

**Marquette University Committee Meeting Notes
Ascribed by GSO Graduate Student Representatives
Fall, 2014 (Part Two)**

**Counseling Center Advisory Board (CCAB)
10/22/2014**

CCAB members in attendance: Emily Gaber, Andy Zarnowski, Liana Hariri, Kara Pierce, Haley Carter, Michael Welch, Windsor Wrolstad.

CCAB members not in attendance: Lauren Jones, Lindsey Peterson, Maggie Edlebeck, Ivette Zuniga

CC staff present: Mike Zebrowski, Brenda Lenz, Chris Daood, Laura Lubbers

- I. Meeting was called to order at 9:05am. All present gave introductions of themselves and the organization they are representing.
- II. Dr. Laura Lubbers, coordinator of the MUCC group therapy and career exploration programs, provided information about the MUCC group therapy program. She provided a group therapy flyer and described each group that is being offered.
- III. Brenda Lenz, MUCC clinical director and coordinator of alcohol and drug treatment services, provided an overview of MUCC clinical services.
- IV. Dr. Mike Zebrowski, MUCC director, gave a tour of the MUCC, allowing CCAB members to see: 1) clinical space, group rooms, and the Zen Den (including biofeedback, light box, and meditation tools).
- V. Chris Daood described the intent of the CCAB and reviewed portions of the CCAB constitution.
- VI. Chris Daood talked briefly about some of the primary prevention services offered by the MUCC, including *Take a Break* – a relaxation program around midterms and finals.
- VII. CCAB members were invited to provide feedback about MUCC services and shared the following:
 - Increased visibility would be helpful for graduate and professional students. Some specific ideas about how to better promote the availability of MUCC services were discussed, including utilization of the GSO and Law School Newsletters. Kara Pierce and Windsor Wrolstad agreed to explore this option.
- VIII. Next meeting will be announced via email.

Counseling Center Website: <http://www.marquette.edu/counseling/>

**Committee on Teaching (COT)
10/8/14**

- Way Klinger Teaching Enhancement Award
 - Book on High Impact Practices will be distributed to all committee members who do not have it. This will be used as needed during review of dossiers
- Teaching Excellent Award
 - Discussed award timeline
 - Committee members agreed on the timeline for dossier reviews, etc.
- Other Potential Award to Consider Making Nominations For:
 - Robert Frost Cherry Award for Great Teaching (Baylor) (Nov. 2014 nomination)
 - US Professor of the Year Award (Spring 2015 nomination)
- D2L Archiving
 - No university-wide archiving will occur

- All material prior to 2006 will be deleted
- Faculty are responsible for archiving their own data before the D2L purge
- Final Exam Issue
 - More data is needed to determine if there should be a change to the maximum number of exams per day or a change to the algorithm for exam dates
- Peer Review of Teaching
 - Handout distributed based on *Peer Review of Teaching: A Sourcebook, 2nd Edition*, N. Van Note Chism (2007)
 - This will be the primary focus for the committee for this year (aside from award decisions)

Committee on Teaching (COT)

11/12/14

- Book on high impact practices was distributed to committee members who had not previously received it.
- Timothy McAuliff, the new MUSG student representative, was introduced to the committee.
- Discussed change in university policy regarding minimum number of credits necessary for graduation
 - Committee members provided feedback regarding the implementation of this new policy
- Final Exams Update
 - We do not yet have data regarding which colleges, departments, etc. are affected by this issue. This topic will be further explored in future meetings.
- Peer Review of Teaching
 - Reviewed and provided feedback regarding the “Guidelines for Formative Reviews of Teaching - PART I: Background and Rationale” that was prepared by multiple members of the committee.

