

JOURNAL OF THE FACULTY SENATE

The University of Oklahoma (Norman campus)

Regular session – December 14, 2015 – 3:30 p.m. – Jacobson Faculty Hall, Room 102

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

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

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

The Faculty Senate was called to order by Professor Tassie Hirschfeld, Chair.

PRESENT: Anderson, Asprey, Barker, Bemben, Bergey, Bisel, Burke, Burstein, Cifelli, Coleman, Cracknell, Crain, Ellis, Elwood Madden, Fiedler, Gutierrez, Halterman, Harm, Hart, Hirschfeld, E. Johnson, Kong, Kornelson, Kozadayev, Laubach, Lawson, Livingood, Merchan-Merchan, Miller, Mortimer, Raman, Riggs, Rodriguez, Safiejko-Mroccka, Scrivener, Sikavitsas, Stock, Volz, Weaver

Provost's Representative: None.

ISA representatives: Chris Cook

SGA Representative(s): Daniel Pae, Michael Lutter

Others: Bobby Mason, Burr Millsap, and Terri Pinkson

ABSENT: Ayres, Brede, Davidson, Elisens, Forman, Irvine, B. Johnson, Koch, Markham, Moxley, Schmeltzer, Sharma, Stoltenberg, Swinkin, Terry

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APPROVAL OF JOURNAL

The Faculty Senate Journal for the regular session of November 9, 2015 was approved with one correction to the bottom of page 2; it should read, "...legislature faces a \$1,000,000,000 shortfall." instead of "...legislature faces a \$1,000,000 shortfall."

ANNOUNCEMENTS

The regular meetings of the Faculty Senate for the spring 2016 semester are schedule to be held at 3:30 p.m. in Jacobson Faculty Hall, Room 102 on the following Mondays: January 25, February 8, March 7, April 11, and May 9.

In lieu of the January meeting of the Faculty Senate, a reception for Senators and members of the Higher Administration will take place on January 25, 2015 at 3:30 p.m. in Jacobson Hall, Room 102.

Prof. Hirschfeld introduced the recently elected SGA President Daniel Pae and Vice President Michael Lutter. She plans to meet with them later this week to discuss some issues of interest to both students and faculty.

REMARKS REGARDING INSTITUTIONAL EQUITY AND TITLE IX

Prof. Hirschfeld introduced Bobby Mason, who serves as both the Title IX and Institutional Equity officer for both OU-Norman and OU-HSC. Mr. Mason described his background and experience at OU. The Institutional Equity Office was created by the Regents in January 2012 in response to ever-increasing state and federal regulation governing equity issues. It encompasses both the Equal Opportunity and Affirmative Action Office as well as the Title IX and Sexual Misconduct Office. He noted that OU recently added gender identity and gender expression to OU's Equal Opportunity statement. The Equal Opportunity office has two officers, Patsy Pappan and Judi Deaton, and investigates about 50 Equal Opportunity complaints a year. The most common issues are related to discrimination due to disability and age.

Mr. Mason clarified the difference between what is inappropriate in the office or classroom and what qualifies as harassment under the policies. Sexual harassment is "severe, persistent, or pervasive; unwelcome; subjectively and objectively offensive; interferes with education or employment." He shared that the Title IX Office investigates approximately 150 cases each year. Mr. Mason described the process for reporting a potential policy violation and noted that almost all OU faculty and staff members are considered 'mandatory reporters'.

Mr. Mason said that as it relates to free speech and academic freedom, there is nothing in the policy that shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual or faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. He recommended that faculty members use the Title IX syllabus statement on their syllabi:

Title IX Resources and Reporting Requirement

For any concerns regarding gender-based discrimination, sexual harassment, sexual assault, dating/domestic violence, or stalking, the University offers a variety of resources. To learn more or to report an incident, please contact the Sexual Misconduct Office at 405-325-2215 (8:00 am to 5:00 pm, Monday-Friday) or smo@ou.edu. Incidents can also be reported confidentially to OU Advocates at 405-615-0013 (phones are answered 24 hours a day, 7 days a week). Also, please

be advised that a professor/GA/TA is required to report instances of sexual harassment, sexual assault, or discrimination to the Sexual Misconduct Office. Inquiries regarding non-discrimination policies may be directed to: Bobby J. Mason, University Equal Opportunity Officer and Title IX Coordinator at 405-325-3546 or bjm@ou.edu. For more information, visit <http://www.ou.edu/eoo.html>.

