APPROVED Minutes for Faculty Senate Meeting
Wednesday, April 1, 2015
3-5pm, 310A Student Center

(* indicates item to take to department colleagues)

Present: Quiel, Woodiel, Downs, Kullberg, Orrange, Majeske, Barton, Higbee, Peters, Bluhm, Norton, Francis, Crary, Koehn, Moor Baier, Rusniak, Edwards, McVey, Martin, Greden, Banerji, Wedenoja, Zieggeler, Flowers, Eisenbach, Pancioli, Jones, Tout, Longworth, Chou, Myler, Evett, McTague

1. [3:05] Agenda approval – motion carries
2. [3:07] Approval of minutes from FS meeting, 3/18/15. 1 abstention; motion passes
3. [3:10] Visitors: President Susan Martin and Leigh Greden to discuss the Institutional Strategic Plan
   Sandy commended Pres Martin for her services as EMU President for the past 7 yeas. Standing ovation by senate for Pres Martin's service.

   Strategic Plan
   Getting it set in place so we have an ongoing structure and then updating annually are the goals. Also, getting it online.
       Tasks, Metric, Process Owner, Timeline
       Admin divisions are completing their task lists

   Comment – provide an opportunity for faculty feedback. Pres. Martin said there will be those opportunities once it's online.

4. [3:30] Call for Faculty Senate Officer Nominations & Elections (see attached)
   Elections will happen next time. Nominations can happen then, too. B-D are elected each year.
       a. President – Sandy Norton nominated for President
       b. Vice-President Perry Francis, Patrick Kohen, Judith Kullberg nominated for VP
       c. Secretary – Minnie Bluhm nominated for Secretary
       d. Membership Coordinator – Patrick Koehn nominated
5. [3:40] Committee Reports
       a. Faculty Senate Budget Committee (David Crary) *
           (i) Report on the table is revision of earlier document. Overview of challenging environment through primary charge of education. Decline of MI high school graduates, yet we increased FIAC enrollment significantly, along with small

increase in SAT scores. Dropped – new transfers and grad students. Overall decline in credit hours. Honors College enrollment increased significantly – 69%. In the Fall will provide this year's final numbers. Decrease in overall credit hours was not reflected in new budget. It should be. Need to take care in getting best possible estimates. Done a great job on the cost side getting more students, but we did that by discounting.

    (ii) Need to hit sweet spot of maximizing revenue and student enrollment. Each April and September we will need to look at financial aid. Revenue shortfalls mean cutting costs. For those who save the most, they should have the option to carry savings forward as incentive – and not be penalized. Benefits costs came in under budget and hopefully those can stay in academic programs to subsidize what we do. Athletics – very low revenue on ticket sales. Ran a budget deficit of 1.9 million more than they were approved for, so 16 million became 18 million. Encourage university to require fiscal discipline in athletics as they do in all other departments. Athletic budget is 10.43% of net tuition revenue. Committee believes this is too much of a burden on student body.

    (iii)   Scholarships: for athletics are $7 million for 600 students compared with $32 million over 18,000 students.

    (iv)   Faculty question – How does one get an approved deficit? Unanswered.

    (v) Take report back to faculty.

b. Academic Issues

    (i) GEC Power point presentation hard copy that happened at BOR mtg. Inventory study data analysis nearly done. Report at next meeting. Center goal – how to realize goal of faculty led center. Exploring models.

    (ii) Gen Ed Review – Norton email to Koolage attempts to get update on committee activity.

c. Athletics – Full cost coverage for some student athletes: letters to conference Faculty Senate Presidents (Rob Orrange, Ron Flowers, Sandy Norton). Very positive strong responses from other senates. Much interest in getting together to discuss. FSEB also discussed involving student government in this process.

d. Faculty Awards (Perry Francis)

    (i) FSEB is reviewing the concerns. We are collecting information and will get back with senate in a report soon. Faculty comments – there were three awards with nominations where no awards were given.

e. Institutional Issues

    (i) R-25 (room scheduling) and the EEFC (see below) (Patrick Koehn) *

There are no good software packages to correct the problem. We will try easy solutions first.

