

ANNUAL REPORTS

2003-04

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)

Distributed by the Faculty Senate Office
University of Oklahoma (Norman campus)
July 2004

**ACADEMIC PROGRAMS COUNCIL
2003-04 ANNUAL REPORT
SUBMITTED BY KEVIN GRASSE, CHAIR**

The membership of the Academic Programs Council consists of nine faculty appointees, four student appointees, and four ex-officio, non-voting members. The faculty members for 2003-2004 were Paul Christman (Musical Theatre), Linda DeBrunner (Electrical & Computer Engineering), Kevin Grasse (Mathematics), Marcia Haag (MLLL), Michael McInerney (Botany & Microbiology), Allison Palmer (Art), Mitchell Smith (Political Science), Danny Wallace (Library and Information Studies), and Eleanor Weinel (Architecture). The ex-officio members are Paul B. Bell (Vice Provost for Instruction), Matt Hamilton (Vice President for Admissions and Records and Financial Aid), Nancy L. Mergler (Senior Vice President and Provost), and Judy K. Cain (Editor of Academic Bulletins). Jean Ware (Manager of Administration and Operations in Admissions and Records) provided valuable administrative support and ably coordinated the flow of the Council's rather substantial paper work. We secured one student council member (Laura Medford-Davis), but generally the Council has been unsuccessful in realizing its full complement of four student members who attend our meetings on a consistent basis.

Kevin Grasse served as chair of the Council, Mitchell Smith served as chair of the Policy & Program Subcommittee, and Michael McInerney served as chair of the Course & Curriculum Subcommittee. The Council met eight times during the academic year (September 3, October 1, November 5, December 3, February 4, March 3, March 24, and April 7). The council regularly meets on the first Wednesday of every month at 3:00 p.m. in Buchanan Hall. However, an extra monthly meeting was added in March due to the large volume of course requests and program changes received during the Spring 2004 semester. The normal turn-around time for program and course proposals was one month from the time the proposals were distributed to the Council.

The following table gives a numerical summary of the Council's work for the current academic year (figures for the previous three years are shown for comparative purposes):

Action/Year	2003-04	2003-03	2001-01	2000-01
Program Additions	4	9	1	4
Program Deletions	4	3	0	1
Program Modifications	84	68	80	64
Course Additions and Changes	496	519	420	476
Course Deletions	16	25	17	308
Designator additions/changes	1	2	6	1

At the last meeting on April 7, the Council elected Eleanor Weinel to serve as chair for the 2004-2005 academic year. Danny Wallace was elected chair of the Policy & Program Subcommittee, replacing Mitchell Smith, whose APC appointment expires in 2004. Paul Christman was elected chair of the Course & Curriculum Subcommittee, replacing Michael McInerney, whose APC appointment also expires in 2004.

ATHLETICS COUNCIL
2003-2004 ANNUAL REPORT
SUBMITTED BY TRENT E. GABERT, CHAIR

The O.U. Athletics Council is charged to advise the President and the Athletic Director on athletic policy matters regarding compliance, academics, business & budget, personnel, NCAA and Big Twelve Conference 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 so as to remain within the Athletics Council Charter as well as recent NCAA operating principles for institutional oversight.

The four Subcommittees are (1) Governance and Compliance (Chaired by Professor Charles Bert), (2) Academic Integrity & Student Welfare (Chaired by Professor Joanna Rapf), (3) Fiscal Integrity and Personnel (Chaired by Professor Frans Currier), and (4) Equity and Sportsmanship (Chaired by Connie Smith).

The Governance & Compliance Subcommittee reviews and reports to the Council on the University's activities and procedures regarding compliance with NCAA and Big Twelve 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, fund raising and development practices, basic accounting and auditing procedures, 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 gender equity plan and reviews diversity, dignity, ethics, and sportsmanship across all areas of the Athletics Department.

Meetings

The full Athletics Council met seven times during the 2003-2004 year. Those meetings were held on October 16, 2003, November 20, 2003, January 22, 2004, March 4, 2004, April 15, 2004, May 13, 2004, and May 27, 2004. Each subcommittee was charged at the first Council meeting to schedule at least three meetings during the year, separate from full Council meetings, to accomplish given, or select charges, and business and then make intermittent progress reports and a final report at pre-determined dates. Subcommittee reports were scheduled to be presented and discussed at full Council meetings throughout the year beginning with Academic Integrity & Student Welfare at the November meeting and concluding with Fiscal Integrity and Personnel at the last meeting in May. A chair's summary of each of the Subcommittee Reports is attached. Copies of the complete final reports from each subcommittee are available in the Athletic Department.

