

## **Minutes of the Faculty Senate Meeting of February 7, 2013**

The regular meeting of the Faculty Senate took place Thursday, February 7, 2013 in room 201 of Buckingham. Senate Chair William D. Rich called the meeting to order at 3:08 pm.

Of the current roster of 61 Senators, 35 were present for this meeting. Senators S. Clark, Klein, Koskey, Scotto and Youngs were absent with notice. Senators Apple, Chronister, Ducharme, Elliott, Gwinn, Hamed, LiVecci, Lyndall, Matejkovic, Newton, Opoku-Agyeman, Queener, Ramcharran, Rostedt, Shanks and Zhe were absent without notice.

### **I. Approval of the Agenda**

Senator Hajjafar moved to adopt the proposed agenda. The motion was seconded by Senator Miller.

**The motion was adopted without dissent.**

### **II. Approval of the Minutes**

Senator Hajjafar moved to adopt the proposed minutes of the November 1, 2012 meeting. The motion was seconded by Senator Raber.

**The minutes were adopted without dissent.**

Senator Hajjafar moved to adopt the proposed minutes of the December 6, 2012 meeting. The motion was seconded by Senator Raber.

**The minutes were adopted without dissent.**

### **III. Chairman's Remarks**

I plan for us to take some time in the March meeting to engage with President Proenza in a discussion of his proposed integrator assessor model, the subject of MOOCs, and assessment of learning that takes place in MOOCs, and perhaps in other contexts, and credentialing. I hope and expect the discussion will be thoughtful and not at all uncritical, but respectful and focused on ideas rather than personalities.

Second, I'm pleased to report that senate committees have been meeting and going about their business. The senate, as large as it is, necessarily does most of its work in committee, subject of course to senate action. I urge the committees to move with alacrity on any action items they may plan to report to the senate so that the April and May meetings do not become overburdened with too much business. This is what tends to happen, and I expect it will happen to some extent and we'll manage it. But if at all possible, I urge the committees to move quickly on action items so that we can distribute the work that remains to be done over the three remaining meetings.

Third, the Reference Committee will be reporting today on proposed amendments to the senate bylaws. These cannot be voted on today, but they will be presented for discussion in the hope that it will, to

some extent, reduce the amount of time we need to take to discuss them in the meeting when we can vote on them, which I expect will be a more crowded agenda.

In fact, the senate will have to wait until April to approve these proposed amendments because of an error in the bylaws that the Reference Committee is proposing to correct. And that is a requirement that 30 days elapse between when the bylaws are formally proposed, which would be in a meeting, and when they are adopted. Somebody wasn't quite thinking about the calendar when they did that. I think they meant you would wait from one regular meeting to the next regular monthly meeting, and in fact those can be 28 days apart. And in fact the February and March meetings are 28 days apart. So adhering to the letter of the bylaws, we'll vote on them in the April meeting rather than the March meeting.

#### **IV. Special Announcements**

Chair Rich reported the deaths of eight members of the university community:

*Kathryn Motz Hunter*, alumna and former trustee of the University of Akron, died December 8<sup>th</sup>. She was 87.

*John Joseph Luthern*, Associate Professor of General Technology, died December 10<sup>th</sup>. He was 54.

*Doyle Jenkins*, Maintenance Repair Worker, died January 3<sup>rd</sup>. He was 85.

*Dr. Helen Qammar*, Associate Professor of Chemical and Biomolecular engineering and Director of the Institute of Teaching and Learning, died January 7<sup>th</sup>. She was 54.

*James R. Rogers*, a professor in the Department of Counseling in the College of Education, died January 14<sup>th</sup>.

*Howard L. Flood*, former trustee of the University of Akron, died January 17<sup>th</sup>. He was 78.

*Dr. Noel L. Leathers*, retired Professor of History and Senior Vice President and Provost of the University of Akron, died January 28<sup>th</sup>. He was 89.

*Sally Pitts Kennedy Slocum*, Associate Professor Emeritus of English, died January 28<sup>th</sup>. She was 72.

The Senate stood for a moment of silence in memory of our deceased colleagues.

#### **V. Reports**

##### **Executive Committee**

Senator Bove reported as follows on behalf of the Executive Committee:

The Faculty Senate Executive Committee met on December 20th for regular senate business and to prepare for the meeting with the President later that afternoon. The EC appointed 18 members to the CRC ad hoc UA Online subcommittee with the purpose of assisting, "...faculty and departments aspiring to expand their online presence to do so efficiently and effectively." The EC also appointed

Litsa Varonis to the ad hoc Clicker Technology Review Committee, as an ex-officio member, for her extensive knowledge and experience with these tools.

Later that afternoon, the EC met with the President and Vice Provost Ramsier. The President shared information from state-level meetings regarding the state share of instruction (SSI) and expects the same level of state funding with a chance for a slight increase.

Chair Rich reported on the efforts for a criminal justice baccalaureate proposal. Faculty members from the three stake-holding departments have made good progress and their endeavors should result in a stronger Criminal Justice baccalaureate program while filling a regional need for this expertise with UA graduates. We also discussed incentives and disincentives for interdisciplinary academic programs with the idea that the Criminal Justice program may become a model for similar collaborations.

