WAYNE STATE UNIVERSITY
ACADEMIC SENATE
PROCEEDINGS OF THE POLICY COMMITTEE
August 31, 2015

Present: J. Artiss; L. Beale; V. Dallas; R. N. Frank; D. Kessel; L. Romano; W. Volz; M. Winters; A. Wisniewski

Absent with notice: C. Parrish

Guests: Mark Byrd, Assistant Vice President, Budget, Planning and Analysis; Robert Kohrman, Associate Vice President for Budget, Planning and Analysis; Laura Woodward, Director, Testing, Evaluation and Research Services

The item marked with an asterisk constitutes the Action of August 31.

Mr. Byrd, Mr. Kohrman, and Ms. Woodward attended the meeting to inform Policy Committee about the time when the student evaluation of teaching would be administered. In addition, Mr. Kohrman reported the latest enrollment figures for the fall term.

1. Enrollment: To date, freshmen enrollment is up compared with the same time last year and the yield has increased. The enrollment of transfer students is down. This decline is due to the decline in the number of students attending community colleges. Feedback from parents about the orientation program was very positive. Students go to several orientation programs before deciding which university they'll attend. Mr. Kohrman credited Kathryn Rawlings, Associate Director, New Student Orientation, and Monica Brockmeyer, Associate Provost for Student Success, for the successful orientation program. Provost Winters added that 95% of the students who attended orientation registered for classes.   Overall enrollment for continuing undergraduate students is down. The high school grade point averages of the entering freshmen is up. Graduate enrollment has increased. The Law School's enrollment has increased; our Law School is the only one in the state that has had an increase. Medical School enrollment has increased, as well. Enrollment overall is up slightly. Retention of freshmen to the sophomore year is up. The final census figures will be based on enrollment on the tenth day of classes.

2. Student Evaluation of Teaching: Mr. Kohrman led the discussion. There have been complaints about the timing of the administration of the student evaluation of teaching (SET), in particular when the results are given to the faculty. Mr. Kohrman and Mr. Byrd formed a committee to find solutions to the problems. Deans and Department Chairs served on the Committee. Ms. Woodward said that they consulted the 2N SET committee and that it supported the change. Ms. Woodward and Mr. Byrd prepared a report as the result of the committee's work. SET is largely a paper process and Testing, Evaluation and Research Services (TERS) receives the SET forms at its busiest time in the term, increasing the length of time to process them. Ms. Woodward said that faculty and Chairs would like a faster turnaround time to meet the deadlines for reviewing materials for tenure, promotion, and merit. They would like the goal to be the first week in March. A lot of faculty do not want the SET to be administered online because there is a poor response rate. The current

deadlines as stated in the SET Policy of 1993 do not take into account the amount of work that TERS must conduct at the same time as it is to process the SET.

The TERS Office will not process the SET forms until they have received all of the forms they think a department will submit. The department gets an overall average. Sometimes students who collect the forms delay, sometimes for a long time, taking them to the department office.

It was proposed that a new time frame, whereby the TERS Office would receive the SET forms before they process other work, such as the scoring of exams, would solve the problem. The time period when the SET is filled out would be shortened from three weeks to two weeks. The deadline for submitting the forms would be two weeks earlier in the term. In addition, rather than waiting until the TERS receives all SET forms, they would process the forms for the departments that meet the deadline first and return the results to the faculty and to the departments. At a later date, they would process the forms for the departments that do not meet the deadline.

Policy Committee members opposed the changes. Moving the time period when students complete the SET would diminish the usefulness of the results. They suggested other changes that might solve the problems.

Provost Winters said that she would like to try the proposal but would be willing to return the issue to the SET Committee asking if the process could be streamlined further. The Provost also mentioned that, in the future, students in a face-to-face course might evaluate the course online. Surveys show that 95% of students have an electronic device on which he or she could fill out the SET. Mr. Kohrman said that next year the committee that proposed the changes would pilot an online SET form that could be completed in a classroom.

[The guests left the meeting.]

3. Report from the Chair:
    a. The Provost has appointed Daren Hubbard Interim Chief Information Officer. Mr. Hubbard had been serving as the Associate CIO. He is replacing Joseph Sawasky, who is now the President and Chief Executive Officer of MERIT, the non-profit Michigan organization through which all Michigan public universities get their networking.
    b. The new e-mail program, Microsoft 365, has been installed.
    c. Provost Winters had a retreat for the Deans. They discussed the scheduling of classes so students are able to complete their degrees in a timely fashion.
    d. The New Student Convocation is September 1.

4. APEX Term GPAs: Provost Winters distributed data showing the grade point averages of the students who participated in the APEX Bridge Program from its inception in summer 2012 through the Fall Bridge program in 2014. In general, the cumulative GPAs move up a bit over semesters, but a committee member pointed out that the increase in the GPA might be due to the fact that the students who perform poorly drop out. The Provost said that some students do better when they move into their majors. The retention rates of the students were not included in the information given to the Policy Committee. A member asked to see the undergrad-uate university-wide mean GPA. The Provost will request additional data.

5. Early-warning Software Development: A member asked about the status of the University's adopting an early-warning system to identify students who experience academic problems. The Provost said that the system that originally was explored did not do some things we wanted and did some things that we did not want, and it was too expensive. The Division of Computing and Information Technology is developing software that will perform the tasks needed. Members of the Policy Committee had heard conflicting information. They asked the Provost to get clarification on the status of the project.

6. Report from the Senate President:
    a. The parking subcommittee on which Mr. Artiss and Mr. Romano serve met recently. Parking and Transportation Services will gather data on freshmen parking trends to determine if we can offer a student fee-based parking to freshmen entering in fall 2016. They need to determine how much the change would affect parking usage and parking capacity.
    b. Mr. Romano will speak at the New Student Convocation on behalf of the faculty.

*7. Proceedings of the Policy Committee: The Proceedings of the Policy Committee meeting of August 3, 2015, were approved as revised.

8. Veterinary Tech Program: Wayne County Community College has a veterinary technician program for which they use Wayne State's animal laboratory. WCCC notified the Research Office, through which the program is run, the day prior to the start of their fall term, that they were discontinuing it. The program was re-instated to allow the students who already are in it to complete their degrees.

9. Center Charters: Several centers need to be chartered. The Provost's Office is gathering the information needed. This will be sent to the Policy Committee as required by the Statute on the Policy on Creation, Operation, Review, and Discontinuance of Centers and Institutes.

10. Nominations for the Search Committee for the Provost: President Wilson asked the Policy Committee to nominate members of the faculty and academic staff to serve on the search committee for the Provost.

11. Agenda for the Senate Meeting: Policy Committee finalized the agenda for the September 9 meeting.

[Provost Winters left the meeting.]

12. Committee Assignments: Policy Committee began the process of appointing Chairs to the Senate's committees and of selecting the faculty and academic staff representatives to the Board of Governors committees.

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Approved as submitted at the Policy Committee meeting of September 21, 2015