Membership

The 2003-2004 Athletics Council membership consisted of:

Faculty Members: Charles Bert, G. Frans Currier (HSC), Trent Gabert, David Garrison (HSC), Gregory Kunesh, Joanna Rapf, Richard Marshment, and Linda McKinney

Staff Members: David Lingo (HSC) and Connie Smith

Student Members: Robie Herman (HSC) and Trevor Tullius

Alumni: James Anderson and Larry Houchin

Ex Officio: Joseph Castiglione (Athletic Director) and Dan Gibbens (Faculty Athletics Representative to the NCAA)

Athletics Department: Gerald Gurney (Associate Athletics Director, Academics), Richard Hart (Associate Athletics Director, Marketing), Kirby Hocutt (Associate Athletics Director, Development), Larry Naifeh (Executive Associate Athletics Director), Stephanie Rempe (Associate Athletics Director, Senior Woman Administrator), and Robert Smith (Assistant Athletics Director, Business Manager)

Secretary: Amy Murphy (Office of the Athletics Director)

Summary

General:

Discussion of various topics related to athletics administration, athletics budget, athletics development and fund-raising, capital improvements, student welfare, student-athlete competition, student-athlete awards, student-athlete travel, student-athlete participation, student-athlete compliance, gender equity and minority topics, Big Twelve Conference, and NCAA.

Dan Gibbens kept the council apprised of numerous Big Twelve and NCAA legislation and other issues.

Other:

1. Several discussions and a recommendation was sent to representatives of the Big Twelve Council on "Resolution on the Role of Intercollegiate Athletics in an Academic Environment."
2. The Council reviewed the Admissions Summary for 2003. An average ACT of 18.2 for Special Admissions was reported, which is similar, but at the low point for the past six years. The average ACT for total student athletes was 20.8, which again is similar, but at the high point for the past six years. The average student-athlete ACT to student body average ACT gap is widening and is currently about a 5.0 point difference.
3. The Council received a report from the Chair of the Academic Integrity and Student Welfare subcommittee which indicated a widening gap between the ACT and GPA of the OU student body and the average for the student athletes. A problem was noted that NCAA admission standards have been lowered, while continuing eligibility standards have been increased. It was noted that if new graduation standards are not met (must meet one of the following: (A) comparison with the student body as a whole; (B) comparison with all student-athletes nationwide; and (C) comparison with student-athletes in same sport nationally) then it is possible that a penalty may be imposed by the NCAA, such as, unable to participate in NCAA championships or bowl games.

4. The Council was informed of the problems that often occur in lowering graduation rates when a coaching change occurs due to transfers, drop-outs, etc. However, the current overall student-athlete graduation rate is 74% as compared to the overall OU student-body graduation rate of 54%.
5. A major goal of the Governance and Compliance Athletics Department Office is to instill a strong personal commitment to excellence and a very high level of both academic and athletic integrity. Additional items of discussion by the Governance and Compliance Subcommittee for 2003-2004 included: A) a professional sports counseling panel; B) the plagiarism/fraternization agreement; C) additional links to the compliance website; and D) updating the Athletics Representatives/Booster Guidebook to NCAA Regulations (13,000 copies were distributed).
6. The updated 2003-2004 budget was presented at the October meeting and several cuts averaging 1.5% were made from the earlier projected budget to adjust for select increases, i.e., utilities, debt services, gender equity. It was noted that the Athletics Department has again taken over management of the Lloyd Noble Center and that venue must produce \$200,000 during the '03-'04 fiscal year to allow for a balanced budget.
7. As a final review of the 2003-2004 budget dated mid-May, 2004, the Athletics Department is on track to balance the budget for the 5th consecutive year. The repayment of the capital loan to the University will approximate \$740,000 this year, which is \$1.5 million ahead of schedule and the Athletics Department expects to complete payment of the loan by 2014. The latter date is approximately 7 years ahead of schedule.
8. Both retrospective (past 5 years) and prospective (next 10 years) cash flow reviews indicate a positive trend in the direction of gender equity concerning finances relative to percentage increases over time.
9. Revenue into the Athletic Department is at an all-time high as are expenses. The total budget for 2004-2005 will approximate \$55,000,000 which is double the level 5 years earlier. Donations, marketing, and fund-raising activities have resulted in tremendous revenue growth despite the recent economic down swing.
10. Gender equity and minority concerns that were part of the NCAA Certification Self-Study were discussed and reviewed by the council during the year. The Council received information from external consultant Lamar Daniel's recent visit on gender equity within the OU Athletics Department.
11. In addition to the above report, the Gender Equity and Sportsmanship Subcommittee reviewed A) the University of Oklahoma Department of Athletics Composite Minorities Opportunities Plan from 1998; B) a draft section of the NCAA certification report titled NCAA Athletics Certification – Plan for Improvement: Operating Principle 4.1 Gender Issues, dated March 1, 2004, provided by Connie Dillon; and C) the reports of the Gender Equity and Sportsmanship Committees from 2001-2002 and 2002-2003. Findings from the subcommittee include: A) The University has increased female participation in intercollegiate athletics programs since adoption of the gender equity plan; B) The University has continued to decrease the disparity between male and female scholarship amounts and percentages; C) There are significant improvements in athletics facilities for both men and women, with improved facilities noted for compliance with gender equity; D) Hiring of a new Associate Athletics Director/Senior Woman Administrator, Stephanie Rempe; E) Continued monies contributed from the University to support Gender Equity according to the 1998 Plan; and F) Improvement of commitment to the principles of Gender Equity.
12. The Gender Equity and Sportsmanship Subcommittee also recommended the following: A) Formalizing written procedures for compiling data for the EADA and Title IX reports; and B) The Gender Equity and Sportsmanship Subcommittee should receive all external review

