

## WAYNE STATE UNIVERSITY – ACADEMIC SENATE

### Official Proceedings

November 3, 2010

Members Present: Allan D. Gilmour, President, Chair; Seymour J. Wolfson, President, Academic Senate; Basim Asmar; Tyrone Austin; Ivan Avrutsky; Ramona Benkert; Veronica Bielat; Abhijit Biswas; Kingsley Browne; Deborah Charbonneau; David Cinabro; Mary Cooney; Victoria Dallas; Donald DeGracia; Karen Feathers; Maria Ferreira; Jane Fitzgibbon; Andre Furtado; Avril Genene Holt; Renee Hoogland; Maik Huttemann; Patricia Jarosz; Barbara Jones; David Kessel; Jerry Ku; Rodger MacArthur; Brian Madigan; James Martin; Jason Mateika; Bart Miles; Boris Mordukhovich; Bryan Morrow; James Moseley; Jennifer Sheridan Moss; David Oupicky; Abhilash Pandya; Charles Parrish; Debra Patterson; Susil Putatunda; Robert Reynolds; Louis Romano; Linea Rydstedt; Heather Sandlin; Alvin Saperstein; Mary Sengstock; Naida Simon; James Sondheimer; David Thomas; Karen Tonso; Harley Tse; Anca Vlasopolos; William Volz; Judith Whittum-Hudson; Mary Width; Derek Wildman; James Woodyard; Earnestine Young

Members Absent with Notice: George Alangaden; Cheryl Dove; Judith Fouladbakhsh; Ewa Golebiowska; Robert Holley; Michael Horn; Liza Lagman-Sperl; Janine Lanza; Michael McIntyre; Prahlad Parajuli; T. R. Reddy; Aaron Retish; Michele Ronnick; Brad Roth; Jeffrey Withey; Lee Wurm; Zhe Yang

Members Absent: Barbara Bosch; Winston Koo; Rita Kumar; Lisa Marcua; Regina Parnell; Elizabeth Puscheck; Daniel Rappolee; Timothy Stemmler; Jianjun Wang

Others Present: Johnnie Blunt, Academic Senate Office; Chardin Claybourne, Academic Success Center; Joseph Dunbar, Associate Vice President for Research; Howard Shapiro, Associate Vice President for Student Services and Undergraduate Affairs; Kelley Skillin, Office of the Provost; Angela Wisniewski, Academic Senate Office

CALL TO ORDER: This regularly scheduled meeting of the Academic Senate was called to order at 1:38 p.m. by President Allan Gilmour. The meeting was held in the Bernath Auditorium in the Undergraduate Library.

#### I. CONFIRMATION OF THE PARLIAMENTARIAN

The Bylaws of the Academic Senate gives to the Policy Committee the responsibility of electing the Parliamentarian and submitting the choice to the full Senate for confirmation. Policy Committee elected Mary Sengstock. It was MOVED and SECONDED to CONFIRM Ms. Sengstock as the Parliamentarian for the 2010-2011 academic year. PASSED.

#### II. CONFIRMATION OF THE VICE CHAIR

The Bylaws gives to the Policy Committee the responsibility of electing the Vice Chair of the Senate and submitting the choice to the full Senate for confirmation. The Vice Chair presides over the Policy Committee and the Senate in the absence of the Chair and performs the duties of the Senate President when he or she is unable to serve. The Policy Committee elected Louis Romano to serve as the Vice Chair. It was MOVED and SECONDED to CONFIRM Mr. Romano as the Vice Chair for the 2010-2011 academic year. PASSED.

#### III. APPROVAL OF THE PROCEEDINGS OF THE ACADEMIC SENATE MEETING

September 8, 2010

It was MOVED and SECONDED to APPROVE the Proceedings of the Academic Senate meeting of September 8, 2010. PASSED.

#### IV. REPORT FROM THE SENATE PRESIDENT

##### A. Report and Announcements

Mr. Wolfson serves on the Presidential Search Advisory Committee. A search firm has been hired and the first meeting of the committee will take place on November 5. Mr. Wolfson asked that people who want to nominate someone for the presidency submit the names to the search committee at PSAC@wayne.edu.