Committee on Teaching (COT)

12/3/14

- Way Klinger Teaching Enhancement Award
 - Packets sent to committee members on 12/2/14
 - Gary Meyer will send rubric and feedback sheet
 - Committee members will provide feedback to Gary Meyer by 1/7/15
- Teaching Excellent Award
 - Semi-finalists have been notified
 - Dossiers due 2/2/15
 - They will be distributed to committee members shortly thereafter
- Optional Mid-semester Instructor Evaluations Discussion
 - Student representatives from MUSG have expressed interested in doing mid-semester evaluations
 - Discussed pros and cons of implementing this
 - Committee agreed that it would be good to offer
 - Committee members will explore options for different evaluation formats and discussed at a future meeting
- Peer Evaluation on Teaching
 - Discussed continued process on developing Background and Rationale section

- Survey Scores
 - Discussed concern about recent surveys indicating student dissatisfaction with timeliness and quality of feedback

Considered ideas for further exploring this issue

**University Financial Planning and Review Committee (UFPRC)
10/16/14**

- An additional 100 students, 75 to College of Health Sciences and 25 to College of Engineering, will be accepted from the current applicant pool and will be in the enrollment numbers for each of the next four years (less any retention).
- There is a large disparity between core courses needed to graduate and transferable credits from community colleges (especially in Arts and Sciences). A databank for transfers has been developed, the College of Arts & Sciences changes to their core is being voted on, and the possible university core changes from 128 to 120 credit hours could all affect the number of transfer students. Since Office of Finance has not yet been formally provided updated enrollment numbers, the projections have not been revised.
- Possible increase to the graduate credit hour rate was discussed.

**UFPRC Meeting
10/23/14**

Endowment

- Have fallen short of unrestricted scholarship budget year by year. So what will we do to fix this?
- Idea: Scholarship programs/packages rather than individual donations.
- Looking to implement new funding ideas by this fiscal year (testing things out). And then discussions about it will take place next year.
- Getting young alumni to donate – recognition (give them as much recognition for small donations as more established alumni who give larger donations), crowd funding, creating a year of graduation identity

Enrollment Model

- The enrollment model that the University uses was presented by Susan Teerink from the Office of Finance.
- Based on the models we choose, we do pretty well with the goals. The model cannot account for what other universities are doing, however.
- Want to balance quality, diversity, revenues, etc. in our enrollment.

Budget

Recommendations for balancing

**UFPRC Meeting
10/30/14**

- Today's meeting is all about balancing the University's budget

Recommendations

- Made some recommendations to balance the University's budget regarding tuition for both graduate and undergraduate, merit scholarships, and adding transfer students
- Recommendations are confidential for now until the cabinet makes a decision on them

- The recommendations are to be brought to the cabinet next week

University Assessment Committee

10/10/14

1. Prayer on changing seasons
2. Introduction of new members
3. Approval of minutes from September 5, 2014 meeting (attached)
4. Updates from the Chair

Attended informational meetings on accrediting agencies and received some ideas what the process will be like for Marquette. 10 year cycle with year 4 compromised of submitting a comprehensive report. What are the hot topics now? Online distance and delivery modes of education. Attended student learning and demonstrated student learning are under scrutiny for online courses and courses that occur during a shortened time period. Looking at compressed formats- classes that expand a shortened time frame. Are students really getting what they pay for?

- Assessment Report Plans due in two weeks. Update learning outcomes.
- Website for assessment background for Marquette: www.marquette.edu/assessment
- External Review Meeting for Core Curriculum processing
- Current search for a new Core Curriculum Director

5. Peer Review- talk about program assessment reports with colleagues. Time and location: AMU in November

Challenges for this year: try to make it as engaging as possible and keep participants active throughout the day. Lack of recording at each table. PALs should come prepared in advance. Come with questions on assessment report for discussion with peer reviewers. Committee continued to discuss how to make the peer review meeting for faculty members that are PALs as engaging and helpful as possible.

University Assessment Committee

10/24/14

Status of AY 2014 Assessment Reports

Deadline for Assessment Reports are today, this deadline is important for those in charge of the assessment reports for each department. 53 reports have not been turned in as of last night. We spent some time going over the list so that the faculty representatives could contact their department for updates on the reports that haven't been submitted.

