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Faculty Senate

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Faculty Senate Meeting Agenda and Minutes, January 14, 2013

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Faculty Senate

January 14, 2013, 2:15 p.m., E156 Student Union

1. **Call to Order**
2. **Approval of the Minutes of December 3, 2012**
<http://www.wright.edu/administration/senate/senmin/documents/SenMinDec12.pdf>
3. **Report of the University President or Provost**
4. **Report of the Senate Executive Committee**
Guest Report: Robert Sweeney, Vision Statement and Strategic Planning;
Campus Signage
5. **Old Business**
None
6. **New Business**
 - A. Excused Absence Policy – UCAPC (Attachment A)
 - B. Cross-listed and Meet-with Course Policy - UCAPC (Attachment B)
 - C. Report/Recommendations – Ad hoc Committee on First Year Seminars (Attachment C)
7. **Written Committee Reports and Attendance** (Attachment D)
 - A. Faculty Budget Priority Committee: Dan Krane
 - B. Faculty Affairs Committee: Sarah McGinley
 - C. Undergraduate Curriculum & Academic Policy Committee: Matt Rizki
 - D. Buildings & Grounds Committee: Linda Ramey
 - E. Information Technology Committee: John Gallagher
 - F. Student Petitions Committee: Kathleen Kollman
8. **Council Reports**
9. **Announcements**
 - A. Next scheduled Faculty Senate meeting: February 4, 2013, 2:15 p.m., E156 Student Union.
10. **Adjournment**

ATTACHMENT A

Wright State University UCAPC Draft Excused Absence Policy

While students are expected to attend all scheduled class meetings, the University Faculty recognize that there are legitimate and verifiable circumstances that may cause students to occasionally be absent from class or fail to participate in a scheduled class activity. These absences may occur as the result of a planned activity or an unexpected event. It is the responsibility of students to plan their schedules to avoid excessive conflict with course requirements and communicate with faculty prior to planned absences or as soon as possible following an unplanned absence.

University Faculty are strongly encouraged to recognize the Wright State student body is highly diverse and includes many non-traditional students who work full or part-time, have military obligations or family responsibilities. As a result, students are occasionally compelled to miss class or an assigned class activity. Although faculty are not required to provide alternative educational experiences or opportunities for students to complete classwork missed as a result of an excused absence, they are strongly encouraged to accommodate excused absences whenever possible.

Thus it is recommended that instructors communicate their general policies and procedures for handling planned and unplanned excused absences in their course syllabus. When handling excused absences, faculty members are encouraged to communicate with the student in written form to avoid misunderstandings. The faculty member may require that a student provide written verification of an excused absence prior to granting an opportunity for the student to complete missed assignments, quizzes or examinations.

Planned Excused Absences

When a student has prior knowledge of an event or activity that will require them to miss class or a scheduled class activity or assignment, it is the student's responsibility to contact the instructor on the first day of class, or as soon as possible after the beginning of the semester to determine what arrangement, if any, the instructor will make to accommodate the student's absence. Examples of the type of events or activities that constitute planned excused absences include:

- University sponsored or sanctioned co-curricular and extracurricular activities (e.g. NCAA varsity intercollegiate athletics)
- Required military duties and assignments
- Religious beliefs, observances and practices
- Scheduled medical procedures

- Employer mandated training or travel
- Responsibilities related to the courts and legal system

Unplanned Excused Absences

Many unforeseen events occur that may compel a student to miss class or an assigned activity. By definition, an unplanned absence limits a student's ability to contact their instructor prior to their absence. It is the student's responsibility to contact their instructor as soon as possible prior to or following their absence to determine what, if any, accommodations are available for the student to make-up for missed class activities or assignments. Examples of the type of events or activities that constitute unplanned excused absences include:

- Short-term military duty or assignment
- Serious illness or death within a student's family, or other serious family emergency
- Serious personal illness (e.g., hospitalization, surgery, or protracted medical illness or convalescence)
- Minor, short-term illnesses of students (e.g., colds and flu, where attendance in class is undesirable)
- Personal problems or unforeseen circumstances (e.g., automobile accident)

ATTACHMENT B

DRAFT Cross-listed and Meet-with Course Policy

Cross-listed Courses

A cross-listed course is a course that is offered for registration under more than one departmental course label. The purpose of a cross-listed course is to broaden the pool of student participants while fostering cooperative relationships among faculty, departments and disciplines.

