Members Present: Ronald T. Brown, Provost and Senior Vice President for Academic Affairs; Seymour J. Wolfson, President, Academic Senate; George Alangaden; Tyrone Austin; Ivan Avrutsky; Veronica Bielat; Abhijit Biswas; Kinglsey Browne; Deborah Charbonneau; David Cinabro; Victoria Dallas; Nabanita Datta; Cheryl Dove; Maria Ferreira; Jane Fitzgibbon; Ewa Golebiowska; Robert Holley; Avril Genene Holt; Michael Horn; Maik Huttemann; Patricia Jarosz; Barbara Jones; Winston Koo; Christian Krepke; Jerry Ku; Rita Kumar; Janine Lanza; Rodger MacArthur; Brian Madigan; James Martin; Lisa Maruca; Michael McIntyre; Bart Miles; Boris Mordukhovich; Bryan Morrow; James Moseley; Jennifer Sheridan Moss; David Oupicky; Abhilash Pandya; Charles Parrish; Debra Patterson; Elizabeth Puscheck; Susil Putatunda; Daniel Rappolee; T. R. Reddy; Robert Reynolds; Louis Romano; Michele Ronnick; Brad Roth; Linea Rydstedt; Heather Sandlin; Alvin Saperstein; Naida Simon; James Sondheimer; David Thomas; Karen Tonso; Anca Vlasopolos; William Volz; Judith Whittum-Hudson; Jeffrey Withey; James Woodyard; Lee Wurm; Earnestine Young

Members Absent with Notice: Donald DeGracia; Karen Feathers; Judith Fouladbakhsh; Renee Hoogland; David Kessel; Liza Lagman-Sperl; Prahlad Parajuli; Aaron Retish; Mary Sengstock; Jianjun Wang; Mary Width

Members Absent: Basim Asmar; Ramona Benkert; Barbara Bosch; Mary Cooney; Andre Furtado; Jason Mateika; Regina Parnell; Timothy Stemmler; Derek Wildman; Zhe Yang

Others Present: Johnnie Blunt, Academic Senate Office; John Davis, Vice President for Finance and Facilities Management; Kenneth Doherty, Purchasing; Joan Gossman, Director, Purchasing; Gloria Heppner, Associate Vice President for Research; Alan Jacobson, Office of Budget, Planning and Analysis; Nardina Mein, Director, New Media and Information Technology, Library System; Shari Lynn Robinson-Lynk, Office for Teaching and Learning; Angela Wisniewski, Academic Senate Office

CALL TO ORDER: Mr. Romano, the Vice Chair of the Academic Senate, called the meeting to order at 1:35 p.m. He assumed the duties of the Chair until Provost Brown arrived. This regularly scheduled meeting of the Senate was held in the Bernath Auditorium in the Undergraduate Library.

I. APPROVAL OF THE PROCEEDINGS OF THE ACADEMIC SENATE

November 3, 2010

It was MOVED and SECONDED to APPROVE the Proceedings of the Academic Senate meeting of November 3, 2010. PASSED.

Provost Brown arrived and assumed the Chair.

II. REPORT FROM THE SENATE PRESIDENT

A. Proceedings of the Policy Committee

The Academic Senate received the Proceedings of the Policy Committee meetings of October 25, 2010, November 1, 2010, November 8, 2010, and November 15, 2010. They are attached to these Senate Proceedings as Appendix A.

III. MATTERS SUBMITTED BY THE POLICY COMMITTEE

A. Lecture Capture System

Nardina Mein is the Director of New Media and Information Technology for the Library System and she chairs the Lecture Capture Task Force. She presented an introduction to the lecture capture system, summarized the implementation activities, and addressed issues that have been raised related to guidelines and policies.

The Task Force was appointed two years ago by the Academic Technology Advisory Group, which advises Joseph Sawasky, Chief Information Officer, and Sandra Yee, Dean of the Library System, on academic technologies.

Lecture capture is a set of technologies that record lectures. Audio and video of the instructor and Power Point slides are integrated into one screen. Wayne State's system primarily will have slides and audio, with the large lecture halls having video capability as well. The lecture is linked into Blackboard automatically, and it can be viewed beginning to end or the viewer can skip around. The system is very flexible and can be hooked up with a smart board, with computers, and with document cameras. After the system is set up, the Task Force will look at the pedagogical requirements. The system will not capture an overhead transparency. Input has to

be electronic. The system might capture what the professor writes on a white board with a black marker. A separate camera focused on the white board might be needed. Some white boards pick up the information.