Mr. Mason asked if there were any questions or suggestions. Prof. Emily Johnson asked if the EO policy includes religion as she did not see that when she looked at the policy online. Mr. Mason answered that it does include religion and he would verify that it is correctly displayed on the University's website.

Prof. Fiedler asked if the syllabus is the correct place to put a Title IX statement and suggested it should be incorporated into several of OU's online systems so that students would see it often, such as each time they log in to Desire2Learn. Mr. Mason said that OU and other universities have been directed by the Office of Civil Rights to post Title IX information in broadly as possible. He indicated that by adding the statement to the syllabus, this makes students aware that their professors are mandatory reporters. Prof. Bemben suggested that in addition to including the Title IX statement to their syllabi, faculty should also add a statement regarding the pregnancy accommodation policy.

Prof. Merchan-Merchan asked when faculty should call the police as opposed to the Title IX office. Mr. Mason said that if you witness a crime being committed, then please contact the police. However, if a student or another employee shares with you that they've experienced some form of sexual harassment, you have the responsibility to notify his office. In addition, the victim could be encouraged to contact the police if they've been the victim of a crime.

Prof. Kornelson asked who is covered under mandatory reporting. Is it just regular faculty or is it anyone teaching a class, including graduate students, instructors, lecturers, and adjuncts? Mr. Mason said that the university has decided that anyone who is a paid employee of the university is a mandatory reporter. The handful of exceptions through OU includes confidential counseling services.

Mr. Mason encouraged any faculty member that has additional questions about his office to contact him at (405) 325-3546 or bjm@ou.edu or through the Norman Campus Office, which is located at in Four Partners Place, Suite 1000, (405) 325-2215.

For more information regarding Equal Opportunity and Affirmative action, including University statements, policies, procedures and frequently asked questions, please visit their website at: <http://www.ou.edu/content/eoo/about.html>.

For more information regarding Title IX and sexual misconduct, including policies, procedures, frequently asked questions, forms and brochures, please visit their website at: <http://www.ou.edu/content/eoo/policies.html>.

REMARKS REGARDING CONCUR/FCM TRAVEL SYSTEM AND PROCESSES

Prof. Hirschfeld introduced Burr Millsap and Terri Pinkson. Ms. Pinkson made the presentation. The following is their Executive Summary regarding Concur / FCm:

OU Norman Campus – Business Travel

New Initiatives // Systems

Executive Briefing

- Concur / FCm
 - Concur – Nationally established, industry standard in travel booking, expense reporting and reimbursement, and back office accounting.
 - FCm – Globally established travel agency.
- Contract – Awarded by State of Oklahoma based on extensive competitive solicitation and negotiation.
 - Agencies participating in solicitation – OU, OSU, Grand River Dam Authority, DHS, others
 - Mandatory for non-exempt agencies, voluntary for Higher Ed and other exempts
- OU Norman implemented FCm first – April 2015
 - Three training sessions – all well attended
 - Booking – online, email, phone
 - Online fees least expensive; phone most expensive
 - Incorporates State's policy – lowest logical fare
 - Usage steadily growing
- OU Norman now implementing Concur
 - Implementation timeline – June 2015 to January 2016
 - Policy changes, workflow
- Policy changes
 - Mileage
 - Per diem // per diem in lieu of lodging
 - Tips
 - Claim format
 - Account codes
- Workflow
- Travel card – ultimately mandatory
- Positives
 - Best practices // state-of-the-art travel arranging, managing, reporting, reimbursement, accounting – Efficiency
 - Data
 - Virtually paperless travel claim processing
 - Easy travel and expense reporting
 - Solve the travel "financing" burden of lower paid employees
- Potential pain points – This Is Change
 - Resistance to single travel agency – personal relationships well established
 - Resistance to Travel Card – personal points / miles / rebates reduced/eliminated
 - Lowest logical fare – crimps personal styles / airline preferences
 - Per diem calculations – GSA based

