

WAYNE STATE UNIVERSITY  
ACADEMIC SENATE  
PROCEEDINGS OF THE POLICY COMMITTEE

October 4, 2010

Present: R. Brown; V. Dallas; D. Kessel; C. Parrish; L. Romano; A. Vlasopolos; W. Volz;  
A. Wisniewski; S. Wolfson

Absent with notice: R. MacArthur; J. Woodyard

Guest: H. Shapiro, Associate Vice President for Student Services and Undergraduate  
Affairs

The items marked with an asterisk constitute the Actions of October 4, 2010.

1. Effort Reporting Work Group: Provost Brown informed Policy Committee that the National Institutes of Health may soon require Wayne State to require changes in the way it reports time spent on grants. Any grant spending has to be in accord with federal regulations. Researchers are required to report the effort or time spent working on a grant and the compensation from the grant must be commensurate with the time worked. Policy Committee discussed the current reporting system and how changes might affect principal investigators. Vice President for Research Hilary Ratner is forming a working group to “provide advice and guidance on decisions that will impact effort reporting operations and work flow.” The working group members will also be asked to assist in disseminating information within their respective areas. Policy Committee nominated six faculty for the working group, from which the Provost will select three faculty to serve.

[Mr. Volz joined the meeting during the discussion of item #1.]

[Mr. Shapiro joined the meeting.]

2. Undergraduate Advising: Ms. Dallas, who co-chairs the University’s Advising Council, explained how advising is structured within the University. The smaller colleges and the professional schools have dedicated advisors for their students. The College of Liberal Arts and Sciences and the College of Fine, Performing and Communication Arts do not have advisors at the college level; advising is handled by the departments and the programs. Generally, the larger departments have an academic staff member as the advisor and the smaller departments have a combination of faculty and academic staff, but in CLAS and FPCA the advisors are mainly faculty. Undergraduate students have two advisors, one in the University Advising Center to handle the general education requirements and one in the department who handles the major requirements. When there is no one at the college level responsible for advising, it is difficult to get information to the departments. When nine-month faculty are the advisors, it is difficult for students to get the assistance they need during the summer.

Mr. Shapiro said that there has been some progress in CLAS. Advisors in the University Advising Center have arranged with department chairs to have freshmen who are interested in a particular major meet with an advisor in the Advising Center assigned for that particular major.

Policy Committee discussed what changes needed to be made to improve advising. Advising affects retention. Several times during the meeting, the need for more advisors came up. Ms. Dallas said that at Wayne State each advisor in the University Advising Center has 600 students whereas the National Academic Advising Association recommends that advisors at the most have no more than 300 students.

3. Last Day to Add a Class and Last Day to Drop a Class: The Policy Committee had discussed this matter last May and had recommended the dates for the last day to register be moved up and the last day to drop be moved up. Mr. Shapiro was asked to discuss the progress on this request. Mr. Shapiro reported that by the end of October, he would have in place a plan to move the last day when students may add a class from the last day of the second week of classes to the last day of the first week of classes. After that date the student would need the signature of the instructor to add a class. The last day to drop a class will move from the study day to the tenth week of classes. The third change Mr. Shapiro would like to implement is the Undergraduate Probation and Exclusion Policy that was developed by the Curriculum and Instruction Committee during the 2008-2009 academic year. The purpose of this new policy is to get help to students sooner than is done under the current policy. These changes will start with the Fall semester, 2011. Mr Shapiro will present these changes at the Senate meeting in November.
4. Report from the Senate President: Provost Brown is unable to attend the Academic Senate meeting of October 6 and several Policy Committee meetings over the next two months.
- \*5. Proceedings of the Policy Committee: The Proceedings of the Policy Committee meeting of September 27, 2010, were approved as submitted.
6. Fall Term 2010 Student Enrollment Profile: Policy Committee received the enrollment figures for the fall term. The number of graduate and professional students declined slightly. The fall enrollment headcount is 32,564 students.
7. Deans' Searches; Provost Brown updated the Policy Committee on the searches for the Dean of Engineering and the Dean of Education.
8. Flexibility in the Operating Systems: Policy Committee discussed the need for more flexibility and improved responsiveness in the operating systems of the University.

[Provost Brown left the meeting.]

9. Cancellation of the Senate Meeting: The Policy Committee cancelled the October 6 Senate meeting.

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10. Loss of Books Held on Reserve: A Senate member raised a concern about the loss of books put on reserve in the Library because students take them out of the Library. The Policy Committee asked Mr. Wolfson to write to Dean of Libraries Sandra Yee about remedying the situation.

11. COACHE: At its meeting of July 26, 2010, the Policy Committee received the results of the survey of junior faculty conducted by the Collaborative on Academic Careers in Higher Education (COACHE). The Committee received the results of the survey for the University as a whole. The mean scores for each school and college are available also, and the Committee asked to see that college-specific information. Then Acting Provost Phyllis Vroom said that after the Deans had reviewed the college-specific information and had an opportunity to present it to their faculty, she would give the information to the Policy Committee. Policy Committee instructed Mr. Wolfson to ask Provost Brown about the status of the request.

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Approved as submitted at the Policy Committee meeting of October 11, 2010