The Task Force did a research summary and found that although faculty lecture at the rate of 120 words per minute, students take notes at the rate of 20 or 30 words per minute. Research also shows that lecture capture systems improve course retention rates and improve grades for students who get low grades. Sixty-seven to 85% of students said the system did not impact their course attendance. Although this is self-reported data, there is a fair amount of research that supports the findings. The students who do not attend class when lectures are recorded are the same students who do not attend class anyway. Recorded lectures are supposed to be an advantage to student recruitment. Research suggests that students could use the recording to review material they missed in class, reducing questions outside of class. Students feel they learn better and are more engaged, that recorded lectures reduce anxiety and increase the student's overall satisfaction.

The Task Force broke into four subcommittees for faculty, students, and technology perspectives to develop the criteria to use in selecting a system. Faculty wanted a system that was easy to use, that had an automatic start and stop feature, that required no post-production work on the part of the faculty, that had central scheduling prior to the beginning of the semester, and that had true functionality across platform.

The Task Force imported the criteria into an RFP sent by the Purchasing Office to seven vendors, six of whom responded. The system was selected and implementation is proceeding in State Hall, General Lectures, and Upper DeRoy classrooms.

The Task Force is now refining and enhancing policies and guidelines. The pilot will be evaluated. The members of the Guidelines Subcommittee either volunteered or were nominated by the Academic Senate to participate in formulating policy. The following policy issues have been identified to date: intellectual property, request and recording procedures, and privacy of the recording. The Libraries have policies that address these issues and they are confident they can proceed for the winter term without additional work, but Ms. Mein believes policies should be

formulated that address lecture capture specifically.

Ms. Mein addressed the question raised about the ownership of the recorded lecture, i.e., does the faculty member or the University own the recorded lecture. The existing Wayne State University Patent and Copyright Policy states that faculty own their lectures. Normal copyright protections apply to recorded lectures, which protect intellectual property at the time of creation.

Lectures will be captured only at the request of the instructor. The Libraries have a policy covering the privacy of recorded lectures. The University has been recording lectures since 2001.

Mr. Madigan asked if an image that is projected onto the system could be removed and used for other purposes. The University does not always own the copyright for the images used in a class. Ms. Mein was uncertain if the image could be removed. However as long as the faculty member was not working with a Disney image and as long as the materials were published to Blackboard and were password protected, the University was in good shape. If the image was downloaded to an MP4 and a student tried to grab the image and publish it or use it in some other way, that was when the infraction would occur.

Mr. MacArthur understood that although displaying an image on which someone else owned the copyright was permissible for teaching purposes but streaming it to a larger audience might infringe on the copyright. Ms. Mein thought the size of the audience was not important. Rather it was whether the images were behind a password-protected resource. If it was in Blackboard, the University was in compliance with copyright policy unless the instructor was showing a whole movie or playing an entire symphony. Ms. Mein will consult with instructors about digital media copyright issues.

A Senate member mentioned that she had permission to present some of her research data in the classroom for teaching purposes as well as to present some clips, video, audio, and still photo clips and research presentations. She did not have permission to have that captured anywhere else. Ms. Mein said that information could be excluded from the recording. The system could be turned off if an instructor had

permission to use certain materials only in a class.

Mr. Reynolds asked if assistance would be available if problems arose during the recording and whether the recordings would be archived. Ms. Mein said that calling 7-1154 would get someone to the class in five minutes. The lectures will be retained for three semesters building on four. If someone records in fall, winter, and spring, and returns the following fall, the lecture will be available. The files are very large and require a lot of storage space; they have to be deleted at some point.

Mr. Romano asked if faculty could archive their lectures on their own computers. Ms. Mein said faculty could do that or her office could convert the lectures to CDs. The faculty member controls whether or not the lectures are viewed on Blackboard.

Forms to request that lectures be captured will be available through Media Services. Currently lectures can be recorded in State Hall, General Lectures, or Upper DeRoy Auditorium unless an instructor uses a personal capture system. The personal capture system is slightly more complicated because faculty do more work on their own. However, training is available at the Office for Teaching and Learning. If faculty do not want their lectures posted on Blackboard but want the link sent directly to them so they can post the lectures on their own server, all four format links will be sent to the instructor in an email.

Mr. McIntyre asked if the recording system was available only for large classes and whether the system was the first stage to an on-line course. Ms. Mein said that it could be used in any size class. Instructors could record their lectures and use them in an on-line course. The Office for Teaching and Learning recommends that instructors include other things, such as chats, when teaching on-line.

