

Spring 4-21-2023

## 2023-04-21 Minutes of the Executive Committee of the Academic Senate

University of Dayton. Academic Senate. Executive Committee

**Minutes**  
Executive Committee  
Academic Senate, University of Dayton  
April 21, 2023  
SM113B, 10-11:30am

**Present:** Joanna Abdallah, Philip Appiah-Kubi (Vice President), Paul Benson, Sarah Cahalan (Secretary), Wiebke Diestelkamp, Samuel Dorf (President), Jay Janney, Camryn Justice, Grant Neeley, Kathleen Webb, Mary Ziskin

**Excused:** Jennifer Dalton, Chris Roederer, Todd Uhlman

**Guests:** Bradley Duncan

**Opening**

- Call to order
- Opening prayer/meditation – Sam Dorf [[Prayer/Meditation signup here](#)]
- **VOTE:** Approval of [minutes from 4/14/2023 meeting](#). Approved.

**Announcements**

- Next ECAS meeting Friday, April 28, 2022, 10:00-11:30am
- Next ELC Meeting Monday, April 24, 10:30am to noon (NOTE: AY22-23 ECAS may be asked to attend Summer 23 ELC meetings to help transition).
- LAST [Academic Senate Meeting, 28 April 2023](#) (KU Ballroom)
- Blue Sky Scoping Progress Updates (Benson, Dalton)
- No updates

**Old Business**

- **DISCUSSION:** [Draft CAP Assessment Report from APC](#)
- Reminder that this is still a draft but APC thinks it is nearly complete.
- Takeaways/recommendations include that CAP-L might work more closely with Career Services; suggestion to use UNRC to populate CAP-C and CAP-L; communication around CAP's value; more awareness and support for faculty workload associated with CAP; better information for students and advisors around upcoming CAP offerings
- Comment about the need to have better information about seat capacity for upcoming CAP offerings, also. Discussion that seat capacity information is available but is not currently held in the same location as information about upcoming offerings/sections.

- Discussion of high-demand CAP classes and the value of having better data to anticipate and plan for high-demand classes
- Recommendation to create coordinator positions for CAP components that do not already have them
- When should the next 5-year review of CAP occur? ECAS suggests AY 28/29

**DISCUSSION:** [Draft policy to suspend CAP-C 4-year course reviews](#)

- General discussion of proposed suspension of CAP-C 4-year reviews and campus concerns raised around the 4-year review process
- Some edits have been made to this document to incorporate feedback from the April 14 Academic Senate meeting.
- This policy will be presented again and voted on at the Academic Senate meeting on April 28.

**New Business**

- **DISCUSSION:** BPM Policies ([document on BPM here](#), and [test transcript here](#)) **GUEST:** Bradley Duncan
- Guidelines for Bachelors-Plus-Masters Programs; these guidelines are intended to prevent some known issues around registration, billing, financial aid. Lots of backend work is currently needed including in DegreeWorks.
- Other factors informing assessment of these programs: College Credit Plus program in Ohio, student debt crisis nationwide; issues with financial aid packages for undergraduate coursework not covering courses that are being counted towards graduate work.
- These proposed guidelines include the need for individual conversations for specific scenarios, which can be initiated in TeamDynamix.
- Duncan and Anloague will be having conversations with stakeholders on campus, including CAS Graduate Studies Committee; happy to visit individual departments and continue consultation with ECAS/Senate next year.
- Question: are there going to be separate guidelines for international students? Answer: these guidelines are not specific for either domestic or international students.
- Question/comment: the BPM website needs some updates and currently multiple pages contain BPM information, some of which is outdated and contradictory. Answer: Goal of a one-stop landing page coming soon.

- **DISCUSSION and VOTE:** UNRC Pool for President’s Commission on the Status of Women ([see pool here](#), and [UNRC request here](#), we must select four names.)
- Nominations were discussed and selected.
- **DISCUSSION and VOTE:** CAP-C approval:
  - **Tim Reissman from Mechanical and Aerospace Engineering: to be reappointed to serve as the faculty representative from the School of Engineering.** Tim is completing a three-year term on CAPC that he started in September 2020. Through reappointment, he would serve a second three-year term from academic years 2023-24 through 2025-26. The nomination was vetted through the Dean's Office.
- Approved.
- **DISCUSSION and VOTE:** [Draft Agenda 28 April Academic Senate Meeting](#)
- Discussion of protocols and procedures for voting at next week’s meeting.
- Approved.
- **DISCUSSION:** [Draft of ECAS End of Year Report with “To Do” list](#) (feel free to add to this document)
- Draft was reviewed and discussed.
- **DISCUSSION:** Other ECAS agenda items for [Spring 2023](#) (See edited list below)
  - Develop a procedure document for programs, centers, and units for invited speakers (Benson)
  - [Update DOC 2007-05 Draft](#)
    - Annual updates to processes/procedures of the Academic Senate including addition of documents approved this academic year, changes in terminology such as “professional faculty.”
    - ECAS read through the document and made some suggestions.
    - Approved for next week’s Senate agenda.
- **UPDATE and DISCUSSION:** APC updates (Appiah-Kubi)
- **UPDATE and DISCUSSION:** FAC updates (Neeley)
- **UPDATE and DISCUSSION:** SAPC updates (Janney)
- **DISCUSSION:** Other agenda items? Good and welfare?
- At next week’s ECAS meeting, committee assignments for next year will be discussed and treats will be consumed.

