

**ANNUAL REPORTS**

**2001-02**

ACADEMIC PROGRAMS COUNCIL (Norman)

ATHLETICS COUNCIL (University)

BUDGET COUNCIL (Norman)

CAMPUS PLANNING COUNCIL (Norman) [did not meet]

CONTINUING EDUCATION COUNCIL (Norman)

COUNCIL ON FACULTY AWARDS AND HONORS (University)

INFORMATION TECHNOLOGY COUNCIL (Norman)

RESEARCH COUNCIL (Norman)

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University of Oklahoma (Norman campus)  
August 2002

**ACADEMIC PROGRAMS COUNCIL  
2001-02 ANNUAL REPORT  
SUBMITTED BY CRAIG HOFFORD, CHAIR**

The membership of the Academic Programs Council consists of nine faculty appointees, four student appointees and three ex-officio, non-voting members. The faculty members for 2001-2002 included Gavin Bridge (Geography); Linda DeBrunner (Electrical & Computer Engineering); Kevin Grasse (Mathematics); Craig Hofford (Health & Sport Sciences); Michael McInerney (Botany & Microbiology); Deborah Rodgers (Instructional Leadership & Academic Curriculum); Mitchell Smith (Political Science); Alfred Striz (Aerospace and Mechanical Engineering); and Rick Tepker (Law). The ex-officio members are Paul B. Bell, Vice Provost for Instruction; Matt Hamilton, Vice President for Admissions and Records and Financial Aid, and Judy K. Cain, Editor of Academic Bulletins. Only one student, Asher Killian (UG, Letters) was a consistent and participating attendee at the monthly meetings.

Craig Hofford served as chair of the Council. Deborah Rodgers served as chair of the Policy & Program Subcommittee; Gavin Bridge served as chair of the Course & Curriculum Subcommittee. Linda DeBrunner represented APC at the *Online Course/Program Task Force* meetings held monthly throughout the academic year. The Council met eight times during the academic year (September 5, October 3, November 7, December 5, February 6, March 6, April 3, May1). The council regularly meets the first Wednesday of every month at 3:30 p.m. in Buchanan Hall. The normal turn-around time for program and course proposals was one month from the time the proposal was distributed to the Council.

The Council approved the following recommendations from the two subcommittees (activities for the previous three years are shown for comparison):

<b>Action</b>	<b>2001-02</b>	<b>2000-01</b>	<b>1999-00</b>	<b>1998-99</b>
Program addition	1	4	4	1
Program deletion	0	1	0	0
Program modifications	80	64	46	42
Course additions and changes	420	476	336	296
Course deletions	17	308	14	127
Designator additions/changes	6	1	3	1

At the last meeting on May 1, the Council elected Kevin Grasse to serve as chair for the 2002-2003 academic year. Gavin Bridge was elected chair of the Policy & Program Subcommittee, replacing Deborah Rodgers who's APC appointment expires at the end of this year. Michael McInerney was elected new chair of the Course & Curriculum Subcommittee, replacing Gavin Bridge who has moved on to chair the other APC subcommittee.

**ATHLETICS COUNCIL**  
**2001-2002 ANNUAL REPORT**  
Submitted by Gregory D. Kunesh, Chair

The Athletics Council is charged to advise the President and the Athletics Director on athletics policy matters regarding compliance, academics, business & budget, personnel, NCAA and Big Twelve relations, athletic competition, and student affairs. In addition, since 1996 the Council has considered the matter of gender equity. During the 1999-2000 academic year the Council reorganized its subcommittee structure and responsibilities. This reorganization is in keeping with the Athletics Council Charter and new NCAA operating principles for institutional oversight.

The four subcommittees are (1) Governance and Compliance (Chaired by Prof. Frans Currier), (2) Academic Integrity & Student Welfare (Chaired by Prof. Gary Schnell), (3) Fiscal Integrity & Personnel (Chaired by Prof. Trent Gabert), and (4) Equity & Sportsmanship (Chaired by Prof. Jayne Fleener). The Governance and Compliance Subcommittee reviews and reports to the Council on the University's activities and procedures regarding compliance with NCAA and Big 12 rules as well as University policies and resources applied to recruiting, the granting of financial aid to student-athletes, awards to student-athletes and others, and the scheduling of intercollegiate games and contests, and other matters related to compliance. The Academic Integrity & Student-Welfare Subcommittee reports on admissions and academic performance of student-athletes and makes suggestions and recommendations on how to better serve the needs and interests of the student body, faculty, staff, alumni and community. The Fiscal Integrity & Personnel Subcommittee reviews the Athletic Department budget(s), reviews major capital improvement needs, and makes recommendations to the President in these areas. The Equity & Sportsmanship Subcommittee reviews and reports to the Council on intercollegiate sports competition and makes suggestions or recommendations on facilities, scheduling, recruiting, rule changes and other matters. In addition, this sub-committee reviews progress on the Athletic Department's gender equity plan.

**Meetings:**

The full Athletics Council met five times during the 2001-2002 academic year. Those meetings took place on 9/27, 11/20, 2/5, 3/26 and 5/31. Each Subcommittee was charged early in the academic year to schedule at least three meetings during the year, separate from full Council meetings, in order to accomplish charges and prepare reports. Subcommittee final reports were scheduled to be presented at full Council meetings at various times throughout the year beginning with the November meeting and ending with the Fiscal Integrity report at the last meeting of the year.

**Membership:**

Faculty Members: Charles Bert, G. Frans Currier (HSC), Jayne Fleener, Trent Gabert (Vice Chair), David Garrison (HSC), Walter Kelley, Gregory Kunesh (Chair), Gary Schnell

Staff Members: David Lingo (HSC) and Ginger Wetz

Alumnus: Larry Houchin and Max Weitzenhoffer

Students: Chris Grossman (UOSA), Jason Lewis (HSCSA), and the following Student Athletes -- Alicia Emanuel and David Johnston

Ex-Officio: Joe Castiglione (Athletic Director), Dan Gibbens (Faculty Athletics Representative and Executive Secretary to the Athletics Council) Jeff Long (Senior Associate Athletic Director), Larry Naifeh (Executive Associate Athletic Director), Gerald Gurney (Associate Athletic Director), Marita Hynes (Associate Athletic Director) and Robert Smith (Assistant Athletic Director & Business Manager)

Secretary: Linda Smith (Athletics Business Office)

### **Summary:**

The following information, activities and recommendations summarize the major work of the Athletics Council for 2001-2002.

### **NCAA:**

Prof. Dan Gibbens kept the Council apprised of numerous NCAA legislative proposals and other issues before the NCAA and the Big Twelve Conference. OU issues related to compliance and the Council's charge brought forth by Prof. Gibbens included a proposal to allow institutions to cover dental exams as part of the pre-season exams all Athletes go through.

### **OTHER:**

1. Gender equity compliance is an ever increasing issue of the Athletic Department. (See Subcommittee report.) Issues and policies regarding adding or eliminating a sport as well as cost factors associated with same are a growing concern as the Department/University continues to examine Title IX implications.
2. While academic performance of student-athletes may be at an all-time high, the University's stronger admissions requirements is a growing concern for the Athletic Department in several sports in the areas of admission, retention and cost of maintaining eligibility and expanding graduation rates.
3. Special attention was given to budget review -- both operationally and with expanded Facilities and fundraising. The Department is fiscally managed well with a balanced Budget including returning some debt monies to the University and making sure monies are "in" before proceeding with any phase of the facilities projects.
4. The Council participated in the Scholar Athlete Breakfast held on Tuesday, April 16.
5. The Council presented Coach Cochell a special commendation for the academic accomplishments of the student-athletes on his team.
6. Officers elected for 2002-2003 are Greg Kunesh, Chair and Gary Schnell, Vice Chair.
- 7. On the following pages will be found the complete report of each of The Council's official Subcommittees. Almost all of these contain a Report on work accomplished and recommendations for the future.**

2001-02 ATHLETICS COUNCIL REPORT  
NCAA GOVERNANCE AND COMPLIANCE  
FRANS CURRIER, SUBCOMMITTEE CHAIR

The Subcommittee on Governance and Compliance did not meet during the 2001-2002 academic year. Jenny Bramer, Director of Compliance, distributed and discussed the 2001-2002 Annual Subcommittee Report to the Athletic Council on 26 March 2002. It is item III in the minutes from that meeting. She outlined the steps the Compliance Office follows on a daily, weekly, monthly basis. A website is being created to help answer any questions that someone might have. A thanks needs to be given to everyone in the Department, other departments on campus, and the Alumni for following NCAA and Big 12 rules.

Examples given by Jenny for daily activities for student-athletic welfare included the special assistance fund, transfers, and waivers. She also gave two examples of special assistance fund:

1. Travel expenses for a student-athlete with a serious illness or death in the family and,
2. A \$500.00 clothing allowance that the NCAA now allows for those who qualify.

A motion at the 26 March 2002 passed to accept the Report.

The Annual Report for 2001-2002 included the Regents Mandate for Compliance (Regents Policy 7.20.4), and other compliance features/activities. The Regents Mandate includes athletics compliance manuals, educational programs for alumni, coaches, and student-athletes (current and prospective). Other compliance features are NCAA Athletic Certification Program, Institutional Control, Compliance Review Committee, Financial Aid, Eligibility, Compliance Records, and Internal Auditory.

Other compliance activities include special assistance for student-athletes, waivers, rules enforcement, and the drug-testing program.

The Department and University have been evaluated concerning the NCAA rules compliance program and are in compliance. The major sources for written policies, accountability, critical and sensitive areas, and a clear commitment to rules of compliance can be found in the:

1. Regents Policy Manual,
2. Athletic Compliance Manuals, and the
3. Athletic Department Policy Manual.

The subcommittee activities have been limited this year to the ongoing process, current information presented at the Athletic Council meetings.

