IMPORTANT:

Recommendations contained in this agenda are tentative and unofficial prior to Regents’ action at the scheduled meeting.

Final Agenda

Posted no later than 24 hours prior to the meeting time, as provided by Oklahoma Statutes.
THE UNIVERSITY OF OKLAHOMA
BOARD OF REGENTS

Governing
THE UNIVERSITY OF OKLAHOMA, CAMERON UNIVERSITY AND ROGERS STATE UNIVERSITY

The OU Norman Campus
The OU Health Sciences Center, Oklahoma City
OU Tulsa Campus

AGENDA
AGENDA
REGULAR MEETING
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS
THURSDAY, JANUARY 30, 2020 – 11:30 AM
ROBERT M. BIRD LIBRARY
HEALTH SCIENCES CENTER
OKLAHOMA CITY, OKLAHOMA

NOT WITHSTANDING THAT AN ITEM MAY INDICATE FOR DISCUSSION AND/OR INFORMATION ONLY, ALL AGENDA ITEMS ARE FOR DISCUSSION AND WHATEVER FURTHER ACTION THE REGENTS DEEM NECESSARY OR ADVISABLE TO DISCHARGE THEIR CONSTITUTIONAL POWERS OF GOVERNMENT

MINUTES

Special Meeting, December 2, 2019

Regular Meeting, December 2, 2019

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*An executive session may be proposed with regards to personnel pursuant to Section 307B.1. of the Open Meeting Act.
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* An executive session may be proposed with regards to personnel pursuant to Section 307B.1. of the Open Meeting Act.
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NEW BUSINESS: Consideration of any matter not known about or which could have been reasonably foreseen prior to the time
of posting the agenda.

NOTE: The next regular meeting of the Board of Regents of The University of Oklahoma is currently scheduled for
March 10-11, 2020, in Norman, Oklahoma.
Agenda Items for ROGERS STATE UNIVERSITY
AGENDA ITEM 1

ISSUE: SUBSTANTIVE PROGRAM CHANGES – RSU

ACTION PROPOSED:

President Rice recommends the Board of Regents approve the proposed changes in the Rogers State University academic program.

BACKGROUND AND/OR RATIONALE:

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution’s governing board for approval before being forwarded to the State Regents for consideration. The changes in the academic programs presented below have been approved by the appropriate faculty, academic unit and dean, the Curriculum Committee, the Academic Council, and the Vice President for Academic Affairs. The change is being submitted to the Board of Regents for approval prior to submission to the State Regents.

1. PROGRAM:

Department of Psychology and Sociology
Master of Science in Community Counseling

PROPOSED CHANGES:
Request permission for addition of a new Master of Science degree in Community Counseling. This request is in response to demand from program graduates of the BS in Community Counseling (BSCC) and BS in Social Sciences (BSSS), Psychology option. The program requires a total of 60 credit hours preparing graduates to apply for Licensed Professional Counselor with the State Board of Behavioral Health.

COMMENTS:
Approximately 67% of RSU graduates in BSCC and BSSS, Psychology option pursue post-graduate education in psychology or counseling. In a recent survey of relevant undergraduate majors to establish likelihood of enrolling in a graduate counseling program at RSU, 43% reported they were interested in a master’s degree in counseling at RSU and another 34% reported they would “definitely” apply for such a degree program at RSU. The Psychology and Sociology Department has the startup professionals to initiate this program, with a plan to add one additional licensed psychologist by year 2 of the program. Because 90% of RSU graduates remain in northeast Oklahoma after graduation, the university is reasonably assured that graduates of this program will remain in the region to support the increased need of professional counselors by 16.4% between 2014 and 2024.

2. PROGRAM:

Department of First-Year and Transfer Experience

PROPOSED CHANGES:
Request permission to add UNIV 1152, The University Experience to RSU’s General Education program requirements. This course will be a university requirement for all first-time-entering freshman, defined by Oklahoma State Regents for Higher Education as “a
student with six or fewer attempted credit hours, excluding developmental education or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students.”

COMMENTS:
Research has clearly identified that a first-year seminar aids in higher rates of persistence, improved academic performance, and increased likelihood of completion. One of the outcomes of RSU’s participation in the Tulsa Collaborative is to implement a mandatory first-year experience course for entering freshmen in fall 2020 and for entering transfer students in fall 2021. UNIV 1152, The University Experience, introduces entering freshmen to university resources and expectations, skills necessary for student success including study skills, effective communication, and initial steps in career planning. This course emphasizes the importance of planning, proactive learning, building community, and fostering an understanding of self.

Topical Outline to include but not limited to:
- Information Literacy
- Financial Literacy
- Study Skills (including note taking, time management, learning styles)
- Goal Setting
- University Expectations/Culture including Faculty Expectations and Effective Communication
- University Resources
- Campus Engagement
- Health & Wellness (including stress management)
- Academic/Career Planning
AGENDA ITEM 2

ISSUE: ACADEMIC SERVICE FEES REQUEST FOR FISCAL YEAR 2020-2021 – RSU

ACTION PROPOSED:

President Rice recommends the Board of Regents approve the changes in academic service fees listed below to be effective Fall 2020 semester.

BACKGROUND AND/OR RATIONALE:

In accordance with policy established by the Oklahoma State Regents for Higher Education, requests for changes in Academic Service Fees will be considered by the State Regents one time each year, and requests must be received in their office by February 1 preceding the beginning of the fiscal year, July 1, in which the changes are to be effective. The following recommendations for changes in fees and new fees have been reviewed and approved by the appropriate department heads, deans, and vice presidents.

Special charges for instruction and academic services are fees, other than tuition and mandatory fees, charged as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. These fees are for students receiving courses of instruction or academic services as designated by the institution. These fees are charged for enrollment in a particular course or program of study or by the credit hour for all enrollments in a given semester.

Special Instruction Fees: Fees assessed students as a condition of enrollment and as a condition of academic recognition for completion of described courses. Rogers State University requests two new fees, changes to one fee, and elimination of two existing fees.

Fitness Management Fee – Rogers State University is requesting a new Fitness Management Fee of $8.00 per credit hour for all Fitness Management (FTMT) courses. The purpose of this fee is to pay for classroom instructional supplies, program assessment, and technology specific to fitness assessment; professional development opportunities, and student co-curricular activities. No additional revenue is projected as fitness management courses were previously subject to the Business and Technology Enrichment Fee (see below).

Business and Technology Enrichment Fee – Rogers State University requests the removal of Fitness Management (FTMT) courses from this fee which will be subject to the new Fitness Management Fee described above.

BSN Nursing Materials Fee – Rogers State University is requesting a new BSN Nursing Materials Fee of $71 per credit hour for courses delivered to Traditional BSN Nursing students; this fee will not be applicable to RN-to-BSN (online) Program students. The purpose of this fee is to pay for programmatic expenses associated with instruction, testing, assessment curriculum development, and technology-based tools to measure and improve learning outcomes. No additional net revenue from the fee is projected. This fee will offset costs previously paid for from the assessment of ASN Nursing Program Fees, Clinical Fees and Drug Testing Fees, but eliminated in conjunction with this request, as described below.
ASN Nursing Program Fee – Rogers State University is requesting this fee be eliminated with the sunset of the ASN Nursing Program at the conclusion of the FY 2020 academic year.

Nursing Clinical Fee – Rogers State University is requesting this fee be eliminated and incorporated into the BSN Nursing Materials Fee described above.

Drug Testing Fee – Rogers State University is requesting this fee be eliminated and incorporated into the BSN Nursing Materials Fee described above.

Other Special Fees: Fees assessed students for services such as change-of-enrollment, application, admission, transcripts and diplomas, medical malpractice and liability insurance, and any other academic services that do not fit in any other fee category.

ACT Residual Testing Fee – Rogers State University is requesting an increase in this fee to $55 per use, from $40 per use. This increase will pay for costs of exams and cost of proctoring. Additional revenue of approximately $1,800 is projected.

Advanced Standing/Prior Learning Fee – Rogers State University is requesting an increase in this fee to $35 per credit hour, from $12 per credit hour. Additional revenue of approximately $30,000 will offset cost of student record management personnel and systems.

International Student Fee – Rogers State University is requesting an increase in this fee to $250 per semester, from $15 per semester. This increase will pay for increasing cost of administration of international students. Additional revenue of approximately $43,000 is projected and will be used to offset cost of international student administration and related support.

Enrollment Fee – Rogers State University is requesting a new Enrollment Fee of $45 to replace the existing Application Fee of $20. Changing the fee base from point of application to point of enrollment will reduce barriers to prospective student applicants and allow the cost of the fee to become eligible for funding from scholarship or other means of financial aid. No additional net revenue is projected, as this fee will offset the elimination of the Application Fee, as described below.

Application Fee – Rogers State University is requesting the elimination of the Application Fee to mitigate barriers to admission for prospective students, and replaced with an Enrollment Fee, as described above.
AGENDA ITEM 3

ISSUE: HOUSING RATES – RSU

ACTION PROPOSED:

President Rice recommends the Board of Regents approve the proposed housing rates effective August 1, 2020.

BACKGROUND AND/OR RATIONALE:

Rogers State University’s residence hall rates are competitive to similar facilities at other higher education institutions and the University is the only regional public institution in the Tulsa Metropolitan area to offer residential housing on campus. Renovations and repairs to all of the housing complexes continue on an annual basis in order to offer our students the best and most appealing student housing in the area.

The current housing rates will allow the University to continue to offer options and remain as affordable as possible. Living on campus will remain an attractive option for our student population.

There are no housing rate changes to Ledbetter Family Housing, Downs Family Housing, University Village A, University Village B, University Village C, or Athletic Camps. Housing rates are per semester and become effective August 1, 2020.

<table>
<thead>
<tr>
<th>Rates 2020-2021</th>
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<tbody>
<tr>
<td>Ledbetter Family Housing, Fall/Spring</td>
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<tr>
<td>Ledbetter Family Housing, Summer</td>
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<tr>
<td>University Village A, 4 Person Suite, Fall/Spring</td>
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<tr>
<td>University Village A, 4 Person Suite, Summer</td>
</tr>
<tr>
<td>University Village B, 4 Person Suite, Fall/Spring</td>
</tr>
<tr>
<td>University Village B, 4 Person Suite, Summer</td>
</tr>
<tr>
<td>University Village B, 2 Person Suite, Fall/Spring</td>
</tr>
<tr>
<td>University Village B, 2 Person Suite, Summer</td>
</tr>
<tr>
<td>University Village B, 2 Person Suite Private, Fall/Spring</td>
</tr>
<tr>
<td>University Village B, 2 Person Suite Private, Summer</td>
</tr>
<tr>
<td>University Village B, 1 Person Suite, Fall/Spring</td>
</tr>
<tr>
<td>University Village B, 1 Person Suite, Summer</td>
</tr>
<tr>
<td>University Village C, Semi-Private, Fall/Spring</td>
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<tr>
<td>University Village C, Semi-Private, Summer</td>
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<tr>
<td>University Village C, Private, Fall/Spring</td>
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<tr>
<td>University Village C, Private, Summer</td>
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<tr>
<td>Downs Family Housing, Fall/Spring</td>
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<tr>
<td>Downs Family Housing, Summer</td>
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<tr>
<td>Guard Officer Leadership Development</td>
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<tr>
<td>Fall/Spring</td>
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<tr>
<td>Summer</td>
</tr>
</tbody>
</table>
There are no rate increases for summer camps, conference rates, athletic camps, laundry fees, or cleaning fee for University Village C.

<table>
<thead>
<tr>
<th>Rates 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Village A, Single</td>
</tr>
<tr>
<td>University Village A, Double</td>
</tr>
<tr>
<td>University Village B, Single</td>
</tr>
<tr>
<td>University Village B, Double</td>
</tr>
<tr>
<td>University Village C, Single</td>
</tr>
<tr>
<td>University Village C, Double</td>
</tr>
<tr>
<td>Athletic Camps</td>
</tr>
<tr>
<td>University Village C, Cleaning Fee</td>
</tr>
<tr>
<td>Per Semester Laundry Fee</td>
</tr>
</tbody>
</table>
AGENDA ITEM 4

ISSUE: MEAL PLAN RATES – RSU

ACTION PROPOSED:

President Rice recommends the Board of Regents approve the proposed meal plan rates effective August 1, 2020.

BACKGROUND AND/OR RATIONALE:

Rogers State University students who live in campus housing and students who are residents in family housing who receive University funded meal plan scholarships are required to participate in the University’s food service program. The University offers three different meal plans with a combination of meals per week and a flex dollar account for residents in University Village A, B and C. A fourth plan with a block of meals per semester with a flex dollar account is available to residents in University Village A and Village B with full-service kitchens and to residents in family housing who receive a University funded meal plan. Participation in the food service program ensures residential students access to balanced and nutritional meals and the experience of campus residential living with an on-campus dining environment. In addition to food services offered in the Chapman Hall dining facility, a café/convenience store/coffee and juice bar is available within the Dr. Carolyn Taylor Center.

The University is recommending resident meal plans and commuter plans for fiscal year 2020-2021 which includes a 4.3% increase in meal plans. The 4.3% increase is $75.00 per semester for meal plans A, B and C and $64.00 per semester for meal plan D. Commuter 50 block meal plans and 25 block meal plans will not increase but are subject to change.

Resident Meal Plans for Fiscal Year 2020-2021:

Meal Plan A: 7 days, 18 meals per week with $100 flex dollars: $1,817 per semester
Meal Plan B: 7 days, 15 meals per week with $150 flex dollars: $1,817 per semester
Meal Plan C: 7 days, 11 meals per week with $275 flex dollars: $1,817 per semester
Meal Plan D: 135 block meals per semester with $350 flex dollars: $1,559 per semester

Commuter Meal Plans for Fiscal Year 2020-2021:

50 Block meals per semester with $75 flex dollars: $485 per semester
25 Block meals per semester with $100 flex dollars: $325 per semester
AGENDA ITEM 5

ISSUE: CONTRACTS AND GRANTS – RSU

ACTION PROPOSED:

President Rice recommends the Board of Regents ratify the awards submitted with this agenda item.

<table>
<thead>
<tr>
<th>Award Title</th>
<th>Grantor</th>
<th>Award Period</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Corp. Service Grant for Public Broadcasting</td>
<td>Corporation for Public Broadcasting</td>
<td>10/01/19-09/30/20</td>
<td>$605,174</td>
</tr>
</tbody>
</table>

BACKGROUND AND/OR RATIONALE:

In accordance with Regents’ policy, a list of awards and/or modifications in excess of $250,000 or that establish or make policy for the University, or that otherwise involve a substantial or significant service to be performed by the University are shown below.

Community Service Grant

Grantor: Corporation for Public Broadcasting

Award Period: 10/01/19-09/30/2020  $605,174

Spending Period: 10/01/19-09/30/2021 $605,174

Remainder: End of Performance Period $0

The Community Service Grant is used primarily for staff salaries and for operations of RSU Public Television.
AGENDA ITEM 6

ISSUE:  REFUNDING OF THE UNIVERSITY VILLAGE A (UVA) RESIDENTIAL HOUSING 2010C BONDS – RSU

ACTION PROPOSED:

President Rice recommends the Board of Regents:

I. Authorize the refunding of the University Village A (UVA) Residential Housing 2010C Series tax exempt revenue bonds in one or more Series, in amounts sufficient to redeem projected balance outstanding as of May 31, 2020, of approximately $4.9 million dollars including the cost of issuance;

II. Authorize the President, or his designee, to submit an application for inclusion under the Oklahoma State Regents for Higher Education Master Lease for UVA not to exceed $4.9 million; and

III. Authorize the President or his designee to execute any documents required by the Oklahoma State Regents for Higher Education, Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority and to take any further action required to consummate the transactions contemplated herein.

BACKGROUND AND/OR RATIONALE:

Oklahoma State Regents for Higher Education (OSRHE) implemented the Master Lease-Purchase program to facilitate for Oklahoma colleges and universities acquisitions of long-lived assets using the lease-purchase method. OSRHE submits funding requirements periodically through the State of Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority, the conduit-financing agency, and assists in developing and executing an appropriate plan of financing. Institutions service the bond debt using current operating funds. This service provided by OSRHE reduces the time and effort that would otherwise be required for an institution to finance the acquisition of a major asset or refunding of existing debt.

Rogers State University has the opportunity of refunding the University Village A (UVA) Residential Housing 2010C Series tax exempt revenue bonds through the Master Lease-Purchase Program with potential savings of $840,000 over the 14 years remaining on the original bonds. The size of the bonds and actual savings are subject to market conditions at the time of refunding. Anticipated closing date is June 1, 2020.

The institution has sufficient funds to meet the annual bond debt payments.
AGENDA ITEM 7

ISSUE:  REFUNDING OF THE UNIVERSITY VILLAGE B (UVB) RESIDENTIAL HOUSING 2010A BONDS – RSU

ACTION PROPOSED:

President Rice recommends the Board of Regents:

I. Authorize the refunding of the University Village B (UVB) Residential Housing 2010A Series tax exempt revenue bonds in one or more Series, in amounts sufficient to redeem projected balance outstanding as of May 31, 2020, of approximately $9.3 million dollars including the cost of issuance;

II. Authorize the President, or his designee, to submit an application for inclusion under the Oklahoma State Regents for Higher Education Master Lease for UVB not to exceed $9.3 million; and

III. Authorize the President or his designee to execute any documents required by the Oklahoma State Regents for Higher Education, Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority and to take any further action required to consummate the transactions contemplated herein.

BACKGROUND AND/OR RATIONALE:

Oklahoma State Regents for Higher Education (OSRHE) implemented the Master Lease-Purchase program to facilitate for Oklahoma colleges and universities acquisitions of long-lived assets using the lease-purchase method. OSRHE submits funding requirements periodically through the State of Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority, the conduit-financing agency, and assists in developing and executing an appropriate plan of financing. Institutions service the bond debt using current operating funds. This service provided by OSRHE reduces the time and effort that would otherwise be required for an institution to finance the acquisition of a major asset or refunding of existing debt.

Rogers State University has the opportunity of refunding the University Village B (UVB) Residential Housing 2010A Series tax exempt revenue bonds through the Master Lease-Purchase Program with potential savings of $1,350,000 over the 20 years remaining on the original bonds. The size of the bonds and actual savings are subject to market conditions at the time of refunding. Anticipated closing date is June 1, 2020.

The institution has sufficient funds to meet the annual bond debt payments.
AGENDA ITEM 8

ISSUE: REFUNDING OF THE BAIRD HALL CLASSROOM 2010A BONDS – RSU

ACTION PROPOSED:

President Rice recommends the Board of Regents:

I. Authorize the refunding of the Baird Hall Classroom 2010A Series tax exempt revenue bonds in one or more Series, in amounts sufficient to redeem projected balance outstanding as of May 31, 2020, of approximately $1.6 million dollars including the cost of issuance;

II. Authorize the President, or his designee, to submit an application for inclusion under the Oklahoma State Regents for Higher Education Master Lease for the Baird Hall Classroom not to exceed $1.6 million; and

III. Authorize the President or his designee to execute any documents required by the Oklahoma State Regents for Higher Education, Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority and to take any further action required to consummate the transactions contemplated herein.

BACKGROUND AND/OR RATIONALE:

Oklahoma State Regents for Higher Education (OSRHE) implemented the Master Lease-Purchase program to facilitate for Oklahoma colleges and universities acquisitions of long-lived assets using the lease-purchase method. OSRHE submits funding requirements periodically through the State of Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority, the conduit-financing agency, and assists in developing and executing an appropriate plan of financing. Institutions service the bond debt using current operating funds. This service provided by OSRHE reduces the time and effort that would otherwise be required for an institution to finance the acquisition of a major asset or refunding of existing debt.

Rogers State University has the opportunity of refunding the Baird Hall Classroom 2010A Series tax exempt revenue bonds through the Master Lease-Purchase Program with potential savings of $57,000 over the 5 years remaining on the original bonds. The size of the bonds and actual savings are subject to market conditions at the time of refunding. Anticipated closing date is June 1, 2020.

The institution has sufficient funds to meet the annual bond debt payments.
AGENDA ITEM 9

ISSUE:  REFUNDING OF THE ATHLETIC FACILITIES 2011A BONDS – RSU

ACTION PROPOSED:

President Rice recommends the Board of Regents:

I. Authorize the refunding of the Athletic Facilities 2011A Series tax exempt revenue bonds in one or more Series, in amounts sufficient to redeem projected balance outstanding as of May 31, 2020, of approximately $3.3 million dollars including the cost of issuance;

II. Authorize the President, or his designee, to submit an application for inclusion under the Oklahoma State Regents for Higher Education Master Lease for Athletic Facilities not to exceed $3.3 million; and

III. Authorize the President or his designee to execute any documents required by the Oklahoma State Regents for Higher Education, Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority and to take any further action required to consummate the transactions contemplated herein.

BACKGROUND AND/OR RATIONALE:

Oklahoma State Regents for Higher Education (OSRHE) implemented the Master Lease-Purchase program to facilitate for Oklahoma colleges and universities acquisitions of long-lived assets using the lease-purchase method. OSRHE submits funding requirements periodically through the State of Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority, the conduit-financing agency, and assists in developing and executing an appropriate plan of financing. Institutions service the bond debt using current operating funds. This service provided by OSRHE reduces the time and effort that would otherwise be required for an institution to finance the acquisition of a major asset or refunding of existing debt.

Rogers State University has the opportunity of refunding the Athletic Facilities 2011A Series tax exempt revenue bonds through the Master Lease-Purchase Program with potential savings of $470,000 over the 16 years remaining on the original bonds. The size of the bonds and actual savings are subject to market conditions at the time of refunding. Anticipated closing date is June 1, 2020.

The institution has sufficient funds to meet the annual bond debt payments.
AGENDA ITEM 10

ISSUE: ACADEMIC PERSONNEL ACTION(S) – RSU

ACTION PROPOSED:

President Rice recommends approval of the academic personnel actions listed below. An executive session pursuant to Section 307B.1 of the Open Meeting Act may be proposed.

RESIGNATION(S):

Rainey, Susan., M.F.A., Assistant Professor, Department of Fine Arts, effective December 31, 2019.

RETIREMENT(S):

Katz-Amburn, Sue, Ph.D., Professor, Department of Biology, effective May 31, 2020.
AGENDA ITEM 11

ISSUE: RATIFICATION FOR ADMINISTRATIVE PERSONNEL ACTION(S) – RSU

ACTION PROPOSED:

President Rice recommends the Board of Regents ratify the approval of the administrative and professional personnel actions listed below. Approval was granted by Chairman Rainbolt on December 16, 2019 so these critical hires could be completed. An executive session pursuant to Section 307B.1 of the Open Meeting Act may be proposed.

APPOINTMENT(S):

Goltra, III, Robert, Ed.D, Vice President for Student Affairs, salary at an annualized rate of $110,000 for 12 months, effective January 6, 2020.

Rasor, Robert Mark, Ed.D, Vice President for Administrative & Finance and Audit, salary at an annualized rate of $150,000 for 12 months, effective January 15, 2020.
AGENDA ITEM 12

ISSUE: EXECUTIVE SESSION – RSU

ACTION PROPOSED:

Proposed Executive Session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(4) and/or 25 O.S. § 307(B)(1) for the following discussion purposes:

a. Confidential communications between the Board and its attorney(s) concerning pending research or financial investigation(s) and/or claims, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
b. Confidential communications between the Board and its attorney(s) concerning potential claim(s) involving real estate operations, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to process the claim(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
c. Confidential communications between the Board and its attorney(s) concerning pending personnel claims, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
d. Confidential communications between the Board and its attorney(s) concerning pending negligence claims, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
e. Routine, periodic review of University President(s) as authorized under 25 O.S. § 307(B)(1);
f. Discussion of filed litigation against the University, including the following cases and/or claims where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4):

None.
Agenda Items for CAMERON UNIVERSITY
AGENDA ITEM 1

ISSUE: SUBSTANTIVE PROGRAM CHANGES – CU

ACTION PROPOSED:

President McArthur recommends the Board of Regents approve the proposed changes to the Cameron University academic programs.

BACKGROUND AND/OR RATIONALE:

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution’s governing board for approval before being forwarded to the State Regents for consideration. The changes in the academic programs presented below have been approved by the President, upon recommendations of the appropriate faculty, academic unit and dean, the Curriculum Committee or Graduate Council, and the Vice President for Academic Affairs. The changes are being submitted to the Board of Regents for approval prior to submission to the State Regents.

1. PROGRAM: A.A.S. in Criminal Justice

   PROPOSED CHANGE: Addition of Online Delivery Instruction Mode

   COMMENTS: Student demand for online programs at Cameron University continues to increase. Offering this program in an online format in addition to the traditional, face-to-face format will afford the opportunity to advance this degree program and increase opportunities for degree completion to students across the region and state. The addition of the online program will allow students greater flexibility in taking courses as well as increase transferability among Criminal Justice programs in the state. One hundred percent online delivery will not adversely affect program rigor and quality given the faculty members’ extensive knowledge and experience with distance education methods and their dedication to acquiring advanced skill sets in using online technologies. Faculty members will provide instruction and guidance as needed to students through Blackboard and Collaborate, and tutoring through Tutor.com. By moving the program fully online, students will have a better opportunity to finish their degrees in their chosen format, improving their chances for economic and career goal success. Total hours required for the major and degree will not change. No additional funds are requested.

2. PROGRAM: A.A.S. in Respiratory Care

   PROPOSED CHANGE: Program Requirement Changes

   COMMENTS: For the General Education category, one course in behavioral science will be replaced with an existing course in biological sciences. Two existing courses will be added to the list of course choices to fulfill the chemistry requirement. Total hours required for General Education will increase from 25 hours to 26-27 hours.

   For the Support course category, one course will be deleted from the program and the course catalog. Total hours required for the category will decrease from 5 to 3.
For the Technical-Occupational Specialty category, one new course will be added to the program and the course catalog, and two courses will be renumbered, resulting in no net change in hours required for the category. Total hours required for the category will not change.

The requested changes address feedback given by the accrediting body and better prepare students for careers in the field. Total hours required for the program will change from 70-73 hours to 71-73 hours. No additional funds are requested.

3. PROGRAM: A.S. in Business

PROPOSED CHANGE: Addition of Online Delivery Instruction Mode

COMMENTS: Student demand for online programs at Cameron University continues to increase. Offering this program in an online format in addition to the traditional, face-to-face format will afford the opportunity to advance this degree program and increase opportunities for degree completion to students across the region and state. The addition of the online program will allow students greater flexibility in taking courses as well as increase transferability among Business programs in the state. One hundred percent online delivery will not adversely affect program rigor and quality given the faculty members’ extensive knowledge and experience with distance education methods and their dedication to acquiring advanced skill sets in using online technologies. Faculty members will provide instruction and guidance as needed to students through Blackboard and Collaborate, and tutoring through Tutor.com. By moving the program fully online, students will have a better opportunity to finish their degrees in their chosen format, improving their chances for economic and career goal success. Total hours required for the major and degree will not change. No additional funds are requested.

4. PROGRAM: A.S. in Interdisciplinary Studies

PROPOSED CHANGE: Program Requirement Changes

COMMENTS: Current program-specific admission requirements will be removed. Additionally, requirements for a minimum of 3 hours to be completed in residence in both the primary and secondary disciplines (6 hours total) and 12 hours after program admission will be removed. One existing course used to fulfill the computer literacy requirement will be replaced by a more appropriate course currently required in the major. The requested changes will remove barriers to students wishing to enter and complete this program and further streamline the program. Total hours required for the major and degree will not change. No additional funds are requested.

5. PROGRAM: B.B.A. in Business Administration

PROPOSED CHANGE: Addition of Online Delivery Instruction Mode

COMMENTS: Student demand for online programs at Cameron University continues to increase. Offering this program in an online format in addition to the traditional, face-to-face format will afford the opportunity to advance this degree program and increase opportunities for degree completion to students across the region and state. The addition of the online program will allow students greater flexibility in taking courses as well as increase transferability among Business Administration programs in the state. One hundred percent online delivery will not adversely affect program rigor and quality given the faculty members’ extensive knowledge and experience with distance education methods and their dedication to
acquiring advanced skill sets in using online technologies. Faculty members will provide instruction and guidance as needed to students through Blackboard and Collaborate, and tutoring through Tutor.com. By moving the program fully online, students will have a better opportunity to finish their degrees in their chosen format, improving their chances for economic and career goal success. Total hours required for the major and degree will not change. No additional funds are requested.

6. PROGRAM: B.S. in Biology

PROPOSED CHANGE: Program Requirement Changes

COMMENTS: One course currently required in the Additional Requirements category for all options in the major will be removed. The requested change removes a course that is no longer needed for the program. Total hours in the category will change from 25-37 hours to 22-34 hours. Total hours required for the major and degree will not change. No additional funds are requested.

7. PROGRAM: B.S. in Criminal Justice

PROPOSED CHANGE: Addition of Online Delivery Instruction Mode

COMMENTS: Student demand for online programs at Cameron University continues to increase. Offering this program in an online format in addition to the traditional, face-to-face format will afford the opportunity to advance this degree program and increase opportunities for degree completion to students across the region and state. The addition of the online program will allow students greater flexibility in taking courses as well as increase transferability among Criminal Justice programs in the state. One hundred percent online delivery will not adversely affect program rigor and quality given the faculty members’ extensive knowledge and experience with distance education methods and their dedication to acquiring advanced skill sets in using online technologies. Faculty members will provide instruction and guidance as needed to students through Blackboard and Collaborate, and tutoring through Tutor.com. By moving the program fully online, students will have a better opportunity to finish their degrees in their chosen format, improving their chances for economic and career goal success. Total hours required for the major and degree will not change. No additional funds are requested.

8. PROGRAM: B.S. in Interdisciplinary Studies

PROPOSED CHANGE: Program Requirement Changes

COMMENTS: Current program-specific admission requirements will be removed. Additionally, requirements for a minimum of 3 hours to be completed in residence in both the primary and secondary disciplines (6 hours total) and 12 hours after program admission will be removed. One existing course used to fulfill the computer literacy requirement will be replaced by a more appropriate course currently required in the major. The requested changes will remove barriers to students wishing to enter and complete this program and further streamline the program. Total hours required for the major and degree will not change. No additional funds are requested.

9. PROGRAM: B.S. in Sports and Exercise Science

PROPOSED CHANGE: Addition of Online Delivery Instruction Mode
Student demand for online programs at Cameron University continues to increase. Offering this program in an online format in addition to the traditional, face-to-face format will afford the opportunity to advance this degree program and increase opportunities for degree completion to students across the region and state. The addition of the online program will allow students greater flexibility in taking courses as well as increase transferability among Sports and Exercise Science programs in the state. One hundred percent online delivery will not adversely affect program rigor and quality given the faculty members’ extensive knowledge and experience with distance education methods and their dedication to acquiring advanced skill sets in using online technologies. Faculty members will provide instruction and guidance as needed to students through Blackboard and Collaborate, and tutoring through Tutor.com. By moving the program fully online, students will have a better opportunity to finish their degrees in their chosen format, improving their chances for economic and career goal success. Total hours required for the major and degree will not change. No additional funds are requested.

10. PROGRAM: M.Ed. in Reading

PROPOSED CHANGE: Addition of Online Delivery Instruction Mode

Student demand for online programs at Cameron University continues to increase. Offering this program in an online format in addition to the traditional, face-to-face format will afford the opportunity to advance this degree program and increase opportunities for degree completion to students across the region and state. The addition of the online program will allow students greater flexibility in taking courses as well as increase transferability among M.Ed. in Reading programs in the state. One hundred percent online delivery will not adversely affect program rigor and quality given the faculty members’ extensive knowledge and experience with distance education methods and their dedication to acquiring advanced skill sets in using online technologies. Faculty members will provide instruction and guidance as needed to students through Blackboard and Collaborate, and tutoring through Tutor.com. By moving the program fully online, students will have a better opportunity to finish their degrees in their chosen format, improving their chances for economic and career goal success. Total hours required for the major and degree will not change. No additional funds are requested.

11. PROGRAM: M.S. in Behavioral Sciences (General Psychology Track)

PROPOSED CHANGE: Addition of Online Delivery Instruction Mode

COMMENTS: Student demand for online programs at Cameron University continues to increase. Offering this program in an online format in addition to the traditional, face-to-face format will afford the opportunity to advance this degree program and increase opportunities for degree completion to students across the region and state. The addition of the online program will allow students greater flexibility in taking courses as well as increase transferability among M.S. in Behavioral Sciences, General Psychology track, programs in the state. One hundred percent online delivery will not adversely affect program rigor and quality given the faculty members’ extensive knowledge and experience with distance education methods and their dedication to acquiring advanced skill sets in using online technologies. Faculty members will provide instruction and guidance as needed to students through Blackboard and Collaborate, and tutoring through Tutor.com. By moving the program fully online, students will have a better opportunity to finish their degrees in their chosen format, improving their chances for economic and career goal success. Total hours required for the major and degree will not change. No additional funds are requested.
AGENDA ITEM 2

ISSUE: FOOD SERVICES RATES FOR FISCAL YEAR 2021 – CU

ACTION PROPOSED:

President McArthur recommends the Board of Regents approve the rates for board and commuter meal plans effective August 1, 2020.

BACKGROUND AND/OR RATIONALE:

Cameron University requires students who live in campus housing to participate in the University’s food service program. Students residing in the Shepler residence halls are required to purchase a board plan. Students living in Cameron Village residential apartments are required to purchase a dining/convenience plan that provides a different combination of meals per week and a “Flex” dollar account. The requirement to participate in a food service plan ensures residential students access to balanced and nutritional meals each week of the semester, as well as the opportunity to build community in an on-campus dining environment.

Over the past few years, the University’s food service costs have increased between 2.0% and 8.0% each year. Board and commuter plans have not been increased since fiscal year 2017. The proposed rate increase is requested to ensure student access to quality food at times convenient to them and to offset increased costs associated with the University’s food service contract. The proposal also includes a $150 increase in Flex dollars for the 5 meal plan that is only available to residents of Cameron Village and two additional plan options for commuters.

Current and proposed semester rates are:

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Current Rate</th>
<th>Proposed Increase</th>
<th>Proposed Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Meals Per Week, $300 Flex</td>
<td>$1,615</td>
<td>$65</td>
<td>$1,680</td>
</tr>
<tr>
<td>10 Meals Per Week, $325 Flex</td>
<td>1,525</td>
<td>60</td>
<td>1,585</td>
</tr>
<tr>
<td>8 Meals Per Week, $400 Flex</td>
<td>1,515</td>
<td>60</td>
<td>1,575</td>
</tr>
<tr>
<td>5 Meals Per Week, $550 Flex*</td>
<td>915</td>
<td>185</td>
<td>1,100</td>
</tr>
</tbody>
</table>

*Available to Cameron Village residents only.

Current and proposed rates for commuter plans are:

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Current Rate</th>
<th>Proposed Increase</th>
<th>Proposed Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commuter – 10 Meals</td>
<td>$66</td>
<td>$3</td>
<td>$69</td>
</tr>
<tr>
<td>Commuter – 30 Meals</td>
<td>190</td>
<td>8</td>
<td>198</td>
</tr>
<tr>
<td>Commuter – 50 Meals</td>
<td>0</td>
<td>0</td>
<td>315</td>
</tr>
<tr>
<td>Commuter – 80 Meals</td>
<td>0</td>
<td>0</td>
<td>480</td>
</tr>
</tbody>
</table>

Cameron’s average rate for room and board during the 2019-2020 academic year is 57.2% less than the national average rate of $11,510 for public four-year institutions. With the proposed average increase of 4% for food services, Cameron students will continue to pay less than most students at comparable universities in the state and significantly less than the national average.
AGENDA ITEM 3

ISSUE: HOUSING RATES FOR FISCAL YEAR 2021 – CU

ACTION PROPOSED:

President McArthur recommends the Board of Regents approve the proposed room rates for Shepler residence hall rooms and Cameron Village residential apartments effective August 1, 2020.

BACKGROUND AND/OR RATIONALE:

The Cameron Village apartments opened in August 2005 while the Shepler Center residence halls opened in 1969. Cameron’s apartments and residence hall rates remain lower than the rates of similar facilities at peer institutions.

Room rates for both Cameron Village and the Shepler residence halls have not changed since fiscal year 2017. The requested average four percent increase will allow the University to provide the required maintenance for each of these facilities while maintaining an affordable living environment.

Current and proposed semester room rates are:

<table>
<thead>
<tr>
<th></th>
<th>Current Rate</th>
<th>Proposed Increase</th>
<th>Proposed Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shepler, Double</td>
<td>$1,111</td>
<td>$44</td>
<td>$1,155</td>
</tr>
<tr>
<td>Shepler, Single</td>
<td>1,661</td>
<td>64</td>
<td>1,725</td>
</tr>
<tr>
<td>CV, 4 Bedroom Apartment</td>
<td>2,800</td>
<td>110</td>
<td>2,910</td>
</tr>
<tr>
<td>CV, 2 Bedroom Apartment</td>
<td>3,215</td>
<td>130</td>
<td>3,345</td>
</tr>
</tbody>
</table>

All semester rates include the required fees for parking, unlimited laundry, cable television, internet, and the Residence Hall Association.

Current and proposed summer rates are:

<table>
<thead>
<tr>
<th></th>
<th>Current Rate</th>
<th>Proposed Increase</th>
<th>Proposed Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV, 4 Bedroom Apartment</td>
<td>$1,440</td>
<td>$55</td>
<td>$1,495</td>
</tr>
<tr>
<td>CV, 2 Bedroom Apartment</td>
<td>1,710</td>
<td>65</td>
<td>1,775</td>
</tr>
</tbody>
</table>

Summer housing is not offered in Shepler Residence Halls.
AGENDA ITEM 4

ISSUE: REVISIONS TO CU EMPLOYEE HANDBOOK – CU

ACTION PROPOSED:

President McArthur recommends the Board of Regents approve revisions to the Cameron University Employee Handbook.

BACKGROUND AND/OR RATIONALE:

Revisions to the University’s Employee Handbook are necessary to align with recent revisions to the Faculty Handbook and Undergraduate Catalog. In addition, minor changes are needed to correct scrivener’s errors and to update overtime pay information.

The revisions include:

- Updating institutional mission and purposes.
- Eliminating sections that are no longer relevant or sections that are redundant.
- Updating the pay period at which overtime compensation is paid for non-exempt employees.
- Clarifying the Affirmative Action Plan.

The revised Employee Handbook is attached with the proposed revisions noted. The Table of Contents, references, and formatting will be updated upon Board approval.

The proposed revisions have been reviewed by the Office of Legal Counsel.
This Employee Handbook is provided to employees and supervisors to serve as a general guide to the administration of human resource policies. It should be used as a reference for interpreting the variety of individual situations that can occur in the workplace. Moreover, it is expected that supervisors will apply these policies equitably.

Occasions may arise when the collective judgment of the Board of Regents of the University of Oklahoma requires the Board to act independently in the development and implementation of policies and procedures. In acknowledging the revision of Cameron University’s Employee Handbook, the Board of Regents is not waiving or restricting its lawful power, duty, and responsibility to act at any future time upon its own will and judgment independent of any other source or party to establish policies, regulations, and procedures and to implement other decisions of the Board. In such instances, affected personnel will be informed through the official public record where such actions were approved.

In the event of a discrepancy between this Employee Handbook and a Cameron University policy, a University of Oklahoma Board of Regents CU/RSU Policy, or an Oklahoma State Regents for Higher Education policy, the latter policies will govern.

The Employee Handbook will be updated on a regular basis, and the University reserves the right to change or modify any of these policies and procedures with or without prior notice at any time. Furthermore, due to time lapses, new policies and/or procedures may not be consistent with the current printing of the Handbook. Revised or new policies and/or procedures will supersede previous policies where discrepancies exist. New or changed policies will be distributed to University constituencies in a timely fashion; however, it is the employee’s responsibility to verify current policy and/or procedures. Up-to-date information or answers to human resource questions not directly addressed in this Handbook may be obtained from the Human Resources Office.

THIS HANDBOOK IS NOT INTENDED TO BE, AND SHOULD NOT BE INTERPRETED AS, A CONTRACT BETWEEN THE UNIVERSITY AND ANY EMPLOYEE. THE CONTENTS INCLUDED IN THIS HANDBOOK IN NO WAY MODIFY OR AMEND THE RIGHT OF THE UNIVERSITY AS AN AT-WILL EMPLOYER IN ORIGINATING OR TERMINATING EMPLOYMENT.
EQUAL OPPORTUNITY POLICY

The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, age, religion, political beliefs, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and education services.

This notice is provided as required by Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated Equal Opportunity Officer and Compliance Coordinator at 210 Howell Hall, 2800 West Gore Boulevard, Lawton, Oklahoma 73505-6377.
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SECTION 1 – INTRODUCTION

1.1 HISTORY OF CAMERON UNIVERSITY

The history of the University corresponds to The evolution of Cameron University closely parallels the history of the area it serves in Southwest Oklahoma. It was founded by the Oklahoma Legislature in 1908 as the Cameron State School of Agriculture, one of six agricultural high schools in the state, and placed under the jurisdiction of the State Commission of Agriculture and Industrial Education. The University was named for E.D. Cameron, the first State Superintendent of Schools.

The University, Cameron, added junior college work in 1927 when local needs demanded access to higher education. With the changed function came the name Cameron State Agricultural College. It became solely a college in 1941 when the Oklahoma State System of Higher Education was formed—the University and Cameron joined the a group of institutions governed by the Board of Regents for Oklahoma A & M Colleges.

Baccalaureate degrees were authorized in 1966 by the Oklahoma State Regents for Higher Education (“State Regents”), following action by the Legislature. In May 1970, the first baccalaureate bachelor’s degrees were awarded. The University’s institution’s name was changed to Cameron College in 1971 and was further amended to Cameron University in 1974.

In 1988, the Oklahoma State Regents for Higher Education expanded the University’s functions to include offerings at the master’s degree level. TheThis change in function was the first granted to an Oklahoma institution since the University Cameron was given authority to offer bachelor’s degrees more than 20 years earlier. The first master’s degrees were awarded in May of 1990.

In recognition that the University’s mission had become significantly more complex and predominantly urban, on June 1, 1992, the governance of the University was transferred by the Oklahoma Legislature to the governing board for the University of Oklahoma. The Board of Regents of the University of Oklahoma (“Board of Regents”). With the transfer of governance came new affiliations between the University Cameron and the University of Oklahoma, which have broadened and strengthened academic offerings by both institutions. Governance of Rogers State University was similarly transferred to the Board of Regents in 1998. In 2003, the Duncan Higher Education Center became CU-Duncan when the Oklahoma State Legislature declared it a branch campus under state law.

The aim of the University is to extend itself into the social, cultural, and economic fiber of the community it serves in Southwest Oklahoma. While instruction remains the primary institutional focus, the faculty and staff increasingly interact with constituencies in response to needs for research, technology transfer, and educational services. Telecommunications and interactive technology are increasingly important in the delivery of those services, and more instruction is being provided off campus. Technology and automation have also become increasingly important means for the delivery of instructional, administrative, library, and information services both on and off campus. Like their histories, the futures of the University and Southwest Oklahoma are one. The relationship that has brought more than a century of progress will continue to prosper well into the 21st Century.

