

2-7-2011

Faculty Senate Meeting Agenda and Minutes, February 7, 2011

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Faculty Senate

February 7, 2011, 2011, 2:45 p.m., E156 Student Union

1. **Call to Order**
2. **Approval of the Minutes of January 10, 2010**
<http://www.wright.edu/admin/senate/senmin/documents/SenMinJan10-11.pdf>
3. **Report of the University President or Provost**
4. **Report of the Senate Executive Committee**
5. **Old Business**
 - A. Faculty Constitution
To preview changes approved at the January 10, 2011 Senate meeting:
<http://www.wright.edu/admin/senate/senage/documents/SidebySideCombinedFacConst1-24-11.pdf>
6. **New Business**
 - A. CEHS Department Name Change: Department of Educational Leadership
to *Department of Leadership Studies in Education and Organizations*
7. **Written Committee Reports and Attendance** (Attachment A)
 - A. Faculty Budget Priority Committee: Jacqueline Bergdahl
 - B. Faculty Affairs Committee: Sue Terzian
 - C. Undergraduate Curriculum & Academic Policy Committee: Tom Sav
 - D. Buildings & Grounds Committee: Mateen Rizki
 - E. Information Technology Committee: Barbara Denison
 - F. Student Affairs Committee:
 - G. Student Petitions Committee: Kathleen Kollman
8. **Council Reports**

None.
9. **Announcements**
 - A. Next scheduled Faculty Senate meeting: **March 7**, 2011, 2:45 p.m.,
Rathskellar, 008 Student Union.
10. **Adjournment**

ATTACHMENT A

Senate Committee Reports February 7, 2011

Faculty Budget Priority Committee – Jacqueline Bergdahl

Meeting Minutes for January 20, 2011

Attending: Jacqueline Bergdahl, Mel Goldfinger, Dan Krane, Mindy McNutt, Jerome Yaklic, Rudy Fichtenbaum

Absent: Geoffrey Owens, Marty Kich, Sharmilla Mukhopadhyay, Jan Belcher and Isabella Wolesslagle

Keith Ralston and Caye Elmore presented on the Shared Service Initiative. An example of a shared service would be having payroll for all USO schools centralized in Columbus. It would reduce costs by cutting personnel and infrastructure charges that come from software and systems.

The IUC president group created a shared service exercise. Since the new governor has mentioned looking for opportunities to save money by sharing services, this exercise was generated to look at four areas for possible shared services: IT, HR, Finance and Procurement. Two areas were looked at in depth: IT and Finance. A consulting firm is crunching the data and the plan is for the USO schools and IUC to have a report by March 1. The analysis was done in a very short timeline. The report should allow comparison to peer benchmarks.

Keith reported that an error had been made in the SSI calculation in our favor. Our loss will be around \$973,228 rather than the \$1.5 million previously estimated. That is almost \$600K to our good.

We are counting on not receiving the June SSI payment at all. That combined with the removal of stimulus funds may reduce our state funding by 21%, which is roughly a \$20 million reduction. State support accounts for approximately 30% of Wright State's overall annual revenue.

IUC is lobbying for the stimulus funds to not count against us. Higher education was one of the areas that the federal government allowed for the use of those funds. The bulk of the stimulus dollars went to higher education. Wright State got roughly \$14 million.

The committee had asked about the amount of savings realized from the separation plan. It was projected to be about \$3 million, but we have done better than that. Currently at \$4.8 million, but there are at least 5 FTE unfilled positions that are posted or pending that will affect that amount.

Keith provided a handout about consulting fees from FY 2006-2011. They totaled about \$5 million with the summary sheet organized by division. A detailed list breaking down the organizations and amounts involved was also included. Consultant costs have decreased in this time period. NBBJ, Inc. was paid \$170,000 in 2010 for their assistance with the development of the University's Master Plan.

