

9-30-2004

2004-09-30 Minutes of the Executive Committee of the Academic Senate

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University of Dayton. Academic Senate. Executive Committee, "2004-09-30 Minutes of the Executive Committee of the Academic Senate" (2004). *ECAS Minutes*. Paper 76.
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APPROVED

UNIVERSITY OF DAYTON
DAYTON, OHIO

MINUTES OF THE EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE

September 30, 2004 – 9:00 – 10:15 a.m. in St. Mary's 113B

PRESIDING: John Rapp

SENATORS PRESENT: Biers, Buchino, Forkin, Gauder, Gerla, Hallinan, Pestello, Rapp, Saliba, Yungblut

1. Opening Prayer: J. Rapp said a prayer from the *Marianist Family Prayer Book*.
2. Roll Call:
3. Approval of ECAS Minutes for September 23, 2004: The September 23, 2004 minutes were approved as amended with a revision to the FAC section. "She" was changed to "Beth and the committee" went over the draft again and made some more changes.
4. Announcements:
 - a. J. Rapp welcomed Libby Forkin to the committee. (She replaced Dustin Anderson).
 - b. J. Rapp contacted Pat Donnelly and Scott Markland and asked them to provide action items—not slogans. This issue is on hold until the committee hears back from them.
5. Old Business:
 - Standing Committee Reports:
 - Academic Policies Committee (APC)*: D. Biers said the committee had not yet met on walking requirements. They did receive a report on thematic clusters from Pat Johnson which needs to be evaluated. There is nothing to report regarding the classroom issues.
 - Faculty Affairs Committee (FAC)*: H. Gerla said there is a meeting scheduled on 10/1/04 on BRIT. The committee is waiting to get information back regarding the maternity policy. H. Gerla said there is no need to replace him—he will still participate in all committees.
 - Student Academic Policies Committee (SAPC)*: N. Buchino said there was nothing to report because they have not had a meeting yet.
 - Calendar Committee*: S. Dandaneau was not present.
 - Follow up on Senate Vision – J. Rapp asked where does the Senate go with this now. F. Pestello said Vision 2005 was a seven year process. When working on "Vision of Excellence", we talked to the community and everyone said the core of Vision 2005 is right and connected learning and scholarship is where we want to be. People liked the excellence and said

to make that the theme. It was decided to have a few pages with the direction in where we are heading. We saw that as the vision for excellence lays out the six areas of where we need to be, based on integrated learning and living rather than connected learning and scholarship. The first two pages in the “Vision of Excellence” is our overarching vision without a timeline for moving forward and we are going to build excellence by focusing on six areas. The second document, “Focusing the Vision for 2010”, sets five year goals and the goals should come from the six points of excellence. The key work now, which will probably take a year, is to agree on the goals (however many there are), what do they mean, how do we measure them, where do we want to be on each of these goals by 2010, and how do we assess our progress. At the end of the second section, “Focusing the Vision for 2010”, a couple paragraphs say now our challenge is operationalizing the goals—what do they mean, what programs do we need to develop, support, eliminate, build, integrate to reach those goals. What are we not doing? What should we be doing? Much of the conversation needs to take place over the next year is on the second part defining specifically what we should be doing. We should be experimenting, innovating, and learning from our mistakes. F. Pestello stated this is why he put \$950,000 on the table and required the deans to match \$400,000 to start innovating and building excellence, hitting our core concept of integrating learning and scholarship along those 12 goals. L. Yungblut asked how do we know when we are reaching our goals. We have been strong on new ideas, new experimentation but sustainability has not been strong. When projects have been started, there has not always been money to continue it. F. Pestello agreed and said sometimes money has been put into things and there has been no follow up. There should be focused one page proposals with measures and semi-annual reports for accountability. J. Saliba said he thought the reaction that was evidenced in the Senate meeting was a lack of communication between the ECAS and the Provost’s Council and what we have been working on and what the faculty’s information was. He suggested to have multiple sessions with the faculty. He agreed with what was suggested in the Provost’s Council with taking three dates and have open sessions on two goals and have a meaningful discussion. J. Rapp thought in the open sessions that it should be brought up that we don’t want another 150 pages and this is not the end product. The topic of “being in the top 10” was brought up. F. Pestello suggested that we want to be the number one school in the country in terms of student learning and fully integrated learning and living. He said he is doing open sessions with students and N. Buchino said she would get this message to the SGA.

- *Follow up on NSSE presentation* – This is being worked on by a subcommittee and will be presented to us when evaluated.