Table "prompts" for Peer Review and call for facilitators

The peer review will have a modified world café format. There will be three themes or topics for the participants to be guided by. There is a need for facilitators for this peer review. Discussion progressed forward on who would be suitable facilitators, preferably those with PAL experience.

Important note for Graduate Students:

There is a need for graduate student participants as recorders in the annual Peer Review Seminar. This would be a great opportunity for those graduate students who are interested in assessing student

learning and have plans to pursue an academic career in the future. This will give graduate students an opportunity to observe some of the additional roles that faculty members have and gain professional development skills during this process. All graduate students from any field of study are welcomed. Graduate student recorders will be needed Friday November 14th for either the 9-11:30am or 1-3:30pm sessions. Graduate student recorders should be available for at least one of those sessions and preferably for both of the sessions. If there are any graduate students interested in this rare opportunity to be a part of Marquette University's assessment evaluation, please email Britt Wyatt at brittney.wyatt@marquette.edu.

Information on the Peer Review

Marquette's annual Peer Review Seminar convenes PALs to present assessment reports and share feedback with colleagues. Peer review is scheduled for Friday, November 14th. This year's Peer Review will employ a World Café format. It will expand the boundaries of traditional assessment to include topics that President Lovell has encouraged us to begin exploring. Instead of being with the same group for the entire session, participants will change tables to discuss these topics:

1. Nuts and bolts: Self-assess your AY 2014 program report on five Maturity Model items that address learning outcomes, curriculum mapping, direct and indirect measures, and evaluating evidence.
2. The Examen: A deeper dive into what your department/program has learned through assessment. What has worked well? Aside from what you are currently assessing, what are your faculty interested in knowing about how and what your students learn? Identify best practices.
3. The Marquette experience: What distinguishes your program from similar programs offered elsewhere? If you could incorporate distinctive elements, what would they be? How would you state learning outcomes which capture that distinction, and how would you measure whether students are attaining them?

Again there is a need for graduate student recorders Friday November 14th for either the 9-11:30am or 1-3:30pm sessions.

UAS October 2014

Chairperson's Report - Dr. Timothy Melchert

- Inauguration Academic Symposium October 27th at 4PM in Weasler Auditorium
 - Marquette's Equal Opportunity Program
 - Symposium to include 5 founding EOP leaders, including Dr. Arnold Mitchem
 - Need a ticket for entrance (no charge)
 - Call special events (8-7431) OR
 - Complete the form at <http://www.marquette.edu/inauguration/academic-symposium.php>.

Provost's Report- Dr. Margaret Callahan

- Enrollment update
 - 2 open houses, attendance slightly lower attendances, possibly due to concurrent Packer games
 - Applications for incoming class being read
- Huron Consulting Firm Update
 - Near or below goal numbers in transfers and international students
 - Financial analyses to be presented in November
- Tom Gain retiring

Motion to Approve: Restructuring and reorganizing of the faculty committees that report to UAS – Dr. Timothy Melchert, Chair University Academic Senate

- Too many committees with overlapping responsibilities
 - Concern: 2 student positions would be lost if CAPI was disbanded
 - Student representation has increased
 - Students in UAS
 - Board of undergraduate studies
 - Board of graduate studies
 - Where would grad students like additional representation?
 - Motion approved for faculty council to come up with more guided/articulate language for these motions to be approved later

Provost Search – Dr. John Su, Chair Provost Search committee

- All updates in writing on website and will be in minutes

Guiding Values - Dr. Margaret Callahan and Mr. David Murphy, Vice President for Marketing and Communication

- Feedback
 - Lack of direct language around “Catholic and Jesuit” values
 - Ambitious but vague goals
 - Needs more pointed language
- Newest version of values:
 - Students First
 - Educate Global Citizens