The EC inquired of Vice Provost Ramsier about the follow-up actions regarding office space and computers for part-time faculty. Vice Provost Ramsier stated that university rule requires part-time faculty to hold office hours; therefore, the university is obligated to provide that space and will do so. He also reported that there are 109 laptops available to part-time faculty. He suggested a two-fold approach whereby Deans query part-time faculty on computing and space needs and also that part-time faculty may request specific computing and space needs directly to department chairs and deans. We also discussed the heavy reliance on part-time faculty at the university.

In light of the recent changes in STRS, we discussed the replacement of retiring full-time faculty and contractual barriers to utilizing retired faculty in case of a mass exodus this summer. The AAUP recently conducted a retirement survey and will assist the university with that data in terms of planning.

The EC met again on January 31st to set the agenda for today's meeting and for regular senate business. Additional appointments were made to senate committees. Sukanya Kemp was appointed to the ad hoc General Education Revision Committee. Cheryl Ward was appointed to the CRC ad hoc UA Online subcommittee. There are also vacancies on two UC committees for senate representatives – the UC Budget, Finance, and Benefits Committee and the UC Public Affairs and Development Committee. The call for nominations was included in today's Email Digest.

The EC also discussed overlap of charges between some University Council committees and Faculty Senate committees. Discussions between the respective committees are currently underway.

The EC was notified that members of the Higher Learning Commission will meet with the Faculty Senate Executive Committee during the site visit in March. The EC will prepare accordingly for the meeting.

### **Remarks of the Provost**

The Provost began his remarks by stating that Vision 2020 has established an institutional success agenda of student success. Our commitment to secure 80 percent job placement within six months of

graduation includes a commitment to achieve a 60 percent six year graduation rate, meaning that we must provide every opportunity for students to speed up or maintain progress towards degree attainment.

Pathways to Student Success Strategy has set the stage for situating the institution in a very good way with regard to the state share of instructional support, which will be distributed beginning in fiscal year '14 on the basis of university performance. Fifty percent of total state funding will be based upon degree completion. This performance based funding formula will likely include a cap on both tuition and fees to two percent.

Money in the state budget will be increased to provide state-wide, need-based scholarships to an additional 90,000 students. Many of our students are need-based, so we can anticipate that many of our students will benefit by that increased funding.

We've asked deans and department chairs to maximize the capacity that exists in all of our summer offerings by having fewer course sections with larger enrollment as appropriate without diminishing academic quality. We have also asked for a focus on offering courses that contribute directly to degree completion. Special topic courses should be considered in the summer only with full enrollment and a focus on courses that will contribute in significant ways to degree completion.

Fiscal year '14 will be very difficult to manage. We've asked the deans and department chairs to assure that faculty workload is appropriate from a productivity perspective in teaching, research and service so that we are optimizing the opportunity for our students to have engagement with our full time faculty.

March third through the sixth we have our visit from the Higher Learning Commission. Thank you for your participation and the feedback with regard to our report. Thank you for your anticipated participation in the activities that allow all of us to interact with the committee that will make our reaccreditation visit a success, because it will be an opportunity to reflect on our performance and to develop strategies to enhance our success.

We must continue to work towards general education reform. We need to address and focus more on understanding and analyzing student learning outcomes, so we are continuously improving the quality of teaching and learning.

The University Council is on a good trajectory from a shared governance perspective. And we will continue to work hard to assure that that body effectively represents faculty, staff and students for improving practices and policies related to the success of the University of Akron.

## **VI. Committee Reports**

### **Curriculum Review Committee**

Vice Provost Ramsier reported a resolution from the committee to approve a list of curriculum proposals (Appendix A). These proposals had no objection filed against them.

**The motion was adopted without dissent.**

In response to a complaint regarding the difficulties with the curriculum proposal system, Vice Provost Ramsier reported that the CRC is currently working with IT to resolve the system barriers. The CRC has received and prioritized a list of enhancement recommendations from faculty and is working with IT to implement the proposed changes.

**Distance Learning Review Committee**

The Distance Learning Review Committee submitted a written report (Appendix B).

**Ad hoc Committee on Part-time Faculty Issues**

The ad hoc Committee on Part-time Faculty Issues submitted a written report (Appendix C).

**Faculty Research Committee**

The Faculty Research Committee submitted a written report (Appendix D).

**Computing & Communications Technologies Committee**

The Computing & Communications Technologies Committee submitted a written report (Appendix E).

**Reference Committee**

Senator Morath reported several proposed changes to the Faculty Senate bylaws on behalf of the Reference Committee (Appendices F & G). The Faculty Senate will vote on the proposed changes during the regular April meeting.

**University Libraries Committee**

The University Libraries Committee submitted a written report (Appendix H).

**Ad hoc Online Subcommittee of the Faculty Senate's Curriculum Review Committee**

The ad hoc Online Subcommittee of the Faculty Senate's Curriculum Review Committee submitted a written report (Appendix I).

