

## EXECUTIVE COMMITTEE MINUTES

**Present:** Alloway, Bolin, Bradford, Fech, Flowers, Hachtmann, Lacost, Lindquist, Moeller, Prochaska Cue, Rapkin, Zimmers

**Absent:** Ledder

**Date:** Wednesday, February 27, 2008

**Location:** Faculty Senate Office, 420 University Terrace

**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

Bradford called the meeting to order at 3:02 p.m.

### 2.0 Professor Nancy Mitchell

#### 2.1 Implementation of the ACE Program

Bradford stated that the Committee wanted to meet with Mitchell to hear about the implementation process of the ACE program and to see what kind of input she is looking for. Mitchell stated that she wanted to thank the Senate for the support it gave during the 2 and a half year process of getting the ACE program developed and approved. She noted that she did not think it would be as good a program without the Senate's input and she wants to continue seeking input and support from the Senate.

Mitchell stated that with the ACE program there is the opportunity to change the culture of the general education program. She noted that we are moving away from a menu driven program to an outcomes-based one, and that represents a big shift in the culture of undergraduate education.

Mitchell stated that with the approval of the program by all colleges, the ownership of the program belongs to the faculty and the departments and is shared with the students. She pointed out that with the ACE program students will be responsible jointly for their own education.

Mitchell reported that currently she is working on putting the new ACE team together. She noted that Moeller and Hachtmann will both be serving on the team. Mitchell stated that the interim ACE committee members will be in charge of certifying the courses and facilitators will be going to the colleges to make sure that courses get submitted for certification.

Mitchell stated that members of the ACE team have been appointed by the Dean of their college. She noted that she is still waiting for two more names and as soon as the list is completed it will be put on the ACE website (ace.unl.edu). She reported that there will

be an active website dedicated to the ACE program that will provide information on the implementation process.

Mitchell reported that next week a kick off event will be held at the Eisentrager/Howard Gallery in Richards Hall for the ACE team. She stated that she wants the team to meet in the different colleges so it can be in different academic environments. She noted that in March and April the team will be meeting and will need to determine what kinds of sessions will be needed to help faculty members develop courses for the program. She suggested that one session might be for those instructors teaching courses of 100 students or more and how these courses can be changed to ACE courses.

Mitchell stated that another area she wants to focus on is reducing the level of uncertainty for people who will be directly or indirectly impacted by the program. She stated that she wants to keep people informed and up to date on what is going on and what will be coming with the program. She noted that she has already met with Pat McBride of New Student Enrollment, for example, to discuss it with him.

Mitchell reported that she is already getting questions from the community colleges about what courses students should sign up for that will transfer over to UNL. She noted that she will be attending the state articulation conference which will focus on transfer students. She stated that she, Dean Rita Kean and JoAnn Moseman (Academic Transfer Coordinator) will be going to community colleges in the spring to talk to chief academic officers and advisors. She pointed out that they need to understand what we are trying to do with the competency-based program.

Mitchell stated that we also need to make sure that high school counselors know what is going on as well. She reported that she has met with Professor Berger of the Honors Program about these courses, and he will work with the ACE team. She noted that she has also met with Professor Rosenbaum of the JD Edwards program to discuss how the courses in that program will fit into the ACE program.

Mitchell stated that it is important to have good communications with a wide variety of people on the ACE program and its impacts. She mentioned some ideas. Bookmarks will be handed out that will list the 10 competencies and 4 outcomes of the program, the web page is being developed, and a one page summary is being created that will highlight talking points of the program. The summary will assist people in providing consistent information.

Mitchell stated that discussions will be held with the Academic Planning Committee and ASUN. She stated that she wants to know what people's concerns are and what they need help with.

Mitchell stated that she is working with Todd Jensen, New Media Center Manager, to develop a computer program that would be similar to the program used to submit course proposals to the Curriculum Committee. She noted that she wants to make the process for submitting courses for ACE certification easy and clear. She stated that she hopes to

have the program for submitting the courses for certification ready by March 31<sup>st</sup>. She noted that the plan is to have target deadline dates for submission of the courses. She stated that the team that will be looking at the courses will be engaged over the summer but most of the work will be done via the computer. She pointed out that new and modified courses will need to go to Tony Schkade, Assistant Director of Registration & Records, for verification of prerequisites and other requirements and then to the University Curriculum Committee for approval and finally to the ACE team. She stated that she envisions the approval process to take about 6 weeks. She noted that the last deadline date for submission will be October 15<sup>th</sup> to allow enough time to get the courses approved. She pointed out that aggressive action needs to be taken in order to get everything ready for the course bulletin.

Mitchell stated that there has been some concern about whether or not we are going to get enough courses submitted pertaining to certain outcomes. Moeller pointed out that not everything in this program is course driven and that outside experience can count for some of the outcomes as well. Mitchell agreed and stated that the co-curricular pieces need to be figured out and how they tie into the curriculum. Moeller stated that it will be up to the student to demonstrate how the co-curricular activity fits into the curriculum.

