JOURNAL OF THE FACULTY SENATE
The University of Oklahoma (Norman campus)
Regular session – September 13, 2021 – 3:30 p.m. – via Zoom

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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 by appointment in the Faculty Senate office.

The Faculty Senate was called to order at 3:32 p.m. by Professor Keri Kornelson, Chair.

PRESENT: Apanasov, Bemben, Benjamin, Bergey, Boldenow, Cuccia, Cytacki, Dee, Eaton, Fithian, Fuenzalida, Ge, Hambright, Harjo, Hougen, Hsieh, Jervis, Jiran, Kornelson, Lai, Lamothe, Larson, Lifset, Mahdi, Mayeux, McCarthy, Miller, Moore-Russo, Natale, Neeson, Nelson, Nollert, Parsons, Pepper, Randall, Raymond, Remling, Riggs, Rubenstein, Schmeltzer, Sikavitsas, Stalling, Steele, Steffensen, Stetson, Stock, Teodoriu, Wang, Weaver

Provost's Representative: Provost André-Denis Wright, Lori Snyder
Staff Senate representative(s): …
SGA Representative(s): Rin Ferraro
Guests: Dorothy Anderson, Lee Camargo-Quinn, Colin Fonda, Jennifer Hembree, Susannah Livingood, Chelle' Lodge Guttery, Cathy Krane

ABSENT: Muller

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APPROVAL OF JOURNAL

The Faculty Senate Journal for the regular session of May 10, 2021, was approved without revisions.

LAND ACKNOWLEDGEMENT

Chair Kornelson read the Land Acknowledgement approved at the May 2021 Faculty Senate meeting.

ANNOUNCEMENTS

A list of the Faculty Senate members is attached. The new members were introduced at the meeting.

The regular meetings of the Faculty Senate for 2021-22 will be held at 3:30 p.m. on the following Mondays: September 13, October 11, November 8, and December 13, January 24 (tentative), February 14, March 21, April 11, and May 9.

The Senate Executive Committee elected Wayne Riggs (Philosophy) as Parliamentarian of the Faculty Senate and Regular Faculty.

The summary record of the disposition by the administration of Faculty Senate actions for September 2020 to August 2021 is attached.

The compilation of the 2020-21 annual reports of University councils was distributed via email on September 10, 2021, to Faculty Senate members and university administrators to be made available to the general faculty. The reports are available at http://facultysenate.ou.edu/cnclrep21.pdf.

On behalf of the Senate, the Faculty Senate Executive Committee made recommendations of faculty to serve on the Tribal Liaison, Vice Provost, Honors College Dean, and Ombudsperson search committees. They also made recommendations of faculty to serve on a 'Building a Sustainable Structure' committee which will work to support OU's presentation to the Higher Learning Commission.

The 2021-22 list of faculty appointments to committees is available on the Faculty Senate website at http://facultysenate.ou.edu/commmem21.html.

The Athletics Department is offering the Faculty & Staff One Pass which for $100 provides general admission access for two people to all OU Volleyball, Baseball, Women's Basketball, Men's and Women's Gymnastics, Soccer, and Wrestling home events. The One Pass also provides general admission access for two people to select OU Softball and OU Men's Basketball non-conference home games. For further information, contact the Athletics Ticket Office at 325-2424 or outickets@ou.edu.

The Faculty Senate is sad to report the death of faculty member Jonathan Forman (Law) on August 16, 2021, retired faculty members Leon Zelby (Electrical Engineering) on November 9, 2020, Daniel Cottom (English) on June 27, 2021, Michael Buchwald (Drama) on August 4, 2021, and Richard Hilbert (Sociology) on August 22, 2021.

SENATE CHAIR'S REPORT, by Prof. Keri Kornelson

The Senate Chair's Report was distributed to all regular faculty members before this meeting along with the meeting agenda; it is attached. Chair Kornelson asked if there were questions or comments about any of the items in the report. There were no questions.

REMARKS BY PROVOST ANDRÉ-DENIS WRIGHT

Chair Kornelson introduced the new Provost André-Denis Wright, who started at OU on July 1, 2021. Provost Wright shared that he appreciates being at OU and told the story of how he chose to apply for this opportunity. He expressed how impressed he was with the OU strategic plan. Chair Kornelson opened the floor to questions.

Sen. Riggs asked what senators should communicate to our colleagues that question the OU administration's actions regarding COVID. He wanted to know why there is not a mask mandate and why OU is not challenging SB 658, as some Law School faculty have suggested. Provost Wright said that he reads all the emails he receives from faculty members about COVID. He also spends a significant amount of time in meetings about COVID. He defers to the OU General Counsel about the interpretation of SB 658 and the Executive Order. The administration believes that if we try to push the boundaries of the law, then there would be a backlash (from the legislature). The recent injunction against SB 658 was recently ruled to only apply to K-12 students, not higher education.

Sen. Nelson asked how Pres. Biden's recent announcement that federal workers and those that work on federal contracts are required to be vaccinated against COVID would affect OU employees that work on federal contracts and grants. Provost Wright said the administration is still reviewing the plan to determine how it will affect the university. He notes that the mandate would not be across the board and is complicated by the fact that OU is a state entity with the presence of federal employees on-campus and some federal contracts.

Sen. Mahdi said that he heard students complained last academic year about the amount of online teaching. He asked why a mask requirement was not adopted as a way to keep classes face-to-face. Provost Wright said that retention was affected by the number of online courses we had last year. He added that the farthest that they can push the boundaries is to require masks for two weeks in a class where there has been a positive COVID test.

Sen. Fithian stated that two of her colleagues have tested positive for COVID with one currently hospitalized. She asked what information faculty are supposed to receive from the Healthy Together app because none of this information came through. Provost Wright said that he had recently been informed that the Healthy Together app is not set up to allow students to easily share their COVID status with their instructors. There were no further questions.

REMARKS BY HUMAN RESOURCES STAFF CONCERNING 2022 BENEFITS

Chair Kornelson introduced the new Chief Human Resources Officer Dorothy Anderson. Also joining us from Human Resources were Lee Camargo-Quinn, Benefits Assistant Director, and Colin Fonda, Associate Director of Human Resources. Chair Kornelson said that HR will join us again at the October meeting with more details.

Ms. Camargo-Quinn addressed the Senate about the 2022 Benefits plan for the Norman Campus. She said that over the last year, we have faced some challenges with Blue Cross Blue Shield (BCBS) in terms of our health insurance which led to us going out with an RFP. A diverse committee was created to review the responses to the RFP, and we had eight submissions. The committee selected finalists and asked them to make presentations. The committee then made a recommendation to OU executive leadership to move from BCBS to Cigna for 2022. Human Resources hopes to have rates to present at the next Board of Regents meeting. They will be able to provide more details about the changes at the October Faculty Senate meeting. The floor was opened to questions.

Sen. Bemben asked if this affects both the Norman Campus and OU-HSC. Ms. Camargo-Quinn said that it applies to both campuses. Sen. Bemben expressed dissatisfaction with the responsiveness of Cigna the last time they were our health insurance provider. Ms. Camargo-Quinn said that some of the issues we had in the past were related to tight cost containment strategies that OU requested Cigna apply. We will not have those same strategies in place this time. We will also have an on-site representative from Cigna to assist employees with any problems.

Sen. Teodoriu asked if frequently changing insurance providers causes additional costs. Ms. Camargo-Quinn said we hope to have more stability with carriers moving forward. Sen. Nollert said that in the time of COVID, people are going to the doctor and dentist less frequently and asked if since we are self-insured, will that lower rates. Ms. Camargo-Quinn said that HR looks over a multi-year period and while some services have seen a decline, some services have experienced an uptick. She also added that employees can have virtual visits with their physicians. In addition, people have started to have some delayed surgeries.

Sen. Cuccia asked about the options for Medicare-eligible retirees. Ms. Camargo-Quinn said that pre-65 retirees will be under the same plan as current employees. Those that are Medicare-eligible will have several options to choose from. The specifics of that are pending the Board of Regents' approval.

Sen. Ge asked if the main reason to make this change was better rates or better service. Ms. Camargo-Quinn said that the initial motivation to go out with an RFP was the problems the university had with BCBS's negotiations with OU Physicians. Chair Kornelson said that it is her understanding that Cigna has a long-standing contract with OU Physicians and Ms. Camargo-Quinn confirmed that.
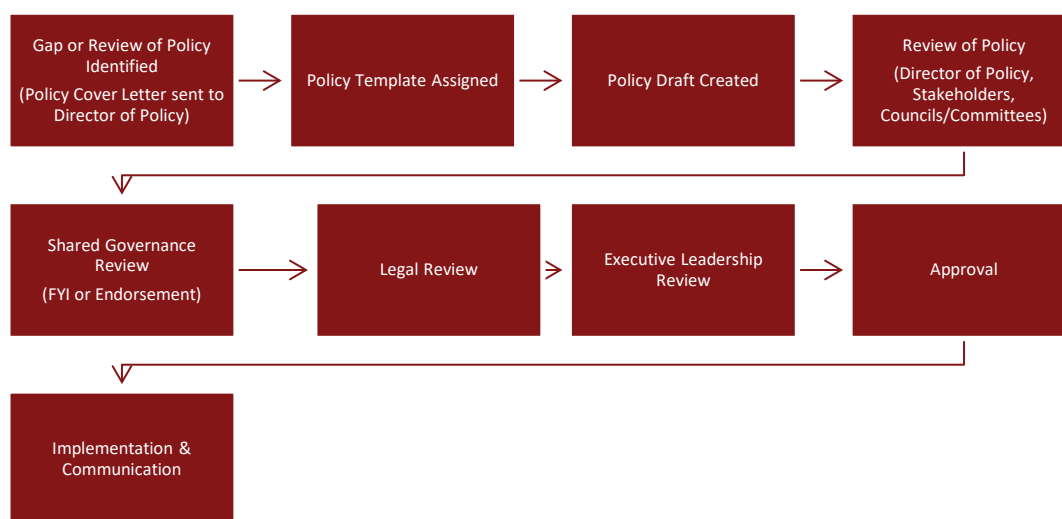
Sen. Riggs said that last year there was a lot of conflict about the compression of payment tiers for health insurance. Ms. Camargo-Quinn said that we will remain on the current three-tier structure and there are no plans to change that.

Sen. Mahdi asked about dental insurance as it appears that the OU College of Dentistry's dental clinic is out of network with BCBS. Ms. Camargo-Quinn said that we plan to stay with OU dental insurance. She said she would look into it further about whether OU's dental clinic is in-network. In the chat, Sen. Hsieh said that she was recently notified by them that the OU's dental clinic is out of network with BCBS.

