture / Aerospace, Mechanical and Nuclear Engineering) on December 19, 2017.

OU's Emergency Preparedness Manager asked that we share the attached instructions to download Alertus onto laptops and computers. Alertus is OU's newest alert tool for all-campus emergency notifications. In case of an emergency that warrants an OU Alert be sent to the campus community, Alertus will automatically flash a message on users' screens, warning the campus community of imminent danger, such as a tornado warning. The user must be logged onto an OU server via a WIFI or Ethernet connection to receive the desktop notification.

REMARKS BY BOBBY MASON, UNIVERSITY EQUAL OPPORTUNITY OFFICER AND TITLE IX COORDINATOR.

Prof. Sarah Ellis introduced Bobby Mason, the Equal Opportunity Officer and Title IX Coordinator for OU. The OU Institutional Equity Office was created by Board of Regents on January 24, 2012 in response to ever-increasing state and federal regulation governing equity issues. It is comprised of two offices: the Equal Opportunity and Affirmative Action Office which handles discrimination claims, as well as affirmative action plans and the Title IX and Sexual Misconduct Office which handles claims involving the Sexual Misconduct, Gender Discrimination, and Harassment Policy. Mr. Mason explained that the Department of Education's rollback of established Title IX implementation guidelines has entailed no policy changes on the University of Oklahoma campus.

Mr. Mason stated that Equal Opportunity is defined as the right of all persons to enter, study and advance in academic programs on the basis of merit, ability, and potential without regard to race, color, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, religion, disability, age, or status as a veteran. Equal Employment Opportunity is the right of all persons to work and to advance on the basis of merit, ability, and potential without regard to race, color, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, religion, disability, age, or status as a veteran.

The Equal Opportunity Office for the Norman Campus Office is located in Evans Hall, Room 102. The phone number is (405) 325-3546. Ms. Mason said that more information regarding Equal Opportunity and Affirmative action, including University statements, policies, procedures and frequently asked questions, is available at: <http://www.ou.edu/content/eoo/about.html>.

Ms. Mason stated that Title IX is a federal statute prohibiting sex discrimination in the form of:

- Sexual Harassment - Severe, persistent, or pervasive; unwelcome; subjectively and objectively offensive; interferes with education or employment
- Gender Discrimination
- Sexual Orientation/Gender Identity/Expression
- Sexual Misconduct - Key Issues: Passivity; Consensual Sexual Relations Policy
- Gender-Based Stalking/Bullying - Social media, texts, emails
- Intimate Partner Violence/Domestic Violence
- Pregnancy - Reasonable accommodations for absences, missed work

Most University employees (both faculty and staff) are Mandatory Reporters and must report a potential Title IX policy violation to the OU Title IX office. Graduate or teaching assistants are also mandatory reporters. He noted that there is an exemption for those employed by the university as mental health counselors. Mr. Mason said that any OU employee that receives a report from a faculty, staff, or student regarding a violation of the Sexual Misconduct, Discrimination and Harassment Policy should report it to his office if it:

- Occurred on University property, or
- Was committed by someone affiliated with the University, or
- Was committed by a non-affiliate while in the course of an employment or educational activity

Mr. Mason also discussed the work of the OU Advocates program. The OU Advocates are a confidential group of staff advocates on-call 24/7 to respond if anyone in our OU community experiences sexual assault. The OU Advocates can be accessed through OUPD, the Women's Outreach Center, or by calling (405) 615-0013.

Mr. Mason then highlighted some issues regarding this policy that are often of interest to faculty. In terms of Free Speech and Academic Freedom, no provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual or faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. He noted that each syllabus should include a statement regarding Title IX. In terms of making a report to the Title IX office, faculty should provide names and other information.

In terms of the outcome of the investigation process, there are three notice of outcome letters at the end of every investigation. One goes to the complainant and one goes to the respondent. If the finding is against a student, a letter goes to Student Conduct. If a finding is against a staff member, a letter goes to the appropriate Vice President. If the finding is against a faculty member, a letter goes to both the Dean and the Provost.