In response to a question, Ms. Mein said that students would be able to download the lectures as an MP3 file, an MP4 file, Real Media, and MOV If the instructor does not want the lecture to be downloaded, the standard installation for the system makes all four formats available for students. A separate streaming server is available for faculty who only want their lectures streamed and not downloaded.

Ms. Mein was aksed about student privacy. If the instructor had an extended debate with a student, would the student have a say in whether the debate could be posted. Ms. Mein said that if students' questions are part of the recording, some universities require the students' permission before the lecture is posted. The Policy and Guidelines Committee should discuss this issue. The system could be turned off if the discussion became heated.

Mr. Woodyard asked about the budget for the system and the source of the funding. His assumption was that departments would not be charged for the service. Ms. Mein said that departments would not be charged. The Echo system for the general-purpose classrooms cost about $100,000. The related equipment such as microphones and cameras cost about $37,000. Departments in Medicine, Law, Engineering, and Computer Science will pay for their systems because the classrooms they use are not centrally scheduled general purpose classrooms. The Division of Computing and Information Technology funded the equipment, software, and hardware for the project. All of the technology classroom support is provided by the Libraries budget.

Mr. Wolfson noted that a student's question might not be recorded by the lecture capture system because microphones are not installed throughout the rooms. If the instructor wanted the question captured in the system, he or she would have to repeat it. Ms. Mein said that a microphone at a podium might be able to pick up questions in a normal size classroom. Some microphones are installed in the lecture halls, but they are not very good quality, probably just strong enough to hear the question.

Asked whether the bandwidth was sufficient, Ms. Mein said that the lectures would not be on Blackboard forever. They would have their own high-speed server. The bandwiidth is sufficient for this purpose.

Ms. Mein asked that faculty contact her if they had more questions.

B. Purchasing

Joan Gossman, Director of Purchasing, was invited to the meeting to discuss issues related to Purchasing.

Ms. Gossman explained that the Purchasing Office is a service center with a staff of seasoned

professionals. The Purchasing Office staff does a lot of sourcing; they study their commodities to acquire expertise. They negotiate many types of contracts, such as software, phone systems, and hotels. The staff does a lot of contracting. The Office practices cost avoidance.

Ms. Gossman provided statistics for fiscal year 2010. She said that maybe not on the academic side, but the administrative side, over a period of years, has lost 25% of its staff. Last year Purchasing prepared almost 200 requests for proposals (RFPs). Generally these are for services such as the lecture capture system. RFPs are complex and take a good deal of time to prepare. Ninety-four RFPs were general requests and 98 were construction requests. If after receiving the bids, the individual making the purchase wants major changes in the work to be done or the purchase, the Purchasing Office has to put it out for bid again. Of the 13,000 purchase orders issued for a total of $162,000,000, there were 3,000 formal bids for $111,000,000. Purchasing, Ms. Gossman said, is doing its best to safeguard the faculty's resources and the University's resources.

The Procurement Card Office is housed within Purchasing. Currently 1,426 cards are issued. Last year $12,000,000 was spent on 49,000 transactions with the average transaction being $212.00. Recently Purchasing benchmarked its Pro Card against the other state universities in Michigan, looking at their transaction amounts and monthly limits. They also looked at the peer group identified by the Budget Office and found that Wayne State was on the low end. To give faculty and departments more flexibility in their purchases, the Purchasing Office increased the amount of money that can be spent on one purchase to $2,000 and increased the monthly limit to $20,000. Wayne State is now in the midline of the peer group.

Ms. Gossman said that the Purchasing Office's policies and procedures protect the University. Within reason, the staff can be flexible. The Administrative Policy and Procedures Manual (APPM) is on-line. There are procedures for buyers and managers on every step of the purchasing process, whether it is handling a requisition and assigning it to a buyer or whether it is issuing a purchase order. There are checklists to be followed when the office issues an RFP.

Purchasing uses the Banner system. Its features have evolved since it was inaugurated in 2003.

By going on-line, an individual can follow the progress of a requisition, see who has it, and if there is a delay, where the delay is. The system requires only two levels of approval. However, some departments require more than that. The Board of Governors has a statute on conflict of interest. When faculty own or have partial ownership in a company, the Board of Governors must approve the issuance of a purchase order.

Ms. Gossman responded to some of the comments that were submitted to her by the faculty and academic staff. Purchasing does not mandate that departments or individuals use a particular supplier, such as Office Max. They can use their Pro Card and purchase from any company they choose.