Sen. Pepper said that she has been on the Employees Benefits Committee for four years and has been on two RFP committees. She said that the Human Resources staff are working diligently within the mandates and framework they have been given. There were no further questions and Chair Kornelson thanked CHRO Anderson, Ms. Camargo-Quinn, and Mr. Fonda for sharing information about the 2022 Benefits Plan with the Senate. She reminded senators that they will join us again at the October meeting with more detailed information.

POLICY REVIEW PROCESS

Chair Kornelson introduced Jennifer Hembree, the OU Director of Policy, and stated that she is very appreciative of the creation of this new office at OU. Dr. Hembree said that she would like to go over the policy adoption and review process and then discuss four updated policies. She stated that there will be a standardized template for OU policies and presented a flowchart for the new process:

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┌─────────────────────┐   ┌─────────────────────┐   ┌─────────────────────┐   ┌─────────────────────┐
│ Gap or Review of    │   │                     │   │                     │   │ Review of Policy    │
│ Policy Identified   │──▶│ Policy Template     │──▶│ Policy Draft Created│──▶│ (Director of Policy,│
│ (Policy Cover Letter│   │ Assigned            │   │                     │   │ Stakeholders,       │
│ sent to Director of │   │                     │   │                     │   │ Councils/Committees)│
│ Policy)             │   │                     │   │                     │   │                     │
└─────────────────────┘   └─────────────────────┘   └─────────────────────┘   └─────────────────────┘
           │                                                                              │
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│ Shared Governance   │   │                     │   │ Executive Leadership│   │                     │
│ Review              │──▶│ Legal Review        │──▶│ Review              │──▶│ Approval            │
│ (FYI or Endorsement)│   │                     │   │                     │   │                     │
└─────────────────────┘   └─────────────────────┘   └─────────────────────┘   └─────────────────────┘
           │                                                                              │
           ▼                                                                              
┌─────────────────────┐
│ Implementation &    │
│ Communication       │
└─────────────────────┘
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She noted that she is working to provide information on the Office of Policy Development office website.

Dr. Hembree said that the Faculty Senate is not an approver of Board of Regents Policy, Institutional Policy, or Campus Specific Policy, although the Faculty Senate will be asked to review the policy when appropriate. "Informational" are those policies that the Faculty Senate should be aware of and do not require a formal comment. "Endorsement" is when the Faculty Senate is being asked to provide a formal review of the policy. An endorsement can result in a policy being:

- Endorsed: Senate has no objections to the policy
- Endorsed with Comment: Senate has no significant objections but has a few comments
- Not Endorsed: Senate has concerns with the policy as presented and provides a list of significant concerns

Chair Kornelson asked if the Faculty Senate will have an opportunity to weigh in on the policy review process that Dr. Hembree has proposed. Dr. Hembree said that she prefers to bring almost complete policies to shared governance. Chair Kornelson said that there are some policies such as related to the curriculum that should be 'owned' by faculty governance.

Sen. Bemben said that Dr. Hembree implied that she will later move from university-wide policies to college and department policies. Dr. Hembree said that she will look for conflict between departmental and college-level policies with university-wide policies. In addition, by having all OU policies in one database, it will be easier for users to locate policy documents.

Sen. Ge asked if the new system will be able to track revisions to policies. Dr. Hembree said that the system will track any version changes to policies going forward but will not be retroactive.

Sen. Hougen confirmed that Dr. Hembree will eventually move down to policies for individual units and asked for the timeline.   Dr. Hembree said that she is starting with the Board of Regents, Faculty Handbook, and Staff Handbook policies. She does not anticipate getting into departmental policies until the next academic year.

There was a question about what system we will be using. Dr. Hembree said that it is called PolicyTech and is part of the Navex system. She said that Loyola Marymount is already using it for this purpose.

The discussion moved to the four policies that Dr. Hembree is bringing to the Faculty Senate for comment (attached). The first policy that is being revised is the *Minors on Campus* policy, which is

under the Office of Risk Management. The *Minors on Campus* was previously a set of guidelines and is being placed into a formal policy.

The second policy is the *Accessible Course Text Policy*, which is a new policy and procedure around accessible course materials for students with disabilities. Sen. Bemben and Sen. Moore-Russo asked for clarification about who was responsible for implementing this policy and how much support will be provided to faculty by the Accessibility and Disability Resource Center (ADRC). Dr. Chelle' Lodge Guttery from the ADRC said that they will notify faculty at least eight weeks in advance if the student has already enrolled in those classes. However, some students register with ADRC late and also those that change their schedules.

Institutional Research and Reporting Office Director Susannah Livingood said that the *Data Governance & Data Privacy* policies are both required by our institutional accreditor, as well as state, federal, and international regulatory bodies, and apply to the entire university. They were developed by representatives from Norman and OUHSC campuses and define key principles and structures. They will be asking for faculty and staff volunteers from all areas of the institution to help develop standards and procedures for implementation. There were no further questions. The Senate is scheduled to vote on these procedures at the October meeting.

FACULTY CONCERNS ABOUT THE UNIVERSITY'S RESPONSE TO THE COVID PANDEMIC

Chair Kornelson said that several senators have contacted her with concerns about the university's response to the pandemic. She opened the floor to discussion. Sen. Riggs said that he is hearing a lot of faculty dissatisfaction with several actions that the administration is taking, such as a lack of a mask mandate, administrators appearing unmasked in photos with students, and the plans to have an indoor inauguration. Faculty have told him that they want the Faculty Senate to do something at this meeting such as vote for a resolution that the administration do more regarding COVID mitigation. Sen. Bemben appreciates Sen. Riggs' comments but says it feels premature to issue a resolution regarding this issue. He acknowledges that state law ties the hands of administrators.

Sen. Natale has heard faculty concerns about pulling back from the social distancing that we did last year. He also said that we should consider different policies for undergraduate and graduate education. Sen. Kraus Steffensen said that three hours before this meeting OU Health tweeted that there are no COVID or non-COVID ICU beds available and she asks what the ceiling is before we decide to implement additional COVID mitigation efforts. Sen. Miller acknowledged that our hands may be tied concerning masking, but questions the decision to not continue social distancing. Chair Kornelson said that the start of the semester may be too late to change all the classroom assignments to allow for social distancing, especially since students enrolled in March.

Sen. Raymond said that her colleagues are concerned about student activities that are not related to instruction being in-person as well as administrative meetings being held in-person. Sen. Cytacki said that in their studio art classes they are seeing over-filled classes and undergraduates seem to be the least likely to mask.

In the chat, Provost Wright wrote "Over 70% of our students are vaccinated. So, that is a good thing. The virus is an aerosol so even 6 ft may be arbitrary. HVAC air exchanges are more important. I'm not sure how we could split classes into two to create more distances without creating more work on the professor." He elaborated on these numbers in the meeting. Provost Wright said that we are unable to split up larger classes and make two sections, as that would increase faculty workload and we may not even have the classroom space to do that. Provost Wright said that his office will be sending out a

survey later this week to get feedback from faculty and staff on their vaccination status and their observations about student masking. He plans to share the data from that survey with Chair Kornelson.

Sen. Teodoriu asked in the chat "Is OU Facilities Management taking care of the AC filters and cleaning the systems?" Sen. Fithian said that she has been involved in the team directing this and that she understands filters are being changed to the highest level that a specific system can accept.

Sen. Miller expressed concern that if students are not using the Healthy Together app, how will faculty members be officially notified that a student has tested positive for COVID. Provost Wright said that we are dependent on students using the app and also on them being honest.

Sen. Lifset encouraged the administration to implement an across-the-board mask mandate similar to what some K-12 school districts in our state have done. Sen. Schmeltzer asked why faculty cannot tell a student to leave the class and see the Dean of Students if they refuse to wear a mask, as is happening at Oklahoma State University. Sen. Bergey said that other universities that have an opt-out masking option require those students that opt-out to get weekly COVID testing. In response to Sen. Boldenow's suggestion about authority figures encouraging masking, Sen. Stalling asked that university administrators make videos and statements that masking avoids the need to transition classes online and allows us to stay in person.
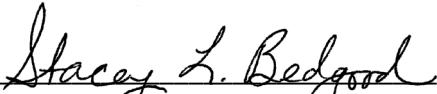
FACULTY SENATE PRIORITIES FOR 2021-22

Chair Kornelson said that the Faculty Senate Executive Committee (FSEC) would like input from the members of the Faculty Senate on a list of priorities for the Faculty Senate for 2021-22. Due to the length of the meeting, she asked that senators email those directly to the Senate officers.

NEW BUSINESS

Chair Kornelson said she would entertain any new business. There was none.

ADJOURNMENT

The meeting adjourned at 6:04 p.m. The next regular session of the Faculty Senate will be held at 3:30 p.m. on Monday, October 11, 2021, via Zoom.