Recommendations for 2002-2003:

1. Charge to all four subcommittees at the first fall meeting from the Chair of the Council.
2. Specific list from the Department concerning problems on compliance issues for the past years, or current year.
3. Identify, and review the educational programs, i.e., one year on alumni, the second year on coaches, and the third on student-athletes.
4. Review the outside report from the last visit and identify issues for the next visit. It occurs every 3 years.

5. One annual meeting is needed in the fall, probably in November.
6. It is important the entire Council is kept current of all activities. The specific activities of the subcommittee are secondary to overall discussion at the regular meetings.

2001-2002  
ANNUAL REPORT  
NCAA COMPLIANCE

- I. Introductions
  - A. Compliance Staff
  - B. Annual Report
- II. Regent Mandate for Compliance - Regent Policy 7.20.4
  - A. Athletics Compliance Manuals
    1. Completion and Distribution New Edition - 1996-97 - Annual updates
    2. Alumni Education Brochure - 1994 - Annual distribution - update 99-00
    3. Recruiting Manual - 1994 - Annual Review and update
    4. Camps and Clinics Manual - 2000 Annual Review and Distribution
    5. Other features - Sooner Insider, Game programs, Outlook
  - B. Education Program for Coaches
    1. NCAA Coaches Certification Test
      - a. Test Preparation Seminars - All Coaches
      - b. Results
    2. Compliance Calendar
    3. Seminars
      - a. NCAA Rules Video conference
      - b. Big XII Conference - Bi-annual
      - c. NCAA Regional Seminars
      - d. OU Compliance Department
        - (1) Periodic - All sports
        - (2) Topical - Recruiting, New Legislation, Agents, etc.
        - (3) Recruiting Seminar (All Sports)
        - (4) General Rules Seminar for Men's and Women's Basketball and Football on Sport Specific Regulations
        - (5) General Rules Orientation for all coaches at the beginning of each academic year
        - (6) NCAA Videoconference for Men's and Women's Basketball
        - (7) Big XII Administrative Rules Workshop
        - (8) Big XII Coaches Certification Seminar and Exam
        - (9) Football -
          - i. New Staff Orientation
          - ii. Out of Season Practice/Practice Activities
          - iii. New Legislation Update/CFA Seminar
          - iv. Agents
    4. Educational Material
      - a. Daily - Rules interpretations
      - b. Weekly - Big XII In-Contact
      - c. NCAA News Legislative Assistance Column  
NCAA Staff Minutes
      - d. Periodic - Recruiting Guides  
NCAA Educational Updates  
New Legislation

## Recruiting Manual

5. Education for other Athletic Department Staff
    - a. Rules Test for Support Personnel
    - b. Educational material - included in distribution when relevant
    - c. Seminar for Support Staff
  6. Other Institutional Staff
    - a. Student Life Office
    - b. Admissions, Registrar, Financial Aid
    - c. Alumni Association
  7. Education Notebook
- C. Education Program - Student-Athletes and Prospective Student Athletes
1. Student-Athlete Statement - Rules Education
  2. Rules Instruction/Compliance Forms
    - a. Complimentary Ticket Procedures
    - b. Car Forms
    - c. Job Forms
    - d. Promotional Request Form/Promotional Item Request Form
    - e. Recruiting Questionnaire
    - f. Recruiting Host Forms
    - g. Student-Athlete Historical Report
    - h. Statement of Amateurism
    - i. Housing Form
    - j. Agent Disclaimer Form
    - k. NCAA International Eligibility Form
    - l. Affidavit of Financial Aid
    - m. Academic Release Form
    - n. General Update Form
    - o. Tracer Form
    - p. Drug Consent Form
    - q. Insurance Verification Form
  3. Educational Seminars
    - a. Student-Athlete/Rules Orientation
    - b. Topical -
      - Agents
      - Extra Benefits
      - Amateurism
      - Gambling
      - Sexual Harassment and Date Rape
  4. Exit Interviews
  5. Education through Coaches
    - a. Front Line
    - b. Educational Materials
    - c. Rules interpretation which affect student-athletes
  6. Student Life Office
    - a. Eligibility, Financial Aid, Letter of Intent
  7. Prospective Student-Athletes Education
    - a. NCAA Guide to the College Bound Student-Athlete
    - b. General Correspondence -
      - Instructions
      - Recruiting Material
      - Official visits
      - Contacts/Evaluations
      - Game Day Procedures
      - Athletic Representatives

- c. Recruiting Forms - Prospect's Declaration  
Itinerary

D. Alumni Education

- 1. Fund Drive Handbook - NCAA Rules Highlight
- 2. Sooner Insider Column
- 3. Alumni Education Brochure
- 4. Game Day Program Column
- 5. Direct Contact Education
  - a. Meetings with Support Groups (Sooner Club, Touchdown Club, Tip-In, DugOut, Lettermen's Association, etc.)
  - b. Job Forms/Job Audit
  - c. Job Program Employer Information Form
- 6. PSA - Parent Education
  - a. General Correspondence
  - b. Official Visit Forms
  - c. Game Day Procedures
  - d. Comp Ticket
  - e. Car Forms/Car Audit
  - f. Drug Education

III. Other Compliance Features

A. NCAA Athletics Certification Program

- 1. New Legislation
- 2. Peer Review

B. Institutional Control

- 1. Athletic Director - President Meetings
- 2. Other Departments - Financial Aid, Eligibility, Admissions, Student Life
- 3. Program Review - Athletics Council, Internal Auditing, Compliance Review Committee, University Departments

C. Compliance Review Committee

- 1. Associate Athletic Director, Faculty Athletic Representative; Director of Compliance, Staff Financial Aid Assistant, Special Assistant to the Athletic Director, Compliance Interns, others as needed (Director of Financial Aid, Registrar, General Counsel's Office)
- 2. Bi-Weekly Meeting

D. Financial Aid

- 1. Review and determination by Institutional Office
- 2. Nonrenewal
- 3. Compliance Oversight
- 4. Tax implications for international student-athletes

E. Eligibility

- 1. Determination by Institutional office
- 2. Compliance Oversight
- 3. Appeals and restoration

F. Compliance Records

- 1. Forms/Audits
- 2. Individual Files
- 3. Written Interpretations - Report of Activities
- 4. NCAA Compliance Assistant Software Database (Departmental wide use as well as Financial Aid and Academic Records)
- 5. Computer Research

G. Internal Auditing - Camps Audit, NCAA Financial Audit

IV. Other Compliance Activities

A. Special Assistance Fund for Student-Athletes



1. Purpose
  2. Protocol
  3. Use Report
- B. Waivers
1. Initial Eligibility - test scores, test dates, foreign students
  2. NCAA Administrative Review Panel
  3. Expense Waivers
  4. Medical Absence/Hardship/Olympic Waivers
- C. Rules Enforcement
- D. Drug Testing Program
1. Parental Involvement
  2. NCAA Program
  3. Big XII Conference Program
- V. Conclusions
- A. The Athletics Council has evaluated the NCAA rules compliance program of the University of Oklahoma Athletic Department
- B. The program has in place a set of written policies and procedures that assign specific responsibilities in areas of rules compliance
1. Regents Policy Manual
  2. Athletic Compliance Manuals
  3. Athletic Department Policy Manual
- C. Direct accountability for rules compliance is assigned by the President to and through the Athletic Director
1. Regents Policy Manual
  2. Athletic Compliance Manuals
  3. Athletic Department Policy Manual
- D. In critical and sensitive areas, institutional compliance procedures involve regular participation of persons outside of athletics
1. Regents Policy Manual
  2. Athletic Compliance Manuals
  3. Athletic Department Policy Manual
- E. Rules education is the subject of on-going effort.
- F. A clear and unambiguous commitment to rules compliance is a central element in all personal matters for individuals involved in intercollegiate athletics
1. Regents Policy Manual
  2. Athletic Compliance Manuals
  3. Athletic Department Policy Manual

## NCAA BYLAW 23 ATHLETICS CERTIFICATION

23.2.1.3 Rules Compliance. Membership in the Association places the responsibility on each institution to assure that its staff, student-athletes and other individuals and groups representing the institution's athletics interests comply with the applicable Association rules and regulations. Consistent with this responsibility, the institution shall demonstrate that:

- (a) It has in place a set of written policies and procedures that assign specific responsibilities in the areas of rules compliance, including assignment of direct accountability for rules compliance to the individual the chief executive officer assigns overall responsibility for the athletics program;
- (b) In critical and sensitive areas, institutional compliance procedures provide for the regular participation of persons outside of the athletics department;

- (c) Rules compliance is the subject of an ongoing educational effort;
- (d) A clear and unambiguous commitment to rules compliance is a central element in all personnel matters for individuals involved in the intercollegiate athletics program; and
- (e) At least once every three years, its rules-compliance program is the subject of evaluation by an authority outside of the athletics department.