Mr. Wolfson announced that Joan Gossman, Director of Purchasing, would attend the December 1 Senate meeting to respond to issues that have been raised about purchasing and the Pro Card.

Problems with Disbursements and reimbursement for travel have been raised as well. This is an area that needs attention.

Also at the December meeting, Nardina Mein, Director of New Media and Information Technology, will explain the use of the lecture capture system that is being installed in a number of classrooms. The system will record lectures and presentations in the classroom. At the end of the class the information will be uploaded to Blackboard and students will be able to view the entire class session with a browser. Ms. Bielat added that the instructor controls the system. The instructor can capture what he or she chooses to capture. Also,

faculty will not be forced to use the system. Mr. Wolfson noted that questions about intellectual property rights and the re-use of the lectures that are captured have been raised.

#### B. Proceedings of the Policy Committee

The Academic Senate received the Proceedings of the Policy Committee meetings of August 30, 2010, September 13, 2010, September 20, 2010, September 27, 2010, October 4, 2010, October 11, 2010, and October 18, 2010 (Appendix A).

##### August 30, 2010

Ms. Feathers asked what wording was used in the RFPs that solicited proposals for the additional faculty positions mentioned in item #1 in the August 30 Proceedings. The Proceedings stated the focus would be on undergraduate programs that have experienced large enrollment increases in general education courses. The wording is a concern for the College of Education because 24% of their classes are taught by part-time faculty. This is the highest percentage in the University. The next college has 15% of their courses taught by part-time faculty.

Mr. Wolfson asked Mr. Volz, who participated in the review of the proposals, to respond. Mr. Volz said that the deliberations focused on general education. The decisions have been made and the Provost has commissioned a member of his staff to complete a series of letters to the Deans informing them of the proposals that were funded in their schools and colleges.

#### V. MATTERS SUBMITTED BY THE POLICY COMMITTEE

##### Policies Governing the Registration and Withdrawal From Classes

Howard Shapiro, the Associate Vice President for Student Services and Undergraduate Affairs, began by explaining reasons for the changes in the policies governing the registration for and the withdrawal from classes. The ideal registration cycle for students, promulgated on the idea that they be as successful as possible, is to have them register before the semester begins. They need to be in class on the first day. The early assessment system and the mid-term provide formal feedback to students. At some point in a term students must decide if they will withdraw from or remain in a class to inform their registration for the following semester. Withdrawing should happen before final exams because students have to know whether they need to repeat a course. If students wait

until the end of one term to register for the next term there are fewer classes available to them, it is harder for the University to estimate if they have the appropriate sections available, and there is a greater chance that students will stop out or drop out because of these issues. Also, if they wait, their financial aid is delayed and, even though they can purchase their books, they think they cannot. There are fewer opportunities for advising if students wait because the demand is so great. If students do not attend the first class session, they are at risk academically. With the proposed changes, the University's retention will improve and students will be more successful.

Mr. Shapiro continued. Changes in financial aid policies have improved students' ability to register early. Students who have need are able to get more money. As of four or five semesters ago, the University has allowed students who owe less than \$1500 in one semester to register for the following semester. If they do not pay the money owed, they might be removed from the courses. If students have been awarded financial aid but have not received it, they can use a voucher at the Bookstore to purchase books three or four weeks before classes begin. These policies have resulted in students' preparing for classes earlier.

Two new policies will be implemented for fall 2011. Students will be able to add classes during the first week of classes only. The period of time in which students may withdraw from courses will be shortened.

Currently students can register during the first two weeks of the term. They could conceivably miss 15% of a course by the time they attend a class. Under the new policy, students will be able to register for or to add classes without the instructor's permission only during the first week of classes. After the first week, the instructor may permit students to register for or to add classes. The change in policy will not limit the faculty's ability to sign in students.

Ms. Sheridan Moss suggested that a limit on when the student may register even with an instructor's permission be put in place. Mr. Shapiro said it could be considered.