_____
Stacey L. Bedgood, Administrative Coordinator

_____
Kalenda Eaton, Faculty Senate Secretary

SENATORS 2021-22

Senators	Dept	E-Mail(@ou.edu)	Representing	Term
Fithian, Lee	Architecture	leefithian	Architecture	2020-23
Benjamin, Andrea	African & African American Studies	andrea.benjamin	Arts & Sciences	2020-23
Eaton, Kalenda	African & African American Studies	k.eaton1	Secretary/non-voting	2021-22
Jervis, Lori	Anthropology	lori.jervis	Arts & Sciences	2020-23
Randall, Asa	Anthropology	ar	Arts & Sciences	2019-22
Bergey, Liz	Biology	lbergey	Arts & Sciences	2020-23
Hambright, Dave	Biology	dhambright	Chair-elect/non-voting	2021-22
Nelson, Donna	Chemistry & Biochemistry	djnelson	Arts & Sciences	2021-24 *
Hsieh, Elaine	Communication	ehsieh	Arts & Sciences	2020-23
Miller, Claude	Communication	cm	Arts & Sciences	2020-22
Bemben, Mike	Health & Exercise Science	mgbemben	Arts & Sciences	2021-24 *
Larson, Rebecca	Health & Exercise Science	rdlarson	Arts & Sciences	2021-24 *
Rubenstein, Ellen	Library & Information Studies	erubenstein	Arts & Sciences	2019-22
Apanasov, Boris	Mathematics	apanasov	Arts & Sciences	2021-22 *
Kornelson, Keri	Mathematics	kkornelson	Chair/non-voting	2019-22
Moore-Russo, Deborah	Mathematics	dmr	Arts & Sciences	2019-22
Muller, Greg	Mathematics	gmuller	Arts & Sciences	2019-22
Remling, Christian	Mathematics	christian.remling	Arts & Sciences	2019-22
Wang, Ying	Mathematics	wang	Arts & Sciences	2020-23
McCarthy, Heather	Microbiology & Plant Biology	heather.mccarthy	Arts & Sciences	2020-23
Mahdi, Waleed	Modern Lang, Lit, & Ling.	wfm	Arts & Sciences	2021-24 *
Riggs, Wayne	Philosophy	wriggs	Arts & Sciences / Parliamentarian	2019-22
Lamothe, Scott	Political Science	slamothe	Arts & Sciences	2021-24 *
Fuenzalida, Luz-Eugenia	Psychology	fuenzalida	Arts & Sciences	2021-22 *
Mayeux, Lara	Psychology	lmayeux	Arts & Sciences	2021-24 *
Harjo, Laura	Native American Studies	harjo	Arts & Sciences	2021-24 *
Natale, Anthony	Social Work	anatale	Arts & Sciences	2020-23
Neeson, Thomas	Geography & Env. Sustainability	neeson	Atmos. & Geog. Sciences	2021-24 *
Parsons, Dave	Meteorology	dparsons	Atmos. & Geog. Sciences	2020-22
Cuccia, Andrew	Accounting	cuccia	Business	2021-24 **
Stetson, Beth	Accounting	bstetson	Business	2019-22
Stock, Duane	Finance	dstock	Business	2020-23
Dee, Kato	Geosciences	kdee	Earth & Energy	2021-24 **
Teodoriu, Catalin	Petroleum & Geological Engr.	cteodoriu	Earth & Energy	2019-22
Ge, Xun	Educational Psychology	xge	Education	2021-24 *
Raymond, Kate	Instructional Lead. & Acad. Curr.	kate.m.raymond	Education	2020-23
Lai, Feng	Aerospace & Mechanical Engr.	flai	Engineering	2020-23
Nollert, Ulli	Chemical, Biological, & Materials Engr.	nollert	Engineering	2019-22
Sikavitsas, Vassilios	Chemical, Biological, & Materials Engr.	vis	Engineering	2019-22
vacant			Engineering	2021-24 *
Hougen, Dean	Computer Science	hougen	Engineering	2020-22
Weaver, Chris	Computer Science	cweaver	Engineering	2020-23
Steffensen, Leslie Kraus	Dance	lkraus	Fine Arts	2021-24 *
vacant			Fine Arts	2021-22 *
vacant			Fine Arts	2021-22 *
Jiran, Amanda	Musical Theatre	mjiran	Fine Arts	2019-22
Cytacki, Jason	Visual Arts	jason.cytacki	Fine Arts	2021-24 *
Hougen, Dean	Computer Science	hougen	Graduate College/non-voting	2021-22 *
Stalling, Jonathan	International & Area Studies	stalling	International Studies	2021-22 *
Schmeltzer, John	Journalism	j.schmeltzer	Journalism & Mass Comm.	2019-22
Pepper, Amy	Law	apepper	Law	2021-24 **
Boldenow, Justin	Aerospace Science	justin.boldenow	Non-degree-recommending	2021-24 *
Steele, Tom	University Libraries	Thomas.D.Steele-1	Non-degree-recommending	2020-23
Lifset, Robert	Honors College	robertlifset	Pooled--Liberal Studies	2020-23

* New member ** Re-elected member

RECORD OF DISPOSITION BY ADMINISTRATION OF FACULTY SENATE ACTIONS
(September 2020-August 2021)

	Meeting Date	Item*	Origin	Disposition by administration
1	9-14-2020	Healthcare Benefits Equity Resolution	Faculty Senate	Acknowledged
2	11-09-2020	Faculty appointments to vacancies on university councils, committees, and boards	Faculty Senate Executive Committee	Acknowledged
3	11-09-2020	Changes to the Faculty Senate Charter & Bylaws	Faculty Senate Executive Committee	Informational Only
4	12-14-2020	Additional Protections for Faculty from COVID-19 Related Health Costs and Disability	Faculty Compensation & Benefits Committee	Acknowledged
5	12-14-2020	COVID-19 Disrupted Sabbaticals	Faculty Compensation & Benefits Committee	Acknowledged
6	02-08-2021	Firearms on Campus	Faculty Senate Executive Committee	Informational Only
7	03-08-2021	Creation of Non-Regular Faculty Advisory (ad hoc) Committee	Faculty Welfare Committee	Informational Only
8	04-12-2021	Change to the Faculty Compensation and Benefits Committee	Faculty Compensation and Benefits Committee	Informational Only
9	04-12-2021	Election, Faculty Senate Executive Officers	Faculty Senate Committee on Committees	Informational Only
10	5-10-2021	Election, Faculty Senate Executive Committee at large-members	Faculty Senate Committee on Committees	Informational Only
11	5-10-2021	Faculty appointments for end-of-the-year vacancies on university and campus councils/committees/boards	Faculty Senate Committee on Committees	Approved
12	5-10-2021	Faculty appointments for end-of-the-year vacancies on Faculty Senate standing committees	Faculty Senate Committee on Committees	Informational Only
13	5-10-2021	Land Acknowledgement Resolution	Faculty Diversity, Equity, and Inclusion Committee	Informational Only
14	5-10-2021	Recognition and Rewarding of Faculty Service Resolution	Faculty Welfare Committee	Acknowledged, recommends working with the Provost

*Full text of recommendation can be found in Faculty Senate Journal for date indicated at left

SENATE CHAIR'S REPORT, by Prof. Keri Kornelson
September 13, 2021

On May 17, 2021, the Faculty Senate Executive Committee (FSEC) met to discuss our plans for the summer meetings. Issues we wanted updates on include the Return to Campus Plan and Human Resource's plans for 2021 benefits providers, given the ongoing contract difficulties that BCBS and OU Physicians have had this year. Currently, the contract is scheduled to expire next summer, which would leave us again in a position of possibly losing OU Physicians from our BCBS in-network providers. We will also track the plans for retiree benefits. We also discussed the plans to fill the positions of Norman Campus Ombudsperson and OU Tribal Liaison.

On May 19, 2021, the FSEC met with President Harroz. VP Sean Burrage also attended. We discussed plans for many Norman Campus employees to return to in-person work and the planned format for summer courses. The President emphasized that teams are meeting every week to track the COVID case count and other data carefully. We discussed the plans for HR to assess insurance providers and expressed our appreciation that the administration responded to concerns from our retired, Medicare-eligible, colleagues about the changes to their health coverage. We received updates on the searches for the Dean of the Law School, the Director of the Gateway to Belonging Course, CFO, CHRO, Norman Campus Ombudsperson, and the Tribal Liaison. We discussed the plans for salary increases for faculty moving forward, from the perspective of merit raises, solving compression/inversion challenges, and collecting data necessary to make comparisons to market rates. President Harroz summarized the expected funding from the Oklahoma Legislature in the coming year.

On June 14, Interim Provost Irvine and I discussed the University's planned response to HB 1775 and also the new SB 658 that prevents the requirement of vaccines. We discussed the low numbers of COVID cases in Norman so far. She informed me that the administration is still attending meetings weekly with OU's Chief COVID Officer Dr. Dale Bratzler to watch for potential spread.

On June 28, the FSEC met. We identified some topics that should be priorities in the upcoming year. One priority will be faculty hiring, and how that effort interacts with the Lead On Strategic Plan. We see possible gaps in the hiring plan: rebuilding non-STEM units that have lost many faculty members without being able to replace them, the need for an organized and equitable spousal accommodation plan, and retention of faculty, particularly those from historically marginalized groups. We also discussed faculty salaries, and the importance of continuing to collect data with regards to market comparisons, compression/inversion, and possible inequities. We expressed serious concern about the possible impacts of HB 1775 on untenured faculty and instructors. Another area we discussed is ensuring that faculty from all research/creative disciplines thrive under the Strategic Plan, not just those aligned with the VPRP's Strategic Research Verticals.

On June 30, the FSEC met with President Harroz. VP Burrage also attended. We discussed the development of new COVID guidelines for the campus with full-density classrooms and classes taught primarily in person. We asked questions and shared faculty concerns about the likelihood of classroom transmission, given what we have heard about the increased transmissibility of the Delta variant. President Harroz acknowledged these concerns and offered to set up a briefing in July with Provost

André Wright and Dr. Bratzler. We also discussed our concerns around the pushback coming to faculty regarding the efforts to promote diversity and equity on campus. This included HB 1775 and also the social media response to a peer-training offered among First-Year Composition instructors. We discussed ways the administration could support faculty members and other instructors who may be concerned about their jobs, legal ramifications, and sometimes even their own safety. We also discussed the posting of the ads for the Norman Campus Ombudsperson and the OU Tribal Liaison. We suggested the need for a plan for hiring and retention that incorporates diversity throughout. The President was receptive to this conversation. President Harroz updated us on the OU Health merger, which was completed as of midnight. He also discussed the new Supreme Court decision with regards to NCAA athlete's ability to use their image. The Board of Regents approved the 2.75% increase in tuition, the first increase in 3 years.

On July 2, I met with VP Burrage to review our action items for each of us from the meeting with President Harroz.

On July 12, I met with Provost Wright. We discussed policies for instruction in the fall. He said that his office was working on those plans and would seek input from the FSEC. He also agreed to apprise us of any new developments arising from the weekly COVID-related meetings with Dr. Bratzler.

On July 12, the FSEC met with Provost Wright. We were briefed on the twice-weekly meetings between OU administration, Dr. Bratzler, and others at OUHSC to track COVID in Oklahoma and develop policy in response. Provost Wright emphasized that he will be very transparent with the faculty about these conversations. The FSEC encouraged frequent communication with the instructors at OU with clear language and policies about how to manage COVID-related issues in the classroom and what they are expected to do for ill/quarantined students who miss a significant amount of class. Provost Wright agreed with this idea. We also discussed our concerns about HB 1775 and the possible backlash against instructors in the Gateway to Belonging course or other courses teaching content about diversity or inequities. We discussed other DEI – related work at OU. We expressed our concerns about faculty retention and how hiring would be prioritized under the strategic plan. We also discussed faculty salary concerns. In other business, the FSEC elected Prof. Kate Raymond to the Ad Hoc Committee on Reapportionment.

On July 13, I spoke on the phone with VP Burrage to discuss ways that the administration could prioritize an effort to support/appreciate instructors teaching courses that encourage discourse across differences and help instructors navigate the boundary between free speech and disruptive speech in the classroom.

On July 22, the FSEC received a briefing from Dr. Bratzler about the Delta variant of SARS-CoV-2 and the likely implications on the fall semester. Provost Wright and VP Burrage were also present on the call. Dr. Bratzler presented data for Oklahoma, Cleveland County, and Norman representing the daily number of cases and also a map of where the most cases are happening (*that presentation is also on Dr. Bratzler's Facebook page*). Cleveland County had just moved into the CDC's Orange zone, but case counts in Norman were quite low so far (*although they were nearly 3-fold higher than two weeks previously*). We discussed likely policies for the fall, including masking recommendations, classroom

expectations, and managing student absences. The emphasis was on encouraging and incentivizing vaccinations for all OU community members able to get them.