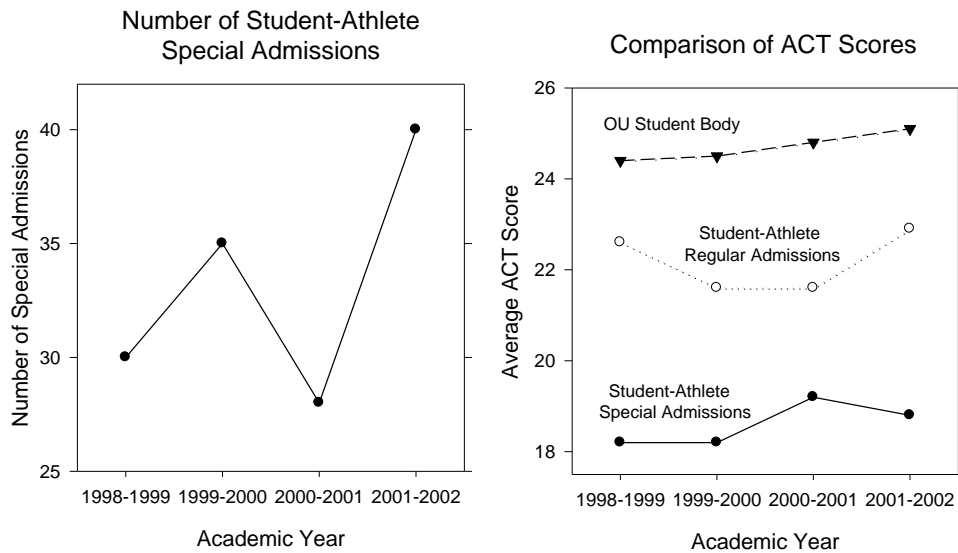
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2001-02 ATHLETICS COUNCIL REPORT  
ACADEMIC INTEGRITY & STUDENT WELFARE  
GARY D. SCHNELL, SUBCOMMITTEE CHAIR

In the fall of 2001 the Academic Integrity and Student-Welfare Subcommittee submitted a detailed report to the Athletics Council on the academic performance of student-athletes. The academic accomplishments of student-athletes as individuals, as well as a group, are impressive. In addition, we were encouraged by an increase in academic support provided by the Athletics Department, with a new graduate assistantship to provide additional academic support for the football program, which has the largest number of athletes of any sport. We recommend that this be made into a full-time position as soon as practicable. This is a much-needed position that has helped the academic support staff to deal with the increasing number of student-athletes and the increased demands for academic services. Providing an adequate number of staff members for academic support is essential if we wish to continue to see student-athletes make progress in the classroom.

While it is very encouraging to see the level of academic preparedness and academic quality improving significantly at the University of Oklahoma for the student body as a whole, this does pose additional and significant challenges for our program in athletics. It is clear that student-athletes are now entering the University of Oklahoma as part of incoming student cohorts that academically are better prepared than was the case only a few years ago. Furthermore, it is projected that this trend will continue. With the increase in overall academic preparedness of the student body, the student-athlete is facing a notable increase in competition in the classroom.

A hint of the future challenge before the Athletics Department is provided in the following graphs.



The plot on the left shows the number of special admissions of student-athletes, detailing the significant increase in the use of special admissions as the academic standards of the institution have increased. The graph on the right compares average ACT scores of the OU student body as a whole, student-athletes given regular admission, and student-athletes given special admission. The trend for the student body is clear, with a gradual but very steady increase in ACT scores over the past four years, while the student-athletes with special admissions have scores that are markedly lower than those of other students. The data suggest that the gap between the two is widening. Simply put, this increasing differential coupled with the increased use of special admissions for student-athletes likely will require that additional academic resources be allocated for work with special-admission student-athletes if we are to help them keep pace with the rest of the student body. This could be addressed in one of at least two ways: increasing academic-support services overall; or diverting academic support from student-athletes who are regularly admitted. Other possibilities also exist and are worthy of study.

At present the academic-support services for student-athletes are excellent, and it is clear that a goal of the Athletics Department is for quality services to be available to each individual student-athlete in the future. However, as indicated above, the target for academic excellence at the University of Oklahoma has been changing, and all indications are that the academic quality of the study body will continue to rise in coming years. A multifaceted approach to the issue will be needed for the Athletics Department to continue its successes in the academic arena. First, a special challenge is for coaches and all members of the Athletics Department to recognize that additional emphasis is needed on recruiting student-athletes that can be successful in this rapidly changing academic environment, as well as on the playing field. Second, it would be timely for the Athletics Department to develop over the coming year a strategic plan for how to address issues that will ensure the Department can continue to provide a high level of academic-support services to each individual student-athlete. A systematic study would help to identify impending needs and, with appropriate planning and implementation, can minimize the possibility of a future crisis in academic support, which in a rapidly changing academic environment could occur if unfolding issues are not addressed.

The Academic Integrity and Student-Welfare Subcommittee also considered other issues during the year. For example, the encouragement by coaches of student-athletes in academics and development of life skills is vitally important to the Athletics Department. In the past, the Athletics Council has acknowledged the efforts of selected coaches through special citations. The Subcommittee recommended formalization of a new special award—the Athletics Council’s Academic and Student Life Award for Coaches—that subsequently was approved by the Council. The description of the award as approved is as follows: “The development of young men and women as student-athletes involves notably more than enhancing their athletic prowess. In particular, the attitude of and encouragement given by coaches is a critical component in the broader maturation of the student-athlete. This

award honors a coach who especially encourages development of life skills through personal growth and academic accomplishment.” Larry Cochell was approved as the first recipient of the award.

Numerous student-athletes were acknowledged on April 16, 2002 at the third annual Max Weitzenhoffer Scholar Athlete Breakfast recognizing outstanding academic performance. The Academic Integrity and Student-Welfare Subcommittee made recommendations for a number of awards that were then approved by the Athletics Council, including the following:

Conference Medal (for Seniors)(a male and female student that, more than any other, exemplify what it means to be a “student” and an “athlete”): Stacey Dales (women’s basketball); David Johnston (men’s gymnastics).

Outstanding Scholar Athlete of the Year (male and female student-athletes who have attained the highest level of scholarly and athletic success in the prior calendar year): Allison Johnson (women’s golf); Matt Cohn (men’s golf); Chris Mitchell (men’s tennis).

Achievement Award (honors student-athlete who has overcome great personal, academic, and/or emotional odds to achieve academic success while participating in intercollegiate athletics): Holly McMillan (women’s volleyball); Rosalind Ross (women’s basketball).

Service Award (for student-athletes who have made important contributions to the community through their commitment to service): Alicia Emanuel (women’s track); Joni Helleland (women’s tennis); Doug Manor (men’s golf); Matt McCoy (football); Leah Mueller (women’s gymnastics); Matt Ogle (men’s tennis); Hollis Price (men’s basketball); Jessica Volcansek (soccer).

Jay Myers Award (for Freshmen)(student-athletes who best combine excellence in scholarship with potential excellence in his or her chosen field of athletic endeavor): Matt Bose (baseball); Jessica Braver (soccer); Vince Carter (football); Dusty Dvoracek (football); Mike Gehart (men’s gymnastics); Kirstin Karafonta (soccer); Emily Leonard (women’s track); Emily Milberger (women’s golf); Alexandru Nomicos (men’s tennis).

Sooner Schooner Scholastic Award (for football letter winner who has completed his eligibility and has maintained the highest grade-point average throughout his years of participation): Ben Panter.

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2001-02 ATHLETICS COUNCIL REPORT  
FISCAL INTEGRITY & PERSONNEL  
TRENT GABERT, SUBCOMMITTEE CHAIR

Committee Members: Max Weitzenhoffer, Greg Kunesh, Larry Cochell, Robert Smith, Beth Kelley

Charge: This subcommittee shall be active in preparation of the annual Athletic Department budgets, which shall be presented to the Council at such time and in such detail as permits the Council to make recommendations to the President along with the budget submission. This process shall include an annual review of major capital improvement needs as recommended by the Athletic Department, and recommendations shall be made to the President assigning priorities to such needs and, as assigning resources. There shall be made available to this subcommittee full information on annual income and expenses of the Athletic Department. (Athletics council Charter 7)

This subcommittee annually shall review, and report to the Council on the marketing and fund raising policies of the Athletic Department, their adequacy, and whether all such activities are consistent with University policy. The Council annually shall review and make recommendations concerning policies for

additions to the facilities of the Athletic Department and for contractual arrangements for the use of facilities not owned by the University. (Athletic Council Charter 8)

This subcommittee annually shall review, and report to the Council on Athletic Department financial operations. Findings, suggestions and recommendations as appropriate will be made to the President and the Athletic Director. (Athletic Council Charter 9)

These responsibilities are further detailed in the following NCAA Certification Operating Principles.

1. This subcommittee annually shall review, and report to the Council on the Athletic Department's financial practices, and shall determine whether:
    - (a) all funds raised for and expended on athletics are subject to the University's defined practices of documentation, review, and oversight;
    - (b) all expenditures from any source for athletics are approved by the University; and
    - (c) budget and audit procedures for athletics are consistent with those followed by the University generally and with the provisions of NCAA Constitution 6.2, entitled "Budgetary Control," requiring that
      - (1) the University's annual budget for athletics is approved by the President or designee from outside the Athletic Department, and
      - (2) an annual financial audit is performed by a qualified auditor who is not a University staff member and who is selected by the President or designee from outside the Athletic Department.
- (NCAA Certification Operating Principle 3.1)

2. This subcommittee annually shall review, and report to the Council on the Athletic Department's policies and practices to ensure its programs are being administered in keeping with prudent management and fiscal practices, assuring the financial stability necessary for providing all student-athletes with relatively full and stable opportunities for athletics participation. (NCAA Certification Operating Principle 3.2)

The Fiscal Integrity and Personnel Subcommittee will hold five separate meetings during the year to address the concerns in the charge. In effect we work backward from the annual report given to the President of the University to the development of the budget and its internal processes by the Athletic Department. The meetings and content to date are as follows:

October 2001. Meeting with Robert Smith - Assistant Athletic Director and Athletic Business Manager and Beth Kelly - Manager of Athletic Finance and Assistant to the Athletic Business Manager, to discuss how the athletic finances are accounted. Information was presented and discussed in relation to activities that should be included in the Fiscal Integrity subcommittee meetings.

