

## EXECUTIVE COMMITTEE MINUTES

**Present:** Bradford, Fech, Franti, Hachtmann, LaCost, Lindquist, Jackson, Prochaska-Cue, Rapkin, Schubert, Zimmers

**Absent:** Ledder, McCollough

**Date:** Wednesday, May 7, 2008

**Location:** 201 Canfield Administration Building

**Note:** These are not verbatim minutes. They are a summary of the discussions at the Executive Committee meeting as corrected by those participating.

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### 1.0 Call to Order

Prochaska-Cue called the meeting to order at 3:04 p.m.

### 2.0 SVCAA Couture

#### 2.1 Activity Insight

Prochaska-Cue stated that the Committee would like an update on the reporting system being considered for the faculty.

SVCAA Couture stated that one of the issues that has been brought to the attention of Academic Affairs is how we can create a more effective system for reporting faculty activity. She noted that currently there are several different reporting systems being used across the campus. She stated that Deans and Chairs often have to create reports for internal and external offices on what the faculty has accomplished and the Activity Insight program would help them do this more efficiently, without requiring the faculty to produce additional reports.

SVCAA Couture pointed out that IANR developed a reporting system called E-ARFA and other areas of the university have asked how they could get a similar system. She stated that the administration began looking at available programs. She pointed out that a program that is usable across the campus is needed. She noted that besides E-ARFA, the Computer Science and Engineering department was developing a system and there is a commercial product called Activity Insight manufactured by Digital Measures. She stated that presentations were made by the people who created the E-ARFA system, the Computer Science & Engineering department proposed system, and the Digital Measures system. She noted that after the presentations it became clear that the Digital Measures program was a good product at an affordable price. She stated that Academic Affairs has offered to pay for the program for all units in academic affairs. She pointed out that IANR has taken a look at the Activity Insight program and believes that it might work better than E-ARFA and they are electing to move over to Activity Insight.

SVCAA Couture stated that the different colleges are adopting the program at their own pace. She pointed out that it would be useful for all faculty members to use the database. She stated that among the features available with the program is a reporting function that would allow faculty members to review what other professors are doing in their own research area and departments can create reports that can be compared to the same departments at other universities. All of these functions would be available at the discretion of individual academic units.

SVCAA Couture pointed out that having a reporting database system makes it helpful to administrators when conducting faculty reviews. She stated that the program allows identification of a category of activities. She noted that each category has a definition and users can choose which category they want to view. This might be particularly helpful in reviewing faculty performance. She pointed out, for instance, that sometimes administrators reviewing for tenure and promotion are not sure whether certain activities reported by faculty members on vita are refereed articles or conference presentations; the database assures that all activities are categorized by type.

SVCAA Couture stated that she believes the colleges of Arts & Sciences and Engineering are moving forward to adopt the use of Activity Insight. She noted that her office will provide help to colleges in entering data if they are already using a database system.

SVCAA Couture reported that Digital Measures will take all responsibility for upgrading the program and tailoring it. She stated that using Activity Insight will hopefully eliminate multiple requests for reports. She stated that Associate VC Roeber is coordinating use of the product and would be happy to talk further with people about how it works and what is involved in using it.

Prochaska-Cue noted that when serving as interim chair she was surprised with the number of requests for information and reports. She stated that she hopes that there is a smooth transition for faculty members already using a reporting database system such as E-ARFA and they don't have to use a whole new system.

SVCAA Couture stated that her office is hoping to get feedback on the product. She noted that if there are problems Associate VC Roeber needs to know of them in order to correct them and to eliminate any further problems. She stated that other institutions have been happy with the program.

Prochaska-Cue stated that she was not aware of any downsides. She pointed out that one of the advantages of the program is that it has very high levels of security. She stated that the information is backed up in several locations across the nation however the university owns the data.

Bradford asked if there are controls on who can access that data. SVCAA Couture stated that there are controls and colleges will design their system as to how the information can be used. She pointed out that if departments want to get information from other universities permission must be obtained.

Bradford asked if faculty members individually input data. Zimmers stated that faculty members currently work through Blackboard when updating on E-ARFA. He noted that there are different sections that the faculty member fills in. Bradford asked if faculty members can update in real time or just at the end of the year. Zimmers stated that he does it at the end of the year. Jackson stated that faculty members have the option of doing it in real time if they want.