On July 23 – 27, the FSEC was asked for feedback on the draft of Instructional Continuity and Guidelines and the FAQs about instruction for the fall semester. The FSEC suggested some clarifications and additional FAQs. These edits were sent to Vice Provost Mark Morvant and largely were incorporated in the final document.

On July 28, I met with Provost Wright. The main topic of conversation was the heightened concerns about the Delta variant of SARS-CoV-2, in light of recent increases in cases in Norman and the plans to return to fully in-person classes at full capacity in the fall. I recommended using strong language in the masking policy at OU and encouraged the plans to have easy access and incentives for vaccines during Move-In and Camp Crimson and early in the semester. I also suggested OU survey the students, faculty, and staff anonymously to get an estimate of vaccination status, as it would be useful to have that estimate. Provost Wright seemed receptive to these suggestions and promised to keep us updated.

On August 2, the FSEC met. We finalized plans for the September 1 State of the University Address by President Harroz, and decided that we would hold it on Zoom, given the continued increase of COVID cases in Norman. We also decided to hold all September Senate-sponsored meetings on Zoom. Jennifer Hembree, the new Director of Policy at OU, attended the meeting to introduce herself and describe the plans for the Office of Policy Management.

Provost Wright attended the meeting. We discussed COVID plans for the fall, now that cases in Norman were increasing rapidly. We asked that the [instructional policies and guidelines](#) be advertised broadly to faculty and that if new questions come in, they be added to the [FAQ page](#). We also asked about procedures for faculty feeling the need to teach online due to their own or a family members' medical status. Provost Wright encouraged faculty in those cases to contact HR for information about ADA and FMLA accommodations. We asked about travel policies as well; the current travel policy will remain in force for the time being. We also asked what the plans were for testing students when they come back to campus. Provost Wright said that a negative COVID test may be required for students traveling from outside Oklahoma, particularly from hot spots, but also said that this is an ongoing discussion. We asked about making COVID tests free in order to encourage regular testing. We also asked about incentives for students to vaccinate. OSU has some great publicity around their incentive plans, and we would like to help share OU's plans. The Provost will let us know when he has more information about these items. He did say that there are plans to have mobile vaccination stations available during Move-In and the first week or two of classes, and that Goddard would remain a place where anyone can get vaccinated for free. (*The OU community has since received information with details of these vaccination opportunities.*) We also discussed faculty hiring and how the RFRA and SRFRA system is working. We mentioned some ongoing concerns with regards to IT and asked questions about training offered by the DEI Office.

On August 4, the FSEC met with President Harroz. We began by asking whether there was any chance the Governor or the legislature would reconsider SB 658 and the Executive Order related to mask mandates. President Harroz said that his sense is that this will not happen. They are focusing on

encouraging vaccination and masking. We expressed our approval for the OU Masking Policy using "strong encouragement" for masking and vaccinations, while also acknowledging that most of us would prefer a mask requirement if that were available to us. President Harroz also said that the plans for testing students when they come back to campus are evolving as the situation changes. We discussed at length some recommendations to help faculty effectively encourage vaccination and masking in class. We also shared some ideas for ways to incentivize OU community members to vaccinate. The President was very receptive to our suggestions and asked us to continue to share ideas. He also said they would keep us apprised as they enact the plans in place already. We encouraged him to reach out to the OU community with a message before the semester starts. We discussed the role of testing and emphasized collecting and sharing data such as vaccination rates on campus. We also suggested other alternatives if the surge in cases continues. Other topics of discussion included advocating for resourcing the Office of DEI to allow them to continue activities like their training offerings. President Harroz agreed and noted that the strategic plan includes an increase in personnel and budget for that office. The President briefed us on the recently-announced move of OU to the South Eastern Conference (SEC). We discussed issues related to benefits, and President Harroz mentioned our earlier conversations about faculty inclusion in decisions and the Faculty Senate receiving information about major changes earlier in the process. He agreed with this and will assist in making this happen. He shared that the incoming first-year class is up 3.5% from last year, while many Oklahoma universities are seeing declining enrollments. He also noted that we are having a good year with regard to giving.

On August 9, I met with Justin Daniels, OU Fire Marshall and Chair of Staff Senate. We discussed issues of interest to both faculty and staff, including benefits, the masking and vaccination policies as COVID case counts rise, and collaboration with the new Chief HR Officer. We discussed a recent email announcing the OU Report It! System and how that could be used. We also discussed the Ombudsperson position that has been posted. We will continue to communicate throughout the year.

On August 12, the FSEC released a Statement on COVID Vaccinations and Masking.

On August 13, I attended a Zoom meeting with Provost Wright, Anil Gollahalli (Legal Counsel), Dean of Students David Surratt, VP Burrage, Dr. Brian Holderread (Interim COO), and VP Mackenzie Dilbeck (Marketing and Communications). The meeting was scheduled to discuss strategies for encouraging masking, vaccines, COVID testing, and other safety measures as we come into the Fall 2021 semester with increasing cases of COVID. We discussed a variety of measures in a very open and wide-ranging conversation. There are pros and cons to every action, and limited resources to work with. One example is a staffing shortage at Goddard that impacts both COVID testing and vaccine delivery. The Vaccine Incentives program rolled out today. Provost Wright presented the data on two vaccine surveys, both indicating that vaccination levels for students are above 60%. This was a welcome surprise given that in Oklahoma, the vaccination rate for 18–24-year-olds is around 25% right now. Everyone agreed that this is important data to share. We discussed ways the OU community can help promote the Vaccine Drive.

On August 16, I attended the New Faculty Orientation, an excellent program organized and run by the Center for Faculty Excellence. I gave brief remarks that described the structure and role of the Faculty Senate on the Norman campus.

On August 17, Provost Wright and I released a joint statement that shared the data on the student vaccination rates, describes the University's plan for strongly encouraging masking, and listed ways to promote the Vaccine Drive.

On August 17, the Faculty Senate Officers (Chair, Chair-elect Dave Hambright, and Secretary Kalenda Eaton) met to discuss issues from the past week and to plan for the upcoming week. We discussed some concerns brought to us by faculty members about the procedure for ADA accommodation for faculty who have medical conditions.

On August 17, I spoke on the phone with both Provost Wright and VP Burrage to discuss some concerns brought to me about the procedures for faculty to navigate the process to get ADA accommodation for the fall semester. We discussed finding a speedier and more transparent process. I shared the specific situation of those who do not qualify for ADA accommodations, but who have medical conditions listed on the CDC website as having a high risk for complications from COVID. They have been working on this issue and will continue to keep us apprised.

Between August 17 and 26, I participated in a task force to propose an Employee Vaccine Drive, headed by Lindsey Mitchell, OU Employee Health and Wellness Manager. The work done for the student incentive program has paved the way, so we have hopes that this program can be launched early in September.

On August 19, members of the FSEC met for some team photos – wearing masks – that Marketing and Communication can use in OU publicity and that the Senate can also use. Staff Senate Chair Justin Daniel also joined us. Many of us wore the VACCINATED t-shirt that promotes the OU Vaccine Drive. (The shirts are available from Student Affairs if you would like one.)

On August 20, I spoke on the phone with VP Burrage. We spoke about the video President Harroz made to welcome OU back to campus. I conveyed some concerns of the faculty that the video did not include language about masking in classrooms. VP Burrage was receptive to our point, and we had a productive conversation. VP Burrage also updated me about the resignation of OU Executive Director of Governmental Affairs John Woods.

On Sunday, August 22, I spoke with VP Burrage and Vice Provost Morvant about the need for signs about masking/vaccines in the classroom buildings. We appreciate their intervention and the rapid response by Facilities to get more signs up.

On August 24, the FS Officers met and discussed topics including reports from the first day of classes that masking in classrooms was uneven, visitors for the September meeting, and plans for the New Senator orientation.

On August 24, I met with Lori Snyder to discuss some concerns brought to me about how instructors who encourage masking might face a backlash in end-of-course survey results and other measures of teaching evaluation. We discussed that this could happen more and have a greater negative impact for instructors without tenure protection, women, earlier-career instructors, and people from marginalized groups. We discussed ways the evaluation process could take this into account, and also how the

Provost's office might remind Deans and Chairs/Directors that implicit bias could result in some groups receiving comparatively more complaints. We will continue the discussion.

On August 25, I spoke with VP Burrage on the phone to discuss faculty concerns over low rates of masking in some classrooms. Anecdotally, it seems to be worse in general education courses and large-lecture courses. Smaller classes, classes for majors, and upper-level courses seem to report higher levels of masking, even 100% in some cases. It was a helpful conversation where I asked to understand more about the type of communication both the President and the Provost have with parents, donors, Regents, and legislators. We looked for areas where new initiatives may help.

On August 26, I met with the FS Officers and outlined a plan for the FSEC to collect and compile faculty experiences and challenges with classroom masking and other issues we learned about this week, along with suggested actions to address the challenges. The goal is to present this feedback to President Harroz and Provost Wright on Aug. 28.

On August 27, Chair-elect Hambright and I met with Dean of Students Surratt. We discussed strategies that he believed would be effective in inducing more students to wear masks indoors, especially in large lecture halls and among first-year students. These are reportedly the situations where the least masking is occurring. He was very helpful, and he also would support a data-collection effort to guide our responses.

On August 27, I met with the OU Director of Policy Jennifer Hembree. We discussed how her plans to record and maintain OU policies would incorporate the principle of shared governance. She explained her plans for this and agreed to present them to the Senate in September.

On August 27, members of the FSEC met to organize the questions received from faculty for the Q&A portion of the President's State of the University Address.

On Saturday, August 28, I met on Zoom with President Harroz, Provost Wright, and VP Burrage to deliver the feedback that the FSEC had gathered in response to the first week of classes. The topics under discussion included masking in classrooms and hallways, COVID testing, classroom response to a positive COVID case, communication about policies, solutions for instructors with medical conditions, and data collection around masking and vaccine rates.

On Sunday, August 29, I had a short phone call with President Harroz and VP Burrage for an update on a new video about masking and new COVID policy changes under consideration for the upcoming week. They agreed to update me very soon on the progress and more actions.