1.2 TYPE OF INSTITUTION

Cameron University is a state-supported, regional institution, which is assigned Southwest Oklahoma as its primary service area. Oklahoma regional University functions are defined by the Oklahoma State Regents for Higher Education as (1) both lower-division and upper-division undergraduate study in several fields leading to the associate degree and the bachelor’s degree; (2) a limited number of programs leading toward the first-professional degree when appropriate to the institution's strengths and the needs of the state; (3) graduate study below the doctoral degree level, primarily in teacher education, business, and behavioral science; (4) extension and public service responsibilities in the geographic regions in which they are located; (5) responsibility for institutional and applied research in those areas related closely to their program assignments; and (6) responsibility for regional programs of economic development. In addition, Cameron is assigned to provide programs of instruction for military personnel, including those stationed at Ft. Sill and at other military installations in the region.

1.3 CAMERON UNIVERSITY MISSION STATEMENT

Cameron University provides a diverse and dynamic student body access to quality educational opportunities; fosters a student-centered academic environment that combines innovative classroom teaching with experiential learning; prepares students for professional success, responsible citizenship, life-long learning, and meaningful contributions to a rapidly changing world; and is a driving force in the cultural life and economic development of the region.

Core Values

We Value Cameron University values:

- Student learning as our top priority
- Excellence in teaching, scholarship, service, and mentoring:
  - Investing in people: The growth and development of our students, faculty and staff in a learning environment based on integrity, respect, and ethical behavior that encourages and provides opportunities for professional improvement
• Leadership in our community and region that emphasizes;
  o Stimulating economic development
  o Forming partnerships and collaborative relationships
  o Providing cultural and social development
  o Serving the community and region by sharing our expertise

• Shared governance that includes:
  o Emphasizing teamwork
  o Facilitating open and effective communication
  o Providing opportunities for active participation by all constituencies

• Diversity among our students, faculty, and staff as demonstrated by:
  o Providing access to educational and teaching opportunities for all constituents
  o Promoting tolerance through a free and open exchange of ideas

• Responsible stewardship of public and private resources, the public trust, and Cameron’s future that includes:
  o Focusing resources to achieve optimal student learning
  o Increasing student access to quality higher education
  o Establishing a reliable stream of public and private revenue
  o Holding administrative costs to a minimum
  o Enhancing alumni involvement
  o Providing accountability in key areas such as student learning and management of resources.

1.4 STATEMENT OF INSTITUTIONAL PURPOSES

In pursuit of its mission, the University has established three areas of commitment and service:

Education for Effective Living

The University’s program of education for effective living is designed to provide common experiences that are needed by all citizens. The program’s objectives are to encourage students to think clearly, creatively, and critically about those problems confronting the individual and society; to stimulate students to seek more knowledge, to develop more tolerance, and to acquire greater awareness of the world community; to assist students in making contributions to the groups of which society is composed; and to foster within students the desire to continue the pursuit of knowledge whereby a better understanding of self and society is afforded. The University facilitates these objectives through required general education courses in communications, mathematics, natural sciences, American history and political science, humanities, behavioral science, economics, physical activities, and through a program of student services.

Education for Specialized Fields of Endeavor

The purpose of specialized education is to develop the technical and professional competencies of individuals in order that they meet the demands and requirements of modern professions. The University is committed to specialized education in four realms:

• Baccalaureate Degree Programs
  Baccalaureate degree programs provide for a comprehensive background and concentrated investigation in one or more disciplines. These curricula prepare students for entrance into professions, for further professional training, or for graduate study. The University facilitates such objectives by offering curricula leading to the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Specialty.

• Associate Degree Programs
  The University recognizes that educational and occupational preparation in post-secondary programs having less than a baccalaureate objective is an essential part of meeting the objectives of the University and the needs of individuals and society. The University facilitates such objectives by offering curricula culminating in Associate in Applied Science degrees and Associate in Science degrees.
Teacher Education
The purpose of the teacher education program is to assist in the development of effective members of the teaching profession. The University facilitates this objective by offering both course work and practical experiences in professional teacher education curricula and in specialized programs in Early Childhood Education, Elementary Education, Secondary Education, and Elementary-Secondary Education. Students who have successfully completed these programs may be recommended to the State Department of Education for Oklahoma state teaching credentials at the early childhood, elementary, secondary, or elementary-secondary level.

Graduate Degree Programs
The graduate degree programs are designed to offer opportunities for advanced learning, professional preparation, economic enhancement, and personal development through concentrated and detailed study and research in any of several academic disciplines appropriate to persons living in Southwest Oklahoma. The University facilitates such objectives by offering curricula leading to master's degrees.

Education Through Community Service
The University serves individuals, businesses, industries, and professions in the service area by making available, on campus and in the community, facilities and personnel who organize, promote, and participate in both credit and non-credit conferences, institutes, workshops, and vocational and extension courses. In addition, individual University personnel serve as resource persons for the community. The University also provides facilities and personnel for lectures, musical and dramatic productions, art exhibits, and intercollegiate athletics. The University supports research projects appropriate to the University and outside agencies.

1.54 FUNCTIONS OF CAMERON UNIVERSITY
The functions assigned to the Cameron University by the Oklahoma State Regents for Higher Education include:

- Both lower-division and upper-division undergraduate study in several fields leading to the baccalaureate degree.
- A limited number of programs leading toward the first professional degree when appropriate to an institution's strengths and the needs of the state.
- Graduate study below the doctor's level, primarily in teacher education but moving toward limited comprehensiveness in fields related to Oklahoma's manpower needs.
- Extension and public service responsibilities in the geographic region in which the University is located.
- Responsibility for institutional and applied research in those areas related closely to program assignments.
- Responsibility for regional programs of economic development.
- Perform other functional or programmatic responsibilities as authorized by the Oklahoma State Regents for Higher Education. Criteria for consideration of programs outside of the function described herein are outlined in the State Regents OSRHE Academic Program Approval policy.

1.65 COMMITMENT TO EXCELLENCE
The faculty, the administration, and the Board of Regents are dedicated to the continued development and improvement of programs at Cameron University. The goal of the University is to provide unsurpassed higher education opportunities to the population of Southwest Oklahoma.

1.76 UNIVERSITY GOVERNANCE AND ADMINISTRATION

1.76.1 OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Cameron University is part of the Oklahoma State System of Higher Education, which was established in 1941 when the people of the State adopted an amendment to the Constitution of Oklahoma, Article XIII-A. The System is composed of all institutions of higher education supported wholly or in part by direct legislative appropriations.

The amendment also provided for establishment of the Oklahoma State Regents for Higher Education as the coordinating board of control of the system. The State Regents board is composed of nine members who are appointed by the Governor and confirmed by the State Senate. They serve nine-year overlapping terms.

Their responsibilities include prescribing standards of higher education (including those concerning the admission of students) at each institution, determining the functions and courses of study at each institution, granting degrees and other forms of academic recognition for completion of the prescribed courses of study, recommending to the Legislature the budget needs of each institution, allocating to institutions funds appropriated by the Legislature, and determining the fees for all institutions of the system (Article XIII-A, Sections 2 and 3, Constitution of Oklahoma).
Board of Regents of the University of Oklahoma, Cameron University and Rogers State University

By statutory enactment, the governance of Cameron University is vested in the Board of Regents of the University of Oklahoma. The Board of Regents is composed of seven members appointed by the Governor with the advice and consent of the State Senate. Each member is appointed to serve for seven years, except when appointed to fill an unexpired term. Meetings of the Board of Regents are open to the public. The powers and duties of the Board of Regents are set out in the Oklahoma Statutes (Article XIII, Section 8, Constitution of Oklahoma; Title 70, O.S. 2001, Section 1241, et seq.). The Board of Regents appoints the University President, charges him/her with the administration of the institution, employs personnel based on the recommendation of the President, determines policies for operation, and administers the budget.

University Administration

As the chief executive officer of the University, the President is responsible to the governing Board of Regents for the administration of the University. All authority delegated by the Board of Regents is administered through the President, who formulates an administrative structure appropriate for the management of the University and recommends its adoption to the Board of Regents. Generally, management responsibilities of the University are grouped according to function, with a vice president or equivalent University officer having administrative responsibility for such functions as academics, business and finance, student services, and development. There are many activities that overlap, requiring constant communication and coordination among administrative units. These functions are accomplished in a collegial manner through informal interaction among affected administrators, either individually or in the Executive Council, and through the operation of the University’s formal governance structure. Management of the University is dynamic; thus, the administrative structure is subject to frequent change. The administrative structure is reflected in the University’s organizational charts, which are revised and updated as necessary, but not less than once annually when submitted with the budget for approval by the Board of Regents.

Accreditation

Cameron University is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. Teacher education programs at the University are accredited by the Oklahoma Commission for Teacher Preparation. Office of Educational Quality and Accountability and the National Council for the Accreditation of Teacher Education. Educator Preparation; and the Bachelor of Arts degree with a major in music, Bachelor of Music degrees, and the Bachelor of Music Education degree are accredited by the National Association of Schools of Music. Undergraduate and graduate degree programs offered by the School of Business and Economics are accredited by the Association to Collegiate Accreditation Council for Business Schools and Programs (ACBSP). The Medical Technology curriculum is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) in cooperation with the Commission on Accreditation of Allied Health Education Programs. The Associate in Applied Science Degree in Respiratory Care is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The Associate in Applied Science Degree in Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Bachelor of Science degree with a major in Chemistry (Professional Option) offered by the Department of Physical Sciences, Chemistry, Physics and Engineering is certified by the American Chemical Society (ACS).

Physical Plant

The main campus of Cameron University is located in the city of Lawton, Oklahoma, and occupies 333 acres. The physical plant consists of facilities that vary in age from relatively new to over 75 years old. The core facilities consisting of the Library, McMahon Centennial Complex, and administrative buildings are centrally located with easy access for pedestrians or vehicular traffic. The academic facilities surround the core facilities, and all classrooms and laboratories are within five minutes’ walking time, excluding the agriculture laboratory complex. Parking lots are available to accommodate commuter students.

The outer ring of facilities consists of living accommodations, the stadium, tennis courts, baseball and softball fields, and maintenance support areas. The maximum walking time from the campus residential areas to the classroom buildings is less than 10 minutes. All facilities are within 10 minutes of the core area. The Fine Arts Complex includes a 500-seat theater and smaller performance venues. The gymnasium seats 1,100 and contains limited physical education facilities. The Fitness-Aggie Rec Center includes a swimming pool, basketball courts, racquetball courts, indoor track, and various other exercise and recreational facilities. The residence halls and Cameron Village have a cafeteria, dining room, conference rooms, meeting rooms, and capacity for approximately 750 students.

The CU-Duncan Campus has enjoyed steady growth over the past decade resulting in the doubling of both course offerings and credit hour production. Student services have been increased proportionately and facility improvements are notable. Approximately 650 students study in a facility with wireless internet, multi-media equipped classrooms, tutorial and testing services and a variety of activities for students of all ages.
The landscape for the University has been designed to unify campus space, enhance the aesthetic quality of each area, and establish a convenient pedestrian and vehicular circulation pattern. The University makes ongoing efforts towards continued expansion, modernization, and renovation of the University’s facilities to assure proper support for the students and faculty.

1.109 CONSTITUENCIES

The constituencies of Cameron University are diverse and heterogeneous. Lawton-Fort Sill is a metropolitan area with a population of 110,000 and has the educational needs of most metropolitan areas. The area surrounding Lawton is primarily rural, with farms and ranches that create demands for agriculture-oriented education. Approximately one-half of the University’s students pursue full-time education while the other one-half are part-time students. The University fulfills both senior college and community college roles. While the diverse needs of the students create unusual demands on the University, the heterogeneous aspects of the student body enhance and stimulate the academic atmosphere in the classroom.

The Oklahoma State Regents for Higher Education include the following eleven Oklahoma Counties in the Cameron University service area: Caddo; Comanche; Cotton; Grady; Greer; Harmon; Jackson; Jefferson; Kiowa; Stephens; and Tillman.
SECTION 2 – UNIVERSITY GOVERNANCE

2.1 INTRODUCTION

As a constitutional entity of the State of Oklahoma, Cameron University recognizes its responsibility to contribute to the public weal by providing a quality higher education experience in all its facets for those it serves. This responsibility is best met when all within the academic community commit their best efforts toward this end. By calling into play the best intellect, judgment, and talents of the faculty, staff, students, and administrators who comprise the Cameron community, the University can achieve a synergism that is far more powerful and effective than when individuals or separate groups act alone. It is in this spirit of institutional cooperation that those within the Cameron community commit themselves to the concepts of shared governance expressed in this document.

The Board of Regents is vested with broad powers and authority to accomplish the responsibilities of the University. It can most efficiently, effectively, and judiciously satisfy its charge under a system of shared governance that (1) provides a means for each constituent group to advise the President, and to such other administrators as may be appropriate, and (2) facilitates communication among all groups.

To achieve those goals, a structure has been established that (1) encourages wide participation in shared governance activities, (2) provides cooperative interaction among all campus constituencies in the development of policy and operating procedures in University committees and task forces, (3) designates specific responsibilities for these committees and task forces and appropriate representation in their membership, and (4) provides regular and direct communication among faculty, staff, students, and administration at all levels.

Membership on University committees and task forces is structured, and members are selected by various means, depending on the function of the committee. When these processes do not result in diversity among group members, the administration has the responsibility to modify committee membership to achieve diversity. The President can supplement the composition of University committees and task forces that are not sufficiently diverse.

2.2 OKLAHOMA STATE SYSTEM

2.2.1 CONSTITUTIONAL COORDINATING SYSTEM

The Oklahoma State System of Higher Education was created with the people's adoption of an amendment to the Oklahoma State Constitution, Article XIII-A, on March 11, 1941. The amendment provides that "All institutions of higher learning supported wholly or in part by direct legislative appropriations shall be integral parts of a unified state system to be known as the Oklahoma State System of Higher Education."

The constitutional amendment also created the Oklahoma State Regents for Higher Education as the "coordinating board of control of the Oklahoma State System of Higher Education." There are nine State Regents who are appointed to nine-year staggered terms by the Governor, with the advice and consent of the Oklahoma State Senate. Responsibilities of the State Regents generally are limited to determining the functions and courses of study for each institution, establishing standards of education, submitting budget requests for the state system to the Legislature, allocating state-appropriated and revolving funds to each institution, and setting student fees. The Chancellor of the Oklahoma State System of Higher Education serves as the chief administrative agent of the State Regents.

2.2.2 BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

The Board of Regents of the University of Oklahoma shall have the supervision, management and control of the University and shall have the following additional powers and duties:

a. Adopt such rules and regulations, as it deems necessary, to govern the University.

b. Employ and fix the compensation and duties of such personnel as it deems necessary, including architects, attorneys, engineers and other professional and technical persons, for its operation and for the operation of the University. Any such personnel having custody of public funds or other public property may be required to furnish corporate surety bonds in such amounts as may be deemed necessary by the Board of Regents, payable to the State of Oklahoma and conditioned upon a faithful accounting of all such funds and property.

c. Enter into contracts; purchase supplies, material and equipment; and incur such other expenses as may be necessary to make any of its powers effective.

d. Authorize officials of the University to act in its behalf in the making of contracts or in carrying out the powers conferred upon it.

e. Receive and make disposition of moneys, grants, and property from federal agencies, and administer the same in accordance with federal requirements.

f. Accept gifts of real and personal property, money, and other things, and use or dispose of the same in accordance with the directions of the donors or grantors thereof.
g. Direct the disposition of all moneys appropriated by the Legislature or by the Congress or derived from the sale of bonds or received from any other source by the University.

h. Acquire and take title to real and personal property in its name, on behalf of the University and convey, exchange or dispose of, or otherwise manage or control, such property in the interest of the University including the granting of leases, permits, easements, and licenses over or upon any such real property. The Board of Regents shall have the power to institute legal action in the name of the Board of Regents before any court having jurisdiction of such actions. The Board of Regents shall have the custody and control of abstracts of title and instruments affecting the ownership of or title to real property belonging to the Board of Regents, and being held by the Board on behalf of the University.

i. Have supervision and charge of the construction of all buildings at the University.

j. Determine the need for and cause to be constructed, residence halls and other buildings, on a self-liquidating basis, at the University.

k. Establish and maintain plans for tenure and retirement of employees of the Board of Regents and the University and for payment of deferred compensation of such employees; and make available health, vision, dental, life, and accidental death and disability benefits for such employees and their dependents. The Board of Regents may pay for all or a part of the cost thereof for employees, with funds available for the operation of the University. Amounts payable by an employee for such insurance or annuity contracts may, with the consent of the employee, be deducted from payroll.

l. Audit all accounts against the funds appropriated for the use and maintenance of the University, and the State Treasurer shall issue warrants for the amount of all accounts, including salaries and expenses of said Board of Regents, which shall have been audited and allowed by the Board of Regents and attested by the Secretary of the Board and the President.

m. Provide penalties and forfeitures by way of damages and otherwise for the violation of rules and regulations of the Board of Regents, which may be sued for and collected in the name of the Board of Regents before any court having jurisdiction in such actions.

n. Do all things necessary and convenient to carry out the powers expressly granted to it by the Constitution and the laws of the State, and to make the University effective for the purposes for which it is maintained and operated and the enumeration herein of certain powers and immunities of the Board of Regents shall not be construed as in derogation or as a limitation of the powers and immunities properly belonging to the Board of Regents in the government of the University.

2.3 CAMERON UNIVERSITY CAMPUS ORGANIZATION

2.3.1 CAMPUS ORGANIZATION

Within the Cameron University community are three primary stakeholders who cooperatively govern day-to-day affairs of the University and in both individual and representative capacities act as recommending and advisory bodies to the Board of Regents. Those three stakeholders include the University Administration, Faculty, and Student Body.

a. The University Administration is headed by the University President, who is the chief executive officer of the University and is directly responsible to the Board of Regents for all operations of the University. Other administrators assist the President with the management of University affairs. The Board of Regents encourages faculty, administrators, and students to make recommendations to the President regarding policy improvements and requires appropriate faculty counsel regarding recommendations for appointments, promotions, discontinuances, and retirement of faculty.

b. The Regular Faculty of the University is composed of all faculty members with regular appointments including tenured, tenure track, and non-tenure track at the ranks of Instructor, Assistant Professor, Associate Professor, and Professor. The faculty shall fulfill its duties through academic departments and/or schools, University committees, various standing committees of the Faculty Senate, and, when appropriate, through ad hoc committees from the faculty. The faculty is to be concerned with the welfare of the academic community and has a responsibility to participate in the development of policies, regulations, and procedures concerning the whole University.

c. The Graduate Faculty, in addition to those qualifications required for other faculty, shall have (1) an earned doctorate from an accredited or internationally recognized institution or a terminal degree or other appropriate academic credentials [see Faculty Handbook]; (2) the rank of Assistant Professor or above; and (3) conducted
specific forms of scholarly activity as defined in Appendix D. Appointments to the Graduate Faculty are made by the Vice President for Academic Affairs upon recommendation of the appropriate academic department chair and Dean and of the Graduate Council. Appropriate faculty counsel shall be obtained at the department or school level. Temporary appointment to the Graduate Faculty may be made for persons who have the expertise in an area which qualifies them to teach a graduate-level course, which expertise shall be defined by the Graduate Council with input from the Graduate Faculty of the appropriate school. Such temporary appointment shall be made by the Vice President for Academic Affairs upon the recommendation of the Graduate Council. Graduate Faculty shall be eligible to teach graduate courses; advise graduate students; supervise graduate research; serve on or direct a thesis committee; be elected to and vote for members of the Graduate Council; participate in campus governance; and serve on graduate advisory committees. A temporary member of the Graduate Faculty shall be eligible to teach graduate-level courses.

d. The Student Body of Cameron University consists of all students currently enrolled at Cameron University.

2.3.2 CAMPUS EXECUTIVE AND REPRESENTATIVE BODIES

a. The Executive Council is not a formally designated body but acts as the President’s cabinet and is composed of administrators appointed by the President. The members meet regularly as a coordinating executive team.

b. The Faculty Senate is established to express the faculty's views and make appropriate advisory recommendations to the University administration. The Senate studies matters it believes to be of significant importance to the faculty. Officers of the Faculty Senate are the Chair, Chair-Elect, and Secretary, each elected by the faculty. The Faculty Senate may determine its own internal rules of order and by-laws insofar as they are consistent with state law and Board of Regents’ policies.

c. The Staff Advisory Council represents the administrative, professional, classified, and permanent part-time staff of the University. The council makes policy recommendations, communicates and shares staff concerns, recommends change to university practices, and provides administrative support to the University.

d. The Student Government Association is a representative organization of the Student Body whose mission is to represent, lead, and unify the Student Body; to decide and recommend for the students upon any matter involving student interests; and to promote common understanding among students, faculty, and administration while protecting the individual rights of students. Officers of the Student Government Association are elected by the Student Body and include the President, Vice President, and Treasurer.

2.3.3 SHARED GOVERNANCE BODIES

a. Cameron Council meets as needed to promote an exchange of information among the Student Government Association, Faculty Senate, and Administration. The council is chaired by the University President and members include: elected officers of the Faculty Senate, Staff Advisory Council and the Student Government Association; the Chair of the Programming Activities Council; and administrators as appointed by the President.

b. University Standing Committees serve various functions in the University and typically have a single responsibility. A listing of committees and each’s composition and method of appointment may be found on the University website. For all University related committees, the Vice President for Academic Affairs, with the President’s concurrence, or the President reserve the right to appoint additional members in an effort to achieve functional diversity on the committees.

c. Ad Hoc Committees and Task Forces. From time to time, additional ad hoc committees or task forces may be created. A description of those committees or task forces, their purpose, and membership will be maintained on the University’s official website.
SECTION 3 – GUIDELINES FOR RECRUITMENT, SELECTION, AND HIRING

3.1 AUTHORIZATION

3.1.1 ALL POSITIONS – Prior to initiating a search process, any department/school wishing to fill a new or replacement position must complete the required forms. The requesting department/school must provide an updated Job Description to be posted by the Human Resources Department.

3.2 ADVERTISING

3.2.1 POSTING VACANCIES – The Human Resources Department is responsible for advertisement of positions in coordination with the hiring supervisor. Employment Opportunities will be posted on the University website. If an external search is deemed necessary, Human Resources will post the position as appropriate. If requested by the department/school, the advertisements will be placed in special publications or area specific (state or national) publications. The department/school will be responsible for the cost of these additional advertisements. The Human Resources Department will review all postings.

3.3 SELECTION PROCEDURES

3.3.1 DIRECT APPOINTMENT – Direct appointments can be made with the prior written approval of the President. This policy provides operational efficiency, equitable consideration, and opportunity for qualified University employees to fill vacant positions at the University.

Direct appointments will be used when the field of eligible internal candidates is known, when a current employee has been effectively performing higher-level duties for an extended period of time, or when it is considered to be in the best interest of the University to do so.

3.3.2 PROMOTIONS AND TRANSFERS – With approval from the responsible vice president, vacant positions may be filled by promotion or lateral transfer. To fill a vacant regular position by promotion or transfer, the hiring official must consider all qualified employees in the department and recommend an employee for selection based on job-related criteria. Employees interested in transfer opportunities must submit all required documentation to the Human Resources Department.

3.3.3 SEARCH COMMITTEES – In the ongoing effort to attract and employ quality individuals, the University may decide to form search committees to facilitate the hiring process.

- Administrative/Professional Positions – A search committee may be used at the discretion of the supervisor (hiring authority for the position); however, a screening committee is not required.
- Classified Positions – A search committee is not required.

The search committee must ensure that it adheres to the University’s Affirmative Action Plan and Equal Opportunity Policy. Committee considerations will become a part of the selection process files. Detailed instructions for search committees are available in the Human Resources Department.

3.3.4 RECRUITMENT AND SELECTION DOCUMENTATION – The University requires that specific forms be completed throughout the screening and selection process. Please contact the Human Resources Department for details.

3.3.5 EMPLOYMENT TESTING – Federal regulations require that employee selection testing, if prescribed by a department or school, be validated to show a direct relationship between test results and job performance. All employment tests must be reviewed and approved by Human Resources and/or the Equal Opportunity Officer/Title IX Coordinator before use to ensure the tests are valid, job related, reliable, uniformly administered, and do not have an adverse impact on the employment opportunities of members of protected classes.

3.4 CONDITIONS OF EMPLOYMENT

Cameron University is an at-will employer and nothing herein shall be construed to alter or amend an employee’s at-will employment status. This means the University or the employee can terminate the relationship with or without cause, with or without notice.

All administrative/professional positions must have necessary signatures and be approved by the President before an offer of employment can be made to the selected candidate.

Prior to making an official offer to the selected candidate for any position, the hiring supervisor will verify that all recommended stipulations of employment and documents used in the selection process have been properly approved. After returning the materials to the Human Resources Department and verifying that University policy has been followed in the selection process, the applicable department/school and the selected candidate will complete the required forms for employment processing.
The selected candidate must then complete the official employment process in the Human Resources Department. It is the responsibility of the hiring supervisor or the hiring department/school to ensure that the appropriate forms required by the Human Resources Department have been completed before a candidate begins employment.

3.4.1 **HEALTH STATEMENT** – When appropriate, the University may request a medical examination from applicants for certain positions when a job offer is extended. The University will pay the cost for the examination. Compliance with a request for examination will be a condition of employment. If the examination shows that the individual is unable to perform the essential job duties, with or without reasonable accommodation, the job offer will be withdrawn.

3.4.2 **BACKGROUND CHECK** – The University reserves the right to make offers contingent upon the completion of a background check. The background check may include criminal and/or sexual offender and/or motor vehicle records using (1) private companies with which the University has contracted for such services, (2) OSBI, and (3) FBI. The individual must provide authorization for the background check by completing the appropriate information releases and authorizations. The information will be kept confidential and separate from the application and will not be used except in cases of a job offer. If the background check results show “not approved,” the job offer may be withdrawn.

3.4.3 **FALSIFICATION** – An applicant will be disqualified for consideration for employment with the University if he/she makes a false statement on the application form or during the interview process, has committed fraud during the application or selection process, or is not legally permitted to hold the position. If such information is found after employment, appropriate disciplinary action, including termination, may be taken.

3.4.4 **NEPOTISM** – Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity (blood) or by affinity (marriage) shall not, in itself, be a bar to appointment, employment, or advancement by the University or, in the case of faculty members, to eligibility for tenure. The University recognizes, however, that there is an inherent conflict of interest when an employee makes hiring, promotion, or salary decisions about a family member, although there may be extremely rare circumstances when the potential benefit to the University in having an employee supervise a family member outweighs the potential harm.

Therefore, no two persons who are related by affinity or consanguinity within the third degree shall be given positions in which either one is directly responsible for making recommendations regarding employment, promotion, salary, or tenure for the other; nor shall either of two persons so related who hold positions in the same budgetary unit be appointed to an executive or administrative position in that unit or to a position involving administrative responsibility over it, as long as the other person remains in the unit, without first receiving a waiver that has been recommended by the appropriate Vice President and approved by the President and Board of Regents. In recommending the waiver, the appropriate Vice President must make a written statement of the facts that have led him/her to conclude that the benefit to the University in granting the waiver outweighs the potential harm. In addition, the requesting Vice President must propose in writing a means by which a qualified, objective person, unrelated to the employee at issue, shall make performance evaluations and recommendations for compensation, promotion, and awards for that employee and state in writing how that means will avoid the conflict of interest. The statement and proposal for supervision shall be made part of the Board of Regents agenda item. Further, a salary increase above the average increase granted to all University employees in similar positions will not be granted to an employee who has been granted a waiver under this policy unless the requesting Vice President and the President have approved the policy.

It is the responsibility of the head of the budget unit to seek a waiver before offering employment to any person whose employment would violate this policy, and the willful failure to follow this policy may result in disciplinary action against the head of the budget unit. Notwithstanding any other provision of this policy, a conditional hire, prior to approval of the Board of Regents, may be made pursuant to this policy if deemed necessary for legitimate academic or business reasons if justified in writing by the appropriate vice president and approved by the President. At the next regular meeting of the Board of Regents, the written justification and the conditional hire will be considered by the Board of Regents.

Relatives who are within the third degree of relationship to an employee by consanguinity or affinity include the following: spouse, parent, parent of spouse, grandparent, grandparent of spouse, great-grandparent, great-grandparent of spouse, uncle or aunt, uncle or aunt of spouse, brother or sister, brother or sister of spouse, son or daughter, son-in-law or daughter-in-law, grandson or granddaughter, grandson’s or granddaughter’s spouse, great grandson or great granddaughter, and great-grandson’s or great-granddaughter’s spouse. For the purposes of this policy, step- and half-relatives are considered to be related by affinity (University of Oklahoma Board of Regents’ Policy Manual CU/RSU 3.1.11).

3.4.5 **EMPLOYMENT OF MINORS** – Oklahoma considers individuals under the age of 16 to be minors for purposes of employment. There are other lesser employment restrictions for minors between the ages of 16 to 18. The provisions of the child labor law distinguish among minors according age, type of occupation, day and nighttime work, and number of hours worked (See the Human Resources Department prior to the employment of a minor).
SECTION 4 – CLASSIFICATION

4.1 GENERAL

The classification program of the University is administered by the Human Resources Department and is based on skill levels, experience, education, job descriptions, and the Fair Labor Standards Act (FLSA). Each classification is placed in a salary range sufficient to allow incentives for improved performance, job proficiency, years of service, and individual efforts. The Human Resources Department may, upon need or request, conduct classification reviews or studies and may recommend revisions to the Vice President for Business and Finance.

4.2 POSITION CLASSIFICATIONS

Each position of the University has been classified in accordance with its function, duties, responsibilities, and relationship to other positions. A job description has been developed for each position specifying the duties, responsibilities, supervision received, supervision given, education, training, and experience necessary for a person to function effectively in that position. The University has two types of non-faculty positions: administrative/professional and classified. Administrative/professional positions are those positions with assignments that have primary responsibility for the management of a department or subdivision or that exist for the purpose of performing academic support, student services, and institutional activities and have assignments that require baccalaureate or master's degrees or experience of such kind as to provide a comparable background. Classified positions are those positions not categorized as administrative/professional and generally include occupational categories of clerical, or skilled crafts, or service/maintenance.

4.3 EXEMPT AND NON-EXEMPT CLASSIFICATION

The Human Resources Department shall determine and specify, subject to the provisions of the FLSA, those classifications that shall be exempt. All classifications not specifically determined to be exempt classifications shall be considered non-exempt classifications. Classifications will be determined at the time a position and job description is approved for recruitment and are subject to revision as specified in section 4.1 of this handbook.

4.3.1 EXEMPT CLASSIFICATIONS generally apply to executive personnel, administrative and professional personnel, and classified employees who have supervisory responsibilities. Exempt employees shall neither be entitled to the earning of, accrual of, nor credit for overtime and/or compensatory time. The budgetary hand has the discretionary authority to arrange the work schedule of an exempt employee.

4.3.2 NON-EXEMPT CLASSIFICATIONS apply to all employees not classified as exempt. These employees are generally classified employees. Non-exempt employees are eligible to earn and receive credit for appropriately authorized overtime and/or compensatory time. Non-exempt employees, whose work must be documented and maintained in accordance with federal regulations, must maintain detailed records reflecting the time of arrival and departure from work. The accumulation of overtime or compensatory time is subject to the provisions of the FLSA.

4.4 TYPES OF APPOINTMENTS

As an at-will employer, the University may initiate or terminate employment at any time. Positions at the University are categorized as one of the following for purposes of benefits eligibility:

4.4.1 REGULAR, FULL-TIME EMPLOYEES – Permanent employees who are employed to work forty (40) hours per week. Regular permanent employees who work at least thirty (30) hours per week (75%) will receive all University paid benefits appropriate to their classification on a pro rata basis.

4.4.2 REGULAR, PART-TIME EMPLOYEES – Permanent employees who are employed to work at least twenty (20) hours per week (50%). Employees in this classification may work more than their appointment, on occasion, but should not average thirty (30) hours per week or more during the appointment. Regular Part-Time Employees will receive paid time off benefits at their full-time equivalency rate, but do not receive fringe benefits.

4.4.3 TEMPORARY EMPLOYEES – Temporary employment is expected to last less than a year or until the next fiscal year, whichever comes first. Temporary positions that extend longer than the date indicated on the Payroll Action Form (P7) will require completion of a new P7 form.

4.4.4 STUDENT EMPLOYEES – Student employee status applies to those employees currently enrolled at the University whose primary purpose for being at the University is to obtain an education. Student employees do not receive benefits and are not paid for holidays.

4.4.5 HOURLY EMPLOYEES – Hourly employees are those employees who are paid an hourly rate and work variable hours per week based upon the department’s needs rather than a standard schedule. Hourly employees do not receive benefits and are not paid for holidays.
4.4.6 **FACULTY** – Employees who are generally employed to fulfill the instructional and research mission of the University. Further details on faculty appointments may be found in the Faculty Handbook.

4.4.7 **9-10 MONTH EMPLOYEES**

This status is only available to non-faculty, full-time staff whose work closely mirrors the academic calendar or can be easily adjusted to better align with the school year. Departments and staff should discuss whether this option is feasible and how department needs will be met during the off periods. Any eligible employee must receive permission from their supervisor, director (if applicable), vice president, and President.

Converting a staff position to the 9-10 Month Option is completely voluntary and should be initiated by the staff member. The staff member must first submit an application to their supervisor, and the department then submits the completed application to Human Resources department before June 1. Once the application is processed and approved for conversion, Human Resources will take appropriate action to revise payroll and benefits as outlined herein. The transition to 9-10 month position shall be effective from July 1 to June 30 and shall immediately transition back to its previous designation for the following year.

The beginning and ending dates for 9-10 month positions will be posted by Human Resources Department.

Salary for employees electing this option will be reduced accordingly and will be paid in accordance with existing University policy. Benefits will be deducted or withheld in accordance with University policy.

The University will continue to pay the staff member’s share of benefits/insurance costs while the employee is in a non-work status during the off period. The pay of a participant must be enough to cover the employee payroll deductions for benefits. Life insurance and long-term disability insurance will be calculated based on reduced hours and pay.

While in a non-work status, the employee:

- shall not accrue annual or sick leave.
- shall not be eligible to use annual or sick leave accruals.
- shall not be eligible for holiday compensation on University or state declared holidays.
- shall not be eligible for unemployment compensation during off period.

If a participant is on Family & Medical Leave Act (FMLA) leave concurrently with their off period, the time on FMLA during the break period does not count against their allowed 12-week (480 hours) FMLA leave.

Employees who do not return to work after the designated end of the off period or terminate during the fiscal year shall have their insurance programs canceled effective the last day for which they had pre-paid a premium.
SECTION 5 – COMPENSATION

5.1 SALARY ADJUSTMENTS
The President may approve individual salary adjustments based on work performance, promotion, demotion, labor market conditions, legislative actions, and budget constraints, subject to and in accordance with Board of Regents Policy.

5.2 PAYROLL WARRANTS
Payroll warrants for all administrative and faculty employees are issued on the last working day of the month. The payroll period for all administrative and faculty employees is the first day through the last calendar day of the month. All classified and hourly employees are paid biweekly. Payroll warrants are issued on the second Friday following the last day of the pay period. Pay periods begin on Sunday at 12:00 A.M. and end Saturday at 11:59 P.M. All University pay schedules can be located on the Employee tab on AggieAccess.

Supplemental pay periods are established to pay hourly employees, workshops, new hires not on regular payroll, annual leave payoff, terminated employees, and other miscellaneous payment requirements. Supplemental payroll warrants are issued on a payday established by the Human Resources Department.

All adjunct faculty employees will be paid on a monthly basis in compliance with O.S. Title 40, Section 165.2. This statute mandates employees of the state be paid a minimum of once a month. The pay period for adjunct faculty employees is the first through the last day of the calendar month. Payroll warrants will be issued no later than the twelfth of the following month. Overload for full-time faculty will be paid on the employee’s regular paycheck. Fall overload will be paid on the September through December paychecks. Spring overload will be paid on the February through May paychecks.

The pay period for work-study employees is the first through the last day of the calendar month. Payroll warrants will be issued no later than the twelfth of the following month.

Direct deposit is required for all University employees in compliance with Oklahoma law (74 O.S. 292.12). All University employees will have their payroll warrant(s) electronically transferred to a financial institution of their choice by submitting a completed Automatic Deposit Transmittal Form (D10) along with a voided check or a direct deposit form from the financial institution.

Employees who are unable to have an account at a financial institution to receive their pay or fail to provide direct deposit information will be enrolled in the state’s pay card program. The Oklahoma pay card provides a convenience for state employees who do not have a bank account for direct deposit of their pay. An employee will be set up on the pay card at an employee’s request or if direct deposit is not received within a month of the employee’s start date.

5.3 PAYROLL CHANGES
Changes in payroll deductions are made in the Human Resources Department. All change forms must be received two weeks prior to the pay date to ensure that the change is effective. A list of pay dates is available on the Employee tab in AggieAccess.

5.4 SUPPLEMENTAL PAY
Supplemental pay to employees of the University must be requested and authorized on an approved Payroll Action Form (P7) regardless of the nature of the services provided.

5.5 HOLIDAY PAY
To be eligible for University-approved holiday pay, an employee must be a regular, full-time or part-time employee and be in a paid, or paid leave status the day before and the day after the holiday (See Holidays, section 9.1).

The employee will not be charged annual leave time for a University-approved holiday that falls within the annual leave period.

An employee who is on sick leave when a University-approved holiday occurs will receive holiday pay instead of sick leave pay.

5.6 GARNISHMENTS
The University must accept court-ordered wage assignments, garnishments, and tax levies, and will process them in the legally prescribed manner.
SECTION 6 – HOURS OF WORK

6.1 WORKWEEK

The workweek at the University begins at 12:00 a.m., Sunday, and ends Saturday at 11:59 p.m. A regular, full-time employee will be scheduled to work 40 hours per workweek, and normal work hours are from 8 a.m. to 5 p.m. with one hour off for lunch. Supervisors may designate the lunch hour and make adjustments in the beginning and ending times of an employee's workday or workweek to meet the needs of the University.

6.2 FLEXIBLE WORK HOURS

Flextime is an alternative work pattern that allows supervisors the flexibility to vary the arrival and departure times of regular, full-time employees, as long as the employees work a minimum of 40 hours per week. This arrangement allows variations in the length of the workday/workweek. All flextime decisions are subject to approval by the supervisor and the appropriate vice president and may not interfere with the operation of the department or University in general. The supervisor will provide oversight of work hours, and will handle all exceptions on a case-by-case basis. Flextime should be of benefit to both the regular, full-time employee and the University. Written authorization and description of flextime arrangements should be reported to the Human Resources Department.

6.3 LUNCH PERIOD

The lunch period consists of one hour daily, unless otherwise scheduled by the supervisor to meet special needs. An employee may not forego the lunch period to shorten the workday or workweek or to rearrange or extend the lunch period without prior consent of the supervisor.

6.4 WORK BREAKS

At the discretion of the supervisor, work breaks may be allowed but are not required. The work break should not interfere with the proper performance of the job responsibilities of the department or University. A work break cannot be longer than 15 minutes twice a day from the point of cessation of labor to resumption of labor. Breaks should be considered a privilege, rather than a right. Break time cannot be accumulated, added to lunch periods, or otherwise used to shorten the workday or workweek.

6.5 ABSENTEEISM

An administrative/professional employee, who is aware that he/she will be away from work, is responsible for requesting prior approval from the supervisor and recording the absence on the online leave report. Classified employees will receive prior verbal or written approval from the supervisor and note the absence on the Online Timesheet in AggieAccess. This is not only a courtesy, but also allows the department to make other work arrangements as necessary. Any employee who fails to comply with this rule may be subject to disciplinary action up to and including dismissal.

An employee who is unexpectedly absent from work without prior approval will be responsible for notifying his/her supervisor as soon as possible.

In chronic or unusual cases of absenteeism, the University reserves the right to require documentation or verification of the reasons for any absence. Excessive absenteeism will be reflected in the employee performance evaluation and may lead to disciplinary action, up to and including dismissal. For policies related to Abandonment of Position, please see section 6.7.

6.6 TARIDNESS

An employee is expected to be at his/her workstation at the scheduled work time. An employee who is unexpectedly late for work without prior approval will be responsible for notifying his/her supervisor as soon as possible. Habitual tardiness may be a matter for disciplinary action up to and including dismissal.

6.7 ABANDONMENT OF POSITION

An employee who fails to report to work for three consecutive workdays without notifying his/her supervisor will be deemed to have abandoned his/her position and will be terminated from employment. The last day worked will be the effective termination date.

An employee who refuses to accept an equitable change in job assignment or location will also be deemed to have abandoned their position within the University and all policies within this section will be applicable.

The employee will receive any payment owed on the payroll payment date for the current pay period. Employer paid health insurance benefits will cease on the last day of the month that the employee last worked. For information regarding COBRA benefits, contact the Human Resources Department.
6.8 OVERTIME FOR NON-EXEMPT EMPLOYEES

Overtime work applies only to non-exempt employees and is to be performed only when approved by the employee’s department supervisor in advance. When it is necessary for an employee to work more than eight (8) hours in a workday, the workweek should be rearranged so that the employee does not exceed forty (40) hours. When the hours worked in a workweek (excluding paid leave hours and holidays) exceed forty (40) hours, the employee will be granted compensatory time at the rate of one and one-half hour for each hour of approved overtime worked.

If the employee opts to take compensatory time, it must be taken within the current pay period. The supervisor will determine when the compensatory time is to be taken with the least amount of disruption to University operations. Compensatory time may not be carried over to the next pay period.

If a department cannot allow an employee to take compensatory time off as compensation for overtime during the current pay period, the University will pay the overtime at the earliest possible date on the payroll payment date for the current pay period. Payment of overtime is calculated as the number of hours worked over 40 hours times the employee’s overtime rate. The overtime rate will be one and one-half times the employee’s hourly rate determined by dividing the employee’s annual salary by 2,080 hours, or the full-time equivalency.

Each supervisor is responsible for maintaining adequate overtime records for his/her employees. A record of each employee’s compensatory or overtime activity should be documented on the Employee’s Online Timesheet and submitted in AggieAccess by the timesheet due date. A schedule of pay period and timesheet due dates may be obtained from the Human Resources Department or accessed on the Employee tab of AggieAccess.

An employee transferring from one department to another is required to use accumulated compensatory time or be paid for the unused time on the next payroll.

6.9 ON CALL

Some positions may require an employee to be placed “on call” subject to being available should his/her services be required. In some instances this may require the assignment of a personal pager or cellular telephone to the employee at the University’s expense. Determinations of whether on-call time will be determined as paid or compensatory time will be in accordance with the applicable provisions of the FLSA. The Human Resources Department can answer questions about FLSA provisions.