President Hopkins told the Faculty Senate that the Faculty Budget Priority Committee would be the best venue for Faculty to have input into the strategic planning that will likely be associated

with cuts to the University's budget. The FBPC considered how it should provide that input and discussed the possibility of evaluating each current position individually on the basis of how well it supports the University's mission.

Faculty Affairs Committee – Sue Terzian

Dr. Limouze attended the meeting to discuss the proposed semester workload document that the committee submitted to him in December. It became apparent that there are some significant differences between the committee's proposal and the recommendations that the group of Deans made to Dr. Limouze. The primary issue relates to the Deans' proposal that service would not be a part of the standard workload for Non-BUFMs under a semester system. This would be a significant change to the nature of the job for most Non-BUFMs who currently not only perform a significant amount of service at all levels of the University but are evaluated on their service contributions and are expected to perform a significant amount of service in order to be promoted within the Non-BUFM ranks. Summer teaching is another major issue. No issues were resolved. The committee will provide some information to Dr. Limouze regarding the nature and significance of current service contributions by Non-BUFMs and will meet with him again in 2-3 weeks to discuss further.

Undergraduate Curriculum & Academic Policy Committee - Tom Sav

Buildings & Grounds Committee – Mateen Rizki

Information Technology Committee – Barbara Denison

Friday, January 21 at 1:00 in 248 Rike Hall

Present: Barbara Denison, RSCoB; Rebecca Teed, COSM; Joe Cavanaugh, Lake; Maggie Veres, CEHS; Nancy Garner, COLA; Michael Raymer, CECS (representing Academic Services Committee); Kathy Herick, Library; Dan DeStephen, CTL; Larry Fox, Kyle Peterson, Mike Natale, CaTS.

I. CaTS Policies

Larry Fox presented the following updates and items for discussion. Refer to the attachment for the policy explanations.

#1 Authentication system for wired network: on hold to see how wireless implementation goes.

#2 Full Disk Encryption on all new laptops and selective desktop computers: CaTS has picked the product, Checkpoint full disk encryption, and will start deploying once approved. New university laptops will have the \$25 charge built-in to the cost and the software will be pre-loaded. CaTS will then visit the existing WSU laptops. This is a one-time change and charge. There will be a different login to the laptop but it will be a single sign-on. Rebecca Teed moved approving this process and Maggie Veres seconded. The Faculty IT committee approved this process and the recommendation will be sent to the Faculty Executive Committee.

7 Major Change Workflow: Larry reported that a demo was done on 1/18/11. A few minor business processes need modified. New target date is the end of February.

#8 Grade change workflow: This is going live January 31.

#10 Windows 7: This is being rolled out on new machines on campus and will be installed in labs when the equipment is replaced.

#12 Microsoft Office 2010 for Windows: This is being rolled out on new machines on campus. Faculty and staff may download the software. Office 2010 is in the labs.

#13 New File and Print Structure: This is rolling out now, all but 4 non-academic departments are completed. Project completion for everyone is estimated at July 1, 2011. Labs will be converted for fall quarter 2011.

#14 Secure the transmission of sensitive data in email: There are problems with mobile devices. The new software release is supposed to take care of this problem. CaTS is in the process of installing the software and testing. The IT Committee will be updated at the next meeting.

#16 Request that automatic email forwarded to outside email accounts be stopped when sensitive data is involved. This recommendation has been on hold. If #14 is effective, then there will be no need for #16.

#17 Rate limit and/or block Peer to Peer file sharing on campus authenticated wireless network to reduce illegal downloading of music, movies, and software: This has been implemented on Resnet authenticated wireless, EZ connect, and Resnet wired network. CaTS wants to put on campus authenticated wireless network. On the Resnet, it has cut down copyright violations by 90%. Rebecca Teed moved approving this process and Maggie Veres seconded. The faculty IT committee approved this and the recommendation is going to Faculty Executive Committee for approval.