(ii) Educational summit (Sandy Norton & Perry Francis)

Planning cmte is hard at work. Location – Detroit – has been proposed, but not determined.

f. Technology Issues—Computer Refresh (Paul Majeske) – Is there an update on status of this committee? Behind about a month. They were waiting on more faculty reps but have that (or are close) now. It's happening very late this year (April/May) rather than in Feb/March, as usual. Senate needs to be on top of this so it happens on time. There must be mechanisms for faculty to get this handled this semester.

g. LMS – met yesterday. Canvas – still some courses not migrating properly. JUNE 30, 2015 IS THE LAST DAY FOR CANVAS. There will be daily workshops for all faculty coming. Emails will come out soon. Open link you were sent RE course migration. Login to Canvas and check your courses.

6. [4:00] Committee appointments (see attached ballot) *
   a. EEFC needs a library rep. Ballot accepted by acclamation for this person.
   b. Banner/ERP Business Operations Committee– every other Monday. Carl Powell wants faculty rep.

7. During discussion of committee appointments, and nearing the end of the meeting, a report was brought to the attention of the Senate. The report (MLive and elsewhere) indicates that a search committee for the new EMU president has been established, an interim will be appointed when President Martin steps down, and a new President will be hired and in place Fall 2015. Committee appointments discussion was tabled and discussion of this report ensued. (See notes under Provost in these minutes, below.)

8. [4:10] Senate Committee for Evaluation of the Provost *

9. [4:15] Provost's Remarks (Provost Schatzel) *
   a. Rhonda Longworth summarized a proposal to discuss at next meeting. Hard copies were circulated. Requests Senate input on creating a Bachelor's of General Studies degree. It will help students with many and varied credits to finish a degree. In particular is a request to eliminate the requirement for a minor, which could still be required by a discipline.
   Q: How many students would this affect? A: Don't know but will find out.
   Comment: Students informally polled by faculty do not support the term "General Studies".
   The individualized studies as BA/BS would go away.
   Q: How would the mentoring, etc. that comes from home departments continue to happen? A: Don't know but will find out.
   b. Report on search and timeline for hiring new president:

PROVOST
There has been no committee formed and we may quote her on that. It would be appropriate to ask the President about it.
MLive states– Regent Crumm, chairs committee. Plans to appoint interim by July 7 and New President by new academic year.
Recommend a formal email goes to president and regents.

Faculty
Resolution:

"The Faculty Senate expresses to the Board of Regents our hope that the search committee for a new President will include full faculty representation and input, as is the usual practice. Thus, the search should be carried out during the regular academic year."

Vote
24 in Favor, 1 Opposed 1, No Abstentions

10. [4:30] Visitor: Chiara Hensley, Ombuds on syllabi – Chiara was ill and unavailable to present.
11. [5:00] Adjournment

The next Faculty Senate Executive Board meeting will be held April 8th in 302 Student Center, 3-5. The next full Faculty Senate meeting will be held April 15th in SC 310A from 3-5.

INTEROFFICE MEMORANDUM

TO:	DR. KIM SCHATZL, PROVOST
FROM:	PATRICK KOEHN
SUBJECT:	R25/S25 CLASSROOM SCHEDULING
DATE:	MARCH 13, 2015
CC:	JAMES CARROLL, SANDY NORTON

The R25/S25 software package has been in use at Eastern Michigan University for at least the last 5 years. Recently, it was brought to the attention of the Faculty Senate that issues have arisen with regard to sections of courses being placed in classrooms far from the instructors' home departments. This issue was brought before the Educational Environment and Facilities Committee for discussion, which brought to light additional concerns relevant to the past, present and future use of the software package.

Issue #1: Classroom Location: It is a fairly common event for an instructor to hold a class in a building other than the one in which their home department is housed. It is less common for an instructor to hold in class in a distant classroom, requiring a lengthy walk across campus within a

possibly tight length of time.   Naturally, this leads to frustration on the part of the instructor. This frustration is exacerbated by the fact that open classrooms are apparently available within their "home" building. The R25/S25 scheduling software is unable to assign classrooms based on distance from a course or instructor's home department. To a large extent, the effect of this limitation is mitigated by the use of pre-assigned classrooms, to which a given department has "first dibs." The majority of classrooms on campus are pre-assigned. A fraction of sections (predominantly in CAS and CHHS) are still assigned to classrooms far from their home departments.