6.10 FINANCIAL RESPONSE PLANNING

From time-to-time state-budgetary reductions, revenue shortfalls, declining enrollment in specific programs, or when other financial exigencies exist, if such conditions remain unabated, have a drastic impact on instructional programs and will seriously erode the quality of existing programs. In such times, or if determined reductions are needed based on enrollment or discontinuing services, it may be necessary for the University to take actions affecting the pay and the appointments of employees, including salary reductions, reductions in force, and increasing instructional loads for a specified time period. Accordingly, if the President determines that economic or other conditions warrant the above described action, the President may direct the implementation of a financial response plan in accordance with this policy, which shall be reported to the Board at the next regularly scheduled meeting or sooner if warranted.

6.10.1 GENERAL PROVISIONS

When conditions warrant or necessitate the reductions in faculty and staff positions to avoid seriously eroding existing program qualities or to ensure the University’s continued financial integrity, the appropriate administrative officials may recommend positions to be eliminated after carefully reviewing the needs of the academic and business unit. The decision to eliminate a specific position shall be based solely on the job functions of the position and the needs of the business or academic unit. The President, in his or her sole discretion, shall approve position eliminations.

A staff member whose conduct is not satisfactory will be separated from the University by the appropriate method rather than by a reduction in force (RIF).

Departments are to provide employees scheduled for layoff with reasonable administrative leave for job interviews. Department Heads may not require the use of accrued leave within the minimum 30-day notice period. Employees will receive pay for unused annual and/or compensatory leave in the final check.

6.10.2 ADDITIONAL CONSIDERATIONS FOR STAFF

Priority applicant status will be provided to qualified employees whose position has been eliminated. The priority applicant status will be in effect for three months from the date of the notification and shall receive preference in hiring among substantially equally qualified candidates. Priority applicant status does not guarantee an interview or job. If one position is eliminated but two or more people have the same position in the same area, the decision will be based on seniority and performance.
Impacted staff members will have the option of being reinstated into their former position if the position is restored within twelve months. An employee will not be eligible for recall if, on the RIF notification date, there is a documented performance plan or disciplinary action in the previous twelve-month period.

6.10.3 ADDITIONAL CONSIDERATIONS FOR FACULTY

The University will make every reasonable effort to reassign affected tenured and tenured-track faculty members to positions for which they are properly qualified before dismissal results from a position elimination. If one position is eliminated but two or more people have the same position in the same department, the decision will be made in the following order: tenured-track, tenure, and then seniority and performance. The dismissed faculty member’s position will not be filled by a replacement within a period of two years, unless the dismissed faculty member has been offered reappointment at the previous status.

6.10.4 NOTICE TO AFFECTED EMPLOYEES

The President, or his designee, shall provide written notice to affected employees whose positions are being eliminated. Notice will be given at least thirty (30) days before the position is eliminated. The notice shall refer the employee to those sections explaining priority applicant status and recall/reappointment.
SECTION 7 – EMPLOYMENT POLICIES

7.1 GENERAL

The State of Oklahoma is an at-will employer. As an arm of the State, the University follows an at-will employment policy. The contents included in this Handbook in no way modify or amend the rights of the University as an at-will employer in originating or terminating employment. At-will employment is for no specified term and is terminable at the will of either the employee or employer. Further, promises or representations made by anyone concerning the conditions of employment, express or implied do not negate the right of the University to terminate employment at any time, with or without cause.

7.2 MANAGEMENT PROVISIONS

Subject to Board of Regents’ Policy, the University has the right to exercise customary functions of management, which include, but are not limited to, the following:

a. Hiring, promoting, transferring, disciplining, and terminating employees in accordance with University policies;

b. Reassigning an employee from one position to another position;

c. Directing the work force; determining its composition, organization and structure; and scheduling and assigning work;

d. Establishing reasonable job standards, expectations, work rules, policies, and regulations;

e. Determining the extent and schedule of its operations;

f. Maintaining the orderly conduct of the work force, requiring job performance which meets job requirements, terminating employees in accordance with University policies; and

g. Amending, revising, revoking, or issuing policies and rules governing University employees.

7.3 EMPLOYEE PROVISIONS

University employees may:

a. Be apprised of job-related criteria;

b. Express employee concerns and complaints;

c. Expect to work in a safe environment;

d. Expect reasonable and nondiscriminatory application of the Board of Regents, the University, and departmental policies and rules; and

e. Expect termination proceedings and other disciplinary actions to be made in accordance with the Board of Regents’ and the University’s policies.

7.4 PERSONNEL FILE POLICY

For the purpose of making employment decisions, the University maintains individual personnel files on all current and former regular, full-time and part-time staff. This policy establishes rules and procedures for access to those records in order to promote an informed public while maintaining the security of personnel records necessary to protect the privacy of its employees and the interests of the University in fulfilling its mission.

7.4.1 CONTENTS – Those responsible for the custody of personnel files shall determine information to be placed in the files. Only such information as is germane to the person’s employment with the University shall be retained in these files. Examples of this type of information are:

- Information pertaining to bona fide occupational qualifications;
- Summaries of performance, behavior, and discipline matters;
- Personnel actions, such as appointment, change of status, tenure and promotion; and
- Evaluation of work performed.

Individuals may ask that materials relevant to their employment be included in their personnel file by written request to the Director of Human Resources.
7.4.2 CONFIDENTIALITY – The following personnel records shall be deemed confidential and may be withheld from public access:

a. Those that relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation;

b. Those where disclosure would constitute a clearly unwarranted invasion of personal privacy such as, employee evaluations, payroll deductions, and employment applications submitted by persons not hired by the University; or

c. Those that are specifically required by law to be kept confidential.

All personnel records not specifically falling within the exceptions provided above shall be available for public inspection and copying including, but not limited to, records of:

a. An employment application of a person who becomes a public official;

b. The dates of employment, title or position; and

c. Any final disciplinary action resulting in loss of pay, suspension, demotion of position, or termination.

Except as may otherwise be made confidential by statute, an employee of the University shall have a right of access to his/her own personnel file. At the request of the employee, the University shall keep confidential the home address of any person employed or formerly employed by the public body.

7.4.3 ACCESS – Personnel files shall be made available to the public to review in accordance with the Oklahoma Open Records Act. The files may be inspected by persons so entitled only under the supervision of the custodian or his/her designee in the administrative office where the personnel files are maintained. The President shall have the authority to obtain and review personnel files within his/her own office. The Oklahoma Open Records Act will govern all access to personnel files.

Supervisors or administrators shall have access to the personnel files of persons employed or being considered for employment in their areas of responsibility on a need-to-know basis and shall have authority to share the information with others responsible for personnel recommendations and/or decisions. Further, other University officers or employees showing a legitimate need for the information shall be permitted such access.

Except as may otherwise be made confidential by statute, an employee (or his/her designee as authorized in writing and signed by the consenting employee) shall have a right of access to his/her own personnel file, provided these conditions are met:

1. An individual wishing to inspect his/her personnel file should submit a written request for inspection to the custodian of the file; and

2. An individual may not remove or add any records to his/her file at the time of inspection.

7.4.4 CORRECTION OF RECORDS – An employee may dispute the accuracy of any material or correspondence included in his/her personnel file. Such dispute should be directed to the custodian of the file in writing. If the dispute is not resolved by mutual agreement, the employee may submit certain personal responses to any alleged invalid materials or correspondence to be included in his/her file.

7.5 FALSIFICATION

Any false, incomplete, or incorrect statement, answer, or representation, given intentionally or unintentionally by any person, either orally or in writing, pertaining to availability, acceptability, or eligibility for employment in any department, division, classification, or position at the University or pertaining to personal information or background which is elicited for any authorized form, record, or file, is considered a material misrepresentation and may result in refusal of employment by the University. If such information is found after employment, appropriate disciplinary action, up to and including termination, may be taken.

7.6 VACANCIES

An employee desiring to be considered for a vacant position should apply through the Human Resources Department.

For assistance in filling a vacant position, supervisors should refer to Section 3 (Recruitment, Selection and Hiring) or contact the Human Resources Department for guidance.
7.7 PROMOTIONS AND TRANSFERS
The University encourages the promotion of employees to positions for which they are qualified and which meet their career interests and objectives.

A current employee wishing to be considered for a transfer must complete an application and follow the same processes as other applicants for the position (See procedure to apply for vacant positions, section 3).

An employee interested in promotional opportunities must provide the Human Resources Department with updated employment application material.

Departments accepting an employee by transfer, promotion, or demotion will be responsible for the employee's accumulated annual, sick, and personal leave balances at the time of transfer.

7.8 NEPOTISM
Refer to Section 3.4.4 for information regarding the policy on nepotism.

7.9 EMPLOYMENT OF RETIREES
Oklahoma law provides that retirees may return to work, but only within the parameters established by Oklahoma law and OTRS.

7.10 PROBATIONARY PERIOD
A probationary period is used to evaluate an individual's ability to perform his/her assigned duties; communicate effectively with co-workers; follow directions, rules, and policies; work in harmony with co-workers; and present a positive image of the University. The end of probationary status does not indicate "permanent" employment. The University maintains its right to employ "at will" and may choose to terminate or not renew an appointment to a position.

All regular, full-time and part-time new-hire and rehired employees will serve a ninety (90) calendar day probationary period. Employees on probationary status are eligible for all benefits that are granted an employee holding a regular position. The probationary period applies to employees accepting promotions or transfers.

The probationary period is a time during which the employee demonstrates the skills and abilities necessary to perform the duties assigned. During the probationary period, the employee will be informed of the expectations and work requirements of the position. Periodically during the probationary period, the employee may receive regular feedback on his/her progress, which may affect continued employment. During the probationary period, the employee may resign without prejudice or be dismissed.

If there is an interruption of service during the probationary period, the time lapse during the interruption shall not be included as part of the probationary period.

7.10.1 DISMISSAL DURING PROBATIONARY PERIOD – An employee may be dismissed at any time with or without cause during the probationary period. Dismissals shall be coordinated with the Human Resources Department.

It is the responsibility of each employee to comply with the University's work standards, rules, and procedures. If an employee fails to learn procedures, or if the employee persists in poor work habits, a supervisor may recommend disciplinary action, up to and including dismissal.

7.11 EMPLOYMENT OF STUDENTS

7.11.1 DEFINITION – If a student is a recipient of campus-based federal aid (Federal Work-Study) that student cannot receive total aid in excess of his/her cost of attendance as determined by Financial Assistance. If a student has a Federal Work-Study allocation, the student cannot be paid in excess of that allocation amount for a given academic year. However, a student who exhausts his/her federal work-study allocation or a student who does not receive any federal work-study money may receive University work-study money, subject to the University's budget and other guidelines.

7.11.2 PROCEDURES – Departments wishing to hire student employees should contact the Human Resources Department for details.

7.11.3 DOCUMENTATION AND COMPENSATION – The student is responsible for keeping his/her time posted to their AggieAccess online Timesheet Entry. This keeps track of their daily time in and out. The student may not work during scheduled class time. The supervisor is responsible for tracking the time worked to ensure that the student does not work more time than the allocation provided. When the federal work-study allocation is met, the department may
request to change the student’s status from federal work-study to University work-study, provided the department has a sufficient student wage budget.

The student’s monthly time sheet is to be completed by 5:00 pm on the last work day of the month and submitted to the supervisor for approval. Once approved, the supervisor submits the time sheet to the Human Resources Department to process for payment. All employees are required to have their payroll checks direct deposited. Students can expect to receive their payment by the 12th of the following month. Student work programs are not scholarships; therefore, hours indicated must reflect actual time worked in order for the student to be compensated.

7.11.4 BUDGET ALLOCATION – The Business Office Controller sends a copy of the Work Study Fiscal Year Budget (per department) to the Human Resources Department. The Human Resources Department will maintain and monitor all allocations and budgets to ensure that each student and department does not exceed the amount allocated.

7.12 TERMINATION OF EMPLOYMENT

7.12.1 RESIGNATION - Resignations shall be effective on the employee’s last day of service, and an employee shall not be paid for a holiday if the last day of work was prior to the holiday period (University of Oklahoma Board of Regents’ Policy Manual CU/RSU 3.1.5).

To resign in good standing, a classified employee shall give notice at least ten (10) working days prior to the effective date of the resignation. To resign in good standing administrative/professional employees shall give notice at least twenty (20) working days prior to the effective date of resignation.

A resignation must be made in writing and submitted to the department supervisor. Supervisors are then responsible for submitting the resignation through the appropriate chain of approval to the Human Resources Department. The last day the employee is physically at work shall be the last day of employment. The salary of the employee who resigns before the end of the month will be pro-rated on the basis of the number of days worked during the month of resignation.

7.12.2 TERMINATION CLEARANCE PROCESS – The terminating employee must complete an Employee Severance Clearance Form (E1) on the last day of work. This process includes return of books and other materials to the department, return of University keys, purchasing cards, library books, parking permits, the Staff ID card, and any other items issued during employment. The employee must make payment for all financial obligations to the University. The employee will be provided with contact information for current benefit vendors and COBRA information.

7.12.3 DISMISSAL – A copy of each written notice of dismissal or layoff must be submitted to the Human Resources Department. The employee must complete the severance clearance process as defined in Section 7.12.2.

7.13 GRIEVANCE POLICY

The University recognizes that employees may encounter disagreements arising from work relationships, employment practices, or other matters that may arise between a supervisor and employees. In such cases, the employee is encouraged to work diligently with his/her immediate supervisor to resolve the situation. If a resolution cannot be reached, the employee may seek to resolve the situation with the next level of management.

7.14 POSITIVE DISCIPLINE

The University employment policy is designed to give each employee a full opportunity for work success. This objective is dependent upon good employee selection procedures, meaningful employee orientation, appropriate on-the-job training, an effective annual performance evaluation, and a positive approach toward employee discipline by University supervisors. Disciplinary action is a corrective process to help employees overcome work-related shortcomings, strengthen work performance, and achieve success. When problems occur, they should be handled in reasonable ways that jointly support the concept of positive discipline and minimize the interruption of University services. Employee discipline may be needed and, as a corrective procedure, is an integral part of University employment policy.

Underlying discipline, however, is an expectation that supervisors will direct their efforts toward employee development and success. When discipline is necessary, the positive guidelines below should be used as part of employee development. The guidelines are not expected to be rigidly applied but will be suitable for most University discipline situations. Depending upon the circumstances and the supervisor’s judgment in individual cases, repeating a step, jumping a step, or moving to immediate dismissal may be appropriate.

Supervisors are expected to document disciplinary action taken. The documentation should contain a clear description of the behavior that prompted the discipline, the action taken by the supervisor, how the employee’s conduct must change, and in what time frame. Even verbal warnings should be documented in the employee’s departmental file to record that the warning was in fact given. All documentation must be factual and complete.
7.14.1 **ORAL REMINDER** – As a first step, the supervisor should discuss the problem or concern with the employee. This involves a discussion between the supervisor and the employee about a minor work performance problem. The objective is to correct the problem by indicating in a positive but serious manner how actual performance falls short of desired performance. Oral reprimands may be documented.

7.14.2 **WRITTEN REMINDER** – This is usually the second step in the procedure if an oral reminder has not corrected the problem. If the offense is of a serious nature, a written reminder may be an appropriate first step. It formalizes a discussion between a supervisor and an employee about a performance deficiency. Additional written warnings for the same offense can result in dismissal, depending upon the frequency and severity of the nature of the offense. In some cases, if an offense is pervasively severe, the first written warning may result in immediate dismissal. Supervisors should consider using a performance improvement plan to correct performance deficiencies.

7.14.3 **DISCIPLINARY LEAVE** – An employee may be placed on a disciplinary leave of absence with or without pay when it is in the best interest of the University to do so. Disciplinary leave, with or without pay, may not exceed five working days. It may be taken after unsatisfactory performance has not been corrected following oral or written reminders. It may be the first and final step before dismissal in the event of a major offense.

7.14.4 **DISMISSAL** – This is not a step in the positive discipline procedure. It may occur when previous steps have been used but performance has not changed or when an employee has committed a major offense. A major offense is one that involves willful or unprofessional misconduct, dishonesty, seriously threatens University operations or the safety and well-being of the individual or other employees, or behavior that is unacceptable to the University.

It is recommended that, when possible, supervisors should notify the appropriate Vice President and the Human Resources Department before dismissing an employee. When circumstances permit, prior to dismissal, an employee should be given an opportunity to explain his/her actions (See Termination of Employment, 7.12.)
SECTION 8 – EMPLOYEE BENEFITS

8.1 GENERAL
These benefits are provided to all regular, full-time employees, as defined in Section 4.0. Contact the Human Resources Department for more specific insurance information.

8.2 EMPLOYER-PAID INSURANCE

8.2.1 HEALTH INSURANCE – The University makes health insurance available for all regular, full-time employees working more than 30 hours per week. The University pays the employee's health coverage equal to the premium amount established. The employee pays premiums for dependent coverage through payroll deduction. To inquire about specific insurance questions or provisions, please contact the Human Resources Department.

Health insurance coverage is effective the first day of the month after employment begins. If the first day of employment is on the first day of the month, coverage is effective on the first day of the following month. New employees and dependents may be subject to a one year, pre-existing condition exclusion.

8.2.2 LIFE INSURANCE – Term Life insurance is provided by the University. The University pays 100% of the premium for employees working 30 hours per week or more on a regular appointment basis. Life insurance coverage for employees will be effective the first day of the month following their first month of employment. Life insurance coverage is two (2) times the employee’s annual base salary rounded to the next $1,000, with maximum coverage subject to limits set within the policy. Coverage is reduced annually after the employee’s 65th birthday.

If an employee becomes totally disabled while insured under the policy, his/her life insurance coverage will continue by a waiver of premium after the employee remains continuously disabled for six (6) months. A physician’s statement certifying the employee’s disability is required. The disability must occur before the employee reaches age 60.

8.2.3 ACCIDENTAL DEATH AND DISMEMBERMENT – Coverage for accidental death and dismemberment is included as an additional benefit within the University-paid life insurance policy. Coverage is two (2) times the employee’s annual base salary rounded to the next $1,000, with maximum coverage subject to limits set within the policy. Coverage is reduced annually after the employee’s 65th birthday.

8.2.4 LONG-TERM DISABILITY INSURANCE – Long-Term Disability insurance is provided by the University for employees working 30 hours per week or more on a regular appointment basis. Long-term Disability insurance coverage for employees will begin the first day of the month following their first month of employment. Long-Term Disability benefits are based on sixty percent of the employee’s covered salary (maximum of $6,000 a month) after a disability period of six (6) months. Benefits are integrated with workers’ compensation insurance, Social Security, and OTRS disability benefits so as to not exceed a certain percentage of the employee’s maximum allowable monthly income.

The payment of insurance premiums by the University will cease after the employee exhausts his/her accrued leave, unless the employee is an approved recipient of the Family Medical Leave Act (FMLA). If an employee continues on unpaid leave beyond FMLA limits, the employee will be responsible for their insurance premiums until their return to work.

8.3 OPTIONAL INSURANCE
The University offers optional insurance benefits at the employee’s expense.

Available Optional Insurance:
- Dental Insurance
- Vision Insurance
- Cancer Insurance
- Long-term Care Insurance
- Short-term Disability Insurance
- Dependent Health Insurance
- Dependent Life Insurance

It is the responsibility of the employee to notify the Human Resources Department when a dependent is no longer eligible for insurance coverage under the University's plan. Failure to do so may result in the member being held responsible for any inappropriate payment of claims.
8.4 CONTINUED INSURANCE COVERAGE UNDER COBRA GUIDELINES

Under certain conditions, health insurance coverage may be extended, at the employee’s or covered individual’s expense, beyond the time that eligibility normally ceases. Qualifying events for the insurance to continue are specified in the contract of insurance but include termination of employment (except for gross misconduct) or change from full-time to part-time employment. Qualifying events for a dependent spouse to continue coverage include the death of the employee, termination of the employee, change from full-time to part-time employment, divorce, legal separation, or the employee’s becoming eligible for Medicare. If an otherwise eligible child becomes ineligible due to any of these same reasons, or due to age requirements or student status, that child is also eligible to continue coverage. Further information is available in the Human Resources Department.

8.5 RETIREMENT

8.5.1 DEFINED – An employee is eligible to retire with benefits from Cameron University if one of the following conditions is met:

- The employee is age 62 with at least 10 years of Cameron benefits eligible service;
- When the employee’s age plus (at least ten) years of benefits eligible Cameron service equal 80 or more (Rule of 80);
- Any age with 25 years of benefits eligible Cameron service; or
- The employee is eligible to apply for disability retirement with Cameron at any age with at least 10 years of benefits eligible Cameron service.

8.5.2 SOCIAL SECURITY (FICA) – Social Security is a federal program that provides for retirement, disability, survivor and Medicare benefits. The University deducts contributions and matches these with the employer’s contributions for each employee. Student employees and those paid under the federal work-study program that meet enrollment criteria as defined by the Internal Revenue Service (IRS), students enrolled in at least half-time, and certain non-resident aliens are exempt from paying FICA tax. Contribution rates are determined by the Social Security Administration and are subject to change.

8.5.3 OKLAHOMA TEACHERS’ RETIREMENT SYSTEM (OTRS) – Membership in the OTRS is mandatory for regular, full-time and part-time administrative employees. Administrative/professional employees are enrolled at the time of employment. Contributions are based on a percentage of total compensation. The University pays all of the required employee contribution, which is defined by OTRS.

Membership in OTRS is voluntary for regular full-time and part-time classified employees. The required contribution is paid by the employee.

Benefit amounts are determined in accordance with current OTRS guidelines. Employees should contact OTRS to inquire about contributions made and expected benefits upon retirement.

8.5.4 DEFINED CONTRIBUTION PLAN – The University provides a defined contribution plan for all regular full-time and part-time classified employees. The University’s contribution is nine percent of the employee’s base salary. Contributions are made to each employee’s account on a monthly basis.

8.5.5 TAX SHELTERED SAVINGS PLAN – The University sponsors a salary reduction savings program qualified under the IRS Code Section 403(b). The program is available to all regular employees. Employees must enroll directly with the University’s authorized providers (the Human Resources Department has a list of providers). Employees must authorize payroll deductions within contribution limits established by IRS Code Section 403(b).

8.5.6 HEALTH INSURANCE COVERAGE AFTER RETIREMENT – Benefits eligible employees who officially retire from the University as defined herein may enroll or continue enrollment in the University’s health insurance plan until they are eligible for Medicare. The retiree is responsible for the cost of coverage. The retiree may enroll in dental, vision, and/or eligible dependent coverage at his/her own expense. Contact the Human Resources Department for additional information.

8.5.7 LIFE INSURANCE COVERAGE AFTER RETIREMENT – The University provides life insurance for employees who officially retire under from the University as defined herein. More information is available from the Human Resources Department upon request.

8.6 SECTION 125 FLEXIBLE BENEFIT PLAN

Employees may allocate specific amounts, according to contract and IRS limits, of monthly salary or wages, on a pre-tax basis, for the reimbursement of medical expenses or dependent care expenses or both. Employees may subsequently file a claim voucher for reimbursement of the eligible medical and/or dependent care expenses that they have incurred.
Employees may also elect to enroll in the Flexible Benefit Plan to allow employee-paid insurance premiums to be deducted on a pre-tax basis.

Employees must enroll in this plan within thirty days of employment or during open enrollment. This plan is effective January 1st of every year.

8.7 UNEMPLOYMENT AND WORKERS’ COMPENSATION INSURANCE

Workers compensation insurance is provided for all employees irrespective of employment status. Unemployment compensation is provided for all employees except students. For additional information, please contact the Human Resources Department.

8.8 EMPLOYEE ACADEMIC TUITION WAIVER PROGRAM

An Employee Academic Tuition Waiver Program is available to regular full-time and three-quarter time classified, administrative/professional and faculty employees on the date of hire. Employees must meet the academic requirements of the University to enroll in coursework and be a resident of Oklahoma to receive an academic tuition waiver for resident tuition charges.

Employees may receive a waiver for up to six credit hours per semester during Fall and Spring semesters and three credit hours per summer session using the tuition waiver benefit. Based on the best interest of the University, supervisors may approve an employee to take up to one, three credit hour course during scheduled work hours. All time missed from scheduled work hours must be made up or taken as annual leave.

This program allows an employee to apply for a tuition waiver (100% of tuition costs; fees are excluded) for any University courses in which the employee desires to enroll, including audited courses. Three-quarter time employees’ tuition waiver are prorated to match their employment status. No tuition assistance may be used for courses in which an employee received a grade of D, F, U, I, or W. All class related activities (admission, enrollment, advising, homework, etc.) must be done outside work hours.

The employee must obtain approval from his/her supervisor before enrolling. The Employee Academic Tuition Waiver Request Form is available on AggieAccess. The Employee Academic Tuition Waiver Request Form should be filed with the Business Office prior to the start of classes or the tuition waiver may be disallowed (See the University’s Employee Tuition Waiver Policy).

8.9 CHANGE OF EMPLOYEE INFORMATION

Changes of address, telephone number, marital status, number of dependents, beneficiaries, etc., are to be promptly reported to the Human Resources Department.
SECTION 9 – LEAVE

The University allows regular, full-time and part-time employees (as defined in Section 4.4.1) to accumulate leave. Accruals begin on the date of hire. Leave shall accrue in proportion to the percentage of a full-time (40 hours per week) position. Leave does not accrue by an employee during leave of absence without pay, unpaid leave, suspension with or without pay, layoff, or removal from the payroll for any reason. Employees may only use leave that has been earned through the last day of the pay period preceding the date of absence. It is the responsibility of the employee and the supervisor to ensure that sufficient leave has accrued to cover the absence prior to the request and approval of the request.

Requests for any type of leave should be submitted to the supervisor as soon as the employee knows that such leave will be necessary or desired. Advance notice allows the supervisor to consider such leave requests when planning work schedules. When conditions do not permit a request in advance (illness, personal emergency, etc.), the employee is to notify the supervisor at the earliest possible time of the need to use accrued leave. If the supervisor is not available, the next higher level in the administrative chain may be notified.

9.1 HOLIDAYS

Each academic year, the University recognizes the following holidays:

a. Traditional Holidays:
   - New Year’s Day
   - Martin Luther King Jr. Day
   - Memorial Day
   - Independence Day
   - Labor Day
   - Thanksgiving Day
   - Christmas Day

b. Other days as designated by the President

Paid holidays apply only to full-time and part-time employees employed on a regular basis (as defined in section 4.4.1).

Employees must work or be in a paid leave status the day before and the day after the holiday to receive holiday pay.

Regular, full-time employees and regular part-time employees will be excused from work with pay on those days recognized by the University as holidays. At the discretion of the President, time off may be given for holidays falling on the weekend. Employees will be notified accordingly.

When operations of the University require that a non-exempt employee work on days recognized as traditional holidays (category a), the employee will be granted compensation at the rate of time-and-one-half to the extent that the hours worked exceed 40 hours for that week. If an employee is required to work on traditional holidays that do not result in 40 hours in that workweek, the rate of compensation will be at the regular rate of pay.

9.2 ANNUAL LEAVE

The following is a schedule of annual leave accumulation according to years of service and classification at the University.

9.2.1 FULL-TIME ADMINISTRATIVE/PROFESSIONAL EMPLOYEES (Employed to work a minimum of 40 hours per week on a regular basis):
   - 13.36 work hours per month (160 hours per year)
   - Annual leave earned in excess of 320 hours by administrative/professional staff must be used within the same fiscal year ending June 30, or it will be forfeited. The maximum number of annual leave hours an employee who is terminating employment may be paid is 320 hours.

9.2.2 FULL-TIME CLASSIFIED EMPLOYEES (Employed to work 40 hours per week on a regular basis):
   - 0-5 years of service – 80 hours per year
   - 6-10 years of service – 96 hours per year
   - Over 10 years of service – 120 hours per year

9.2.3 PART-TIME CLASSIFIED AND ADMINISTRATIVE EMPLOYEES (Employed to work a minimum of 20 hours per week on a regular basis):
   - Annual leave is earned at a proportionate rate.
9.2.4 OTHER – Annual leave is earned by pay period and is available to be used based on the unused prior pay period’s balance. All leave earned in excess of each classification’s maximum accrual rate must be used within the same fiscal year of accrual ending June 30, or it will be forfeited. Employees also have the option of donating unused annual leave to the Shared Leave Donation pool.

The maximum number of annual leave hours for which administrative/professional and classified employees terminating employment may be paid is two year’s accrual.

Annual leave is granted at the convenience of the University by the supervisor upon request of the employee. The desire of an employee as to the dates he/she will take leave will be respected insofar as this can be done without inconvenience to the department or the University. (Annual leave is not automatically extended because of illness during the annual leave period).

Twelve-month employees who terminate their employment under satisfactory conditions will be compensated for paid leave time that they have accrued not to exceed the amount of their accrual limits. A lump sum payment for accrued annual leave will be made to the employee on the final paycheck.

Any individual employed with restricted funds (federal grants, special projects, etc.) may accrue annual leave only during the duration of the grant period. All annual leave should be taken prior to the ending date of the grant or contract. The University will not accept liability for accrued annual leave after a grant or contract is discontinued. Accrued annual leave is forfeited if not taken prior to the ending date of the grant or contract. Grant administrators should take appropriate steps to ensure that their budgets are sufficient to fund all accrued leave.

9.3 SICK LEAVE AND EXTENDED UNPAID SICK LEAVE

Only regular full-time, and regular part-time employees may accrue sick leave. Benefits eligible employees working less than 40 hours per week will accrue sick leave benefits on a pro-rata basis. Sick leave starts accruing from the date of employment and can be used to the extent accrued through the last pay period (See the University’s Sick Leave Policy).

The following is a schedule of sick leave accumulation according to years of service and classification at the University. Employees resigning, retiring, or being terminated will NOT be paid accrued sick leave.

9.3.1 FULL-TIME ADMINISTRATIVE/PROFESSIONAL EMPLOYEES (Employed to work 40 hours per week on a regular basis):
- 12 hours per month (maximum accrual 1,440 hours).

9.3.2 FULL-TIME CLASSIFIED EMPLOYEES (Employed to work 40 hours per week on a regular basis):
- 6 hours on each of the first 2 biweekly pay periods of the month (maximum accrual 1,440 hours).

9.3.3 PART-TIME CLASSIFIED AND ADMINISTRATIVE EMPLOYEES (Employed to work a minimum of 20 hours per week on a regular basis):
- Sick leave is earned at a proportionate rate.

Employees may only use sick leave that has been earned and credited to their sick leave account prior to a sickness or injury. Current earned balances can be viewed on the Employee tab on AggieAccess.

Employees who transfer within the University will maintain their unused, accumulated sick leave. Employees who transfer from another Oklahoma higher education institution are eligible to have earned sick leave transferred, up to a maximum of 1,440 hours. The employee must provide official written documentation from the transferring institution to the University’s Human Resources Department within thirty (30) days of employment. Employees who were members of the OTRS may be able to use accumulated sick leave to receive additional service credit for OTRS retirement benefits. OTRS can provide regulations governing service credit.

Earned sick leave may be used only for employee’s illness or temporary disability or for illness or temporary disability of a member of the immediate family. Immediate family is defined as spouse, dependent children, or parents. A total of 72 hours or half of the employee’s annual accrual (the lesser accrual) of earned sick leave per fiscal year may be used to care for immediate family members who are ill or incapacitated. An employee may request an exception to the annual limit of 72 hours if the immediate family member’s medical condition involves a catastrophic or life-threatening medical condition requiring the employee to be absent from work for a period of 10 or more working days. The request should be submitted to the employee’s supervisor. The employee’s supervisor will review the application and forward his/her recommendation to the Human Resources Office. The Director of Human Resources will review the information and make a recommendation to the appropriate Executive Council member, who will make a recommendation to the President. Leave may be used for a personal or an immediate family member’s appointment with recognized, licensed medical practitioners. Sick leave may be used for maternity/paternity leave when there is medical justification for the employee’s absence.
If the period of absence exceeds three consecutive workdays, the immediate supervisor may require the employee to verify his/her illness or disabling condition by appropriate certification of illness or injury. Periods of leave exceeding three working days for the care of an immediate family member may also require documentation.

Requests for information pertaining to the FMLA or extended leave without pay should be directed to the Human Resources Department. For additional information pertaining to FMLA or leave without pay, see sections 9.6 and 9.7 of this handbook.

In the event of illness while on annual leave, the employee must submit a physician’s statement as to health condition in order to use sick leave for the period of illness or injury occurring during this period.

The employee or his/her representative must provide timely notification to the supervisor upon return to work and must report sick leave in the appropriate manner. Classified staff will report used sick leave on their online timesheet, and administrative/professional personnel will report used sick leave on the Online Leave Report.

No payment will be issued for unused sick leave. Employees who terminate employment with the University shall forfeit all unused sick leave. Sick leave requests must meet the provisions and policies in regard to Workers’ Compensation, FMLA, and Long-Term Disability.

Extended Unpaid Sick Leave – Based on the needs of the University, the actual position held by the employee may be held for a reasonable period of time after the exhaustion of all paid leave. After that time, the employee may be dismissed. The University may require a physician’s statement periodically from employees on extended unpaid sick leave. Failure to provide a statement from a physician could lead to dismissal. Failure to return to work at the beginning of the next scheduled workday after being released by a physician may result in dismissal.

### 9.4 PERSONAL LEAVE

Administrative/professional and classified employees shall be granted upon request up to three (3) days of Personal Leave per fiscal year for the death of an immediate family member. For the purpose of this policy, the immediate family is defined as the father, mother, brother, sister, spouse, son, daughter, grandparent, grandchild, corresponding step-family relationships, or corresponding in-law relationships. Requests for Personal Leave must be approved by the supervisor and should be made in advance, except in emergency cases. (See the University’s Personal Leave Policy.)

### 9.5 ADMINISTRATIVE LEAVE

An administrative leave with pay may be given when it is determined to be in the University’s best interest that an employee not return to work for a specified period of time or for designated emergency closings of the University. Recommendations for administrative leave must be submitted to the President or President’s designee for approval (The Board of Regents Policy Manual CU/RSU 3.1.6.1).

### 9.6 LEAVE WITHOUT PAY

Leave without pay may be recommended by a supervisor when it appears to be in the best interest of the University. Such leave may not exceed one year in length and may not be for absences one day or less. Presidential approval is required for all leaves without pay, and Board of Regents’ approval is required for a leave without pay of more than three months.

Whether the University will continue to pay employer paid benefits during a leave without pay will be determined at the discretion of the President and will be decided based upon what is in the best interest of the University. A period of leave of absence without pay does not count as service time for computation of retirement benefits, and no leave time will be earned during leave without pay.

Leave without pay may not be used unless all accrued compensatory, sick, and annual leave has been exhausted.

#### 9.6.1 PERSONAL

When employees are placed on leave without pay for personal reasons, the University will give consideration to reemploying the individual in either the same or a similar position within the recommending department. Prior to granting leave without pay, departments should carefully consider whether they would be in a position to reemploy the individual at the conclusion of the leave. If the position cannot be held open or filled on a temporary basis, the department should make it clear to the employee and state in a memorandum to the Human Resources Department (copied to the employee) that the leave is being granted with the understanding that the University is not obligated to reemploy the individual at the conclusion of the leave. Leave of absence without pay requests may be refused if the request is not in the best interest of the University.

### 9.7 FAMILY AND MEDICAL LEAVE

The University’s Family and Medical Leave (FML) Policy, which incorporates provisions of existing University policies and the federal Family and Medical Leave Act (FMLA) of 1993, is designed to enable employees to balance their work responsibilities in the event of serious personal illness or injury or when caring for family members. To be eligible for FML, an employee must have one year of employment at the University and have worked at least 1,250 hours during the twelve months prior to the start of FML. An eligible employee...
will be granted up to a total of twelve work weeks of leave (combined paid and unpaid) in a calendar year in accordance with the provisions of the University FML policy. More information is available at www.cameron.edu/policies.

9.8 SHARED LEAVE

The Shared Leave Program is an employee benefit providing eligible University employees additional leave from annual leave donated by other University employees. The shared leave benefit is available to an employee experiencing a serious health condition which has caused or is likely to cause, the employee to take leave without pay. (See the University’s Shared Leave Policy for additional eligibility and benefit information.)

9.9 JURY DUTY/SUBPOENA

When in obedience to a subpoena or direction by proper authority, an employee appears as a witness or a jury member for the Federal government, State of Oklahoma, or any political subdivision thereof, he/she shall be entitled to a leave of absence for such duty with full pay and benefits. A copy of the Request to Report to Jury Duty must be submitted to the supervisor and forwarded to the Human Resources Department prior to the start of the leave. The employee should note the leave as special leave on the online timesheet for classified staff or on the leave report for administrative/professional staff.

If an employee is not selected for jury duty after reporting each of the required days, he/she must return to work for the remainder of the day. The employee must provide to the supervisor evidence of having served on a jury for the time claimed.

9.10 COURT DUTY

When an employee is subpoenaed to appear in court in a matter relating to University business in the employee's job responsibilities, he/she must submit a copy of the subpoena to the Human Resources Department. The employee should note the time used on the online timesheet or leave report. The employee shall be entitled to a leave of absence for such duty with full pay and benefits. If the subpoena is regarding a personal matter, the employee must take annual or unpaid leave.

9.11 VOTING

A sufficient amount of time off with pay will be given for the purpose of voting in national, state, and local elections.

9.12 MILITARY LEAVE

In accordance with federal and state law, all employees of the University who are members of the Oklahoma National Guard or any component of the armed forces of the United States shall, when ordered by proper authority to active duty or service, be entitled to a leave of absence for such active service without loss of status or negative performance evaluation. There will be no loss of pay during the first 20 working days of such leave per calendar year. Military leave does not affect the accumulation of any other type of leave. Prior approval must be obtained by submitting a copy of the duty orders to the supervisor.

The University's policy on military leave of absence is administered in accordance with federal and state law (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.6).

9.13 INCLEMENT WEATHER

The President or designee will be responsible for contacting the media if the decision is made to close or delay opening any part of the University due to inclement weather conditions. Unless the media announcement indicates that the University is closed, offices are presumed to be open, even if classes are cancelled.

Announcements concerning weather related cancellations will be made through radio, television, social media and the following:

- Cameron University home page
- Campus Alerts on AggieAccess
- An email to all Faculty and Staff
- An email to all students (email will be sent to students' Cameron University email account)
- Message to telephone, email and text message contacts listed for each individual through the University’s Emergency Communication System.

If the University is closed, the absence for that period is recorded as “Other Hours with Pay - Special.” Employees other than “essential personnel” will be paid for the period the University is closed, and the time will not be deducted from accumulated leave.

Essential personnel are employees whose presence is critical to the day-to-day functioning of the University. Essential personnel are required to report to work even if the University is closed and should plan accordingly. Essential personnel not reporting to work as required must charge annual leave, leave without pay, or accrued compensatory time for days missed. Essential personnel paid on an hourly basis (classified or non-exempt) will be paid for the hours worked on the closure day in addition to the “special” hours.
Essential personnel include:

- President
- Vice President for Academic Affairs
- Vice President for Business and Finance
- Vice President for Enrollment Management and Student Success
- Director of Physical Facilities
- Designated Physical Facilities crew members (designated by the Director of Physical Facilities)
- Food Service Personnel
- Public Safety Officers
- Designated Information Technology staff (designated by the Director of Information Technology Services)
- Designated Student Housing staff (designated by the Dean of Students)

If the University is open, employees who determine they cannot travel safely to the University are expected to notify their supervisor by telephone. Unless the supervisor extends permission to make up the time within the current workweek, this absence must be taken as annual leave, leave without pay, or accrued compensatory time.

### 9.14 LEAVE RECORDS

Each employee must accurately maintain leave records and is responsible for reporting such time to his/her supervisor. Classified employees will record their leave through their online timesheet in AggieAccess and submit it to their supervisor for approval. Administrative and Faculty employees must record their leave on the online leave report in AggieAccess and submit to the supervisor for approval.
SECTION 10 – FEDERAL COMPLIANCE POLICIES

10.1 EQUAL OPPORTUNITY POLICY

The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sexual orientation, gender identity, gender expression, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and education services.

10.2 AFFIRMATIVE ACTION

The Affirmative Action Plan serves to supplement the Board of Regents’ policy on equal opportunity, as it pertains to employment, and is an integral part of the employment policies of the University. The Plan is revised once each year to address the current requirements for affirmative action in employment. The principal objectives are:

1. To assure all persons equal opportunity for employment and advancement in employment regardless of race, color, national origin, sex, sexual orientation, gender identity, gender expression, religion, age, disability, political beliefs, or status as a veteran;
2. To meet institutional responsibilities under the Civil Rights Act of 1964 and commitments as a federal contractor under Executive Order 11246 and Executive Order 11375; and
3. To take positive actions in the recruitment, placement, development, and advancement of diversity inclusion in University employment.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Plan (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.2.2).

The Equal Opportunity Officer may be contacted in the Equal Opportunity Office, Howell Hall, Room 210, (580) 581-6712 (www.cameron.edu/oeo).

10.3 NONDISCRIMINATION POLICY

10.3.1 INTRODUCTION – Diversity is one of the strengths of our society as well as one of the hallmarks of a great university. The University supports diversity and therefore is committed to maintaining employment and educational settings which are multicultural, multiethnic, and multiracial. Respecting cultural differences and promoting dignity among all members of the University community are responsibilities of each of us to share.

Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation. The University does not discriminate or permit discrimination by any member of its community against any individual based on race, color, sex, sexual orientation, gender identity, gender expression, religion, political beliefs, national origin, age (40 or older), genetic information, disability, or veteran status in matters of admissions, employment, financial aid, housing or services in educational programs or activities the University operates.

The University policy also prohibits retaliation against a person for filing a complaint of discrimination or harassment under this policy or other applicable federal, state, or local laws. This policy also prohibits retaliation against any person who assists someone with a complaint of discrimination or harassment or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

10.3.2 POLICY STATEMENT – Principles of academic freedom and freedom of expression require tolerance of the expression of ideas and opinions, which may be offensive to some, and the University respects and upholds these principles. The University also adheres to the laws prohibiting discrimination in employment and education. The University recognizes that conduct which constitutes discriminatory harassment in employment or educational programs and activities shall be prohibited and is subject to remedial or corrective action as set forth in this policy. This policy is premised on the University’s obligation to provide an environment free from unlawful discrimination. The University will vigorously exercise its authority to protect employees and students from harassment by agents and employees of the University, students, visitors, and guests.

Agents and employees of the University, acting within the scope of their official duties, shall not treat an individual differently on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, political beliefs, national origin, age (40 or older), genetic information, disability, or veteran status in the context of an employment or educational program or activity without a legitimate, nondiscriminatory reason.

The University shall not subject an individual to different treatment on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, political beliefs, national origin, age (40 or older), genetic information,
disability, or veteran status by effectively causing, encouraging, accepting, tolerating, or failing to correct a racially or ethnically hostile environment of which it has notice.

