

**UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA
BOARD OF REGENTS
MINUTES
December 14, 2016**

The Board of Regents for the University of Science and Arts of Oklahoma met Wednesday, December 14, 2016, in the President's Conference Room on the USAO campus. Before the meeting was called to order, President John Feaver stated that advance public notice of this meeting was properly filed and displayed in compliance with the Open Meeting Law. Vice Chair Lance led the group in the Pledge of Allegiance and then called the meeting to order at 1:30 and asked for roll call. Members present were: David Ferrell, Bill Lance, David McLaughlin, Diane Ming and Chris Mosley. Absent were Mo Anderson and G.T. Bynum. Also present were: President John Feaver, Vice President Krista Maxson, Vice President Mike Coponiti, Vice President Lynn Boyce, Vice President Sid Hudson, Vice President Monica Trevino, Assistant to the President Cathy Perri, Director of Communications and Marketing Amy Goddard, Chair of Staff Association Robyn Rogers, and Diane Carroll, Executive Assistant to the President and Secretary to the USAO Board of Regents.

Introductions: None

Presentations: None

Approval of the Minutes of the September 13, 2016 meeting: Vice Chair Lance asked for a motion to approve the minutes. On a motion by Regent Ming, seconded by Regent McLaughlin, the Board voted unanimously to approve the minutes. (5-0)

Communications: None.

Unfinished Business: None.

New Business:

1. Personnel –

Appointments:

Kristi John, Institutional Research Director, full-time effective December 5, 2016, salary \$43,000

Change in Status:

Christa Copeland, .75 FTE, Instructor of Business, effective January 1, 2017

Christa Copeland, .25 FTE, Media Manager, effective January 1, 2017

Resignations:

Nicholas Childs, effective October 3, 2016

Stephen Miller, effective November 8, 2016

Retirements:

Madeline Kay Atkinson, effective December 31, 2016

Recommendation for Spring 2017 Adjunct

James Adams	Mathematics
Ron Blankinship	Music
Christine Burkhart	Accounting
Patricia Carr	Mathematics
Jamie Caves	Business Administration
Matthew Caves	Business Administration
Scott Charlson	Education
Amber Diaz	Speech Language Pathology
Susan Dillard	Music
David Duncan	Communication
Crystal Elkins	Deaf Education
Rhenada Finch	Music
Chris Francis	Physical Education
Emily Godwin	Theatre Arts
Jerry Hargis	Communication
Julie Harris	Education
Rachel Jackson	Indian Studies
Lindsey Jessick	Music
Kory Kirkland	Sociology
Carmen Lamar	Education
Edward Long	Political Science
Bill Robinson	Psychology
Mike Ross	Physical Education
Dwight Sehon	Accounting
Elizabeth Sidler	Sociology
David Sikes	Management
Mamie Sprinkle	Music
Kenny Tolman	Art
Francisco Venegas	Music
Jaydn Wallis	Physical Education
Bethany Whitener	Business Administration

On a motion by Regent Ming, seconded by Regent Ferrell, the Board voted unanimously to approve the personnel actions. (5-0)

2. Monthly Financial Statements– Vice President for Business and Finance Mike Coponiti covered the monthly financials with the group.

No action needed.

3. Request for Acceptance of FY2015-2016 External Audit Report - Becky Fleming CPA, INC. of Norman, concluded the annual external audit of the University for the period ending June 30, 2016. Their audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*. They also completed a report on Compliance and Internal Control Over Financial Reporting Based on an Audit of Financial Statements performed in accordance with Government Auditing Standards. Additionally, they prepared a report on Compliance with Requirements Applicable to Each Major Program and Internal Control Compliance in Accordance with OMB Circular A-133.

Regent Ming asked Becky Fleming to report to the Board. A copy of the audit was distributed, and Ms. Fleming gave a review of the audit's contents to the Board. She concluded in emphasizing the audit received an unqualified opinion.

Ms. Fleming answered questions and asked if the Board would like to meet in a closed session as allowed by auditing best practices, but the Board declined.

Regent Ming recommended the approval of the audit, and the Board approved the audit unanimously (5-0).

4. Request for Approval of Academic Program Reviews –

The Oklahoma State Regents for Higher Education (OSRHE) issued their initial "Policy Statement on Program Review" in 1985. It directs all system institutions to develop campus level criteria and processes for the review of all educational programs. Review results are to be used to make campus determinations about the quality, efficiency, and effectiveness of instructional programs and ultimately to provide information to assist the State Regents in making decisions concerning the purposes and missions of state system institutions.

The State Regents require that academic programs be reviewed on a continuing five-year cycle. This year USAO is reviewing five programs as a part of that cycle: Art - BA, Art - BFA, Business, Communication, and Speech Language Pathology. Each program is discussed below.

Art – B.A. and B.F.A.