**Student Affairs Committee**

The Student Affairs Committee submitted a written report (Appendix J).

**Faculty Senate Representatives to University Council**

Senator Lillie reported as follows on behalf of the Faculty Senate Representatives to University Council:

The University Council is in the final stages of preparing the UC bylaws for President Proenza to review. The President will either send the bylaws back to the UC for revision or move them forward for the Board of Trustees to review and act on. The UC has discussed the potential overlapping roles of committees between the UC and Faculty Senate. An amendment was made and passed to eliminate the UC Research Committee, so there will be a single research committee under the aegis of the Faculty Senate.

Senator Lillie also encouraged Senators to send questions, comments, or concerns to one or more of the Faculty Senate Representatives to UC (Senators Erickson, Lillie, and Witt) regarding the hiring report compiled by the Talent Development and Human Resources office.

## **VII. Unfinished Business**

There was no unfinished business.

## **VIII. New Business**

There was no new business.

## **IX. Adjournment**

Senator Hajjafar moved to adjourn the meeting. Senator Lazar seconded the motion.

**The motion was adopted without dissent.**

The meeting adjourned at 4:53 pm.

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Any comments concerning the contents in *The University of Akron Chronicle*  
may be directed to the Secretary, Frank J. Bove (x5104).

[facultysenate@uakron.edu](mailto:facultysenate@uakron.edu)

**APPENDIX A****Curriculum Proposals**

Has attach ments	Description	Activity	Received	Proposal Type	Proposal Title	Degree / Certificate/ Minor Type
No	EDUC-CURR-12-4158	FS Review	12/3/12 11:53	COURSEDELETE	Teaching in the Early Childhood Center	
No	EDUC-CURR-12-4159	FS Review	12/3/12 11:53	COURSEDELETE	Early Childhood Center Laboratory	
Yes (3)	BUS-FINAN-12-2743	FS Review	12/5/12 11:59	COURSECHANGE	Introduction to Finance	
No	A&S-PSYCH-12-4476	FS Review	12/12/12 22:37	PROGRAMCHANGE	Psychology - Ind/Org-NonThesis	MASTERS
Yes (3)	SUMM-ASSOC-12-2466	FS Review	12/14/12 7:41	COURSENEW	Writing and Research	
No	SUMM-BUSTECH-12-3616	FS Review	12/14/12 7:46	TRACKCHANGE	Computer IS - Indust Comp Appl	
Yes (1)	SUMM-ENGRSCI-12-4068	FS Review	12/14/12 7:46	CERTIFICATECHANGE	Geographic & Land Info Systems	UNDERGRADUATE
Yes (2)	ENGR-CIVILE-11-0553	FSEC Review	12/20/12 10:39	CERTIFICATENEW	Nuclear Engineering Certificate Program	GRADUATE
No	A&S-ENGL-12-4169	FS Review	12/26/12 11:16	COURSECHANGE	Grammatical Structures of English	
Yes (2)	CHP-NUDIET-12-4395	FS Review	12/31/12 15:48	COURSECHANGE	Institutional Management	
Yes (2)	A&S-PHILOS-11-0524	FSEC Review	1/2/13 13:05	MINORNEW	Ethics Minor	BACCALAUREATE
Yes (2)	A&S-PHILOS-12-4209	FS Review	1/2/13 13:07	COURSECHANGE	Philosophy of Feminism	
No	A&S-ENGL-12-4632	FS Review	1/18/13 10:24	COURSECHANGE	Grammatical Structures of English	
No	EDUC-CURR-11-1149	FSEC Review	1/18/13 10:25	PROGRAMCHANGE	Vocational Family and Cons Sci	MASTERS
Yes (1)	EDUC-CURR-11-1152	FSEC Review	1/18/13 10:25	COURSECHANGE	Field Experience: Masters with Licensure	
No	A&S-POLSC-12-4172	FS Review	1/18/13 10:25	COURSEDELETE	Foundations of Political Science	
No	A&S-POLSC-12-4173	FS Review	1/18/13 10:25	PROGRAMCHANGE	Political Science	MASTERS

## APPENDIX B



To: The University of Akron Faculty Senate  
 From: The DLRC Committee  
 Date: 1/31/2013  
 Re: Annual Report

The following context should help the Senate understand how the committee has been operating:

When we were organized as a committee, we spent several meetings deciding how best to proceed. To that end, we developed a rubric (based on the Quality Matters Program) of 10 traits each proposal had to have in order for approval (attached at the end of this document). As current chair, I send out PDFs of proposals to the committee members, and a team of three or four members look at different sets of proposals. The teams review the proposals and send their reviews to me with a decision whether to approve or ask for changes. Typically, because of the rubric, we are on the same page as to the acceptability of proposals. After I receive the reviews, I organize them and let the entire committee know what plan of action we will be taking: **Approve as is**; **Approve but suggest some non-essential modifications** (listed in the comments); **Not approve and ask for syllabus modifications** (in this case, to speed the process, I will ask the originator to send me the syllabus and we will review it as a committee. If acceptable, I'll attach the new syllabus and approve); or **Reject** and return for modifications that we indicate in the comments and typically send our rubric to the originator.