On August 30, the Faculty Senate Executive Committee met. Provost Wright was welcomed to the meeting. He updated us on the details of the new policy statement he sent to the academic community this afternoon. The new policy included more access to free testing and the ability to respond to a positive COVID event in one's class by mandating masks for 2 weeks. We appreciate the responsiveness to faculty concerns, within the boundaries we face from the legislature. Vice Provost Morvant will give two Town Hall meetings to advise faculty about the new policy. Dean of Students Surratt will also be asked to join in these sessions. We asked Provost Wright about his plans for hiring and retention of

diverse faculty, and how the Lead On Strategic Plan hiring will incorporate those goals. We were joined by OU Director of Policy Jennifer Hembree to discuss how her office will implement shared governance on policies that impact the academic mission of OU. She also presented four new/updated policies that the Faculty Senate is being asked to approve. These will be presented to the Senate at the September meeting and voted on at the October meeting. The FSEC was joined by the new Chief HR Officer Dorothy Anderson, Lee Camargo-Quinn, and Colin Fonda from Human Resources. They shared that there had been an RFP for a medical insurance provider for OU (all campuses) and that the recommendation of the RFP committee was to move to Cigna for our provider for 2022. We discussed some reasons they recommended the switch, including the ongoing contract dispute between OU Physicians and Blue Cross Blue Shield. We also received an update on a new option for retiree (Medicare-eligible) health benefits where the member can pay a supplement to have a Medicare plan. The FSEC discussed faculty evaluation plans for 2021 faculty activity. We expressed that faculty are still being impacted in research, teaching, and service by COVID and that therefore, we will encourage the Provost to continue the 2020 evaluation system that did not use numerical scores.

On August 31, the FS Officers met to discuss action items from the August 30 FSEC meeting and future visitors to the Senate.

On September 1, we held the State of the University Address with President Harroz. There were approximately 230 attendees on the Zoom call. After President Harroz gave his remarks, we posed questions, mostly related to COVID's impact on campus and the University's response, but also covering the strategic plan, recruitment and retention of faculty, faculty raises, healthcare for 2022, and our relationship with the Oklahoma Legislature.

On September 8, the FS Officers met to discuss the upcoming week and action items from the past week.

Summary:
982 emails sent or received
31 meetings
30 phone conversations with faculty and administrators

1.1.1-3: Minors on Campus Policy

I. Purpose
    The purpose of the Minors on Campus Policy (Policy) is to take affirmative steps to safeguard and protect minor children who visit the University of Oklahoma (OU), participate in OU sponsored programs on and off University property, or participate in third-party programs and activities that utilize University property.

II. Scope
    The Policy applies to all faculty, staff, students, vendors, and visitors of OU who work with minors in university-sponsored programs or who participate in third-party programs and activities that utilize OU property, including property that is owned, leased, used, or otherwise controlled by the University.

III. Accountability
    The Office of Enterprise Risk Management is responsible for administering this Policy and ensuring compliance.

IV. Policy
    It is the Policy of OU to allow minors on campus for various campus-sponsored events, third-party hosted events, and visiting of faculty, staff, and students.

Policy Level: 3
Approval Authority: President
Date of Approval:
Subject Matter Expert Department: Office of Enterprise Risk Management
Date of Last Review:
Date of Next Review:
Signature:

Procedures

The safety of minors on campus is of utmost importance to OU and this Policy has been approved to provide a safe, fun, and productive educational environment. If you have questions about the following procedures, please contact the Office of Enterprise Risk Management.

I. **Reporting Obligations for sexual misconduct, child abuse and neglect:**
   A. A minor is anyone under the age of 18.
   B. General Rule: If anyone has reason to believe that a minor is the victim of abuse or neglect, it is his/her duty to report it to the Oklahoma Department of Human Services (DHS) immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is incumbent upon the individual who suspects abuse or neglect. (See 10A O.S. §1-2-101 (B)(4)).
   C. The Oklahoma Department of Human Services (DHS) hotline for reporting is 1-800-522-3511.
   D. Additionally, after notifying DHS, the individual must notify the relevant campus police department, and the respective University's Title IX office to report any sexual misconduct and your supervisor of any suspicions. For the Norman Campus Institutional Equity Officer and Title IX coordinator call 405-325-2215. For the OUSHC Associate Equal Opportunity Officer and Title IX Coordinator call 405-271-2110. For the Tulsa Campus Associate Equal Opportunity Officer and Title IX Coordinator call 918-660-3107. One does not have to know with certainty that abuse, or neglect is taking place. Reasonable cause to believe or suspect that child abuse or neglect has occurred is sufficient. When in doubt, report it.

II. **Employees Bringing Minors to the University**
   The following generally applies when bringing minor children to the workplace:
   A. Employees should obtain supervisory approval prior to bringing minors to the workplace.
   B. Minors should not be brought to work on a regular basis in lieu of childcare. Minors may be brought to work, only occasionally, for the convenience of the employee or due to a family emergency.
   C. A parent or guardian must always provide supervision. Minors should not be left unattended or with other employees.
   D. Minors should not interfere with workplace activities.
   E. Minors are not allowed in high-risk areas ("High Risk Areas"), which include:
      1. Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security areas.
      2. Any areas, indoors or out, containing power tools or machinery with exposed moving parts.
      3. University vehicles, boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty, or other motorized equipment; and,
      4. Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).
   F. Exceptions to the above restrictions on having minors in the workplace on a longer-term basis or in visiting restricted, High Risk Areas may be granted at the discretion of the requesting employee's unit supervisor, manager, dean, or director, and only under the following circumstances:
      1. No risks of injury or illness in excess of everyday risks are present in the workplace.

2. No significant disruption of the working environment of either the requesting employee or other employees will occur.
3. The requesting employee signs an agreement waiving claims of liability against the University for those areas in which the employee allows the minor access. Please contact the respective campus's Office of Enterprise Risk Management for further guidance and a waiver form.

An exception, if granted, may be revoked at any time without cause or explanation by the supervisor, manager, dean, director, or the Office of Enterprise Risk Management.

III. Students Bringing Minors to the University
A. A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
B. The parent or guardian should always provide line-of-sight supervision of the minor.
C. Minors are not allowed in High-Risk Areas as defined in Section II (E) above.
D. Minors are not allowed in classrooms with the student while classes are in session unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave.

IV. Visitors Bringing Minors to the University
A. The parent or guardian should always provide line-of-sight supervision of minors.
B. A parent or guardian must assure that minors are not disruptive to others.
C. A parent or guardian must not leave minors unattended, including at athletic events or other University activities.
D. Minors are not allowed in High-Risk Areas as defined in Section II (E) above.

V. Minors Enrolled at the University of Oklahoma
This Policy does not apply to minors who are enrolled in university courses. Concurrently enrolled high school students and enrolled University students under the age of 18 are subject to all applicable University policies, including the Student Code of Rights and Responsibilities. University faculty and staff are encouraged to be aware of any student's status as a minor.

VI. Required Minors on Campus Training
A. University employees assisting with university-sponsored events, camps or activities must complete the Minors on Campus training through the university's OnPoint learning management system. Please contact the respective campus's Office of Enterprise Risk Management for more information on training and required forms.
B. All third-party groups and university students that host any virtual event, activity or camp aimed at minors or have staff/volunteers who are minors (one or more individuals under the age of 18) must adhere to the university's Minors on Campus Policy. All Third-Party Groups and Students that host these type of activities aimed at minors **MUST** complete the university's minors on campus training (30-minute online course) and submit all required forms. For more information on the minors on campus policy and training for activities hosted at OU Norman visit https://www.ou.edu/web/landing/policy

and for OUHSC and OU-Tulsa visit https://risk.ouhsc.edu/Minors-on-Campus .

VII. **University-Sponsored Events/Camps/Activities[1]**
University-sponsored events, camps, or activities (collectively hereinafter referred to as "Events"), include Events that occur on campus and off campus and are managed and/or controlled by a University College or department. For all University-sponsored Events, the following applies:
   A. Supervision:
       1. <u>Head Supervisor</u>: The sponsoring department shall designate at least one person as a Head Supervisor and provide his or her contact information to the campus Enterprise Risk Management office. The Head Supervisor will oversee the Event Supervisors. The Head Supervisor must ensure all minors are properly supervised and shall be the point of contact between the Event and the University.
       2. Every minor must be supervised **<u>AT ALL TIMES</u>** while that minor is participating in the Event.
       3. The University generally requires a minimum of at least **one adult supervisor for every 12 minors.** However, depending on the age of the minors and the Event, higher or lower supervision ratios may be advisable or applicable as determined by the supervisor over the area or upon consultation with the campus Enterprise Risk Management office.
          i. Supervision is defined as having the minor within line- of sight.
          ii. Supervisors must be at least 18-years-old. Minors may not supervise other minors.
          iii. Minors should not be secluded with the supervisor. Where providing individualized instruction or laboratory experience to a minor, the minor must either be accompanied by an adult or, if the instructor, acting as a supervisor, is alone with the minor, ensure they are in a location where others can see the instructor and the minor (e.g. windows, an open door) or in an area frequented by other people with no expectation of privacy (a laboratory used by other faculty or students).
          iv. Minors should use the buddy system for restroom breaks and should check in and out with the supervisor for restroom breaks.
       4. <u>Overnight Events</u>: Where minors are staying overnight, the Head Supervisor must provide a schedule of who is on call and provide contact numbers to the appropriate University representative. Sufficient number of supervisors must be available on the floor to be aware of activity in the rooms, in the corridors, and/or near the exits throughout the night.
       5. <u>Laboratory Activities:</u> When minors are permitted into university laboratories as volunteers for an educational experience, the faculty member sponsoring the minor (the "Mentor") should comply with the additional requirements set forth in Forms F and G, including providing appropriate training. If the minor will be working in a laboratory involved in animal research, the faculty member must also ensure compliance with all Institutional Animal Care and Use Committee ("IACUC") policies that may be applicable. IACUC policies may be found here: https://compliance.ouhsc.edu/iacuc/
   B. Background Checks:
       1. Criminal and sexual offender background checks: Each employee, student or volunteer who acts as a supervisor and any employee or volunteer who has substantial contact with minors must have

successfully passed a criminal and sexual offender background check within the year preceding the Event. Until a clear background check is received, the employee or volunteer may not supervise or have substantial contact with minors. Background checks may be conducted through the University's Human Resources department.

2. A parent/guardian may not supervise minors other than his or her minor child unless he or she has complied with Section VI(B)(1) above.

3. Student Misconduct checks: Each University student working at the Event must have successfully completed a check through the University's Student Conduct Office within the past 6 months. Please contact the University's Director of Student Conduct at 405-325-1540. Successful completion of a Student Conduct Office check means that generally, a student must have no student code violations or been charged with any such violations within the past six months. Please note it takes approximately five (5) business days for the Student Conduct Office to conduct these checks. Students must also be in good standing with his or her college. Please contact the appropriate Student Dean to determine whether the student is in good standing with his/her college.

