

**MARQUETTE UNIVERSITY**  
**Office of the Provost**  
**University Academic Senate Minutes**  
September 21, 2009

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I. Call to Order Invocation by Ms. Ann Hanlon.

Members in attendance: Dr. Albert Abena, Dr. Margaret Bloom, Prof. Bruce Boyden, Mr. John Brenner, Dr. Margaret Callahan, Dr. Sharon Chubbuck, Fr. Michael Class, Dr. James Courtright, Prof. Edward Fallone, Dr. Guy Simoneau, Ms. Ann Hanlon, Dr. Diane Hoeveler, Mrs. Susan Hopwood, Mr. Stephen Hudson-Mairet, Dr. Sarah Knox, Mr. John Kristan, Dr. Christine L. Krueger, Dr. Cheryl Maranto, Dr. Daniel Meissner, Dr. Alexander Ng, Dr. Kristy Nielson, Dr. Maureen O'Brien, Dr. John Pauly, Dr. Heidi Schweizer, Dr. James South, Dr. John Su, Mr. Henry Thomas, Dr. James Trebby, Ms. Janice Welburn, Dr. William Wiener, Dr. Joyce Wolburg, Dr. Wanda Zemler-Cizewski

Members excused: Dr. Robert Deahl, Dr. Evelyn Donate-Bartfield, Dr. Alexander Drakopoulos, Dr. Marilyn Frenn, Dr. Jeanne Hossenlopp, Dr. Linda Salchenberger, and Dr. G.E. Otto Widera

Members not in attendance: Dr. William Thorn

Guests in attendance: Ms. Priya Barnes, Dr. Kerry Egdorf, Dr. Robert Griffin, Dr. Linda Lee, Dr. Gary Levy, Dale Kaser, Ms. Georgia McRae and Ms. Mary Pat Pfeil

II. Approval of August 31, 2009 Minutes  
The minutes were approved as presented.

Dr. Pauly noted that General Counsel wants everyone to know that retirement and tenure buy-out are two totally separate issues.

III. Chairperson's Report – Prof. Edward Fallone  
There will be a Town Hall meeting with Fr. Wild, Wednesday, September 30 from 4 to 5:30pm, AMU 157. Questions can be submitted to Prof. Fallone through September 23<sup>rd</sup>.

Finalized list of committees will be sent to the senators soon. The only committee not complete at this time is the Sub-Committee on Part-Time Faculty.

A senator noted that Prof. Fallone's email to the entire faculty regarding communication was greatly appreciated.

IV. Provost Report – Dr. John Pauly  
a. Information:  
1) Board of Trustees Retreat

Incoming Board of Trustee Chair Darren Jackson conducted a straw poll with Board members. The results were for the Board of Trustees to focus on three issues at the September retreat, two of which are academic issues. One is academic excellence. How do we create an ensemble of programs of distinction; where we are already excellent, and where there are new opportunities? The second issue concerns access: with respect to legacy and first generation students as well as diversity. The third and final area will be to look at presidential succession and with the discussion focused on the process. This is something that the trustees review in their corporations on a regular basis. Father Class noted that the focus of the discussion regarding succession will be on planning. Two-thirds of Jesuit universities still require the President to be a Jesuit, including Marquette. So they will be reviewing a list of Jesuits, and work to manage the process. Dr. Pauly noted that he is encouraged about the Board's interest in these academic issues. He will report on their deliberations at the next Academic Senate meeting.

2) Enrollment Management Structure

The administration is working on a new enrollment management structure. Previously the Office of Financial Aid had been moved to the Office of Finance. This created a coordination problem. The newly proposed structure seems right for where the university is now. There will be two groups. The operations office, responsible for the day-to-day activities will be led by Roby Blust, Dean of Admissions and Enrollment Management. Anne Deahl will be responsible for retention issues. The second group will be responsible for strategic direction, led by the Provost, with Dean Blust serving as the bridge between the two groups. The Provost and Dean Blust will meet monthly to coordinate all relevant issues.

3) Update on Dean Searches

Dr. Thomas Wenzel will chair the dean search for the College of Engineering and Dr. Linda Salchenberger will serve as the Dean on the committee. The search for a new dean for the Klingler College of Arts & Sciences will be led by Dr. H. Richard Friman with Prof. Joe Kearney serving as the Dean on the committee. The selection of search firm will be finalized by late next week. One or two firms will be chosen.

H1N1 Update

A note will be sent on Tuesday, September 29<sup>th</sup> to the faculty from the Provost. It will address special roles and difficulties that faculty face in dealing with the influenza. It is important for faculty to set the right tone. While not everyone with minor ailments has the flu, it is important for faculty be to supportive and flexible. Faculty will be encouraged to be more proactive and place things on D2L. Mr. Jon Pray has developed some D2L guidelines for students to take missed exams.