Mr. Shapiro explained the change in the withdrawal policy. Currently students may withdraw from a class until the final exam period begins, which is the end of the fourteenth week of the semester. They may receive a mark of WF, which is not counted in their grade point average. A student may have stopped attending class weeks earlier, but did not process the request until the study day. The current policy does not encourage students to master the course content while there is still time. Moving the last day to

withdraw to the end of the 10<sup>th</sup> week of classes promotes student success by requiring them to assess whether or not they can successfully complete the course. This change does not conflict with financial aid policies. The withdrawal deadline falls before registration for the next semester so if the student drops a class, he will be able to register for the right class for the next semester.

Mr. Shapiro said that implementation would require a tremendous amount of communication and a change in the mindset of many people. The University will communicate with the many groups who have an interest in the change. Communication about the changes will begin in January 2011. Registration for the fall 2011 term begins in March.

In addition, Mr. Shapiro wants to change the language used to describe the last day to add a class. It is often referred as the last day to register, which gives the impression that students can come to Wayne State until the fifth day of classes.

Mr. Reynolds noted that the new withdrawal deadline coincides with the time that longer-term projects are due in courses. He thought forcing students to decide whether or not to withdraw earlier might result in more students asking for the mark of incomplete. He asked if this issue had been considered when the decision was made to change the policy. Mr. Shapiro said that issue had not been considered, but he would look at how the mark of incomplete might be affected. However, he said, the reasons for giving an incomplete do not change. Ms. Ferreira pointed out that the guidelines for giving an incomplete are clear. An incomplete is to be given to students doing well in the course and because of unforeseen circumstances cannot complete the work. The student must meet with the instructor and sign a contract specifying what he or she needs to do to complete the course. Often students have used an incomplete as a way out of failing a course. If the instructor follows the rules, the policy change would not affect the granting of incompletes. Mr. Shapiro agreed with Ms. Ferreira, but noted that there may be implications that need to be considered.

Mr. Shapiro expects many students to try to appeal the policy during the transition period, but he will take a hard line. There will be a lot of communication about the changes. The University will continue to have medical withdrawals, etc., but the fact that a student did not observe the deadline will not be an excuse.

Mr. Saperstein reminded the faculty that it is their obligation to include in their syllabi the deadline for withdrawing from classes.

Ms. Sengstock discussed the problem of students' not being able to register for the courses in a sequence until they have passed the previous course. Mr. Shapiro said that registering for and taking a course are different things. Students should not be prevented from registering for a course, but if they have not passed the pre-requisite, they should not be allowed to take the next course. Ms. Simon said that students are allowed to register for the second course in a sequence if they are enrolled in the first course. However, there is no system in place that removes students from the second course who did not pass the first course. Students would have to be removed administratively. Mr. Shapiro believed there would likely be a number of issues that would have to be dealt with when the policy is implemented. He had considered phasing in the policy, but decided against doing so.

Ms. Jones addressed issues related to financial aid. Students not only have to complete at least 60% of the course, which is addressed in the last day to withdraw from a course, they have to complete 67% of the classes in which they are enrolled for each semester. It is crucial that students understand that requirement.

Mr. Wolfson understood that in some cases financial aid is delayed for students and they do not receive it in time to register even at the end of the second week. What, he asked, would be done to ensure that students receive their financial aid in time? Mr. Shapiro said that students cannot owe money to the University from a previous semester. If students have been awarded financial aid, whether or not it has been disbursed, they can register. Even if they have not been notified that they will receive financial aid, they may register. The question is whether or not they will have to pay. Students who do not know if they will receive financial aid prior to the beginning of classes did not apply in time. Financial aid is disbursed the week prior to the start of classes.

Mr. Martin urged people to be careful in defining the end of the tenth week. There is confusion with classes beginning on a Wednesday in the fall and having a holiday on the first Monday of the term. It is better to identify the date by which students must withdraw. Mr. Shapiro said the date would be published.

This concluded the report.

## VI. REPORT FROM THE CHAIR

President Gilmour said that as a pilot project the Undergraduate Library is now open 24 hours a day five days a week. During the over-night hours, there are approximately 100 students in the Library. Also,

commuting students are coming to campus earlier to use the Library.

The limit for a single transaction using a Pro Card is being increased from \$1,000 to \$2,000 and the monthly limit is being increased from \$10,000 to \$20,000. The limit for school and college business managers is being increased to \$5,000 per purchase. A faculty member who needs to make a purchase over \$2,000 can take the purchase to the college's business manager, who would be able to make the purchase. President Gilmour said that there are several administrative items similar to the Pro Card that the Cabinet will address in the next several weeks.