- reports related to equity and sportsmanship. The Gender Equity and Sportsmanship Subcommittee recommended that Athletics Council support the Gender Equity and Sportsmanship NCAA Self-study Review as presented to the Council by Connie Dillon. In addition, the Subcommittee provided the following comment: “The expansion of opportunities for women to participate in Intercollegiate Athletics consistent with Title IX should occur without decreasing opportunities for men for the purpose of establishing proportionality”.
13. The Gender Equity Subcommittee also reviewed a draft section of the NCAA certification report titled NCAA Athletics Certification – Plan for Improvement: Operating Principle 4.2 Minority Issues, dated February 24, 2004 provided by Connie Dillon, chair of the University subcommittee preparing the NCAA certification report and the University of Oklahoma Department of Athletics Composite Gender Equity Plan and Composite Minorities Opportunities Plan from 1998. The only recommendation from the Athletics Council Gender Equity and Sportsmanship Subcommittee this year on this area of interest was that more focus should be spent on this topic next year.
 14. Extensive work was carried out by the Council and resulted in an approved ‘Process for Adding or Deleting a Sport.’ This was the culmination of a 2-year topic that had been tabled because of the pending NCAA Certification Study. Included in the report is a statement of purpose, sunset clause, and detailed items to be included in the review.

Details, tables and charts, elaborating Athletic Subcommittee Reports are available in the Faculty Senate Office for the year 2003-2004.

**BUDGET COUNCIL
2003-2004 ANNUAL REPORT
SUBMITTED BY RON KANTOWSKI, CHAIR**

Voting Council Members:

- Ron Kantowski, Chair
- Lou Ann Copeland
- Keegan Drake
- Victor DeBrunner
- Ben Keppel
- Glen Krutz
- Zach Osko
- Cindy Rogers
- Craig St. John
- Ginger Wetz

Ex-officio Members & Others Attending:

- Linda Anderson
- Nick Hathaway
- Mark Jones
- Nancy Mergler

The FY04 Budget Council meetings were held 8/27/03, 9/17/03, 10/15/03, 11/19/03, 12/17/03, 1/21/04, 2/18/04, and 4/21/04. Our March meeting was canceled due to a conflict with an OU Board of Regents meeting. With the exception of August, all meetings were held the third Wednesday of the month at 3:30pm in the Provost's Conference Room EH103.

The following presentations were made to the Council, details of which can be found in the minutes (available at <http://www.nhn.ou.edu/~ski/BC/>).

- 9/17/03 - Provost Mergler reported on the budget making process.
- 10/15/03 - Julius Hilburn of Human Resources reported on Health Choice and possible changes.
- 11/19/03 - Provost Mergler brought us up to date on tuition and fees.
- 12/17/03 - Ron Burton & Ron Winkler reported on the OU Foundation's programs & finances.
- 1/21/04 - Dennis Aebersold & Chris Kuwitzky reported on IT's finances & activities.
- 4/21/04 - Cheryl Jorgenson from the Provost's office reported on faculty salaries.

Because State revenues have significantly increased this year, a positive outlook for an increase in OU's E&G budget has existed throughout the University, including the Budget Council. This is in contrast to the decreases of the last two years with the associated real reductions and a more negative outlook. Unfortunately increased State Revenues aren't translating proportionally into operating budgets for higher education. To provide the long overdue salary program, OU is having to increase tuition and fees. The fraction of the operating budget covered by State Higher Education funds continues to fall. It is now down to 22%. It is apparent that the State cannot continue mandating worthwhile programs such as OLAP without either providing sufficient funds or destroying Oklahoma's universities and colleges. The evolution in the source funding from State to tuition is also causing an evolution in the University's delivery system. We are now developing more self-supporting courses, employing renewable-term faculty, and are being encouraged by the State Regents to offer more web based courses.