If there are questions, contact Terri Pinkston at terri@ou.edu. Prof. Volz asked when employees would receive their travel cards. Ms. Pinkston said employees can already apply and take the training, but will not receive their card until February. Her office has started conducting Concur travel training sessions for 'early adopters'. Prof. Gutierrez asked if there had to be an upcoming travel event in order to receive a card and also if there is a maximum amount that may be incurred on the card as that may affect some faculty that travel internationally. Ms. Pinkston said the cards are issued to individuals and kept by them; the cards are not tied to a specific trip. Every card will have a per transaction, daily, and card limit. Mr. Millsap noted that if a faculty member contacts their office, those limits can be temporarily raised.

Prof. Cifelli said that much of his travel is communal travel for fieldwork and includes faculty, staff, and students. Ms. Pinkston said that this card is intended for individual expenses and suggested using a

declining balance card for group travel. Prof. Coleman said that when she travels there are multiple funding sources that ultimately pay for it. She asked how Concur would know how to allocate those expenses. Ms. Pinkston said that the user enters that information and the funding sources are not tied to the travel card, but to the expense report. She said that the administrative staff that currently deal with that information can still go in and put in that information into the system. The traveler has the option of preparing and submitting their report or assigning a delegate that can work on the report prior to its submission.

Prof. Barker said that the lowest logical airfare is often at very inconvenient times of the day and would like assurance that faculty will not be required to take inconvenient flights. Ms. Pinkston said that faculty will not be required to select the lowest logical airfare, but will need to enter a reason for not accepting it. Prof. Barker asked how the system handles guest travel, such as potential faculty being brought in for interviews. Ms. Pinkston said this system is only for permanent OU employees and there would still be paper reports for interviewees and students. Prof. Bergey asked if there is a travel assistance program related to inclement weather. Ms. Pinkston said there is and they can assist with making alternate travel arrangements.

Prof. Cracknell asked if these cards would be sales tax exempt, as PCards are. Ms. Pinkston said that nothing in the system would stop sales taxes being charged, although that would be printed on the card's sleeve. Prof. Johnson asked if travel for dependents could be booked through the system. Ms. Pinkston said that employees could do the booking through the system and then use a personal credit card to pay for the ticket. The system allows multiple cards to be saved to a profile.

Prof. Coleman asked if this card has conversion fees for international travel asked how to pay for personal travel when it is part of a business-related trip. One option is to purchase all tickets using a personal card and then be reimbursed for the business-related section of the trip. She also asked how to note if a conference has meals provided. Ms. Pinkston said that there is a drop-down menu in the system to indicate meals that are provided.

Prof. Sitkavitsas asked if faculty members are mandated to use FCm to purchase a ticket. Ms. Pinkston said it is not mandated to purchase the ticket through FCm, but one does have to document that the rate received was better than what FCm offered. Mr. Millsap noted that purchasing the ticket outside FCm makes that reimbursement process more cumbersome.

ELECTION, COUNCILS/COMMITTEES/BOARDS

The Faculty Senate approved the Senate Committee on Committees' nominations to fill vacancies on university and campus councils, committees and boards and nominations for Faculty Senate standing committees (attached).

SENATE CHAIR'S REPORT, by Prof. Tassie Hirschfeld

"The Faculty Senate Chair enjoyed a busy month of meetings with various groups at the University and across the state. On November 16, the Large Executive Committee convened for a series of reports and discussions. This meeting included representatives from standing committees and council chairs, each of whom provided reports detailing selected activities for the fall semester. Representatives from the Athletics Council, the Budget Council, the Compensation Committee, the Information Technology Committee, the College of Continuing Education, the Research Council and the Honors and Awards Committee were in attendance. A few pieces of positive news from this meeting included: 1) improved graduation rates for OU student athletes, who now exceed the

national average; 2) the IT committee reported that Ozone software is scheduled to be replaced with a more user friendly system in the near future; 3) the Research Council reported on the success of the Faculty Investment Program (FIP), which supports innovative faculty research. Junior faculty are also encouraged to apply for the Junior Faculty Fellowships which provide summer funds for salary and/or research. The application deadline for Junior Faculty Fellowships is January 6, 2016. Last year the Research Council funded 21 out of 66 Junior Faculty research grant applications, with many of the remainder funded by the College of Arts and Sciences.