Within a set of cross-listed courses, one department's course will be designated as the master course and the remaining courses will be termed subordinate courses. The department that owns the master course will be responsible for initiating curricular modifications and notifying departments associated with the subordinate courses of proposed modifications. Normally, cross-listed courses will carry identical course attributes (breadth and level), will have the identical titles and catalog descriptions in each listing, and will have identical course prerequisites.

The department associated with the master course will be responsible for scheduling the master course, assigning an instructor and notifying departments of the subordinate course(s) of the schedule. Departments should work to adjust the schedule to maximize access for students among all the cross-listed courses.

Meets-with Courses

Meets-with courses are different from cross-listed courses because only some portion of the academic experience is common between the classes. Examples include courses with students at different levels of language proficiency who travel aboard or courses where students attend the same lecture but participate in different discussion sections that focus on special topics or require different types of assignments. The individual courses within a group of meets-with courses are considered distinct courses and may have different course requirements as described on the syllabus. They may have separate course numbers, prerequisites, breadth and attributes. Each college may establish criteria for defining groups of meets-with courses, and the departments should work directly with the Registrar's Office to schedule meets-with courses.

Students who enroll in meets-with courses should not assume that they have earned the same type of credit as students who have enrolled through a different course that meets with their course. For example, if one course in a meet-with group is labeled intensive writing, this attribute is not transferable to other meets-with courses in the group unless they also are formally designated as intensive writing. Student should not assume they may switch their enrollment from one meets-with course to another outside of a normal drop-add period.

ATTACHMENT C

Report of the Wright State University Faculty Senate ad hoc committee on First Year Seminars January 2013

Charge from the Faculty Senate [May, 2012]:

The ad hoc Committee on First Year Seminars will plan, develop, monitor, and improve the effectiveness of freshman seminars and learning communities.

Timeline: The ad hoc Committee on First Year Seminars will submit a report to the Faculty Senate by January 14, 2013.

Committee membership

- Devon Berry <Devon.Berry@wright.edu>,
- Susan Carrafiello <Susan.Carrafiello@wright.edu>, chair
- Jason Deibel <Jason.Deibel@wright.edu>,
- John Gallagher <john.gallagher@wright.edu>,
- Marie Hertzler <Marie.Hertzler@wright.edu>,
- Dan Krane <Dan.Krane@wright.edu>,
- Jim Tomlin <James.Tomlin@wright.edu>.

1 Overview

In May of 2012 the ad hoc committee, working in conjunction with the Provost's office, initiated a pilot first year seminar program to be run in the fall semester of 2012. A total of 17 faculty (listed below) were recruited to teach individual sections of the UVC 1010 course with a maximum of 20 students in each section.

<u>Faculty</u>	<u>Theme</u>	<u>Peer Mentor</u>	<u>section</u>
Dominique Belanger	Chemistry	Kelsi Eberst	UVC 1010:53
J. Michael Bernstein	Business majors	Jessica Schirtzinger	UVC 1010:52
Devon Berry	Nursing Majors Learning Community	Alex Oxner	UVC 1010:11
Brian Boyd	Undecided Education	Megan Weir	UVC 1010:80
Mary Chace	Explorations in Community Health & Wellness	Michelle Coale	UVC 1010:87
Candace Cherrington	Nursing Majors Learning Community	Emily Turnwald	UVC 1010:58
Enamul Choudhury	Politics of Values	Emily Goodhart	UVC 1010:34
Anita Dempsey	Nursing Majors Learning Community	Missi McCarthy	UVC 1010:20
Kirsten Halling	Languages & Cultures of the World	Jayne Nelson	UVC 1010:69
Marie Hertzler	Yoga: Body Mind Spirit	Kelli Cunningham	UVC 1010:43
Dan Krane	Research & Laboratory Opportunities	Ashley Marshall	UVC 1010:78
Mindy McNutt	Leadership	Kaytee McBride	UVC 1010:18
Evan Osborne	Business & Society	Jordan Cordova	UVC 1010:24
Gina Oswald	Inclusive Communities	Kelly Stout	UVC 1010:09
Vaughn Shannon	Study Abroad	Ashley Kitchen	UVC 1010:44
James Tomlin	U.N. & UNESCO: Education for Sustainable Development	Julia Stidham	UVC 1010:79
Thomas Traynor	What Economics Majors Do & Why it Matters	Layla Arnold	UVC 1010:42