January 2002. Meeting with Angie Hockett, Manager of Audit Operations, OU Internal Auditing Department. At this meeting the discussion centered on how University of Oklahoma monitors the actions of the OU Athletic Department to meet the NCAA Guidelines and Charter through sound budget practices. It was stated by Ms. Hockett that the recent history of the OU Athletic Department supplemental measures has been very good. This in turn meant that some reviews are minimal since no problem areas require additional scrutiny. Items that are checked by Internal Auditing: 1) how are disbursements made and are they according to schedule; 2) does the OU Athletic Department follow appropriate compliance guidelines, including: eligibility, financial aid, and recruiting; 3) are auxiliary activities of the Athletic department reviewed, i.e., sport camps; and 4) other requests presented by the Athletic Director.

The internal report is presented to the Athletic Director who in turn makes reports available to the NCAA and Big XII Conference Office when requested. NCAA and Internal Auditing guidelines require that the financial reports be current and shared to appropriate groups.

This year the external audit (issued Jan. 17, 2002) was completed by Cole and Reed from Oklahoma City. No concerns were noted in the 2001 External Audit. In addition, we discussed progress toward three concerns raised by the 2000 External Audit. Robert Smith, Beth Kelley, and Larry Naifeh all stated that the concerns had been addressed and/or corrected to the extent possible by the OU Athletic Department.

Internal Auditing also has overseer responsibility to see that:

- all Athletic daily business monies flow from the Athletic Department to the Bursar to the State Treasurer and reverse;
- all Athletic Development monies flow from the Athletic Department to the OU Foundation.

The Internal Audit is completed around December 15. No problems or concerns were noted in this years report.

March 2002. A meeting was held with Larry Naifeh, Associate Athletic Director to discuss the plans, process, progress, and status of Athletic Department's new building and renovation projects. All projects were reviewed and the \$100,000,000 Great Expectations campaign was discussed. Projects were described as: current status, new ventures, and future needs. It was pointed out that a new monthly cash flow document has been operationalized and it is monitored by: Athletic Business Managers, OU Controllers Office, Athletic Development personnel, OU Development personnel, and A & E Services.

At this meeting we also discussed the Norman Campus Budget Restructuring and noted that although the Athletic Department does not receive State Funds, Athletic Director Castiglione suggested to President Boren that the Athletic Department participate in the plan in the amount of \$360,015. It was also noted that if the monies were redistributed, a like amount would return to the Athletic Department.

April 2002. Three fiscal areas were reviewed this month:

(1) Jeff Long, Senior Associate Athletic Director presented information about a new cost containment plan operationalized in July 2001. This plan incorporates line item budgeting by sport and department area. The intent is to improve both the budget balance process and the departmental philosophical process of encouraging staff members to be effective in cost management. A review of this process will occur in Summer 2002 and adjustments will be made as needed.

(2) Kirby Hocutt, Director of the Athletic Development Program presented information on fund raising and development. This discussion included: the Sooner Club, Great Expectations, Suites and Club areas of the current and expansion projects, Endowment by Position Project, and Texas Seats Plan. It was pointed out that all pledges made to the development projects are current, with only about five pledges being restructured to lengthen the payment plan. This is an excellent response given the present economy. Several issues were raised including expanding concessions and the continuing difficulty of seat locations for long time ticket holders versus new donors.

(3) Chris Kuwitzky, OU Controller discussed several accounting topics, including the development of the Athletic Department Loan Repayment Plan. This plan was developed for two primary purposes: a) to put into place a plan of repayment to the university; and b) to reduce the continuing negative media and constituency comments regarding the accumulated Athletic Department debt. The loan was set at approximately \$12,000,000, which allows the athletic department sufficient monies to meet fluctuating needs and to set the base for repayment over a 20-22 year period (exact figures of the plan and repayment schedule are available from the Controllers Office). If the Athletic Department can repay the plan ahead of

schedule, then the 3.23% service charge for handling monies above \$750,000 for the year will be counted as part of the repayment. This plan went into effect 8/1/02.

In addition we discussed the monthly financial balance sheet plan that asks all involved to discuss past-current-future aspects. The foundation accounts are now part of this discussion/review. Monthly reviews are conducted, with quarterly reports to the University Regents. Because of this holistic overview opportunities for new monies were enhanced, i.e., bond monies for LNC, Stadium.

May 2002

(1) A meeting will be held with Robert Smith, Beth Kelly, Jeff Long, and Larry Naifeh to discuss the budget development for 2002-03. Discussion will include a review of the past year, current projects, and then laying out the new budget for 02-03.

(2) At the final Athletic Council of the 2001-02 year a discussion of the preliminary draft of the 2002-2003 budget will occur.

It will be important to note that while revenue is up because of the many successes of the past several years in the Athletic Department and the associated increased effort in fund raising and development, the costs are also increasing significantly.

(3) In addition, one item raised at the last meeting may be addressed: can additional scholarship monies be raised from major advertisers at athletic events? This item raised by Max Weitzenhoffer needs discussion and review by athletic staff in the areas of marketing, fundraising, and development.

Respectfully submitted by:

Trent E. Gabert, Associate Dean, College of Liberal Studies and Professor of Sport Management

Addendum: 6/1/02

Budget—A draft of the FY Budget 2002, FY Projections 2002, and FY 2003 Proposed Budget were presented at the Athletic Council meeting on 5/31/02. This is the operating budget and does not include capital projects or depreciation accrual. The Athletic Department, like other areas of the university operates on a balanced budget of revenue and expenses for each year.

Included in the budget is the repayment of annual debt service to the university for the capital loan and a line item for Athletic Department Reserves. This annual process will result in the Athletic Department paying back the loan over a 20-year period, and for the athletic department to build up a reserve to allow for revenue/expense stream changes during the year and from year-to-year.

It was also noted in the discussion that the Athletic Department participated in the 'budget cuts' that occurred across campus during the Spring months of 2002. This budget cut was 4% of a fixed amount, and resulted in a total amount approximating \$720,000.

It was noted in the discussion that every attempt should be made to maintain adequate funding for Academic Support Services because of needs resulting from continual increases in admission requirements, the desire to improve retention and graduation requirements, and the time demands placed on student athletes during competition.

The topic of raising more monies for Academic Support Services was discussed at length in response to the question raised by Max Weitzenhoffer in the April meeting. Rick Hart, Athletic Staff member presented information indicating continual efforts are made to all sponsors asking them to contribute above the

minimum level of contracts to the athletic scholarship fund. Committee members noted that key university members, athletic department members, and alumni may be very valuable in helping to raise scholarship monies.

**In summary**, the Fiscal Integrity and Personnel Subcommittee, noted that during fiscal year 2001-02, the Athletic Department maintained a balanced budget for the 3<sup>rd</sup> consecutive year, while instituting the reserve fund and loan repayment plan described above, and at the same time has undertaken major operating and capital improvement projects. The Athletic Department is to be applauded for achieving competitive success on the field, academic success by the student athletes, and maintaining a balanced budget during a time when costs are escalating at a very high rate and the competitive market is growing at an unbelievably rapid rate. The annual audit indicates the Athletic Department is following all procedures set forth by the State of Oklahoma, the University of Oklahoma, and the NCAA. All activities set forth in the charge for the subcommittee on Fiscal Integrity and Personnel have been completed for this year.

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2001-02 ATHLETICS COUNCIL REPORT  
EQUITY & SPORTSMANSHIP  
JAYNE FLEENER, SUBCOMMITTEE CHAIR

- I. Summary of Charge
  1. Review and report to the Council on the Athletic Department's gender equity policies and practices.
  2. Review and report to the Council on the Athletic Department's policies and practices promoting respect for and sensitivity to the dignity of every person.
  3. Review and report to the Council on the sportsmanship and ethical conduct (of athletes, coaches) in competition and academics. This includes evaluating written policies and procedures.
  
- II. Overview of Past Activities
  1. 1998 – Survey of Student Athletes and select interviews
  2. 1999 – Interviews with select women's teams and coaches
  3. 2000 – Follow-up on issues from surveys including
    - a. marketing and promotions
    - b. scheduling, facilities and equipment
    - c. review of gender equity plan
  4. 2001 – Review progress on Gender Equity Plan
  
- III. Activities of this Year
  1. Meetings with Lamar Daniels (9/27/01 and 4/16/02) on Gender Equity compliance
  2. Study of Existing Club Sports
  3. Study of Current Participation Rates
    - i. Student Athletes 58% M-42% F
    - ii. Student Body 52% M-48% F
  4. Examination of NCAA findings on Title IX
    - i. Emerging Sports
    - ii. Operating and Recruiting Expenses Associated with Adding New Teams
    - iii. Participation Numbers by Sports
    - iv. Student Aid
  5. On-going study of progress on the Gender Equity Plan



#### IV. Findings

##### 1. On-going study of Gender Equity Plan

- ◆ With respect to Goal/Intended Result 1: *Effective Accommodation of Interests and Abilities* the committee cited the following:
  - i. Roster management efforts have made improvements in participation rates but may not have a significant, long-term impact.
  - ii. Progress has been made on participation rates with fewer avenues beyond roster management explored for achieving this measure of equity.
  - iii. Establishing women's soccer for varsity competition in the Fall, 1997 and the approval at the March 2000 Board of Regents for the award of a contract for construction of the OU Soccer Facility partially meets the accommodation clause of this goal.
  
- ◆ With respect to Goal/Intended Result 2: *Provide women's varsity athletes with the percentage of financial aid proportional to their participation rate*, the committee found the women received financial aid at the rate greater than their rate of participation.
  