SVCAA Couture stated that the Activity Insight program has a lot of flexibility. She noted that it can produce reports for a faculty member which can be put into a Word document and included in a vita.

Bradford asked if the decision to adopt the program will remain optional by the college or whether Academic Affairs will decide it has to be done across the campus. SVCAA Couture stated that she wants to wait for feedback on the program before any campus-wide decision is made. She pointed out that the administration is always looking for fairness in processes and when information is reported in the same way it makes the process fairer. Ultimately, the database would be most useful if all units participated in it.

SVCAA Couture stated that the Activity Insight program asks a person what kind of activity is being reported. If the faculty member enters a citation, it will ask what kind. She noted that identifying the kind of activity is important when a person is being asked what their accomplishments are.

## **2.2 Update on ACE Implementation**

SVCAA Couture reported that a recent presentation given by Professor Mitchell on the ACE implementation demonstrated the enthusiasm for the ACE program and how the instructors are working on it. She stated that she thinks there will be about 300 courses uploaded and approved by 2009. She reported that the implementation process is moving quickly.

SVCAA Couture stated that Professor Mitchell and Dean Kean are meeting with community colleges so they can make changes to their curriculum to match UNL courses that meet the ACE certification qualifications. Jackson asked how transfer courses from the community colleges will be handled. He asked if all of the courses will be accepted for a period of time to allow the community colleges to make adjustments to their curriculum. SVCAA Couture stated that judgments will need to be made on the community college transfer courses. She stated that she thinks there is the assumption that if there is a course that is currently equivalent that it will be accepted but some may eventually need to be adjusted. She pointed out that we do not want to make the ACE program a barrier for transferring courses.

## **2.3 Advisory Board Report on Diversity**

SVCAA Couture stated that she is eagerly waiting to see the report from the Advisory Board consulting firm on best practices for achieving faculty diversity. She noted that

members of the Advisory Board will be giving presentations to various groups on May 12<sup>th</sup> on the findings of the report. She stated that the report is the first formal work that the Advisory Board has done with a group of universities to address an academic issue. She pointed out that the Advisory Board has met with some of the chief academic officers from universities that have signed on to their consulting service and it was from these meetings that the issue of recruitment and retention of a diverse faculty was singled out as an important issue for research universities.

SVCAA Couture stated that the report is a best practices report and the Board has done research with 100 universities on what their best practices are. She stated that the Advisory Board consultants have also had conversations with faculty members on our campus.

Franti asked if the report is only on national data or if it will have information specifically for UNL. SVCAA Couture stated that a survey of chairs at UNL on their best practices was given to the Board. She stated that the Board will incorporate responses in the report but she is not sure how they will array this information.

Rapkin stated that there is a contradiction with this strategy. He noted that the more schools that buy into the Advisory Board's plan, the less likely the plans will work because they will all be trying the same tactics in pursuit of the same limited pool of candidates. SVCAA Couture stated that she believes we will benefit from the report because some of the best practices at other universities might work here. She pointed out that how you approach an issue has a lot to do with how it works on a particular campus. She noted that the information is only available to the universities that have contracted with the Advisory Board.

Franti asked when the report will be available to the campus. SVCAA Couture stated that she will be asking that question at the presentation.

Prochaska-Cue asked if the SVCAA has any idea what the next steps will be. SVCAA Couture stated that this will be up to the campus to decide. She noted that the Board might say a few things about strategies to begin with but it's a report for us to use as we want. She stated that the report is analogous to an environmental scan to see how other universities are dealing with the issue.

## **2.4 Upcoming Issues**

SVCAA Couture reported that summer session enrollments are currently a little behind from last year but she thinks we will end up with approximately the same enrollment. She stated that the campus is experimenting with some new incentive packages for chairs and deans to increase enrollment this summer. She noted that Professor Savory, Director of Summer Sessions, will be meeting with chairs to discuss these incentives. She pointed out that the incentives will have to be offered through the Summer Sessions' fixed budget.

Rapkin asked if there are any enrollment trade offs between extended education and summer sessions. SVCAA Couture stated that this is a hard thing to determine. She stated other institutions have demonstrated that the more options you have for course delivery, the greater the opportunity for all enrollment to increase. She stated that she does not think either extended education or summer sessions will take anything away from each other. She noted that there may be some new audiences that might allow us to combine summer session courses with distance education.

SVCAA Couture stated that more key courses are being offered during the summer to hopefully prevent an overload of these courses during the regular academic year. She pointed out that this helped to offset an overload problem last fall. She reported that the Enrollment Management Council speaks to deans about what expected enrollment figures are.

