

WAYNE STATE UNIVERSITY

ACADEMIC SENATE

PROCEEDINGS OF THE POLICY COMMITTEE

December 7, 2015

Present: J. Artiss; L. Beale; V. Dallas; D. Kessel; C. Parrish; L. Romano; B. Roth; N. Simon; W. Volz; M. Winters; A. Wisniewski

Guest: Joseph Rankin, Associate Provost for Undergraduate Affairs

The item marked with an asterisk constitutes the Action of December 7.

1. Early Academic Assessment: Mr. Rankin and Ms. Simon reviewed the history of the Early Academic Assessment (EAA) program. The program is an early alert system that has improved retention and graduation rates. It is mandatory for 1000 and 2000 level courses. At mid term, faculty report the grades of students who are performing at the C- level or below. They also may report the grades for all students in the class. The participation rate is about 90%. In the winter semester 2009, of the students who received a grade of C- or lower at mid term, 41% received a final grade of C or better. In winter 2009, 24% of the students who received a C- or lower at mid term withdrew from the class. In winter 2015, the withdrawal rate was 9%. This data is for courses through 2999.

Mr. Rankin proposed that the EAA be mandated for 3000 level courses. Currently, participation in EAA for 3000 level courses is voluntary. In a survey, students who received an EAA warning reported the actions they took: spoke with their instructor, spoke with an advisor; or went to the Academic Success Center for supplemental instructor or tutoring. Policy Committee members recommended that the Department Chair be apprised of which students received a warning and that the Chair instruct the department's advisor to contact the students. It was suggested that a follow-up message be sent to students to find out if they did anything to improve their grade. Members also made suggestions to improve how we communicate with the students to take action.

[Mr. Rankin left the meeting.]

2. Report from the Chair:
 - a. Provost Winters reported that the Board of Governors, at its meeting of December 4, extended President Wilson's contract until 2020.
 - b. The presentation that was made at the Academic Senate about the Medical School was made to the Board in executive session.
3. Report from the Senate President:
 - a. The search for the Provost is progressing. The committee is currently evaluating candidate files.
 - b. The Centers and Institutes Advisory Committees are to meet this academic year to revise the budget form the directors fill out when centers/institutes are established or are renewed.

- c. Provost Winters will check into the status of the proposal to revise the test for the mathematics competency in the general education requirements.
 - d. After obtaining the nominations for the Academic Staff Hearing Panel it was noted that one of the members selected last academic year needs to be replaced because she retired from the University. Policy Committee agreed with the suggestion that the replacement be elected from the nominations that had already been submitted.
- *4. Proceedings of the Policy Committee: The Committee approved the Proceedings of its meeting of November 23, 2015, as submitted.
5. EAB Early Warning Software System: Mr. Romano reported that Associate Vice President for Budget, Planning and Analysis Robert Kohrman agreed to have faculty participate in meetings if the Education Advisory Board makes a presentation about an intrusive advising package. Policy Committee members discussed the need for mandatory advising for freshmen in their first and second terms. They also discussed the need to provide student fee-based parking so they would not have to pay every time they enter a lot or structure and the problems that may arise if the change did not work.
6. Child Care Committee: Policy Committee received the charge to the Child Care Committee and the names of the Committee members. Provost Winters would like a report before the end of the winter semester. Mr. Artiss, who is one of the three chairs of the Committee, will call the first meeting.
7. Xerox Contract: Mr. Romano explained the contract between the University and Xerox Corporation. There are two options. If a department opts in to the program, all printers in the office must be Xerox machines. Representatives from Xerox will assess the needs and recommend a model. These are usually the large machines that departments have. Departments pay 1.6 cents per copy. All other supplies including toner and service are included in the contract. If the department opts out and buys a new printer, it has to be a Xerox printer. If you submit an order for a different manufacturer, the Procurement Office will change the purchase order to a Xerox machine. If you have a printer and you opt in to the program, the printer you currently have will be replaced. If you have a printer and opt out of the program, you can keep it until it breaks. You can purchase supplies but it has to be from Xerox. Procurement is trying to develop more flexible guidelines and a policy that would permit faculty to buy other printers. If they do not develop a separate policy for faculty, faculty would be allowed to purchase small inexpensive printers from other manufacturers using a Procard or through WayneBuy.