10.3.3 RETALIATION – Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of this policy.

10.3.4 CORRECTIVE ACTION – Violations of this policy shall result in corrective action(s) designed to reestablish an environment or educational environment which is conducive to work or learning. Corrective actions will include disciplinary action directed by the executive officer having responsibility for the offender, where appropriate. Corrective actions will be tailored to redress the specific problem and may include apologies, mandatory attendance at specific training programs, reprimands, suspension, demotion, expulsion, or termination. Corrective actions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus grievance procedures.

10.3.5 ADMINISTRATIVE ACTION – The University recognizes its obligation to address incidents of discriminatory harassment on campus when it becomes aware of their existence, even if no complaints are filed. Therefore, in such circumstances, the University reserves the right to take appropriate action unilaterally under this policy.

Upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party’s regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence, with or without pay, as may be approved by the President, pending the completion of the investigation or grievance procedure.

10.3.6 COMPLAINT PROCEDURE – Complaints alleging a violation of the Nondiscrimination Policy shall be reported to and investigated by the Equal Opportunity Officer.

10.4 GENDER BASED MISCONDUCT

The Board of Regents explicitly condemns gender-based misconduct, including, but not limited to, discrimination based on sex, sexual assault, sexual or sexual harassment against students, staff, and faculty.

Accordingly, the University is committed to providing an environment of study and work free from all forms of gender-based harassment, exploitation, or intimidation and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding gender-based discrimination. Any such activity committed by a member of the University community may subject the individual to University sanctions as well as civil and criminal penalties. This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the University community are subject to other University policies.

10.4.1 GENDER-BASED MISCONDUCT DEFINED – Gender-based misconduct comprises a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person’s consent is sexual assault, which is a form of gender-based misconduct under this Policy. Sexual harassment, sexual exploitation, gender-based harassment, stalking, domestic violence, and dating violence are also forms of gender-based misconduct. Intimidation for one of these purposes is gender-based misconduct, as is retaliation following an incident of alleged gender-based misconduct or attempted gender-based misconduct. Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. This Policy prohibits all forms of gender-based misconduct.

10.4.2 RETALIATION – University policy also prohibits retaliation against a person for filing a complaint of discrimination or harassment under the Nondiscrimination Policy and/or the Gender-Based Misconduct Policy or other applicable federal, state or local laws. This Retaliation Policy also prohibits retaliation against any person who assists someone with a complaint under these laws or policies or who participates in any manner in an investigation or resolution of such a complaint.

10.4.3 SANCTIONS – Appropriate disciplinary for employees found responsible for gender-based misconduct may include a range of actions up to and including dismissal.

10.4.4 DUTY TO REPORT GENDER-BASED MISCONDUCT – Any member of the University community may report conduct that could constitute gender-based misconduct, including sexual assault, discrimination and harassment. Additionally, supervisors, managers, and other designated employees are responsible for taking all appropriate action to prevent gender-based misconduct sexual assault, discrimination and harassment, to correct it when it occurs, and to promptly report it to the Equal Opportunity Officer, Title IX Officer, or other appropriate University official. Failure to do so may result in disciplinary action up to and including termination.
10.4.5 **COMPLAINT PROCEDURE** – Any individual who at the time of the actions complained of was employed by the University may file a complaint concerning violations of the Gender-Based Misconduct Policy with the Title IX Officer and/or the Equal Opportunity Officer for review and investigation regarding complaints against University students, faculty, staff or those third parties utilizing University services or third parties on University premises.

10.5 **CONSENSUAL SEXUAL RELATIONSHIP POLICY**

10.5.1 **CONSENSUAL SEXUAL RELATIONSHIPS POLICY RATIONALE** – The University’s educational mission is promoted by professionalism in faculty, staff, and student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty, staff, and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University’s mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the University.

University employees exercise power over subordinate employees and students, whether in giving them praise or criticism; evaluating them; making recommendations for promotion, further studies, their future employment; or conferring any other benefits on them. Amorous relationships between employees and subordinate employees or subordinate students are wrong when the employee has professional responsibility for the subordinate employee or student. Such situations greatly increase the opportunities that a University employee may abuse his/her power and sexually exploit the subordinate employee or subordinate student. Voluntary consent in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other employees and students will likely be adversely affected by such unprofessional behavior because it places the employee in a position to favor or advance one individual’s interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the University will view it as unethical if staff or faculty members engage in amorous relations with subordinate employees or students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship.

10.5.2 **DEFINITIONS** – As used in this policy, the term “employee” includes all employees, including but not limited to, academic and non-academic administrators, supervisory personnel, staff, faculty, student employees, and other instructional personnel. The term “consensual sexual relationship” may include amorous or romantic relationships and is intended to indicate conduct that goes beyond what a person of ordinary sensibilities would believe to be a collegial or professional relationship.

The term, “subordinate” as used here means an employee or student in a position of lesser power or authority than the other party to the amorous relationship; e.g., any employee or student who is beneath another in the employment chain of command or who relies upon the other for day-to-day directions would be “subordinate” as would a project team member or housing resident with respect to the project director or resident advisor, respectively.

10.5.3 **EMPLOYEE RELATIONSHIPS WITH SUBORDINATE STUDENTS OR SUBORDINATE EMPLOYEES**

a. **INSTRUCTIONAL CONTEXT** – It is considered a serious breach of professional ethics for an employee to initiate or acquiesce in a sexual relationship with a student who is enrolled in a course being taught by the employee or whose academic work (including work as a teaching assistant) is being supervised by the employee.

b. **OTHER CONTEXTS** – Sexual relationships between employees and subordinate employees or subordinate students occurring outside the instructional context may also lead to difficulties, particularly when the employee and subordinate employee or subordinate student are in the same academic unit or in units that are closely allied. Relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the employee may face serious conflicts of interest and must be careful to distance himself or herself from any decisions that may reward or penalize the subordinate employee or subordinate student involved. An employee who fails to withdraw from participation in activities or decisions that may reward or penalize such subordinates with whom the employee has or has had an amorous relationship will be deemed to have violated his/her ethical and professional obligations to the University.

10.5.4 **PROHIBITIONS** – Consensual sexual relationships between employees and subordinate employees or subordinate students are prohibited. Violations of this policy may lead to disciplinary action up to and including termination and/or expulsion.

10.5.5 **COMPLAINT PROCEDURE** – Complaints alleging a violation of the Consensual Sexual Relationships Policy shall be reported to and investigated by the Equal Opportunity Officer.
10.6 EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

10.6.1 WHO MAY USE PROCEDURE – The grievance procedure embodied herein shall be used, to the extent not in conflict with other policies, when violations of the Nondiscrimination and Gender-Based Misconduct Policy are alleged against employees.

10.6.2 FILING OF COMPLAINT – This procedure applies to persons who have complaints alleging discrimination or retaliation. Such persons may file their complaints in writing with the University Equal Opportunity Officer.

Complainants who exercise their right to use this procedure agree to accept its conditions as outlined. Where multiple issues exist (e.g., sexual harassment and violation of due process or grade appeal), the complainant must specify all of the grounds of the grievance of which the complainant knows or should have reasonably known at the time of filing. A grievance filed under this procedure may normally not be filed under any other University grievance procedure. Depending on the nature of the issues involved, the complainant will be advised by the University Equal Opportunity Officer or his/her designee about the appropriate procedure(s) to utilize.

10.6.3 TIMING OF COMPLAINT – Any complaint must be filed with the University Equal Opportunity Officer within 180 calendar days of the act of alleged discrimination, harassment, or retaliation. The University Equal Opportunity Officer may reasonably extend all other time periods.

10.6.4 ADMINISTRATIVE ACTION

• The University recognizes its obligation to address incidents of discrimination, harassment, or retaliation on campus when it becomes aware of their existence. Even if no complaints are filed, the University reserves the right to take appropriate action unilaterally under this procedure.

• With respect to students, the appropriate student policy will apply to investigations, process, and discipline.

• With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party’s regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence pending the completion of the investigation or grievance procedure.

10.6.5 WITHDRAWAL OF COMPLAINT – The complainant may withdraw the complaint at any point prior to the adjournment of a formal hearing. However, the University reserves the right to proceed unilaterally.

10.6.6 CONFIDENTIALITY OF PROCEEDINGS AND RECORDS – Investigators and members of the Hearing Panel reviewing the grievance are individually charged to preserve confidentiality with respect to any matter investigated or heard. A breach of the duty to preserve confidentiality is considered a serious offense and will subject the offender to appropriate disciplinary action. Parties and witnesses also are admonished to maintain confidentiality with regard to these proceedings.

All records, involving discrimination, harassment, or retaliation upon disposition of a complaint, shall be transmitted to and maintained by the University Equal Opportunity Officer as confidential records except to the extent disclosure is required by law.

10.6.7 PROCEEDINGS AND INVESTIGATION – Upon receipt of a complaint, the University Equal Opportunity Officer is empowered to investigate the charge, to interview the parties and others, and to gather pertinent evidence. The investigation should be completed as soon as practical. The investigator shall prepare a record of the investigation.

In arriving at a determination of a policy violation at any stage of the proceedings, the evidence as a whole and the totality of the circumstances and the context in which the alleged incident(s) occurred shall be considered. The determination will be made from the facts on a case-by-case basis.

Upon completion of the investigation, the University Equal Opportunity Officer shall report findings to the appropriate designated individual (Director of Human Resources, Vice President for Academic Affairs, etc.) with any recommendations for corrective action. The appropriate designated individual, in consultation with their director or supervisor, may accept the EO Officer’s recommendations, if any, or modify the corrective actions as circumstances warrant.

10.7 INDIVIDUALS WITH DISABILITIES

The University is committed to the goal of achieving equal educational opportunities and full participation for individuals with disabilities. Consistent with the applicable provisions of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act, as amended, the University strives to assure that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by the University.
The University will reasonably accommodate otherwise qualified individuals based upon documentation of a disability unless such accommodation would pose an undue hardship; would result in a fundamental alteration in the nature of the service, program or activity; or in undue financial or administrative burdens. The term “reasonable accommodation” is used in its general sense in this policy to apply to employees, students, and visitors.

Reasonable accommodation may include, but is not limited to (1) making existing facilities readily accessible and usable by individuals with disabilities; (2) job restructuring; (3) offering part-time or modified work schedules; (4) providing reassignment to a vacant position if qualified; (5) acquiring or modifying equipment or devices; (6) adjusting or modifying examinations, training materials or policies; (7) providing qualified readers or interpreters; or (8) modifying policies, practices, and procedures.

Reasonable accommodation with respect to employment matters should be coordinated with the Human Resources Department and the individual with the disability. Reasonable accommodation with respect to students should be referred to the Office of Student Development.

Individuals who have complaints alleging discrimination based upon a disability may file a complaint with the University's Affirmative Action Officer in accordance with the Equal Opportunity Grievance Procedure.

The Equal Opportunity Officer and the Office of Student Development can provide complete copies of the University's Reasonable Accommodation policy.

10.8 PREVENTION OF ALCOHOL ABUSE AND DRUG USE ON CAMPUS AND IN THE WORKPLACE

The federal Drug-Free Workplace Act enacted into law in 1988 requires that any entity seeking to be considered to receive a grant from any federal agency, and any entity seeking to be awarded a contract for the procurement of any property or services of a value of $25,000.00 or more from any federal agency, certify to the Federal granting or contracting agency that it will provide a drug-free workplace.

The University recognizes its responsibility as an educational and public service institution to promote a healthy and productive work environment. This responsibility demands implementation of programs and services that facilitate that effort. The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The University’s program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, or as part of any University-sponsored activities. It is the Board of Regents’ policy that:

1. All students and employees shall abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. The illegal use of drugs and alcohol is in direct violation of local, state, and federal law, as well as University policies governing faculty, staff, and student conduct. This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any University-sponsored activities.
3. Violating this policy shall be a major offense, which can result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, at the employee’s expense, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the University. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
4. Violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to, fines, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual’s criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state, and federal sanctions can be obtained through the Office of Student Development and the Office of Public Safety.
5. An employee shall notify his/her supervisor in writing of a criminal conviction for drug or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.
6. The University provides access to information about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
7. An employee shall not perform safety sensitive functions while a prohibited drug or alcohol is in his/her system.
8. The University may require drug testing of safety sensitive employees (as defined by federal law) prior to employment, when there is reasonable cause, after an accident, on a random basis, and before allowing the employee or student to return to duty after refusing to take a drug test or after not passing a drug test.
9. The University shall distribute this policy to all staff, faculty, and students.

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to: a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.
The chief fiscal officer is responsible for notifying Federal funding agencies within ten calendar days whenever an employee is convicted of a drug-related crime that occurred in the workplace. Decisions under this policy are subject to the grievance procedures stated elsewhere in the Board of Regents policy (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.12).

10.9 INTELLECTUAL PROPERTIES POLICY

The people of the State of Oklahoma may reasonably expect that their investments in the University will create new industry and enhance existing industry within the State and Nation. Such new industry creates greater employment opportunities for citizens of the State and the Nation and an improvement in their standard of living.

The creation and development of intellectual property at the University encourage new business and are key to creating strong University and industry partnerships. It is the responsibility of University employees to disclose intellectual property and to foster an entrepreneurial attitude within the work force by involving students in the creation of intellectual property. Intellectual property development shall be pursued in concert with, but subject to, the University’s principal responsibilities of education and knowledge creation.

Therefore, it is in the best interest of the University to adopt a policy that encourages disclosure of discoveries and inventions and rewards such creative activity. To do so, the University’s policy must insure that creators of copyrightable works or trademarks and inventors share in any financial success enjoyed by the University through the creation and commercialization of intellectual property. The basic objectives of the University’s policy concerning creative works, trademarks, discoveries, and inventions (i.e., intellectual property) include the following:

1. To maintain the University’s academic policy of encouraging research, publication, and scholarship independent of potential gain from royalties or other income.

2. To make patented materials created pursuant to University objectives available in the public interest under conditions that will promote their effective utilization and commercialization.

3. To provide adequate incentive and recognition to faculty and staff through proceeds derived from their creative works, trademarks, discoveries, and inventions.
SECTION 11 – STATE COMPLIANCE POLICIES

11.1 CONFIDENTIALITY OF LIBRARY RECORDS

The University adheres to Oklahoma and federal law with respect to confidentiality of library records. The records of library materials borrowed or used cannot be disclosed to anyone except:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group whose records are sought; or
3. As otherwise required by law.

(University of Oklahoma Board of Regents Policy Manual CU/RSU 3.5.)

11.2 CONFLICTS OF INTEREST

11.2.1 PURPOSE OF POLICY – This policy addresses situations where there might be a potential financial conflict between a particular outside interest of a faculty or staff employee and the obligation that the employee owes to the University such that an employee's profit or advantage may come, or reasonably appear to come, at the expense of the well-being of the University.

The purpose of this policy is to aid in identifying apparent, actual, and potential conflicts of interest and assuring that such conflicts do not improperly affect the activities or professional conduct of the University or its employees. It is not the intent of this policy to restrict legitimate work appropriate to the employee's profession or discipline, but only to provide the University with authority to take action that is appropriate, proportionate, and focused on substantial conflicts of interest that compromise an employee's professional judgment.

11.2.2 STATEMENT OF GENERAL POLICY – The University is a public institution committed to the mission of teaching, research and creative/scholarly activity, and professional and University service and public outreach. To these ends, the University balances an assortment of principles: maintaining an atmosphere that promotes free and open scholarly inquiry; facilitating the transfer of information and technology for the benefit of the public; and serving as a prudent steward of public and private resources entrusted to it. Faculty and staff have a primary commitment to their basic University duties of teaching, research and creative/scholarly activity, professional and University service, and public outreach. These basic duties often limit outside activities. As a result, professional and personal activities may present financial conflict of interest situations, which should be evaluated under the auspices of this and other applicable policies.

Employee participation in outside professional, commercial, and pro bono publico activities can make important direct and indirect contributions to the strength and vitality of the University. Through participation in such activities, employees may add to knowledge and understanding that is relevant and useful to teaching and research within the University, develop sources of funding and support for activities carried out in the University, and establish relationships valuable to the University. Because of its value to the University, its rewards for an individual employee, and its contributions to the larger society of which the University is a part, the University recognizes that employee participation in outside professional, commercial, or pro bono publico activities is often appropriate.

Sound professional discretion is an integral part of the University's financial conflict of interest system. Any review of a potential financial conflict of interest will be undertaken in light of four general propositions.

First, conflicts of interest per se are inevitable and do not necessarily represent any impropriety by employees if disclosed in advance. Second, the failure to disclose a conflict of interest for administrative review and response would be a serious mistake for any employee and may be a breach of this policy. Third, there is a presumption in favor of allowing employees to act in dual roles once the conflict of interest has been disclosed (prior written approval is required in cases of potential conflicts involving federal grants or contracts). Fourth, conflicts of interest may be so profound or substantial that it would be best for all concerned if the employee did not participate in a particular transaction.

It is not possible to completely eliminate the potential for financial conflicts of interest because there are certain rewards and incentives that are inherent or appropriate in the structure of a University enterprise. Such conflicts become detrimental when the potential temptations, financial or otherwise, undermine reasonable objectivity in the design, interpretation, and publication of research; in setting University policies; in managing contracts; in selecting equipment and supplies; in involving students in sponsored projects; or in performing other roles in University governance in which objectivity and integrity are paramount. Furthermore, since allegations of conflicts of interest based on appearances can undermine public trust in ways that may not be adequately restored even when mitigating facts are brought to light, apparent conflicts should be avoided, when feasible and appropriate.
Section 11 – State Compliance Policies

11.3 ETHICS POLICY

University employees are expected to comply with all state ethics rules. Laws, rules, and interpretations can be found at the following website: [https://www.ok.gov/ethics/](https://www.ok.gov/ethics/).

11.4 FIREARMS POLICY

Firearms and munitions of all types are prohibited on all property owned, leased, or occupied by the University at all times except as specifically authorized by Board policy.

11.5 HEALTH AND SAFETY

The University is committed to providing a safe and healthy environment for the entire University community and to complying with all applicable Federal and State laws and regulations pertaining to occupational and environmental safety. Academic and administrative personnel with supervisory and teaching roles must ensure that procedures are developed and followed which are designed to prevent injury, protect the assets of the University, and protect their environment. It is the responsibility of all University faculty, staff, and students to follow safe working practices, obey health and safety rules and regulations, and work in a manner that protects their health and that of others and does no harm to the environment.

In the event of an employee injury, the following practices will help guide the employee relative to his/her rights. Employees should follow the Procedures For Reporting An On-The-Job Injury. For vehicular incidents, the employee should refer to the guide In Case of Vehicular Accident available in the Business Office. This guide is also in the glove compartment of each University owned vehicle.

The Human Resources Department will assist the injured employee in filing an injury report with Workers’ Compensation authorities. The Business Office will assist an injured non-employee in filing an injury report with Risk Management.

11.5.1 RISK MANAGEMENT – If an individual incurs an injury on University property and is not involved in compensatory work for the University, a Standard Liability Incident Report should be filed with the Business Office. The Oklahoma Governmental Tort Claim Act addresses liability of the University to those individuals who are on state property but not performing compensatory work and are injured while on state property. Claims to the State Risk Management Office will be evaluated to determine if the University is liable for damages. Additional information is available in the Business Office.

11.5.2 WORKERS’ COMPENSATION – If an employee sustains an injury during the course of the performance of compensatory work for the University, appropriate Workers’ Compensation claim forms must be filed through the Human Resources Department.

11.6 OPEN RECORDS REQUEST

It is the policy of the University to abide by the Oklahoma Open Records Act and the Family Educational Rights and Privacy Act (FERPA) as they relate to records requests. Requests made under the Oklahoma Open Records Act or directory requests under FERPA should be sent to the Office of Public Affairs. Other requests for FERPA-protected information should be sent to the Office of Enrollment Management. Requests made to this office will be sent to the University’s Legal Counsel. The University’s Legal Counsel will facilitate and coordinate responses to the requests.

11.7 POLITICAL ACTIVITIES OF EMPLOYEES

An employee of the University who participates in political activities must do so in a manner that:

1. Does not imply, directly or indirectly, that the University endorses such activities;
2. In no way interferes with the rights and privileges of other employees of the University;
3. In no way interferes with the rights and privileges of students attending the University;
4. In no way interrupts the normal routine operation of the University;
5. In no way interferes with the assigned duties of the employee;
6. Does not utilize University funds, equipment, supplies, paid staff time, or other University resources in support of partisan political activities, or a ballot measure.

Violation of this policy may be cause for dismissal.
11.8 CANDIDATES FOR POLITICAL OFFICE

Any employee of the University who becomes a candidate in any primary or general election for any county, state, or federal office shall, prior to announcing his/her candidacy for any said office, first offer his/her resignation to the Board of Regents, without reservation.

The Board of Regents does not intend to discourage employees from becoming candidates for public office. Employees may regard it as their duty to become candidates.

(University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.14.)

11.9 TRAVEL POLICIES AND REIMBURSEMENT GUIDELINES

Employees traveling on University business with students must be aware of and adhere to the University’s Student Travel Policy.

The use (including rental) of 15-passenger vans for transporting University employees, students, visitors or guests is prohibited.

Employees are not permitted to use hand held University cellular or mobile devices, or any other hand held device, pagers, digital assistants, laptops, or any other electronic communication devices while operating a motor vehicle on University business.

For University business, employees may only fly on commercial aircraft. Employees are not authorized to fly or travel in personally-owned, corporate noncommercial, chartered or leased aircraft on University business. An exception is allowed for an employee who is a licensed pilot electing to fly him/her self, but no other University employee.

The following travel reimbursement guidelines are based upon the Oklahoma State Travel Reimbursement Act, Title 74 O.S., Section 500.1 et seq., and procedures established by the Office of State Finance, unless otherwise noted.

Employees may be reimbursed for travel expenses incurred while conducting official University business or attending professional development events. Requests to attend professional meetings must be accompanied by a program or letter of invitation.

All out-of-state travel, except for routine business during the day, requires prior approval of the President. A Travel Request for Leave and Reimbursement (T3) form should be submitted at least thirty (30) days prior to the date of travel. Presidential approval must be obtained before any funds are encumbered or travel begins.

If available and requested, a University owned vehicle may be reserved. If it becomes necessary to cancel a vehicle reservation, notification of the cancellation should be made to Physical Facilities so that the vehicle can be reassigned for another purpose.

Reimbursement for authorized expenses may be requested by providing appropriate documents to the Travel Clerk in the Business Office as soon as travel is completed. The amount claimed for reimbursement should not exceed the amount approved on the Travel Request for Leave and Reimbursement form, if applicable.

Additional guidance on travel procedures is available from the Business Office.

11.9.1 IN-STATE REIMBURSEMENT/GENERAL PROVISIONS – Official travel status for the purpose of meals and lodging shall be defined as absence from the employee’s home area or official station area while performing assigned official duties, such trips must be of sufficient duration and distance to qualify as overnight absence from the person’s home or official duty station area.

11.9.2 OUT-OF-STATE REIMBURSEMENT/GENERAL PROVISIONS – Reimbursement for meals and lodging on out-of-state trips shall not begin more than twenty-four (24) hours before or continue more than twenty-four (24) hours after the trip objective, such as a meeting, workshop, or conference.

11.9.3 LODGING – Reimbursement for overnight lodging for official travel may be made at a rate not to exceed the specified limit per night for in-state or out-of-state travel, except for designated meeting sites. Receipts issued by the hotel, motel, or other public lodging place must accompany the claim for reimbursement. If the place of lodging is the designated meeting site, a brochure from the event sponsor reflecting such designation must be submitted with the claim.

11.9.4 PER DIEM – Reimbursement for meals, during official travel, is authorized at rates set by Oklahoma Statute, provided the trip meets the overnight criteria. In computing the reimbursement for per diem, a day shall be a period of twenty-four (24) hours. Reimbursement is not allowed for meals that have been provided as part of the registration fee or by any party other than the employee.

11.9.5 IN-STATE TRANSPORTATION – Travel by privately owned vehicle may be reimbursed based on the distance set forth by the official state map produced by the Oklahoma Department of Transportation. Any vicinity travel must be entered on travel claims as a separate item.

11.9.6 OUT-OF-STATE TRANSPORTATION – Regardless of the mode of travel (including privately owned vehicle) reimbursement for out-of-state transportation costs shall not exceed that of coach airfare. However, travel by
commercial airline on a business or first-class basis may be reimbursed if coach class space is not available within a reasonable time and is justified by attachment to the claim for reimbursements. Airline tickets for employee travel must be purchased from travel agents listed on the State contract. However, if a lower cost arrangement can be found with a non-listed travel agent, internet travel provider, or direct from the airlines, this lower cost arrangement will be allowed as a reimbursable cost, provided a written contemporaneous cost comparison is provided reflecting a lower cost. Mileage for out-of-state travel by privately owned vehicle will be based upon the appropriate state map or a mapping internet site, such as MapQuest. Documentation provided with the claim must include the method of calculation.

11.9.7 LOCAL TRANSPORTATION – Taxi fares will be reimbursed only upon justification as to the necessity of their use. Local transportation costs incurred during out-of-state travel may be reimbursed on the basis of an itemization of such costs. Reimbursement for leased or rented automobiles will be made in the same manner.

11.9.8 TRANSPORTATION OF PASSENGERS – It is the policy of the University that non-employee passengers shall not be transported in state vehicles or private vehicles used for state business purposes where the employee expects to be reimbursed.

11.9.9 MISCELLANEOUS EXPENSES – Reimbursement claims for miscellaneous travel expenses such as communication charges and registration fees for attending workshops, conferences, etc., must be itemized. Reimbursement for communication charges incurred during in-state travel must be necessary and justified.

11.9.10 RECEIPTS REQUIRED – Lodging receipts from a motel, hotel, or other public lodging place must accompany the claim for reimbursement. The lodging receipt must show a zero balance; otherwise, proof of payment is required. Reimbursement requests for leased or rented vehicles used in official University business must be supported by a receipt indicating the miles traveled. The original receipt for registration fees must accompany the claim for reimbursement. Copies of the registration fee receipt are not acceptable for reimbursement purposes.

11.10 UNIVERSITY-OWNED EQUIPMENT/FACILITIES

11.10.1 EQUIPMENT – In accordance with state statutes, the use of any University asset by individuals or organizations for activities not directly related to the execution of University business is strictly prohibited. University-owned or controlled assets shall not be removed from the University premises except in cases where such equipment is to be used for University business.

11.10.2 FACILITIES – For information about scheduling University facilities for use during hours which do not conflict with regularly scheduled classes and events, contact the Director of Events Management.

11.10.3 PETS – Pets (dogs, cats, birds, other pets, etc.), except for service animals while performing duties for the individual they accompany, are not permitted inside any University-controlled building. Domesticated pets are permitted outside on campus grounds when leashed and properly attended at all times. Pet owners must clean up after their animals. Animals that are official part of the University’s teaching, research, or clinical programs are exempt from this policy. Students residing in a Student Housing Facility on campus should refer to the Student Housing Policies and Procedures handbook under the section titled “PETS” concerning pets in residence halls.

11.11 UNIVERSITY RECORDS

In accordance with state statutes and the Oklahoma Archives and Records Commission, the University has designated the Vice President for Business and Finance as the liaison to the Oklahoma Archives and Records Commission. The University follows the Commission’s rules and procedures for retention and destruction of University records. All executive staff, deans, department heads, and departmental supervisors are provided General Records and Retention Schedules and updates to the schedules. A designated University accountant assists in coordinating this effort and administers the University’s record storage facilities. The accountant coordinates the retention and destruction of all University electronic and computer-related records and files.

11.12 USE OF STATE OR UNIVERSITY-OWNED VEHICLES

Oklahoma statutes prohibit the use of State-owned vehicles for private purposes. In compliance, the University prohibits the use of University-owned vehicles for private purposes. It is the policy of the University that passengers shall not be transported in State or University vehicles unless they are on State or University business.

A State-owned or University-owned vehicle should not be driven to the residence of an employee unless it is required in performing his/her official duties.
11.12.1 **DRIVER’S LICENSE** – Employees who are required to operate a University motor vehicle on any public roadway while in the performance of their regular duties must have a valid driver’s license issued by the State of Oklahoma. Below are the procedures to ensure adherence to this policy:

a. The University will conduct a driver’s license verification and status review on new employees selected for positions that involve operation of a University motor vehicle. In addition, the University may conduct periodic driver’s license verification and status reviews on all employees in positions involving operation of a University motor vehicle.

b. Any new employee who has applied and been accepted for University employment in a position where possession of a valid driver’s license is a requirement and who is subsequently determined not to have (or have had at time of application) a valid Oklahoma driver’s license will be considered to have submitted false information and will be subject to termination.

c. An individual who is employed by the University and who holds a valid out-of-state driver’s license will be considered to be a properly licensed driver for employment purposes. However, any such employee must obtain a valid Oklahoma driver’s license within thirty calendar days of the first day of employment. Failure to obtain an Oklahoma driver’s license within this period may result in termination. Student employees may operate a University motor vehicle in the course of their employment if they hold a valid driver’s license issued by their state/country of residence/origin. The only driver’s licenses recognized by the State of Oklahoma and Oklahoma law enforcement agencies are those issued in the United States and those issued by the country of origin of international students.

d. Current employees who must possess a valid driver’s license to perform their job duties are required as a condition of employment to notify their supervisor immediately upon receipt of any notification from the Oklahoma Department of Public Safety or any court of competent jurisdiction that their driver’s license has been suspended or revoked or has in any way been modified or subjected to restrictions not previously known to the supervisor. Failure to make such notification may result in termination.

e. Oklahoma law requires that holders of a driver’s license who have taken legal action to change their name (through marriage, divorce, or court action) and/or have changed their mailing address must notify the Oklahoma Department of Public Safety of such change(s) within 10 days. University employees are expected to be in compliance with this provision of the law.

f. If a current employee’s license is suspended or revoked, expires, or is subject to modification or restriction, the employee will not be permitted to operate a University motor vehicle until the license is fully reinstated, renewed, or additionally modified. Until the employee’s driving privileges are restored, the employee’s department may reassign the employee to a job not requiring the operation of a University motor vehicle or place the employee on appropriate leave status, including but not limited to compensatory time, paid leave, or leave without pay. Before the employee may resume operating a University motor vehicle, written confirmation from the Oklahoma Department of Public Safety verifying license reinstatement or conferring privileges to drive while at work or a properly issued renewal license must be presented to the supervisor.

g. Employees are required to read the University’s Vehicle Regulations Policy and sign an agreement to follow the University’s policies and regulations.

11.13 **WHISTLE BLOWER**

Employees shall not be disciplined or dismissed for reporting actions taken by the employer that might violate the law as cited under the Whistle Blower Statute, 74 O.S. §840-2.5. Further information is available from the Human Resources Department.

11.14 **LIABILITY COVERAGE**

The State of Oklahoma provides professional and automobile liability insurance under the State Tort Claims Act for all employees who are acting within the scope of their duties. The liability coverage also extends to authorized volunteers for their operation of University-owned vehicles while acting within the scope of their authority if the authorized volunteer has completed and filed the Volunteer Acknowledgment and Release Form with the authorizing department. Copies of the State of Oklahoma Certificate of Self-Insurance are located in the glove compartment of all University vehicles. Further information is available from the Business Office. Employees are prohibited by state law from texting or utilizing electronic devices while driving University vehicles or while driving private vehicles on University business. Failure to abide by this policy results in the loss of insurance coverage for any accident, and the employee will be held personally liable for any and all damages and injuries caused as a result of such accidents, regardless of actual fault. Further, smoking in University-owned, rented, or leased vehicles is prohibited by state law.
SECTION 12 – GENERAL INFORMATION

12.1 DRESS/GROOMING

The University community is proud of its appearance and its tradition of excellence in education. That pride is reflected in attention to the physical facilities, the landscape, and the professionalism of University personnel. Each member of the University community shares a responsibility in maintaining a professional image by dressing and grooming appropriately for his/her respective position. Questions regarding dress code should be directed to the employee’s immediate supervisor.

Uniforms may be required for specific positions, as deemed necessary by the University.

12.2 EMERGENCY PROCEDURES

In the event of an emergency, all staff in a supervisory role have the responsibility to give instructions to students, faculty, and staff and provide safety measures until otherwise directed by the Office of Public Safety or other properly identified emergency personnel.

12.2.1 FIRE ALARM AND PROCEDURES – When a fire alarm is sounded, everyone should clear the building by the nearest exit and proceed to an open area on campus. Everyone must stay clear of the danger area unless called upon to help; employees should keep all roadways and walkways clear for emergency vehicles. NO PERSON SHALL RE-ENTER the building until instructed to do so by the Office of Public Safety or other properly identified emergency personnel.

12.2.2 TORNADO WARNING – A civil defense siren is sounded when a tornado has been spotted or when a very strong storm cell is over the area. When the warning is sounded, everyone will immediately proceed to the nearest protective area. Protective areas are basement areas or ground floor interior spaces or hallways away from exterior walls and windows. Additional emergency information is contained in the Emergency Operations Plan in the Office of Public Safety.

12.3 EMPLOYEE FINANCIAL OBLIGATIONS

Faculty, staff, and student employees of the University are required to pay all outstanding financial obligations due to the University in accordance with the due dates established for such obligations. For faculty, staff, and student employees who do not pay such financial obligations, the University will seek such remedies as are allowed by law.

12.4 IDENTIFICATION CARDS

A University identification card will be issued to regular, full-time and part-time employees at no cost to the employee. The employee should obtain an identification card on the first day of employment or at the time the employee completes the required paperwork for employment. An identification card may be obtained at the One Stop located on the first floor in the McMahon Centennial Complex, Monday through Friday, from 8:00 a.m. to 5:00 p.m. If this time is not convenient, the employee should contact the Business Office to arrange for a convenient time.

The employee’s identification card is required for access to certain events and/or facilities. The identification card will admit the employee to designated official University-sponsored events. In addition, the identification card may be used for library privileges and use of the Aggie Rec Center.

The identification card does not authorize the holder to obligate the University in any manner. The identification card is the property of the University and must be returned to the Business Office at the time employment is terminated. Students may retain their student identification cards.

An employee is responsible for reporting any lost or stolen identification card immediately to his/her supervisor, the Office of Public Safety, and Physical Facilities. Employees shall be charged for replacement cards.

12.5 INCIDENT POLICY

The University is committed to maintaining a workplace environment that is safe and secure for all employees of the University. Threats, threatening behavior, acts of violence, and unwanted attention directed against other employees, visitors, or guests by an employee of the University will not be tolerated.

All employees are responsible for notifying their supervisor and/or the Office of Public Safety of any threats that they have witnessed, received, or heard. Even without an actual threat, employees should also alert their supervisor to any behavior which can be regarded as threatening or violent when that behavior is job-related or might be carried out in the workplace. Employees are responsible for making this report regardless of the nature of the relationship between them and the person initiating the threat or threatening behavior.

The provision of a safe workplace and the protection of employees from threats to their safety cannot be effectively accomplished unless supervisors and officers from the Office of Public Safety are informed of these circumstances.
12.6 INFECTIOUS DISEASE POLICY STATEMENT

The purpose of this policy is to establish procedures to be followed when a University student and/or employee is infected with a communicable disease. Such diseases include, but are not limited to, hepatitis, meningitis, mumps, whooping cough, measles, diphtheria, chicken pox, and tuberculosis.

The University is committed to providing a working and learning environment free of health hazards for its students and employees. So long as medical evidence shows, with reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace or classroom, or through airborne transmittal, those areas will not be considered to be hazardous as a result of the presence of an infected student or employee.

The University will comply with all federal and state laws applicable to students and employees with communicable diseases.

The confidentiality of information regarding individuals infected with a communicable disease shall be respected as may be provided by law. As long as a student and/or employee with a communicable disease is able to pursue his/her education within the established academic standards and/or continue performance of job duties and medical evidence indicates that his/her condition is not a threat to him/herself or others, the student or employee is to be treated consistently with other students and/or employees.

Discrimination against or harassment of the student or employee infected with a communicable disease is prohibited. The University will make educational materials on communicable diseases available for students and employees through the Office of Student Services, Office of Public Safety, and Physical Facilities.

12.7 KEYS AND ELECTRONIC ACCESS

Keys and electronic access shall be authorized for issue only to persons with a substantial need for access to specific facilities, and they shall be issued only after verification of administrative approval on a properly executed Key Request Form (K1). Keys must be picked up in person at the Physical Facilities Office.

Keys remain University property, entrusted to the individual key holder for his/her exclusive use and should never be exchanged or loaned. No one has authority to produce, duplicate, or alter a University key, except the Physical Facilities Office. Unauthorized use or duplication of a key is cause for disciplinary action, up to and including dismissal.

An employee is responsible for reporting any lost or stolen keys immediately to his/her supervisor, the Office of Public Safety, and Physical Facilities. When a key is lost or stolen, the employee must pay a replacement fee. If the key is found after the replacement fee has been paid, the money will be refunded if the building was not re-keyed as a result of the key loss.

All keys must be returned to the Physical Facilities Office during the termination clearance process or at the time of a job change, office relocation, or lock change.

12.8 LOST/MISPLACED/STOLEN OR DISCARDED ITEMS

Lost, misplaced, or stolen personal items such as jewelry, keys, or clothing, regardless of where found, should be turned in immediately to the Office of Public Safety. Lost items should not be turned in to individual departments on campus.

If an employee finds discarded equipment and/or equipment no longer in use, he/she should call the Business Office. The Business Office will make arrangements for the reallocation and/or disposal of such property. Additional instructions on inventory procedures are issued by the Business Office.

12.9 OFFICE OF PUBLIC AFFAIRS/ICIAL COMMUNICATIONS

Any statement made on behalf of the University to the public through the press or through any other agency shall be made by the Board of Regents and/or the President of the University or his/her designee. Further, this policy is not intended to and should not be construed to abridge the rights and privileges of any employee of the University to publicly express his/her personal opinions on any matter or to abridge constitutional rights of employees to comment on matters of public concern or to prohibit any other rights of communication established by law.

12.10 PARKING PERMITS AND TRAFFIC REGULATIONS

The Board of Regents has determined that it is in the best interests of the University that rules and regulations be promulgated and adopted governing the keeping and use of automobiles by University employees, visitors, and students, providing parking areas for the employees, visitors, and students of the University, and providing a method of carrying such rules and regulations into effect and the enforcement thereof. The applicable portion of these regulations shall apply to every employee of the University, and the portions applicable to students shall be deemed a part of the established regulations of the University that govern every student.
The President may revise, alter, or amend these regulations when conditions warrant. Such amendments, revisions, or alterations shall, unless otherwise ruled by the Board of Regents, be effective and of the same dignity as if enacted or ordered by said Board of Regents (University of Oklahoma Board of Regents Policy Manual CU/RSU 4.8).

12.10.1 PARKING PERMITS – All vehicles parked on University property must display the appropriate parking permit, which is available free of charge at the Office of Public Safety, Monday through Friday, between 8 a.m. and 5 p.m. If this time is not convenient, the employee should contact the Office of Public Safety to schedule an appointment. Vehicles parked on University property without a parking permit will be ticketed.

The permit holder is responsible for all charges resulting from citations issued against his/her permit number, regardless of the identity of the driver; therefore, employees are encouraged to remove parking permits from vehicles that will no longer be operated by the employee. All employees are required to return parking permits as part of the clearance process when terminating employment from the University.

12.10.2 TRAFFIC REGULATIONS – The Office of Public Safety enforces the traffic regulations of the University and Oklahoma vehicle laws applicable to street traffic, make arrests, issue citations for traffic violations, and investigate accidents. No person, owner or operator shall park/drive or permit to be parked/driven any vehicle which has four (4) or more citations against it per academic semester. Copies of the University Traffic Code can be reviewed/obtained in the Office of Public Safety.

Payment for a citation is made in the One Stop. The citation must be presented with the payment.

12.11 USE OF UNIVERSITY FACILITIES BY UNAFFILIATED ENTITIES OR INDIVIDUALS

The University has adopted policies and requirements for the use of its facilities (including advertising, marketing, private sales solicitations, etc.) by unaffiliated entities. This policy is posted at www.cameron.edu/policies.

12.12 PUBLICATIONS/ADVERTISING

The Office of Public Affairs must approve all layouts or copy for all publications.

The University does not endorse any commercial product, program, enterprise, and idea. Under certain circumstances, the University’s name or symbols may be used in connection with advertising or promotional material. Permission and approval of all copy must be obtained from the Senior Director of Public Affairs. The University from time to time may wish to reach a certain segment of the public by purchasing advertising in the media. The material contained in this advertising may include matters related to increasing enrollments, promotional advertising, or informational material related to specific policies, projects, departments, and curricula. With the exception of staff employment advertising, which is coordinated through the Human Resources Department, no contracts for advertising should be entered into and no oral or written commitments should be made by any University employee without the approval of the Senior Director of Public Affairs.

12.13 SERVICES

12.13.1 RECREATIONAL FACILITIES – The use of the Aggie Rec Center is available to University employees at no charge during normal operating hours.

12.13.2 FOOD SERVICES – Catering services for functions held on or off campus are available through the University’s food service provider.

12.13.3 TELEPHONE – The campus telephone system is designated for business use. Employees are to limit personal calls and use third party billing or personal credit cards for personal long-distance calls that must be made from work. The University’s incoming 800 line must not be used for personal calls, violations will result in disciplinary action, up to and including dismissal.

12.13.4 EMERGENCIES – In the event of an emergency, dial 2911 when using a campus phone and 581-2911 when calling from off-campus.

12.14 TECHNOLOGY

Information Technology Services (ITS) offers technology assistance to all employees and students. All purchase recommendations relating to computers, telecommunications equipment, software, and peripherals are made by ITS. ITS Helpdesk repairs, maintains, transfers, relocates, and disposes of all computer and technology equipment. Requests to reassign computer equipment from its present use should be directed to the Helpdesk coordinator by deans, chairs, and directors. Deans/chairs/directors are responsible for an annual physical inventory of all computer equipment for which they are accountable. Theft of computer equipment must be reported to ITS Helpdesk and the Office of Public Safety.
12.15 COMPUTER USE POLICY
The University has adopted policies and requirements for the use of its electronic devices including computers, phones, tablets, etc. by students, employees, and visitors. This policy is posted at www.cameron.edu/policies.

12.16 CELL PHONE AND MOBILE SERVICES
The use of cellular or mobile services is limited to employees whose job duties and responsibilities make such services a necessity. Necessity includes, but is not limited to, situations in which time is of the essence in accomplishing University purposes. Issuance of cellular or mobile devices requires the President’s approval. Personal use of cellular or mobile devices provided by the University is not permitted. Personal use by an employee of cellular or mobile devices provided by the University may result in disciplinary action, up to and including dismissal. This policy applies to cellular or mobile telephones, pagers, and cellular or mobile telephone and pager services, the cost or compensation for which is provided wholly or partially by the University. Additional information may be found in the Business Office.