The Purchasing Office does not handle pro-fessional memberships. That is a finance policy under non-reimbursable personal expenses in section 1.3.1 of the APPM. That policy states that professional individual memberships are not allowed. However if a Dean or Vice President approves the charge, a Special Payment Authorization can be issued.

Faculty, Ms. Gossman said, are not authorized to sign contracts. They could unwittingly commit the University to terms and conditions that are unacceptable. When faculty sign such contracts, Ms. Gossman has to remove the terms that are not in the University's best interest. Any contractual document should be forwarded to the Purchasing Office for handling.

Lower limits can be set for individual Procure-ment Cards. The expiration date on the card is based on the expiration of the grant. If a grant is to be extended, notify the Pro Card Office and the expiration date will be adjusted. Ms. Gossman urged holders of Pro Cards to refer to procard.wayne.edu for the rules governing the use of the cards. If someone buys an item on the restricted list, the individual likely will lose the use of the card.

Ms. Gossman said that some schools, colleges, and divisions have internal requirements covering purchases. Some will fine the individual if they abuse the system. Some have additional levels of approval that require more time.

Special approvals are required for hazardous and radioactive materials and for laboratory animals. Orders for capital equipment are reviewed by the Office of Sponsored Program Administration (SPA) to check for grant activity. Faculty can

follow the status of an order through the inquiry access in Banner.

Some colleges issue policies and procedures in addition to those at the University level. Ms. Gossman said that if faculty have questions about such requirements she will look into their origins.

Ms. Gossman said that while purchase requisitions have been sent to the Purchasing Office electronically for some time, supporting documents have had to be sent through the University mail or carried to the office. Now requisitioners will be able to scan and upload supporting documents to the requisition. The first offices to use the system are Facilities Planning and Management (FP&M) and SPA. The Purchasing Office has, for the most part, eliminated paper purchase orders. Electronic transmission is faster, trackable, and far less expensive. On-line forms and transmissions have reduced the requisitioner's time and the buyer's time and frustration, especially for unit administrators.

Ms. Gossman urged faculty to use Banner to check their orders and to reduce their frustration. She asked the faculty to insist that their administrators use the faculty member's e-mail address. The Purchasing Office sends a notice to the person who created the requisition. They can send an e-mail to the individual who initiated the order, naming the buyer, giving the date when the order was placed, and the anticipated delivery date. Faculty will be able to see if an order has not been placed and is in a buyer's queue.

The Purchasing Office has begun using the direct order system (DOS). Users of the system register with their Banner ID. The individual buying the commodities does not have to send in a receiving report. The unit's business officer will see the order that has been placed and is able to cancel it if there is a problem. The system cuts down on invoices and follow up. Two hundred forty-four people are enrolled in the Office Supply Direct Order System (OSDOS).

Ms. Gossman explained why the University is using Office Max in the OSDOS. Office Max won the award for the State of Michigan several years ago. The prices on the common items the state buys are lower compared with the prices charged the University. About five or six years ago a task force of procurement officers of public institutions met with the State Department of Management and Budget to find areas that would provide a

better return on the investment. Many of the institutions adopted the program. The state recently sent out a new competitive bid. If the state contracts with a different vendor, WSU's Purchasing Office will decide if it will follow suit.

The University now buys its police vehicles on the state contract. It uses the state leasing fleet to get the vehicles for FP&M and buys road salt and natural gas. By partnering with the state, the University can utilize their volume to its advantage. With the coming budget situation the University will look for more ways to reduce costs.

Purchasing is considering setting up a direct order system with VWR Scientific. The internal testing of the system has gone very well. Purchasing is looking for a pilot group to see how the transactions flow and how the mapping to Banner works in deducting the amounts from budgets. The Office also plans to work with Fisher Scientific utilizing the same system. VWR Scientific and Fisher Scientific are the two big supply companies that the University uses. About $4,000,000 was spent with all scientific supply companies using the Pro Card last year. Overall $14,000,000 in a year is spent in medical and scientific supplies and equipment.

As she mentioned earlier, departments are not required to purchase office supplies from Office Max. If they have a Pro Card they can purchase from any vendor. Nor does Purchasing have an exclusive relationship with Barnes & Noble Bookstore. Books may be purchased through Amazon and Borders. Purchasing buys a lot of books directly from the publisher.