Each of the faculty-taught sections were also assigned a Peer Mentor (an undergraduate who had participated in a training program) and were also linked to a Core class on the Dayton campus. Two additional faculty (Dr. Carrafiello and Dr. Deibel) taught other first year seminars (UH 1010 and PHY 1000, respectively) and one faculty member (Dr. Mathies) taught a UVC 1010 at the Lake Campus. At the same time an additional 52 sections of UVC 1010 were taught without faculty members (most with just Peer Mentors, some by graduate students, and some by WSU staff). More than 75% of the students in the UVC 1010 courses registered for spring semester classes. Faculty-taught UVC 1010 courses were modestly more successful in that regard (80% vs. 77%).

The rationale behind the establishment of a pilot first year seminar was that students who were able to make an early connection with faculty members were thought to be more likely to feel that the University was interested in their success and ultimately have a favorable effect upon student retention. While the pilot first year seminars taught in the fall of 2012 indicated that that may be the case, the ad hoc committee has identified a number of issues that merit further analysis.

2 Recommendations for action at Wright State University

The ad hoc committee recommends three potential actions that to improve the effectiveness of first year seminars at Wright State University:

- (1) The ad hoc committee should continue to plan, develop, monitor, and improve the effectiveness of first year seminars at Wright State University.**

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- (2) Implement a new pilot first year seminar program for the fall of 2013 that consists of a minimum of ten faculty-developed and faculty-led seminars. These seminars may be linked to Wright State Core classes. Stand-alone faculty seminars are encouraged, especially as special topics seminars or as introductions to various majors and academic programs.**
- (3) Faculty members and Peer Mentors should be assigned to UVC 1010 courses on the basis of their disciplines so that students in the courses meet individuals who are knowledgeable in what is most likely to be their field of study. Faculty members should be encouraged to recommend students to serve as Peer Mentors.**

Recommendation #1: Data from the first pilot program continues to be collected. The ad hoc committee should develop an instrument to survey faculty who have taught in the fall pilot program. End of term student evaluations from the fall UVC 1010 courses should be evaluated to determine if there are significant differences in student comments for faculty-led and Peer Mentor-led seminars. These analyses should be summarized and presented to the Faculty Senate at its April, 2013 meeting.

Recommendation #2: A more carefully implemented pilot program is necessary. Little time was available to recruit faculty, link them to specific UVC 1010 sections and develop first year seminars in the pilot program for the fall of 2012. As a result, many faculty relied heavily upon materials that had been used by Peer Mentors in previous offerings of UVC 1010. The ad hoc committee is aware that there was some confusion about the roles of faculty members and Peer Mentors and the expected outcomes of faculty involvement in UVC 1010 courses. The ad hoc committee should design a pilot that better allows the evaluation of faculty-led and -designed UVC 1010 courses taught to students who are likely to major in their discipline. The advantages and disadvantages of including and not including Peer Mentors in these faculty-led seminars should also be addressed. This work should be done in a way that allows a second pilot to be completed in the fall of 2013. Results of this second pilot study should be presented to the Faculty Senate at its January, 2014 meeting.

ATTACHMENT D
Senate Committee Reports January 14, 2013

Faculty Budget Priority Committee – Dan Krane

Faculty Affairs Committee – Sarah McGinley

Undergraduate Curriculum & Academic Policy Committee – Matt Rizki

Buildings & Grounds Committee – Linda Ramey

University Building and Grounds Committee, 3 December 2012 meeting (see attached minutes).