In addition to OU's mandatory online sexual misconduct awareness training, Mr. Mason encourages faculty to take the One Sooner active bystander training. More information is available at: www.notonourcampus.com

Mr. Mason said that the Title IX and Sexual Misconduct Office for the Norman Campus Office is located at Four Partners Place, 301 David L. Boren Blvd., Suite 1000. The phone number is (405) 325-2215. More information regarding Title IX and sexual misconduct, including policies, procedures, frequently asked questions, forms and brochures, is available at: <http://www.ou.edu/content/eoo/policies.html>

Prof. Keppel asked if faculty are required to inform a student that they are mandatory reporters. Mr. Mason said that this is the best way to handle it. Prof. Warren asked if GTAs as mandatory reporters receive training on this issue. Mr. Mason said that this issue is included in the annual graduate teaching assistant training. Prof. Weaver asked if graduate assistants that come in mid-year can receive training. Mr. Mason said to contact his office and he would assure that the GTA receives training.

Prof. Houser asked about the University's responsibilities in terms of affirmative action. Mr. Mason noted that there is an annual affirmative action report and that all faculty advertisements must go through his office. Prof. Fiedler expressed concern that 'political beliefs' was listed in the Faculty Handbook statement on equal opportunity but not in the Title IX office's website.

Prof. Sarah Ellis asked if the staffing of these two offices is sufficient and how OU's office compares to peer institutions. Mr. Mason believes that OU provides more resources and staffing than many of our peers.

Prof. Demir asked about the types of cases that are investigated each year. Mr. Mason said that many of the cases do not require a full investigation because accommodations can be made to remedy the situation. He said that their goal is to complete each case within 60 days.

Prof. Woodfin asked if there is a different responsibility for mandatory reporters who are involved in the study abroad programs. Mr. Mason said that the report still needs to come to his office, although there could additionally be legal issues related to the country or site.

Prof. Fiedler had a question about access to the affirmative action plan. Mr. Mason suggested contacting his office to get access to that document. There were no further questions, and Prof. Sarah Ellis thanked Mr. Mason for speaking to the senate.

PROPOSED CHANGES TO THE FACULTY SENATE EXECUTIVE COMMITTEE AND ELECTION PROCESS

This issue was brought to the Senate at their December 2017 meeting. The changes to the Faculty Senate bylaws proposed by the Executive Committee are in terms of the composition and election process for executive committee members. (attached)

Notably, the proposal seeks to have at least two candidates for election of an officer or at-large member. It also adds a requirement for candidates for Secretary and Chair-Elect to have experience serving on the executive committee as either at-large members or as the chairs of the Faculty Welfare and/or the Faculty Compensation committees. The proposal also increases the number of at-large members from three to four and makes their terms two years' long and staggered.

After a brief discussion, the proposed changes were approved by the Senate.

POLICY ON FACULTY/STAFF RUNNING FOR PUBLIC OFFICE

The following proposal was brought to the Senate by the Faculty Welfare Committee:

The Faculty Senate proposes the following policy change to Section 3.1.13 of the Faculty Handbook and Section 5.11 of the Staff Handbook.

Any employee of the University who runs for any county, state, or federal elected office may run without first resigning from the University. If the employee does not so resign, then during the campaign for such office:

- (1) the employee, in consultation with the employee's supervisor, may elect to take an unpaid Leave of Absence for the duration of the campaign;*
- (2) no campaign activities shall be conducted on campus; and*
- (3) the employee shall not discuss the campaign with students.*

If the employee is elected to such office, the employee shall elect either to resign from the University before taking office or to take an unpaid Leave of Absence for the duration of one term of the elected office; if elected to another term or office before or upon expiration of such Leave of Absence, the employee shall resign from the University before the commencement of such other term or office.

Prof. Hall noted that the Faculty Senate is suggesting changing the *Faculty Handbook* in a way that contradicts state law. Prof. Pepper requested adding 'within the employee's university duties' to the end of items 2 and 3. Prof. Martin suggested taking out 'with students' from item 3. Prof. Woodfin asked why the policy limits the faculty member to one term. Prof. Natale, who is a member of the Faculty Welfare committee, stated that this is actually more lenient than peer institutions and that the committee felt that if an employee serves multiple terms, the university should not be required to keep their position open for several years. Prof. Warren suggested that any leave of absence could affect a faculty member who is in a pre-tenure status.

After additional editing by senators, the Faculty Senate ratified a final version of this policy to be taken to university administration, which is:

The Faculty Senate proposes the following policy change to Section 3.1.13 of the Faculty Handbook and Section 5.11 of the Staff Handbook.