In order to keep the rubric up-to-date, we schedule a face-to-face meeting each semester to review the rubric and review our part in the curriculum process.

**The following are concerns we have identified**

1. Faculty proposing web-based and online courses should have better access to the rubric we developed. The best solution would be to create a link within the Curriculum Proposal System to the rubric.
2. Training sessions should be instituted so that faculty can be informed about best practices and effective syllabus creation for web-based and online courses. Quality Matters training exists but a shortened process is envisioned.
3. The issue of verifying the distance learner's identity, especially for testing and assessment purposes, poses challenges. What is the university's policy in this area?
4. Some online courses require a specific time and day for discussion sessions, etc. If so, an alternative process should be arranged for those students that are in other time zones (a mandatory 8-9 PM EST meeting requires a Cairo student to be online from 3-4 AM). Otherwise the course does not meet the 100% online requirements.
5. Invariably the committee sees some proposals that do not have a change of delivery. We do not need to see already approved web-based or online courses that have other program changes, etc.
6. Some inherent system shortcomings cause significant error inclusion in proposals. The most problematic is that old proposals cannot be copied as starting points for new ones. That is, once a proposal has been approved, it cannot be used as a template for a similar one. This issue alone delays the approval process in a significant manner.
7. A once-a-semester meeting of committee chairs involved in the process should be considered to coordinate better outcomes.

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February 7, 2013



**DLRC RUBRIC**

**If the proposal does not contain a program change or course change that requires DLRC review, the proposal will be approved by DLRC without review. DLRC Review (proposals must pass all 10 questions to receive approval)**

- |  |     |                              |
|--|-----|------------------------------|
| 1. Are appropriate syllabi attached?   | Yes | No (query originator)        |
| 2. Is it clear whether the course is intended to be web-based or is intended to be online?   | Yes | No (query originator)        |
| 3. Is it clear which parts of the course are synchronous and/or asynchronous?  | Yes | No (query originator)        |
| 4. Is it clear how students will communicate with the instructor?  | Yes | No (query originator)        |
| 5. Is it clear how students will access the course and course materials (Springboard, CourseCast, other)?  | Yes | No (query originator)        |
| 6. Is it clear how student work will be collected and evaluated?   | Yes | No (query originator)        |
| 7. Is it clear how class participation/attendance will be assessed?  | Yes | No (query originator)        |
| 8. Is it clear how student work integrity will be maintained (testing procedures, etc.)?   | Yes | No (query originator)        |
| 9. If this is an online course, does it pass the distance test (i.e. could a student in a very remote destination complete this class)?                                      | N/A | Yes<br>No (query originator) |
| 10. If this class is a new section of an existing course, does it appear to cover the same Learning Objectives as the existing course (i.e. is it pedagogically equivalent)? | N/A | Yes<br>No (query originator) |

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**APPENDIX C**

**Faculty Senate COPTI**

**Meeting January 30, 2013**

**Members present:** Yvonne Bruce, Michelle Byrne, Katie Cerrone, Eric Mundy, Shannon Osorio (Chair), Laura Vinnedge, David Witt

Discussed:

1. Several departments moving away from Student Evaluations. For most PT Faculty this is the only evaluation of their teaching skills, required for a change of rank. How will this be handled?
2. Ohio Part-Time Faculty Association has been formed. We heard a report and several ideas including publicizing PT status across campus and a local PT conference promoting professional development.
3. Preliminary data from the Part time Faculty survey was discussed. The committee will be looking at how to use the data to steer the committee goals and initiatives.

*Respectfully submitted, Shannon Osorio, Chair*

February 7, 2013

## **APPENDIX D**

Faculty Research Committee Report for Faculty Senate

January 2013

There were 52 proposals representing 26 departments for the Faculty Research Summer Fellowship submitted to Mary Dingler in the Office of Research Administration by the deadline of January 25. All of the proposals were assigned to the reviewers on January 30. The Faculty Research Committee will meet on March 8 to discuss and award the fellowships.

Submitted by Robert M. Schwartz, Chair

February 7, 2013

## **APPENDIX E**

### **Computing & Communications Technologies Committee**

#### **Particulars**

- **Subject:** Computing & Communications Technologies Committee meeting report
- **Date:** *2013-01-31 Thu*

#### **Report**

The CCTC met on Wednesday, January 23, 2013. The bulk of the meeting was spent discussing the charge of the CCTC in light of the existence of the University Council Information Technology Standing Committee (UCIT). The consensus of the committee was that it is advantageous for the CCTC to work with the UCIT. The CCTC will meet with members of the UCIT on Wednesday, February 13, 2013.