C. Transportation

1. Drop Off & Pick Up: Drop-off and pick-up schedules and locations should be supervised. Minors may not be released to anyone other than the person(s) listed on the registration form even if he/she claims to be a relative. Proper identification of approved persons must be provided to the Event staff. Parents must give permission in writing for their minor to transport himself/herself or ride with another person to and from the Event. If the minor is not picked up at the appropriate time, please contact the appropriate campus police department.

2. Transporting Minors: Only Event supervisors over the age of 21 who have completed a department of motor vehicles background check may transport minors. Motor vehicle background checks may be conducted through the University's Human Resources department. Supervisors who transport minors should avoid any situation where they would be alone in a vehicle with a minor.

3. All Event supervisors must comply with applicable laws and University policies regarding transportation and motor vehicle use.

D. Security and Safety Measures

1. Supervisors should ensure minors are identified as part of the group in a manner appropriate to the age of the participant and nature of the Event. (e.g. name tags with Event name and contact information on their person).

2. Departments should make sure all staff and Event supervisors have been briefed by the Head Supervisor regarding all security measures in place to protect minors (including inclement weather procedures, fire and safety evacuation procedures). At the start of each Event, inform minors where to go or what to do if they need help. For multi-day Events, information should be provided or available each day.

3. Injuries: Report all injuries, other than minor scrapes, bumps, and bruises, to the Head Supervisor immediately when they occur.

4. Hazards: All areas within supervision should be inspected to ensure there are no hazards, e.g., open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco etc. Any hazards should be reported directly to the Head Supervisor or facility manager.

E. Virtual Events

Adults should be positive role models for minors, and act in a caring, honest, respectful, and responsible manner that is consistent with the mission and guiding principles of the university. The risks and challenges associated with working with minors in-person are also present when working with minors online. Adults working with minors online must follow these expectations to avoid behaviors that could cause harm or be misinterpreted.

1. Do not have one-on-one interactions with minors. All virtual programs must have at least one other adult or minor participating in the program.
2. Do not engage or communicate with minors through email or text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is educational or programmatic purposes and content of the communication is consistent with the mission of the program or activity. When communicating electronically, you must copy another Program Staff member or the minor's parent/guardian.
3. Do not wear unprofessional or inappropriate attire when interacting with minors online. A few examples of inappropriate attire include but are not limited to the following: tight or revealing clothing; clothing with names or photos of Alcoholic Beverages; clothing with pictures or words depicting violence, lewd sexual acts, profanity, or racism.
4. Do not display an unprofessional or inappropriate background when interacting with minors online, such as inappropriate images or words on the wall or on the virtual background.
5. Do not meet with minors in person unless the in-person meeting was a part of the program curriculum approved by the Head Supervisor. Any exceptions require authorization by the Head Supervisor and written authorization by the minor's parent/guardian. The meeting must include more than one adult from the program or activity.
6. Do not allow unsupervised interactions between minors during the virtual programming, such as in breakout rooms.
7. Immediately stop cyberbullying or any disrespectful comments or inappropriate images once you are made aware of such activities.
8. Do not tell a minor "this is just between the two of us," or use similar language that encourages minors to keep secrets from their parent/guardian.
9. Recording virtual interactions, such as class instruction and office hours, may allow the minor and parents/guardians to review the instructional materials later. If the program or activity intends to record any virtual interactions, you must ensure that minors and parents/guardians are notified in advance and that the appropriate forms are signed.
10. Virtual meeting spaces should be set to private and individuals who have not been invited to the meeting cannot enter the virtual space.
11. Avoid posting any meeting links on public sites.

F. Forms and Contact Information

1. Each Head Supervisor must provide contact information for the Event and all scanned copies of the executed forms, as provided below, to the campus Enterprise Risk Management office prior to the event. All the scanned event forms shall be submitted together under the event name. The campus Enterprise Risk Management office will maintain a digital repository of all executed forms. The University department sponsoring

the event should maintain their copies of the forms for as long as they are needed.

2. The Head Supervisor shall ensure the following forms have been completed and provide scanned copies of the executed forms to the Office of Enterprise Risk Management : Norman Campus programs: minorsoncampus@ou.edu or OUHSC and OU-Tulsa Campus programs: minorsoncampus@ouhsc.edu.

   a. Ensure each Event supervisor executes the attached Event Protocols and Acknowledgment Form(s) in substantially the same format **as Attachment B.** Please note this may need some modification to reflect the details of a particular Event.

   b. The parents or legal guardians of the minor attending the Event execute a Minor Release Form in substantially the same format as **Attachment C.** Again, this may need modification.

VIII. **Events Sponsored by Third Parties**

The University's requirements for third parties to hold an Event on campus are found within the below referenced forms.

A. Third parties may contract with the University to use University space to host events that include minors. University departments that agree to provide space should designate a departmental contact person who is responsible for communicating University requirements to the Third-Party Sponsor ("Sponsor") of the Event. Sponsors shall designate a Head Supervisor who shall be responsible for ensuring adequate supervision of the minors throughout the Event and who shall be the point of contact for the University for any issues that arise during the Event.

B. Background Checks:

1. Criminal and sexual offender background checks: Each person who acts as a supervisor or who has substantial contact with minors must have successfully passed a criminal and sexual offender background check within the year preceding the Event. For information on how to obtain a criminal and sex offender background check, contact the Oklahoma State Bureau of Investigations https://osbi.ok.gov/.

2. A parent/guardian may not supervise minors other than his or her minor child unless he or she has complied with Section VI(B)(1) above.

3. Student Misconduct checks**:** Each University student working at the Event must have successfully completed a check through the University's Student Conduct Office within the past six (6) months. Please contact the University's Director of Student Conduct at 405-325-1540. Successful completion of a Student Conduct Office check means that generally, a student must have no student code violations or been charged with any such violations within the past six (6) months. Please note it takes approximately five (5) business days for the Student Conduct Office to conduct these checks. Students must also be in good standing with his/her College. Please contact the appropriate Student Dean to determine whether the student is in good standing with his/her College.

C. Sponsors must sign a Facilities Use Agreement, which should be provided by the University department from which the Sponsor is leasing space. Facilities Use Agreements must include the cost of the leased space, the minimum insurance requirements, and liability and indemnification language protecting the University from claims that may arise out of the Event. The Facilities Use Agreement must be signed by the appropriate University representative who has signatory authority to sign such agreements.

D. The sponsoring organization shall maintain insurance amounts sufficient to cover its responsibilities and liabilities including but not limited to General Liability and Sexual Misconduct and Molestation Liability with minimum insurance limits as set by the Office of Enterprise Risk Management. **Such insurance is required for both day camps with a duration of five (5) or more days and all overnight camps.** For state agencies covered by the Oklahoma Governmental Tort Claims Act, the OMES State Risk Management Verification of Liability Coverage Letter, evidencing their self-insurance coverage, is sufficient to satisfy this requirement.

E. The Sponsor of the Event must execute an *Event Acknowledgment* form in substantially the same format as **Attachment A**. Please note, these may need modification to fit the specific needs of the Event or may be inapplicable depending on the situation. The University department representative should contact the campus Enterprise Risk Management for assistance if needed.
   1. Registered Student Organizations (RSOs) must fill out Attachment A, revised to appropriately identify the organization, or a substantially similar document.

F. Ensure a parent or legal guardian of the minor attending the Event executes a minor's release form in substantially the same format as **Attachment D.** Again, this may need modification or may be inapplicable depending on the situation.

G. Each Sponsor must provide contact information for the Event and submit all executed forms electronically to the Office of Enterprise Risk Management office prior to the event. For the Norman campus, submit to: minorsoncampus@ou.edu. For HSC and Tulsa campuses, submit to: minorsoncampus@ouhsc.edu. All the event forms shall be submitted electronically together under the Event name. Last second submissions are acceptable; however all efforts should be made to avoid this practice. If the event involves athletics or the use of the fitness center, recreation fields, pool, or golf course on the Norman campus, the contact information and executed forms must be provided to the Event Management Office of the Department of Athletics, OU Fit and Rec, or Jimmie Austin Golf Club. These offices will maintain all executed forms.

IX. **Minors on Campus in K-12 Programs, Field Trips, or Similar Types of School/Extracurricular Group Tours/Events**
Where minors are on campus due to a field trip sponsored by a K-12 school or similarly sponsored event ("Field Trip"), the University contact must ensure a contact person for the K-12 school is identified, must obtain basic information for the event, and must advise the campus Enterprise Risk Management office of all this information.

A. The Field Trip location should be inspected either by other appropriate University officials for safety purposes, e.g., facilities management or lab supervisor where students touring lab facility.

B. Employees in the area should be made aware of the minors' presence in the area and advised to report any issues or suspicious activity to the University contact, the campus Enterprise Risk Management office, and/or DHS, campus PD, and the Sexual Misconduct Officer as appropriate.

C. Group Tours/Field Trips. Groups that wish to tour the University campus should fill out **Attachment E** and provide it to the University department providing the tour. University departments should provide this completed form to the campus Enterprise Risk Management office twenty-four (24) hours prior to the tour. For the Norman Campus submit to:

minorsoncampus@ou.edu. For the HSC and Tulsa campus, submit to: minorsoncampus@ouhsc.edu.

Accessible Course Material Policy

I.   Purpose
        This policy aims to ensure students equal access to any enrolled course they choose on all University of Oklahoma (OU) campuses. This policy outlines the requirements to provide a student with print-related disability access to course materials, the process to request accessible course materials, and the responsibilities of the Accessibility and Disability Resource Center, the faculty, OU, and the student.

II.   Scope
        This policy applies to all OU students and faculty on the Norman, Oklahoma City, and Tulsa campuses and any satellite location including students with disabilities.

III.   Accountability
        The Accessibility and Disability Resource Center (ADRC) is responsible for administering this policy and ensuring compliance.

IV.   Policy
        It is the policy of OU that any student with a disability who requires accessible print course materials because of a barrier related to vision, health, or other disability will be provided appropriate accommodations based upon an interactive process conducted between the student and ADRC.

Policy Level: 3
Approval Authority: President
Date of Approval:
Subject Matter Expert Department: Accessibility and Disability Resource Center
Date of Last Review:
Date of Next Review:
Signature:

Procedures
I.   Definitions
  A. Disability:
     A disability is defined by the Americans with Disabilities Act, as Amended,
     as a medical or mental health condition that has a significant impact on one or
     more major life functions. It also stipulates that a disability is a person with a
     history of the impairment or one who has been regarded as having an
     impairment.
  B. Accommodation:
     An auxiliary aid or service that allows the person to have equal access to the
     OU environment. Under the Americans with Disabilities Act, as Amended,
     modifications to practices and policies may be required to afford an individual
     equal access. An accommodation can be determined unreasonable if it causes
     undue burden, presents a fundamental alteration, or is a direct threat to the
     health and safety of others that cannot be reduced or eliminated by a
     modification or accommodation of policies, practices, or procedures.
  C. Alternative Format Materials:
     Any print material, including textbooks, course packs, articles, or other printed
     material used in, or for, the purpose of classroom learning is provided to a
     qualified student with a disability in a format that can be independently
     utilized by the student. Examples of alternative format materials include:
  D. Electronic textbooks:
     Textbook provided in an electronic format such that it can be accessed through
     an auditory format, including PDF, Word, EPub, etc., documents.
     1. Braille
     2. Tactile graphics
     3. Enlarged text
  E. Optical Character Recognition (OCR):
     The process of converting scanned images of text into editable text that can
     then be corrected to provide accessible content.