The spirit of curiosity

- Diverse community, new opportunities
- Living through faith and service
- Bold plans, authentic accountability
- Next steps
 - Final plans based on community feedback
 - Endorsement at November meeting
- Discussion
 - MU should be more productive in research
 - “The spirit of curiosity” intended to get at activities that lead to research
 - Values should be more distinctive of MU
 - Catholicism to be brought in more
 - These are about values and behaviors that MU embraces and to be highlighted as a guide
 - How would values be promoted?
 - Access TV
 - Advertisement
 - Goal is to help make decisions consistent with strategic plan
 - Graphics to display values to go through focus groups

UAS November, 2014

- I. Call to Order - Dr. Timothy Melchert
- II. Reflection – Dr. David Papke
- III. Approval of October 20, 2014 Minutes
- IV. Chairperson’s Report - Dr. Timothy Melchert
 - Change to Student Media Board
 - Board for student media to revisit goals
 - Marquette Police Department
 - Guiding Values
- V. Vice Chairperson’s Report – Dr. William Thorn
 - None
- VI. Secretary Report – Dr. Noreen Lephardt
 - Vote for executive committee and faculty senator votes
- VII. Provost’s Report - Dr. Margaret Callahan (3:15 to 3:25)
 - Enrollment update
 - Reviewing completed applications, decisions to be mailed at the end of January
 - Number of applications is slightly down from last year
 - Developing recruitment strategy for transfer students
 - Merit based awards to be mailed with admissions decision
 - Vice Provost for Enrollment Management Position
 - Working on final decisions
 - Discussing next steps
 - New director for Haggerty Museum
 - Organization Update
 - Strategic planning to become provost duty
 - New Associate Vice President of Finance
- VIII. University Board of Undergraduate Studies – Dr. Edward Blumenthal, Chair
 - Motion to Approve Recommendation: Proposed change to University Attendance Policy
 - 2 reasons for excused absence currently:
 - Legal obligations (i.e. jury duty)
 - University-sanctioned activity and related travel
 - University-sanctioned means that attendance is mandatory for that student, not all university events
 - 3rd proposed excused absence: religious purposes from any religion. Does not include an exhaustive list of excused absences. Students to notify instructors of planned absences due to religious holidays in the first week of class.
 - Discussed concerns
 - Potential for policy abuse (i.e. asking for an excused absence for holidays the student does not celebrate)
 - Potential legal implementation of this policy
 - Make-up work: instructors are strongly encouraged to make up work that can be
 - Motion passed; expected to go into effect Fall 2015
 - Informed on decision: Termination of Fine Arts minor in Motion Narrative, Diederich College of Communication
 - Minor in conjunction with MIAD but MIAD discontinued these classes
 - No current students are affected

IX. Marquette University Police Department presentation and discussion – Mr. Paul Mascari, Director/Chief of Public Safety, Dr. Chris Miller, Vice President for Student Affairs, and Mr. Doug Smith, Associate General Counsel

- Held open forums for MU and surrounding community
- Stated concerns from community:
 - Change in relationship with students and University and local community
 - Local community is in favor of MU police department
 - Primary goal is safety, so citations related to parking will not be a priority unless it poses a safety concern.
 - Revenue from citations will go to city

X. Guiding Values - Dr. Margaret Callahan and Mr. David Murphy, Vice President for Marketing and Communication

- Addressing feedback from last meeting
 - Catholic Jesuit values more incorporated preface
 - Values
 - Enhanced social justice and included more catholic values
 - Values communication plan
 - Developing visual aids
 - Visual representation online and on campus

XI. Presentation on Huron Consultant Findings on Undergraduate Enrollment - Dr. Margaret Callahan and Dr. Linda Salchenberger, Associate Provost for Academic Planning and Budget

- Presentation to be put online
- Goals of Huron consultation:
 - Identify market student of future
 - Examine demand of areas of study
 - Transfer and international student markets
 - Recommendations
- Results
 - Students
 - Increasingly price sensitive and diverse
 - Most students choose university based on money (can be as little as \$500)
 - MU is very regional in focus, most students come from surrounding regions
- Call to action
 - Need more financial resources for scholarships and student support
 - Examine enrollment holistically (recruitment, enrollment, student success)
 - Systematic evolution of academic portfolio
 - Develop enrollment committee and how to keep ongoing research after Huron leaves

XII. Adjourn

The next meeting will be Monday, December 8, 2014 at 3 p.m. in AMU Ballroom C/D.