As partial fulfillment of its charge to recommend to and advise the President and other appropriate administrators on matters concerning fiscal policies and resources, the Council transmitted two memos to President Boren regarding salary programs. The memo of 10/21/03 related to input he requested from faculty on the use of one-time State Regents funds. We suggested using the funds to start a permanent salary program in January 2004. Our memo of 3/2/04 recommended putting as much new monies as possible into a salary program for FY05. The administration is now implementing a salary program and we await its final details. Both memos are attached below.

The Council elected Glen Krutz as its chair for FY05. Additional information about the Council including FY05 membership can be found at <http://www.nhn.ou.edu/~ski/BC/>.

Memo

To: President David Boren

From: Budget Council (Norman Campus) Ron Kantowski, chair
Department of Physics & Astronomy, Nielsen Hall 131

CC: Chairs of Faculty Senate, Staff Senate, University Employees Benefits Committee, Faculty Welfare Committee, Faculty Compensation Committee

Date: 10/21/03

Re: Onetime FY04 funds

In response to your request for input from faculty and staff concerning the use of one-time funds from the State Regents for Higher Education, and to fulfill the Budget Council's charge "to recommend and to advise the President and other appropriate administrators on matters concerning fiscal policies and resources of the University" we offer the following counsel to you. We make our suggested use of these funds consistent with the University's goal of improving its salary ranking among our institutional peers.

As you know, without a significant salary program for FY05 University employees will have lost a total of ~6% of their income due to inflation over a three year period. The additional health insurance cost for dependents has made effects of this loss quite acute for many younger employees. Rather than attempting to address benefit costs for some employees or distributing onetime payouts to all with these funds, we propose that you begin a permanent 2% salary program January 1, 2004. If the State revenues continue to recover from the past two years of decreases and slight increases in tuition can be made, this early salary program can be appropriately expanded to regain our past salaries. This would be an enormous boost to faculty and staff morale. If there is an additional downturn in State revenues before May 2004, slight tuition increases or perhaps other measures could maintain the 2% salary program. Even though this latter outcome would represent a ~4% salary reduction over this three year period, any salary increase and associated morale boost is certainly better than none given the recent stagnation period.

If the possible difficulties of having to annualize a 2% salary program or if reasons not recognized by the Council, prevent you from pursuing a pre-FY05 salary program, we fall back to recommending a onetime dollar amount payout. We fear that a onetime payout might appear to our Legislators and/or State citizens as a symptom of having more funds than we really need. Our best counsel is for starting a permanent salary program as early as possible, however, if that is not feasible then an equal distribution of funds will assist with paying bills. We do not want our counsel to jeopardize a salary program for FY05.

In making our recommendation to you we have asked for and received input from the University Employees Benefits Committee and the Chair of the Faculty Senate. The responses all recognize the healthcare cost plight of many employees, however, the vast majority feel that pay increases are a more equitable use of available funds. Those members of the Employees Benefits Committee from the Health Science Campus felt that all three campuses should be treated equally. We are offering our counsel based only on our knowledge of the Norman campus budget as well as our Charge as the Budget Council for the Norman Campus, however, we did want to relay their position.

We would like to take this opportunity to applaud your successful efforts to pursue additional revenues for FY04 and to educate the citizens of the State about the necessity of the significant tuition increases. We support your efforts to maintain a quality university for Oklahoma in these lean times.

We hope that you find our recommendations to be useful. We are ready to provide further input at your request.

The following are the 2003-2004 voting members of the Budget Council, Norman: Lou Ann Copeland, Keegan Drake, Victor E. DeBrunner, Ron Kantowski, Ben Keppel, Glen Krutz, Zach Osko, Cindy Rogers, Craig St. John and Ginger Wetz. Additional information about the Council can be found at <http://www.nhn.ou.edu/~ski/BC/>.

THE UNIVERSITY OF OKLAHOMA
The Norman Campus Budget Council



May 31, 2004

Dear President Boren:

As partial fulfillment of the Budget Council's charge "to recommend and to advise the President and other appropriate administrators on matters concerning fiscal policies and resources of the University", the Council customarily offers an annual letter to you in late spring. However, because this year we offered our guidance on a salary program for FY05 in a memo to you dated March 2, 2004 (see attached) we defer to those recommendations.

As implied in our memo the primary threat to the academic health of OU, at this time, is a potential morale problem caused by the absence of salary programs in the recent past. Combined with soaring medical costs for many employees, the absence of salary programs stretched personal budgets to the point where significant changes in lifestyles were necessary. Our recommendation in March was, and still is, to put as much money into raises for FY05 as possible. We know that such a program is currently in development and we look forward to its implementation. Again, on behalf of all OU employees, we truly thank you for your efforts and encourage your success in obtaining funds necessary to maintain the University's status as Oklahoma's premier educational institution and to improve our status relative to our peers. We continue in our dedication to improving OU's stature among all institutions of higher learning.