Some companies will not recognize the tax exempt status of the University when an employee uses a Pro Card. Ms. Gossman said the individual should call Michael Gleason, the Procurement Card Director in the Purchasing Office, for assistance. Sometimes he can clear up the problem.

Ms. Gossman said that she is working with Marketing and Communications to see if the restrictions that apply to on-line advertising can be lifted. The restrictions were put on by Marketing years ago after some ads were placed that were an embarrassment for the University. Marketing wanted to approve everything that went out and they developed a template for the ads. Ms. Gossman now is seeing smaller ads for professional publications. Ms. Dallas said that professional organizations want the ads placed

on-line and they are inexpensive. The ads are an important source when searching for faculty and the department needs to post them quickly.

Several faculty had raised issues related to hotels. Ms. Gossman said that any property where a department will host an event requires a contract and the contract has stipulations including cancellation fees that will incur at a certain time. A non-refundable deposit is required. Ms. Gossman said that she has to issue a purchase order for the estimated amount of the contract. The contract rules the trans-action. This is not a quote; it is a contract. There are terms and conditions that must be checked, such as whether there are finance charges, the state of governing law, whether a certificate of insurance is required. Ms. Gossman may be able to negotiate reduced rates on some of the facilities and functions. When the hotel books the date, it is booking revenue. If the booking is cancelled within a certain time period, a fee of 50% will be charged, and if cancelled within 90 days, the charge will be 100%. These fees are industry standard.

Employee travel expenses are under Fiscal Operations. Ms. Gossman understands that a review of travel expenses is underway. However, when there is large group travel, Purchasing will work with the department to negotiate a better rate and will issue a purchase order to pay for room and tax only.

Cleaning and paper products are considered personal purchases. Custodians clean offices. If there are special events for which a department needs special attention, Ms. Gossman suggested that the department work with Custodial Services for the cleaning supplies.

Ms. Gossman took questions from the floor.

Mr. Wolfson asked why a department could not set up a standing purchase order with a vendor other than Office Max for office supplies. Ms. Gossmann said that there is no value added to have a standing order for small supply items. Using a Pro Card does not tie up the budget, there is more flexibility and you can purchase loss leaders. When people look for loss leaders on their own, they are spending time, and time is money. Mr. Wolfson believes offices should be able to purchase cleaning supplies. Offices need cleaning supplies because the custodians do not clean desks or windows. Ms. Gossman deferred to Mr. Davis, who said that he would look into the issue. Mr. Wolfson asked who developed the Pro

Card restrictions. Ms. Gossman said that when the card was initiated a large group with many faculty considered what items were reasonable to charge to a procurement card. The Visa card was selected because of its flexibility, including the ability to charge against one account and to reallocate to another account later.

Mr. MacArthur noted that several times Ms. Gossman referred to the frustration experienced by faculty in their interactions with Purchasing. He asked if she could speculate on why that level of frustration exists and what Purchasing plans to do to address the problem. Ms. Gossman believed that she addressed the frustration in her presentation. She informed the Senate that all the information is on-line and accessible to faculty to track their orders in Banner.

Ms. Dallas pointed out that most faculty do not have access to Banner and while they can be given access, it is a very difficult system to use. Ms. Gossman said that faculty could be given short classes or tutorials to show them the procedures to do an inquiry in Banner.

Ms. Tonso said that other people, not faculty, are responsible for performing administrative functions in colleges. Faculty have other responsibilities that consume a considerable amount of time. Ms. Gossman said that the business officers in the schools and colleges would need to be taught to use the inquiry function on Banner.

Ms. Dallas thought Ms. Gossman's earlier suggestion that Purchasing communicate with the requester by e-mail when something happens with a purchase order was a good start. Ms. Gossman said that the buyers would commun-icate with the college business officers that they need to include the correct e-mail of the requestor so they can be notified of the date the order is placed, the vendor, and the anticipated delivery date.

Ms. Whittum-Hudson asked how the faculty and departments benefit from using the direct order system instead of a Pro Card. Mr. Doherty said the purpose of the DOS was to make the faculty's and department's jobs easier. Because there is the potential for abuse with the Pro Card, there are a lot of checks and balances. The faculty member has to keep copies of the receipts, turn them into the business manager, and complete a monthly form that is sent to the Pro Card office. With DOS the purchaser places the order online

and receives the supplies the next day. There is no follow-up paperwork.