- ◆ With respect to Goal/Intended Result 3: *Facilities for practice and competition and other program support, benefits and services*, the committee found the following: levels of expenditures have been increasing, funds have been allocated for new facilities and to support new sports, facilities construction are under way, and maintenance and enhancement of facilities for women's programs have occurred. Some of the specific efforts mentioned in the report include the completion of the weight training and sports medicine facilities in August 1998, the completion of the women's softball facility, the completion of the women's and men's golf team facility, the completion of improvements to the Fieldhouse used by women's volleyball, a master plan for additional improvements to the Fieldhouse, the completion of construction of practice facilities for women's and men's basketball teams at the Lloyd Noble Center, ground breaking for the tennis facility, plans for the improvement of gymnastic program facilities, and plans for the improvement of the academic center. Also greatly improved has been the coverage of women's sports through the website, press release information, and television and radio coverage of events through the Sooner Sports Properties.
  
- ◆ With respect to Goal/Intended Result 4: *Funding*, the Gender Equity Funding Plan, monitored by the President and Board of Regents, provides partial compensation to the Athletic Department for goods and services provided such as tickets, academic services, and other support services.
  
- ◆ **With respect to the Department's Gender Equity Plan, it is recommended that the work of this committee next year include working with Athletic Department personnel to develop a new five-year plan with revised goals and intended results.**

##### 2. Discussion with Lamar Daniels on issues of compliance

- ◆ To achieve proportionality, one method for compliance with Title IX, it is recommended that we begin a study of and establish policies and procedures for reviewing varsity sports offerings.
- ◆ The goal should be to develop a plan to achieve proportionality under the first prong of participation equity.
- ◆ **It is recommended that the work of this committee next year include working with the**

**Athletic Department to do a comprehensive impact study of varsity sports offerings. In developing a decision-making process for determining sports offerings, we recommend considering the following:**

- Facilities (existing and needed)
  - Impact of sport offerings on the community
  - Demonstrated interest by students
  - Existing recruiting pools
  - Competition outlets (in and out of our conference)
  - Cost impact (coaching, support staff, travel, equipment)
  - ⊖ Time-tables with considerations of coaching staff, facilities, and financial aid
- ◆ New OCR guidelines may be developed. All reviews will include consideration of any guidelines that may be developed.

**BUDGET COUNCIL  
AY 2001—02 ANNUAL REPORT  
SUBMITTED BY ANDY MAGID, CHAIR**

The Budget Council met 9 times in academic year 2001—2002: September 19, October 17, November 11, and December 12 in 2001; and January 16, February 20, March 13, April 17 and May 8 in 2002. The Council heard presentations from the Vice Presidents for Academic Affairs, Administrative Affairs, Executive Affairs, and Information Technology.

The invitations to the Vice Presidents stated, “The Council hopes to learn a couple of things: (1) an overview of the current fiscal year (FY 2002) budgeting for your area and (2) the general needs (beyond natural growth) for your area for next fiscal year beyond that covered in the "Needs Budget" formulated in September 2001 (that is, your area's special needs for FY 2004). To help structure the session, we would like to ask that you prepare for us a short document covering these points. The data need only be accurate enough to familiarize the Council with your area; rough estimates to the nearest \$10,000, or (\$1,000, as appropriate) will usually suffice. And this should fit on a couple of pages.”

The visits were then structured around the data documents the Vice Presidents prepared. (Executive Affairs is an exception: this visit was devoted to a discussion of how the Council could be rapidly consulted in cases like the calendar year end budget reduction program of 2001.) Summaries of the visits are covered in the attached notes and minutes.

The Council also heard presentations from the directors of Financial Aid and of Architecture and Engineering Services. The Council kept notes of its 2001 meetings and kept minutes of its 2002 meetings. Copies are attached to this report. No minutes were taken for the April and May meetings, which were devoted to the discussion of the Council’s annual letter to the President. A copy of that letter follows. At the May meeting, the Council elected **Victor DeBrunner** Chair for AY 02—03.

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The Budget Council is charged "to recommend and to advise the President and other appropriate administrators on matters concerning fiscal policies and resources of the University". Our practice in recent years has been to meet this responsibility with an annual letter in the late spring to the President.

At the present moment, the outlook for new resources for FY 2003 is not good. Nonetheless, the Council believes that priorities for spending are not a function of income. We believe that the University's strategic goals remain the top priority and our single most important current recommendation is to stay the course.

Specifically, the Council recommends that in budgeting for FY 2003 and planning for FY 2004 and beyond,

**A: Permanent salary increases and associated fringe benefits remain the top priority.**

We want the university to retain and improve its salary ranking among our institutional peers. Salary compression and inversion among continuing employees needs addressing through a salary program that will reward continuing long term highly meritorious employees for their loyal service.

**1. Increased university contributions for each employee's benefits for FY 2003 are, in a sense, an across the board salary adjustment. Therefore, should additional funds become available a merit based salary program is appropriate.**

We recognize and appreciate that the institution worked hard to negotiate favorable rates with providers and that it is budgeting more for each employee.

2. For FY 2003, as a stop-gap measure, a one time stipend program may help to partially mitigate the effects of no permanent salary increases. In making this recommendation, of course, the Council is not suggesting that this is an alternative to permanent increases.

**B. The Council recommends that careful attention be paid to revenue projection to avoid overrealization.**

For example, had the FY 2002 tuition overrealization been budgeted, it could have been spent for recurring expenses, such as faculty/staff salary increases.

**C. The Council recognizes that budget efficiencies have placed stresses on some institutional service and infrastructure. We believe that the priorities are in the right place, and we support these priorities.**

**D. The Council recognizes that, like all universities, OU is grappling with what level of capacity and quality is appropriate for information technology. We recommend that this assessment continue.**

Finally, we note that this year's Council, like its predecessors, supports your efforts, President Boren, in raising private and state funding for the University. We appreciate your commitment, and reaffirm our commitment, to OU's excellence in research, education, and public service.

We hope our recommendations are useful and are ready to provide further input or meet with you at your request.

Members of the Budget Council for 2001—2002 were Linda Berardo, Gavin Bridge, Janalee P. Caldwell, Sarah S. Cervi, Victor E. DeBrunner, Andy R. Magid, Linda J. McKinney, William Ortiz Leduc, and Darlene A. Switalski.

Budget Council 9\_19\_01

Present:

Andy Magid, Chair

Jan Caldwell

Gavin Bridge

Sarah Cervi

Linda Berardo

Linda Anderson

William Ortiz

Darlene Switalski

Came to order at 3:35

Linda A. distributed info for FY2002 and Needs for FY2003. The list represented new money for FY02. Linda explained and answered questions about specific line items. The salary program only represents 9 months since the increases begin October 1. Fringe Benefits--15% increase in health & dental. Gary Ward was able to lock in rates for utilities and increased costs to non-academic units. Non-academic units took another 1.5% reduction, bringing the cuts to 9.5% over the past three years (4% in FY00, 4% in FY01, and 1.5% in FY02) units. This is primarily service and auxiliary units.

FY03--Linda A. distributed the FY03 Budget Needs and Priorities for E&G. This represents new money; it has been submitted to State Regents.

General fiscal policy issues: Maintenance & section 13, having salary commitments in following FY. Members are asked to think about this issue and send Andy emails.

Provost Mergler will present next meeting. There were no issues voted upon.

Meeting adjourned at 4:53.

Budget Council 10\_17\_01

Present:

Andy Magid, Chair

Jan Caldwell

William Ortiz

Linda Anderson, Budget Office

Gavin Bridge

Darlene Switalski

Victor DeBrunner

Sarah Cervi

Linda Berardo

Provost Nancy Mergler

Came to order at 3:32

Provost Mergler distributed a handout that details areas that are academic in nature with FY02, FY01 and changes between the two. Represents the amount to run the enterprise, not the source of funding. E&G is state allocation plus tuition and university fees. Soft includes things like OU Foundation Reimbursement, course fees, and things charged at the college or dept level, indirect costs that get rolled back into the budget. Foundation supports about 9 million and indirect costs 11.4 million. Provost Mergler pointed out some specifics such as the change in Geosciences is driven by the Mesonet-specific funding and the advisors in Honors College got a compression increase. They advise all the scholars.

President's retired faculty-\$200k

Provost Academic Support-\$500k,e.g., ADA translators

Summer Session \$1.2 million

General education support 0.9 million

Teaching Incentive Program \$700k

Provost Direct:

Big ones

Natural Museum of History

OU Press

(Can get further details from Budget Book)

Tulsa Academic Services

422 prefixes are related to graduate programs from Norman in Tulsa

This represents about 50% of the Norman Campus E&G

Chair Magid asked Linda Anderson whether this was too difficult to produce. He mentioned that if Budget Council asked for the other VP's info, it wouldn't be too difficult to gather. Part of the difficulty is in getting the Oct increases included.

It was asked how the money gets allocated and the Provost addressed that. She talked briefly about the state legislative process and meetings the VPs have and other comparatives and collected data the administration reviews.

Are there any special needs for FY2004 that we should be aware of? There is a thought the undergrad enrollment may start going down. This assuming the national picture continues to look grim. Also, a concern about the construction projects affecting cash flow, if enrollment drops. OU "fronts" the cash for some of these projects since pledges are taken but the cash flow from them will come in future years. Other items are fixed cost increases, such as health care.

Faculty senate exec committee questions: When a line at associate or full professor is vacated, 10% is to be recaptured. This is to build a fund for the Provost to use to fund some special things that have gone away such as spousal hires.