Sincerely yours,

Ron Kantowski
Professor of Physics & Astronomy
Chair of the Budget Council, 2003-2004
Nielsen Hall 310

The following are the 2003-2004 voting members of the Budget Council, Norman: Lou Ann Copeland, Keegan Drake, Victor E. DeBrunner, Ron Kantowski, Ben Keppel, Glen Krutz, Zach Osko, Cindy Rogers, Craig St. John and Ginger Wetz. Additional information about the Council can be found at <http://www.nhn.ou.edu/~ski/BC/>.

Memo

To: President David Boren

From: Budget Council (Norman Campus) Ron Kantowski, chair
Department of Physics & Astronomy, Nielsen Hall 131

CC: Chairs of Faculty Senate, Staff Senate, University Employees Benefits Committee, Faculty Welfare Committee, Faculty Compensation Committee

Date: 3/2/2004

Re: Salary program for FY2005

The Norman Campus Budget Council wishes to offer the following encouragement and guidance in your attempt to improve Faculty and Staff compensation for FY2005.

We know that you are aware of the indirect salary reductions caused by the combination of inflation and a lack of raises. Although inflation is averaging at a low rate of around 2% per year, the accumulated effect is to a point that most OU employees are being forced to make significant adjustments in their lives. The most severely impacted are lower paid employees with families that rely on our group health insurance for medical care. Our health care costs have increased far beyond average inflation since our last raise. The increase in the annual high option premium for a spouse alone has been over \$1800 during this period. In addition co-pays have gone up as well.

We also know that you are working diligently to find sources of revenue to raise salaries and restore our personal budgets to their previous levels. We truly thank you for your efforts as our President and want to encourage your success with these efforts.

After consulting with the Faculty Senate's Compensation Committee and the University's Employment Benefits Committee we offer the following input:

- As much of the FY05 budget as possible should be directed to a salary program.
- A combination raise, percentage across the board and merit, is needed at this time to maintain continued commitment of faculty and staff to OU's mission.
- To alleviate some of the severe family budget stress on our lowest paid employees all raises should be above some minimum, e.g., \$1,000/employee.
- Some departments have serious compression/inversion problems that must be addressed on the basis of merit.

Additionally the Budget Council offers the following long-term guidance:

- Faculty salaries within departments will continually be compressed/inverted unless a source for a small but continuing annual raise is found.
- An increase in promotion raises is an essential step in addressing compression among the ranks and rewarding merit.

If we need to make any clarification in the above we will be glad to do so. We again would like to take this opportunity to applaud your successful efforts to pursue additional revenues for FY04 and to educate the citizens of the State about the necessity for tuition increases. We support your efforts and your good judgment in maintaining a quality university for Oklahoma in these lean times. We hope that you find our recommendations useful.

The following are the 2003-2004 voting members of the Budget Council, Norman: Lou Ann Copeland, Keegan Drake, Victor E. DeBrunner, Ron Kantowski, Ben Keppel, Glen Krutz, Zach Osko, Cindy Rogers, Craig St. John and Ginger Wetz. Additional information about the Council can be found at <http://www.nhn.ou.edu/~ski/BC/>.

**CONTINUING EDUCATION COUNCIL
2003-04 ANNUAL REPORT
SUBMITTED BY WAYNE ELISENS, CHAIR**

COMPOSITION OF CEC

Ex-officio, non-voting: Nancy Mergler, T. H. Lee Williams, James Pappas
Faculty Senate (Norman) appointees: Jane Brennan Croft, Michael Pfau, Bret Wallach, Jos Raadschelders
Faculty Senate (HSC) appointee: Brenda Elledge
CCE & PS Staff appointees: Cynthia Timmons, Pam Kennedy, Jim Vidmar
Presidential appointees: Wayne Elisens (chair), Avi Scherman

MEETINGS DURING AY 2003-2004

- 4 November and 9 December 2003; CE Council meetings
- 2 March and 21 April 2004; CE Council meetings
- Individual meetings between CEC chair and James Pappas prior to each meeting

ISSUES DISCUSSED DURING 2003-2004

- **Composition of the CE Council**

The Council discussed its current composition and representation of participating and affected units. Although the Council agreed that its present composition is functional, there was discussion whether it would be beneficial to increase faculty representation and to recommend two-year faculty terms rather than the present three-year faculty terms. Increased Faculty representation and rotation through the Council could bring in new ideas and promote awareness of CE and Outreach activities. These items are still under review; no formal recommendations have been put forward.
- **"Think Tank" Role of CE Council**