Provost Brown said that Vice President for Research Ratner compiled a report about better partnering with the colleges. She found that some of the people working in college business offices had been trained many years ago and had not kept current with new procedures. Vice President Ratner and Provost Brown met with some of the Deans to present the need for additional training for staff and in some cases the need to hire additional staff. Provost Brown agreed with the faculty that they should not have to track purchase orders; administrative staff in the colleges should track the orders.

Mr. Cinabro suggested that a system similar to the Research Dashboard be developed to track purchase orders. Faculty access the Research Dashboard easily through Pipeline.

Mr. Parrish was aware that In some cases where the Pro Card was misused it was found that a good managerial structure was not in place and that people were not trained properly. Training for the people who are to ensure the integrity of the system was necessary.

Ms. Gossman said that there is training for Pro Card coordinators. They receive updates and know the expectations they are to meet. The Purchasing Office is looking at software that Visa has so that individuals can scan the receipts and which the Purchasing Office can check against the coordinators. That could not be in place until March or April.

Mr. Wolfson explained the procedure that many companies follow when a person places an order on-line. The company sends an e-mail message to the buyer confirming that they have received the order and have placed it. They send another e-mail when the order has been shipped, and follow-up to confirm that the buyer received the order. He suggested that the Banner system might be set to notify the faculty member when the Purchasing Office has received the purchase requisition and when the order is placed. The company filling the order could let the faculty member know the order has been shipped and check to confirm that it has been received. It would not be necessary for the faculty to learn Banner. Ms. Gossman said that the first step of that system is in place; Banner notifies the faculty member when an order has been placed and the anticipated date of delivery. Purchasing does not have an interface with the vendors to know when

they have shipped the order. The Provost and Ms. Gossman said that they would pose the idea to Joseph Sawasky, the Chief Information Officer, to find out if such as system could be worked out. Mr. Doherty said that it would be difficult to control what 9,000 vendors would do, but he thought having a system in Central Receiving would be relatively easy to implement.

Provost Brown thanked Ms. Gossman and Mr. Dohertty for their presentation.

C. Connecting to the Library in Blackbosrd

Ms. Bielat, the Instructional Services Team Leader in the University Libraries, presented a new service that will be available in the winter 2011 term. Blackboard, Ms. Bielat said, does not have a good way to integrate a lot of services, including those of the Libraries. The Instructional Services Team created a button called "library resources" that will appear in the 2011 winter semester courses in Blackboard. The button links to the Libraries guide.

The guides, Ms. Bielat explained, are a way to bring to a web portal various library resources. They were developed by the library liaisons and are related to the colleges and programs offered. There are guides for the Law and Medical Schools and even though they do not use Blackboard, they can use the guides.

Ms. Bielat demonstrated how to access the guide. Students are linked to a librarian through the guide. Faculty may create a specific guide for a course, but they need to work with the librarian liaison. Only one button, the library resource button, will link to a guide, but the faculty member can always create more buttons and can link to as many guides as they like. Even though they do not use Blackboard, faculty can link to a guide and send it to their students. The library resources button can be suppressed using the "hide" or "delete" link.

Ms. Bielat asked Senate members to inform their colleagues about the library resources button and to contact her or their college library liaison if they are interested in creating a specific guide.

IV. REPORT FROM THE CHAIR

Provost Brown said that the retention report was almost complete. It will be circulated to the Policy Committee and the Senate for faculty comment. It will be sent to the Board of Governors. Recommendations will have to be prioritized.

Problems with reimbursement for travel expenses have been raised, and the Provost will meet with James Barbret, the Interim Controller, to work on the issues.

The Provost is considering the formation of a dysfunctional rules committee to address policies that do not make sense.

Junior faculty have raised concerns that they do not receive appropriate advice regarding tenure and promotion. Provost Brown has informed the Deans that they need to meet with the junior faculty to address these issues. The Provost also would like to meet with the junior faculty to discuss the issues and to dispel myths.

Ms. Vlasopolos said that the AAUP-AFT has information about applying for tenure and promotion and faculty rights. The administration holds a session about tenure and promotion for non-tenured faculty. The AAUP-AFT has asked repeatedly to be included in the meetings, but has not been invited to attend. Ms. Vlasopolos believes the AAUP-AFT could provide information that faculty need. In addition, if the administrators heard from the AAUP-AFT they might learn what they need to improve. The Provost believes the issues can be cleared up with good communication.

V. NEW BUSINESS

There was no new business.

ADJOURNMENT: It was MOVED and SECONDED to ADJOURN the meeting. The meeting adjourned at 3:28 p.m.

Respectfully submitted,

Seymour J. Wolfson
President, Academic Senate