Scott Randby  
CCTC Chair

## APPENDIX F

In addition to a number of merely stylistic changes, the Reference Committee proposes the following substantive changes to the bylaws of the Faculty Senate:

(B)(4)(e): This amendment would require the President to notify the Senate of the Board of Trustees' disposition of Senate legislation referred to it by the President. Currently, the president is required to notify the Senate of his disposition of the Senate's legislation. If the legislation in question requires Board approval, there is no mechanism by which the Senate routinely learns whether the Board approved it, approved it with modifications, or disapproved it.

(C)(2) and (4): This amendment would make the chair and the secretary of the Faculty Senate jointly responsible for supervising the clerical staff of the Faculty Senate. Currently, the bylaws give solely the secretary such responsibility. The Senate's administrative assistant (the Senate's only clerical staff member) historically has assisted both the chair and the secretary in the performance of their duties. Until this academic year, a large proportion of the AA's time was spent preparing transcriptions of Senate meetings, under the supervision of the secretary. The AA no longer performs this function as the secretary now uses the services of a professional transcriber instead. Consequently, the duties of the AA have been restructured. A greater proportion of the AA's work is performed on behalf of the chair than was true in previous years.

(E)(2): This amendment would eliminate the university well-being committee, which for all practical purposes has ceased to exist. The functions of this committee have been overtaken by the collective bargaining process.

(F)(3): This amendment would eliminate the power of standing Senate committees to appoint non-voting members. The executive committee can and does appoint such members and otherwise appoints the members of standing committees. This would conform the bylaws to the Senate's practices. Standing committees would continue to be able to invite anyone of their choosing to their meetings.

(F)(1) and (13) (new paragraph): This amendment would create a standing committee on part-time faculty as recommended by the ad hoc Committee on Part-time Issues.

(F)(14): This allows a standing committee to abolish only those subcommittees it had previously established. There are now three standing subcommittees of the Curriculum Review Committee provided for in university regulations. CRC should not be empowered to abolish those subcommittees, which were established by action of the Board of Trustees. The existing provision was written when there were no standing subcommittees.

(H)(6)(a)(i): This amendment would change the deadline for the Senate constituencies to conduct elections and report the results to the Faculty Senate from May 1 to March 15. The bylaws require the Executive Committee to make new committee appointments in May, after soliciting expressions of interest. The May 1 deadline does not leave enough time for the EC to receive the reports (which are not always submitted on time), meet to certify the election results, solicit expressions of interest from the winners and from the faculty at large, and make the appointments.

(I)(2): This amendment would shorten from 30 days to 27 days the period that must elapse between the proposal of an amendment to the Senate bylaws and a vote on the amendment. With regular Senate meetings

scheduled on the first Thursday of each month, the period from one regular Senate meeting to the next can be as short as 28 days. This provision sometimes precludes voting on an amendment in a regular meeting even though it had been proposed in the previous regular meeting. E.g., the March 2013 regular meeting of the Faculty Senate falls on the 7th, just 28 days after the regular February meeting. This was a drafting error.

(K): This amendment makes it permissible but not mandatory for the chair to appoint a parliamentarian. It has been several years since a chair has appointed a parliamentarian. Experience has shown that such an appointment is not always necessary, and that it is not always possible to find someone appropriate to serve in that capacity. The current chair, for example, once served as the Senate's parliamentarian and has served as the parliamentarian for other organizations. (This amendment would also clarify that it is the current edition of Robert's Rules of Order Newly Revised that is the governing parliamentary authority, not the original Robert's Rules of Order, which is long out of print.)

The following proposed amendments may appear at first blush to be substantive, but are not, for the reasons given below:

(F)(3): The reference to a standing "financial aid" committee, which the Committee proposes to delete, is anomalous. There is no such committee established in the bylaws. Also, the change from "vice president for student affairs" to "vice president for student engagement and success" merely reflects a change that was made to that title by the Board of Trustees.

(H)(5)(e): The qualification that "The senate may declare vacant the seat of any senator who becomes unable to regularly attend meetings due to conflicting professional duties, imperative personal affairs, or illness" is unnecessary. The only reason to include such a limitation would be to preclude the Senate from declaring a seat vacant if the senator becomes unable to regularly attend for reasons other than those enumerated. It should not matter whether the senator is unable to regularly attend meetings for one of the enumerated reasons or for another reason.

(H)(6)(d): The student government in the School of Law is known as the student bar association, not the law student council.

## **APPENDIX G**

### **3359-10-02 The university of Akron bylaws of the faculty senate.**

- (A) Name. The name of this body is the faculty senate of the university of Akron.
- (B) Duties. As delegated by the board of trustees of the university, the faculty senate is the legislative body of the faculty regarding its academic mission and is empowered to:
  - (1) Formulate suitable rules, requirements, and procedures for the admission, government, management, and control of the students, courses of study, granting of degrees and certificates, and other internal affairs of the institution necessary to meet the objectives of the university, subject to the approval of the board of trustees, in accordance with the established policies of the board.
  - (2) Review and offer recommendations concerning proposals for the creation, abolition, or rearrangement of colleges, departments, schools, or divisions of instruction, proposals from university-wide committees, and such other matters as may be referred to the senate by the president of the university. Such proposals shall be forwarded to the executive committee for inclusion on the agenda of senate meetings.
  - (3) University-wide committees which are created by the senate, shall report to the senate unless otherwise indicated by the senate; other university-wide committees shall report to the parties or body creating them and shall file an information copy of such report with the executive committee, except that the president's advisory committee, the provost's advisory committee, appropriate grievance committee, committees dealing with personnel matters, and other committees where the president of the university determines sensitivity is required shall not file such information reports with the senate. The executive committee will include the report on the agenda of the senate meetings.
    - (a) Committee recommendations for senate action shall be distributed to the members of the Senate at least seven days before the senate meeting at which the recommendation is to be considered.~~Motions or resolutions which embody committee recommendations shall be posted on the Senate~~