Using vacant position money to fund temporary instruction and this appeared to be stopped. Provost Mergler said that was not the case and there was further discussion about a specific situation in Arts & Sciences. Perhaps there is something else a Dean has implemented.

Carry forward--Provost has asked for the review of the use of the money to make sure it's being used for the best reason for all. It's about 6-7 million. There's no central coffers left and this gives the Deans a management tool to ensure the money is being used prudently.

We may be coming into hard economic times. Provost Mergler needs to know what the Budget Council thinks is the best thing to do.

What if we have to do mid-year budget cuts? The President is concerned about FY03. Should we write a letter to the President saying that we (BC) are available to meet with us at a moments notice? Andy will draft something and will circulate it to the council before sending it to the President. We'll probably know more about FY03 once the Equalization Board meets in December.

It was recommended that we ask IT to come and present next time.

Meeting adjourned at 5:00.

Budget Council 11\_14\_01

Present:

Andy Magid, Chair

Sarah Cervi

William Ortiz

Darlene Switalski

Nancy Mergler, Provost

Dennis Aebersold, Information Technology

Linda Anderson, Budget Office

Kelly Snow, Budget Office

Came to order at 3:36

Dennis Aebersold distributed a comparison of FY01 budget to FY02 budget for the department of Information Technology. He indicated that the University had three immediate needs with respect to Information Technology. Those are:

1. Network – includes switches, routers. The original network was poorly designed, not robust, fails often. The design on a new network is almost complete. This item will cost \$5.7 million and the wires used in this design should have a 15-year life while the speed of this design should be sufficient for 5 years. This system will result in the fastest network (at the core) in the Big 12.
2. Servers/Backups/Redundancies – this is necessary for all the University's critical applications including course applications, web CT, and email. The University has 40,000 users; 88 applications on the academic side; and processes 10 million messages on the email servers.
3. Security – includes data security as well as disaster recovery. Currently mission critical information (i.e., payroll information) is secure.

The cost of these three items is \$10 million. This represents one-time monies and does not include maintenance or additional employee cost.

Other areas of concern for IT include IBM/mainframe network as well as classroom technology improvements.

A subscription plan for desktop PCs was finalized recently for all campuses. This plan is mandatory for all administration and staff; faculty are exempt. The College of Arts and Sciences will serve as a pilot college for this program. Students, faculty, staff, and alum can all take advantage of the subscription plan. Dennis indicated that when the plan had 5,000 outside users (not University accounts), the University would receive a benefit of around \$350,000. This could potentially help cover the costs of implementing the above needs.

Other sources of revenue discussed included: the use of the additional connectivity fee being charged students beginning Fall 2002; possibly leasing some of the equipment in order to spread the cost out over several years; outsourcing Telecom so that IT does not have to cover their losses (approx. \$600,000) each year. Section 13 monies are currently bonded for new buildings and are unavailable for use.

Andy Magid briefly mentioned the letter addressed to President Boren. No one had any thing to change, so Andy will go ahead and send to the President.

Ideas were suggested for future meetings. Brian Maddy will be at the December meeting to discuss the Administrative Affairs budget and possibly present an update on state funding. Ideas for future meetings included other vice presidents, the Director of Physical Plant, fee waiver budget, student issues including admissions and records and financial aid.

Meeting adjourned at 4:45.

Budget Council 12\_12\_01

Present:

Andy Magid, Chair

Linda Berardo

Gavin Bridge

Jan Caldwell

Victor DeBrunner

William Ortiz

Darlene Switalski

Nancy Mergler, Provost

Brian Maddy, Administrative Affairs

Linda Anderson, Budget Office

Kelly Snow, Budget Office

Came to order at 3:35

Andy Magid indicated the memo previously discussed and distributed was sent to President Boren.

Matt Hamilton, Associate Vice President for Admissions, Records, and Financial Aid, and Brad Burnett, Director of the Office of Financial Aid, will be at the January meeting to discuss student services. Also at January's meeting, Provost Mergler will discuss the tuition waiver budget.

Brian Maddy distributed a comparison of FY02 and FY01 budgets for Administrative Affairs. Most of the individual units within Administrative Affairs showed a decrease in their E&G budgets, for an overall decrease in the E&G budget for Administrative Affairs of 2.7%.

Although \$9.5mm has been reallocated from administrative units to academic units in the last 4 years, the President continues to request that Administrative Affairs reduce administrative budgets and allocate those funds to the academic units. Growth in the Administrative Affairs units is primarily from Non E&G sources while growth in E&G sources is the result of reorganizations within the University.

When asked what the critical needs facing Administrative Affairs were, Brian responded while there were many needs, the most pressing were 1) the human resources system and 2) deferred maintenance.

- Human Resources System – Currently the system is on a mainframe and reports take several weeks to generate. With a relational database (such as PeopleSoft offers) reports can be generated more quickly and/or information pulled from the system through the use of queries. The University is in the process of implementing the PeopleSoft HR system as well as evaluating the best general ledger system for the campus. The PeopleSoft HR system will run parallel to the legacy system for several weeks to ensure no disruption of service.
- Deferred Maintenance – Examples provided were roofs and utility tunnels. Commercial buildings have flat roofs making them difficult to maintain. Also, how far is it practical to pump cool air before modifying the Physical Plant? Administrative Affairs is charged with identifying funds to address all the deferred maintenance needs and is working on a plan to begin dealing with this issue.

The discussion shifted to the budget outlook. When asked what was going on at the capitol and the outlook for the state budget, Brian responded “tough.”

- 27 of 31 states contacted are doing mid-year cuts due to the decrease in tourism and manufacturing. Oklahoma does not rely heavily on revenues from those resources; however, revenues at the state are down by almost 5%.
- It is estimated that the revenue for FY03 will be down 6% from FY02.
- The equalization board will meet in early 2002 to determine how much the state has to spend. While higher education has been shielded in the past from some cuts, due to the increasing inmate population and the increased health care costs, etc., this year, higher education may not be so lucky.
- Tuition Increases – the State Regents authorized institutions to increase their tuition each year by set percentage rates, this can be a double-edged sword, and if abused, the State Regents could take that authorization away. Tuition dollars are not tagged when they are received and therefore any tuition increase would go into the general pot and distributed based on need.
- State Income Taxes – Brian did not feel that state income taxes would be abolished this year. The general feeling is that people would use these added funds to payoff existing debt or save and not reinvest in the economy. This issue has been tried before and has not seen full support.

Andy wondered if Administrative Affairs employees fully understood and appreciated how they impacted the education mission of the University and broached the idea of visits by administrative units to the academic units, either research or classroom. Nancy Mergler felt that some monthly staff and faculty could benefit from some type of reciprocal agreement.

Ideas were suggested for future meetings. A&E was suggested. Andy will contact Mike Moorman, Director of A&E and request that he give the same presentation that he gave to the Deans.

Other topics briefly mentioned:

- Showing compensation as a total package.
- Actual fringe benefit costs known in March.
- New construction will mean fences around buildings and additional travel time.
- Technology needs are huge – OU last in Big 12; users cannot submit applications online; empowering students to manage their degree requirements online.



Meeting adjourned at 4:55.

Budget Council 01\_16\_02

Present:

Andy Magid, Chair

Linda Berardo

Gavin Bridge

Jan Caldwell

Sarah Cervi

Victor DeBrunner

William Ortiz

Darlene Switalski

Nancy Mergler, Provost

Matt Hamilton, Admissions, Records, and Financial Aid

Brad Burnett, Financial Aid

Kelly Snow, Budget Office

Came to order at 3:35

Matt Hamilton distributed a report on Tuition Waivers. The report contained fee waiver information on actual expenditures for FY01, expenditures to-date for FY02, projected expenditures for FY02, and budgeted FY03. President Boren mandated no increases in total tuition waiver budget for FY03. It was noted that tuition rates may increase.

Fee waivers are separated into seven distinct clusters. Each cluster may have only one type of waiver (as with Cluster A, National Merit) or several types (as with Cluster B, OU Scholarships). Each cluster is periodically reviewed to determine if the need still exists for specific types of waivers.

Recruiters need tuition waiver information 18 months in advance in order to attract/retain certain type of students. Matt Hamilton indicated that they had enough experience with tuition waivers to make good predictions with respect to budgeted numbers. However those estimates could change drastically depending on the type of students who qualify for the waivers (e.g., total ride vs. flat dollar).

The issue of dependent waivers was brought up. State Regents' policy says institutions can do it. Rose State does it. Linda Berardo stated a committee estimated the cost in lost revenue to the University would be approximately \$100,000. Nancy Mergler suggested that this type of waiver could be viewed as an inequitable fringe benefit.

As of January 12, 2001, \$135,331 in Faculty/Staff fee waivers have been distributed for fiscal year 2002.

Per Mr. Hamilton, Financial Aid administers over \$1.1 million in cash scholarships. Thousands more dollars are administered at the department level.

Turning to Council business, Andy Magid stated that Staff Senate wants copies of the Council notes. This brought up a couple of questions: 1) should the Council circulate notes, and 2) if yes, should the notes be treated as minutes? The consensus of the Council was that it was okay to circulate the notes. Members would like the opportunity to review the notes and approve them prior to distribution and therefore they should be here forth considered minutes. Andy will format the notes and send to members each month. At the beginning of each meeting, the prior meeting's notes will be reviewed and approved.

Mike Moorman was asked to attend the February or March meeting. In the event Mr. Moorman is scheduled for the March meeting to attend, at the February meeting the Council will discuss issues relating to the most recent round of budget cuts as well as any FY03 budget concerns.

