WAYNE STATE UNIVERSITY

ACADEMIC SENATE

PROCEEDINGS OF THE POLICY COMMITTEE

October 14, 2019

Present: L. Beale; P. Beavers; V. Dallas; r. hoogland; D. Kessel; C. Parrish; B. Roth; N. Simon;

W. Volz; A. Wisniewski

Absent with notice: K. Whitfield

Guests: Daren Hubbard, Chief Information Officer and Associate Vice President for Computing and Information Technology

The items marked with an asterisk constitute the Actions of October 14, 2019.

1. Acceptable Use of Information: CIO Daren Hubbard and Policy Committee will review and revise University Policy 00-1 Acceptable Use of Information Technology Resources. The initial policy was promulgated in 2000 and revisions were proposed about three years ago but the process for adoption was not completed. Since then there have been changes in technology that are not reflected in the policy. Mr. Hubbard is seeking comment for the revision. He will submit a draft of revisions to the stakeholders to make sure the draft policy covers the variety of uses that we have and for which we provide facilities. Specific guiding principles would be incorporated for IT professionals who maintain office servers. The standards would include guidelines for protecting the privacy of the work on the server and protecting the server from external threats such as cyber attacks and viruses. Ms. Beale thinks the language needs to be explicit in stating that the computer is a university forum and one could expect that controversial issues might be discussed, including criticism of personnel, and that it is not a violation of the policy. Daren wants to revamp section 4. Some internet services have the equivalent of a representative body of their users that operates as a guiding body. If they see a possible violation that comes across the network or notes a particular post or a particular threat they all look at it and decide if it is offensive or reprehensible. If they all agree action is taken instead of having one administrator as the sole person to make the determination. Mr. Hubbard thinks a flaw in the current policy is that it delegates that responsibility to one person, the chief information officer. More perspectives result in better outcomes. One person may not foresee the ramifications of a decision.

Ms. Beale agreed that sections 5.1 and 5.2 should be re-written. Mr. Parrish thinks that in such a body no one is responsible. What is needed, he said, are specific rules and procedures. Ms. Beale and Mr. Hubbard expect that decisions regarding a claim of use of the system to harass in consultation with general counsel. Mr. Hubbard believes the statements can be clearer.

Mr. Roth asked about the frequency of incidents of harassment that require such a decision and about the need for punitive action against the user versus interdicting a message. Mr. Hubbard said that in a month there may be one or two reports of someone claiming offense to a message they received—usually involving students. Messages are sent to [abuse@wayne.edu](mailto:abuse@wayne.edu). Mr. Parrish asked how an incident would be handled where people are exchanging messages using offensive language. Mr. Hubbard said that in the case of students,

Proceedings of the Policy Committee – October 14, 2019 Page 2

it would be reported to the Dean of Students Office. It is rare for faculty to engage in such activity.

Asked about the security office, Mr. Hubbard said that six people are employed in the office. The chief information security officer is Garrett McManaway. The position reports to the CIO.

The group agreed that procedures and responsibilities need to be specified. The categories the policy covers should be listed in the policy and the process for each should be specified. Some are spam and phishing, copyright violations, guidelines for what constitutes harassment and under what circumstances, if any, an email might be deleted, a statement that whistleblower emails should not be deleted, after-the-fact reporting to a body such as the Senate if it is ever considered necessary to delete substantive content from people’s emails, and more emphasis on the importance of academic freedom in these considerations. The policy might cover systems such as Canvas and lecture capture. The policies should state exactly when, if ever, deletion of emails from the system is appropriate and provide that both the President and General Counsel must consent to deletion in those exceptionally rare cases. Notice should be given to the people affected by the deletion and to the Policy Committee if a deletion is ever authorized. When the rare action of deleting messages is taken, a prominent announcement should be disseminated. It should not just be posted on the C&IT website. Additionally, when someone sends a message to the abuse office, it would be appropriate for the complainant to get a message informing them of the disposition of the investigation.

Mr. Hubbard provided some additional information about the current policies. A person who receives an email that they consider offensive can ask that the email be removed from their own records by C&IT. C&IT is also often asked to insure that messages are delivered. If enough people categorize a message as junk, the system will eventually record that and treat it as junk. C&IT receives ten to fifteen phishing attempts per day.

Mr. Beavers asked that the revised policy deal directly with issues of privacy to alleviate some employees’ belief that their supervisors are reading their email. In the late 2000s the administration stated that the chief information officer and the general counsel would have to grant permission for someone to look at another person’s email. The recent incident where an email was removed makes staff more concerned about having their email monitored.

The group agreed that an ad hoc committee will be formed to revise the policy with representatives from the Faculty Affairs, Curriculum and Instruction, and Policy Committees, the C&IT privacy officer and the security officer, someone with a general understanding of the computing system and a representative from the General Counsel’s office. The first step would be to determine what should be covered in the policy. Mr. Hubbard agreed to send Policy an initial set of items that the C&IT group considers important to include in a revision of the computer use policies. Policy will discuss that and then the ad hoc group can work on a draft for review by interested parties.