#18 Restrict General UNIX Shell Access to campus networks: After the IT Committee meeting discussion last quarter, CaTS opened up VPN process for students so they can obtain the VPN without a waiting period. Faculty and staff already had this. CaTS would like to start blocking open ports starting Spring quarter and will provide campus communication on this. Mike Raymer will work with CaTS to find a workable alternative to accessing their machines before this goes live. This is an issue for CECS faculty who need to access machines from off-campus.

#19 Program Classroom Video Projector Mute Option to Time-Out after 24 Minutes: The proposal would program classroom video projectors to allow the MUTE button to disengage after 24 minutes thus allowing the previously selected image to reappear on projection screen. The 24 minute time-out period will be clearly indicated on the teaching podium. The intent is to reduce costs of replacing video projector lamps. The committee recommended educating faculty on this problem. When leaving a class, the projector should be turned off rather than muted. There was general consensus on the 24 minute timeout as long as it was clearly posted. Rebecca Teed moved approving this process and Maggie Veres seconded. It was approved by Faculty IT committee. It is moving to Faculty Executive Committee for approval.

#20 Have users access their shared and home directories remotely using VPN instead of Myfiles: Kyle Peterson demonstrated this to the committee. It would require users to do a one-time download of the VPN client. Once the client is installed and the user logs into the network they will click on a provided link which will map their campus resources. The file access is more straightforward and convenient than Myfiles. It would provide access to K: drives as well as H: drives.

II. Networked Printing Proposal

Printing Services is currently evaluating desktop printer toner consumption in Kevin Watson's department in CEHS.

They are running a 90 day test, from January 1, 2011 through March 31, 2011 to determine how much money the department can save by: (1) reducing the number of pages sent to the desktop

printing devices (by sending more pages to the Woodhull Multi-Function Devices [MFDs] and to the Printing Services Xerox production equipment),
(2) sourcing less expensive toner/printer consumables, and,
(3) reducing the number of desktop printers (thus reducing replacements as well).

The IT Committee briefly discussed the pilot. There were concerns about privacy of printing on a shared printer. Mike Natale will provide information on password protecting files to be printed. The committee agreed to invite Patrick Bruchs, Director of Printing Services, to the next meeting to discuss the pilot study.

III. CTL Update

Dan DeStephen reported on the progress of the conversion to Pilot. WebCT will not be used spring quarter with the exception of any cohort programs that are finishing in spring. Three emails will be sent to all department chairs reminding them of the conversion and to encourage faculty, full-time and adjuncts, to do the CTL training. Approximately 264 faculty, out of 1400, have already received training. Online training is also available at <http://www.wright.edu/itunes>. An email will also provide instructions on how to migrate courses from WebCT to Pilot. There was discussion of how to handle the anticipated overload of questions and request for help at the beginning of spring quarter. It was recommended that selected faculty might have release time to help colleges with the conversion. Barbara Denison will forward this recommendation to Tom Sudkamp. With the classes canceled due to weather this quarter, the Provost asked CTL to draft "Guidelines for Online Classes During University Closure". Dan DeStephen distributed a draft for discussion. Issues include faculty requiring students to complete material online during the canceled class time and whether students would have Internet access.

IV. Next Meeting

The IT Committee will meet Friday, February 11 at 1:30 pm in 248 Rike Hall.

Student Affairs Committee -

Student Petitions Committee – Kathleen Kollman

The Undergraduate Petitions Committee met on Friday, January 14, 2011, at 9:00 a.m. in room E107 of the Student Union. Present were the following members:

C. Aubin (CONH)	T. McMillan-Stokes (UC)
N. Drake (registrar--ex officio)	B. Zapata (student; substitute for P. Reed)
C. Hartwell (RSCOB)	S. Solomon (registrar--ex officio)
J. Howes (COSM)	T. Wischgoll (CECS)
K. Kollman (COLA)--chair	K. Wonders (CEHS; substitute for A. Lyon)

B. Hobler (Lake) was absent, but sent her petition in via fax, and student D. Thomas was absent.

The committee considered 74 student petitions from 8 entities. The meeting was adjourned at 12:00 p.m. The next regularly scheduled meeting is Friday, February 18 at 9:00 a.m.