II.   Process Accessible Course Materials
  A. Textbooks and Course packs
     1. Depending on the material, it could reasonably take up to 4-6 weeks to
        convert a text (8 weeks for STEM) and students are expected to request
        accessible materials as soon as they enroll in a course to ensure that the
        material is available when needed. The ADRC is happy to assist in
        reaching out to faculty to ask about their course materials.
     2. The ADRC approves the accommodation of accessible materials during
        an interactive conversation with the student.
     3. Students who have completed registration with the ADRC can enroll for
        classes one week before their similarly credited cohort. Typically, this
        Priority Registration occurs:
        i. Two months (October -November) before the start of the spring and
            summer semesters
        ii. Four months (March- April) before the start of the fall semester
     4. The ADRC will search registration for students who are blind or low-
        vision eight weeks before the start of the spring semester and the end of

April for the start of the summer and fall semesters. For students who do not utilize the available priority registration, their registration will be searched within 15 university days from when they enroll for classes.

5. A minimum of 8 weeks before the start of the class in which the material is required, the student will submit by email, fax, or in person the completed documents needed to request the materials. These documents (located in the appendix) include a copyright agreement (one per semester), textbook (or other material) information (one for each source), and proof of purchase (if needed).

6. The ADRC will also remind students by email to complete documents for accessible print materials using the following schedule:

    i. Eight (8) weeks before the start of the semester, the email will include the documents needed for requesting accessible course materials and remind students to request early.

    ii. Four (4) weeks before the start of the semester, the email will use the same language as above if the ADRC has not received the required documents or course materials.

    iii. Two weeks before the start of the semester, the email will use the same language as above and will add a statement to contact the ADRC if materials added during class are inaccessible.

    iv. One (1) week before the start of class – the email will include the same language as two weeks prior.

    v. End of the first week of class – the email will focus on accessible texts and any materials presented inaccessibly during the semester.

    vi. For the summer and fall semesters only, because students can enroll in March/April for both summer and fall courses, for those students who enroll for courses when able, the ADRC will notify these students by email at the end of April and then following the above schedule. This email will apply to both summer and fall courses.

7. Faculty will be notified using the following schedule that there will be a student in their class who requires accessible course materials and will include instructions for creating and modifying content to ensure accessibility. The email will also include contact information for the person within the ADRC who can assist with accessibility.

    i. Eight (8) weeks before the start of class, or within 15 university days of when the student registers for class

    ii. Four (4) weeks before the start of class, or within 15 university days of when the student registers for class

    iii. For the summer and fall semesters only, because students can enroll in March/April for both summer and fall courses, for those students who enroll for courses when able, the ADRC will notify faculty by email at the end of April. This email will apply to both summer and fall courses.

8. ADRC staff will search for a pre-existing accessible version.

    i. From book repositories – Access Text, Book share, etc.

    ii. Request from publisher an accessible version of the material

9. If the source is not available from available entities, the ADRC will ask the student if they approve the ADRC sending their actual text to be scanned. The process for this will include removing the binding,

scanning the document, and re-binding the textbook using a spiral binding. If the student disapproves of using their textbook, the ADRC will contact the department for a copy of the textbook. If one is not available, the ADRC will purchase the textbook to be scanned by the ADRC.

10. Once the ADRC receives the material, it will be edited for accuracy and usability. Elements of editing will vary widely depending on the accuracy of the scanned text. Editing could involve entering alternative text for images, tagging the document, adding headings, and correcting text errors that may have occurred during the scanning process.

11. After the material has been reviewed and edited, it will be uploaded securely to a Dropbox folder for the student. The student will be notified by email that the material is available and a link to their folder will be included in the notification.

B. Print Documents During Class
1. Faculty will commonly add print materials to the Learning Management System either before or during the course that will require modifications for the student to access.
2. Students will be notified by email to contact the ADRC should inaccessible content be added to the LMS using the following schedule:
    i. Two weeks prior to the start of the semester, the email will encourage students to request accessible texts and will include a statement to contact the ADRC if materials during class are provided in an inaccessible format.
    ii. One week before the start of class – the email will include the same language as two weeks prior.
    iii. End of the first week of class – the email will focus on encouraging students to contact the ADRC should there be print materials in inaccessible formats.
3. Faculty will be notified by email if the ADRC receives contact from a student who states that they are encountering inaccessible course materials within 3-5 university days from receipt of email from student.

III.   Exceptions
A. The ADRC will attempt to provide accessible course materials within 4-6 weeks from the date the student makes the request.
B. While rare, there may be instances in which this timeline is not possible because:
    1. There is no response from the publisher.
    2. The text received requires an excessive amount of editing for accuracy.
    3. There is no accessible version of the material available and the ADRC must create an accessible text from the hard copy material.
C. Should the student request accessible materials in a timely manner and there is a barrier that prevents the ADRC from providing the complete material, the ADRC will:
    1. Maintain regular communication with the student.
    2. Notify the ADRC Director of the barrier(s) to obtaining the material.
    3. When possible, provide the text in sections to minimize the impact on the academic environment.

    4. Work with faculty to ensure that the student is not penalized while materials are being obtained.

IV.   Student Responsibilities
- A. Request accessible textbooks or course packs following the appropriate timeline and include in the request the required materials; copyright agreement, textbook information, and proof of purchase (if needed).
- B. Respond in a timely manner to any requests for additional information or questions from the ADRC.
- C. Notify the ADRC of any changes to course material, new documents presented by faculty, or any other changes to print materials that are not accessible and/or are unusable by the student.
- D. Contact the ADRC of any concerns or questions related to accessible course materials and if a response is not received from the Digital Accessibility Specialist, within 3-5 university days, contact the ADRC Director for resolution.

V.   ADRC Responsibilities
- A. ADRC will ensure that the student receives accessible course materials in the timeframe specified.
- B. The ADRC will communicate and interact with the student proactively to gather additional information and inform them of any modifications to the anticipated timeline.
- C. Students are responsible for purchasing their course materials. Any cost directly related to the acquisition of accessible course materials will be the responsibility of the ADRC. This includes software, hardware, and purchase of texts.
- D. The ADRC will maintain open communication, training, and ongoing support to faculty to create accessible course materials.

VI.   Faculty Responsibilities
- A. Ensure that textbooks and course packs are accessible or available in an accessible format.
- B. Respond in a timely manner to communication received by the ADRC.
- C. Engage with the ADRC in learning to create accessible course materials.
- D. Send any instructional materials added to the LMS to the ADRC at least five (5) university days before the date in which it will be used to allow sufficient time to edit and return the accessible document.
- E. Communicate with the student to ensure that materials are usable and to address any questions or concerns.

Policy Number: Data Governance Policy

I.   Purpose
     The University of Oklahoma (OU) recognizes that Institutional Data are an asset, critically important to effectively supporting OU's mission. To that end, Institutional Data must be accessible, accurate, and easily integrated across the OU information systems as needed to support organizational operations and inform strategic planning.

II. Scope
     This policy applies to Institutional Data, Research Data, and all OU activities and operations in which institutional and research data are maintained and/or accessed. This policy applies to research data for which OU has custodial or legal obligations. This policy applies regardless of the offices or format in which the data reside.

III. Accountability
     The Data Protection Officer with assistance/support from the Health Insurance Portability and Accountability Act (HIPAA) Privacy Official is responsible for administering this policy and ensuring compliance.

IV. Definitions
     For the purposes of this policy, Institutional Data refers to any data – structured or unstructured, detailed, or aggregated – that are relevant to operations, planning, management, research, and/or patient care activities of any institutional unit.

     Institutional Data includes (but is not limited to) any data that are reported to the OU Board of Regents; reported to federal and state organizations; reported to accreditors or licensing agencies; generally referenced or required for use by more than one OU unit; or included in official administrative reporting.

V.   Policy
     It is the policy of OU that Institutional Data are utilized to support the operations of OU and that access and usage for approvals are specific to job function and request. Data access granted for one purpose is not universally granted for all purposes.

Policy Level: 3
Approval Authority: President
Date of Approval:
Subject Matter Expert Department: Data Privacy Officer
Date of Last Review:
Date of Next Review:
Signature:

Procedures

I. **Governance**
Because of significant differences in data infrastructure and security needs across OU campuses, responsibility for upholding and enforcing this policy is divided across two committees: Norman and Health Sciences Center (HSC). Tulsa campus data are governed by either the Norman or the HSC committee as appropriate; in cases where no clear assignment exists, responsibility falls to HSC.

These committees serve two key functions: (1) ensuring appropriate data governance policies, standards, and processes exist; and (2) monitoring compliance with them on their respective campuses. The committees may delegate to subcommittees or existing organizational groups as needed to accomplish these functions efficiently. Each campus committee is responsible for data governance and management, as well as for data risk assessment and management. It is up to the committee whether those responsibilities are handled by one body or delegated across more than one group. If delegated, one group must be designated as the primary body, and all activities, including policies and approvals, must be reported up through the primary group. Each campus committee shall determine its membership size, so long as it meets these minimum standards:

A. Membership of the primary group on each campus must be representative of all Vice Presidential (VP) areas; for those VPs with cross-campus responsibilities, the same representative may be designated for both campus committees, if desired.

B. Membership of each campus committee must include at least one Information Technology representative, one Institutional Research representative, and one representative for the Tulsa Campus. Tulsa representation may be fulfilled by explicitly designating a representative from another area as also representing Tulsa.

C. Each campus committee will have an ex officio representative from the other campus committee. This duty can be assumed by a member serving on both campus committees, but the designation must be explicitly stated. Each campus committee must also include the Data Protection Officer (DPO) and the Director of Compliance as ex officio members.

When an issue has multi-campus implications or involves multi-campus Institutional Data, the two committees will meet jointly. Policies and other decisions made by this joint committee supersede any campus-specific policies unless explicitly stated otherwise.

II. **Roles and Responsibilities**
Clear delineation of roles and responsibilities in data governance allows OU to ensure controls are being appropriately followed and enforced and to create a set of checks and balances. An "Authoritative Source" is defined as a source of data recognized by a Data Owner to be valid or trusted because it is considered highly reliable or accurate or is from an official publication or reference. A "System of Record" (SOR) is an Authoritative Source of data used for audit or regulatory reporting purposes; one where the whole data object, or specific attributes of a data object, is maintained. This maintenance includes data creation, updating, modifying, and deleting.