12.17 SOCIAL MEDIA POLICY
The University has adopted policies and requirements for the use of social media by employees, students, and others. This policy is posted at www.cameron.edu/policies.

12.18 UNIVERSITY SEAL
The University Seal is reserved for official uses, as in publications of the University, its certificates, diplomas, legal documents, and printed materials used in conjunction with official functions of the University.

12.19 TOBACCO USE
To address the public health concern of tobacco usage and in compliance with the Governor’s Executive Order 2012-01 issued on February 6, 2012, Cameron University prohibits all forms of tobacco on campus. The use, sale, or distribution of tobacco, including smoking and the use of smokeless tobacco, electronic cigarettes or vaping devices is prohibited on the University campus, including all indoor and outdoor spaces. Campus also includes University vehicles.

The University shall communicate information regarding tobacco use prevention efforts on campus related to policy, prevention, and cessation. In addition, the University shall make available appropriate educational activities concerning the harmful health consequences of tobacco use.

Compliance with the Tobacco Free Campus Policy by all students, faculty, and staff is expected based on our commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all faculty, staff, and students. Individuals who are in violation of this policy are subject to citations and/or disciplinary actions, up to and including dismissal. This policy applies equally to employees, students, and visitors.

12.20 STATEMENT OF CONFIDENTIALITY
As a Cameron University employee, you may have access to, or come into contact with, confidential and private records of other staff, faculty, and students. Under federal law and University policy, student and employee records are protected from disclosure to a third party. Employees should not access staff, faculty, or student information unless there is a legitimate work-related reason to do so. The unauthorized release, access, or use of such privileged information violates Cameron University Policy.

An employee will treat confidential information with the highest level of privacy, care, and professionalism. Confidential information should only be discussed with authorized personnel, and only for legitimate work-related purposes. Any breach of confidentiality of this information, whether intentional or due to neglect, or any abuse of an employee’s position, including but not limited to unauthorized access to records, disclosure of information from student or employee records, alteration of records, and/or destruction of records or other similar acts, is considered a serious offense and may result in disciplinary actions up to and including immediate termination of employment.

12.21 EMAIL AND NOTICE
All employees are provided with University email accounts and are expected to use these accounts for the conduct of University business. Email sent to an employee’s University provided email address shall constitute satisfactory notice under this policy or other applicable policies requiring notice be given.
AGENDA ITEM 5

ISSUE: OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
MASTER LEASE- PURCHASE PROGRAM FOR ELEVATOR
MODERNIZATION PROJECT – CU

ACTION PROPOSED:

President McArthur recommends the Board of Regents:

I. Authorize the President or his designee to submit an application for inclusion under the Oklahoma State Regents for Higher Education Master Lease-Purchase Program the Elevator Modernization Project, and;

II. Authorize the President or his designee to execute any documents required by the Oklahoma State Regents for Higher Education, Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority and to take any further action required to consummate the transactions contemplated herein.

BACKGROUND AND/OR RATIONALE:

The Oklahoma State Regents for Higher Education (OSRHE) implemented the Master Lease-Purchase program to facilitate Oklahoma colleges and universities acquisitions of long-lived assets using the lease-purchase method. OSRHE submits funding requirements periodically through the State of Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority, the conduit-financing agency, and assists in developing and executing an appropriate plan of financing. Institutions service the bond debt using current operating funds. Certain dollar limits and useful life requirements must be met for an acquisition to qualify for the program. This service provided by OSRHE greatly reduces the time, effort, and expense that would otherwise be required for an institution to finance the acquisition of a major asset.

The Elevator Modernization Project includes updating and installing lifts and elevators in various buildings across campus. The cost of improvements will not exceed $3,000,000. The annual bond debt payments will be funded through current operations.

With authorization from the Board of Regents, the President will submit the project to the Oklahoma State Regents for Higher Education in order to obtain financing through the Master Lease-Purchase Program.
AGENDA ITEM 6

ISSUE: EASEMENT FOR CITY OF LAWTON – CU

ACTION PROPOSED:

President McArthur recommends the Board of Regents:

I. Approve the granting of an easement to the City of Lawton for constructing, operating, and maintaining a sewer line as described below; and

II. Authorize the President or his designee to execute the easement document.

BACKGROUND AND/OR RATIONALE:

The City of Lawton has requested a utility easement to construct, operate, and/or maintain a sewer line. The sewer line will be approximately one mile long between Gore Boulevard to the north and Lee Boulevard to the south and will include two spurs to connect it to existing sewer lines. The sewer line will run adjacent to Wolf Creek across the far western edge of campus through the University Farm and golf driving range. The easement will not substantially interrupt or disrupt University activities or affect University structures. The complete cost of construction, upkeep and maintenance of the sewer line is the responsibility of the City. Additionally, costs associated with repairing and restoring damage to surrounding property is borne by the City.

The Board is requested to approve the above-mentioned easement of approximately 7.24 acres. A drawing of the easement area and survey descriptions of the four easement components are attached hereto.
Exhibit "B"

A strip, piece, or parcel of land lying in the NE 1/4 of Section 34, Township Two North (T-2-N), Range Twelve West (R-12-W) of the Indian Meridian, Comanche County, Oklahoma. Said parcel of land being more particularly described as follows:

COMMENCING at the NW Corner of the NE 1/4 of Section 34, Township Two North (T-2-N), Range Twelve West (R-12-W), I.M. Comanche County, Oklahoma. THENCE S 89°31′00″ E along the North Section Line a distance of 974.60 feet to a POINT; THENCE S 00°00′00″ E a distance of 110.01 feet to a POINT of the South Right of Way of Gore Blvd. the POINT OF BEGINNING:

THENCE S 89°31′00″ E along said Right of Way a distance of 64.86 feet to a POINT;
THENCE S 01°43′48″ W a distance of 46.18 feet to a POINT;
THENCE S 31°52′53″ E a distance of 1073.36 feet to a POINT;
THENCE S 00°01′18″ E a distance of 1084.78 feet to a POINT on the North Boundary of the Railroad Right of Way;
THENCE S 00°00′58″ E a distance of 102.13 feet across the Railroad Right-of-Way to a POINT on the South Boundary of the Railroad Right of Way;
THENCE S 00°00′58″ E a distance of 34.84 feet to a POINT;
THENCE S 35°10′55″ E a distance of 122.85 feet to a POINT;
THENCE S 00°30′16″ W a distance of 256.32 feet to a POINT on the South Boundary of the NE ¼;
THENCE N 89°33′12″ W along the South Boundary of the NE ¼ distance of 50.00 feet to a POINT;
THENCE N 00°30′16″ W a distance of 240.28 feet to a POINT;
THENCE N 35°10′55″ W a distance of 158.11 feet to a POINT;
THENCE N 00°30′00″ W a distance of 36.34 feet to a POINT on the South Boundary of Railroad Right-of-Way;
THENCE N 04°15′17″ E a distance of 100.85 feet across the Railroad Right-of-Way to a POINT on the North Boundary of the Railroad Right of Way;
THENCE N 00°00′00″ E along said Easement a distance of 1059.51 feet to a POINT;
THENCE N 32°00′00″ W along said Easement a distance of 1071.00 feet to a POINT;
THENCE N 00°00′00″ E along said Easement a distance of 62.04 feet to a POINT on the South Right of Way line of West Gore Blvd. the POINT OF BEGINNING.

Containing 165,093.19 Sq Ft or 3.79 acres more or less

Basis of Bearing: The bearings shown are derived from the North American Datum of 1993 (HARN) and are grid bearings.

This property legal description was prepared by the “City of Lawton” from existing deeds and section work done in the field, there was no other field work performed.
A strip, piece, or parcel of land lying in the SE 1/4 of Section 34, Township Two North (T-2-N), Range Twelve West (R-12-W) of the Indian Meridian, Comanche County, Oklahoma. Said parcel of land being more particularly described as follows:

COMMENCING at the SE Corner of the SE 1/4 of Section 34, Township Two North (T-2-N), Range Twelve West (R-12-W), I.M. Comanche County, Oklahoma. THENCE N 00°04'57" E along the N-S Section Line a distance of 110.00 feet to the POINT OF BEGINNING:

THENCE N89°32'43" W along the North Boundary of an Easement Recorded in Book 1103 Page 136 a distance of 886.01 feet to a POINT;

THENCE N 00°00'00" E along the East Boundary of said Easement a distance of 997.11 feet to a POINT;

THENCE N 35°40'31" W a distance of 274.83 feet to a POINT;

THENCE N 00°17'01" W a distance of 851.17 feet to a POINT;

THENCE N 11°08'56" E a distance of 286.38 feet to a POINT;

THENCE N 00°30'16" E a distance of 177.08 feet to a POINT on the North Boundary of the SE/4;

THENCE S 89°33'12" E along said ¼ Section line a distance of 50.00 feet to a POINT;

THENCE S 00°30'16" W a distance of 181.79 feet to a POINT;

THENCE S 11°08'56" W a distance of 286.03 feet to a POINT;

THENCE S 00°17'01" E a distance of 830.21 feet to a POINT;

THENCE S 35°40'31" E a distance of 240.68 feet to a POINT;

THENCE S 00°00'00" E a distance of 933.74 feet to a POINT;

THENCE S 45°00'00" E a distance of 110.56 feet to a POINT;

THENCE S 89°32'43" E Parallel with Said Easement a distance of 777.87 feet to a POINT on the East Boundary of Said SE/4;

THENCE S 00°04'57" W along the East Boundary of said SE/4 a distance of 30.00 feet to the POINT OF BEGINNING.

Containing 137,493.21 Sq. Ft. or 3.16 acres more or less

Basis of Bearing: The bearings shown are derived from the North American Datum of 1993 (HARN) and are grid bearings.

This property legal description was prepared by the “City of Lawton” from existing deeds and section work done in the field, there was no other field work performed.
Map 039 – Wolf Creek Sewer line (Easement 02 SE4 Perm)
Project Name – Legal Description
Project Number –

Exhibit "B"

A strip, piece, or parcel of land lying in the SE 1/4 of Section 34, Township Two North (T-2-N), Range Twelve West (R-12-W) of the Indian Meridian, Comanche County, Oklahoma. Said parcel of land being more particularly described as follows:

COMMENCING at the SE Corner of the SE 1/4 of Section 34, Township Two North (T-2-N), Range Twelve West (R-12-W), I.M. Comanche County, Oklahoma. THENCE West along the E-W Section Line a distance of 1089.0 feet to a POINT; THENCE North a distance of 1325.74 feet to the SE corner of an Easement Recorded in Book 499-Page 003 the POINT OF BEGINNING:

THENCE N 00°00'00" E along the East Boundary of an Easement Recorded in Book 499 Page 003 a distance of 20.00 feet to a POINT;

THENCE N 90°00'00" E a distance of 40.86 feet to a POINT;

THENCE S 00°17'01" W a distance of 16.98 feet to a POINT;

THENCE S 35°40'31" E a distance of 3.72 feet to a POINT;

THENCE N 90°00'00" W a distance of 43.12 feet to the POINT OF BEGINNING.

Containing 821.50 Sq. Ft. or 0.02 acres more or less

Basis of Bearing: The bearings shown are derived from the North American Datum of 1993 (HARN) and are grid bearings.

This property legal description was prepared by the "City of Lawton" from existing deeds and section work done in the field, there was no other field work performed.
Map 039 – Wolf Creek Sewer line (Easement 03 NE/4 Perm)
Project Name – Legal Description
Project Number –

Exhibit "B"

A strip, piece, or parcel of land lying in the NE 1/4 of Section 34, Township Two North (T-2-N), Range Twelve West (R-12-W) of the Indian Meridian, Comanche County, Oklahoma. Said parcel of land being more particularly described as follows:

COMMENCING at the NE Corner of the NE 1/4 of Section 34, Township Two North (T-2-N), Range Twelve West (R-12-W), I.M. Comanche County, Oklahoma. THENCE S 00°01'44" W along the N-S Section Line a distance of 1091.25 feet to a POINT; THENCE S 89°58'16" W a distance of 615.03 feet to the POINT OF BEGINNING:

THENCE S 04°26'22" W a distance of 25.00 feet to a POINT;

THENCE N 85°33'38" W a distance of 462.13 feet to a POINT on the East Boundary of an Easement Recorded in Book 1103 Page 138;

THENCE N 00°00'00" E along said Easement a distance of 13.67 feet to a POINT;

THENCE N 31°58'51" W along said Easement a distance of 14.13 feet to a POINT;

THENCE S 85°33'38" E a distance of 471.58 feet to the POINT OF BEGINNING.

Containing 11,620.12 Sq Ft or 0.27 acres more or less

Basis of Bearing: The bearings shown are derived from the North American Datum of 1993 (HARN) and are grid bearings.

This property legal description was prepared by the “City of Lawton” from existing deeds and section work done in the field, there was no other field work performed.
AGENDA ITEM 7

ISSUE: EXECUTIVE SESSION – CU

ACTION PROPOSED:

Proposed Executive Session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(4) and/or 25 O.S. § 307(B)(1) for the following discussion purposes:

a. Confidential communications between the Board and its attorney(s) concerning pending research or financial investigation(s) and/or claims, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);

b. Confidential communications between the Board and its attorney(s) concerning potential claim(s) involving real estate operations, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to process the claim(s) in the public interest as authorized under 25 O.S. § 307(B)(4);

c. Confidential communications between the Board and its attorney(s) concerning pending personnel claims, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);

d. Confidential communications between the Board and its attorney(s) concerning pending negligence claims, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);

e. Routine, periodic review of University President(s) as authorized under 25 O.S. § 307(B)(1); and

f. Discussion of filed litigation against the University, including the following cases and/or claims where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4):

None.
Agenda items number 8 and 9 have been identified, by the administration, as “For Information Only.” Although no action is required, does anyone have any questions or comments about these items or would anyone like to discuss or consider these items? If not, that completes the Cameron portion of the agenda.
AGENDA ITEM 8

ISSUE: NONSUBSTANTIVE PROGRAM CHANGES - CU

ACTION PROPOSED:

This item is reported for information only. No action is required.

BACKGROUND AND/OR RATIONALE:

The Oklahoma State Regents for Higher Education confer upon each institution the authority to approve modifications that are nonsubstantive, but require the changes to be communicated to them for information. The modifications listed below have been approved by the President, upon recommendations of the Vice President for Academic Affairs, respective deans and department chairs, and the Curriculum Committee or Graduate Council.

1. PROGRAM: General Education Program

PROPOSED CHANGE: Program Requirement Changes

COMMENTS: The list of courses used to fulfill the General Education Mathematics requirement will be changed to include one new course, MATH 1463 Functions and Modelling. Total hours required for this category will not change.

The list of courses used to fulfill the General Education Physical Sciences catalog will be changed to remove one existing course, GEOL 1014/1014L Physical Geology/Physical Geology Lab will be removed from the General Education Program and deleted from the course catalog. Total hours required for this category will not change.

Total hours required for General Education will not change. Additional funds are not requested.
AGENDA ITEM 9

ISSUE: CURRICULUM CHANGES – CU

ACTION PROPOSED:

This item is reported for information only. No action is required.

BACKGROUND AND/OR RATIONALE:

The Oklahoma State Regents for Higher Education confer upon each institution the authority to add, modify and delete courses, but require that the changes be communicated to them for information. The modifications listed below have been approved by the President, upon recommendations of the Vice President for Academic Affairs, respective deans and department chairs, and the Curriculum Committee or Graduate Council.

COURSE ADDITIONS

<table>
<thead>
<tr>
<th>Prefix /Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESP</td>
<td>2113 Respiratory Mechanics</td>
</tr>
<tr>
<td>MATH</td>
<td>1463 Functions and Modeling</td>
</tr>
</tbody>
</table>

COURSE DELETIONS

<table>
<thead>
<tr>
<th>Prefix /Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>1012 Essential Human Anatomy and Physiology</td>
</tr>
<tr>
<td>GEOL</td>
<td>1014 Physical Geology</td>
</tr>
<tr>
<td>GEOL</td>
<td>1014L Physical Geology Lab</td>
</tr>
</tbody>
</table>

COURSE MODIFICATIONS

<table>
<thead>
<tr>
<th>Prefix /Number</th>
<th>Title</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>1052 Supplemental Writing Instruction</td>
<td>Change in number</td>
</tr>
<tr>
<td>MUSC</td>
<td>4900 Senior Music Capstone</td>
<td>Change in description</td>
</tr>
<tr>
<td>RESP</td>
<td>2100 Respiratory Care Recitation I</td>
<td>Change in prerequisites and co-requisites</td>
</tr>
<tr>
<td>RESP</td>
<td>2111 Ethics and Health Care for Respiratory Care Practitioners</td>
<td>Change in number, title, prerequisites, and description</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Change in Prerequisites and Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>RESP 2124</td>
<td>Respiratory Therapy Procedures I</td>
<td>Change in co-requisites, number, description, credit hours, and contact hours</td>
</tr>
<tr>
<td>RESP 2133</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
<td>Change in co-requisites and description</td>
</tr>
<tr>
<td>RESP 2143</td>
<td>Respiratory Pharmacology</td>
<td>Change in co-requisites and description</td>
</tr>
<tr>
<td>RESP 2153</td>
<td>Respiratory Pathology</td>
<td>Change in co-requisites and description</td>
</tr>
<tr>
<td>RESP 2161</td>
<td>Pulmonary Function Testing</td>
<td>Change in co-requisites, content, title, description, and contact hours</td>
</tr>
<tr>
<td>RESP 2200</td>
<td>Respiratory Care Recitation II</td>
<td>Change in prerequisites, co-requisites, and description</td>
</tr>
<tr>
<td>RESP 2213</td>
<td>Respiratory Therapy Procedures II</td>
<td>Change in prerequisites, instructional mode/content, and description</td>
</tr>
<tr>
<td>RESP 2224</td>
<td>Respiratory Clinical Practice I</td>
<td>Change in prerequisites, number, title, content, description, credit hours, and contact hours</td>
</tr>
<tr>
<td>RESP 2233</td>
<td>Critical Care</td>
<td>Change in prerequisites, co-requisites, and description</td>
</tr>
<tr>
<td>RESP 2242</td>
<td>Pediatric Respiratory Care</td>
<td>Change in prerequisites, co-requisites, and description</td>
</tr>
<tr>
<td>RESP 2253</td>
<td>Mechanical Ventilation</td>
<td>Change in prerequisites, co-requisites, instructional mode/content, and description</td>
</tr>
<tr>
<td>RESP 2313</td>
<td>Clinical Practice II</td>
<td>Change in prerequisites, title, description, and contact hours</td>
</tr>
<tr>
<td>RESP 2324</td>
<td>Clinical Practice III</td>
<td>Change in prerequisites, number, title, description, and contact hours</td>
</tr>
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</table>
Agenda Items for THE UNIVERSITY OF OKLAHOMA
AGENDA ITEM 1

ISSUE: AWARDS, CONTRACTS, AND GRANTS

ACTION PROPOSED:

Interim President Harroz recommends that the Board of Regents ratify the awards and/or modifications for October and November 2019 submitted with this Agenda Item.

BACKGROUND AND/OR RATIONALE:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$282,961,100</td>
<td>$119,516,812</td>
<td>$128,970,300</td>
</tr>
</tbody>
</table>

| NORMAN CAMPUS          | $167,680,175            | $72,142,840                         | $79,370,240                         |

| HEALTH SCIENCES CENTER | $115,280,925            | $47,373,973                         | $49,600,060                         |

Chart Key / Definitions for the pages that follow:

RESEARCH = Externally Sponsored Research
OSA/PUBLIC SERVICE = Externally Other Sponsored Activity and Sponsored Public Service (non-Research)
INSTRUCTION/TRAINING = Externally Sponsored Instruction/Training
**OUTREACH/CCE was previously reported in a separate category, but as of July 1, 2019 Outreach/CCE is now combined with OU-Norman’s data in Research, OSA, and Instruction/Training. Awards prior to July 1, 2019 may continue to have expenditures in the OUTREACH category through FY20.

EXPENDITURES = Expenditures Related to Externally Sponsored Funding
AWARDS = New Grants and Contacts Received, or Existing Award Modifications Processed
UNIVERSITY OF OKLAHOMA (BOTH CAMPUSES) EXPENDITURES

YEAR-TO-DATE TOTAL EXPENDITURES BY CAMPUS (JUL-NOV)

YEAR-TO-DATE TOTAL EXPENDITURES BY TYPE FOR BOTH CAMPUSES (JUL-NOV)

<table>
<thead>
<tr>
<th></th>
<th>FY 2020 Jul-Nov</th>
<th>%CHANGE</th>
<th>FY 2019 Jul-Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEARCH</td>
<td>$97,403,176</td>
<td>10.32%</td>
<td>$88,295,490</td>
</tr>
<tr>
<td>OSA/PUBLIC SERVICE</td>
<td>$8,295,794</td>
<td>-1.74%</td>
<td>$8,442,557</td>
</tr>
<tr>
<td>OUTREACH</td>
<td>$18,009,114</td>
<td>1.00%</td>
<td>$17,831,261</td>
</tr>
<tr>
<td>INSTRUCT/TRAINING</td>
<td>$5,262,217</td>
<td>6.36%</td>
<td>$4,947,504</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$128,970,300</td>
<td>7.91%</td>
<td>$119,516,812</td>
</tr>
</tbody>
</table>

**OUTREACH was previously reported in a separate category, but as of July 1, 2019 Outreach is now combined with OU-Norman's data in Research, OSA, and Instruction/Training. Awards prior to July 1, 2019 may continue to have expenditures in the OUTREACH category through FY20.**

HEALTH SCIENCES CENTER AND NORMAN CAMPUS
UNIVERSITY OF OKLAHOMA (BOTH CAMPUSES) AWARDS

YEAR-TO-DATE TOTAL AWARDS BY CAMPUS (JUL-NOV)

YEAR-TO-DATE TOTAL AWARDS BY TYPE FOR BOTH CAMPUSES (JUL-NOV)

FY 2020 Jul-Nov 2019 %CHANGE FY 2019 Jul-Nov 2018

<table>
<thead>
<tr>
<th>Category</th>
<th>Jul 2019-Nov 2019</th>
<th>% Change</th>
<th>Jul 2018-Nov 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEARCH</td>
<td>$160,621,658</td>
<td>6.54%</td>
<td>$150,756,213</td>
</tr>
<tr>
<td>OSA/PUBLIC SERVICE</td>
<td>$57,885,965</td>
<td>285.41%</td>
<td>$15,019,181</td>
</tr>
<tr>
<td>OUTREACH</td>
<td>$10,367,538</td>
<td>73.13%</td>
<td>$5,988,133</td>
</tr>
<tr>
<td>INSTRUCT/TRAINING</td>
<td></td>
<td></td>
<td>$40,074,053</td>
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<tr>
<td><strong>OUTREACH</strong></td>
<td></td>
<td></td>
<td>$211,837,580</td>
</tr>
</tbody>
</table>

**OUTREACH was previously reported in a separate category, but as of July 1, 2019 Outreach is now combined with OU-Norman’s data in Research, OSA, and Instruction/Training. Awards prior to July 1, 2019 may continue to have expenditures in the OUTREACH category through FY20.**
<table>
<thead>
<tr>
<th>AWD #</th>
<th>AGENCY</th>
<th>TITLE</th>
<th>VALUE RECEIVED</th>
<th>TOTAL ANTICIPATED VALUE</th>
<th>TOTAL PERIOD</th>
<th>PI(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20191541</td>
<td>Office of Research Infrastructure Programs</td>
<td>Renovation and Construction for New Translational Research Animal Facility</td>
<td>$8,000,000</td>
<td>$8,000,000</td>
<td>24 mo.</td>
<td>James J Tomasek (Office of the Vice President for Research)</td>
</tr>
<tr>
<td>20151442</td>
<td>Okla Tobacco Settlement Endowmt Trust Fund</td>
<td>Oklahoma Tobacco Research Center</td>
<td>$3,800,000</td>
<td>$18,360,000</td>
<td>60 mo.</td>
<td>Michael Businelle (Stephenson Cancer Center)</td>
</tr>
<tr>
<td>105519900</td>
<td>State of Oklahoma, Dept of Human Services</td>
<td>(Outreach) Oklahoma Registry FY20</td>
<td>$3,544,000</td>
<td>$3,544,000</td>
<td>12 mo.</td>
<td>Susan Kimmel (Ctr for Early Childhood Prof.)</td>
</tr>
<tr>
<td>20180464</td>
<td>Natl Inst of General Medical Sciences</td>
<td>Mentoring Translational Cancer Research in Oklahoma (CoBRE)</td>
<td>$1,521,833</td>
<td>$1,521,833</td>
<td>58 mo.</td>
<td>Natarajan Dhanasekaran (Stephenson Cancer Center)</td>
</tr>
<tr>
<td>105551100</td>
<td>National Science Foundation</td>
<td>US-China Collab: Harnessing Big Data to understand and predict diversity and transmission of human- and animal-infected avian influenza viruses in China</td>
<td>$1,253,500</td>
<td>$1,253,500</td>
<td>36 mo.</td>
<td>Xiangming Xiao (Microbiology &amp; Plant Biology)</td>
</tr>
<tr>
<td>105519700</td>
<td>State of Oklahoma, Dept of Human Services</td>
<td>(Outreach) Dept. of Human Services (DHS) Professional Development FY20</td>
<td>$1,288,936</td>
<td>$1,288,936</td>
<td>12 mo.</td>
<td>Jacob Friedman (OU Diabetes Center)</td>
</tr>
<tr>
<td>20200170</td>
<td>State of Oklahoma, Dept of Human Services</td>
<td>Interrupting the Vicious Cycle of Obesity and Metabolic Syndrome</td>
<td>$1,253,500</td>
<td>$1,253,500</td>
<td>12 mo.</td>
<td>Jane F Silovsky (Developmental Pediatrics)</td>
</tr>
<tr>
<td>20161576</td>
<td>Office of Justice Programs</td>
<td>National Center on the Sexual Behavior of Youth Training and Technical Assistance</td>
<td>$1,253,500</td>
<td>$1,253,500</td>
<td>12 mo.</td>
<td>Faizah N Bhatti (Peditiatrics - Neonatology)</td>
</tr>
<tr>
<td>20172199</td>
<td>Oklahoma Department of Human Services</td>
<td>Oklahoma Nutrition Information and Education (ONIE) Social Marketing Project</td>
<td>$1,253,500</td>
<td>$1,253,500</td>
<td>12 mo.</td>
<td>Karla J Finnell (Dept of Health Promotion Science)</td>
</tr>
<tr>
<td>105541990</td>
<td>U.S. Dept of Defense, Congressionally Directed Medical Research Progs</td>
<td>Therapeutic Function of Glucagon-Like Peptide-1 (GLP-1) fortre 3-Arm Study to Evaluation the Clinical Efficacy and Safety of SHP607 in Preventing Chronic Lung Disease</td>
<td>$1,253,500</td>
<td>$1,253,500</td>
<td>12 mo.</td>
<td>Rong Gan (Aerospace &amp; Mechanical Engineering)</td>
</tr>
<tr>
<td>105515500</td>
<td>State of Oklahoma, Dept of Human Services</td>
<td>(Outreach) Oklahoma Support Information System (OSIS) FY20</td>
<td>$1,253,500</td>
<td>$1,253,500</td>
<td>12 mo.</td>
<td>Christina Miller (Social Work)</td>
</tr>
<tr>
<td>105521500</td>
<td>State of Oklahoma, Dept of Human Services</td>
<td>(Outreach) Child Welfare Professional Enhancement Program FY20</td>
<td>$1,253,500</td>
<td>$1,253,500</td>
<td>12 mo.</td>
<td>James Deberry (Ctr for Public Management)</td>
</tr>
<tr>
<td>20181340</td>
<td>Shire plc</td>
<td>A Phase 2b/3, Multicenter, Randomized, Open-label, Controlled 3-Arm Study to Evaluation the Clinical Efficacy and Safety of SHP607 in Preventing Chronic Lung Disease</td>
<td>$1,253,500</td>
<td>$1,253,500</td>
<td>12 mo.</td>
<td>Faizah N Bhatti (Peditiatrics - Neonatology)</td>
</tr>
<tr>
<td>20192314</td>
<td>Merck &amp; Company, Inc.</td>
<td>MK-3475-716: Adjuvant Therapy with Pembrolizumab versus Placebo in Resected High-Risk Stage II Melanoma</td>
<td>$1,253,500</td>
<td>$1,253,500</td>
<td>12 mo.</td>
<td>Alexandra P Ikeguchi (Stephenson Cancer Center)</td>
</tr>
</tbody>
</table>

18 Total $45,382,451 $73,817,087
SUMMARY OF RESEARCH ACTIVITIES AT OU FOR JULY 2019-NOVEMBER 2019

New awards: Total sponsored awards for the period from July 2019-November 2019 increased $17M from 2018 (+8%). The $7.5M increase on the Norman campus is primarily from NASA (GeoCarb). On the Health Sciences Campus, new awards increased $9.6M from the previous year.

Expenditures: The total expenditures from July 2019-November 2019 increased $9.5M (+7.9%) from 2018. On the Norman campus this is primarily due to increased expenditures on grants obtained from NASA (GeoCarb), the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (Cooperative Institute for Mesoscale Meteorological Studies (CIMMS)), and the U.S. Department of Education (3 Gear Up programs). On the Health Sciences Center campus, the increase in research expenditures is due to the increased FY19 sponsored awards.

The following are significant grants and activities during the time from October 2019-current, organized into thematic areas of research:

Biomedical Translational Research

- In November 2019, the Office of the Director of the National Institutes of Health awarded James Tomasek, PhD, Vice President for Research and David Ross Boyd Professor in the Department of Cell Biology College of Medicine, a one (1)-year $8 million grant titled “Renovation and Construction for New Translational Research Animal Facility”. The purpose of the grant is to expand the ability of OUHSC and OU-Norman researchers to perform pre-clinical translational biomedical research.

Cancer

- In October 2019, the Oklahoma Tobacco Settlement Endowment Trust (TSET) awarded Michael Businelle, PhD, associate professor in the Department of Family and Preventive Medicine College of Medicine and co-director of the Oklahoma Tobacco Research Center, a one (1)-year $3.8 million grant titled “Oklahoma Tobacco Research Center”. The purpose of the grant is to manage the Oklahoma Tobacco Research Center and continue to develop it into a nationally prominent research center in Oklahoma, consisting of research programs, statewide institutional collaborations, cessation services, and supporting infrastructure that enhances the likelihood of successfully competing for significant extramural funds.

- A new one (1)-year $1,058,657 contract titled “the MK-3475-716: Adjuvant Therapy with Pembrolizumab versus Placebo in Resected High-Risk Stage II Melanoma: A Randomized, Double-blind Phase III Study” was awarded in October 2019 from Merck
Sharp & Dohme Corporation. The purpose of this study is to evaluate the safety and efficacy of pembrolizumab (MK-3475), an investigational drug, compared to a placebo in participants with surgically resected high-risk Stage II melanoma. The primary hypothesis of this study is that pembrolizumab increases recurrence-free survival compared to a placebo. Alexandra Ikeguchi, MD, assistant professor in the Department of Internal Medicine College of Medicine, is leading this project.

Diabetes

- In November 2019, Jacob (Jed) Friedman, PhD, director of the Harold Hamm Diabetes Center, Associate Vice-Provost for Diabetes Programs, and professor in the Department of Physiology College of Medicine, received a one (1)-year $1,521,833 grant from the National Institute of Diabetes and Digestive and Kidney Diseases, a part of the National Institutes of Health. The grant “Interrupting the Vicious Cycle of Obesity and Metabolic Syndrome” will investigate the impact of two distinct dietary interventions in obese pregnancy on non-human primates, designed to mitigate functional physiology and related genetic modifications in Juvenile liver, pancreas, and skeletal muscle -tissues that are inaccessible in humans. Importantly, this work will have direct clinical and translational implications.

Energy

- A new $4.3M award was received in October 2019 from the U.S. Department of Energy. This three (3)-year project aims to build a unique research and development test facility for developing next-generation protection/restoration solutions for high penetration of distributed energy resources (DERs) including inverter-based solar photovoltaic and battery energy storage systems. The key objectives are to understand and de-risk the rapid infusion of volatile solar power into the grid, which have known to cause reliability issues in distribution systems and complicate fault isolation and system protection. The PIs on this award are Dr. John Jiang and Dr. Paul Moses, both in Electrical and Computer Engineering.

Health

- In October 2019, Amanda Cherry, PhD, clinical associate professor in the Department of Pediatrics College of Medicine, received $299,646 from the federal Health Resources and Services Administration. This three (3)-year award totaling $1,164,076 is titled “Integrated Mental Health Program: Improving Access, Clinical Care, and Training (IMPACT)”. The overall goal of IMPACT is to improve the health and access to behavioral health services for underserved children, veterans, and their families through psychology interns and residents providing evidenced-based services in integrated health care settings.
Infectious Disease

- A new $2M award was received in October 2019 from the National Science Foundation (NSF). This five (5)-year project assembles an international and multidisciplinary team from China and USA and uses both One-Health and Big Data approaches to study diversity and transmission dynamics of avian influenza viruses in China since the early 1980s. The lead PI, Dr. Xiangming Xiao, Microbiology and Plant Biology, and his team’s goal is to further advance the research in ecology and evolution of infectious diseases and strengthen the capacity for China, USA, and other stakeholders to tackle critical issues in surveillance and pandemic preparedness plan of highly pathogenic avian influenza.

Reproductive, Maternal, Newborn, and Child Health

- Karl Richard Hansen, MD, PhD, professor and chair of the Department of Obstetrics and Gynecology College of Medicine, was the recipient of a new $204,559 award in October 2019, from the National Institute of Child Health and Human Development, a part of the National Institutes of Health. This five (5)-year grant, totaling $1,475,086, is a randomized clinical trial comparing two common frozen embryo transfer treatment protocols to determine if one is associated with a lower risk of preeclampsia as well as to compare the safety of these protocols with respect to maternal health. This study has the opportunity to enhance the safety of assisted reproductive technology for millions of women who are undergoing frozen embryo transfer worldwide.

- In October 2019, Faizah Bhatti, MD, MS, assistant professor in the Department of Pediatrics College of Medicine, was awarded a one (1)-year contract, “Clinical Efficacy and Safety of SHP607 in Preventing Chronic Lung Disease Through 12 Months Corrected Age (CA) Compared to Standard Neonatal Care in Extremely Premature”, in the amount of $1,124,625 from Shire Plc, now a part of Takeda. The purpose of this study is to determine if an investigational drug can reduce the burden of chronic lung disease in extremely premature babies through 12 months, as compared to extremely premature babies receiving standard neonatal care alone.

Vision

- Martin-Paul Agbaga, PhD, assistant professor in the Department of Cell Biology College of Medicine, was the recipient of a new $362,500 award in October 2019 from the National Eye Institute, a part of the National Institutes of Health. This five (5) year grant, totaling $1,812,500, will investigate the molecular mechanisms of how the mutant Elongation of Very Long Chain Fatty Acids-4 (ELOVL4) protein induces the onset of retinal degeneration. Upon conclusion, it is expected that there will be a better understanding of the different mutations in ELOVL4 and assist in the determination of potential therapeutic approaches for treatments.
A new $422,650 award, “Neuroprotection Mechanism for Photoreceptors”, was received in October 2019 from the National Eye Institute, NIH. Led by Dr. Raju Rajala, professor in the Department of Ophthalmology College of Medicine, this four (4)-year award, totaling $1,690,600, will examine the understanding of neurodegenerative diseases of the retina. The long-term goal is to understand the mechanisms that cause vision loss as a foundation to develop drug therapies that allow patients to keep their vision.

In October 2019, Dimitrios Karamichos, PhD, associate professor in the Department of Ophthalmology College of Medicine, was awarded a $300,625 grant titled “Utility of PIP as a Novel Keratoconus Biomarker.” This five (5)-year grant, totaling $1,503,125 from the National Eye Institute, a part of the National Institutes of Health, aims to validate the role of a novel biomarker for Keratoconus, a progressive eye disease. The proposed work will move the field forward by applying the basic science discoveries of the cornea to facilitate the development of future non-invasive treatment modalities.
AGENDA ITEM 2

ISSUE: HONORARY DEGREE - ALL

ACTION PROPOSED:

Interim President Harroz recommends the nominee listed in his recent letter to the Board of Regents be approved for an honorary degree at the May 2020 University Commencement.

BACKGROUND AND/OR RATIONALE:

The University policy and the policy of the Oklahoma State Regents for Higher Education on awarding honorary degrees states that nominees and alternates must be approved by the OU Board of Regents and State Regents prior to awarding of the degrees.

The University Regents and administration request that the name of this nominee be kept confidential until final arrangements are made for the nominee to be present.
AGENDA ITEM 3

ISSUE: HOUSING AND FOOD SERVICE RATES FOR 2020-2021 – ALL

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve 2020-2021 room and board rates for Norman and HSC Campus residential colleges, residence halls, apartments and meal plans.

BACKGROUND AND/OR RATIONALE:

Housing and Food Services provides safe, high quality, and affordable housing and food services for students while consistently holding a competitive ranking within the Big XII in terms of cost and student satisfaction.

Proposed rates are listed below by facility, room type, and meal plan. Rate changes include a 3% increase for residence halls, Kraettli apartments and meal plans, 6% increase for Residential Colleges, variable percentages for Traditions West to get rates consistent with Traditions East. No increases are recommended for Traditions East.

<table>
<thead>
<tr>
<th>Housing Complex</th>
<th>Current Rates FY20</th>
<th>Proposed Increase</th>
<th>New Rates FY21</th>
<th>Avail Beds</th>
<th>Fall 2019 Occup</th>
<th>% Occup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate per Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Standard Meal Plan</td>
<td>$2,308</td>
<td>$69</td>
<td>$2,377</td>
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<tr>
<td>TOWERS (WALKER, ADAMS, COUCH)</td>
<td></td>
<td></td>
<td></td>
<td>3,725</td>
<td>3,388</td>
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<tr>
<td>Double Room</td>
<td>$3,189</td>
<td>$96</td>
<td>$3,285</td>
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<tr>
<td>Single Room</td>
<td>$5,031</td>
<td>$151</td>
<td>$5,182</td>
<td></td>
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</tr>
<tr>
<td>Super Suite Quad</td>
<td>$3,189</td>
<td>$96</td>
<td>$3,285</td>
<td></td>
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</tr>
<tr>
<td>Super Suite Triple</td>
<td>$4,203</td>
<td>$126</td>
<td>$4,329</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Super Suite Double</td>
<td>$5,031</td>
<td>$151</td>
<td>$5,182</td>
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<tr>
<td>QUADS (DLB HALL)</td>
<td></td>
<td></td>
<td></td>
<td>168</td>
<td>135</td>
<td>80%</td>
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<tr>
<td>Double</td>
<td>$2,591</td>
<td>$78</td>
<td>$2,669</td>
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<tr>
<td>Single</td>
<td>$3,823</td>
<td>$115</td>
<td>$3,938</td>
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<tr>
<td>HEADINGTON HALL (ATHLETICS)</td>
<td></td>
<td></td>
<td></td>
<td>382</td>
<td>379</td>
<td>99%</td>
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<tr>
<td>2 Bed/2 Bath Single</td>
<td>$5,511</td>
<td>$331</td>
<td>$5,842</td>
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</tr>
<tr>
<td>2 Bed/2 Bath Double</td>
<td>$3,817</td>
<td>$229</td>
<td>$4,046</td>
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<tr>
<td>2 Bed/1 Bath Single</td>
<td>$4,661</td>
<td>$280</td>
<td>$4,941</td>
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<tr>
<td>4 Bed/2 Bath Single</td>
<td>$4,098</td>
<td>$246</td>
<td>$4,344</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Complex</td>
<td>Current Rates FY20</td>
<td>Proposed Increase</td>
<td>New Rates FY21</td>
<td>Avail Beds</td>
<td>Fall 2019 Occup</td>
<td>% Occup</td>
</tr>
<tr>
<td>--------------------------</td>
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<tr>
<td><strong>Upper-Class Housing</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Residential Colleges</td>
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<td></td>
</tr>
<tr>
<td>Double Pod</td>
<td>$3,999</td>
<td>$240</td>
<td>$4,239</td>
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<tr>
<td>Single Pod</td>
<td>$5,099</td>
<td>$306</td>
<td>$5,405</td>
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<tr>
<td>2 Bed w/ Living</td>
<td>$5,299</td>
<td>$318</td>
<td>$5,617</td>
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<tr>
<td>Single Suite</td>
<td>$6,179</td>
<td>$371</td>
<td>$6,550</td>
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<tr>
<td>Triple Suite</td>
<td>$5,499</td>
<td>$330</td>
<td>$5,829</td>
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<tr>
<td>Traditions Square East</td>
<td>612</td>
<td>599</td>
<td>98%</td>
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<tr>
<td>2 Bed/2 Bath Single</td>
<td>$3,151</td>
<td>$0</td>
<td>$3,151</td>
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<td></td>
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</tr>
<tr>
<td>2 Bed/1 Bath Single</td>
<td>$2,728</td>
<td>$0</td>
<td>$2,728</td>
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<tr>
<td>4 Bed/2 Bath Single</td>
<td>$2,595</td>
<td>$0</td>
<td>$2,595</td>
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<tr>
<td>Traditions Square West</td>
<td>572</td>
<td>500</td>
<td>87%</td>
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<tr>
<td>2 Bed/2 Bath Single</td>
<td>$2,982</td>
<td>$169</td>
<td>$3,151</td>
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<tr>
<td>2 Bed/1 Bath Single</td>
<td>$2,604</td>
<td>$124</td>
<td>$2,728</td>
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<tr>
<td>4 Bed/2 Bath Single</td>
<td>$2,499</td>
<td>$96</td>
<td>$2,595</td>
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<tr>
<td><strong>Rate per Month</strong></td>
<td>560</td>
<td>484</td>
<td>86%</td>
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<tr>
<td>University Village (HSC)</td>
<td>151</td>
<td>151</td>
<td>100%</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Studio</td>
<td>$642</td>
<td>$0</td>
<td>$642</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Townhouse</td>
<td>$995</td>
<td>$0</td>
<td>$995</td>
<td></td>
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<tr>
<td><strong>Kraettli Apartments</strong></td>
<td>191</td>
<td>165</td>
<td>86%</td>
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<tr>
<td>2 Bed Furnished</td>
<td>$795</td>
<td>$24</td>
<td>$819</td>
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<td></td>
</tr>
<tr>
<td>2 Bed Unfurnished</td>
<td>$706</td>
<td>$21</td>
<td>$727</td>
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Comparison of Room and Board Rates of the Big 12 Schools


<table>
<thead>
<tr>
<th>Rank</th>
<th>Institution</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TCU</td>
<td>$13,680</td>
</tr>
<tr>
<td>2</td>
<td>Baylor</td>
<td>$13,490</td>
</tr>
<tr>
<td>3</td>
<td>Texas</td>
<td>$12,555</td>
</tr>
<tr>
<td>4</td>
<td>Kansas State</td>
<td>$12,240</td>
</tr>
<tr>
<td>5</td>
<td>West Virginia</td>
<td>$11,592</td>
</tr>
<tr>
<td>6</td>
<td>University of Oklahoma</td>
<td>$10,994</td>
</tr>
<tr>
<td>7</td>
<td>Kansas</td>
<td>$10,893</td>
</tr>
<tr>
<td>8</td>
<td>Oklahoma State</td>
<td>$9,320</td>
</tr>
<tr>
<td>9</td>
<td>Iowa State</td>
<td>$9,149</td>
</tr>
<tr>
<td>10</td>
<td>Texas Tech</td>
<td>$8,670</td>
</tr>
</tbody>
</table>
OU Housing Floor Plans

Tower Suite (Walker, Couch, Adams)

Double - $3,285/sem
Single - $5,182/sem
Super Suite Triple - $4,329/sem
Super Suite Double - $5,182/sem

Residential Colleges (Dunham and Headington Colleges)

Double

Double Pod - $4,239/sem
Residential Colleges (Dunham and Headington Colleges)

Single

Single Pod - $5,405/sem

Single w/Bath

Single Suite - $6,550/sem
Residential Colleges (Dunham and Headington Colleges)

2 Bed w/Living

2 Bed w/Living - $5,617/sem

Triple Suite

Triple Suite - $5,829/sem
Traditions Apartments (East and West)

2 Bed 2 Bath

2 Bed/2 Bath - $3,151/sem

2 Bed 1 Bath

2 Bed/1 Bath - $2,728/sem
Traditions Apartments (East and West)

4 Bed 2 Bath

HSC University Village Apartments

Studio

Studio - $642/mo
HSC University Village Apartments

Townhouse

Townhouse - $995/mo

2 BED - TOWNHOUSE SECOND FLOOR- 396 S.F.

Note: Furniture is not included

2 BED - TOWNHOUSE FIRST FLOOR- 397 S.F.
Headington Hall (Operated by Athletics)

Floorplan A
2 Bedroom / 2 Bathroom / 2 Person

Floorplan B
4 Bedroom / 2 Bathroom / 4 Person

Floorplan C
2 Bedroom / 2 Bathroom / 4 Person

2 Bed/2 Bath Single - $5,842/sem
4 Bed/2 Bath Single - $4,344/sem
2 Bed/2 Bath Double - $4,046/sem
AGENDA ITEM 4

ISSUE: REVISIONS TO REGENTS’ POLICY 3.1.14: STAFF SENATES - ALL

ACTION PROPOSED:

Interim President Harroz recommends the Regents approve suggested revisions to the Regents’ Policy Section 3, Personnel Policy 3.1.14: Staff Senates.