There was a continuation of discussions concerning the role of the CE Council, because many of the CCE's departments and programs already have oversight committees and the Council is not large enough to oversee all CE and Outreach activities. There was consensus among Council members that a 'think tank' role for the Council may be the most productive strategy consistent with its mission to consult with and advise Dr. Pappas and to advocate CE and Outreach affairs. The 'think tank' role would allow Council members to be less duplicative of other boards and to suggest development initiatives more helpful to the CCE.
- **Information Technology and CCE interface**

The Council discussed problems resulting from IT assuming many of the responsibilities that CCE handled independently previously. Compared to many units on campus, CCE requirements are unique and involve enrolling students, registering conferees, supporting contracts, and maintaining databases. Sample problems include restricted access by distance education clients and a reduction of CCE's competitive abilities compared to other distance education providers. Possible solutions include utilizing a commercial service provider or other alternative strategies.
- **CCE advocacy to Faculty**

There was consensus among Council members that it is desirable to increase efforts to inform faculty about the activities of CCE. Three "advocacy" proposals were discussed: 1) develop a one page synopsis of CCE activities and opportunities in hard copy and webpage formats, 2) schedule a presentation by Dr. Pappas to the Faculty Senate, and 3) initiate Faculty Fellowships to provide opportunities for faculty to participate in CCE teaching, research, service, and outreach activities. Dr. Pappas has scheduled a presentation to the Faculty Senate for the fall semester 2004.
- **Facilities Planning and Space Needs**

The Council met at Building #4 for one of its meetings and was given a presentation and tour of Building #4 by Dr. Biscoe. Discussions were focused on the diversity of sponsored programs, the large number of employees, the impact of aged and cramped facilities on productivity, and the effects of having programs dispersed in Moore, Norman, and the OU south campus. Proposed plans for new office space on the south research campus were discussed as a way to consolidate programs, improve workplace facilities, and increase productivity.

ELECTION OF NEW CHAIR

Jos Raadschelders will serve as chair for the Continuing Education Council for 2004-2005. The terms for three Council members expire at the end of the 2003-2004 academic year.

**FACULTY AWARDS AND HONORS COUNCIL
2003-04 ANNUAL REPORT
SUBMITTED BY DIPANKAR GHOSH, CHAIR**

The University Council on Faculty Awards and Honors met on Wednesday, January 7, 2004, to consider nominees and recommend recipients of awards. The following Council members attended the meeting:

Dipankar Ghosh	Price College of Business	Accounting
Elena Cuaderes	College of Nursing	Academic Programs
Sandra Ragan	College of Arts & Sciences	Communication
Joanna Rapf	College of Arts & Sciences	English
Terri DeBacker	College of Education	Ed Psychology
Marjorie Callahan	College of Architecture	Architecture
Stephen Painton	College of Allied Health	Communication Science & Disorders

The following Council members were absent:

A. F. Al-Assaf	College of Public Health	Health Administration & Policy
Suzanne McAuley	Alumnus	
Satish Kumar	College of Medicine	Nephrology
Zoltan Laszik	College of Medicine	Pathology

The student member resigned from the committee and a replacement name was not forwarded from UOSA.

This memorandum is for the purpose of providing our recommendations for awardees.

The Council considered an outstanding group of 57 nominees. Our recommendations for the 2003-04 academic year are as follows (in alphabetical order, by category):

David Ross Boyd Professorship. (12 Nominations Received)

- Rufus Fears, Classics & Letters, College of Arts and Sciences
- Richard Henry, Physics and Astronomy, College of Arts and Sciences
- Shivakumar Raman, Industrial Engineering, College of Engineering
- Nim Razook, Marketing and Supply Chain Management, College of Business
- David W. Garrison, Physical Therapy, College of Allied Health
- Leon Unger, Biochemistry and Molecular Biology, College of Medicine

General Education Teaching Award. (1 Nomination Received)

- Paula Conlon, Music, College of Fine Arts

Good Teaching Award. (8 Nominations Received)

- Heidi Mau, Art, College of Fine Arts
- Beth Hall, Nursing Academic Programs, College of Nursing

Merrick Teaching Award. (3 Nominations Received)

- Robert Lipe, Accounting, Price College of Business

Regents' Professorship. (2 Nominations Received)

- Ryan Doezema, Physics & Astronomy, College of Arts and Sciences
- Morris Reichlin, Rheumatology/Immunology/Allergy, College of Medicine

Regents Award for Superior Professional and University Service. (3 Nominations Received)

- Steven Crawford, Family and Preventive Medicine, College of Medicine

Regents Award for Superior Research and Creative Activity. (8 Nominations Received)