The art faculty consists of five full-time faculty members. The faculty are productive creative professional artists, consistently involved in local, state, and national exhibitions, commissions-both public and private, consult on various artistic projects on and off campus, and provide service learning projects. All five hold their corresponding terminal degree of M.F.A.

The Art Department offers two routes to a degree: the B.A. in Art and the professional degree, the B.F.A. in Art. The Department also participates in teacher preparation primarily through the B.A. in Art. Students can gain entry into the B.F.A. program only during their sophomore year after satisfying an academic review by members of the art faculty. The B.A. degree requires 52 hours in Art; the B.F.A. degree requires 83 hours in Art. Over the past five years the B.A. program has averaged 46 majors and 5 graduates, while the B.F.A. program has averaged 43 majors and 7 graduates, for a total average of 89 majors and 12 graduates in art over the past five years.

Primary concerns are needed upgrades to infrastructure which have been postponed due to a lack of resources and recent budget cuts. Future plans are for program growth, increased visibility and funding along with a review and establishment of program and course learning outcomes. To accomplish these goals, continued recruitment and a focus on retention along with increasing studio space, faculty, grant writing and fundraising for scholarship opportunities will be pursued.

Business

The business faculty currently consists of just one dedicated full-time faculty member with a part-time faculty joining Mr. Newbrough in the spring and becoming full-time in the fall of 2017. Both of these faculty hold Master's degrees and are supported by the two Ph.D. economic faculty members. Over the past five years the program has averaged 165 majors and 35 graduates, but is on a downward trend with only 44 current majors.

By the nature of USAO, the program is unique in allowing students to combine the values of a liberal arts education with preparation for the business world. The faculty stresses the ability to think of business solutions while thinking critically across disciplines and cultural boundaries.

The primary concerns are the retention of faculty and ability to meet the needs of its many majors. Proper instructional staffing, and supervision will allow this program to expand and update its curriculum, boost enrollment, and begin to enhance efforts at student engagement and integration with other programs on the campus.

Communication

Faculty in communication consist of one full-time member who holds a Ph.D. in Public Communication and who holds the rank of professor. Supplementing the faculty is a Regents Professor of Communication who has taught at USAO since 2001. The program has averaged 42 declared majors over the last five years and 5.2 graduates per year during the same time period.

According to the Occupational Outlook Handbook published by the U.S. Bureau of Labor Statistics, "employment in media and communications occupations is projected to grow 4% from 2014-2024". Graduates of the communication program typically enter the workplace rather than pursue graduate study. The degree requirements cover a broad

perspective of communication issues to enhance employability. Values stressed in the required IDS program such as writing, critical thinking, and oral communication are reinforced in the communication curriculum.

The primary concern of the communication program is retention as the average number of majors over five years is up by 7 students since the last program review but the average number of graduates is down by 4 students.

Speech Language Pathology

Speech Language Pathology is one of a limited number of professional programs at USAO. The American Speech, Language and Hearing Association (ASHA) notes the value of a broad liberal arts background as enhancing the education of speech pathology majors. The department serves a vital interest in Oklahoma. There is no other major program in speech pathology south of I-40.

The faculty of the department consists of two non-tenure-track full-time faculty members. One recently earned her Ph.D., the other holds a master's degree and they both have extensive experience as speech language pathologists. The department also employs two adjunct faculty members, one with a doctorate in audiology and one with a master's degree.

The department has a five-year average of 31 declared majors and a five-year average of about 9 graduates each year, a total of 43 graduates. The faculty are interested in growing the program especially through transfer agreements with 2-year colleges and will continue to update the program both academically and in the area of technology.

Regent Ming reported on the Academic Program Reviews and recommended approval of the Academic Program Review, the Board voted unanimously to approve the Academic Program Reviews. (5-0)

5. Adoption of Schedule for Regular Meeting for 2017- President Feaver explained this was a routine action by the Board in its December meeting.

To be filed in the office of Secretary of State no later than December 15, 2016.

RE: HB 1416 of the 1st Regular Session of the 36th Oklahoma Legislature (1977).

DATE: December 14, 2016

STATE PUBLIC BODY: University of Science and Arts of Oklahoma

ADDRESS: 1727 West Alabama
Chickasha, Oklahoma 73018

TELEPHONE: 405-224-3140

DATE	TIME	PLACE OF MEETING
February 8, 2017	1:30 pm	USAO Campus
April 12, 2017	1:30 pm	USAO Campus
June 14, 2017	1:30 pm	USAO Campus
September 13, 2017	1:30 pm	USAO Campus
November 8, 2017	1:30 pm	USAO Campus
December 13, 2017	1:30 pm	USAO Campus

Name of Person Reporting Dates: John Feaver
Title: President

Signature: _____

On a motion by Regent McLaughlin, seconded by Regent Mosley, the Board voted unanimously to approve the regular schedule meetings. (5-0)

6. Academic Calendar for 2017-2018 - President Feaver explained this was a routine action by the Board in its December meeting.

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Electronic submission with President's signature is preferred (to sbeauchamp@osrhe.edu).