OLD BUSINESS

1. Wright Way Policy. A final meeting for the committee, chaired by Dr. Polatajko will meet on January 23, 2013. It is anticipated that the new Wright Way Policy will be finalized, and forwarded for approval and implementation soon thereafter.
2. New Construction. Vicky Davidson (FPD) reported: NEC building is near the end of Phase 1 in the planning process. The site and building footprint have been confirmed and the details should be available on the FPD website soon.
 - New Classroom Building is in the schematic design phase. The seating number, size and configuration of Active Learning classrooms have been determined. An interactive blog for dissemination of information and fielding questions and comments is now available from the architect (AMA). An email and Wings Announcement has been deployed to inform the campus community about the blog. The building is on track for LEED Silver Certification.
 - The Enrollment Services area in the Student Union has been vacated and will be renovated from January-July, 2013, for Raider Connect and Admissions. Raider Connect is temporarily located in the Pathfinder Lounge on the 2nd floor of the Student Union.
 - A large capital project to upgrade the art gallery and student studios in the Creative Arts Center will begin soon. Decisions are being made the week of Dec 3.
 - Allyn Hall is constructing an accessible family restroom across from the AAUP office on the first floor. The ATM and machine to add money to the Wright One card will remain in that area, but other services may leave.
3. Campus Facilities. Jeff Trick, (Physical Plant) reported
 - As of this date, nothing more has been done about returning the “Divisions” metal sculpture to the artist but “Horizons” was removed and the new sidewalk is in place.
 - Also wall-mounted clear plastic storage boxes for supplies (mainly dry erase markers) will be installed in all classrooms beginning Dec 4. They will be located near the instructor podium and white boards and will require a key. Physical plant will deliver 800 keys to Dr. Henry Limouze in the Provost’s office for distribution to faculty.
 - No decision has been made on the Allyn Hall moat but Student Government stated that students would like to see a water feature on campus. FPD is also in favor of keeping the moat filled with water.
 - Reconfiguration will begin soon on the first floor circulation desk as well as the second floor help desk in the Dunbar Library.
 - Physical Plant has two additional bike racks near the Dunbar Library entrance as requested by students needing more bike rack spaces.
4. Campus Signage - Dr. Ramey presented a power point and discussed options for improving campus signage & way finding. Such as:
 - A. better directions TO campus on the Wright State University website
 - B. signs indicating how to get a visitor parking pass and where to park in various lots

- C. more campus maps that include “you are here” designations (esp. in tunnel system)
- D. better signage on the perimeter (loop) road
- E. use of color coding (on maps and in buildings) for different areas of campus
- F. exterior building signs indicating what college or major programs are located within
- G. signs by stairs when you come up from tunnels indicating location
- H. plexiglass banners strapped to exterior campus light poles; need to investigate cost
- I. better tunnel signs (e.g. building people are entering/leaving, “landmarks/artwork in to help identify locations, one distinctive color associated with each building).

Note: National Science Olympiad on campus May 2013. Facilities Management needs to improve interior/exterior building/directional signage. Vicky Davidson (FPD) estimates cost for improved signage/way-finding could be up to \$3 million (above-ground/tunnel signs needed).

- 5. Ohio House Bill. Dr. Ramey reported that Ohio House Bill 7 is a state mandate to improve energy efficiency on college campuses. WSU committee looked at proposals from several companies that have submitted responses to OH House Bill 7 RFP. The selection process is now complete and negotiations with that contractor are in process.

NEW BUSINESS

- 1. UB&G Ad Hoc Parking & Transportation Committee met recently and reported:
 - Restated the need for covered “drop off” areas near the Student Union, Millett and CAC.
 - Also, campus should be better connected to nearby bike paths. Pedestrian and Bike paths should be hard surfaces, not gravel paths.
 - WSU needs a stated policy to address disruptions on campus during new building construction or large renovation projects to effectively address impacts/viable solutions for disruptions/loss of parking areas and pedestrian and bike pathways that will be closed, alternate parking areas, alternate routes around campus, the timeframe, etc.
- 2. Dan Bertso (Housing) provided a handout and discussed the Student Commons building. Current plans are 12,000 square feet at a cost of \$3.4 million. Two sites are proposed - between College Park and The Woods, near the dog park. Design services will begin in early 2013 with plans to have an architect on board by May, 2013 with estimated completion December, 2014.
- 3. Dr. Ramey attended December 10th meeting with Dr. Polatajko to form a task force on WSU a tobacco-free campus. Summer 2012, the OBR set forth a recommendation that all Ohio public universities become tobacco-free or smoke-free campuses. This is not a state mandate, but several other universities have already become smoke-/tobacco-free.
- 4. CaTS showed UB&G meeting attendees the reconfigured website with classroom information. (<http://www.wright.edu/registrar/forms-resources/classroom-features-photos>).