- Janalee Caldwell, Zoology and SNOMNH, College of Arts and Sciences
- Kuang-Hua Chang, Aerospace & Mechanical Engineering, College of Engineering
- Theodore Trafalis, Industrial Engineering, College of Engineering

Regents Award for Superior Teaching. (20 Nominations Received)

- Eric Abraham, Physics & Astronomy, College of Arts and Sciences
- Douglas Gaffin, Zoology and University College Dean, College of Arts and Sciences and University College
- Felicia Moye, Music, College of Fine Arts
- Avraham Scherman, Educational Psychology, College of Education
- Laura Beebe, Biostatistics & Epidemiology, College of Public Health
- R. Christopher Rathbun, Pharmacy Clinical & Admin. Science, College of Pharmacy

Members of the Council volunteered to compose brief synopses regarding the awardees. These synopses (biographical sketches) will be used for their introduction at the appropriate award ceremonies and/or media releases. The synopses will be sent to Connie Hamilton by January 20, 2004.

The Council elected Professor A. F. Al-Assaf, Health Administration and Policy, HSC, the University Faculty Awards and Honors Council Chair for 2004-05.

The Council briefly discussed the need for Teaching Evaluation data submitted to be summarized. They felt that absence of this information may have negatively affected several excellent candidates. The Council also expressed concern that there was only one nomination for the General Education Teaching Award and believes that an effort needs to be made to insure that more applicants are received. They suggested a note or email from the Provost to Deans and Directors

Cc: Dr. Nancy Mergler
Provost and Senior Vice President
Norman Campus
The University of Oklahoma
Norman, Oklahoma

Dr. Joseph J. Ferretti
Senior Vice President and Provost
Health Sciences Center
The University of Oklahoma
Oklahoma City, Oklahoma

University Council on Faculty Awards and Honors

**INFORMATION TECHNOLOGY COUNCIL
2003-04 ANNUAL REPORT
SUBMITTED BY FRANCES AYRES, CHAIR**

Committee Members:

Frances Ayres, Chair/Faculty Representative
Deborah Trytten, Faculty Representative
Jim Gardner, Faculty Representative
Pramode Verma, Faculty Representative
Dan Hough, Staff Representative
Robert Dougherty, Staff Representative
Hunter Crowther-Heyck, Faculty Representative
Hartwell Mcneeley III, Student Representative
Anthony Robinson, Student Representative
Baily Rollins, Student Representative
Robert Kelly, Ex Officio representing the Senior Vice President and Provost
Bryon Millsap, Ex Officio representing VP for Administrative Affairs
Loretta Early, Ex Officio Representing Information Technology (IT)
Terry Pinkston, Ex Officio representing the President
Tom Ray, Representative for VP for Research Administration

The ITC met monthly. ITC is composed of the following subcommittees and task forces:

Policy—Researches, adapts and develops IT policies for the institution and submits them for approval by the Faculty, Staff and Student Senates (Chair: Deborah Trytten)

Teaching and Classroom Needs—Addresses issues regarding reworking of classrooms for IT needs from the student's perspective, online classroom scheduling, classroom management software (Blackboard, Web CT etc.), software requirements and other classroom related issues (Chair: Jim Gardner)

Common computing needs—Address issues related to faculty training, implementation of faculty training, planning/implementation of new systems; outdated systems and surveying faculty and staff to gather information on computer needs. (Co-Chairs Dan Hough and Tom Ray)

Multi-Campus issues—Address issues regarding better communication, policies and audio and visual conferencing across campuses. (Chair: Pramode Verma)

Accomplishments in 2003-2004

1. Developed and IT implemented a mass mail notification policy.
2. Developed email as an official means of communication policy. The policy has been approved by the faculty senate and awaits final approval by the President.
3. Developed and obtained approval for a password sharing policy.

4. Considered the OU web policy. The plan is to refine and develop this more in 2004-2005.
5. Had a meeting at the Schusterman campus in Tulsa. Met with Steve Stafford, the CIO for the Schusterman campus.
6. Discussed a number of issues that did not lead to specific recommendations. Many of these issues will be revisited next year. These issues include:
 - a. Pricing of IT Services- We found that the policy at the Schusterman Center in Tulsa differs from the Norman Campus policy. The Norman Campus policy is to charge for most items of support, while the Schusterman Center does not. There is no clear policy regarding what level of general support is provided by IT. One issue that was discussed during the year was PHP for web development. Information Technology initially told the ITC that OU is a Cold Fusion shop and would not support PHP. However, in the summer of 2004 it was announced that IT would be providing support of PHP on a limited basis (for Engineering) because they had a service contract with engineering. The issue that remains on the table is what level of general user support IT is expected to provide as part of its mission to serve the University community, what types of services should be considered fee based services, and finally for fee based services what fees are reasonable and how are academic units to fund these paying for these services?
 - b. Software issues. Various software issues were discussed. The faculty senate requested consideration of Spam control software and plagiarism software. Regarding Spam controls, IT has not implemented system wide spam control software. Similarly IT does not appear inclined to support the purchase of plagiarism software. No system presently exists for funding or supporting new software that is requested by faculty or staff. This would appear useful as much software is less expensive if purchased for institutional use.
 - c. Copyright violations were discussed. It was agreed that it might be useful if the University provided more information about the legal issues relating to copyrights to new students and faculty.