Student Health Services is currently giving seasonal flu shots. All the people in Student Life and Residence Life have been trained to deal with those who may present with symptoms.

Dr. Courtright asked what the plan would be for a worst-case scenario. Dr. Pauly noted that 60% of our students live within 100 miles of campus, and those students would be encouraged to go home. There will be 30-35 rooms set aside to quarantine sick students who are unable to go home. Dr. Callahan

noted that it is not expected that H1N1 symptoms will be very severe, based on experience to date. If that continues to be the case, students will be encouraged to stay in their room, and perhaps wear masks. But the university will be closely tracking the situation, RAs have been trained, and Student Health Services is encouraging students to get the seasonal influenza vaccine. An H1N1 vaccine is not likely to be available until November. The most important point: students and faculty should stay out of the classroom if they are ill.

It was also noted that the Department of Health and Human Services guidelines indicate that the university cannot require students to obtain medical excuses for absences. The College of Nursing is planning to keep track of students who say that they have H1N1, to see if they say they have it multiple times.

4) **Electronic Bulletin**

A software product is being reviewed that would produce electronic graduate and undergraduate bulletins with a searchable capability. It would also create a seamless process for course approvals, discontinuations and updates. It should improve processes, save money in the long-run (we currently spend \$20,000/year to print bulletins), and be greener. Discussion about this product will continue with relevant stakeholders, including faculty and CAPI.

**b. Motion:**

To create a new Committee that reports to the Provost and University Academic Senate. It will be added to the Statutes of the Academic Senate: Committee on Academic Technology (CAT) as UAS Statute: Section 8.03.

Feedback received in the previous Senate meeting has been incorporated into this motion. Prof. Fallone noted the importance of the committee and that the work it will do impacts faculty. He inquired about how the CAT might communicate to the Senate about its work. Dr. Pauly indicated that the committee should proactively include the relevant committee (depending on the issue) of UAS units discussions.

A question was raised as to how unit representation would be determined. It was noted that, similar to many other committees, Mr. Dale Kaser coordinates the process. Dr. Pauly noted that there is one difference from other committees in that CAT requires people with specialized expertise.

**Section 8.03 Committee on Academic Technology**

The Committee on Academic Technology is a committee of the Academic Division and is appointed by the Provost. This committee is advisory to the Provost and the Chief Information Officer on all academic technology matters for the teaching and research of faculty and the learning environment of students.

**Responsibilities:**

1. Providing input to promote optimal integration of technologies in teaching and research.
  - a. Recommend technology-related policies for the use of computing and digital resources by faculty and students.
  - b. Provide input to IT Services concerning various academic technologies implementation and uses to promote optimal integration of technologies on campus.
  - c. Advise on selection of academic technology at the university.

2. Collaborating with the Associate Provost for Educational Technology, Dean of Libraries, and the Chief Information Officer to identify emerging and current digital technologies that could enhance teaching and research.
3. Advising on strategic planning for academic technology at the university.
4. Prioritizing IT-related technology projects that fit the university's academic technology plan.
5. Collaborating with the Center for Teaching and Learning to provide faculty training in e-learning and use of academic technologies.
6. Presenting recommendations, as appropriate, to the Academic Senate for additional faculty review.
7. Providing a written annual report to the Academic Senate.

Membership: The Committee shall consist of one faculty member from each of the colleges that desire direct representation; selected according to the rules of each unit and appointed by the Provost and two students, an undergraduate student appointed by MUSG and a graduate student appointed by GSO. The Klingler College of Arts and Sciences may have a member serving from each of the three areas (Humanities, Natural Sciences, and Social Sciences). Faculty members are appointed for three-year terms and students, one year terms. In addition the Vice Provost for Undergraduate Programs and Teaching (or designee), the Chief Information Officer, the Associate Vice Provost for Educational Technology, the Director of the Center for Teaching and Learning, and the Dean of Raynor Libraries (or designee) will serve as ex-officio (non-voting) members. The committee shall elect a faculty chair. The Vice Provost will serve as co-chair to support the chair and facilitate the work of the committee.

The motion was seconded.

Vote: 32, yes; 0, no; 0 abstained. **The motion passes.**

#### V. Report of Boards and Standing Committees

##### a. University Board of Undergraduate Studies

Dr. Bloom informed the senators on the approval of new concentrations: Bilingual-Bicultural concentration for both the elementary/middle and the middle/secondary majors. This will allow students to get bi-lingual and bi-cultural certification as well as teaching certification.

The Board of Undergraduate Studies chair has not been elected at the time of the University Academic Senate meeting today.