Any employee of the University who runs for any county, state, or federal elected office may run without resigning from the University. If the employee does not resign, then during the campaign for such office:

(1) the employee, in consultation with the employee's supervisor, may elect to take an unpaid Leave of Absence for the duration of the campaign;

(2) no campaign activities shall be conducted on campus within the employee's university duties; and

(3) the employee shall not discuss the campaign within the employee's university duties.

If the employee is elected to such office, the employee shall consult with their supervisor to negotiate the terms of continued employment, resignation from the University before taking office, or taking an unpaid Leave of Absence for the duration of one term of the elected office; if elected to another term or office before or upon expiration of such Leave of Absence, the employee shall resign from the University before the commencement of such other term or office.

SENATE CHAIR'S REPORT, by Prof. Sarah Ellis

"The last time the Faculty Senate formally met was on Monday, December 11, 2017. The next day, on Tuesday, December 12, I attended the meeting of the Board of Regents on the OU-HSC campus. This was a very uneventful meeting.

"On Wednesday, December 13, the Faculty Senate Large Executive Committee, which includes council chairs, met. At this time, all of the committee and council chairs gave mid-year reports.

"On Thursday, December 21, I attended a special meeting of the Board of Regents. This was a last minute meeting of the Board with no items on the formal agenda. The topic of discussion was the ramification of then-Regent Humphreys' comments regarding homosexuality on national TV. Chairman Bennett asked for public comments at this meeting. I spoke on behalf of the Faculty Senate by reiterating the main points of the statement regarding Humphreys' comments approved by the Senate in the December 11 meeting. As you all know, at that meeting Mr. Humphreys announced his resignation starting the first day of the Spring semester or after the completion of the football season. The Board voted Leslie Rainbolt-Forbes as vice-chair, replacing Humphreys.

"On January 18, I attended the Oklahoma State Regents for Higher Education Faculty Advisory Council Meeting. The main topic of discussion for this meeting was an overview from the Oklahoma State Department of Education regarding how students in the Oklahoma K-12 system are being assessed.

"On Monday, January 22, I attended the Faculty Senate Reception. On January 24, Megan Elwood Madden, Joshua Nelson, and I attended the Regents meeting held on our campus.

"On Monday, February 5, I attended another Oklahoma State Regents for Higher Education Faculty Advisory Council Meeting. Amanda Paliotta, Vice Chancellor for Budget and Finance, for the State Board of Regents gave us an overview of the State of Oklahoma higher education financial structure and budget.

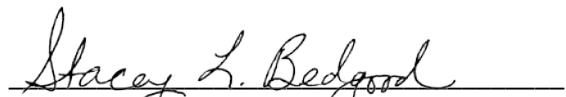
"On Monday, February 5, the Faculty Senate Executive Committee met. At this meeting we discussed the items on the agenda for today. In addition, we met with Chris Walker (Associate Provost for Faculty and Student Affairs), Anil Gollahali (OU General Council), Chief Liz Woollen (OU PD) and Brynn Daves (Student Life) to hear about how the University is working to proactively prevent "disruptive" incidents on campus. Provost Harper and Stewart Berkinshaw also attended and gave us an overview of the current budget situation and explain the recent cuts that have been pushed out to colleges and departments. Last, the Executive Committee composed a letter addressed to Chairman Bennett and the Board of Regents expressing our concern about the possibility of a completely closed search process and urging the Board "to bring the top three candidates to campus and provide opportunities for input from invested constituents." I gave them all of the means for contacting me and we offered to meet with the Board or Chairman Bennett to discuss our concerns and offer suggestions.

"Monday, February 5, Megan Elwood Madden attended the Deans Council Meeting. At this meeting it was announced that admissions is trying to find "inspiring" alumni who would be willing to do interviews for web videos or meet with groups of prospective students and that IRR now has an outreach person, Eugene "Joey" Albin, who will work with groups to help gather or interpret data.

"An article which may be of interest to faculty came out today in the OU Daily: "*Search for David Boren's successor: Boren advocates for confidential presidential search process in op-ed.*" It is available at: http://www.oudaily.com/news/search-for-david-boren-s-successor-boren-advocates-for-confidential/article_1b17a396-1026-11e8-aa3a-3f7b59e2b731.html .