The Council was concerned they were not contacted prior to the mid-year budget cuts. Kelly Snow stated that the Budget Office worked on various scenarios the week preceding the Winter break to illustrate there was little prior knowledge and time was of the essence. Andy Magid said that he would relay the Council's concerns to the Faculty Senate Executive Committee so that the Senate leadership, if they so desire, can raise this issue in their next regular meeting with President Boren.

Meeting adjourned at 4:57.

Budget Council 02\_20\_02

Present:

Andy Magid, Chair

Linda Berardo

Gavin Bridge

Victor DeBrunner

William Ortiz

Darlene Switalski

Nancy Mergler, Provost

Nick Hathaway, Executive Affairs

Linda Anderson, Budget Office

Came to order at 3:35

Vice President Hathaway explained to the Council the process and chronology regarding the OSRHE December 21, 2001 call for midyear budget reductions and the University's response. He apologized to the Council for not consulting the Council which was due to the need for a rapid response. He believes that there will not be further midyear cuts to make this fiscal year.

The Council also discussed general principles regarding possible year over year budget reductions.

Meeting adjourned at 4:45.

Budget Council 03\_13\_02

Present:

Andy Magid, Chair

Linda Berardo

William Ortiz

Darlene Switalski

Nancy Mergler, Provost

Michael Moorman, A&E Services

Linda Anderson, Budget Office

Sarah Cervi

Came to order at 3:35

Michael Moorman, Director, A&E Services, made a presentation about the capital construction occurring around Norman Campus. He explained that the projects are in various phases, e.g., initial planning, in progress, almost complete. The projects he discussed total about \$500 million and the funding for these comes from a variety of sources--private donors, bond issues, legislative appropriation, etc. The Council also learned that A&E's staff is the smallest in the Big 12.

Chair Magid distributed copies of previous letters the Council sent to President Boren. He asked that Council members review these and be prepared to draft a letter to the President at the next meeting.

Meeting adjourned at 5:20.

**CONTINUING EDUCATION COUNCIL  
2001-02 ANNUAL REPORT  
SUBMITTED BY JOHN LANCASTER, CHAIR**

**COUNCIL MEMBERS:**

Leslie Freude, George Henderson, Judith Pender, Janet Croft, Cyndy Robinson, Loraine Dunn and John Lancaster, Chair. Ex officio, non-voting members are Nancy Mergler, T.H. Lee Williams and James Pappas.

The Continuing Education Council met three times during the past academic year, in November, February and April.

The first meeting of the Council was devoted to a discussion of the Organizational Leadership Ph.D. program. This is an interdisciplinary program designed to serve military personnel. It is administered by the College of Continuing Education. Among the items discussed are the following.

1. **Quality Control:** This is a non-traditional degree program, and any such program is always legitimately subject to concerns for quality control. These concerns, as they relate to the OL/PhD program, can best be addressed by:
  - (a) Making sure that faculty are highly qualified and committed to maintaining high standards of student performance.
  - (b) Exercising high standards in student selection.
  - (c) Making certain that students have access to all the resources they require to generate quality dissertation research.
  - (d) Making certain that adequate contact is maintained between student and faculty mentor, especially during the research phase of the program.
2. **Competition With Existing Programs:** As is true with traditional on-campus programs, there is some content overlap with existing programs. The combination of content areas in the OL/PhD does make this program unique. There will be no competition with on-campus programs for students, however, since the OL/PhD is not offered on campus and the students of this program would not otherwise be doing graduate work at the University of Oklahoma.
3. **Program Structure:** Several points relating to program structure were made. In the absence of a Departmental home, it will be important to provide a structure through which a sense of faculty ownership and commitment can be maintained. Several useful suggestions for achieving this objective were presented.

The second meeting was devoted primarily to a report from Dean Pappas on the state of Continuing Education at the University of Oklahoma. There was also further follow-up discussion of the OL/PhD program. Increased attention will be given to faculty recruitment and building a sense of cohesion among participating faculty. The student cohort system will be developed further, with particular attention to a careful evaluation of why successful cohorts have worked and why less successful ones were less successful.

The third meeting was devoted to discussing how best to market the Continuing Education Center as a meeting site. OCCE has experienced a sharp increase in competition from organizations seeking meeting sites as the result of aggressive marketing by the Postal Training Center and local hotels, both in Norman and Oklahoma City. It will be difficult to compete with what these sites have to offer. It may be best for us to concentrate on attracting those meetings that are particularly drawn to a university atmosphere.

Loraine Dunn agreed to Chair the Continuing Education Council.

**UNIVERSITY COUNCIL ON FACULTY AWARDS AND HONORS**  
**2001-02 ANNUAL REPORT**  
**SUBMITTED BY HARRY F. TEPKER, CHAIR**

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On January 18, the University Faculty Awards and Honors Council met to consider nominations. Attending were C. LeRoy Blank (Chemistry & Biochem), Elena Cuaderes (Nursing - HSC), Loraine Dunn (Instr. Lead. & Acad. Curr.), Irene McEwen (HSC), Dipankar Ghosh (Accounting), Sandra Ragan (Communication), Bob Richardson (Law), Leonard Slater (HSC), Betsy White (alumni representative) and myself. Satish Kumar (HSC) and Carmen Pope (student representative) did not attend but transmitted their votes prior to the meeting.

Our recommendations were as follows:

AMOCO FOUNDATION GOOD TEACHING AWARD:	<i>Kuang-Hua Chang (Aerospace &amp; Mechanical Engineering)</i> <i>Richard Tersine (Management)</i>
DAVID ROSS BOYD PROFESSORSHIP:	<i>John Cowan (Physics)</i> <i>David Etheridge (Music)</i>
GENERAL EDUCATION TEACHING AWARD:	<i>David Gross (English)</i>
REGENTS' PROFESSORSHIP	<i>Richard Gipson (Music)</i>
REGENTS' AWARD FOR SUPERIOR TEACHING:	<i>James Barrett (Family Medicine)</i> <i>Andy Magid (Mathematics)</i> <i>Jean Morgan (Psychiatry/Behavioral Science)</i> <i>Michael Strauss (Physics &amp; Astronomy)</i> <i>Jill Warren (Pediatrics)</i>
REGENTS' AWARD FOR RESEARCH AND CREATIVE ACTIVITY:	<i>William Lovallo (Psychiatry/Behavioral Science)</i> <i>John Fletcher (Botany &amp; Microbiology)</i> <i>Ralph Wheeler (Chemistry &amp; Biochemistry)</i>
REGENTS' AWARD FOR PROFESSIONAL & UNIVERSITY SERVICE	<i>K. Michael Parker (Pathology)</i>

After extended discussion, the Council decided not to recommend a recipient for the Merrick Teaching Award.

The Council elected Elena Cuaderes as chair for academic year 2002-03.

On behalf of the council, I want to again thank Connie Hamilton for her delightful, efficient and indispensable aid, as well as the provost of the Norman Campus, Dr. Nancy Mergler, for her willingness to allow Connie to help us.

In addition to our review of nominations, the council also considered a number of ideas for changing the nominations and awards process. We followed up these discussions with an extended e-mail exchange. We request that you forward these ideas for consideration by the faculty senates of the university.

1. The Merrick Award. The university should encourage a wider range of nominations for the Merrick Award. We suggest a description of the award to encourage more departments to submit nominations.

"The award shall be given to the faculty member from areas such as business, economics, political science, engineering, healthcare, medicine, law, anthropology, history, philosophy or any discipline who is considered most outstanding in providing students with a better understanding and appreciation of the economic and political establishment of American society."

2. Parity between OUHSC and Norman representatives: Currently, the Council has 9 faculty members of whom 5 represent the Norman campus and 4 represent the OUHSC campus (inclusive of Tulsa). In addition, the student member of the Council is selected from the Norman student organization, and the alumnus representative is selected utilizing the recommendation of the Norman campus Office of Alumni Affairs. However, the faculties of the Norman and OUHSC campuses are roughly equal in number. Accordingly, the Council recommends that parity of representation on the Council should be established. To accomplish this goal, the Council recommends that equal number of faculty members representing each campus be appointed (five from each) for each year's deliberations. In addition, the Council recommends that student and alumnus representation each year be alternated and balanced between the two campuses, e.g., on odd numbered years a Norman student and an OUHSC alumnus and on even numbered years an OUHSC student and a Norman alumnus.
3. Proposal to provide more complete guidelines for nominations for teaching awards:
  - a. The Council recommends that nomination guidelines for awards focused on teaching (Amoco, General Teaching, Regents' Teaching, Presidential Professorship, Boyd Professorship) include a guideline sequence for nominations, as laid out below:
    - i. The Amoco and General Teaching Awards represent the "first tier" of teaching awards. Individuals nominated for these awards should have demonstrated substantial contribution to the teaching of undergraduates, as specified in the award descriptions. Previous teaching awards at the departmental or college level bolster the weight of these nominations, which are selected at the University-wide level.
    - ii. The Regents' Awards for Superior Teaching represent the "second tier" of teaching awards. Individuals nominated for these awards should have demonstrated superior teaching at the levels of their assignments and responsibilities (undergraduate and/or graduate), as specified in the award descriptions. Previous teaching awards at the departmental or college level bolster the weight of these nominations, which are selected at the University-wide level. For teachers at the undergraduate level, previous Amoco and/or General Teaching Awards further bolster the weight of their nominations. For individuals without undergraduate educational responsibilities, this tier may represent the "entry level" for eligibility for University-wide teaching awards.
    - iii. The Presidential Professorships and the Boyd Professorships represent the highest tier of teaching awards. Nominees should have consistently outstanding teaching credentials. Presidential Professorship holders remain eligible for nomination for the Boyd Professorship, even during their tenures as Presidential Professors. However, persons named Boyd Professors since 1996 are not eligible for nomination for Presidential Professorships.
  - b. Thus, in general, Amoco or General Education Awards should be the earliest sought for excellent educators of undergraduates. Thereafter, the Regents' Awards for Teaching

could be sought for ongoing teaching superiority in the undergraduate or graduate realm. For individuals who continue to excel, nomination for Presidential Professorship and ultimately Boyd Professorship would be the logical progression.