##### b. University Board of Graduate Studies

Dr. Robert Griffin reported the following items are on their agenda for this year:

- Accelerated Degree Program
- Evaluation of Centers and Institutes
- Academic Program Review Process
- Guidelines for Serving as Chair of Thesis or Dissertation Committees
- Transfer of Credits into Doctoral Programs
- Time Limits Toward Degree Completion
- GSO Roles and Responsibilities
- Dismissal from Professional Programs due to poor performance in clinical courses
- Graduate Programs' Core Learning Objectives

A number of these issues will come before the UAS.

##### c. Faculty Council – Dr. Christine Krueger

The charge to the committee has been formalized with the email that came to you

today. Two subcommittees have been formed to focus on enhancing processes and understanding of shared governance using guidelines from North Central. One subcommittee will concentrate on electronic communication, responding to a desire for improved communication and an improved Provost website. Dr. Ana Garner (College of Communication) and Mr. John Jentz (library) are chairing the subcommittee looking at digital media and Dr. Scott Reid and Dr. John Pustejovsky are chairing the subcommittee on events.

d. Committee on Academic Policies & Issues

The report was given by Fr. Michael Class, S.J. Currently there is not a consistent use of adjunct faculty. The committee felt they first need to find out what is currently being done. A survey will be sent to deans and departments chairs to gather information on how they are using adjunct faculty in their areas. The survey will be out hopefully later this week. The committee is looking to gather information on the best practices currently at the university. The data will be collected in a manner that can easily be adopted by other departments. They will try to seek input from current adjuncts who have been employed by the university for a long period of time.

Adjunct faculty are usually hired as non tenure track faculty not on permanent lines. Clinical faculty often fit into this category as well.

CAPI, along with the Committee on Teaching, will also be taking up the issue of MOCES this spring. The Committee on Teaching will look at how to make the current system better. CAPI will look at alternatives.

Dr. Gary Levy reported that base line numbers are currently posted on the web site as participating faculty within college and departments. The group should note that a tenured faculty member in one college could also be listed as an adjunct in another college.

National data will be included in the final report. This group will address the use of MOCES as an item agenda for the spring

e. Committee on Faculty Welfare – Ms. Priya Barnes

This group will work on retiree health benefits In particular; it will examine a phased retirement plan and its likely impact. For individuals who retire before the age of 65, they are ineligible for Social Security, and would like access to MU health insurance. It will also review the tuition remission program. It also oversees the Subcommittees on Equity and Part-Time Faculty.

If senators have any comments or further questions, please forward it to the committee chairs.

## VI. Other Business

University Committee on Assessment - Dr. Margaret Bloom

**Motion:**

To amend University Committee on Assessment membership description UAS Statute Section 9:02

1. Add an undergraduate student appointed by MUSG and a graduate student appointed by GSO for one year term to committee membership with full voting privileges.
2. Extend full voting privileges to the representative from the Division of Student Affairs, the Director of the Core Common Studies and the librarian representative from Raynor Library.

A question was raised if service learning was involved with the committee. Dr. Bloom indicated that they would be represented by the proposed member from Student Affairs.

#### **Section 9.04 - The University Assessment Committee**

The University Assessment Committee is a committee of the Academic Division. The committee addresses and advances effective assessment of student learning at Marquette University.

Responsibilities:

1. Assisting and collaborating with the Provost and Vice Provosts to ensure ongoing systems of assessment including the:
  - a. Development, implementation, and maintenance of the framework for university assessment systems.
  - b. Development, implementation, and maintenance of learning assessment processes at the institutional level.
  - c. Review of institutional and program level learning assessment reports.
  - d. Recommendation of changes and modifications in the assessment processes as indicated.
2. Advising faculty, department, and colleges on assessment procedures and methods.
3. Recommending to and collaborating with the Center for Teaching and Learning to provide assessment workshops and seminars to aid faculty in assessment strategies.
4. Forwarding recommendations of the Committee to the UAS for feedback and to the Provost for approval.
5. Providing a written annual report to the UAS.

Membership: Membership on the committee reflects the institutional wide scope of assessment. The Committee shall consist of one faculty member with expertise in assessment from each of the colleges and schools that request direct representation, selected according to the rules of each unit and appointed by the Provost. In addition, the committee shall have division recommended, Provost appointed representatives from the Raynor Memorial Libraries and Division of Student Affairs as well as ex officio, the Director of the Core of Common Studies as committee members with full voting privileges. The Marquette University Student Government will select one undergraduate student and the Graduate Student Association will select one graduate student to serve on the Committee as voting members. Faculty members will serve a three-year term and student members a one-year term. The Vice Provost for Undergraduate Programs and Teaching and the Associate Vice Provost for Institutional Research and Assessment shall serve as an ex-officio, non-voting members. The Committee shall be chaired by the Vice Provost for Undergraduate Programs and Teaching.

The motion was seconded.

Vote: 32, yes; 0, no; 0 abstained. **The motion passes.**

#### VII. Adjourn

The meeting was adjourned at 4:11 pm.