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~~electronic discussion list at least seven days prior to a  
scheduled meeting at which a vote is to occur.~~ All  
messages ~~must~~ shall



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- include a statement of the rationale ~~in support of the motion~~for the recommendation.
- (b) ~~The Senate may, by a majority vote, override this provision to bring a motion to the floor. No committee recommendation that was not distributed in accordance with the foregoing requirement shall be considered by the senate unless the senate consents to its consideration by majority vote.~~
- (4) All legislation introduced in the faculty senate shall be designated as such; and if passed, shall be forwarded to the president. Within forty-five days of receipt of the legislation, the president shall:
- (a) Forward the legislation to the board of trustees, or
  - (b) Forward the legislation to the appropriate vice president; or
  - (c) Put the legislation into effect if the president deems it unnecessary to send the matter to the board, or
  - (d) Disapprove and return the legislation to the senate with explanation for the president's rejection; and
  - (e) Notify the senate of the disposition of the legislation, indicating whether the legislation has been approved, referred to the board of trustees, referred to the appropriate vice president, or returned to the senate for reconsideration or amendment. In the event that the president refers legislation to the board of trustees, the president shall notify the faculty senate of the board of trustees' eventual disposition of the legislation.
- (5) The senate shall elect ~~the senate~~ representative to the Ohio faculty council, who serves in that capacity along with the chair of the senate.
- (a) Senate members who are full-time teaching members of the faculties of the colleges are electors of the senate representative. ~~Those eligible for election are full time teaching members of the faculties of the colleges who may~~

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~~or may not be members of the senate.- Any regular faculty member may be elected.~~

- (b) The election shall be ~~conducted~~ by ~~normal democratic procedures, utilizing the~~ secret ballot.
- (c) The representative shall be elected at the May meeting of the senate. The term of office shall be for two years. There shall be no limit on the number of terms a person may serve.
- (d) The representative, if not already a member of the senate, shall become an ex-officio, non-voting member.

(C) Officers and executive committee.

- (1) Officers. The faculty senate shall elect a chair, vice chair, and secretary biennially from among the membership of the faculty senate. The election shall be by majority vote using a secret ballot.
- (2) Duties of the chair. The chair of the senate presides over regular meetings of the senate, calls special meetings of the faculty senate, acts as or designates the official spokesperson for the faculty senate in all of its external communications, serves on the Ohio faculty council, administers the budget of the senate, serves as chairperson of the executive committee of the senate, forwards to the president all legislation and recommendations passed by the senate, supervises (jointly with the secretary) the clerical staff of the senate, and undertakes such tasks as are directed by the senate. Upon the expiration of the chair's term of office, the ex-chair shall for one year be a voting member ex officio of the senate if he or she otherwise would not be a member. During that period, the ex-chair shall also be a voting member ex officio of the executive committee.
- (3) Duties of the vice chair. Assists the chair in such ways as the latter may request; and in the absence of the chair, the vice chair presides over the meetings of the senate.
- (4) Duties of the secretary. The secretary of the senate records, transcribes, and distributes the proceedings of the senate to all

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departments and interested members of the university, assists the chair in such ways as the latter may request, has custody (jointly with the chair) of the books, records, physical facilities, and tangible property of the senate, supervises (jointly with the chair) the clerical staff of the senate, and arranges for the orderly conduct of the business of the senate. In the absence of the chair and the vice chair, the secretary presides over meetings of the senate.

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- (5) Executive committee. The chair, vice chair, secretary, and four elected members of the senate will serve as the executive committee of the senate. The executive committee of the senate will have the following responsibilities:
- (a) Appoint members to appropriate faculty senate committees.
  - (b) Prepare the agenda for each meeting.
  - (c) Serve as an advisory committee to the senior vice president and provost on governance matters affecting the academic mission of the university.
  - (d) Ensure that the business of permanent and ad hoc committees is completed in a timely fashion.
  - (e) Bring matters to the senate or assign matters to committees.
  - (f) Consider any questions and complaints regarding elections of members to the senate and make recommendations concerning these complaints to the senate. The executive committee shall further certify the validity of all senate elections.

(D) Committee structure.

- (1) The faculty senate shall create such committees as it deems appropriate to the conduct of its business.
- (2) The executive committee, at its discretion, may invite non-members of the senate to serve on senate committees.
- (3) In special cases, the senate may choose to make part or all of the membership on a committee elective rather than appointed by the executive committee.
- (4) The senate committees shall yearly elect their own chairs, who, if not ~~already otherwise~~ members of the faculty senate, shall become ex officio, non-voting members.