6. New Business:

- *Classroom issues* – Tom Westendorf and Patsy Martin talked to the committee about their concerns. P. Martin stated that she is worried about Fall 05 – the second floor of Miriam will be renovated affecting 15 classrooms with renovations beginning in May. She and Mary Brown have been working on preliminary research where they can find extra rooms. These 15 classrooms will be turned into 7. F. Pestello suggested having a conversation with Facilities as to why the renovations will take so long. J. Saliba voiced his concern about reducing the number of classrooms and asked who made this decision. J. Rapp said that it was partly made by the administration of the Business School based on the fact that one half of it is from donor money. F. Pestello said there would be classrooms, team rooms, conference rooms and large flexible space that are more in line with the learning paradigm. It is clear that we are going to have to add classrooms at some point. He stated that if the acquisition with NCR works out, and at this point it is looking very promising, that will relieve some of the problems. The critical issue in the short run is what will happen when an entire floor is taken offline. J. Rapp asked about the plan for relocating classrooms and P. Martin said they have just started their preliminary discussion. She stated that she has less control of the rooms and doesn't know how they are being utilized. F. Pestello stated that we have added Marianist Hall second floor and 45,000 sq. ft. of classrooms and labs to the Science Center. He said that Marianist Hall second floor has 2 classrooms, a large open learning space and a number of team rooms, and he said that we should ensure that they are booked at all times. J. Rapp asked who owns the classrooms and Tom Westendorf said he did. D. Biers suggested that as a starting point a list should be provided campus-wide that shows what departments control which classrooms, which ones are open and the room capacity. He said that one of the Senate jobs is to talk about Policy and we may need to discuss if we want the departments to control the classrooms. F. Pestello said that D. Bickford is working on this information and in addition should mention what exactly is in each room. L. Yungblut brought up the fact that Humanities has had some break-ins and they are responsible for the equipment. Because of this, keys have to be passed from instructor to instructor every hour. P. Martin stated that this is a concern. Also, the Science Center has to have a swipe card which creates a problem for non-science people. D. Biers said we are losing traditional classroom space and his departments require classrooms that accommodate 30-40. F. Pestello said he wants to see a classroom with 100 seats (semi circular, tiered down was ideal). D. Biers said one of the justifications used for the remodeling is someone did a room utilization from 8:00 a.m. until 9:00 p.m. and it said only 65% of rooms are utilized. Students don't want to take early or late classes and some faculty do not want to teach during these hours. It was stated that a variety of large and small classrooms are needed to accommodate the various classes. N. Buchino stated that one of the things that make UD such a great school is the fact that there are

small classes as opposed to other colleges that have huge classes. Smaller classes enable the staff to know students by name. F. Pestello said benchmarks must be set department wide and achieve a good balance. He said UD tends to be in the 20-45 range with most of the classes. He discussed other models including having a few very large intro courses and the rest of the classes with 10-20 students. L. Youngblut asked how we determine student preparedness with large classes and how does the faculty balance the workload. F. Pestello stated the first step is to ask D. Bickford for the timeline for completing this. The Senate should review it and make recommendations for having a strategy moving forward. L. Youngblut stated that the Senate should participate in the data being collected. These representatives of the faculty should have conversations with the consultants. She is collecting names of faculty that want to participate. J. Saliba asked T. Westendorf how self-sufficient each of the units are regarding classrooms. T. Westendorf stated that between 10:00 a.m.-12:00 p.m. every classroom is used. P. Martin stated that they are strapped for evening classrooms. She stated that the consultants will take six months before they are done. F. Pestello asked who is leading the effort to coordinate across campus to ensure the needs are met. P. Martin stated that she did not know but she has been working with Tom Eggemeier, Mary Brown and Joe Untener. F. Pestello said that Joe Untener will be the point person for this group. J. Saliba said one issue is that no one knows who controls classrooms. P. Martin said a couple classrooms were taken offline but she does not know who authorizes that. F. Pestello asked if it made sense for all classrooms to be centrally held and assigned and P. Martin agreed. L. Youngblut raised the issue of who is responsible for the contents of the classroom if something is damaged. Whose budget does this come from? J. Saliba said we need a consistent policy for remodeling, equipment, etc. J. Saliba suggesting using the space where the bookstore was located for classrooms in the fall. F. Pestello said this is a possibility and also suggested that we might be able to use a few classrooms in the Law School. He said the School of Education possibly will move its graduate classes to a property that NCR controls that we are looking at. He said Sugar Camp is also a possibility. F. Pestello requested J. Wilson to make a note that the Provost's Council should have the same discussion among the deans about controls of the classrooms.

- N. Buchino said some classrooms in Miriam do not have crosses in them and the Student Academic Senators were concerned about this. Also, some classrooms do not have clocks in them. J. Saliba said Facilities is installing clocks in classrooms.

Meeting adjourned at 10:10 a.m.

Respectfully submitted: Judy Wilson