Mitchell noted that students must get a faculty sponsor for their co-curricular activities. She stated that she would like the Interim ACE committee to set guidelines for co-curricular work and to come up with a template for this so it does not take six months for students to get approval for a project.

Alloway asked if Mitchell is expecting a lot of co-curricular projects. Moeller stated that it will probably be very different for each college. Alloway stated that it may be something that the colleges need to handle. Mitchell stated that it might be similar to the honors thesis. She suggested having guidelines and principles for co-curricular projects. She noted that students will need to write a brief, clear description of their project so committee understands what they are doing. Moeller stated that a checklist would be helpful. Mitchell stated that other things discussed were putting sample ACE course syllabi and sample ACE certification applications on the web to help retool and create courses.

Alloway asked Mitchell how long she understands her position to be for implementing the program. Mitchell stated that the letter appointing her to this position stated it was an interim position until the end of the fall 2009 semester. She noted that it is her understanding that there will be a search in the fall of 2009 to find a permanent person. Moeller questioned why a permanent administrator is needed once the program is up and running. Bradford pointed out that the ACE proposals clearly state that the work shifts over to the Curriculum Committee once the initial implementation has been completed. Mitchell stated that there is the assessment component which might warrant a permanent person in the position. She stated that the administration should determine after two years if a permanent person is needed.

Mitchell thanked the Committee for inviting her and she asked that anyone with ideas please send them to her ([nmitchell1@unl.edu](mailto:nmitchell1@unl.edu)) or come visit her at 325 Seaton Hall.

### **3.0 Announcements**

No announcements were made.

### **4.0 Approval of 2/20/08 Minutes**

The Committee approved the minutes as amended.

### **5.0 Unfinished Business**

#### **5.1 Senate Election Update**

Bradford reported that he has received some nominations for the Senate election.

#### **5.2 Student Email Systems**

Flowers noted that he personally found the presentation by Google to be better organized and better directed at potential needs of students than the presentation by Microsoft. He noted that both companies were promoting a wide range of collaboration and scheduling features that go well beyond typical student e-mail activities. Bradford noted that when asked about the compatibility of the Microsoft email system with the Apple Safari system the Microsoft representative stated that they were working on it. Bradford questioned how often students would need to use the scheduling features mentioned by Google.

Bradford stated that he thought gmail was a superior program. Moeller agreed. Bradford pointed out that gmail has the best spam filter.

Bradford stated that he did not think the Senate needed to take a position on the student email system. Flowers stated that the Computational Services and Facilities Committee will be discussing the presentations at an upcoming meeting.

### **6.0 New Business**

#### **6.1 At-Large District for the Senate**

Bradford stated that a faculty member brought up the issue that she was listed as being a member of a department which she no longer belongs to. He stated that the faculty member suggested having an at-large Senate district for those faculty members that are in centers not associated with a department. He pointed out that the Senate redistricting report was just approved so changes would not be made until 2010. He noted that the Senate Rules and Bylaws do not restrict us from creating an at-large district but the question is whether it is worth doing.

Fech noted that one of the things that a Senator is supposed to do is to communicate back to the people in their district. He pointed out that being in separate centers might make this more difficult but it would depend on how engaged the people are. He stated that the question is how to best represent these faculty members.

Griffin reported that there are only about nine faculty members that are not associated with a particular department. She pointed out that most of these faculty members are

currently matched up with a department within their discipline and have no problems with it. Bradford stated that matching up would be the better way to go.

Griffin noted that one of the problems with an at-large district is that the people in the district might not know who the other people are thereby making elections to the Senate more difficult.

Bradford stated that the Senate or the Executive Committee could discuss this since it will be two years before the redistricting is conducted again.

## **6.2 Americans with Disability Act Supervisory Training Requirement**

Bradford stated that he received an email message from Jody Wood of Equity, Access & Diversity Programs stating that all university personnel who have hiring responsibilities, including hiring of students, graduate students, or staff, are required to take a two hour training session. Moeller asked if the training is an online program. Bolin stated that it is not and participants must go over to VP Horn's office to take it.

Bradford stated that he is surprised to see that all employees with any kind of hiring capacity are required to do this. Flowers pointed out that the sexual harassment training session was required only for chairs, deans, and other administrators. He noted that it is his understanding that as long as chairs and deans make the appointments and sign the PAF, they are the ones required to complete the training.

## **6.3 Faculty Grievance**

The Committee discussed a grievance raised by a faculty member.

The meeting was adjourned at 4:47 p.m. The next meeting of the Executive Committee will be on Wednesday, March 5th at 3:00 pm. The meeting will be held in 201 Canfield Administration. The minutes are respectfully submitted by Karen Griffin, Coordinator and Rick Alloway, Secretary.