Mr. Hubbard thanked the committee and stated that he is committed to making people comfortable in using the computing system without concern that important content will be deleted.

[Mr. Hubbard left the meeting.]

Proceedings of the Policy Committee – October 14, 2019 Page 3

1. Report from the Senate President:
2. The candidates for the position of Vice President for Health Affairs and Dean of the School of Medicine will visit campus soon. Ms. Beale has urged the administration to ensure that the candidates meet at least with the faculty on the executive committee of the Medical School and with the Policy Committee.
3. Marc Cogan, a retired faculty member in humanities and a long-time member of the Academic Senate, died recently. Mr. Parrish will prepare a statement for presentation to the Senate.
4. The search committee for the Vice President for Finance and Business Operations has been formed. The members are: Michael Wright, Vice President of Marketing and Communication and Chief of Staff, Chair; Paul Beavers, Librarian IV, University Library System (Academic Senate representative as Academic Senate Budget Chair); Bryan Dadey, Senior Associate Vice President for Finance and Deputy Chief Financial Officer; Robert Fournier, Athletic Director; Carolyn Hafner, Associate Vice President and Chief Audit Executive; Stephanie Hartwell, Dean, Liberal Arts and Sciences; David Hempstead, Member, Bodman, PLC, WSU Foundation Board, external community; Celeste Lezuch, Assistant Vice President for Academic Administration; Julie Miller, Vice President and Secretary to the Board of Governors; Matthew Roling, Interim Chair, Accounting, Mike Ilitch School of Business. Policy noted the sparseness of Senate and faculty representation on the committee—one Academic Senate member, eight administrators and one community representative. On the last search within FBO that Bill Decatur ran, both Lou Romano as Senate President and Linda Beale as Budget Chair were on the Search Committee.
5. The office for Testing, Evaluation and Research sent an announcement to the faculty that the office was piloting a new system for online student evaluation of teaching. PC discussed problems with the SET in general and with online evaluation. There are studies that show bias in the evaluation instrument. The timing of the process is too early for students to evaluate a course. The return of online SETs is much lower than the in-person evaluations. In earlier discussions, the Policy Committee had understood that the university would not pilot or initiate a program for online SET evaluations for regular courses. Ms. Beale will contact Laura Woodward, the Director of Testing, Evaluation and Research, about the program.
6. The Policy Committee formed a subcommittee to collaborate with Senior Associate Provost for Student Success Monica Brockmeyer on plans for the operation and expansion of the Undergraduate Research Opportunity Program (UROP). Unexpectedly, Ms. Brockmeyer put together her own Re-Design UG Research Action Team even though she had agreed to work through the subcommittee formed by the Policy Committee. The Provost indicated that Brockmeyer’s group was formed to make sure the documentation and statistics were given to the Senate’s subcommittee. Ms. Brockmeyer will provide Policy Committee with the charge for her action team.

\*3. Proceedings of the Policy Committee: The Proceedings of the meeting of October 7 were approved as submitted.

\*4. Student Non-Academic Misconduct Hearing Committee Panel: According to the Student Code of Conduct, the Academic Senate appoints faculty and academic staff to the panel. Dean of Students David Strauss explained that three cases were brought to the panel in the last two years. Policy Committee agreed to re-appoint the members whose terms were expiring. They will be contacted to ascertain that they will continue to serve.

Proceedings of the Policy Committee – October 14, 2019 Page 4

5. Commencement: Policy Committee members will represent faculty at the December Commencement ceremonies.

6. Graduate Council Meeting: Policy Committee reviewed the agenda for the Graduate Council meeting of October 9.

7. Reports from the Standing Committees:

a. Research Committee: Mr. Kessel reported that Linda Hazlett, the Vice Dean for Research and Graduate Programs in the School of Medicine, made a presentation to the Senate Research Committee about research in the School. Research funding from the National Institutes of Health is very low. Mr. Volz noted that the state, in its appropriation to the university, looks at funded research, which is mostly in the Medical School. Also important, Ms. Beale said, are the number of post-docs and the fact that our graduates remain in Michigan.

b. Budget Committee: Mr. Beavers said that the Budget Committee would hold a special meeting on October 28 to get an update on RCM. If people have questions about the budget model send them to him. Mr. Parrish said it is important to know what the revenue-generating units will be charged for what services. Ms. Beale mentioned that some questions had not been fully resolved by the steering committee, which did not meet again after the winter term ended, including whether all the schools and colleges would pay for all undergraduate services, whether the research institutes should be separately budgeted to ensure adequate instrumentation updates are made, and whether the schools and colleges would take over the funding for the GRAs/GTAs, rather than handling it centrally (which permits some reallocation around the edges as necessary and prevents using the money for non-graduate purposes).

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Approved as submitted at the Policy Committee meeting of October 21, 2019