ADJOURNMENT

The meeting adjourned at 5:32 p.m. The next regular session of the Faculty Senate will be held at 3:30 p.m. on Monday, March 12, 2018, in Jacobson Faculty Hall, Room 102.


Stacey L. Bedgood, Administrative Coordinator


Joshua B. Nelson, Faculty Senate Secretary

Proposed changes to the By-Laws of the Faculty Senate (Norman Campus)

(Includes revisions made at December 2017 Faculty Senate meeting)

A. OFFICERS:

1. The officers of the Senate shall consist of a Chair, a Chair-Elect, and a Secretary.
2. The Chair-Elect and the Secretary shall be elected by ballot at a meeting of the Senate in May. The ballot shall seek to have at least two candidates for each office. Candidates must have previously served as members of the Executive Committee. Additional nominations may be made from the floor. If either office is vacated, a replacement shall be elected at the next meeting of the Senate.
3. The Chair-Elect will succeed to the office of Chair when it is vacated or when his or her own successor is elected. Normally, the Chair's tenure of office will be from May to the following May.
4. For officers elected between May 1 and January 31, the term of office will be until the following May. For officers elected between February 1 and April 30, the term of office will be until the second May following.
5. ~~A Chair-Elect will remain a member ex officio of the Senate, even though the term as a Senator may expire, until terms as Chair-Elect and Chair expire.~~ Both the Secretary and Chair-Elect shall be ex officio members of the Senate unless they are also serving as an elected senator.-

B. MEETINGS:

1. The Senate shall meet regularly on the second Monday of each month of the regular school year and on call of the Chair, the Chair-Elect, or by petition, presented to the Secretary and signed by five members.
2. Meetings of the Senate are open to attendance by all members of the University community and representatives of the Press. However, the Senate may go into executive session by a majority vote of the members present.
3. A person not a member of the Senate may speak only by invitation or permission of the Senate. Requests from non-members to speak shall be addressed in writing to the Chair. The Chair will present such requests to the Senate for action.
4. At the beginning of each academic year, the Executive Committee of the Faculty Senate shall elect a member of the Senate to serve as the Parliamentarian at all meetings of the Senate, as well as the General Faculty, during that year.

C. QUORUM:

A majority of the Senate's members shall constitute a quorum.

D. PROCEDURES:

1. Voting shall be *viva voce* or by show of hands, but five members may require a roll call vote upon any proposition.
2. The presiding officer shall have a vote only in case of a tie.

3. The agenda of each meeting shall be prepared and distributed in advance by the Agenda Committee, which shall consist of the Chair, the Chair-Elect, and the Secretary. Any matter submitted by a member to the Secretary shall be placed upon the agenda of the next regular meeting.

E. COMMITTEES:

1. The standing committees of the Senate shall consist of:

(a) Executive Committee. The Executive Committee shall consist of the following ~~eight-nine~~ members: the Chair, the Chair-Elect, the Secretary, the Chair of the Faculty Welfare Committee, the Chair of the Committee on Faculty Compensation, and ~~three-four~~ at-large members elected by the Faculty Senate in the Spring to be widely representative of the University and to serve ~~staggered one~~ two-year terms. The ~~three-four~~ elected members may not succeed themselves. The at-large members shall be elected by ballot at a meeting of the Senate in May. The ballot shall consist of at least two candidates for each office. Additional nominations may be made from the floor. In addition, the Chairs of the University Councils sit as *ex-officio* members, without vote, on the Executive Committee. The three immediate past chairs of the Faculty Senate also shall be given *ex-officio* membership on the Executive Committee, without voting privileges.

(b) Committee on Committees. The Senate shall elect a Committee on Committees consisting of five members elected for staggered terms in such a manner that not more than two members will be elected in any one year. They must have been members of the faculty for at least five years and hold tenure.

The Committee on Committees will strive to maintain an open and objective perspective related to filling vacant positions on the various University and campus councils and committees.

Members of the Committee on Committees should consider a balanced and broad representation for the entire university and should seek input from chairs of departments, directors, and others who have a wide knowledge and acquaintance of faculty personnel. Final nominations, however, will be made by the Committee on Committees and the Senate.

Current members of the Committee on Committees should not be nominated for vacant positions on the various University and campus councils and committees. A member should recuse him/herself from the selection process for a specific committee if s/he has a personal conflict of interest related to a candidate.