Information Technology Committee – John Gallagher

Student Petitions Committee – Kathleen Kollman

The Undergraduate Petitions Committee met on Friday, December 7, at 9:00 a.m. in room 062 University Hall. Present were the following members:

- | | |
|--|--|
| M. Baumer (University College) | C. Hartwell (Raj Soin College of Business) |
| N. Drake (Office of the Registrar, ex-officio) | J. Howes (College of Science and Math) |
| M. Harmon (Student Government Association) | A. Johnson (College of Education and Human Services) |

K. Kollman (College of Liberal Arts, chair)
P. Mateti (College of Engineering and
Computer Science)
E. Poch (Office of the Registrar, ex-officio)

S. Triplett (College of Nursing and Health)
Absent was a representative from Lake
Campus.

The committee considered 41 student petitions from 7 entities.

Approved at college and university levels: 16

- CECS: 1
- CEHS: 2
- CoNH: 1
- CoLA: 4
- CoSM: 2
- RSCoB: 1
- UC: 5

Denied at college and university levels: 20

- CECS: 3
- CEHS: 3
- CoLA: 4
- CoSM: 3
- RSCoB: 1
- UC: 6

Approved at college level but reversed and denied at university level: 2

- CECS: 1
- CEHS: 1

Denied at college level but reversed and approved at university level: 1

- CEHS: 1

Tabled at college level: 1

- CoSM: 1

Approved at college level but tabled at university level: 1

- UC: 1

The meeting adjourned at 12:00 p.m. The next regularly scheduled meeting is Friday, January 18th at 9:00 a.m.

The associated Refund Appeals Committee will next meet on Friday, December 14th, for routine business.

**Wright State University
Faculty Senate Minutes
January 14, 2013
2:15 p.m., E156 Student Union**

1. Call to Order

Faculty President Dan Krane called the meeting to order at 2:15 p.m.

- | | | |
|---------------------|------------------------|-------------------------|
| ✓ Berberich, Steven | ✓ McGinley, Sarah* | ✓ Schneider, Tamera |
| ✓ Brewer, Tracy | ✓ Mejia-LaPerle, Carol | ✓ Self, Eileen |
| ✓ Brown, Kevin | ✓ Milligan, Barry | ✓ Steele-Johnson, Debra |
| ✓ Bukovinsky, Dave* | ✓ Mirkin, David | ✓ Vadeboncour, Yvonne |
| ✓ Cubberly, Mark* | ✓ Naidu, Sirisha | ✓ Williams, Julie* |
| ✓ Doom, Travis* | ✓ Petkie, Doug | ✓ Wilson, Sean |
| ✓ Garber, Fred | ✓ Pollock, Sean | |
| ✓ Gillig, Paulette | ✓ Ramey, Linda | ✓ Krane, Dan* |
| ✓ Harris, Andrea | ✓ Redko, Cristina | ✓ Hopkins, David |
| ✓ Higgins, Steven | ✓ Rizki, Matt | ✓ Sudkamp, Tom |
| ✓ Holland, Cindra* | ✓ Roman, Brenda* | ✓ Sav, Tom |
| ✓ Kollman, Kathleen | ✓ Rooney, Thomas* | ✓ Zambenini, Pam |

2. Approval of Minutes of December 3, 2012

Minutes were approved as written.

<http://www.wright.edu/administration/senate/senmin/documents/SenMinDec12.pdf>

3. Report of the University President and Provost

President Hopkins

Welcome back to Spring Quarter!

- Thank you for your participation in our Campus Scholarship And Innovation Campaign, which resulted in a record \$550,000 in contributions from our faculty and staff. Our participation is greater than 50% and we are in the top 5% in the nation. Congratulations!
- Over \$5,000 in toys were contributed for children this Christmas as well.
- Two of our students were elected to the top positions for the Ohio Student Government Association, representing more than 300,000 Ohio students. Jonas Kiessling and Spencer Brannon will be the chairman and vice chairman respectively. The Ohio Student Government Association represents over 300,000 students across the state of Ohio.
- Wright State was awarded \$1.3 million of \$11 million allocated by the Ohio Board of Regents for internship and co-op programs. This award was the third largest in the state behind only Ohio State and the University of Cincinnati.
- Wright State University's College of Education and Human Services will receive recognition in the next US News and World Report. Please watch for details as the official announcement with specifics cannot be made until tonight.
- Over the weekend, we hosted 2,000 middle and high school students for the Science Olympiad. This is in preparation for the National Science Olympiad that WSU will host on May 17th and 18th, 2013 with 5,000 of the best and brightest students across the US in attendance. This is a great opportunity for recognition and to share what we have to offer.