The associated Refund Appeals Committee will next meet on Friday, January 28, 2011, for routine business.

**Wright State University
Faculty Senate Minutes
February 7, 2011
2:45 p.m., E156 Student Union**

1. Call to Order

Faculty President Jacqueline Bergdahl called the meeting to order at 2:45 p.m.

- | | | |
|---------------------|----------------------|-------------------------|
| ✓ Berg, Susan | ✓ Laforse, Bruce | Wendeln, Marcia |
| ✓ Brown, Kevin | ✓ Lamping, Sally | Williams, Julie* |
| ✓ Chesen, Alan | ✓ Lee, Miryoung | ✓ Allen, Jeffery (Sub.) |
| ✓ Davis, Stephanie* | ✓ Loranger, Carol* | Xue, Kefu* |
| ✓ Doom, Travis | McGinley, Sarah | |
| ✓ Ebert, James* | ✓ McIlvenna, Noeleen | ✓ Bergdahl, |
| ✓ Endres, Carole* | ✓ Mirkin, David | Jacqueline* |
| Fernandes, Ashley | ✓ Nagy, Allen* | ✓ Krane, Dan* |
| Funderburk, Charles | ✓ Nahhas, Ramzi | ✓ Hopkins, David |
| ✓ Goldfinger, Mel | ✓ Runkle, James | ✓ Angle, Steven |
| ✓ Gray, Bobbe | ✓ Schieltz, Beverly | ✓ Sav, Tom |
| ✓ Halling, Kirsten | ✓ Self, Eileen | ✓ Zambenini, Pam |
| Kich, Martin* | ✓ Stalter, Ann* | |
| ✓ Klykylo, William | ✓ Stireman, John | |

2. Approval of Minutes of January 10, 2011

Minutes were approved as written.

<http://www.wright.edu/admin/senate/senmin/documents/SenMinJan10-11.pdf>

3. Report of the University President and Provost

President Hopkins

The Provost and I continue our visits to the various schools/colleges/divisions to discuss future challenges, including the state budget. Again, we won't have solid information until March 15 when Governor Kasich will present his proposed budget. I invite you to visit our new Budget Updates webpage for the latest information and updates at: <http://www.wright.edu/budget/>. Additionally, we will be working closely with the Faculty Budget Priority Committee as we receive information from the state and know our, "nut to crack," so to speak.

On Saturday, the Outstanding Alumni Awards celebrated the achievements of distinguished graduates from our programs. We always look forward to these awards. The recipients' stories highlight how Wright State University--our faculty, staff, and students--transformed their lives.

On Sunday morning at the Parent's Weekend Breakfast, we honored the Parent of the Year, Cheryl Crissinger, mother of Sarah Crissinger who expressed thanks for the values her mother instilled in her.

Senator Question: In a December 17, 2010 Chronicle of Higher Education article, Wright State ranked 179 out of 183 institutions analyzed in website accessibility for blind students in their "Best and Worst College Web Sites for Blind Students" study. Is the university aware of this; and if so, what is being done about it?

President Hopkins: Yes, we are aware of the article. There are 6,000 institutions in the United States, and 183 who have a history of serving students with disabilities were chosen for the article. We are in the process of updating our website, and we will address the concerns raised by this article.

4. Report of the Senate Executive Committee

Senate Executive Committee met on January 24. The Committee:

- Discussed changes to the Graduate Council portion of the Faculty Constitution.
- Discussed the Free Speech document as presented by the Ad hoc Free Speech Committee and forwarded it to the Wright State University Police and the Office of General Counsel for comment.
- Discussed the name change for the Department of Educational Leadership and placed it on the agenda as New Business for today's meeting.
- Discussed the School of Graduate Studies name change that will likely be part of the March Senate agenda.
- Discussed CATS Policies and forwarded them to the Information Technology Committee for review.
- Discussed the Course Numbering Policy and supported designating the fourth digit as a "0". Discussions on this topic have been ongoing.