Institution: University of Science and Arts of Oklahoma

ACADEMIC CALENDAR FOR 2017-2018

Summer Session (2017):

Semester begins (first day of 15-week classes)	<u>APR 24</u>
1 st 5-week session (begins and ends)	<u>APR 24-MAY 26</u>
2 nd 10-week session (begins and ends)	<u>MAY 30-AUG 2</u>
Please list dates of all holidays and breaks (no classes)	<u>MAY 29</u>
	<u>JUL 4</u>
Semester ends (last day of 10-week classes including final exams)	<u>AUG 2</u>
Commencement date (graduation ceremony-if applicable)	<u>N/A</u>

Fall Semester (Fall 2017):

Semester begins (first day of 15-week classes)	<u>AUG 21</u>
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1st 8-week session (begins and ends)	_____
2nd 8-week session (begins and ends)	_____
1st 4-week session (begins and ends)	_____
2nd 4-week session (begins and ends)	_____
3rd 4-week session (begins and ends)	_____
4th 4-week session (begins and ends)	_____

Please list dates of all holidays and breaks (no classes)	SEP 4
	OCT 19-20
	NOV 22-24

Semester ends (last day of 15-week classes including final exams)	DEC 1
Commencement date (graduation ceremony-if applicable)	DEC 1

Spring Semester (Spring 2018):

Semester begins (first day of 15-week classes)	JAN 4
1st 8-week session (begins and ends)	_____
2nd 8-week session (begins and ends)	_____
1st 4-week session (begins and ends)	_____
2nd 4-week session (begins and ends)	_____
3rd 4-week session (begins and ends)	_____
4th 4-week session (begins and ends)	_____

Please list dates of all holidays and breaks (no classes)	JAN 15 classes after 5pm
	MAR 19-23

Semester ends (last day of 15-week classes including final exams)	APR 18
Commencement date (graduation ceremony)	APR 20

Intersessions (classes that meet between regularly scheduled semesters or that meet between summer session and fall semester, between fall semester and spring semester, or between spring semester and summer session):

	Fall 2017 Intersession (between summer 2017 and fall 2017)	Spring/Winter 2017-2018 Intersession (between fall 2017 and spring 2018)	Summer 2018 Intersession (between spring 2018 and summer 2018)
Intersession begins	_____N/A_____	_____N/A_____	_____N/A_____
Intersession ends (including final exams)	_____N/A_____	_____N/A_____	_____N/A_____
<u>Summer 2017</u> (if applicable):			
Final add/drop date 5 week/first 4 week classes:			_____APR 26_____
Final add/drop date 2nd 10 week classes:			_____JUN 2_____
<u>Fall 2017</u> (if applicable):			
Final add/drop date 15 week/first 8 week classes:			_____AUG 25_____
Final add/drop date 2nd 8 week classes:			_____
<u>Spring 2018</u> (if applicable):			
Final add/drop date 15 week/first 8 week classes:			_____JAN 12_____
Final add/drop date 2nd 8 week classes:			_____

Alternative Schedules (please describe any alternative schedules not already indicated above)

Signature of President _____ **Date** _____

*****Note: Spring Break should be scheduled for the week that encompasses the third Wednesday in March*****

On a motion by Regent McLaughlin, seconded by Regent Mosley, the Board voted unanimously to approve the 2017-2018 Academic Calendar. (5-0)

7. President's Report

The President addressed the Board on the following items:

- a. Assistant to the President Cathy Perri said a few words about the Autism Spectrum Program.

8. Remarks from Representatives to the Board:

- i. Faculty Association – No report
- ii. Student Association – No report
- iii. Alumni Association – No report
- iv. Staff Association – Chair of the Staff Association Robyn Rogers had nothing to report.

9. Time and Place of Next Meeting – the next meeting will be held Wednesday, February 8, 2017 at 1:30 p.m. on the USAO campus.

10. Consideration of “any matter not known about which could not have been reasonably foreseen prior to the time of posting of the agenda” –

11. Executive Session- Vice Chair Lance asked for a motion to move the meeting into executive session. On a motion by Regent Ferrell, seconded by Regent Mosley, the Board voted unanimously to move into Executive Session. Vice Chair Lance declared the Board in Executive Session at 2:20 p.m. in order to address the remaining agenda item.

- a. Evaluation of the President

12. Return to Open Session- Vice Chair Lance asked for a motion to move the meeting into open session. On a motion by Regent McLaughlin, seconded by Regent Ming, the Board voted unanimously to return to Open Session at 3:27 p.m.

- a. Evaluation of the President

No action taken at this time.

13. Adjournment – On a motion by Regent Mosley, seconded by Regent McLaughlin the Board voted unanimously to adjourn. Vice Chair Lance declared the Board meeting adjourned at 3:33 p.m.

Advance public notice of this meeting was properly filed and displayed in compliance with Title 25, O.S. 1981, Section 311.