UAS December, 2014

I. Call to Order - Dr. Timothy Melchert

II. Reflection – Dr. Gary Meyer

III. Approval of November 17, 2014 Minutes

- Passed

IV. Chairperson’s Report - Dr. Timothy Melchert

- Executive Committee Response to a Campus Issue
 - Statement to support harassment policy and to garner an environment free of hostility
- Charge to the Faculty Council to hold an open forum
 - To discuss issues with open-access, copyright data and promotion and tenure
- Topics for Spring term
 - Recording classes and other campus problems

V. Vice Chairperson’s Report – Dr. William Thorn

- Open forum in the spring to discuss open-access library
- Annual faculty forum is being scheduled
- Faculty council has been working on revision of UAS statutes and committees that report to faculty council
 - To be discussed in January meeting

VI. Secretary Report – Dr. Noreen Lephardt

- none

VII. Provost’s Report - Dr. Margaret Callahan

- Enrollment update:
 - Applications increased 5% from last year
 - Admission decision packets to be sent by end of January
 - Financial awards to be received in admission decision packets
 - Transfers: increasing from last year
 - Transfer website has been updated
 - <http://www.marquette.edu/explore/transfer/>
 - Fall transfer decisions to be made by admissions not individual colleges
- Emeritus ID card
 - Those who have retired from MU can trade in current ID card for another card with retiree benefits
 - Emeritus faculty also qualify for this
- “Opt in” to share data with Community Engagement database when Updating 2014 FAD
 - Database to be launched in Spring of 2015
 - Goal is to advance community engagement and document widespread MU student activity
 - Faculty must use “opt in” to share data
- Innovation Funds

- Dr. Jeanne Hossenlopp: Announcement in news brief
 - Students, faculty, and staff can all apply for this award
 - Award designed to fund ideas that helps MU move forward in new ways
 - New academic programs
 - Interdisciplinary research
 - Ideas of how to improve university operations
 - Students must have faculty support
 - Preproposal by Feb 6th
 - Final proposals due by end of march

VIII. Provost Search – Dr. John Su, Chair Provost Search committee

- All on provost search website
 - <http://www.marquette.edu/provost-search/>
- Shifted from prospect to candidate stage in November
- Next stage: Bringing candidates to campus
- Public phase: January, Names of finalists to be released by January 2nd.

IX. Presentation on Climate Study Survey – Dr. Cheryl Maranto

- Campus-wide survey of all community members to assess current attitudes, behaviors, standards, and practices of university faculty and students
- Survey conducted by climate study working group (includes faculty, staff, and students) and a consulting firm
- Launch date: early February (online though paper copies can be requested)
 - Results to be reported by Fall 2015
- Website available (Marquette.edu/provost/climate-welcome.php)

X. Introduction on work of Gender Sexuality Resource Center – Dr. Susannah Bartlow, Director of Gender and Sexuality Resource Center

- First gender and sexuality center
 - Gender and sexuality education
 - LGBTQ
 - Gender based violence
 - Student leadership and services

- This center:
 - Serves students
 - Education and empowerment of gender, sex, and sexuality
 - Research
 - Education
 - Course consultation
 - Service/support
- Safe Zone Program
 - To education about LGBTQ identity
 - 6 hour training
 - F/U education
- Volunteer program
- Spring 2015 forum on harassment, effective dialogue, and classroom rights
- 4th floor of union (open 8am-10pm)

XI. Motion to Endorse: Guiding Values - Dr. Margaret Callahan and Mr. David Murphy, Vice President for Marketing and Communication

- Passed

XII. Adjourn