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- (5) For organizational purposes, the committees of the senate will have either of two forms:

- (a) University committees, the members of which shall ~~have-be~~ elected ~~membership~~ from specified constituencies, or
- (b) Permanent committees, ~~whose-the~~ membership of which shall be appointed by the executive committee of the faculty senate, ~~will be drawn from the elected members of the senate and those invited members the senate deems appropriate.~~

- (E) University committees.

- (1) The faculty rights and responsibilities committee ("FRRC").

- (a) This committee shall concern itself with grievances relating to faculty assessment or evaluation, appointment, retention, tenure, and promotion. This committee shall be composed of one member from the tenured faculty of each degree-granting college, elected by its full-time faculty and one full-time faculty member from the university libraries, elected by its full-time faculty.
- (b) For each grievance case submitted by a part-time faculty member three members of the part-time grievance pool shall be selected to be members of the faculty rights and responsibilities committee ("FRRC") for the duration of that case. These members will only participate in "FRRC" business involving the grievance case in question. These members will be selected by lot by the chair of the "FRRC", but part-time faculty members from the same department as the grievant shall not be eligible to serve.
- (c) A part-time faculty grievance pool shall be established by each college every fall. The pool will consist of part-time faculty members who have taught at least four semesters at the university of Akron and who have been nominated by the part-time faculty members of that college and who have subsequently confirmed to the college dean their willingness to serve.

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- (d) Any persons in an administrative position, including interim positions, at or above the decanal rank (deans, associate deans, and persons of similar rank) are ineligible to serve on the committee. Members shall serve overlapping three-year terms so that during two years, three are elected, while four are elected during the third year. The committee shall elect its own chair who, if not already a member of the faculty senate, shall become an ex-officio, non-voting member.

~~(2) The university well being committee.~~

- ~~(a) This committee shall concern itself with matters relating to health and well being, such as fringe benefits, insurance, pensions, and leaves. The committee shall be composed of one member of the full-time faculty from each of the degree-granting colleges, elected by its full-time faculty; one full-time faculty member from the university libraries, elected by full-time faculty; one member of the contract professionals, elected by their members; one member of the non-bargaining unit staff, elected by a vote of staff employee advisory committee members; one member from the part-time faculty currently employed by the university; elected by members of the part-time faculty.~~
- ~~(b) Deans, associate deans, assistant deans, and persons of similar decanal rank are ineligible to serve on the committee. Members shall serve overlapping three year terms so that during two years, three are elected, while four are elected during the third year. The committee shall elect its own chair who, if not already a member of the faculty senate, shall become an ex-officio, non-voting member.~~

- (3) Graduate council. The faculty senate delegates to the graduate council operational responsibility over all matters concerning graduate education, but reserves to itself the right to take up any matters it deems necessary. All action taken by graduate council shall be reported to the senate for final approval. Graduate council shall be composed of two members of the faculty senate who have category two graduate faculty status and the elected members of the graduate council.

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## (F) Permanent committees.

- (1) Permanent committees of the senate shall be academic policies; curriculum review; athletics; university libraries; reference; research; student affairs; computing and communication technologies; ~~and accessibility;~~ and part-time faculty.
- (2) Members of the executive committee shall, in May, and after considering preferences of senate members and then non-senate members, appoint all permanent and ad hoc committees of the senate. To provide some continuity of membership for each committee, the executive committee shall appoint committee members so that, if possible, only one-third of the membership of any committee is terminated each year and members serve a three-year term. At the first meeting of each committee, the committee shall elect its chair, with the exception of the curriculum review committee, which shall be chaired by the senior vice president and provost or said person's designee.
- (3) The following permanent committees shall have ex-officio members as indicated: athletics, the athletic director or said person's designee and the "NCAA" faculty athletics representative (appointed by the president); university libraries, the dean of university libraries or said person's designee; research, the vice president for research or said person's designee; student affairs, the associated vice president and dean of student life or said person's designee and the associate vice president of enrollment services or said person's designee; ~~financial aid, the director of student financial aid;~~ computer and communications technologies, the vice president and chief information officer or said person's designee; and curriculum review, the senior vice president and provost or said person's designee; and accessibility, the vice president for student ~~affairs engagement and success~~ or said person's designee. If not already a member of the senate, the chair of each permanent committee shall become an ex-officio, non-voting member for reporting purposes only. Ex-officio members shall be non-voting unless they are members of the senate. ~~Additional non-voting members may be appointed to any permanent committee by committee approval.~~

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- (4) Academic policies committee.
  - (a) Recommends and interprets academic policy on university-wide matters such as admission, retention, graduation, and dismissal requirements~~-ete~~.
  - (b) Recommends changes for the improvement of the academic program of the university.
- (5) Athletics committee.
  - (a) Advises faculty senate on all university activities relating to intercollegiate athletics including, but not limited to, conference affiliations and the national collegiate athletic association.
  - (b) Coordinates with other faculty senate committees matters of joint concern relating to intercollegiate athletics.
  - (c) Provides advice and counsel to the director of athletics concerning individual player eligibility, interpretation of policy, and other matters relating to the athletic program.
  - (d) The registrar decides questions of academic eligibility of student athletes. If conflicts arise between the registrar, student athlete, and/or athletic department, the following procedures shall be made by any of the grieved parties to the athletics committee:
    - (i) Upon reviewing the facts, the committee would make a recommendation to the senior vice president and provost.
  - (e) Promotes academic achievement among student athletes.
  - (f) Reviews team game schedules, seasonal game limitations, and participation in post-season events.