The following roles and responsibilities are established by this policy:

A. **Data Owner**: a senior OU administrator accountable for the quality and maintenance of one or more Authoritative Sources of data relied upon for key OU operations. Data Owners have authority over and are responsible for strategic planning and setting policy for their data domain(s). Data Owners appoint Data Steward(s) over specific subject area domains and are responsible for the activities of the Data Steward(s). All OU authoritative sources of data must have a named Data Owner. Any individual who creates an Authoritative Source or SOR is responsible for performing the duties of Data Owner.

B. **Data Steward**: named by a Data Owner to develop and implement rules and procedures needed to ensure data and security policies set by the Data Owner are enforced. A Data Steward is typically a high-level functional end user within an operational area who is deemed an expert in using data managed by that area and is responsible for ensuring data quality and integrity, authorizing access, and monitoring appropriate use. All OU Authoritative Sources must have a named Data Steward. The Data Steward may also fill either the Data Owner or the Data Manager role, but the same person may not fill all three roles.

C. **Data Manager**: named and supervised by the Data Steward or Data Owner for each Program that creates and/or utilizes Institutional Data. For the purposes of this policy, a "Program" refers to any discrete amalgamation, storage, and/or distributed usage of non-public Institutional Data. A Data Manager is responsible for ensuring the Program implements and enforces data governance policies, a responsibility that applies during the entire life cycle of the Program. This responsibility includes infrastructure security, data access policies, and creation and maintenance of any Program-specific data definitions and/or appropriate use guidelines. A Data Manager is not authorized to release or grant access to data without prior written approval of the Data Owner or Data Steward. Data Managers provide documentation and training for Data Users to support Institutional Data needs. All OU Authoritative Sources of data must have a named Data Manager.

D. **Data User:** any person using Institutional Data. Access to Institutional Data is contingent on following all applicable policies and procedures and can be revoked by the Data Owner in cases of inappropriate use.

III. **Data Access**

A primary outcome of a successful data governance policy is ensuring employees have appropriate access to OU information, including Institutional Data, needed to perform their jobs efficiently and effectively. The value of data as an institutional resource is increased through its widespread and appropriate use; its value is diminished through misuse, misinterpretation, inaccuracies, and unnecessary restrictions to its access.

OU will protect its data assets through security measures that assure the proper use of data when accessed. Read-only access to administrative information shall be provided to employees for the support of OU business, without unnecessary difficulties or restrictions.

IV. **Data Usage**

A key element of data governance is ensuring that Institutional Data are used ethically, with due consideration for individual privacy, and in accordance with applicable laws. OU personnel must access and use data only as required for the performance of their job functions. Access and usage approvals are specific to each request. Data access granted for one purpose is not universally granted for all purposes.

V. **Data Integrity**

Data standards promote data integrity and security of Institutional Data, necessary to ensure successful integrations between functional units and/or institutional systems. Institutional Data will be consistently interpreted, documented, and maintained. Data systems and/or processes must always incorporate data integrity and validation rules and procedures to ensure the highest possible levels of data quality. It is the responsibility of participants in every part of the data system to monitor data integrity and notify the System of Record Data Owner if any quality problems are discovered.

VI. **Data Integration**

Data integration refers to the ability of data to be assimilated across information systems. OU's operational processes often require systems to exchange information. System-to-system interfaces are a standard way to streamline the movement of data from one system to another, facilitating an efficient and effective information exchange. Successful use of data integration depends on data integrity and sound data models. Integrations between systems must follow the terms of this policy, must be documented by IT Data Services, and must adhere to policy requirements concerning Data Owners, Data Stewards, and Data Managers.

VII. **Oversight**

Penalties for deliberate violation of this policy will be determined in accordance with applicable disciplinary policies and procedures, outlined in the appropriate employee, faculty, or student handbook or code of conduct.

Data Privacy Policy (Policy Number)

I. **Purpose**
    The University of Oklahoma (OU) is dedicated to protecting the privacy rights of those providing it with personally identifiable information (PII), whether student, faculty, staff, patient, or visitor. OU will collect only those data needed to conduct or improve its services, operations, or educational experiences or for which it has a clear purpose. OU is committed to making sure any PII you entrust to OU will be used only to conduct its official business and will not be distributed to any unaffiliated third party, except as described in the policy. OU closely monitors the storage of PII to ensure it is in as few locations as possible and that those locations are equipped with appropriate protection from unauthorized access.

    OU patient information is Protected Health Information (PHI) protected by the Public Law 104-191, the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA), and the applicable provisions of the Health Information Technology for Economic and Clinical Health (HITECH). In collecting PII, our Services may also collect PHI. Just as OU strives to protect PII, it is committed to protecting PHI. PHI will remain confidential and will only be used or disclosed as detailed in the OU Notices of Privacy Practices. Additional details can be found below in the HIPAA section.

II. **Scope**
    This Policy applies to all websites, apps, electronic forms, communications, and the like (together, "Websites") owned, leased, or provided by OU, encompassing the Norman, Health Sciences Center, and Tulsa Campuses as well as their remote sites (together, "OU").

III. **Accountability**
    The Data Protection Officer with assistance/support from the Health Insurance Portability and Accountability Act (HIPAA) Privacy Official is responsible for administering this policy and ensuring compliance.

IV. **Policy**
    It is the policy of OU that PII and PHI may be collected through information provided on any OU website.

Policy Level: 3
Approval Authority: President
Date of Approval:
Subject Matter Expert Department: Data Protection Officer
Date of Last Review:
Date of Next Review:
Signature:

Procedure

I. Collection and Use of Personally Identifiable Information
   A. What is personally identifiable information (PII)?
      Personally identifiable information (PII) is any information that either directly identifies you or makes it possible to identify you. OU may obtain, hold, and process PII gathered through its Websites. This may include information related to you that can be identified, directly or indirectly, by reference to a collected piece of information such as an identification number; location data; an online label (often called an identifier); or to one or more factors specific to your physical, physiological, genetic, mental, economic, cultural, or social identity.
   B. How does OU collect PII?
      In general, OU collects and processes two types of information through its Websites: (1) information voluntarily provided by you in order to receive requested information and/or services, and (2) information automatically collected upon your navigation to one of its Websites (usually through web browser cookies and web beacons). By using an OU Website or filling out an OU electronic form, you consent to OU's collection and use of the included PII.
   C. Why does OU collect PII?
      The PII collected is used only for administrative, educational, and/or research purposes and in furtherance of OU's mission. Such use is necessary for the legitimate interests of OU, including carrying out its educational and research mission; performing its business; complying with legal and contractual obligations; protecting your or someone else's vital interests; and/or for the public interest.
   D. OU does not sell any PII gathered from its websites.
      OU may disclose your information to third parties in accordance with applicable law or under specific circumstances:
      1. Consent/Authorization: OU may disclose your information to third parties if it has your written permission to do so.
      2. Service Providers: OU may share your information with third parties for the third parties to provide services and/or products, support its operations, help fulfill its obligations, or as provided under contract.
      3. Required by Law: OU may share your information with third parties if it is required to do so by law, court order, subpoena, or other legal processes.
      4. Anonymized and aggregate: OU may use and disclose your information in a non-identifiable or summary form without limitation.

II. Security, Retention, and Disposition of Your Information
    OU recognizes and respects the importance of confidentiality and security of personal information in this increasingly open electronic age. While OU makes reasonable efforts to protect information provided to us, OU cannot guarantee that this information will remain secure and is not responsible for any loss or theft. OU uses technical, physical, and organizational security measures designed to protect PII it processes and to mitigate risks in ways appropriate to the nature of the data and in accordance with applicable legal requirements. OU retains or disposes of PII in accordance with applicable policies, as well as with applicable state, federal, and international requirements.

If you share personal information, including photographs, on any OU Website, social network, blog, or other forum, the information you submit can be read, viewed, collected, or used by other users who could use it to contact you or send you unsolicited messages. OU does not have control over these actions. OU is not responsible for the PII you choose to provide in these forums.

III. Third-Party Sites and Third-Party Hosting
Sites owned or hosted by OU may contain links to external sites that are hosted outside of the OU domain. When you use such links, you leave OU-controlled Websites. OU is not responsible for the privacy practices or the content of websites outside of its domain.

OU may contract with one or more third parties to maintain and host its Website(s). As a result, any information you submit, including PII, may be placed and stored on a computer server maintained by this third party. Your use of the Website constitutes your acknowledgement that such information or content could pass through and may be stored in servers outside of OU's control. OU has no liability or responsibility for any such pass- through or storage of same.

IV. Family Educational Rights and Privacy Act (FERPA)
OU complies with all aspects of Public Law 93-380, the Family Educational Rights and Privacy Act. Please click here for more information.

V. Children's Online Privacy Protection Act (COPPA)
OU does not knowingly collect or use any PII from children (defined by COPPA as minors younger than 13) on its websites. OU does not knowingly allow children to communicate with it or use any of its online platforms. If you are a parent and become aware that your child has provided OU with PII, please use one of the contact methods specified in this document to communicate any concerns.

VI. Health Insurance Portability and Accountability Act (HIPAA)
OU's designated health care components will share protected health information, as that term is defined in the Act, of patients, research participants, and health care enrollees only in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and other state, federal, and international laws. See https://apps.ouhsc.edu/hipaa/npp.asp.

VII. Equal Opportunity
OU is in compliance with all applicable federal and state laws and regulations. OU does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, housing, services in education programs or activities, or health care services that OU provides.

VIII.   European Union General Data Protection Regulation (GDPR)
Subject to certain limitations and conditions, if you are considered a data subject under the European Union's General Data Protection Regulation, you have certain rights regarding the processing of your personal information, including the right to request access, correct, delete, restrict, or object to our processing of, or receive a portable copy of, your personal information. A data subject may exercise these rights by contacting dataprotection@ou.edu. Please note, however, that the right to erasure of personal data may occur only in those very rare circumstances where OU has no legitimate reason to continue to hold/process those data, including legitimate reasons such as the defense of legal claims. OU generally must maintain basic student records and employment records in accordance with its record retention policy and legal requirements. A data subject has the right to lodge a complaint with a local data protection or privacy regulator.

A data subject's personal information may be transferred to, stored, and processed in a country that is not regarded as providing the same level of protection for personal information as the laws of the European Union. OU has put in place appropriate safeguards (such as contractual commitments) in accordance with applicable legal requirements to provide adequate protections for your personal information protected by the GDPR. For more information about the safeguards that OU has in place in connection with a data transfer, contact dataprotection@ou.edu.