- c. The Council recommends that an explicit prohibition against nomination of any individual for more than one award per year of any type should be included in the awards guidelines. While this may seem obvious intuitively, there have been past cases of nominations of the same individual for two different awards in one year, especially teaching-focused awards such as the Regents' Award and a Presidential Professorship.
  - d. The Council also recommends that there should be a statement in the nomination guidelines that previous winners of higher tier awards are usually inappropriate nominees for subsequent lower tier awards. Since the holders of the Boyd Professorship are excluded from nomination for Presidential Professorship, it is also implicit that they should be excluded from nomination for first and second tier awards, even though this is not stated explicitly in the nomination guidelines.
  - e. (This applies in other domains as well. GL Cross Research Professors are excluded for nomination for Presidential Professorship, and should be similarly excluded from nomination for the Regents' Award for Superior Research and Creative Activity.)
  - f. It is also the recommendation of the Council that current or previous Presidential Professors should also be excluded from nomination for first or second tier awards.
  - g. Along similar lines, the Council recommends that previous Regents' Teaching Awardees generally should not be nominated for subsequent Amoco or General Education Awards, although exceptions may be permissible. For instance, a Regents' Awarded educator for activity in the graduate realm who later in career changes focus to and achieves excellence in the realm of undergraduate teaching may be eligible for nomination for Amoco or General Education Awards. In such a circumstance, the rationale for such a nomination must be laid out very clearly in the dossier submitted. By its nature the Merrick Award is for excellence in teaching of a particular subject area which, by its nature, may be relevant to many disciplines of education. Previous receipt of the Merrick Award should not exclude subsequent candidacy for any other teaching award of any tier. Conversely, recipients of any previous teaching award(s) remain eligible for the Merrick Award.
4. The Amoco Foundation Good Teaching Award. There is continuing confusion about the meaning of the eligibility limitation focusing on "undergraduate" teaching. We believe the nominations call for the Amoco award should specify whether it applies to professional students, such as medical students, dental students, PT and OT students (who get an entry-level master's degree). The Committee does not presume to know the intent of the Amoco donors or the terms and conditions of the gifts. We recommend only that eligibility restrictions should be clear.

cc: Dr. Nancy Mergler, Provost and Senior Vice President, Norman Campus  
Dr. Joseph J. Ferretti, Senior Vice President and Provost, Health Sciences Center  
University Council on Faculty Awards and Honors

**INFORMATION TECHNOLOGY COUNCIL  
REPORT OF ACTIVITIES  
2001-2002  
SUBMITTED BY BOB SWISHER, CHAIR**

**Committee Members:**

Bob Swisher, Chair/Faculty Representative  
Jim Gardner, Faculty Representative  
Scott Russell, Faculty Representative  
Kathleen Welch, Faculty Representative  
Dennis Aebersold, CIO  
Dan Hough, Staff Representative  
Rosemary Hayes, Staff Representative  
Jim White, Staff Representative  
Robert Kelly, Representative for VP for Academic Affairs  
Tom Ray, Representative for VP for Research Administration

The ITC met monthly for regular or virtual meetings. ITC is composed of the following sub-committees and task forces:

**Sub-committees:**

Networking – The primary project of the networking sub-committee was to work with Information Technology (IT) on campus- and system-wide security problems and email spamming—both higher education problems at the national level.

Administrative – The primary concerns of the administrative sub-committee have been the impact of People Soft, legacy systems versus Oracle, and improving communication with IT.

Instructional – The primary annual project of the instructional sub-committee remains the Provost-funded UTIL grant proposals and the distribution of the allocated funds.

Research and Creative Activity – The primary projects for this sub-committee have been the creation of a high performance computing technology center.

**Task Forces:**

Section 508 – The primary objective of this task force was to draft a web accessibility policy and to ensure OU is in compliance with new regulations regarding accessibility and federal funding. A policy has been drafted.

**University IT Security Council:**

ITC is a principal member of the recently created OU IT Security Council. Membership on that Council is comprised of the chair of ITC, an ITC staff representative, and ITC faculty representative.

**NORMAN RESEARCH COUNCIL  
2001-2002 ANNUAL REPORT TO THE FACULTY SENATE  
SUBMITTED BY MUSHARRAF ZAMAN, CHAIR**

**Membership**

The members of the 2001-2002 Research Council, their departments and terms:

Eugene Enrico	Music	1999-02
Musharraf Zaman	CEES	1999-02
Ed Baron	Physics and Astronomy	1999-02
Richard Tersine	Management	1999-02
Ralph Tanner	Botany & Microbiology	2000-03
Fred Beard	Journalism	2000-03
Subhash Shah	PGE	2000-03
Boris Apanasov	Mathematics	2000-03
Jozef Raadschelders	Political Science	2001-04
Hugh Benson	Philosophy	2001-04
May Yuan	Geography	2001-04
Regina Sullivan	Zoology	2001-04

Ex-Officio Members:

T.H. Lee Williams	Vice-President for Research
Susan Wyatt Sedwick	Office of Research Administration

Secretary:

Linda Kilby

Professors Zaman, Enrico, Baron and Tersine are completing their terms at the end of the 2001-02 academic year. The 2002-2003 Chair of the Research Council was elected at the May meeting and is Boris Apanasov, Mathematics, (325-2744, apanasov@ou.edu).

The Faculty Senate has appointed Professors Dan Snell, History and June Lester, Library and Information Studies to the 2002-2005 terms. They will replace Professors Eugene Enrico and Richard Tersine respectively.

Presidential appointments will be forthcoming in August or September to replace Professors Zaman and Baron.

In accordance to the charge of the Research Council (July 2, 1982), appointments to the Council should include two members in each of the following **six areas**:

- a) Engineering: (Presidential appt.) and Subhash Shah
- b) Physical Sciences: (Presidential appt.) and Boris Apanasov
- c) Social Sciences and Education: May Yuan and Jozef Raadschelders
- d) Biological Sciences: Regina Sullivan and Ralph Tanner
- e) Humanities and Arts: Hugh Benson and Dan Snell
- f) Other: June Lester and Fred Beard



## Activities

The primary activity of the Research Council during the 2001-02 academic year was to advise and make recommendations to the Vice-President for Research pertaining to expenditures and awards under his administration, namely

- a) Small Grant Awards (< \$1,000)
- b) Large Grants (> \$1,000 <\$6,000)
- c) PI Investment Awards (> \$6,000 < \$10,000)
- d) Reprint Awards (\$100)
- e) Junior Faculty Fellowships (\$6,000)
- f) Equipment/Facilities Program (\$10,000-\$25,000)

A summary of the Council recommendations approved by the Vice-President for Research for the period July 1, 2001 through May 31, 2002 is attached.

Also, the Council reviewed nominations and made recommendations to the Provost for the George Lynn Cross Research Professorship and the Henry Daniel Rinsland Memorial Award for Excellence in Educational Research.

In addition, the Council made revisions to the guidelines and application form to enhance clarity, and provided comments to the University Compliance and Quality Improvement Program. Further, the Council members attended several workshops and made presentations to increase awareness of the RC Programs.

Finally, the Research Council would like to thank the Vice-President for Research T.H. Lee Williams for his commitment to research and creative activities on this campus as evidenced by his support of the Council's activities. We would also like to express our thanks to the Director of the Office of Research Administration, Susan Wyatt Sedwick for her support and assistance, and to Linda Kilby for her secretarial effort.

Summary of the Research Council Recommendations Approved  
By the Vice President for Research

	<u>Number</u>	<u>Amount</u>
a) <u>Small Grant Awards</u>		
Engineering	0	\$
Physical Sciences	0	
Social Sciences & Education	11	9,362
Biological Sciences	1	999
Humanities & Arts	8	7,967
Other	3	2,685
<b>TOTAL</b>	<b>23</b>	<b>\$ 21,013</b>
b) <u>Large Grant Awards</u>		
Engineering	2	\$ 11,523
Physical Sciences	2	11,800
Social Sciences & Education	0	
Biological Sciences	1	4,450
Humanities & Arts	5	11,708
Other	1	4,660
<b>TOTAL</b>	<b>11</b>	<b>\$ 44,141</b>
c) <u>PI Research Investment</u>		
Engineering	2	\$ 13,635
Physical Sciences	0	
Social Sciences & Education	1	2,530
Biological Sciences	1	4,348
Other	0	
<b>TOTAL</b>	<b>4</b>	<b>\$ 20,513</b>
d) <u>Junior Faculty Fellowships</u>		
Engineering	1	\$ 6,000
Physical Sciences	2	12,000
Social Sciences & Education	12	72,000
Biological Sciences	1	6,000
Humanities & Arts	9	54,000
Other	1	6,000
<b>TOTAL</b>	<b>26</b>	<b>\$156,000</b>
e) <u>Equipment/Facilities Program</u>		
Engineering	1	\$ 24,240
Physical Sciences	3	44,279
Social Sciences & Education	0	
Biological Sciences	3	59,187
Other	0	
<b>TOTAL</b>	<b>7</b>	<b>\$127,706</b>
f) <u>Reprint Awards</u>	62	\$ 6,168
<b>TOTAL GRANTS AWARDED</b>	<b>133</b>	<b>\$375,541</b>