(c) Faculty Welfare Committee.

Charge: This Committee is responsible to the faculty for policy review and recommendations on questions of tenure, faculty evaluations, professional conduct, promotion, fringe benefits, and working conditions. It shall review policies and programs, propose changes and additions, distribute information, and supervise the implementation of Senate recommendations.

The Committee shall report at least yearly to the Senate and, upon approval, to the President and the Senior Vice President and Provost.

In carrying out these responsibilities, the Committee shall:

- (1) Gather information about other policies and programs within the University and in other universities.
- (2) Distribute information to the faculty in simplified form and see that new faculty receive comprehensive information.
- (3) Establish priorities on recommendations for changes and additions.

- (4) Participate in the process of amending the *Faculty Handbook* and make recommendations to the Senate.

Operating Procedures: The Committee shall formulate its own operating procedures, which shall include:

- (1) The election of a chair from among the faculty members of the Committee.
- (2) Provision for liaison with all appropriate councils and committees.
- (3) Provision for sub-committees of the Committee to which non-members of the Committee may be appointed if appropriate.

<i>Membership</i>	<i>How Nominated</i>	<i>Term</i>
5 faculty members Faculty Senate	To be elected by the (staggered terms)	3 years

(d) Committee on Faculty Compensation.

Charge: This Committee is responsible to the Faculty Senate for reviewing and recommending policy on questions related to the economic welfare of the faculty.

In carrying out this responsibility, the Committee shall:

- (1) Monitor, each year, the entire process by which salary increases are requested and fixed by the University administration, the University Regents, the State Board of Regents, and the State Legislature.
- (2) Gather information on salaries from within the University and from other universities, put such information into proper form, and make it available to the Senate for the purpose of accurately presenting the economic position of the faculty and the faculty's economic needs to the administration, the Boards of Regents, the Legislature, and the general public.
- (3) Suggest to the Senate appropriate proposals, strategies, and forums for advancing the economic position and needs of the faculty, both inside and outside the University community.
- (4) Recommend to the Committee on Committees the faculty nominees for the University Employment Benefits Committee.
- (5) Report at least yearly to the Senate and, upon approval, to the President, the Senior Vice President and Provost, and the Budget Council.

Operating Procedures: The Committee shall formulate its own operating procedures, which shall include:

- (1) The election of a chair from among the faculty members of the Committee.
- (2) Provision for a sub-committee of the Committee to which non-members of the Committee may be appointed by the Faculty Senate, if the Senate deems such additions appropriate.
- (3) Provision for liaison with all appropriate councils and committees.

<i>Membership</i>	<i>How Nominated</i>	<i>Term</i>
5 faculty members Faculty Senate	To be elected by the (staggered terms)	3 years

2. Special Committees:

The Senate may at any time create a special committee to study and report upon a specific problem.

F. COMMITTEE MEMBERSHIP AND PROCEDURE:

1. Each standing and special committee shall have the authority to select non-Senate members of the general faculty to serve as members of the committee.
2. Each special and standing committee shall elect its own chair. However, the Chair-Elect of the Faculty Senate shall function as the Chair of the Faculty Senate Committee on Committees during tenure as the Chair-Elect.
3. The Secretary shall keep a list of all Senate and non-Senate members of special and standing committees.
4. All reports of standing committees shall be duplicated and distributed to all members of the Senate in advance of the date of the report's consideration.
5. The Secretary shall receive and file duplicate copies of every Senate committee's report, one of which may be borrowed by any committee of the Senate or of the general faculty, but which must be returned to the Secretary after the borrowing committee has completed its investigations.

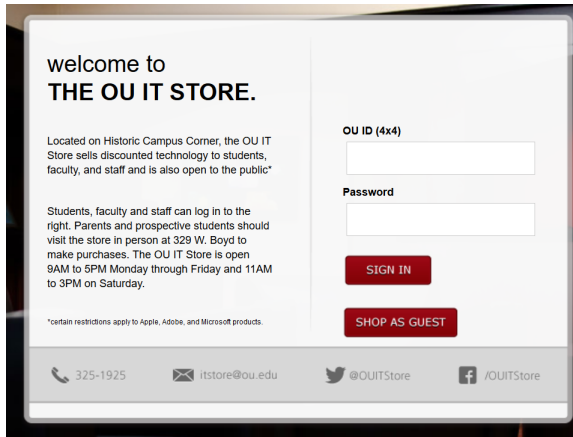
G. AMENDMENT:

These rules may be altered or amended at any time provided the proposed amendment shall have been submitted to the Senate one month in advance and a copy of the amendment shall have been distributed to the members of the Senate two weeks in advance of the meeting at which the voting is to take place.