BACKGROUND AND/OR RATIONALE:

The Regents’ Policy Manual includes a policy outlining the organization and governance of the Staff Senates. The policy was last updated in 1975, and this draft policy was provided to Staff Senate leadership at the Norman, Health Sciences and Tulsa campuses for consideration and feedback to propose a revised policy to be considered and/or adopted by the Regents.

After operating under the current Staff Senate Policy for many years, Staff Senate proposes to revise and update the policy to be inclusive of all three campuses’ practices.

The attached draft proposes these changes to the existing policy:

- Changing all references to “staff employees” to “staff,” which aligns with the manner in which staff is identified elsewhere in the Regents’ Policy Manual.
- Deleting the second paragraph of the policy to ensure consistency among the three campuses in the manner in which their respective representative bodies can be formed.
- Changing references in the third paragraph from “Charters, Constitutions, and/or By-Laws” to “Constitutions” to eliminate the need for further adjustments to the policy if such documents as charters and bylaws that support the respective Constitutions are renamed or otherwise modified.
3.1.14—STAFF SENATES
Staff on the Norman, Health Sciences Center, and Tulsa Campuses are hereby authorized to organize “Staff Senates” on their respective campuses as representative bodies to participate in University governance with respect to such policy matters of the University as directly affect staff employees. The purpose of the Staff Senates shall be to advance the welfare of the University and the staff employees they represent. They shall function as advisory and policy referral bodies to the University administration and to their respective staff membership.

Member groups within the Staff Senates shall include such staff employees within their membership as share common employment interests and concerns; for example, administrative employees, hourly employees, and professional employees.

The President is authorized to approve changes in the Charters, Constitutions, and/or By-Laws Constitutions of the Staff Senates that do not change these purposes and/or functions of the Staff Senates or the role of the Staff Senates in governance of the University.
AGENDA ITEM 5

ISSUE: ACADEMIC PERSONNEL ACTIONS – ALL

ACTION PROPOSED:

Interim President Harroz Jr recommends the Board of Regents approve the academic personnel actions shown below. An executive session pursuant to Section 307B.1 of the Open Meeting Act may be proposed.

BACKGROUND AND/OR RATIONALE:

Health Sciences Center:

LEAVE(S) OF ABSENCE:

Caldwell, Alexandria Claire, Clinical Instructor in Pediatrics, medical leave of absence with pay, December 3, 2019 through March 5, 2020.

NEW APPOINTMENT(S):

Enchaugueti Colon, Yazmin, M.D., Clinical Assistant Professor of Pediatrics, annualized rate of $70,000 for 12 months, 0.60 time, November 30, 2019 through June 30, 2020. University Base $45,000. Department Salary $25,000

Li, Tiangang, Ph.D., Associate Professor of Physiology and The Harold Hamm Chair in Adult Diabetes Research, annualized rate of $170,000 for 12 months, December 12, 2019 through June 30, 2020. Tenure credentials under review by University committees. Tenurable Base $90,000. Department Salary $80,000

Rudolph, Michael Carleton, Ph.D., Assistant Professor of Physiology and The Choctaw Nation Chair in Adult Endocrinology, annualized rate of $125,000 for 12 months, December 23, 2019 through June 30, 2020. New tenure track appointment. Tenurable Base $80,000. Department Salary $45,000

Wellberg, Elizabeth A., Ph.D., Assistant Professor of Pathology, annualized rate of $140,000 for 12 months, January 31, 2020 through June 30, 2020. New tenure track appointment. Includes an administrative supplement of $20,000 while serving as Director of Cancer and Obesity Research. Tenurable Base $80,000. Department Salary $40,000

CHANGE(S):

Altaf, Muhammad Adnan, Associate Professor of Pediatrics, given additional title The CHF John E. Grunow, M.D. Endowed Research Chair in Pediatric Gastroenterology, December 1, 2019.

Barrett, James, Professor of Family and Preventive Medicine and Edith Kinney Gaylord Presidential Professor, title Vice Chair of Family and Preventive Medicine deleted, given additional title Interim Chair of Family and Preventive Medicine; salary changed from annualized rate of $113,178 for 12 months to annualized rate of $180,000 for 12 months, January 5, 2020 through June 30, 2020. Includes an administrative supplement of $75,000 while serving as Interim Chair of Family and Preventive Medicine. University Base $105,000
Blessing, Tracy Shaw, Clinical Assistant Professor of Restorative Sciences, Division of Advanced Education in General Dentistry, salary changed from annualized rate of $10,000 for 12 months, 0.10 time, to annualized rate of $75,000 for 12 months, 0.80 time, January 5, 2020 through June 30, 2020. Change in FTE

Bui, Thanh Cong, Assistant Professor of Research, Department of Family and Preventive Medicine, salary changed from annualized rate of $75,000 for 12 months to annualized rate of $100,000 for 12 months, December 22, 2019 through June 30, 2020. Change to X2 due to grant funding

Crawford, Steven, Professor of Family and Preventive Medicine, titles Chair of Family and Preventive Medicine and The Christian N. Ramsey, Jr. M.D. Chair in Family Medicine, deleted; given additional title Senior Associate Dean, College of Medicine, salary changed from annualized rate of $142,652 for 12 months to annualized rate of $210,000 for 12 months, January 5, 2020 through June 30, 2020. Includes an administrative supplement of $60,000 while serving as Senior Associate Dean, College of Medicine. Tenured Base $150,000

Fuller, Kevin K., Assistant Professor of Ophthalmology and Assistant Professor of Microbiology and Immunology, salary changed from annualized rate of $85,000 for 12 months to annualized rate of $115,000 for 12 months, January 5, 2020 through June 30, 2020. Includes an administrative supplement of $10,000 while serving as Division Head, Comprehensive Care. Removal of $3,000 administrative supplement for serving as Course Director, Comprehensive Care.

Johnson, Ann Mackie, Clinical Assistant Professor of Restorative Sciences, Division of Comprehensive Care, salary changed from annualized rate of $105,470 for 12 months to annualized rate of $112,470 for 12 months, September 29, 2019 through June 30, 2020. Includes an administrative supplement of $10,000 while serving as Division Head, Comprehensive Care. Removal of $3,000 administrative supplement for serving as Course Director, Comprehensive Care.

Lee, Sun Young, Assistant Professor of Ophthalmology, given additional title Adjunct Assistant Professor of Physiology, December 1, 2019.

Luce, Karen Kathleen, Clinical Assistant Professor of Diagnostic and Preventive Sciences, Division of Community Dentistry, salary changed from annualized rate of $51,500 for 12 months, 0.50 time, to annualized rate of $103,000 for 12 months, full time, February 2, 2020 through June 30, 2020. Change in FTE

Moore, Kathleen, Associate Professor of Obstetrics and Gynecology and The Virginia Kerley Cade Endowed Chair in Cancer Development, salary changed from annualized rate of $192,300 for 12 months to annualized rate of $213,050 for 12 months, November 10, 2019 through June 30, 2020. Additional responsibilities

Parikh, Pavan, Assistant Professor of Obstetrics and Gynecology, salary changed from annualized rate of $60,000 for 12 months to annualized rate of $195,000 for 12 months, January 5, 2020 through June 30, 2020. No change to total compensation. PPP moved to X2.

Rattan, Karen B., Clinical Assistant Professor of Diagnostic and Preventive Sciences, Division of Oral Diagnosis and Radiology, salary changed from annualized rate of $111,240 for 12 months to annualized rate of $106,240 for 12 months, October 27, 2019 through June 30, 2020. Includes an administrative supplement of $5,000 for responsibilities as Clinical Lead, Dental Students II. Removal of $10,000 administrative supplement for serving as Group Practice Director.

Shanbour, Gregory, Clinical Assistant Professor of Diagnostic and Preventive Sciences, Division of Periodontics, salary changed from annualized rate of $15,000 for 10 months, 0.10 time, to annualized rate of $45,000 for 10 months, 0.30 time, January 5, 2020 through June 30, 2020. Change in FTE
Szyld, Edgardo G., Professor of Research, Department of Pediatrics, salary changed from annualized rate of $156,000 for 12 months, 0.80 time, to annualized rate of $195,000 for 12 months, full time, November 24, 2019 through June 30, 2020. Change in FTE

Tiwana, Karen Renee, Clinical Assistant Professor of Restorative Sciences, Division of Operative Dentistry, salary changed from annualized rate of $40,000 for 12 months, 0.40 time, to annualized rate of $50,000 for 12 months, 0.50 time, November 10, 2019 through June 30, 2020. Change in FTE

Walker, Joan L., George Lynn Cross Research Professor of Obstetrics and Gynecology, Brian and Sandra O’Brien Presidential Professor, and The Louise and Clay Bennett Chair in Cancer, salary changed from annualized rate of $192,300 for 12 months to annualized rate of $213,800 for 12 months, November 10, 2019 through June 30, 2020. Additional responsibilities

Wen, Frances Kathleen, Associate Professor of Family and Community Medicine, Tulsa, and The Founders and Associates Research Chair in Family Medicine, given additional title Adjunct Associate Professor of Family and Preventive Medicine, October 13, 2019.

Whitt, Leslie Janelle, Associate Professor of Family and Community Medicine, Tulsa, salary changed from annualized rate of $122,000 for 12 months to annualized rate of $109,000 for 12 months, October 27, 2019 through June 30, 2020. Removal of $13,000 administrative supplement for serving as Community Health Clinics Medical Director.

RESIGNATION(S) AND/OR TERMINATION(S):

Courtney, Donald L., Associate Professor of Medicine and The Donald W. Reynolds Chair in Geriatric Medicine #4, December 20, 2019. Moving out of state

Freeman, Willard Morgan, Associate Professor of Physiology, President’s Associates Presidential Professor, Adjunct Associate Professor of Geriatrics, and The Donald W. Reynolds Chair of Aging Research #6, November 10, 2019.

Mayes, Sunnye Louise Elizabeth, Associate Professor of Pediatrics and Adjunct Associate Professor of Psychiatry and Behavioral Sciences, December 31, 2019.

Tufaro, Anthony P., Professor of Surgery, November 24, 2019. Non renewal of appointment

Villanueva, Ruben David, Assistant Professor of Pharmacy Clinical and Administrative Sciences, December 29, 2019.

Woo, Sukyung, Associate Professor of Pharmaceutical Sciences and Edith Kinney Gaylord Presidential Professor, December 6, 2019. Moving out of state

You, Youngjae, Professor of Pharmaceutical Sciences, Adjunct Professor of Biochemistry and Molecular Biology, and Presbyterian Health Foundation Presidential Professor, December 6, 2019. Moving out of state

RETIREMENT(S):

Greenley, Barry P., Clinical Professor of Restorative Sciences, Division of Comprehensive Care and Division of Advanced Education in General Dentistry, January 4, 2020.

Khaliq, Amir Abdul, Professor of Research, Department of Health Administration and Policy, January 18, 2020.
Loving, Gary, Interim Dean and Associate Professor of Nursing. Named Professor Emeritus of Nursing, January 4, 2020. Approval of Emeritus title only. Retirement previously approved by the Board of Regents on December 2, 2019.

Matsumoto, Hiroyuki, Professor of Biochemistry and Molecular Biology. Named Professor Emeritus of Biochemistry and Molecular Biology, January 1, 2020. Approval of Emeritus title only. Retirement previously approved by the Board of Regents on December 2, 2019.

DEATH(S):

Berry, Jeffrey Lee, Associate Professor of Medical Imaging and Radiation Sciences, November 5, 2019.

Emanuel, Floyd, Professor Emeritus of Communication Sciences and Disorders, December 8, 2019.

Norman Campus:

LEAVE(S) OF ABSENCE:


Hartel, Austin S., Associate Professor of Dance and Undergraduate and Graduate Assessment Liaison, return from leave of absence with pay, June 1, 2019.

Russell, Craig, Assistant Professor of Classics and Letters, leave of absence without pay, November 22, 2019 through May 16, 2020.

NEW APPOINTMENT(S):

Browder, Russell E., Assistant Professor of Entrepreneurship and Economic Development, annualized rate of $160,000 for 9 months, August 16, 2020 through May 15, 2021. If Ph.D. not completed by June 30, 2020, title and salary to be changed to Acting Assistant Professor, annualized rate of $158,000 for 9 months, August 16, 2020 through May 15, 2021. New tenure-track faculty.

Cain, Christopher L., Ph.D., Lecturer of Finance, annualized rate of $142,500 for 9 months, August 16, 2020 through May 15, 2023. Three-year renewable term appointment.

Fan, Yun, Ph.D., Assistant Professor of Accounting, annualized rate of $215,000 for 9 months, August 16, 2020 through May 15, 2021. New tenure-track faculty.

Fathollahi, Maryam, Assistant Professor of Finance, annualized rate of $225,000 for 9 months, August 16, 2020 through May 15, 2021. If Ph.D. not completed by August 15, 2020, title and salary to be changed to Acting Assistant Professor, annualized rate of $223,000 for 9 months, August 16, 2020 through May 15, 2021. New tenure-track faculty.

Frisby, Cynthia, Ph.D., Professor of Journalism and Mass Communication, annualized rate of $107,000 for 9 months, August 16, 2020 through May 15, 2021. New tenured faculty.

Fritzen, Scott, Ph.D., Dean of the David L. Boren College of International Studies, Associate Provost for Global Engagement, William J. Crowe, Jr. Chair in Geopolitics and Professor of
International and Area Studies, annualized rate of $245,000 for 12 months, July 1, 2020. New tenured 12-month academic administrator.

Pearl, M. Alexander, JD, Professor of Law, annualized rate of $130,000 for 9 months, August 16, 2020. New tenured faculty.

Pearl, Tracy, JD, Professor of Law, annualized rate of $130,000 for 9 months, August 16, 2020. New tenured faculty.

Satterthwaite, Shad B., Ph.D., Director of the Executive MBA in Aerospace and Defense Program, and Lecturer of Management and International Business, annualized rate of $200,000 for 12 months, January 15, 2020 through June 30, 2024. Changing from a 12-month academic administrator to a four-and-a-half-year renewable term academic administrator.

Zhai, Shuang, Assistant Professor of Management Information Systems, annualized rate of $150,000 for 9 months, August 16, 2020 through May 15, 2021. If Ph.D. not completed by May 31, 2020, title and salary to be changed to Acting Assistant Professor, annualized rate of $148,000 for 9 months, August 16, 2020 through May 15, 2021. New tenure-track faculty.

CHANGE(S):

Bemben, Michael, Chair of Department of Health and Exercise Science, David Ross Boyd Professor of Health and Exercise Science, and C.B. Hudson/Torchmark Presidential Professor, annualized rate of $149,468 for 12 months, additional stipend of $5,100 for increased teaching duties in the Department of Health and Exercise Science, January 13, 2020 through May 8, 2020.

Carstarphen, Meta G., Professor of Journalism and Mass Communication and Gaylord Professor of Journalism and Mass Communication, annualized rate of $106,940 for 9 months, additional stipend of $1,500 for increased teaching duties in the College of Journalism and Mass Communication, January 1, 2020 through May 15, 2020.

Cruise, Rebecca J., Associate Dean of the College of International Studies and Assistant Professor of International and Area Studies, annualized rate of $104,453 for 12 months, additional stipend of $5,200, for serving as Director of Graduate Studies in the Department of International and Area Studies, October 1, 2019 through May 31, 2020. Correction to December 2019 agenda.

Galarneau, Thomas, Research Scientist of Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of $100,000 for 12 months to annualized rate of $102,400 for 12 months, January 1, 2020. Paid from grant funds; subject to availability of funds.

Ghosh, Dipankar, Executive Director of Energy Institute, David Ross Boyd Professor of Accounting, and John E. Mertes, Jr. Presidential Professor, delete David C. Steed Chair in Accounting, given additional title Conoco Phillips Chair in Energy Accounting, salary remains at annualized rate of $253,710 for 9 months, December 1, 2019.

Grunsted, Michelle, Executive Director of Center for Student Success, Associate Professor of Management and International Business, Academic Coordinator of Business Communication and Legal Studies, annualized rate of $152,722 for 12 months, additional stipend of $10,450 for increased teaching duties in the Michael F. Price College of Business, January 1, 2020 through May 15, 2020.

Homeyer, Cameron R., Associate Director of School of Meteorology and Assistant Professor of Meteorology, given additional title Chesapeake Energy Professor of Climate Systems Science, salary changed from annualized rate of $99,202 for 9 months to annualized rate of $104,202 for 9 months, November 1, 2019. Salary supplement will be removed when no longer holding the endowed title.
Kasulis, Jack J., Associate Professor of Marketing and Supply Chain Management and Ruby K. Powell Professor of Marketing, delete title Director of Division of Marketing and Supply Chain Management, given additional title Senior Director of Center for Business of Healthcare, salary remains at annualized rate of $197,663 for 12 months, January 1, 2020.

Kerr, Robert L., Professor of Journalism and Mass Communication, Gaylord Family Professor #2 and Edith Kinney Gaylord Presidential Professor, annualized salary of $101,703 for 9 months, additional stipend of $4,500 for increased teaching duties in the Gaylord College of Journalism and Mass Communication, January 1, 2020 through May 15, 2020.

Miller, Gerald A., Professor of Civil Engineering and Environmental Science, Associate Director of School of Civil Engineering and Environmental Science, and Robert Glenn Rapp Foundation Presidential Professor, annualized salary of $125,475 for 9 months, additional stipend of $20,000 for increased teaching duties (two sections) in the School of Civil Engineering and Environmental Science, January 1, 2020 through May 31, 2020.

Muraleetharan, Kanthasamy K., David Ross Boyd Professor of Civil Engineering and Environmental Science, Kimmell-Bernard Chair in Engineering and President’s Associates Presidential Professor, annualized salary of $133,219 for 9 months, additional stipend of $3,500 for increased teaching duties in the School of Civil Engineering and Environmental Science, August 16, 2019 through December 31, 2019, additional stipend of $10,000 for increased teaching duties in the School of Civil Engineering and Environmental Science, January 1, 2020 through May 31, 2020.

Pranter, Matthew J., Professor of Geosciences, delete title Lew and Myra Ward Chair in Reservoir Characterization, given additional title Victor E. Monnett Chair in Energy Resources, salary remains at annualized rate of $113,516 for 9 months, January 1, 2020.

Sabatini, David A., David Ross Boyd Professor of Civil Engineering and Environmental Science and Sun Oil Company Chair in Civil Engineering and Environmental Science, annualized rate of $136,469 for 9 months, additional stipend of $10,000 for increased teaching duties in the School of Civil Engineering and Environmental Science, January 1, 2020 through May 31, 2020.

Shafer, Mark A., Assistant Professor of Geography and Environmental Sustainability and Research Scientist of Oklahoma Climatological Survey, annualized rate of $120,698 for 12 months, additional stipend of $10,000 for increased teaching duties in the School of Civil Engineering and Environmental Science, January 1, 2020 through May 31, 2020.

Smith, Mitchell P., Interim Dean of David L. Boren College of International Studies, Associate Dean of College of International Studies, Professor of International and Area Studies and Director of Masters of International Relations Program, annualized rate of $174,621 for 12 months, additional stipend of $8,000 for increased teaching duties in the Department of International and Area Studies, January 1, 2020 through May 31, 2020.

RETIREMENT(S):


Gramoll, Kurt C., Professor of Aerospace and Mechanical Engineering and Robert W. Hughes Centennial Professor of Engineering, January 1, 2020. Named Professor Emeritus of Aerospace and Mechanical Engineering.
Knapp, Michael C., David Ross Boyd Professor of Accounting, Glen McLaughlin Chair in Business Ethics, and John E. Mertes, Jr. Presidential Professor, January 1, 2018. Named Professor Emeritus of Accounting. Update to December 2017 Regent’s agenda.

Mitra, Aparna, Associate Professor of Economics and Adjunct Associate Professor of Women’s and Gender Studies, January 1, 2020.

AGENDA ITEM 6

ISSUE: ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS – ALL

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve the administrative and professional personnel actions shown below. An executive session pursuant to Section 307B.1, of the Open Meeting Act may be proposed.

Health Sciences Center:

APPOINTMENT(S):

Hoehman, Timothy, Assistant Director of Facilities Management Environmental Systems, Site Support, Administration & Finance, salary at an annualized rate of $120,000 for 12 months, January 6, 2020. Administrative Staff.

REAPPOINTMENT(S):

Fitzgerald, Kyli D., Associate Director of Clinical Operations, OU Physicians, salary at an annualized rate of $110,150 for 12 months, November 13, 2019. Administrative Staff.

CHANGE(S):

Baez, Lois A., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $97,127 for 12 months to an annualized rate of $102,955 for 12 months, .84 FTE, November 24, 2019. Professional Nonfaculty. Market adjustment.

Cattley, Christina M., title changed from Staff Pharmacist, Cancer Center Clinical Services, OU Physicians, to Pharmacy Manager, Cancer Center Clinical Services, OU Physicians, salary changed from and annualized rate of $111,690 for 12 months to an annualized rate of $120,000 for 12 months, November 10, 2019. Managerial Staff. Promotion.

Chapman, Jessica R., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $109,267 for 12 months to an annualized rate of $118,008 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Christenson, Kahlene M., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $111,696 for 12 months to an annualized rate of $119,515 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Cooper, Jeffery, title changed from Assistant Director of Human Resources, Human Resources, Administration & Finance, to Associate Director for Learning and Organizational Development, Human Resources, Administration & Finance, salary changed from an annualized rate of $98,249 for 12 months to an annualized rate of $122,811 for 12 months, February 1, 2020. Administrative Staff. Promotion and system-wide responsibilities.

Doerfler, Erica R., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $114,228 for 12 months to an annualized rate of $121,082 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Fonda, Colin, Associate Director of Human Resources, Human Resources, Administration & Finance, salary changed from an annualized rate of $132,941 for 12 months to an annualized rate of $152,882 for 12 months, February 1, 2020. Administrative Staff. Addition of system-wide responsibilities.
Fox, Amber E., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $86,500 for 12 months to an annualized rate of $108,428 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Hetherington, Carla J., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $115,627 for 12 months to an annualized rate of $122,565 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Johnson, LaDale L., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $123,094 for 12 months to an annualized rate of $129,249 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Johnson, Liji O., Staff Nuclear Pharmacist, Nuclear Pharmacy, College of Pharmacy, salary changed from an annualized rate of $103,784 for 12 months to an annualized rate of $108,034 for 12 months, December 8, 2019. Professional Nonfaculty. Market adjustment.


Judkins, Carrie L., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $100,018 for 12 months to an annualized rate of $115,020 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Lang, Jo L., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $127,190 for 12 months to an annualized rate of $133,550 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.


Leonard, Lance A., Executive Director of Administration & Operations, Harold Hamm Diabetes Center, Institutional Centers of Excellence, salary changed from an annualized rate of $133,760 for 12 months to an annualized rate of $143,122 for 12 months, November 24, 2019. Administrative Staff. Merit increase.

McClure, Heather A., Executive Director of Operations, OU Physicians, FTE changed from 1.0 to .95, no change in annualized rate of $239,512 for 12 months, January 5, 2020. Administrative Staff. FTE change.

McCoy, Michael D., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $135,000 for 12 months to an annualized rate of $135,569 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.


Milam, Jennifer A., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $115,627 for 12 months to an annualized rate of $122,565 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Montgomery, Vicki R., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $109,267 for 12 months to an annualized rate of $118,008 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.
Nettleton, Sandra L., title changed from Director of Compliance, Compliance Office, Provost, to Director of Compliance and HIPAA Privacy Official, Compliance Office, Provost, salary changed from an annual salary of $124,760 for 12 months to an annualized rate of $154,760 for 12 months, February 1, 2020. Administrative Staff. Additional duties.

O’Connor, Terri L., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $97,762 for 12 months to an annualized rate of $112,426 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.


Preuninger, Dezary L., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $100,018 for 12 months to an annualized rate of $115,020 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Price, Laurie A., Associate Dean for Finance and Administration, Office of the Dean, College of Nursing, salary changed from an annualized rate of $144,200 for 12 months to an annualized rate of $147,630 for 12 months, November 24, 2019. Administrative Staff. Merit increase.

Reynolds, Margaret T., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $101,885 for 12 months to an annualized rate of $106,979 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Riel, Kendra D., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $100,018 for 12 months to an annualized rate of $115,020 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Sass, Gretchen, Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $100,018 for 12 months to an annualized rate of $115,020 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Satnes, Kelli J., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $115,627 for 12 months to an annualized rate of $122,565 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Schwalbach, Christy D., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $100,018 for 12 months to an annualized rate of $115,020 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Seddelmeyer, Angela L., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $97,762 for 12 months to an annualized rate of $112,426 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.


Testi, Carolyn, Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $127,190 for 12 months to an annualized rate of $133,550 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Treib, Marla S., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $100,018 for 12 months to an annualized rate of $115,020 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.
Wehrer, Marla K., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, salary changed from an annualized rate of $110,655 for 12 months to an annualized rate of $119,507 for 12 months, November 24, 2019. Professional Nonfaculty. Market adjustment.

Zecavati, Nima, title changed from Associate Director of Human Resources, Human Resources, Administration & Finance, to Director for International Faculty and Staff Services, Human Resources, Administration & Finance, salary changed from an annualized rate of $134,219 for 12 months to an annualized rate of $154,352 for 12 months, February 1, 2020. Administrative Staff. Promotion.

NEPOTISM WAIVER(S):

Douglas, Misty G., Staff Registered Nurse, OU Physicians Faculty Clinics, OU Physicians, no change in salary. Professional Nonfaculty. Mrs. Misty Douglas became the wife of Dr. Chad Douglas in October 2019 and both work together in the OU Physicians Health and Wellness Clinic. Administrative oversight for such things as annual evaluations, promotions/pay increases, and PTO approval for Mrs. Douglas will continue to be managed by Michael Robinette, Clinic Manager of the OU Physicians Health and Wellness Clinic. Medical supervision for such things as triage, ordering ancillary services, test results, medications, treatment plans, and reporting medical errors made by Mrs. Douglas will be done by Sara Parr, PA-C. Dr. Douglas will have no influence on such things.

RETIREMENT(S):

Birdwell, Pamela Z., Director of Quality & Credentialing, OU Physicians, November 2, 2019.

RESIGNATION(S)/TERMINATION(S):

Cothran, Terry J., Director of Pharmacy, Pharmacy Management Consultant, College of Pharmacy, December 1, 2019. Resignation.

Helmbrecht, Ashley R., Neonatal Nurse Practitioner, Pediatrics, College of Medicine, December 1, 2019. Resignation.


Norman Campus

APPOINTMENT(S):

Carr, Mark, Coach/Sports Professional III, Athletics Department, salary at annualized rate of $175,000 for 12 months, January 6, 2020. Managerial Staff.

Loveday, Lindsey N., Administrator IV, Administration and Finance, salary at annualized rate of $135,000 for 12 months, January 1, 2020. Administrative Staff.

CHANGE(S):

Camargo Quinn, Lee M., Assistant Director, Strategic Programs [Administrator III], Human Resources Benefits, salary changed from annualized rate of $113,300 for 12 months to annualized rate of $118,965, January 1, 2020. Administrative Staff. Increased responsibility system-wide.

Dyer, Kellie J., title changed from Associate Director, Admissions Operations [Administrator II], Operations and Finance to Interim Registrar, Enrollment Management [Administrator III], Academic Records, salary changed from annualized rate of $67,000 for 12 months to annualized rate of $105,500 for 12 months, January 1, 2020. Administrative Staff. Accepted other job on campus.
Finley, Shelly M., title changed from Deputy Program Manager [Administrator III], Geostationary Carbon Mission Collaboration to Program Manager [Administrator III], Geostationary Carbon Mission Collaboration, salary changed from annualized rate of $80,793 for 12 months to annualized salary of $125,000 for 12 months, October 30, 2019. Job reclassification and increase.

Granec, Lori L., Assistant Director, Strategic Programs [Administrator III], Human Resources Administration, salary changed from annualized rate of $108,150 for 12 months to annualized rate of $124,376, January 1, 2020. Administrative Staff. Increased responsibility system-wide.

RETIREMENT(S):


RESIGNATION(S)/TERMINATION(S):

AGENDA ITEM 7

ISSUE: EXECUTIVE SESSION – ALL

ACTION PROPOSED:

Proposed Executive Session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(4) and/or 25 O.S. § 307(B)(1) for the following discussion purposes:

a. Confidential communications between the Board and its attorney(s) concerning pending research or financial investigation(s) and/or claims, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);

b. Confidential communications between the Board and its attorney(s) concerning potential claim(s) involving real estate operations, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to process the claim(s) in the public interest as authorized under 25 O.S. § 307(B)(4);

c. Confidential communications between the Board and its attorney(s) concerning pending personnel claims, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);

d. Confidential communications between the Board and its attorney(s) concerning pending negligence claims, where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);

e. Routine, periodic review of University President(s) as authorized under 25 O.S. § 307(B)(1);

f. Discussion of filed litigation against the University, including the following cases and/or claims where the Board’s attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4):

1. Provident Oklahoma Education Resources, Inc. v. University, Case No. CJ-2019-1618 in the District Court for Cleveland Count, Oklahoma

2. Gretzer v. University, Case No. CIV-19-490-PRW in the United States District Court for the Western District of Oklahoma;


5. Horton v. University, Case No. CJ-2019-1514 in the District Court for Cleveland County, Oklahoma;

6. Lewis v. Bharucha, et al., Case No. 117,066 in the Oklahoma Court of Civil Appeals;


Agenda Items for HEALTH SCIENCES CENTER
AGENDA ITEM 8

ISSUE:  ACADEMIC SERVICES FEES REQUEST 2020-2021 – HSC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve the proposed changes in academic services fees for 2020-21 and authorize their submission to the Oklahoma State Regents for Higher Education.

BACKGROUND AND/OR RATIONALE:

Oklahoma Legislation Title 70, O. S. § 3218.10, authorizes governing boards of institutions within The State System to establish academic services fees at their respective institutions, with the approval of the State Regents, which may be required in addition to resident and nonresident tuition and mandatory fees.

In accordance with policy established by the Oklahoma State Regents for Higher Education (“State Regents”), requests for changes in academic services fees will be considered by the State Regents one time each year. It is the intent of the Legislature that the State Regents maintain information on established academic services fees. The information shall include, but shall not be limited to, the basis for the amount of the fee, the amount of total revenue to be collected from the fee, and the use of the revenue collected.

The following pages summarize the changes in academic services fees requested by the Health Sciences Center for academic year 2020-2021. They have been reviewed and approved by the appropriate directors, deans and the Senior Vice President and Provost. The changes requested are included in one of the fee categories identified below.

Academic services fees are assessed certain students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are assessed students receiving certain courses of instruction or certain academic services as designated by the institution and shall not exceed the actual costs of the course of instruction or the academic services provided by the institution. Such fees shall not exceed the actual costs of the academic services provided by the institution and may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials. There are five categories of academic services fees: special instruction, facility-equipment utilization, testing-clinical service, classroom-laboratory, and other special fees.

Special Instruction Fees:
This category is for fees assessed to students enrolling in specific courses. These fees include private instruction, electronic media fees, and off-campus fees.

The Health Sciences Center requests one increase to the Public Health electronic media fee from $50.00 per credit hour to $60.00 per credit hour. The fee increase requested will be used to support the maintenance and upgrade of the equipment necessary to provide web-based education to students.
Classroom/Laboratory Supply and Material Fees:
The fees included in this category are assessed to students for courses that require consumable supplies for items such as laboratory breakage and replacement, course specific supplies and materials.

The Health Sciences Center requests one new classroom/lab supply fee for $300.00 per course associated with CELL 4114-Introduction to Cadaver Anatomy. This is a new course that will be offered on the Health Sciences Center campus to Norman campus undergraduate pre-medicine students. The revenue generated from the fee will be used to offset the cost of cadaver usage and other related expenses.

Other Special Fees:
Included in this category are other special fees that cannot be classified in any of the other categories.

The Health Sciences Center requests increases to 10 other special fees. A description of these fees and their respective uses is provided below and the amount of each increase is summarized in the corresponding table.

The program fee increases requested will support teaching initiatives and improve learning competencies by providing required laboratory supplies, maintaining current equipment, and replacing aged clinical equipment and instruments in research and teaching facilities. The revenue from these fees will be used to provide funding for ongoing and rising costs associated with maintaining computer labs, software licenses and updates, IT equipment, audio/visual equipment and existing infrastructure.

The deposit on enrollment is required for all newly admitted students. The purpose of this fee is to establish a commitment from the student to enroll once they are admitted. The fee is applied to the student tuition once the student is enrolled at the Health Sciences Center.

The advanced standing fee increase will align the tuition and fees for international dentists being trained at the Health Sciences Center for two and a half years to equal the amount of tuition and fees charged to nonresident students attending four years of dental school. The revenue collected from this fee will be used to support the educational mission of the DDS program.

<table>
<thead>
<tr>
<th>SUMMARY SCHEDULE</th>
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<td>OTHER SPECIAL FEES - MODIFICATIONS REQUESTED</td>
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<tr>
<td>ACADEMIC YEAR 2020-2021</td>
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<td>College and Program</td>
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<tr>
<td>Program Fees</td>
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<td>Graduate College</td>
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<td>Medicine Professional - OKC</td>
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<td>Medicine Professional - Tulsa</td>
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<td>Program</td>
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<tr>
<td>Physician Assistant Professional - Tulsa</td>
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<tr>
<td>Dentistry Professional</td>
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<tr>
<td>Dentistry Graduate</td>
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<tr>
<td>Dental Hygiene Undergraduate - OKC</td>
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<tr>
<td>Dental Hygiene Undergraduate - Distance Sites</td>
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<tr>
<td>Deposit on Enrollment</td>
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<tr>
<td>Physician Associate (OKC) &amp; Physician Assistant (Tulsa)</td>
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<tr>
<td>Advanced Standing</td>
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<td>Advanced Standing International Dentists</td>
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AGENDA ITEM 9

ISSUE: NEW PROGRAM PROPOSAL – MASTER OF ARTS IN NUTRITIONAL SCIENCES – HSC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve the new Master of Arts in Nutritional Sciences, with 100% of courses offered online, in the College of Allied Health at the Health Sciences Center.

BACKGROUND AND/OR RATIONALE:

The University of Oklahoma Health Sciences Center’s College of Allied Health will submit a full proposal to the Oklahoma State Regents for Higher Education to offer a Master of Arts in Nutritional Sciences with 100% of the major courses being offered online and advertising the program as available online. This effort is a major opportunity to bring nutritional expertise to a more diverse student population across the United States.

The 100% online delivery method eliminates the barrier of travel and allows the student to complete coursework in a non-traditional timeframe. Internal assessment has shown that the 100% online format has no impact on the rigor of instruction.

<table>
<thead>
<tr>
<th>PROPOSED CURRICULUM</th>
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<tbody>
<tr>
<td>NS 5823 - Energy Nutrients (1st semester)</td>
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<tr>
<td>NS 5233 - Research Methods (1st semester)</td>
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<tr>
<td>NS 5132 - Adult Weight Management (1st semester)</td>
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<td>NS 5833 - Non Energy Nutrients (2nd semester)</td>
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<tr>
<td>NS 6203 - Nutrition and Cancer (2nd semester)</td>
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<tr>
<td>NS xxxx - Nutrition and Diabetes (2nd semester) – 3 hours</td>
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<tr>
<td>NS 5553 - Nutritional Epidemiology (3rd semester)</td>
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<tr>
<td>NS 6103 - Pediatric Nutrition (3rd semester)</td>
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<tr>
<td>NS 5272 - Geriatric Nutrition (3rd semester)</td>
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<td>NS 6613 - Sports Nutrition (4th semester)</td>
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<tr>
<td>NS xxxx - Nutrition Support (4th semester) – 3 hours</td>
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<tr>
<td>NS xxxx - Capstone Seminar (4th semester) – 3 hours</td>
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</tbody>
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AGENDA ITEM 10

ISSUE:  PROGRAM MODIFICATION – CERTIFICATE IN CLINICAL AND TRANSLATIONAL SCIENCES – HSC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve the program modification of the Graduate College’s Certificate in Clinical and Translational Sciences at the Health Sciences Center.

BACKGROUND AND/OR RATIONALE:

The University of Oklahoma Health Sciences Center Graduate College is proposing to offer a Certificate in Clinical and Translational Sciences with 100% of the courses being offered through online delivery. This effort is part of the Health Sciences Center Research Strategic Plan and a major opportunity to increase collaboration between research and clinical scientists, which will contribute to achieving the full potential of our academic health center, and further increase our competitiveness for research funding.

The Certificate in Clinical and Translational Sciences was approved for the OU Health Sciences Center by the OU Regents in May 2019. The online instruction delivery mode requires approval as “100% online.” Internal assessment by the Graduate College has shown that the 100% online format has no impact on the rigor of instruction.
AGENDA ITEM 11

ISSUE: PROGRAM MODIFICATION – BACHELOR OF SCIENCE IN NURSING – HSC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve a program modification to the Bachelor of Science in Nursing (BSN) in the College of Nursing at the Health Sciences Center.

BACKGROUND AND/OR RATIONALE:

The College of Nursing in collaboration with the OU Department of Chemistry and Biochemistry seeks to add the OU Norman course CHEM 1305 – Fundamentals of General Chemistry to the list of chemistry courses that will fulfill the chemistry pre-requisite for the Traditional BSN, Accelerated BSN, and LPN to BSN tracks. This course was developed for students of Nursing and Allied Health who need only one semester of general chemistry. Allied Health has already adopted this course.

The College of Nursing faculty have determined that CHEM 1305 Fundamentals of General Chemistry adequately covers the foundational content needed to prepare for the Bachelor of Science in Nursing program. CHEM 1305 is one of two courses that are acceptable to meet the chemistry requirement. A table of current and proposed curriculum follows:
## CURRENT PRE-REQUISITES

- ENG 1113 – ENGLISH COMP I (3 credit hours)
- ENG 1213 – ENGLISH COMP II (3 credit hours)
- PSC 1113 – US GOV (3 credit hours)
- HIST 1483 or 1493 – US HISTORY (3 credit hours)
- PSY 1113 – PSYCH/SOC (e.g. General Psychology) (3 credit hours)
- SOC 1113 – PSYCH/SOC (e.g. Introduction to Sociology) (3 credit hours)
- CULTURE (e.g. Western Civilization) (3 credit hours)
- PSY 2603 – DEV PSYCHOLOGY (3 credit hours)
- PSY 2003 or 2113 or ECON 2843 or COMM 2513 – STATISTICS (3 credit hours)
- HES 2823 – NUTRITION (3 credit hours)

## PROPOSED PRE-REQUISITES

- ENG 1113 – ENGLISH COMP I (3 credit hours)
- ENG 1213 – ENGLISH COMP II (3 credit hours)
- PSC 1113 – US GOV (3 credit hours)
- HIST 1483 or 1493 – US HISTORY (3 credit hours)
- PSY 1113 – PSYCH/SOC (e.g. General Psychology) (3 credit hours)
- SOC 1113 – PSYCH/SOC (e.g. Introduction to Sociology) (3 credit hours)
- CULTURE (e.g. Western Civilization) (3 credit hours)
- PSY 2603 – DEV PSYCHOLOGY (3 credit hours)
- PSY 2003 or 2113 or ECON 2843 or COMM 2513 – STATISTICS (3 credit hours)
- HES 2823 – NUTRITION (3 credit hours)

- **CHEM 1315 – GEN CHEMISTRY (4-5 credit hours with laboratory component)**

- MBIO 2815 or MBIO 3813 & 3812 MICROBIOLOGY (4-5 credit hours with laboratory component)
- BIOL 2255 or BIOL 2234 – HUMAN ANATOMY (4-5 credit hours with laboratory component)
- BIOL 2124 or BIOL 3103 & 3101 – HUMAN PHYSIOLOGY (4-5 credit hours with laboratory component)

- **CHEM 1305 or CHEM 1315 – FUNDAMENTALS OF GEN CHEMISTRY (4-5 credit hours with laboratory component)**

- MBIO 2815 or MBIO 3813 & 3812 MICROBIOLOGY (4-5 credit hours with laboratory component)
- BIOL 2255 or BIOL 2234 – HUMAN ANATOMY (4-5 credit hours with laboratory component)
- BIOL 2124 or BIOL 3103 & 3101 – HUMAN PHYSIOLOGY (4-5 credit hours with laboratory component)
AGENDA ITEM 12

ISSUE: PROGRAM MODIFICATION – DOCTORATE OF PHILOSOPHY IN ALLIED HEALTH SCIENCES – HSC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve a program modification to the Doctor of Philosophy in Allied Health Sciences in the Graduate College at the Health Sciences Center.