**NORMAN RESEARCH COUNCIL
2003-2004 ANNUAL REPORT TO THE FACULTY SENATE
SUBMITTED BY HUGH BENSON, CHAIR**

Membership

The members of the 2003-2004 Research Council, their departments and terms:

Hugh Benson	Philosophy	2001-04
Jozef Raadschelders	Political Science	2001-04
May Yuan	Geography	2001-04
Regina Sullivan	Zoology	2001-04
Brian Grady	Chemical Engineering	2002-05
Richard Henry	Physics	2002-05
June Lester	Library and Information Studies	2002-05
Katherine Pandora	History of Science	2002-05
Noel Brady	Mathematics	2003-06
Eleanor Weinel	Architecture	2003-06
Shavakumar Raman	Industrial Engineering	2003-06
Ralph Tanner	Botany/Microbiology	2003-06

Ex-Officio Members:

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

Secretary:

Linda Kilby

Professors Benson, Raadschelders, Yuan and Sullivan are completing their terms at the end of the 2003-04 academic year. The 2004-2005 Chair of the Research Council was elected at the May meeting and will be Brian Grady, Chemical Engineering & Materials Science, (325-4369, bpgrady@ou.edu).

The Faculty Senate has appointed Professors James Martin, Educational Psychology and Robert Shalhope, History to the 2004-2007 terms. They will replace Professors Jozef Raadschelders and Hugh Benson respectively. The Council increased their membership to include a member from the College of Fine Arts. The new member will be a Faculty Senate position, and Nancy Barry has been appointed for the 2004-2007 term. Professor Noel Brady will be on sabbatical during the 2004-2005 academic year. Therefore, Professor Tomasz Przebinda, Mathematics, has been appointed to serve the remainder of Professor Brady's term.

Presidential appointments will be forthcoming in August or September to replace Professors Yuan and Sullivan.

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

- a) Engineering: Brian Grady and Shivakumar Raman
- b) Physical Sciences: Richard Henry and Noel Brady
- 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 Katherine Pandora
- f) Other: June Lester and Eleanor Weinel

Activities

The primary activity of the Research Council during the 2003-04 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)

A summary of the Council recommendations approved by the Vice-President for Research for the period June 1, 2003 through May 31, 2004 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:

- Recommended that the Faculty Senate modify the Council's charge as follows: Any member of the Research Council that is nominated for an award considered by the Council must withdraw his/her nomination or resign from the Research Council.
- Recommended that the Faculty Senate increase the membership of the Council from 14 to 15 to include a member from the faculty of the college of Fine Arts.
- Discussed the council's policies and/or practices concerning the criteria for recommending funding of various awards to enhance clarity.
- Recommended that next year's Research Council consider proposing that the Equipment/Facilities Program (\$10,000-\$25,000) be re-instituted at least temporarily with the surplus funds from this year's budget.
- 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 Executive Director of the Office of Research Services, Susan Wyatt Sedwick for her support and assistance, and to Linda Kilby for her secretarial effort.

**Summary of the 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	1	1,000
Social Sciences & Education	4	3,625
Biological Sciences	2	1,700
Humanities & Arts	12	10,928
Other	2	1,910
TOTAL	21	\$ 19,163
b) <u>Large Grant Awards</u>		
Engineering	1	\$ 6,000
Physical Sciences	0	
Social Sciences & Education	0	
Biological Sciences	4	19,846
Humanities & Arts	6	21,068
Other	0	
TOTAL	11	\$ 46,914
c) <u>PI Research Investment</u>		
Engineering	1	\$ 9,500
Physical Sciences	0	
Social Sciences & Education	0	
Biological Sciences	0	
Other	0	
TOTAL	1	\$ 9,500
d) <u>Junior Faculty Fellowships</u>		
Engineering	2	\$ 12,000
Physical Sciences	2	12,000
Social Sciences & Education	5	30,000
Biological Sciences	1	6,000
Humanities & Arts	11	66,000
Other	3	18,000
TOTAL	24	\$144,000
e) <u>Reprint Awards</u>	45	\$ 4,060
TOTAL GRANTS AWARDED	102	\$ 223,637