President Gilmour updated the Senate on the search for the Vice President for Finance. The search committee interviewed a number of applicants and forwarded four names to the President. Vice President John Davis and the President interviewed the four candidates separately. Mr. Davis and the President will reduce the slate to two people, who will be invited to campus to meet with a variety of groups. The President hopes to have a new person in the position at the beginning of January. He expressed his thanks to the committee for their good work.

Provost Brown is overseeing a group looking at retention. They are expected to have a report to the Cabinet in December. The President thinks retention and admission standards need to be tied together.

The President and the Provost are looking at the organizational structure to determine if the units that report to them can be realigned and modernized. There is always a concern about money, but the University has to decide how to allocate resources so the important work gets done. The President does not want Wayne State to have the reputation of doing things in a mediocre way. He would like the University to do many things extremely well. One place where WSU could have a competitive advantage is in its treating students, staff, faculty, and administrators well.

President Gilmour commented on the search for a new President. The Board of Governors has hired a very good search firm to assist in the process. The President stressed what Mr. Wolfson had said, i.e., do not hesitate to submit names of people who might serve the University well as President. Otherwise there is a danger that the process will be stilted. He would rather have too many names than too few names.

President Gilmour will attend his first Presidents Council meeting on November 3. The Presidents Council is an association comprised of the presidents of Michigan's 15 public universities. They work

together to present a unified front on the state appropriation.

The budget process, the President said, would have to begin very early this year. The University will have to show that it is providing a very good education and doing very good research efficiently. In preparation for the next budget cycle, Mr. Kohrman is developing a financial model that shows the internal costs of operating the University, including how many people are employed, how much they are paid, what they do, how much is spent on utilities, etc. The President will look at that information and the funding sources, which are the state appropriation, tuition revenue, and endowment funds, to see the financial situation.

President Gilmour and Provost Brown describe their work as building the foundation of the University to make it as strong as possible. The President has met with all of the Deans and they have provided him with a lot of information about their colleges.

He concluded his remarks by saying that the University is a fascinating place and he is delighted to be here. He took questions from the floor.

Mr. Volz asked if the President was planning to undertake another capital campaign. President Gilmour said that the administration would meet with the Deans and equivalent administrators in the near term to find out their wish lists. He expects the Deans to ask for things that will strengthen their colleges, and he expects the lists to be long. They will assess the possible sources. People give money to their interests and not necessarily to our needs. The University's job is to meld the potential donors' interests with the needs.

The University has to increase its list of donors. The faculty have an important role to play in soliciting donations. Grateful alumni who remember their professors and colleagues when they were students are the biggest source of donations. If faculty know potential donors, the President asked them to send the names to Vice President for Development and Alumni Affairs David Ripple. President Gilmour could not provide a time frame for the campaign, but noted that it was urgent. He is strongly in favor of an annual fund that would provide some flexibility for emergency uses as well as a capital campaign.

The President would like more alumni to be involved in the University. WSU has over 200,000 alumni but the alumni magazine is sent to only 17,000 people. Some of the people who have been involved in athletics at Wayne State have been extremely generous. He added that fundraising is a very personal and high intensity endeavor.

Mr. DeGracia commented on President Gilmour's statement about improving efficiencies and benchmarking. The academic side has been undergoing such oversight for several years, he said. Academic departments are doing a lot with very few resources. He thought benchmarking was needed on the administrative side. President Gilmour replied that consultants would look at the administrative activities.

VII. COMMITTEE REPORTS

Annual Report of the Facilities, Support Services and Technology Committee

The Academic Senate received the Annual Report of the Facilities, Support Services and Technology Committee for the 2009-2010 academic year. It is attached to these Proceedings as Appendix B.

VII. NEW BUSINESS

There was no new business.

ADJOURNMENT: It was MOVED and SECONDED to ADJOURN the meeting. PASSED. The meeting adjourned at 2:38 p.m.

Respectfully submitted,

Seymour J. Wolfson  
President, Academic Senate