### **3.0 Announcements**

No announcements were made.

### **4.0 Approval of 4/30/08 Minutes**

Rapkin moved, and Lindquist seconded approval of the minutes as amended. Motion approved.

### **5.0 Unfinished Business**

#### **5.1 AFCON Update**

Prochaska-Cue stated that she has not heard anything further about the membership to AFCON. She stated that she will check on this.

#### **5.2 Parking Fee History**

Griffin reported that she checked the history of the parking fees in relation to the building of the parking garages. She noted that the original plan unveiled in the March 11, 1999 Scarlet called for parking fees in 2004 for faculty/staff to be \$44 per month. She stated that this past year's monthly parking permit was \$41 per month. She pointed out that in an August 23, 2001 UNL announcement, it was stated that the 17<sup>th</sup> and R street parking garage was available to all faculty and staff permits, except for perimeter/night permits and on football game days. There is now a separate permit for the garages which cost more than an Area A permit.

Jackson wondered how long the bonds were for building the garages. Fech stated that he thinks they may be for 20 years. Rapkin asked if the garages have different arrangements. He pointed out that at some of the garages a person can pay by the hour while at others you can pay for an estimated length of time. Prochaska Cue suggested meeting with Dan Carpenter, Director of Parking and Transportation Services to answer these questions.

Jackson asked if a presentation of projected fees for parking was given to the Executive Committee by VC Jackson and Associate VC Phelps when they met with the Committee

this past year. Bradford stated that they had some financial figures dealing with the current situation but no projections into the future.

Franti asked what roll the Parking Advisory Committee has in all of this. Prochaska-Cue suggested inviting the chair of the Parking Advisory Committee to meet with the Executive Committee.

Concern was raised about the parking permit tags being mailed within 10 days of ordering it on line. Schubert questioned why tags are used at all. He pointed out that bar code scans could be used in place of tags. Rapkin pointed out that it is probably faster to identify hang tags rather than to scan all of the vehicles.

## **6.0 New Business**

### **6.1 ASUN Meeting**

Prochaska-Cue reported that she and Bradford met with ASUN President Emily Zimmer and discussed priorities for the Faculty Senate and ASUN. Prochaska-Cue stated that it was agreed that the two groups should continue to liaison together. Bradford noted that ASUN has many priorities similar to the Senate's. He stated that ASUN is more concerned with the new SIS probably because it affects them more.

Bradford stated that he thinks he made it clear that supplemental salary increases to bring UNL to the level of its peers will have to come out of the state appropriation and not from increased tuition. He pointed out that there was never going to be enough of a tuition increase to cover the amount of raises for faculty salaries.

### **6.2 Upcoming Issues**

Prochaska-Cue stated that she plans to meet with Dean Kean this summer to discuss the possibility of conducting financial education for students. She noted that some schools have peer counseling for students and she believes that this could work here.

Jackson stated that one of the upcoming issues for student fees is the remodeling of the city campus recreation facilities which will be discussed next academic year. He stated that one of the proposals being considered calls for the replacement of the east campus recreation facility; this would likely be coupled with a renovation of the city campus rec center. One of the city campus proposals calls for taking a quarter of the Cook Pavilion in order to expand space for cardio and weight training the in the city campus recreation center. He noted that the most ambitious proposal calls for a five-story building which would replace the Military and Naval building and would incorporate the University Health Center. He pointed out that student fees would be impacted by any of these plans and a student vote would be required. He reported that the steering committee working on the renovation of the recreation centers will be presenting specific details at a later date but the referendum on this would probably be next year. He stated that the city campus recreation center is grossly undersized for this large a campus.

Fech wondered how much more students would be willing to pay to cover these costs. Jackson stated that a survey was conducted on this and there is some cautious support; campus recreation has the specific results.

### **6.3 Possible Meeting with AAUP**

Prochaska-Cue stated that she received an email message stating that local AAUP officers would be willing to come and speak first to the Executive Committee and then to the Senate. The Committee discussed whether to meet with AAUP officers.

The meeting was adjourned at 4:40 p.m. The next meeting of the Executive Committee will be on Wednesday, May 21st at 3:00 pm. The meeting will be held in the Faculty Senate Office. The minutes are respectfully submitted by Karen Griffin, Coordinator and David Rapkin, Secretary.