**Current Future Issues/Items and Recommendations for 2022-2023  
ECAS:**

- Follow up with Troy Washington on Parental Leave Policy consultations.
- Examine Graduate Student life (with attention to international students)
- Continue the conversations on Path/Aviate and Academic Curricula Collaborations
- Carryout tasks in response to any CSIT recommendations
- Develop a procedure document for programs, centers, and units for invited speakers
- Recruitment strategies (ECAS should take tours to understand what prospective students see)
- Workload with [FAC and Faculty Board](#) (March Senate Agenda)
- Video Surveillance Policy

#### **Past Issues/Items and Recommendations for 2022-2023 ECAS:**

- Continue exploring the possibility of transitioning away from Midterm Grades and towards universal use of the Student Success Network to provide Midterm Progress Reporting. (DOC 2023-02)
- Due to changes in personnel, invite ODI to give an update to ECAS in Fall 2022 (completed)
- SET Charges that need to be completed (On going)
- CAP 5yr Review Changes from first year (see [APC report on year one of CAP 5yr Review](#)). Note that this 156-page report makes a number of recommendations that require further consultation and Senate implementation.
- Maternity Leave Policy reconciliation with GEF report (Discussions in Fall 2022)
- Continue discussions and work with provost office on advising (Part of BlueSky)
- Address APC Overburdening and reexamining CAP review and assessment policies/processes. (On going)
- FT-NTT Policy revisions that FAC began (on going)
- Implementation of UPTP for Units and Departments, and reminder of timeline. (on going)
- Update on microcredentials (report due at end of Summer to Provost) Update in Fall 2022
- Ethics around Proctoring software (spyware/turnitin/lockdown browser software) DOC 2023-01)
- Examining solutions to pressures on Academic Calendar for AY23-24 due to timing of Easter. (Update in Fall 2022)
- Invite UD Advancement to ECAS in advance of April campaign launch (March 2023)
- AY24-25 Calendar (March ECAS)

- Appoint someone to serve on HR Advisory Council in Fall 2022 (done)
- Appoint someone to serve on Elections Committee in Fall 2022 (done)
- Appoint someone from CAS and SBA to serve on UNRC starting in Fall 2022. (Done)

Task	Assigned to	Consultation Expectation	Work Due	Update
<a href="#">CAP 5yr Review (year 2)</a>	APC	Multiple	1 April 2023	ECAS update in October; Senate agenda in March and April
<a href="#">Revisions to FT-NTT Policies</a>	FAC	Unit Deans, FT-NTT Faculty impacted by changes, University Lecturer Promotion Committee, University Clinical Committee	30 November 2022	On 20 January and 24 February Senate Meeting Agenda. Approved.
<a href="#">Evaluation and Revision of Student Academics Rights and Responsibilities Policy</a>	SAPC	Unit Deans Offices, Student Government Association, Learning Teaching Center Staff	30 November 2022	On 20 January and 24 February Senate Meeting Agenda. Approved.

<a href="#">Midterm Progress Reports</a>	APC	LTC, Unit Associate Deans	1 October 2022	<p>Updated ECAS 30 September</p> <p>On 20 January and 24 February Senate Meeting Agenda. Approved.</p>
<a href="#">Changes to UNRC Request for Nominees Form</a>	UNRC	None specified	1 November 2022	<p>New form shared at ECAS on 11 November 2022, approved in January 2023.</p>
<a href="#">Development of a Stand-Alone Students' Academics Rights and Responsibilities Policy</a>	SAPC	Unit Deans Offices, Student Government Association, Learning Teaching Center Staff, Provost's Office	28 April 2023	
<a href="#">Development of a Process Document to Aid Provost Office, University Registrar, Units and Senate in the implementing DOC 2019-03 and DOC 2018-02</a>	APC	Unit Deans Offices, Registrar's Office, Provost's Office	28 April 2023	<p>Presented at ECAS in March. Does not require Senate approval for implementation.</p>

Meeting adjourned: 11:15

Respectfully submitted by Sarah Cahalan