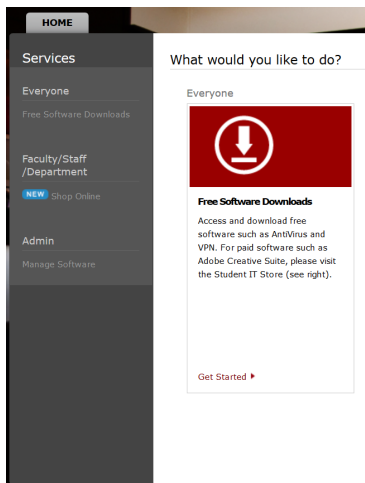
Alertus Installations Instructions

1. Go to www.ITStore.ou.edu

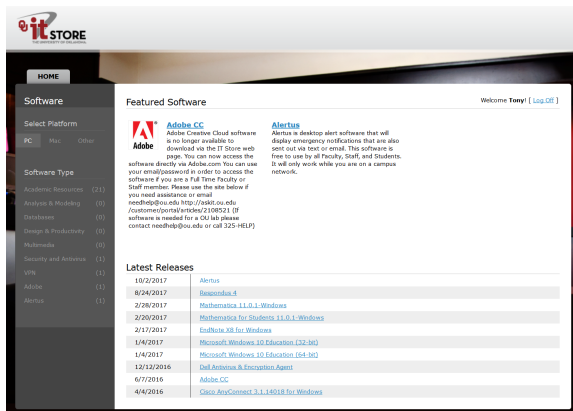
Enter your 4x4 and Password



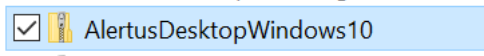
2. Go to Free Software



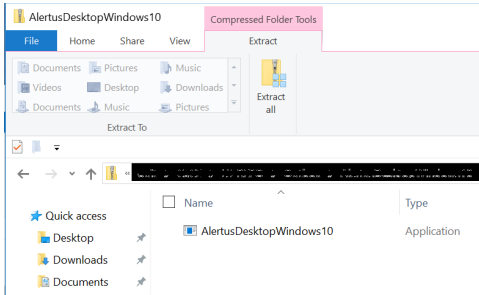
3. Click on Alertus for Windows or Mac, click download at the bottom of the page



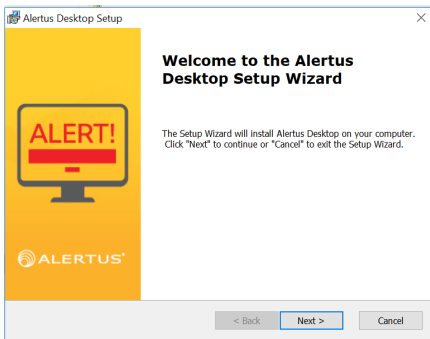
5. Double click the AlertusDesktopWindows10.zip



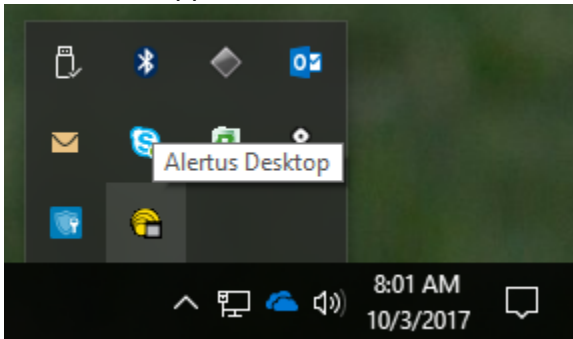
6. Double click AlertusDesktopWindows10.exe



7. You will see the install start. Click Next, Next, Finish,



An icon will appear in the Taskbar or Menu bar



That's it. Nothing will happen until an alert is sent out. Then you will see the below screen. You must click Acknowledge to dismiss the message and return to a normal desktop.