BACKGROUND AND/OR RATIONALE:

The Graduate College’s Doctor of Philosophy in Allied Health Sciences modification is based upon the need to correct inconsistencies between previously submitted requirements and current best practices and to ensure that established University and Regents’ policy is followed. The degree program requirement changes consist of prerequisite changes to include minimum maintained GPA, maximum hours applied towards degree for master’s degree coursework, GRE minimums/waiver, and TOEFL requirement updates. The total program credit hours will not change. The current and proposed requirements are listed in the following table.
# CURRENT REQUIREMENTS

- Baccalaureate or entry-level first professional degree relevant to Allied Health Sciences (AHS) plus experience
- A maximum of 34 credit hours of post-baccalaureate work can be transferred
- 3.0 GPA required for all post-baccalaureate coursework
- GRE is required with a combined score of 1000
- Submit official transcripts from all colleges and/or universities attended and non-refundable application fees
- A one-page career goal statement
- Provide contact information for three (3) individuals who will submit letters of recommendation on your behalf.
- If English is a second language, take the Test of English as a Foreign Language (TOEFL). Minimum requirements are a score of 570 (paper-based) or 88 (internet-based) within two years prior to application
- All International/Non US Citizen applicants are required to have all transcripts/mark sheets processed through World Education Services (WES)

# PROPOSED REQUIREMENTS

- Have a minimum 3.0 cumulative GPA in the last 60 hours of graded coursework, or entire transcript if 60 hours is not identified;
- A baccalaureate or entry-level first professional degree relevant to Allied Health Sciences is required. If the applicant has earned a master's degree, it need not be in Allied Health Sciences. The maximum hours of master's degree work that may be applied to the 90 hours required for the Ph.D. degree is 30 for the Rehabilitation Sciences emphasis and 34 for the Nutritional Sciences emphasis;
- Submit official transcripts from all colleges and/or universities attended and non-refundable application fees;
- Applicants seeking a Rehabilitation Sciences emphasis are required to take the Graduate Record Examination (GRE). A combined verbal and quantitative score of 287 (153 verbal plus 144 quantitative) or above and a minimum writing score of 4.0 are preferred. Applicants seeking a Nutritional Sciences emphasis are not required to take the GRE.
- A one-page career goal statement
- Provide contact information for three (3) individuals who will submit letters of recommendation on your behalf.
- TOEFL requirements are automatically waived for students with one of the following degrees: 1) diploma from a U.S. high school, 2) 4-year Bachelor’s degree from a U.S. institution, or 3) Master’s degree from a U.S. institution. If English is a second language and the applicant does not meet the TOEFL waiver qualification, the Test of English as a Foreign Language (TOEFL) is required. Minimum requirements are a score of 570 (paper-based) or 88 (internet-based) within two years prior to application.
- All International/Non US Citizen applicants are required to have all transcripts/mark sheets processed through World Education Services (WES) or Educational Credential Evaluators (ECE)
AGENDA ITEM 13

ISSUE: PROGRAM DELETION – BACHELOR OF SCIENCE IN ALLIED HEALTH STUDIES – HSC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve the deletion of the Bachelor of Science in Allied Health Studies Program from the College of Allied Health at the Health Sciences Center.

BACKGROUND AND/OR RATIONALE:

The College of Allied Health recommends the removal of the Bachelor of Science Degree in Health Studies from the degree inventory. The College of Allied Health no longer has a need for a bachelor's degree completion option for students with 90 credit hours entering the Master of Occupational Therapy (MOT) program. A bachelor’s degree was an admission requirement effective for Summer 2019 admission. No additional faculty were dedicated to this degree completion option. The College of Allied Health will drop a single course (OCTH 7153 Capstone in Rehabilitation Sciences) from the course inventory.
AGENDA ITEM 14

ISSUE:  PROGRAM DELETION – MASTER OF SCIENCE IN ALLIED HEALTH SCIENCES, MEDICAL DOSIMETRY PROGRAM – HSC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve the deletion of the Master of Science in Allied Health Sciences, Medical Dosimetry Program, from the Graduate College at the Health Sciences Center.

BACKGROUND AND/OR RATIONALE:

In 2004, the Allied Health Sciences Medical Dosimetry Program was instituted. In 2009, the Joint Review Committee on Education in Radiologic Technology (JRCERT) awarded the program full accreditation. Since the program began it has admitted 27 students. Of those students, 25 graduated from the program, and 23 received their board certification through the Medical Dosimetrist Certification Board (MDCB). In Spring 2018, the program was placed in a “Program Suspension” status due to a less than 75%, five-year average board certification pass rate that did not meet JRCERT accreditation standards. The Program faculty worked diligently to improve the board certification pass rates, improving to a five-year average of 88% (100% for 2017 and 100% for 2018).

The Graduate College and College of Allied Health leadership then consulted with program leadership and major OU Health Sciences Center campus stakeholders to include the Stephenson Cancer Center Radiation Oncology Department. The Graduate College requests program deletion for the following reasons:

• Lack of consistent clinical affiliate support for student rotations
• Budget constraints for dedicated program funding
• Change in board certification timing
• The profession’s future progression with artificial intelligence and concern for future employment opportunities
Agenda Items for

NORMAN CAMPUS
AGENDA ITEM 15

ISSUE:  SUBSTANTIVE PROGRAM CHANGES – NC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve the proposed changes in the Norman Campus academic programs.

BACKGROUND AND/OR RATIONALE:

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution’s governing board for approval before being forwarded to the State Regents for consideration. The proposed academic program listed below has been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost. It is being submitted to the Board of Regents for approval prior to submission to the State Regents.

Reviewed by Academic Programs Council - December 6, 2019

New Program for Tulsa

GALLOGLY COLLEGE OF ENGINEERING

Computer Science, Bachelor of Science (RPC 233, MC B235)

Request for existing Bachelor of Science in Computer Science program to be offered in Tulsa. The program is 120-121 total hours with 45-51 hours in the major.

Reason for request:

This proposal seeks to add the Bachelor of Science in Computer Science on the University's Tulsa Campus. Computing is part and parcel of every human activity. The demand for Computer Science graduates is soaring. There is large demand for CS graduates in the State of Oklahoma. CareerOneStop projects 16% job growth for computer science careers in Oklahoma through 2026. The goals of this program: 1) Increase the number of graduates in Computer Science to address the workforce demands. 2) Provide opportunities for students in the large Tulsa Metropolitan community to pursue a rigorous, math-intensive Computer Science education offered by the University of Oklahoma. 3) Create a larger pipeline of students to the graduate programs in Computer Science, Data Science and Analytics, and Electrical & Computer Engineering at the University of Oklahoma.

New Embedded Graduate Certificates

COLLEGE OF PROFESSIONAL AND CONTINUING STUDIES

Criminal Justice Administration, Graduate Certificate (RPC TBD, MC GTBD)

Request for a new embedded Graduate Certificate in Criminal Justice Administration to be delivered online. The certificate requires 12 total credit hours with 9 hours in the core and 3 elective hours.
Reason for request:

Students entering the Master of Science in Criminal Justice (MSCJ) degree program are typically mid-career practitioners who are looking to acquire skills and credentials to further their professional development and advancement opportunities. A recent Academic Program Review survey of all MSCJ students indicated a strong preference for specialized coursework and credentialing in the area of administrative leadership. Fully 50% of respondents indicated intent to enroll in such a graduate certificate program, if offered. In addition, the College of Professional and Continuing Studies recruiting office has long noted that about half of criminal justice practitioners tend to choose the Master of Arts in Organizational Leadership (MAOL) graduate program rather than the MSCJ degree because they are seeking to enhance their promotional profile. However, the field of criminal justice is highly specialized, with dynamic administrative problems, flash point issues, and unique opportunities for public sector leadership. The Graduate Certificate in Criminal Justice Administration will seek to equip students with highly contextualized administrative and leadership skills to better meet these challenges. Whether taken alone or combined with the full MSCJ curriculum, this new graduate certificate option will provide students an ideal combination of disciplinary knowledge and leadership credentialing.

The State of Oklahoma currently does not offer an advanced credentialing program for senior law enforcement executives. In recent conversations with the Oklahoma Council on Law Enforcement Education and Training (CLEET) and the Oklahoma Association of Chiefs of Police (OACP), both organizations expressed a strong desire and need for a formalized credentialing program for Oklahoma law enforcement executives, operated under the auspices of a quality educational institution. While we, and other institutions, offer undergraduate and graduate criminal justice degrees, there is also a need for a shorter-term credentialing option. With the MSCJ program's online delivery format, we are ideally situated to help meet this need. It is anticipated that, if approved, the Graduate Certificate in Criminal Justice Administration will be jointly promoted by OU, CLEET, and OACP to State law enforcement executives. It can be expected that a significant proportion of practitioners seeking this graduate certificate will continue on to complete a full MSCJ master's degree. Implementation of a Graduate Certificate in Criminal Justice Administration will respond to industry demand, promote professionalization, enhance student portfolios, and grow enrollment.

Drug Policy Management, Graduate Certificate (RPC TBD, MC GTBD)

Request for a new embedded Graduate Certificate in Drug Policy Management to be delivered online. The certificate requires 12 total credit hours with 9 hours in the core and 3 elective hours.

Reason for request:

Drug enforcement policies in the United States are undergoing profound transformation as federal, state, and local authorities respond to public demand for change in how drug offenders are addressed by the criminal justice system. As laws and policies evolve toward decriminalization, deinstitutionalization, and diversion of drug offenders, criminal justice practitioners will require a more holistic understanding of the causes of drug addiction, innovative enforcement strategies, and treatment options for offenders. The Master of Science in Criminal Justice (MSCJ) degree program has been on the leading edge of this trend with a strong curriculum in substance abuse and restorative justice-related coursework, as well as national recognition in the area of criminal justice policy development. Many of our graduates and current students, from both the enforcement side and the restorative justice occupations, were attracted to the MSCJ program because of our strong profile in this area. Many of these individuals, as well as prospective students have expressed an interest in specialized credentialing in drug policy management.
The United States criminal justice system is undergoing a sea-change in how drug-related crimes and offenders are perceived and addressed. Given this rapidly evolving landscape, there will be strong and increasing employer demand in law enforcement, the courts, and corrections for professionals with specialized training and knowledge in this area. The United States Department of Labor estimates that drug-abuse / behavioral disorder occupations will grow 22-percent in the next ten years, a growth rate exceeding all other occupations (U.S. Bureau of Labor Statistics, 2018). Employer demand will be strong for substance abuse counselors, probation and parole officers, community corrections experts, treatment specialists, drug court liaison officers, analysts, and policy writers.

Program Suspension

JEANNINE RAINBOLT COLLEGE OF EDUCATION

Applications of Educational Research and Evaluation, Graduate Certificate (RPC 400, MC G018)

Request program suspension for three years effective immediately.

Reason for request:

The Instructional Psychology and Technology (IPT) program wishes to suspend the graduate certificate program at this time. The IPT program has recently undergone an extensive process of program review and revision. We expect these revisions to improve our enrollment situation in general, which could also improve the enrollment situation for this certificate. However, we have been unable to market the newly revised program until very recently, as we were awaiting Regents approval. It is difficult to predict how quickly program revisions and marketing efforts will impact enrollment. We continue to believe that this graduate certificate would be of interest to graduate students inside and outside of the College of Education. Therefore, we wish to suspend the certificate until such time as our enrollments are more robust.

Suspension of the program at this time will not negatively impact the few students who are currently completing the graduate certificate as all courses will continue to be taught within the revised program. Units outside of the College are not affected by this decision.

Existing Program Online Delivery Request

COLLEGE OF ARTS AND SCIENCES

Human Relations, Master of Human Relations (RPC 329, MC M515)

Request to deliver the existing Master of Human Relations program online.

Reason for request:

The demand for online programs is growing at a very rapid pace. The majority of our students seeking a graduate level degree are working adults found not only within the State of Oklahoma, but outside of Oklahoma and abroad. Many students are in the military or located where military spouses and locals have base access to complete courses. Those locations may be found within the US on and off military bases as well as locations in Europe. The current cost of supporting onsite courses outside of Oklahoma include increased rates for transportation such as air fare, rental car, taxis, trains, buses, etc., hotel, and food making it economically unfeasible to conduct said onsite courses.
The Human Relations Department receives numerous requests for an online Master of Human Relations (MHR). This includes students who may have started their MHR in one location then had to move to a new location, such as for military relocation requirements, deployments, etc. where there is no OU office. This puts additional hardship on students to meet the onsite requirement whereby they must travel to a location with onsite courses, sometimes traveling abroad or back to the US, while some are forced to either halt their degree pursuit, or move to another degree that may be completed online. Completing a master level degree is especially important to those in the military as an upper level degree is required for advancement. The flexibility an online degree offers students is an immeasurable benefit to meet their desire to earn an advanced degree and the ability to advance in their career, albeit in the civilian or military realm.

Offering the MHR online offers a unique opportunity for the University of Oklahoma to offer the strength of their brand and program to a national audience, at a price point that is comparable to or lower than the only online competitor (St. John’s University) and several of the on-campus programs currently offered. Because of the relatively small number of competitive graduate programs offered in this area, paired with the projected growth of related jobs at a higher than average rate, we project the opportunity to develop a moderately sized online program with a sustainable number of new job opportunities for graduates of the program.

Program Requirement Changes

CHRISTOPHER C. GIBBS COLLEGE OF ARCHITECTURE

Construction Science, Bachelor of Science (RPC 255, MC B250)

Course requirement changes. In the Construction Science Division, the changes include the deletion of CNS 2211 & 4233 altogether, and revision of CNS 1213, 2813, 2812, 2433, 3443, 3413, 4613, and 4943. Outside of the division changes include requiring: ECON 1123, ARCH 3013, and 11 credits of liberal arts/science courses to be selected from a list of 40 selected by construction science faculty. The total credit hours for the degree will not change.

Reason for request:

In July we were notified that our program did not meet the State Regent's requirement of 55 liberal arts/science credit hours for a "bachelor of science" program. In order to retain "bachelor of science" in our degree name we would need to include an additional 14 credit hours of liberal arts/science course work. To accommodate this requirement, 14 credit hours of construction science specific coursework were removed from the curriculum and replaced with liberal arts/science course options.

COLLEGE OF ATMOSPHERIC AND GEOGRAPHIC SCIENCES

Environmental Sustainability, Bachelor of Science in Environmental Sustainability (RPC 382, MC B410-P161, B410-P516, B410-P591)

Course requirement changes. Adding more options to the College’s requirements in physics and calculus. Students may complete either PHYS 2514 & PHYS 2524 OR PHYS 2414 & PHYS 2424. Also, the College will now require only one calculus course, either MATH 1823 or MATH 1914 OR MATH 1743, instead of the current requirement of MATH 1914 & MATH 2924 OR MATH 1823, 2423, and 2433. The total credit hours for the degree will not change.
Reason for request:

For many students pursuing a Bachelor of Science in Environmental Sustainability, Physics & Calculus for Life Science Oriented majors are a better match for their interests than the options for Science & Engineering Majors, and still provide the skills and tools required of Geography graduates in the job market.

Students who wish to complete Physics for Science & Engineering majors will be advised to take MATH 1823 (or MATH 1914) during the freshman year (pre-requisite to PHYS 2514), and will then take MATH 2423 (or MATH 2924) during the first semester of the sophomore year (prerequisite to PHYS 2524), replacing the Free Elective currently listed.

Geographic Information Science, Bachelor of Science in Geographic Information Science (RPC 368, MC B452)

Course requirement changes. Adding more options to the College’s requirements in physics and calculus. Students may complete either PHYS 2514 & PHYS 2524 OR PHYS 2414 & PHYS 2424. Also, the College will now require only one calculus course, either MATH 1823 or MATH 1914 OR MATH 1743, instead of the current requirement of MATH 1914 & MATH 2924 OR MATH 1823, 2423, and 2433. The total credit hours for the degree will not change.

Reason for request:

For many students pursuing a Bachelor of Science in Geographic Information Science, Physics & Calculus for Life Science Oriented majors are a better match for their interests than the options for Science & Engineering Majors, and still provide the skills and tools required of Geography graduates in the job market.

Students who wish to complete Physics for Science & Engineering majors will be advised to take MATH 1823 (or MATH 1914) during the freshman year (pre-requisite to PHYS 2514), and will then take MATH 2423 (or MATH 2924) during the first semester of the sophomore year (prerequisite to PHYS 2524), replacing the Free Elective currently listed.

Geography, Bachelor of Science in Geography (RPC 289, MC B465)

Course requirement changes. Adding more options to the College’s requirements in physics and calculus. Students may complete either PHYS 2514 & PHYS 2524 OR PHYS 2414 & PHYS 2424. Also, the College will now require only one calculus course, either MATH 1823 or MATH 1914 OR MATH 1743, instead of the current requirement of MATH 1914 & MATH 2924 OR MATH 1823, 2423, and 2433. The total credit hours for the degree will not change.

Reason for request:

For many students pursuing a Bachelor of Science in Geography, Physics & Calculus for Life Science Oriented majors are a better match for their interests than the options for Science & Engineering Majors, and still provide the skills and tools required of Geography graduates in the job market.

Students who wish to complete Physics for Science & Engineering majors will be advised to take MATH 1823 (or MATH 1914) during the freshman year (pre-requisite to PHYS 2514), and will then take MATH 2423 (or MATH 2924) during the first semester of the sophomore year (prerequisite to PHYS 2524), replacing the Free Elective currently listed.
WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS

Musical Theatre, Bachelor of Fine Arts in Musical Theatre (RPC 342, MC B737)


Reason for request:

These changes will update the Musical Theatre curriculum to meet current industry standards.

COLLEGE OF PROFESSIONAL AND CONTINUING STUDIES

Organizational Leadership, Bachelor of Arts (RPC 375, MC B755)

Course requirement changes. Remove LSAL 3173, LSAL 4123, LSAL 4163, LSTD 3953 and LSTD 4953 from the Organizational Leadership major option requirements. Add LSAL 3223, LSAL 3373, LSAL 3953, LSAL 4283, and LSAL 4953 to the Organizational Leadership major option requirements. Update approved major elective course list. Designate LSAL 4953 as the program's new capstone course. Total credit hours for the degree will not change.

Reason for request:

The primary reason for proposing changes to the Bachelor of Arts in Organizational Leadership (BAOL) program stems from the need to update its curriculum to better reflect current research in and practice of effective leadership in the organizational context. The College of Professional and Continuing Studies' interdisciplinary courses equip working adult students to engage in a personal, lifelong journey of learning, and the BAOL curriculum builds on that strong foundation to assure its graduates possess the necessary knowledge and skill-sets to make positive, well-informed, and immediate contributions to an organization's mission. The changes reflected herein are based on input from alumni, employers from various sectors, instructional faculty, and current students. We recommend these program changes in response to the needs articulated by these various groups, as well as to incorporate current best-practice research.
AGENDA ITEM 16

ISSUE: DEAN OF THE DAVID L. BOREN COLLEGE OF INTERNATIONAL STUDIES - NC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve the appointment of Scott Fritzen, Ph.D., as Dean of the David L. Boren College of International Studies, with additional titles of Associate Provost for Global Engagement, and William J. Crowe, Jr. Chair in Geopolitics, and Professor of International and Area Studies.

BACKGROUND AND/OR RATIONALE:

Scott Fritzen has served as a tenured Associate Professor, Director of International Executive Education and Director of the Global Master of Public Administration Program at the Evans School of Public Policy and Governance, and an affiliated faculty member of Jackson School of International Affairs’ Southeast Asia Center, at the University of Washington. He also currently serves on the Executive Council of NASPAA, the global professional association of schools of public policy and administration. He previously served as Associate Provost for Academic Affairs at New York University Shanghai; as Interim Dean and Vice Dean for Academic Affairs for the Robert F. Wagner Graduate School of Public Service, New York University; and as Vice Dean for Academic Affairs of the Lee Kuan Yew School of Public Policy (LKY School, National University of Singapore).

Dr. Fritzen’s research focuses on the comparative analysis of anti-corruption and decentralization strategies in Asia, and the globalization of public policy education. He is on the editorial board of Policy and Society, the Journal of Comparative Policy Analysis, and Policy Design and Practice. His consulting practice over two decades in Asia includes nearly 50 assignments for clients such as the World Bank, UNDP, and Oxfam. The first American in the post-war era designated a Fulbright Fellow for Vietnam, Dr. Fritzen lived and worked for more than twenty years in a broad range of countries around the world, and speaks several languages proficiently: German, Vietnamese, Japanese, Indonesian, and Chinese. His Master in Public Affairs and Urban and Regional Planning degree and Ph.D. in Public and International Affairs are both from the Woodrow Wilson School of Public and International Affairs, Princeton University.

The recommendation is made as the result of a nationally advertised search for the permanent dean and the efforts of the search committee.
AGENDA ITEM 17

ISSUE: ACADEMIC SERVICE FEES REQUEST 2020-2021 – NC & LAW

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve the proposed changes in academic service fees for 2020-21 and authorize their submission to the Oklahoma State Regents for Higher Education.

BACKGROUND AND/OR RATIONALE:

Oklahoma Legislation Title 70, O. S. § 3218.10, authorizes governing boards of institutions within The State System to establish academic services fees at their respective institutions, with the approval of the State Regents, which may be required in addition to resident and nonresident tuition and mandatory fees.

In accordance with policy established by the Oklahoma State Regents for Higher Education (“State Regents”), requests for changes in academic services fees will be considered by the State Regents one time each year. It is the intent of the Legislature that the State Regents maintain information on established academic services fees. The information shall include, but shall not be limited to, the basis for the amount of the fee, the amount of total revenue to be collected from the fee, and the use of the revenue collected.

The following pages summarize the changes in fees requested by the Norman Campus and College of Law for academic year 2020-2021. They have been reviewed and approved by the appropriate directors, deans, and the Senior Vice President and Provost. The changes requested fall into one of the following categories identified below.

Academic Service fees are charges, other than tuition and mandatory fees, that are assessed to a student as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. These fees are applicable for all students receiving courses of instruction or academic services as designated by the institution and shall not exceed the actual cost of the course instruction or the academic services provided by the institution. These services may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials. These fees, as listed below, are charged for enrollment in a particular course or by the credit hour for all enrollments in a given semester.

Special Instruction Fees:
Special Instruction Fees include private instruction, private applied music lessons, aviation courses, physical education courses, remedial course fees, electronic media fees, correspondence course fees, and off-campus fees. Changes in special instruction fees require approval by the University of Oklahoma Board of Regents and will require State Regents’ item-by-item approval; institutions may assess these fees up to the actual cost of the special instruction.

The Norman Campus requests increases to 16 special instructional fees related to courses in the aviation program, which are itemized in the following table. These fees are charged on a per course basis. Student input was solicited on all fees at the departmental level.
### SUMMARY SCHEDULE - AVIATION
Special Instruction Fees – Modifications
ACADEMIC YEAR 2020-2021

Norman Campus

<table>
<thead>
<tr>
<th>College</th>
<th>Dept.</th>
<th>Course</th>
<th>AY 2019 Fee</th>
<th>AY 2020 Fee Request</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>PACS</td>
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</table>

In addition, at the request of the State Regents, the Norman Campus requests the creation of an online program fee for existing online graduate programs listed on the following table. These programs and related program costs were previously approved by the Board of Regents and State Regents. The State Regents requested the University separately report tuition, mandatory fees, and academic service fees related to these programs. Previously, the costs of these programs were approved as one “all-in” academic service fee regardless of residency status. Approval will allow for reporting of tuition and mandatory fees separate from the online academic service fee, as requested by the State Regents. The rates below are charged on a per credit hour basis.

### SUMMARY SCHEDULE
Special Instruction Fees – Existing Online Graduate Programs – No Price Change
ACADEMIC YEAR 2020-2021

Norman Campus

<table>
<thead>
<tr>
<th>Online Graduate Program</th>
<th>-- Current --</th>
<th></th>
<th>---- Proposed Structure ----</th>
<th>Total Cost Change</th>
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<td></td>
<td>“All-in”</td>
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<td>Tuition &amp; Mand. Fee</td>
<td>“All-in” Cost</td>
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<td>Program</td>
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<td></td>
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</table>
In addition to the online programs above, a rate increase is requested for the existing online Executive MBA in Energy. This 36-credit hour program was launched in spring 2014 with no subsequent changes in the cost charged to students. The university requests an increase from $2,150 per credit hour to $2,375 per credit hour. As listed above for those existing online programs with no price change, the proposed cost will be divided, as follows:

<table>
<thead>
<tr>
<th>Online Graduate Program</th>
<th>-- Current --</th>
<th>---- Proposed Structure ----</th>
<th>Total Cost Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“All-in”</td>
<td>Online Program Fee</td>
<td>Tuition &amp; Mand. Fee</td>
</tr>
<tr>
<td>Executive MBA in Energy</td>
<td>$2,150.00</td>
<td>$1,939.42</td>
<td>$435.58</td>
</tr>
</tbody>
</table>

The University requests establishment of per credit hour rates for new online graduate programs in Human Relations (pending State Regents’ approval) and an Executive MBA in Aerospace and Defense, as follows:

<table>
<thead>
<tr>
<th>Online Graduate Program</th>
<th>-- Current --</th>
<th>---- Proposed Structure ----</th>
<th>Total Cost Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“All-in”</td>
<td>Online Program Fee</td>
<td>Tuition &amp; Mand. Fee</td>
</tr>
<tr>
<td>Human Relations</td>
<td>N/A - New</td>
<td>$382.60</td>
<td>$435.58</td>
</tr>
<tr>
<td>Executive MBA in Aerospace &amp; Defense</td>
<td>N/A - New</td>
<td>1,714.42</td>
<td>435.58</td>
</tr>
</tbody>
</table>

Classroom/Laboratory Supplies Fee:
Includes consumable supplies such as laboratory breakage and replacement, art supplies and materials for the natural sciences. Changes in classroom/laboratory supplies fees do not require State Regents’ item-by-item approval; institutions may assess these fees up to the actual cost of the supplies.

The Norman Campus requests no changes to classroom/laboratory supplies fees.

Facility and Equipment Utilization Fees:
These fees help pay for students’ access to equipment such as computers, physical equipment, musical instruments and medical equipment, and for facilities such as music practice rooms. Changes in Facility and Equipment Utilization Fees require approval by the Board of Regents and final approval by the State Regents.

The Norman Campus requests no changes to the facility and equipment utilization fees.
Other Special Fees:
Included in this category are other special fees that cannot be classified in any of the categories listed above (e.g., College-level Consolidated Course & Program Fee, Technology Fee, and Online Program Fees). Student input was solicited on all fees at the college level.

The Norman Campus is requesting three changes to per credit hour College-level Consolidated Course & Program fees, as summarized below.

<table>
<thead>
<tr>
<th>College</th>
<th>Proposed AY2021 Structure</th>
<th>Current Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>$17.50</td>
<td>$34.30</td>
</tr>
<tr>
<td>Arts &amp; Sciences - Undergrad</td>
<td>$36.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Arts &amp; Sciences - Graduate</td>
<td>$30.00</td>
<td>$34.00</td>
</tr>
<tr>
<td>Atmospheric and Geographic Sciences - Undergrad</td>
<td>$12.50</td>
<td>$52.00</td>
</tr>
<tr>
<td>Atmospheric and Geographic Sciences - Graduate</td>
<td>$9.50</td>
<td>$49.00</td>
</tr>
<tr>
<td>Business – Undergrad</td>
<td>$121.75</td>
<td>$151.00</td>
</tr>
<tr>
<td>Business – Graduate</td>
<td>$5.00</td>
<td>$34.25</td>
</tr>
<tr>
<td>Earth and Energy</td>
<td>$27.00</td>
<td>$62.00</td>
</tr>
<tr>
<td>Education</td>
<td>$22.35</td>
<td>$47.35</td>
</tr>
<tr>
<td>Engineering</td>
<td>$31.50</td>
<td>$60.00</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>$35.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>International Studies</td>
<td>$22.50</td>
<td>$39.00</td>
</tr>
<tr>
<td>Journalism &amp; Mass Comm.</td>
<td>$38.75</td>
<td>$80.75</td>
</tr>
<tr>
<td>Law</td>
<td>$52.50</td>
<td>$83.40</td>
</tr>
<tr>
<td>Professional &amp; Cont. Studies</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>University College</td>
<td>$25.00</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

The $6.00 per credit hour increase for Arts & Sciences – Undergraduate will be used to support general education instructional commitments, including development of online classes in history and political science to address enrollment capacity issues; additional faculty hires in lieu of course-by-course (adjunct) instruction; additional instructional support for introductory math courses; funding for the Center for Student Success to develop and implement experiential learning practices and professional development opportunities in departmental curricula to improve student engagement, retention, and well-being; and support for the rapidly growing public health and community health majors.

The $3.00 per credit hour increase for Atmospheric & Geographic Sciences – Undergraduate will fund an additional academic counselor to help improve recruitment and retention of students through professional academic advising, career coaching, degree checks for students, and coordination with the Assistant Dean of Student Services.
The Jeannine Rainbolt College of Education has proposed reallocating fee rates between the Consolidated Course & Program Fee and Technology Fee to allow for investment in faculty professional development, faculty/student research and travel grants, research support funding, and instructional support. The current Technology Fee will be reduced from $31.35 to $25.00 and the current Consolidated Course & Program Fee will be increased from $16.00 to $22.35. This change has no impact on cost for students.

Cohort Specific Student Fee – Norman Campus
The Norman Campus also is requesting one addition and one deletion to the cohort-specific Academic Excellence Fees, resulting in no change in cost for incoming students:

- Establish a cohort-specific Academic Excellence Fee of $27.50 per credit hour, assessed to students entering the university between Fall 2020 through Summer 2023 (three-year fee cycle).
- Delete the existing cohort-specific Academic Excellence Fee of $27.50 per credit hour, assessed to students entering the university between Fall 2016 through Summer 2020 (three-year fee cycle).
AGENDA ITEM 18

ISSUE: AMENDMENTS TO REGENTS’ POLICIES 2.10.2 AND 2.10.3 CHARTERS OF THE GRADUATE FACULTY AND GRADUATE COUNCIL – NC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve changes to the Charter of the Graduate Faculty (Board of Regents’ Policy 2.10.2) and the Charter of the Graduate Council (Board of Regents’ Policy 2.10.3).

BACKGROUND AND/OR RATIONALE:

The Higher Learning Commission (HLC) has defined a set of practices that are foundational for accreditation of all institutions of higher education. Recently the HLC Board of Trustees adopted a clarification in the institutional guidelines that defines assumed institutional practices for determining faculty qualifications.

In many respects, OU is already in compliance with changes adopted by HLC, but this is not true in all areas. Thus, updates to the Charter and other associated policies and procedures have been needed. Changes made to the Charter of the Graduate Faculty and the Charter of the Graduate Council set clear, consistent, and defensible expectations for the qualifications for graduate faculty, in alignment with both national norms and also the expectations of OU’s accrediting body.

More specifically, Changes to the Charter of the Graduate Faculty include:

- Terminology: Members of the graduate faculty will now be called regular members.
- Regular member of the graduate faculty criteria changed to include ranked renewable term faculty. This was done to align policies for graduate faculty with the Faculty Handbook definition of regular faculty.
- Credentials required for graduate faculty membership changed to conform with Higher Learning Commission Assumed Practice B.2. These are to require that graduate faculty have the terminal degree for the discipline and have 18 graduate credit hours in the discipline if their terminal degree is in another field.
- Change in credentials required to chair research-based master’s committees to include evidence of continuing scholarly activity.
- Addition of “tested experience” (Article IV, Section 2.a.4), again based on guidance in Assumed Practice B.2., as an alternative to degree credentials to meet qualifications for graduate faculty membership. As per HLC, this requires a policy for tested experience developed through shared governance.
- Defining the term limit for regular graduate faculty appointments as 7 years. This reflects current practice, as administered by the Graduate College.
Changes to the Charter of the Graduate Council include:

- Ex officio members may preside over Graduate Council meetings, as needed.

- Updates to the standing committees of the Graduate Council. These include adding the Travel and Research Committee (had been an ad hoc committee – selects recipients of travel and research grants administered by the Graduate College), and deleting the Inter Council Liaison committee, which never met in recent years (although we appoint someone to attend HSC Graduate Council meetings).

The proposed changes have been reviewed with the Faculty Senate Executive Committee and then the full Norman campus Faculty Senate. They have been approved by the Graduate Council, which by its charter is the representative body of the Norman campus graduate faculty. Proposed changes to the Charters also have been approved by a vote of the full Norman campus graduate faculty, as conducted by electronic ballot, and by the Senior Vice President and Provost.
UNIVERSITY OF OKLAHOMA-NORMAN CAMPUS
CHARTER OF THE GRADUATE FACULTY

ARTICLE I: NAME

The name of this organization shall be: "The Graduate Faculty of the University of Oklahoma-Norman Campus".

ARTICLE II: ORGANIZATION

A. There shall be a single University-wide Graduate College with a single University-wide Graduate Faculty.

B. Unless superseded by direct action of the Graduate Faculty acting as a whole, the legislative and academic authority of the Graduate Faculty shall be vested in the Graduate Council.

C. The Dean of the Graduate College shall be the chief University-wide officer for graduate studies and research. The Dean shall coordinate graduate programs among the respective program units. The Dean shall serve as the presiding officer of the University-wide Graduate Faculty and Graduate Council. The Office of the Dean of the Graduate College shall be the administrative center for all official communications between the Graduate Council and the faculty and administrators.

ARTICLE III: PURPOSES

The purposes of this organization shall be to:

a. Promote excellence in graduate teaching, research and creative activity.

b. Assist the Graduate Faculty in its teaching, research/creative activity and related functions.

c. Promote collaborative effort, exchange of information and mutual understanding among the Graduate Faculty.
ARTICLE IV: MEMBERSHIP

Section 1: Graduate Faculty Committees

a. Any academic unit offering courses or coursework in any college awarding an undergraduate degree on the Norman campus may appoint members of the Graduate Faculty. In order to make such an appointment, the academic unit must elect a Graduate Faculty Committee made up of members of the Graduate Faculty. The Graduate Faculty Committee shall have the following responsibilities:

1. Developing and publishing the criteria for membership on the Graduate Faculty which are appropriate for that academic unit. Such criteria must be consistent with Section 2 of this Article.
2. Providing the Graduate Dean with the unit's criteria for membership.
3. Providing the Graduate Dean with a list of members of the Graduate Faculty in accordance with Section 2.a.45. of this Article.

b. Faculty members may appeal to the Graduate Dean decisions of an academic unit regarding their Graduate Faculty status. Decisions of the Graduate Dean regarding Graduate Faculty status may be appealed to the Provost, whose decision will be final. The Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures for the appeal of Graduate Faculty status.

Section 2: Types of Membership

Only persons holding an appointment to the Graduate Faculty under the provisions in this section may participate in teaching graduate courses, serving on master's committees, chairing master's committees, serving on doctoral committees or chairing doctoral committees.

a. Regular Member

1. Eligibility. Any faculty member holding a tenure-track or tenured appointment, a regular faculty appointment, as defined in the Faculty Handbook, in any college awarding an undergraduate degree on the Norman campus is eligible for membership on the Graduate Faculty. Only persons holding such appointments will be eligible for Regular Member status on the Graduate Faculty.
ARTICLE IV - MEMBERSHIP (continued)

2. **Privileges.** Regular Members of the Graduate Faculty may have some or all of the following privileges:

   (a) teaching graduate courses,
   (b) serving on master's committees,
   (c) serving on doctoral committees,
   (d) chairing master's committees, and
   (e) chairing doctoral committees.

   Endorsements (d) and (e) may be granted only by the academic unit in which the master's or doctoral degree program is offered. Only academic units offering the doctoral degree may appoint members with the endorsement for chairing doctoral committees.

3. **Credentials.** Each academic unit will publish a document which lists the credentials and, if appropriate, activities required to be a Regular Member of the Graduate Faculty in that unit. Individuals teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program. When the terminal degree is in a field other than that in which the individual is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. Evidence of continuing scholarly activity is required of all faculty members who have the endorsement to chair doctoral committees or research-based master's committees. In order to be approved to serve on or chair master's committees, the Member must hold at least a master's degree. Only Members holding the terminal degree may be approved to serve on or chair doctoral committees.

4. **Tested experience.** Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered in determining whether an individual is qualified for Graduate Faculty membership. The Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures for defining a minimum threshold of experience for Graduate Faculty appointments. Appointments of Graduate Faculty that rely wholly or in part on tested experience must be approved by the Graduate Dean.

54. **Appointment.** Each academic unit will provide the Dean of the Graduate College with a list of Regular Members of the Graduate Faculty. This list must be provided to the Dean of the Graduate College at least annually according to a schedule to be established by
ARTICLE IV - MEMBERSHIP (continued)

the Dean. The unit will be responsible for determining what privileges are accorded to each Regular Member approved by that unit. Units may appoint any faculty member -- including those from other units, departments or colleges -- meeting the eligibility requirements of Section 2.a.1, Section 2.a.2, and Section 2.a.3, and Section 2.a.4 of this Article.

65. Term. Academic units are responsible for setting the appropriate term for Graduate Faculty appointments, which should be for seven years or less. Since evidence of continuing scholarly activity is expected for the endorsement to chair doctoral committees and research-based master’s committees, Regular Members with such an endorsement must be subject to periodic review. This review process must be specified in the unit's published criteria for membership on the Graduate Faculty. A Regular Member of the Graduate Faculty may at any time petition the appointing unit for consideration for reappointment with additional privileges.

b. Special Member - This status shall be assigned to persons whose participation in the graduate programs is recommended by their department(s) for a limited period or for a limited objective and whose appointment is approved by the Dean of the Graduate College. This status can be accorded to individuals within or outside the University. Normally this status would be assigned for one or two year(s) so that a faculty member could teach a graduate course, serve on a graduate examination committee or serve on a thesis or dissertation committee in which the faculty member has recognized expertise. At the expiration of the appointment period, the Special Member may be reappointed with the recommendation and approval of the Dean of the Graduate College.

c. Ex Officio Members - The President of the University, the Provost, all college deans, graduate department chairs/directors and the University Libraries Dean will be Ex Officio Members of the Graduate Faculty. If appropriate, they may also be Regular Members, Special Members, or Members at Large of the Graduate Faculty.

d. Member at Large - The Dean of the Graduate College may recommend to the Graduate Council, through its Graduate Faculty Membership Committee, individuals for Member at Large status on the Graduate Faculty. In doing so, the Dean must provide a record of appropriate credentials, reason for appointment, and a statement of duties and privileges of that person. Graduate Council approval is required.
ARTICLE IV - MEMBERSHIP (continued)

Section 3: Reduction in Status

a. Should a member no longer qualify for Regular Member status under Article IV, Section 2.a.1. (for example, due to retirement or resignation), the Graduate Faculty membership will be rescinded. The member may, with the approval of the Graduate Dean, be granted permission to continue teaching graduate courses and serving on student committees either as a Special Member, a Member at Large, or an Ex Officio Member.

b. If, at the end of the term of appointment, a Regular Member no longer qualifies for the endorsement to chair doctoral committees or master’s committees, the academic unit will so notify the Regular Member. Upon the written request of the Regular Member, the academic unit will grant a one-year extension of the endorsement to chair doctoral or master’s committees, during which time the Regular Member will have an opportunity to reestablish the appropriate credentials.

c. In certain cases, such as those of professional incompetence, dishonesty, or failure to fulfill professional duties related to Graduate Faculty membership, a member may have some or all privileges on the Graduate Faculty rescinded prior to the end of the term of appointment. This is an exceptional event and should be undertaken only after other administrative remedies have failed. In accordance with Article IV, Section 1.b., the Graduate Dean, with the advice and consent of the Graduate Council, will publish procedures under which privileges may be rescinded prior to the end of the term of appointment and under which the member involved may appeal such rescission. If an appeal is filed, the member's privileges will continue until the appeal is resolved.

d. No officially constituted master’s or doctoral committee will be affected by any change in the privileges or status of a member of the Graduate Faculty serving on that committee unless the change occurred under the authority of Section 3.a. or Section 3.c. of this Article. This provision section does not apply to Special Members, Members at Large, or Ex Officio Members of the Graduate Faculty.

Section 4: Continuation of Previous Appointments

a. Appointments which were made under the authority of Article IV of the Charter of the Graduate Faculty in force at the time of the enactment of this revised Article IV will continue until the end of the appointments. Such appointments remain subject to the eligibility requirements in force at the time of appointment. However, any appeals of revisions to such appointments will be processed according to the guidelines described in this Article. This Article will govern any reappointment or additional privileges granted to such individuals.
ARTICLE IV - MEMBERSHIP (continued)

b. With the consent of the individual concerned, an academic unit may process a new Graduate Faculty appointment under the authority of this Article, in which case the previous appointment is without effect.

ARTICLE V: VOTING RIGHTS

Voting Rights are restricted to Regular Members of the Graduate Faculty. Ex Officio members, unless they are simultaneously Regular Members of the Graduate Faculty, Ex Officio members, Special Members and Members at Large shall not be granted voting privileges. No votes shall be cast by proxy.

ARTICLE VI: MEETINGS

Section 1: Meetings

The Graduate Faculty shall meet as needed, usually at least once every academic year.

Section 2: Special Meetings

a. Special Meetings may be called by the Graduate Council-Norman Campus, by the Dean of the Graduate College, or upon written petition of a total of 40 Members of the Graduate Faculty.

b. The purpose of the meeting shall be stated in the call.

c. All Graduate Faculty shall be notified.

d. The Dean shall schedule a meeting of the Graduate Faculty no earlier than 7 calendar days nor later than 45 calendar days after receipt of the petition by the Dean of the Graduate College. In cases of emergencies, the Dean may call a meeting on shorter notice than 7 days.

Section 3: Quorum

Twenty members of the Graduate Faculty of the Norman Campus representing at least 4 different departments/schools constitute a quorum provided that no more than one half of the members present is from any one department.
ARTICLE VII: RESPONSIBILITIES AND POWERS OF THE GRADUATE FACULTY

The Graduate Faculty, in conjunction with the Dean of the Graduate College shall have the responsibility and power to determine requirements for the admission and retention of students in the graduate programs; to establish degree requirements; to recommend through the Provost and the President of the University to University Board of Regents the awarding of degrees earned; to formulate and implement educational, research and professional service policies, and policy related to all matters of graduate education; to set standards of scholarship and creative achievement; and to take steps necessary for safeguarding and upholding such policies and standards. Nothing in this Article shall be deemed to modify or limit the responsibilities and powers of either the University of Oklahoma Regents or the Oklahoma State Regents for Higher Education to review any items described in this Article.