Issue #2: Hybrid Courses: Hybrid courses meet in a classroom for only a few sessions. Consequently, if these courses have classrooms scheduled by S25, the classroom remains assigned to that course for the entire semester. This inefficiency reduces the number of available classrooms for full-semester courses.

Issue #3: Mini-Courses: Mini-courses or half-semester courses occupy a given classroom for some fraction of a full semester. Consequently, if these courses have classrooms scheduled by S25, the classroom remains assigned to that course for the entire semester. This inefficiency reduces the number of available classrooms for full-semester courses. (Possible solutions to this issue are different from the solutions to hybrid course scheduling issues, and so are kept separate.)

Issue #4: Graduate/Undergraduate piggyback courses: In the past, a graduate student could take an undergraduate course for graduate credit, typically with some additional required work. These "piggybacked" courses were tagged as such by banner. In the very near future, Banner will no longer maintain this tag, while the practice of teaching the undergraduate and graduate versions of the class simultaneously will continue. This change will result in R25/S25 scheduling two classrooms for the same course. Increased inefficiency and confusion will ensue.

Scheduling hybrid, mini-courses, and piggy-backed courses

From :	James J. Carroll III <jcarroll@emich.edu>	Fri, Mar 20, 2015 11:32 AM
Subject :	Scheduling hybrid, mini-courses, and piggy-backed courses	
To :	Marianne Laporte <mlaporte@emich.edu>, Christine Karshin <ckarshin@emich.edu>, Donald Keller <dkeller@emich.edu>, LaVerne Higgins <lhiggins@emich.edu>, Anne L. Balazs <abalazs@emich.edu>, Beth Kubitskey <mkubitske1@emich.edu>	1 attachment
Cc :	Tom Venner <tvenner@emich.edu>, Murali Nair <mnair@emich.edu>, Wade Tornquist <wtornquis@emich.edu>, Michael Tidwell <mtidwell@emich.edu>, Shawn Quilter <squilter@emich.edu>, Patrick Koehn <pkoehn@emich.edu>, Alexandra Norton <anorton@emich.edu>	

Hi All

I am following up on our discussion in EEFC concerning the scheduling of hybrid, mini-courses, and piggy-backed courses for Summer, Fall, and beyond. I attach the summary Pat Koehn presented to the Faculty Senate and discussed in EEFC.

I think this should be manageable, but as Associate Deans we must be diligent to review the department

and school schedules. Colleges should schedule courses with unique scheduling patterns as part of their 80% allotment.

By definition a hybrid course should only be schedule to meet at a maximum of 50% in-person. Thus the same classroom can hold one hybrid class meeting on Tuesday and a second course on Thursday in the same time slot. This will allow more courses to fit in the 80% allotment.

In Banner, mini-courses should include the specific dates for in-person meetings, and then the classroom schedule reflect those meetings. This is not only important for schedule but also for communicating the schedule to the students. We should not be blocking off a time-slot in a room for the semester because of 3 meetings during the semester.

Piggy-backed courses should be linked using the Banner codes so that they are automatically placed in the same room. This will be important as we will now have 400 and 500 level courses whereas before graduate students were enrolled in the 400 level version of the course.

Lastly, courses outside the normal class schedule pattern should be minimized. Ideally, those courses would also be scheduled as part of the 80% allotment. Courses on M-Th should begin at 8, 9:30, 11, 12:30, 2, and 3:30.

To minimize the number of time slots used during peak times, 2 hour sessions could begin at 9 am and end at 10:50, or start at 3:30 and end at 5:20.

Likewise, 50 min sessions could run 8-8:50, 9-9:50, and 10-10:50 before picking beginning the usual 11-12:15 scheduling.

Please be deliberate with your college course schedules. While it cannot be completely avoided, we would like to minimize the shuffling of courses out of the college classrooms when openings within the college classrooms are possible. This is beneficial to the instructors and the students.

Thanks
Jim

James J. Carroll, III, Ph.D.
Associate Provost and
  Associate Vice President for Administration
106 Welch Hall