Interim Provost Sudkamp

- Our spring enrollment is down 8% compared to winter quarter last year. However our fall enrollment was down 10%. Retention of students eligible to return from last fall is up 7% over last year showing that our efforts in improving retention and student success are being rewarded.
- The original projection of spring enrollment, based on the 10% drop in fall enrollment, produced a \$13 million shortfall for the 2012-2013 academic year. However the increase in spring enrollment over the projection may reduce this shortfall by \$2 million.
- Our new COLA dean, Dr. Kristin Sobolik, began her position on January 7. Dr. Sobolik came to us from the University of Maine where she was an Associate Dean in the College of Arts and Sciences. I would like to express my thanks to Dr. Linda Caron who served as Interim Dean during the search.
- Major program additions or other significant changes to the University must be approved the Higher Learning Commission of the North Central Association, our accrediting body. I am happy to report that we have received approval increasing the number of distance learning programs that we may offer. Additionally, our Multidisciplinary Engineering Degree has received preliminary approval from the Higher Learning Commission.
- Our 10 year reaccreditation review is scheduled for 2015-16. We are currently establishing the steering committee in preparation for a training program conducted by the Higher Learning Commission April.
- Following up on a topic from the previous Faculty Senate meeting in which Vice President Mark Polatajko described the new formula for state subsidy, which is entirely based on course and degree completions. Course and degree completion should never overshadow the primary goal of ensuring the quality of our programs. By creating innovative programs and providing support the focus must be on enhancing student learning. Increases in retention and degree completion will then follow from the improved performance of the students.

4. Report of the Senate Executive Committee

Guest Report: Robert Sweeney, Vision Statement and Strategic Planning

<http://www.wright.edu/administration/senate/senmin/documents/FacSenSPCJan2013.ppt>

Faculty President Dan Krane

The Executive Committee has met two times since our last Senate meeting in December. In addition to planning for today's meeting, we have mapped out a plan for the remainder of the year's Senate meetings. Minutes are available online at:

<http://www.wright.edu/administration/senate/documents/SenECMin1-7-13.pdf>.

We have a very busy agenda for the spring semester meetings as follows:

Jan 14:

- Robert Sweeney on strategic plan
- 1st year seminar committee recommendations

Feb. 4:

- recommendations for a 3 year plan pertaining to service learning/undergraduate research, recommendations regarding high school preparedness
- recommendations from the information technology integration and effectiveness committee

- recommendations from the smoke-free policy committee, Wright Way Policy from Building and Grounds
- admissions criteria from UCAPC
- missed class policy recommendation from UCAPC
- definitions of programs and concentrations, etc. from UCAPC

March 11:

- recommendations from the student recruitment committee
- recommendations regarding MDA from Budget Priority
- recommendations from Quadrennial review committee

April 15:

- Presentation from Bob Fyffe regarding research initiatives

5. Old Business

None.

6. New Business

- A. Excused Absence Policy – UCAPC (Attachment A)
 - 1. Withdrawn from the Agenda pending UCAPC action.
- B. Cross-listed and Meet-with Course Policy - UCAPC
 - 1. Withdrawn from the Agenda pending UCAPC action.
- C. Report/Recommendations – Ad hoc Committee on First Year Seminars
 - 1. Moved and Seconded to Old Business.

7. Committee Reports

- A. See Attachment D to the January 14, 2013 Senate Agenda.
<http://www.wright.edu/administration/senate/senage/documents/Jan13SenAgn.pdf>

8. Council Reports

None

9. Special Reports

None

10. Announcements

11. Adjournment

The meeting adjourned at 3:21 p.m. The next meeting will be on Monday, Monday, February 4, 2:15 p.m., in E156 Student Union.

/pz