ARTICLE VIII: THE GRADUATE COUNCIL

The Graduate Council, as the instrument of the Graduate Faculty, shall exercise the general legislative and academic authority of the Graduate Faculty. The Graduate Council also shall be responsible for the development and maintenance of a system for the equitable resolution of differences and issues which may arise between and among graduate students and members of the Graduate Faculty. The Graduate Faculty reserves the right to review, endorse, change or rescind any action of the Graduate Council. The operation of the Graduate Council is contained in the CHARTER OF THE GRADUATE COUNCIL.

ARTICLE IX: AMENDMENT OF THE CHARTER

Section 1: Amending

This charter may be amended according to the following procedure:

a. Amendment of this Charter will be considered for a debate at any regular or special meeting of the Graduate Faculty, if it is proposed by the majority of the Graduate Council or by 40 members of the Graduate Faculty.

b. Voting on proposed amendments shall be by mail or email ballot. To be approved, a proposed amendment requires affirmation by two-thirds (2/3) of the Graduate Faculty voting.

c. Amendments shall be submitted to each eligible Graduate Faculty member for vote at least fifteen (15) calendar days prior to tabulation of ballots.

Section 2: Effective Date

Amendments shall be effective at the beginning of the academic term following the approval by the University of Oklahoma Board of Regents.
ARTICLE X: ADOPTION

This Charter shall become effective when it has been approved by a majority of the Graduate Faculty voting and by the University of Oklahoma Board of Regents.
November 8, 1983

CHARTER OF THE GRADUATE COUNCIL

UNIVERSITY OF OKLAHOMA NORMAN CAMPUS

ARTICLE I

The name of this organization shall be: "The Graduate Council of the University of Oklahoma-Norman Campus".

ARTICLE II - FUNCTION

The graduate faculty shall be the academic policy-making body within the University on all matters relating to graduate studies. The Graduate Council, as the instrument of the graduate faculty, shall exercise the general legislative and academic authority of the graduate faculty; establish policies and standards governing development and changes in graduate curricula, including new courses or degree programs; make recommendations on all new proposals for new degree programs, or substantially modified graduate programs, and as well as proposed deletions of graduate programs; monitor graduate course offerings; determine the eligibility of students for admission, financial aid, and graduation; and advise the Dean of the Graduate College on other Graduate College matters. The Graduate Council also shall be responsible for the development and maintenance of a system for the equitable resolution of differences and issues which may arise between and among graduate students and members of the graduate faculty. The graduate faculty reserves the right to review, endorse, change or rescind any action of the Graduate Council as provided by Article VII of this Charter.

ARTICLE III - MEMBERSHIP

A. The Graduate Council shall be composed of three groups of members:

1. Ex Officio Members

   a. The Dean of the Norman Campus Graduate College, who shall be Chairperson of the Council. The Chairperson of the Council may vote only in the event of a tie vote by the Council.

   b. The Dean of the Tulsa Graduate College, the Assistant and Associate Deans of the Norman Campus Graduate College, who shall serve without vote. In the absence of the Dean, the Dean of the Tulsa Graduate College, the Associate or the Assistant Dean will be the Acting Chairperson of the Council as designated by the Dean.
ARTICLE III - MEMBERSHIP (continued)

c. The Secretary of the Graduate Council, who shall be selected by the Graduate Dean and serve without vote. The secretary shall have the responsibility to:

1) Schedule meetings of the Graduate Council.
2) Prepare and circulate agendas of meetings.
3) Prepare and circulate minutes of the meetings of the graduate faculty and Graduate Council.
4) Keep a record of all actions taken.
5) Perform other duties that may be necessary to accomplish faculty and Council business.

2. Members elected from the University graduate faculty according to the following criteria:

a. Each college offering one or more graduate programs shall be entitled to a minimum of at least one elected member. In a college with more than one representative, that college should develop election procedures to ensure broad representation of the areas within that college.

b. The maximum number of elected members from any college shall be one for each whole ten percent (10%) of the total University full-time equivalent graduate student population enrolled in the college. Graduate student enrollment percentages will be rounded to the nearest multiple of ten percent.

c. Official graduate student full time equivalents in the various colleges shall be determined from the records of the Graduate Colleges for the Fall semester of the academic year in which the elections are held.

d. No faculty member shall be eligible for election to membership on the Graduate Council unless he/she is a Regular Member of the graduate faculty.

e. Each elected member shall serve for a three-year term, and, when possible, elections will be staggered to ensure approximately one-third new members each year. The term shall commence on September 1.

f. No faculty member can serve more than six consecutive years.
ARTICLE III - MEMBERSHIP (continued)

g. Vacancies caused by resignation, leave, illness, etc. shall be filled by election in the college with the vacancy. The member will serve for the remainder of the unexpired term.

3. Graduate Student Members

a. Four graduate students shall be appointed by the Dean of the Graduate College from at least eight nominations made by the Graduate Student Senate Association. Student members will serve with voting privileges for one-year terms and no two may be from the same college. Students may serve for more than one term.

b. Any Council member who misses three or more Council meetings in a year (September through the following June) will be subject to dismissal from the Graduate Council. The Dean of the Graduate College will investigate the reasons for the absences and decide whether or not to declare the seat vacant.

ARTICLE IV - ELECTION OF MEMBERS

A. Elections shall be held in April or May of each year within each college for which there is an actual or impending vacancy in Graduate Council representation. Vacancies shall be filled only by election, regardless of cause. (That is, vacancies caused by resignation, leave, illness, etc., as well as those due to expiring terms, shall be filled by election).

B. When an election is necessary in a given college, the Dean of the Graduate College will notify the dean of the college.

C. The dean of the college will then arrange for an election to be conducted. Only members of the University graduate faculty shall be eligible to vote.

ARTICLE V - MEETINGS

A. Meetings shall be held monthly during the academic year. Special meetings may be called at any time by the Dean of the Graduate College.

B. A quorum shall consist of more than half of the voting members of the Council.

C. Items of Council business and agenda shall be emailed to all members of the Council so as to be available in their hands in advance of a meeting.
ARTICLE V - MEETINGS (continued)

D. Business of an emergency nature can be brought before Council at any meeting if a majority of the members present vote to consider the issue.

E. Items of business shall be passed if a majority of members present vote favorably.

F. The Chairperson of the Graduate Council shall appoint a faculty member to serve as parliamentarian.

G. All meetings shall follow Robert's Rules of Order.

ARTICLE VI - COMMITTEES

A. There shall be the following standing committees of the Graduate Council:

1. Special Interdisciplinary Degree Programs
2. Graduate Faculty Membership
3. Courses and Program Changes
4. Travel and Research
4. Inter-Council Liaison

B. Each standing committee shall have at least four members and generally be chaired by one of the deans in the Graduate College. A slate of membership for each committee shall be prepared by the Dean of the Graduate College and presented to the Graduate Council for approval at the first Council meeting in the fall semester. The term of duty is one calendar year.

C. Agenda items for these standing committees normally shall be directed to them by the Graduate Council Secretary or by the Dean of the Graduate College. These committees shall report and make recommendations to the Graduate Council.

D. Ad hoc Committees, whose membership may be drawn from the graduate faculty at large, shall be authorized and selected by the Dean of the Graduate College.

ARTICLE VII - COUNCIL ACTION

The dean of each college, and chair/director of each department/school, and all Regular Members of the graduate faculty shall be sent copies of the Council's agenda before its meetings and copies of the Council's minutes afterward. Three additional copies of the agenda will be sent to each chair/director for duplication and distribution to each faculty member within the
ARTICLE VII - COUNCIL ACTION (continued)

department/school. All members of the graduate faculty will be sent copies of the minutes of Graduate Council meetings unless they desire not to receive them. Each department is urged to distribute post a copy of the minutes so they will be available to graduate students. Members of the graduate faculty and deans of each college (or their designated representatives) shall have the right to be present at meetings of the Council and may, with the permission of the Council's Chairperson or a majority of the Council, participate in a non-voting capacity in discussion of business before the Council.

Course Changes and Petitions will be considered approved by the graduate faculty seven calendar days (7) after the minutes are delivered if no written protest is received in the Graduate College office. When a written protest is made by one or more Regular Members of the graduate faculty, the course change or petition will be returned to Council for reconsideration. If the Council confirms its initial action, the matter will be considered final.

All other actions of the Graduate Council other than Course Changes and Petitions will not be put into effect until at least will have a twenty-one (21) calendar days faculty protest period after the notification of such actions has been circulated among the graduate faculty. If during the 21-day period a valid written protest to Council action is made, the matter will be returned to the Council for reconsideration. To be valid, the protest must be signed by 40 Regular Members of the graduate faculty or 80 currently enrolled graduate students. If the Council confirms its initial action, a meeting of the graduate faculty shall be called for its consideration of the contested action. Following the meeting, the graduate faculty will be polled by mail or email ballot.
AGENDA ITEM 19

ISSUE: CHANGES TO DIPLOMAS – NC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents approve changes to diplomas to print both the degree and the major for Norman Campus.

BACKGROUND AND/OR RATIONALE:

OU Board of Regents’ policy 2.6.4 states, “The diplomas of the University, for any and all degrees, may be changed only on recommendation of the President and with the approval of the Board of Regents and the Oklahoma State Regents for Higher Education.”

Currently the diplomas issued by the Norman Campus show only the degree earned, such as a Bachelor of Arts, Bachelor of Science, or a Bachelor of Business Administration, which is an example of a degree of specialty. The area of study, or major, does not appear on the diploma and is documented on the transcript only. The Norman Campus now seeks to include the majors on the diplomas to reflect the area of study, to be effective for the 2020-21 academic year. One major will appear on each diploma. Additional majors and minors will continue to be documented on the transcript. See the attached for examples of current and proposed diplomas, using the degree of Bachelor of Arts with the major of Communication.

This change has been prompted by a degree reconciliation with the Oklahoma State Regents for Higher Education concerning the degrees of specialty at the Norman Campus. The degrees of specialty already reflect some specification of discipline by their naming. Adding the majors will enable all diplomas to reflect an area of study, regardless of the degree earned.
The Oklahoma State Regents for Higher Education acting through The University of Oklahoma have admitted Test Diploma to the degree of Bachelor of Arts

and all the honors, privileges and obligations belonging thereto, and in witness thereof have authorized the issuance of this Diploma duly signed and sealed. Issued at the University of Oklahoma at Norman, Oklahoma, on the eighth day of May two thousand and twenty.

For the State Regents

[Signatures]

For the University

[Signatures]

Chairman

Chairman, Board of Regents

Secretary

President of the University

Chancellor

Academic Dean
The Oklahoma State Regents for Higher Education
acting through

The University of Oklahoma

have admitted
Test Diploma
to the degree of
Bachelor of Arts
(Communication)

and all the honors, privileges and obligations belonging thereto, and in witness thereof
have authorized the issuance of this Diploma duly signed and sealed.
Issued at the University of Oklahoma at Norman, Oklahoma, on the
eighth day of May two thousand and twenty.

For the State Regents

Chairman
Secretary
Chancellor

For the University

Chairman, Board of Regents
President of the University
Academic Dean
AGENDA ITEM 20

ISSUE: GENERAL, LIMITED AND SPECIAL OBLIGATION BONDS – NC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents authorize the University’s Administration to submit a request to the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the State Senate seeking approval to issue general, limited and special obligation bonds to provide financing for certain capital improvements of its utility system and financing the acquisition of other contractual capital assets regarding its utility system.

BACKGROUND AND/OR RATIONALE:

This action is the first step in the process of issuing general, limited, and special obligation bonds and does not commit the University to the issuance of them. Obtaining Legislative approval simply allows the University to proceed with planning for this issue.

Section 3980.4.E. of Title 70 of the Oklahoma Statutes requires the University to communicate projects anticipated to be funded in whole or in part from general, limited and special obligation bond proceeds and the related terms of financing to the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the State Senate. Upon receipt of said communication the Legislature shall have a period of forty-five calendar days from the date the information is communicated to the presiding officers of both chambers in order to pass a Concurrent Resolution disapproving the proposed issuance. If the Concurrent Resolution has not received a majority of votes of those elected to and constituting both the Oklahoma House of Representatives and the Oklahoma State Senate by the end of the forty-fifth day following the date upon which the proposed issuance is communicated to the presiding officers of both chambers, the proposed issuance shall be deemed to have been approved by the Legislature.

At this time the University’s Administration is preparing for the issuance of general, limited and special obligation bonds in the next 12 months to provide up to $85,000,000 for financing certain capital improvements of its utility system and financing the acquisition of other contractual capital assets regarding its utility system located on the Norman campus.

The bonds contemplated herein will be secured by a pledge of all lawfully available sources of revenue other than revenues appropriated by the Legislature from tax receipts. Underlying the issuance of the bonds, the University’s Administration will comply fully with the Board of Regents’ “Debt Policy,” meaning that the bonds will be supported by an achievable financial plan that includes servicing the debt, meeting any new or increased operating costs, and maintaining an acceptable debt service coverage ratio.
AGENDA ITEM 21

ISSUE:  EASEMENT FOR CITY OF NORMAN – NC

ACTION PROPOSED:

Interim President Harroz recommends the Board of Regents:

I. Approve the granting of Permanent Utilities Easements to the City of Norman to allow for installation of main water line; and

II. Authorize the President or his designee to execute the easement document.

BACKGROUND AND/OR RATIONALE:

The City of Norman has requested Permanent Utilities easements to install a main water line on the North side of Robinson Street, between 24th Avenue NW and Flood Avenue in Norman.

The Board is requested to approve the above-mentioned Permanent Utilities easements. The attached drawing shows the locations of the easements, which are described as follows:

EASEMENT EXHIBIT A-1
Easement Description
A 15.00 foot wide Easement being 7.50 feet on each side of centerline located in the South Half of the Southwest Quarter of Section Nineteen (19), Township Nine (9) North, Range Two (2) West, Indian Meridian, Cleveland County, Oklahoma, easement centerline more particularly described as follows:
Commencing at the Southeast Comer of the SW/4; Thence S89°58′05″W, along the South line of the SW/4, a distance of 1101.77 feet; Thence N00°01′55″W, perpendicular to the South line of the SW/4, a distance of 91.00 feet to the Point of Beginning; Thence S89°58′05″W, parallel to the South line of the SW/4, a distance of 275.54 feet; Thence S82°45′47″W, a distance of 27.56 feet; Thence S89°58′05″W, parallel to the South line of the SW/4, a distance of 1168.81 feet; Thence S49°27′35″W, a distance of 64.47 feet to a point on the North Right of Way line of Robinson Street, said point being the Point of Ending.
Basis of Bearing is Grid South-Oklahoma State Plane Coordinate System, South Zone.

EASEMENT EXHIBIT A-2
Easement Description
A 15.00 foot wide Easement being 7.50 feet on each side of centerline located in the South Half of the Southeast Quarter of Section Twenty-Four (24), Township Nine (9) North, Range Three (3) West, Indian Meridian, Cleveland County, Oklahoma, easement centerline more particularly described as follows:
Commencing at the Southeast Comer of the SE/4; Thence S89°49′50″W, along the South line of the SE/4, a distance of 114.28 feet; Thence N00°10′10″W, perpendicular to the South line of the SE/4, a distance of 50.00 feet to the Point of Beginning; Thence N40°44′39″W, a distance of 50.25 feet; Thence S89°49′50″W, parallel to the South line of the SE/4, a distance of 1950.04 feet; Thence N41°36′00″W, a distance of 40.29 feet; Thence S 89°49′50″W, parallel to the South
line of the SE/4, a distance of 512.64 feet to a paint on the West line of the SE/4, said point being
the Point of Ending.
Basis of Bearing is Grid South-Oklahoma State Plane Coordinate System, South Zone.

EASEMENT EXHIBIT A-3
Easement Description
A 15.00 foot wide Easement being 7.50 feet on each side of centerline located in the South Half
of the Southwest Quarter of Section Twenty-Four (24), Township Nine (9) North, Range Three
(3) West, Indian Meridian, Cleveland County, Oklahoma, easement centerline more particularly
described as follows:
Beginning at a point along the East line of the SE/4 being 128.00 feet North of the Southeast
Corner of the SW/4; Thence S89°49'O5"W, parallel to the South line of the SW/4, a distance of
1033.00 feet; Thence S67'56'33"W, a distance of 71.16 feet; Thence S89°49'O5"W, parallel to
the South line of the SW/4, a distance of 1461.52 feet; Thence S45°27'46"W, a distance of 74.44
feet to a point on the North Right of Way line of Robinson Street, said point being the Point of
Ending.
Basis of Bearing is Grid South-Oklahoma State Plane Coordinate System, South Zone.

EASEMENT EXHIBIT A-4
Easement Description
A 15.00 foot wide Easement being 7.50 feet on each side of centerline located in the South Half
of the Southwest Quarter of Section Twenty-Four (24), Township Nine (9) North, Range Three
(3) West, Indian Meridian, Cleveland County, Oklahoma, easement centerline more particularly
described as follows:
Commencing at the Southeast Corner of the SW/4; Thence S89°49'O5"W, along the South line
of the SW/4, a distance of 193.73 feet, Thence N00°10'55"W, perpendicular to the South line of
the SW/, a distance of 50.00 feet to the Point of Beginning, said point being on the North Right
of Way line of Robinson Street; Thence N00°10'55"W, a distance of 70.44 feet to the Point of
Ending.
Basis of Bearing is Grid South-Oklahoma State Plane Coordinate System, South Zone.

EASEMENT EXHIBIT A-4
Easement Description
A 15.00 foot wide Easement being 7.50 feet on each side of centerline located in the South Half
of the Southwest Quarter of Section Twenty-Four (24), Township Nine (9) North, Range Three
(3) West, Indian Meridian, Cleveland County, Oklahoma, easement centerline more particularly
described as follows:
Commencing at the Southeast Corner of the SW/4; Thence S89°49'O5"W, along the South line
of the SW/4, a distance of 1136.61 feet, Thence N00°10'55"W, perpendicular to the South line of
the SW/, a distance of 50.00 feet to the Point of Beginning, said point being on the North Right
of Way line of Robinson Street; Thence N00°10'55"W, a distance of 44.55 feet to the Point of
Ending.
Basis of Bearing is Grid South-Oklahoma State Plane Coordinate System, South Zone.
The diagram shows the Easement Exhibit A-1 for the City of Norman, Oklahoma, SW/4, Section 15, T9N, R2W, L.M., Cleveland County, Oklahoma. The legend includes symbols for found monuments, section lines, quarter-quarter section lines, fences, easement centerlines, boundary lines, and rights of way. The easement is described as a 15.00-foot-wide easement being 7.50 feet on each side of centerline located in the South Half of the Southwest Quarter of Section Eleventeen (15), Township Nine (9), North, Range Two (2) West, Indian Meridian, Cleveland County, Oklahoma, easement centerline more particularly described as follows:

Commencing at the Southeast Corner of the SW/4; Thence S89°58'05"W, along the South line of the SW/4, a distance of 1601.77 feet; Thence N00°01'55"W, perpendicular to the South line of the SW/4, a distance of 91.00 feet to the Point of Beginning; Thence S89°58'05"W, parallel to the South line of the SW/4, a distance of 275.34 feet; Thence S62°28'41"W, a distance of 275.56 feet; Thence S89°58'05"W, parallel to the South line of the SW/4, a distance of 1168.81 feet; Thence S9°27'35"W, a distance of 64.47 feet to a point on the North Right of Way line of Robinson Street, said point being the Point of Ending.

Uses of Bearing is Grid South Oklahoma State Plane Coordinate System, South Zone.

Notes:
1. Except as specifically stated or shown on this plat, this survey does not purport to reflect any of the following which may be applicable to the subject real estate: easements, other than possible easements which were visible at the time of making this survey; building setback lines; restrictive covenants; subdivision restrictions; zoning or other land-use regulations; and any other facts which an accurate and current title search may disclose.
2. Plat represents an enclosure within lands belonging to the University of Oklahoma described in Book 3844, Page 1363, recorded in Cleveland County, Oklahoma.
3. This survey meets or exceeds the requirements set forth by the "Oklahoma Minimum Standards for the Practice of Land Surveying" as adopted by the Oklahoma State Board of Examiners for Professional Engineers and Land Surveyors.

The certificate of authorization No. 8137 is signed by MacBax Land Surveying, PLLC, civil engineering & land surveying services located at 323-8 South Main, Noble, OK 73068, Phone 405-872-7694.
EASEMENT EXHIBIT A-2
CITY OF NORMAN, OKLAHOMA.
SE/4, SECTION 24, T9N, R3W, I.M.,
CLEVELAND COUNTY, OKLAHOMA.

LEGEND

Point of Commencement
SE Corner of SE/4
Section 24-9N-3W
Found P.K. Nail
(DOCR by PLS 1474,
dated 1/19/2004)

Robinson Street
South Line SW/4
SW Corner of SE/4
Section 24-9N-3W
Found P.K. Nail
(DOCR by PLS 1474,
dated 1/19/2004)

EASEMENT EXHIBIT A-2
CITY OF NORMAN, OKLAHOMA.
SE/4, SECTION 24, T9N, R3W, I.M.,
CLEVELAND COUNTY, OKLAHOMA.

LEGEND

Point of Commencement
SE Corner of SE/4
Section 24-9N-3W
Found P.K. Nail
(DOCR by PLS 1474,
dated 1/19/2004)

Robinson Street
South Line SW/4
SW Corner of SE/4
Section 24-9N-3W
Found P.K. Nail
(DOCR by PLS 1474,
dated 1/19/2004)

Easement Description
A 15.00 foot wide Easement being 7.50 feet on each side of centerline located in the
South Half of the Southeast Quarter of Section Twenty-Four (24), Township Nine (9)
North, Range Three (3) West, Indian Meridian, Cleveland County, Oklahoma, easement
centerline more particularly described as follows:

Commencing at the Southeast Corner of the SE/4; Thence S89°49'50"W, along the
South line of the SE/4, a distance of 114.28 feet; Thence N00°10'10"W, perpendicular
to the South line of the SE/4, a distance of 50.00 feet to the Point of Beginning;
Thence N40°44'20"W, a distance of 50.25 feet; Thence S89°49'50"W, parallel to the
South line of the SE/4, a distance of 1950.04 feet; Thence N40°44'39"W, perpendicular
to the South line of the SE/4, a distance of 40.29 feet; Thence S89°49'50"W, parallel to the
South line of the SE/4, a distance of 512.64 feet to a point on the West line of the SE/4, said point being
the Point of Ending.

Basis of Bearing is Grid South—Oklahoma State Plane Coordinate System, South Zone.

Notes:
1. Except as specifically stated or shown on this plat, this survey does not
   purport to reflect any of the following which may be applicable to the subject
   real estate, easements, other than possible easements which were visible at the
time of making this survey; building setbacks; restrictive covenants;
   subdivision restrictions; zoning or other land-use regulations; and any other
   facts which an accurate and current title search may disclose.
2. Plat represents an easement within lands belonging to the University of
   Oklahoma described by Book 3844, Page 1963, recorded in Cleveland
   County, Oklahoma.
3. This survey meets or exceeds the requirements set forth by the "Oklahoma
   Minimum Standards for the Practice of Land Surveying" as adopted by the Oklahoma State
   Board of Licensure for Professional Engineers and Land Surveyors.

Certificate of Authorization
No. 8137

MacBax Land
Surveying, PLLC
Civil engineering & land surveying services
323-B South Main
Noble, OK 73068
Phone: 405-877-7594
Kent@MacBax.net

Surveyor's Report
City of Norman, Oklahoma

DATE: 10/24/2019
SCALE: 1" = 400'
PROJECT NO: WA0242-Phase III
REVIEWED: 1 of 1
EASEMENT EXHIBIT A-4
CITY OF NORMAN, OKLAHOMA
SW/4, SECTION 24, T9N, R3W, LM.,
CLEVELAND COUNTY, OKLAHOMA.

ROBINSON STREET

LOCATION MAP
SW Corner of SW/4
Section 24—SN—3W
Found P.K. Nails
(OCC by PLS 1552,
dated 10/1/2007)

EASEMENT CENTERLINE
BOUNDARY LINE
EASEMENT

Point of Commencement
Easement 1

Es. 10'55"W
Point of Beginning
Easement 2

N00°10'35"W
Point of Beginning
Easement 1

189.83'

70.44'

193.73'

North Right of Way Line

East Line SW/4

1498.93'

44.55'

One half foot wide Easement being 7.50 feet on each side of centerline located in the South Half of the Southwest Quarter of Section Twenty-Four (24), Township Nine (9) North, Range Three (3) West, Indian Meridian, Cleveland County, Oklahoma, easement centerline more particularly described as follows:

Commencing at the Southwest Corner of the SW/4, Thence S99°49'05"W along the South line of the SW/4, a distance of 193.73 feet, Thence N00°10'35"W, perpendicular to the South line of the SW/4, a distance of 50.00 feet to the Point of Beginning, said point being on the North Right of Way line of Robinson Street; Thence N00°01'35"W, a distance of 70.44 feet to the Point of Ending.

Easement 2 Description

A 15.00 foot wide Easement being 7.50 feet on each side of centerline located in the South Half of the Southwest Quarter of Section Twenty-Four (24), Township Nine (9) North, Range Three (3) West, Indian Meridian, Cleveland County, Oklahoma, easement centerline more particularly described as follows:

Commencing at the Southwest Corner of the SW/4, Thence S99°49'05"W along the South line of the SW/4, a distance of 193.61 feet, Thence N00°10'35"W, perpendicular to the South line of the SW/4, a distance of 50.00 feet to the Point of Beginning, said point being on the North Right of Way line of Robinson Street; Thence N00°01'35"W, a distance of 44.55 feet to the Point of Ending.

Basis of Bearing is Grid, South-Oklahoma State Plane Coordinate System, South Zone.

Notes
1. Except as specifically stated or shown on this plat, this survey does not purport to reflect any of the following which may be applicable to the subject real estate: easements, other than possible easements which were visible at the time of making this survey; building setback lines; restrictive covenants; subdivision restrictions; zoning or other land-use regulations; and any other facts which an accurate and current title search may disclose.
2. Plat represents an easement within lands belonging to the University of Oklahoma described at Book 3844, Page 1363, recorded in Cleveland County, Oklahoma.
3. This survey meets or exceeds the requirements set forth by the Oklahoma Minimum Standards for the Practice of Land Surveying as adopted by the Oklahoma State Board of Surveyor for Professional Engineers and Land Surveyors.

Certificate of Authorization
No. 8137

MacBax Land Surveying, PLLC
civil engineering & land surveying services
323-B South Main
Noble, OK 73068
Phone 405-872-7594
Kenti@MacBouquet.net
Agenda items number 22 through 26 have been identified, by the administration, as “For Information Only.” Although no action is required, does anyone have any questions or comments about these items or would anyone like to discuss or consider these items? If not, that completes the OU portion of the agenda.
AGENDA ITEM 22

ISSUE:  LOCUM TENENS RECRUITMENT – HSC

ACTION PROPOSED:

This report is presented for information only. No action is required.

BACKGROUND AND/OR RATIONALE:

Board of Regents’ policies and procedures require that acquisition contracts that merely establish unit pricing, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed $1,000,000 annually.

At its May 2019 meeting, the Board of Regents approved three contracts for locum tenens coverage for anesthesiology services established by HCA d/b/a OU Medical Center now OU Medicine Inc., to acquire the medical services of qualified anesthesiologists already providing services to the OU Medical Center, Children’s Hospital, and the OU Medical Center Surgery Center in Oklahoma City (“Hospitals”). Contracts were executed in the amount of $1,239,870, to Hayes Locums, LLC of Fort Lauderdale, Florida, in the amount of $1,017,400, to Jackson & Coker LocumTenens, LLC, of Alpharetta, Georgia, and in the amount of $2,071,000 to Weatherby Locums, Inc., of Fort Lauderdale, Florida.

Due to a substantial increase in case volumes and length of time required for hospital credentialing for newly recruited physicians, the need for locum tenens coverage for the Hospitals will continue.

This item reports an increase to the existing contracts in the amount of $2,760,130 for a total of $4,000,000 to Hayes Locums, LLC of Fort Lauderdale, Florida; and in the amount of $1,929,000 for a total of $4,000,000 to Weatherby Locums, Inc., of Fort Lauderdale, Florida. No increase is requested for the contract awarded to Jackson & Coker LocumTenens, LLC, of Alpharetta, Georgia. The contracts include the option to renew for four one-year renewal periods on an as-needed basis. When the need for locum tenens providers decrease, the contracts can be terminated with thirty days written notice. The contracts were determined best value for the University through its academic affiliation agreement with OU Medicine Inc., and the University on behalf of OU Physicians for the continued flexibility in the scheduling of anesthesiologists, and the services they provide through the supervision of anesthesiology residents and nurse anesthetists.

Funding has been identified, is available and budgeted within the Department of Anesthesiology’s operating account.
AGENDA ITEM 23

ISSUE: NONSUBSTANTIVE PROGRAM CHANGES – NC

ACTION PROPOSED:

This is reported for information only. No action is required.

BACKGROUND AND/OR RATIONALE:

The Oklahoma State Regents for Higher Education confer upon each institution the authority to implement Nonsubstantive changes to their programs. Nonsubstantive changes may be approved by the chief academic officer of the institution, but must be reported to the State Regents in a timely manner. The following Nonsubsubstantive changes have been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost. They are being forwarded to the Board of Regents for information only.

Non-Substantive Program Changes
Reviewed by Academic Programs Council, December 6, 2019
Program Requirement Changes

GALLOGLY COLLEGE OF ENGINEERING

Computer Science, Doctor of Philosophy (RPC 133, MC D235)

Course requirement change. Currently the program requires students to take four courses from an approved list of courses. This list was approved by the faculty. As approved, this list is currently maintained in such a way that any changes to this list require approvals at every level with the final decision made by the regents. We would like the program to maintain this list and make local changes with approval of the faculty. Computer Science is a fast-expanding field as new courses are being added and old ones offered less frequently. This list needs to be constantly maintained and hence delays as part of the approval process must be avoided. Total hours for the degree will not change.

Reason for request:

Maintaining the list of elective courses locally in the department will help the department make changes to it in a timely manner to suit the needs of the students and the goals of the program.

Administrative/Internal Program Changes
Reviewed by Academic Programs Council, December 6, 2019
Addition of a New Minor

COLLEGE OF ATMOSPHERIC AND GEOGRAPHIC SCIENCES

Climate Adaptation, Minor (MC NTBD)
Addition of a new minor in Climate Adaptation. The minor requires 18 total hours with at least 9 upper-division hours and consists of 9-10 credit hours of required courses and three elective courses chosen from a list of approved electives.

Reason for request:

The ability to respond to our changing climate in a way that protects the environment, allows for economic growth and opportunities, and also minimizes the disparate impact on marginalized and dispossessed populations is one of the greatest challenges facing our planet in the upcoming decades. The main objective of the climate adaptation minor is to allow students to learn the theory and processes behind understanding ways to facilitate improved resilience to climate, and to also develop new skills and tools to meet the challenges of a changing climate.

COLLEGE OF PROFESSIONAL AND CONTINUING STUDIES

Organizational Leadership, Minor (MC NTBD)

Addition of a new minor in Organizational Leadership to be offered online. The minor requires 15 total hours, with at least 9 upper-division hours, and consists of 9 hours of required courses and 6 hours of electives courses chosen from an approved list.

Reason for request:

This new minor will provide non-majors with a basic understanding of organizational behavior/ leadership theories and equip students with a set of leadership skills to make positive, well-informed contributions to an organization's mission. It will also encourage PACS students to pursue an area of knowledge outside of their primary field of interest.

Change of Concentration Name

COLLEGE OF PROFESSIONAL AND CONTINUING STUDIES

Criminal Justice, Bachelor of Science (RPC 365, MC B647)

Change of the Administrative Leadership concentration name to Organizational Leadership.

Reason for request:

The bachelor's degree program from which the Administrative Leadership concentration/track gets its name and most of its curriculum was recently renamed to Organizational Leadership.

Program Requirement Changes

CHRISTOPHER C. GIBBS COLLEGE OF ARCHITECTURE

Construction Science, Minor (MC N250)

Course requirement changes. Remove CNS 2713, 2813, 2823, 3512, 3812, 4613, and 4152 as required courses. Replace them with 9 hours of required coursework (CNS 1111, 1312, 2833, 2911, 2912 for Architecture majors and CNS 1111, 2363, 2833, 2912 for non-majors) and 9 hours of electives chosen from an approved list of courses. The total credit hours for the minor will not change.
Reason for request:

The current minor program has not accepted students since 2016. This has been due to increased enrollment of students pursuing majors, so seats were not available in required coursework for students pursuing minors. The revisions proposed would allow a limited number of students (5/year) to pursue a minor without interfering with the number of students majoring in construction science.

There is student demand for a minor, however we have not been able to admit any students because there was not capacity in the required classes. These changes in the minor mitigate the capacity issue.

COLLEGE OF ARTS AND SCIENCES

Philosophy, Minor (MC N765)

Course requirement change. We seek to reorganize the minor to attain two goals: 1) that it be very open to students’ interests, but 2) that it encourages students to explore the range of topics our department offers, as represented by the distribution requirement added in our recently approved revision of the Philosophy major. To those ends we propose removing the stipulated classes from the minor (PHIL 1103 or 1113, PHIL 3313 or 3333) and certain stipulated fields, and replacing them with a distribution requirement of one class from each of the three broad categories (Ethics and Values; Knowledge and Reality; Philosophy in Society) approved for the major. As currently, the minor will continue to require 18 hours of coursework, of which up to 9 hours may be lower division. Total credit hours for the minor will not change.

Reason for request:

As part of the recently approved changes in the Philosophy major the faculty organized our upper division course offerings into three broad categories (Ethics and Values; Knowledge and Reality; Philosophy in Society), and added a distribution requirement so that our students would experience the range of topics we cover. We now seek to use this same structure in the minor. The existing minor has a somewhat ad hoc distribution requirement; this change will align it with the faculty's current understanding of our courses, and with the Philosophy major.
AGENDA ITEM 24

ISSUE: CURRICULUM CHANGES – NC

ACTION PROPOSED:

This is reported for information only. No action is required

BACKGROUND AND/OR RATIONALE:

The Oklahoma State Regents for Higher Education confer upon each institution the authority to delete, modify and add courses. The course deletions, modifications, and additions itemized in the attached list have been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost. They are being forwarded to the Board of Regents for information only.

University of Oklahoma – Norman Campus
Reviewed Course Changes – December 6, 2019

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<th>Prefix /Number</th>
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<td>COURSE CHANGES</td>
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<td>Christopher C. Gibbs College of Architecture</td>
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<td>ARCH 1255</td>
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<td>Methods II - Pattern of Architecture</td>
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**College of Arts and Sciences**

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MTHR 3152  Song Study II  Change Course Description
MUTE 3050  Wind Symphony  Change Prerequisites
MUTE 3060  Symphony Band  Change Prerequisites
MUTE 3070  University Marching Band  Change Prerequisites
MUTE 3080  Campus Band  Change Prerequisites
MUTE 3090  Basketball Band  Change Prerequisites

College of Professional and Continuing Studies

LSTD 3071  Life Design I (old)  Change Title
Life Design 101 (new)  Change Short Title

COURSE DELETIONS

Christopher C. Gibbs College of Architecture
CNS 2211  Sustainability for Construction Practices
CNS 4233  Architectural Structures II

Gallogly College of Engineering
CH E 5643  Natural Gas Utilization

Weitzenhoffer Family College of Fine Arts
DRAM 3853  Theatre Management

NEW COURSES

Christopher C. Gibbs College of Architecture
CNS 4503  Residential Construction

College of Arts and Sciences
H R 4973  Advanced Research and Writing for Human Relations
HES 1331  Roller Skating
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AGENDA ITEM 25

ISSUE: COURSE DELETIONS – NC

ACTION PROPOSED:

This is reported for information only. No action is required.

BACKGROUND AND/OR RATIONALE:

The Oklahoma State Regents for Higher Education confer upon each institution the authority to delete, modify, and add courses. The courses in the list are to be deleted because they have not been offered since Fall 2013 or earlier, for reasons that include low enrollment, modifications to program curriculum, or departure of faculty who specialized in teaching them. Academic departments will be able to reactivate them in the future if needed.
## Fall 2019 Deleted Courses
(Courses not offered since Fall 2013 or earlier)

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### Christopher C. Gibbs College of Architecture

- Subject: ARCH
- Course: 4363
- Title: Sustainability: Ethics, Efficiency, Community & Design
- Course: 5023
- Title: Architectural Seminar
- Course: 5173
- Title: Cinema and Architecture of the City
- Course: 5643
- Title: Urban Design Analytics
- Course: 5653
- Title: Urban Design Seminar
- Course: 5930
- Title: Independent Study with Computer Applications
- Course: 6143
- Title: Theory of Sustainability
- Course: 6930
- Title: Independent Study with Computer Applications

### College of Atmospheric and Geographic Sciences

- Subject: AGSC
- Course: 5510
- Title: Selected Topics
- Subject: GIS
- Course: 4343
- Title: Introduction to Earth System Dynamics
- Course: 5343
- Title: Introduction to Earth System Dynamics
- Course: 5903
- Title: Remote Sensing Hydrology
- Course: 5953
- Title: Computational Hydrology and Water Resource Systems
- Subject: GEOG
- Course: 4433
- Title: Cultural and Political Ecology
- Course: 5623
- Title: Seminar in GIS Design
- Subject: METR
- Course: 5323
- Title: Time Series Analysis I
- Course: 5343
- Title: Introduction to Earth System Dynamics
- Course: 5523
- Title: Advanced Mathematical Methods in Science and Engineering
- Course: 6333
- Title: Numerical Weather Prediction
- Course: 6803
- Title: Advanced Selected Topics in Meteorology
- Course: 6902
- Title: Professional Perspectives in Meteorology

### College of Arts and Sciences

- Subject: AFAM
- Course: 4613
- Title: African American Music Traditions
- Course: 4743
- Title: Black Women and Leadership
- Subject: ANTH
- Course: 2533
- Title: Exploring Human Evolution
- Course: 3263
- Title: Studies in Ethnography
- Course: 3373
- Title: Archaeology of Death and Burial
- Course: 4133
- Title: Experimental Archaeology
- Course: 4143
- Title: Economy and Culture: Production, Exchange, Consumption
- Course: 4193
- Title: Human Adaptability
- Course: 4313
- Title: Introduction to Native American Languages
- Course: 4413
- Title: Public Archaeology
- Course: 4483
- Title: Contemporary Native American Language Studies
- Course: 4603
- Title: Human Variation
- Course: 4980
- Title: Bachelor of Arts Thesis
## Fall 2019 Deleted Courses
(Courses not offered since Fall 2013 or earlier)

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### Price College of Business

| ACCT    | 4113   | Selected Topics in Advanced Accounting |
| ACCT    | 4710   | Special Topics in Accounting |
| B AD    | 3503   | Real Estate Principles |
| B AD    | 4700   | Internship in Business Administration |
| B AD    | 5142   | Introduction to Energy |
| B AD    | 5152   | Energy Accounting and Regulations |
| B AD    | 5470   | Applied Business Project |
| B C     | 3000   | Special Topics in Business Communication |
| ENT     | 5972   | Entrepreneurial Innovation |
| ENT     | 5982   | Entrepreneurial Strategies |
| FIN     | 5162   | Energy Assets and Commodities: Financial Instruments, Pricing and Trading |
| MKT     | 4900   | Marketing Reading |
| MKT     | 6243   | Applied Univariate Statistics |
| MKT     | 6773   | Marketing Models |
Fall 2019 Deleted Courses
(Courses not offered since Fall 2013 or earlier)

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#### Honors College

| HON     | 3513   | Biotechnology |

#### David L. Boren College of International Studies

| IAS     | 1203   | Philosophy and Human Destiny, East and West |
| IAS     | 1303   | Introduction to Latin American Studies |
| IAS     | 2113   | Perspectives on South Asian Society |
| IAS     | 3493   | Iran Since 1979: Politics and Society in the Islamic Republic |
| IAS     | 3563   | International Politics of South Asia |
| IAS     | 3573   | Religious Conflict in Asia |
| IAS     | 3633   | Global Economic Crisis |
| IAS     | 5343   | Early Chinese Philosophy |
### Fall 2019 Deleted Courses
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<td>1033</td>
<td>Survival Skills</td>
</tr>
<tr>
<td>M S</td>
<td>2512</td>
<td>Basic Leadership Laboratory</td>
</tr>
<tr>
<td>M S</td>
<td>2610</td>
<td>Introduction to Military History</td>
</tr>
<tr>
<td>M S</td>
<td>4222</td>
<td>Senior Seminar in Advanced Leadership</td>
</tr>
<tr>
<td>M S</td>
<td>4543</td>
<td>The American Military Experience</td>
</tr>
</tbody>
</table>
AGENDA ITEM 26

ISSUE: REVISED ACADEMIC CALENDAR 2020-2021 –NC

ACTION PROPOSED:

This item is reported for information only. No action is required.

BACKGROUND AND/OR RATIONALE:

The Oklahoma State Regents for Higher Education authorize the President to approve the institution’s academic calendar each year. The attached academic calendar is for information only and will be submitted to the State Regents.

The Summer Session of the 2020 academic calendar for the College of Law has been revised to (i) change the date for the second 8-week session in order for early start first-year students to take a class before the fall and (ii) add a third 8-week session for the College of Law’s second round of summer externships.

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Institution: The University of Oklahoma – College of Law
ACADEMIC CALENDAR FOR 2020-2021

Summer Session (2020):

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester begins (first day of first session of 8-week classes)</td>
<td>May 18, 2020</td>
</tr>
<tr>
<td>Semester begins (first day of 2nd session of 8-week classes)</td>
<td>June 1, 2020</td>
</tr>
<tr>
<td>Semester begins (first day of 3rd session of 8-week classes)</td>
<td>June 15, 2020</td>
</tr>
<tr>
<td>Please list dates of all holidays and breaks</td>
<td></td>
</tr>
<tr>
<td>MEMORIAL DAY</td>
<td>May 25, 2020</td>
</tr>
<tr>
<td>INDEPENDENCE DAY</td>
<td>July 3, 2020</td>
</tr>
<tr>
<td>Semester ends (last day of 1st 8-week classes including final exams)</td>
<td>July 10, 2020</td>
</tr>
<tr>
<td>Semester ends (last day of 2nd 8-week classes including final exams)</td>
<td>July 24, 2020</td>
</tr>
<tr>
<td>Semester ends (last day of 3rd 8-week classes including final exams)</td>
<td>Aug 7, 2020</td>
</tr>
<tr>
<td>Commencement date (graduation ceremony)</td>
<td>N/A</td>
</tr>
<tr>
<td>Final add/drop date 1st 8 week classes</td>
<td>May 19/May 22, 2020</td>
</tr>
<tr>
<td>Final add/drop date 2nd 8 week classes</td>
<td>June 2/Juny 5, 2020</td>
</tr>
<tr>
<td>Final add/drop date 3rd 8 week classes</td>
<td>June 16/Juny 19, 2020</td>
</tr>
</tbody>
</table>