5. Old Business

A. Faculty Constitution

<http://www.wright.edu/admin/senate/senage/documents/SidebySideCombinedFacConst1-24-11.pdf>

1. Moved and Seconded to Approve the Faculty Constitution with Revisions indicated below as Approved by the Faculty Senate.
2. Approved with Revisions as shown.

REGARDING GRADUATE COUNCIL THE FOLLOWING CHANGES TO MEMBERSHIP WERE APPROVED:

Article IV. Councils

A. Graduate Council

A.3. Membership. The Graduate Council shall consist of the following voting members: (1) three elected members from each graduate degree granting college or school, elected through college election by May 1 (April 1st under semesters) by the fully-affiliated faculty of each constituency, from among faculty with regular graduate faculty status; of these, one member will be a doctoral program director (from colleges that have doctoral programs), one will be a graduate program director, if possible), and in all cases at least one of the three elected members must be a regular graduate faculty member; and no more than one may be below the rank of Assistant Professor; eligible voters are Wright State faculty with regular graduate faculty status. Each unit providing a member shall also provide an alternate member using the same criteria and procedures as for the members. Alternate members may always attend Graduate Council meetings but may only vote in the absence of the respective member. The dean of each college/school offering graduate programs, or the associate or assistant dean with primary responsibility for graduate education in that college, the Provost, the Vice President for Research and Graduate Studies, the University Librarian, the Faculty Senate President or designee, a graduate student representative, the doctoral program directors, the Dean of the School of Graduate Studies, the assistant and/or associate deans of the School of Graduate Studies, and administrative staff of the Dean

of the School of Graduate Studies shall serve as ex officio non-voting members. The elected members of the council shall serve terms of three years, generally with one-third new members being appointed each year. An elected members who has served two consecutive terms on the council as a voting member may not be renamed to the council until at least one year has elapsed following his or her preceding term. The Dean of the School of Graduate Studies shall serve as the chair and the Dean's administrative staff shall serve as the secretary of the Graduate Council.

REGARDING UNDERGRADUATE CURRICULUM AND ACADEMIC PROGRAM REVIEW THE FOLLOWING CHANGES TO MEMBERSHIP WERE APPROVED IN:

Article III. Faculty Senate

Section 8. Standing and Administrative Committees of the Faculty Senate

C. 1. Undergraduate Curriculum and Academic Policies Committee UCAP Committee Membership:

The Faculty Senate Approved removing the Dean of University College and the University Registrar as members of the Undergraduate Curriculum and Academic Policy Committee.

REGARDING THE DATE THE REVISED FACULTY CONSTITUTION GOES INTO EFFECT THE FOLLOWING ADDITION WAS APPROVED:

The Faculty Senate Approved that the newly revised Faculty Constitution it will go into effect on September 1, 2011 if first accepted by the University Faculty according to Article V.,A., of the Faculty Constitution.

6. New Business

A. CEHS Department Name Change: Department of Educational Leadership to *Department of Leadership Studies in Education and Organizations*

Discussion: Although representatives from the Department of Educational Leadership presented a letter of support for the name change from Raj Sooin College of Business Dean, Berkwood Farmer, Senators from that college expressed concern and wished to discuss the name change at its upcoming faculty meeting.

1. Moved and Seconded to Old Business for the March 7, 2011 meeting.
2. Approved.

7. Committee Reports

A. See Attachment A to the February 7, 2011 Senate Agenda
<http://www.wright.edu/admin/senate/senage/documents/SenAgnFeb11.pdf>

8. Council Reports

None.

9. Announcements

10. Adjournment

The meeting adjourned at 4:45 p.m. The next meeting will be on **Monday, March 7, 2011, 2:45 p.m., in E008 Student Union, Rathskellar.**

/pz