

Wayne State University
Academic Senate
Elections Committee Meeting Minutes
December 9, 2008, 1270 FAB

Minutes

1. All the committee members were present and introduced: Joseph Artiss (Pathology), Karen Feathers (Teacher Education), Loreleigh Keashly (Communication), Frederic Pearson (Peace & Conflict Studies), Naida Simon (Undergraduate Programs & General Education), Antoinette Somers (Information Systems & Manufacturing), Angela Wisniewski (Academic Senate) Seymour Wolfson (Computer Science) and James Woodyard, Chair (ECE).
2. The schedule for 2008-2009 elections was reviewed:
 - a. Members-at-large: required by bylaws; all full-time WSU faculty and academic staff may vote; January 20-nomination forms mailed; February 2-nomination forms due; committee reviews forms February 3-February 6; ballots distributed February 19; and ballots due March 5.
 - b. Survey faculty, staff and students on 2009-2010 academic calendar: The administration has posted the 2009-2010 academic calendar; classes start on Monday August 31. Labor Day is on Monday September 7. Committee members stated that the needs of students should determine the academic calendar. It was recommended that a survey should be carried out to determine if students can adapt to whatever schedule is adopted. A member suggested the calendar should be revised to reflect the problems incurred by Tuesday and Wednesday being assigned to Thursday and Friday during Thanksgiving week.
 - c. Elections of schools and colleges senators: Required by bylaws; done by S&C; send reminder February 1; Bylaws require "annually prior to the third week in April."
 - d. Faculty Hearing Panel: Required by AAUP-AFT contract; senate members may vote; terms expire this month and the election should be scheduled ASAP.
 - e. Academic Staff Hearing Panel: Required by AAUP-AFT contract; Senate members may vote; terms expire this month and the election should be scheduled ASAP.
 1. Others: survey on important issues?? It was suggested that the committee consider a student opt-out survey in collaboration with the Academic Senate Student Affairs Committee.
3. The needs assessment for elections software was discussed. Jim will consult with Jeff Dunn and the committee will review and modify the list on an ongoing basis. The current needs assessment includes:
 - a. 2,500 voters,
 - b. impossible to view the ballot submitted by a voter, or to determine how a voter voted,
 - c. message to be sent to voter confirming vote,
 - d. reminders to be sent to voters who did not vote,
 - e. non-deliverable e-mail messages to be reported to administrator,
 - f. must have capability to use N votes to vote for M candidates,
 - g. secure software making it impossible to "stuff" ballot box,
 - h. simple voting procedure, e.g., link in announcement that to ballot without requiring signing in with user I.D., password etc.,

- i. input more than one e-mail address for sending election announcement, e.g., voter's preferred e-mail address, WSU address etc. Joe will look into a School of Medicine e-mail list that contains preferred e-mail addresses,
 - j. link(s) placed next to a candidate's name,
 - k. include biographies,
 - l. include photograph,
 - m. easy to use GUI for designing ballot and inputting voter list,
 - n. conduct multiple elections simultaneously
 - o. others?
 4. A review of some applications was distributed. The list of applications being considered include:
 - a. WSU C&IT
 - b. Polldaddy.com
 - c. surveymonkey.com
 - d. questionpro.com
 - e. magicsurveytool.com
 - f. zoomerang
 - g. others?
 5. Toni gave a PowerPoint presentation on questionpro and led a discussion on the use of the software in college elections. Notes were made available and will be sent electronically to committee members. Toni will design a ballot and conduct a mock election that will enable the committee to become familiar with the features of questionpro.
 6. How can the number of voters be increased in senate and at-large elections?
 - a. Make the ballot simple
 - b. Others?
 7. An election committee charge in the Academic Senate bylaws is apportionment of senate seats. Seymour and Jim will develop a process for carrying out the apportionment.
 8. Future meeting dates were selected. Jim will cancel a meeting on a selected date in the event there isn't a need for a meeting. All meetings will begin at 1:00 p.m. and held in 1270 FAB. The selected dates are:
 - a. January 20, 2009
 - b. February 17, 2009
 - c. March 10, 2009
 - d. April 14, 2009
 - e. May 12, 2009
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Approved as submitted at the Elections Committee meeting of January 20, 2009