“The December 2 Dean’s Council meeting featured a presentation by Dr. Felix Wao of the Office of Academic Assessment. Dr. Wao presented the results of last year’s student satisfaction survey, and noted that there was a much higher response rate than in previous years. The meeting also featured updates from the Office of Admissions and Recruiting, who shared information about the new December 15 deadline for student scholarship applications. Several potential budget scenarios were discussed but with very little detail provided as the extent of the state’s budget deficit was not yet determined.

“On December 7, the Faculty Senate Executive Committee met with Bobby Mason, the head of the University’s Institutional Equity Office and Title IX coordinator. He provided an overview of current EEO and Title IX legislation as well as updates on the University’s current compliance with respect to hiring and the investigation of discrimination complaints. The FSEC also met with Burr Millsap and Terri Pinkston from the Office of Financial Support Services, who provided an update on the new travel reimbursement and payment policies. The new system will offer faculty on line travel and record keeping services that should reduce stress and increase efficiency. The system should be operational by February 2016. The FSEC meeting concluded with a presentation by Provost Kyle Harper who also provided a short report on various budget scenarios, but indicated that no official plans will be made until the December 21 revenue equalization report is finalized.

“The Faculty Senate Chair also attended the December 8 meeting of the Faculty Advisory Committee to the State Regents for Higher Education. This group includes representatives from all of the state’s higher education institutions who meet approximately once per month to discuss higher education policies and other issues of mutual concern. Dr. Ed O’Rear just completed a very successful term of service to this group, and Dr. Tassie Hirschfeld will replace him on this committee. Key issues identified by the Faculty Advisory Committee at the December meeting include: 1) addressing concerns about quality of learning, especially in on line classes; 2) faculty teaching loads and scholarship; 3) campus safety and security and 4) improving communications between faculty at various institutions across the state. The next meeting of the Faculty Advisory Committee will be in early January 2016.

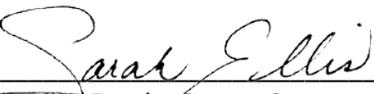
“On December 9, the Faculty Senate Executive Committee met with President David Boren. Issues discussed included the upcoming budget outlook and the current status of the proposed penny sales tax initiative. There was also some discussion of issues raised by the newly elected leadership of the Student Government Association, and other campus issues that also affect faculty, staff, and students.”

ADJOURNMENT

The meeting adjourned at 5:10 p.m. The next regular session of the Faculty Senate will be held at 3:30 p.m. on Monday, February 8, 2016, in Jacobson Faculty Hall, Room 102. However, there will be a reception hosted by the Faculty Senate on January 25, 2016 for senators and Higher Administration.



Stacey L. Bedgood, Administrative Coordinator



Sarah Ellis, Faculty Senate Secretary

FACULTY SENATE NOMINATIONS FOR VACANCIES ON
UNIVERSITY COUNCILS, COMMITTEES, AND BOARDS
DECEMBER 2015

Athletics Council:

complete 2013-16 term of Craig Hofford: Stephen Norwood (History)

University Libraries Committee:

complete 2015-17 term of Dan Emery: Ben Keppel (History)

complete 2014-16 term of Kash Barker, **as of Jan. 2016**: Bob Lemon (MLLL)

Faculty Appeals Board:

complete 2012-16 term of Fred Striz: Liorah Golomb (University Libraries)

complete 2013-17 term of Kathryn Haring: Kim Milton (Physics & Astronomy)

complete 2014-18 term of M. Chris Knapp, **as of Jan. 2016**: Fred Shelley (Geog. & Environ. Sust.)

Academic Regulations Committee:

complete 2014-17 term of Amy Kroska, **as of Jan. 2016**: Karen Hayes-Thumann (Art & Art History)

Student Conduct Hearing Panel:

complete 2015-17 term of Amy Kroska, **as of Jan. 2016**: Liorah Golomb (University Libraries)