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- (6) University libraries committee.
  - (a) Serves as an advisory group to the dean of university libraries to express the faculty will in the growth and development of the academic support which the libraries supply.
  - (b) Provides the dean of university libraries with guidelines and advice on acquisitions, budget, policy, and other matters affecting academic areas.
- (7) Reference committee.

Reviews legislation referred to it by faculty senate to ascertain if it is drafted properly and does not conflict with existing rules and regulations or practices.
- (8) Research committee (faculty projects).
  - (a) Reviews research proposals submitted by faculty members.
  - (b) Recommends the budgeting of sums of the university's support of faculty research proposals to be funded by this committee.
  - (c) Establishes policies for funding proposals and guidelines for expenditures of those funded.
- (9) Student affairs committee.
  - (a) Recommends policy, subject to approval of faculty senate, regarding the granting of scholarships, awards, grants, and loans to university students.
  - (b) Proposes regulations concerning all extracurricular activities (except athletics) to faculty senate.
- (10) Computer and communications technologies committee.
  - (a) Provides recommendations to the senate on policy matters concerning utilization of information technology ~~and~~

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~~resources~~ related to ~~academic systems, computing data, and voice communication~~ the academic functions of the university.

- (b) Provides advice and counsel to the vice president and chief information officer ~~concerning guidelines on electronic information acquisition, budget, processing, policies, and other matters affecting academic areas~~ on information technology needs related to the academic functions of the university.

(11) Curriculum review committee.

- (a) Reviews curricula and course recommendations of the several colleges and divisions and, when necessary, submits them to faculty senate for action.
- (b) Considers the mechanics of the academic programs of the several colleges and divisions, such as adjustments in admission, retention and dismissal requirements, and changes in general bulletin descriptions.
- (c) Reviews proposals for changes to courses and academic programs, and for new courses and academic programs, and recommends same for inclusion in the general bulletin ~~course changes, proposals, and new programs and recommends such changes and revisions for inclusion in the general bulletin.~~

(12) Accessibility committee.

- (a) Reviews and recommends policies regarding disability and accessibility issues that relate to the academic function of the university, including academic policies which apply to faculty or students, and reports these to the senate for action.
- (b) At the request of the curriculum review committee of the faculty senate, considers the mechanics of the academic programs of the several colleges and divisions, such as adjustments in admission, retention and dismissal

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requirements, and changes in general bulletin descriptions, as they may relate to accessibility/disability issues, and reports such to the curriculum review committee for action.

- (c) At the request of the curriculum review committee or the faculty senate, reviews proposals for new courses, course changes, and new programs as they may relate to accessibility/disability issues, recommends such proposals for inclusion in the general bulletin, and reports such to the curriculum review committee for action.

(13) Part-time faculty committee.

- (a) Gathers information about matters of concern to part-time faculty.
- (b) Proposes policies concerning part-time faculty.
- (c) Advises the senior vice president and provost on matters related to part-time faculty.

(1314) Subcommittees. Each committee ~~has, under "Robert's Rules of Order," the discretion to~~ may establish ~~and abolish whatever~~ subcommittees as it sees fit and, having established a subcommittee, may abolish it; ~~and a~~ No person who is not a member of a standing (permanent) committee may serve as a member of its subcommittees except by appointment of the executive committee. It is each committee chair's responsibility to maintain minutes and pass them on to the incoming chair.

(G) Meetings.

- (1) The number of meetings of the faculty senate shall be determined by the faculty senate as appropriate for the conduct of its business, but at least two general meetings will be held each semester. All reasonable efforts will be made to schedule regular meetings at a standard time and day to permit coordination of senators' teaching schedules with meeting times.

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- (2) All meetings of the faculty senate shall be open to members of the university community. Non-members of the senate may make a request to address the senate. Such requests to speak will be granted subject to a vote of the senate.
- (3) All meetings of the senate will be announced at least two weeks prior to the scheduled meeting unless the senate declares itself to be meeting in emergency session.
- (4) All announcements of meetings will contain a detailed agenda. Requests to have items placed on the agenda of the senate must be submitted in writing to the secretary of the senate at least two weeks prior to the scheduled meeting of the senate.
- (5) Items referred to the senate by the president of the university, or the president's designee, for the good of the university, will be automatically placed on the agenda of the senate.

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- (6) A petition of ten members of the senate may force an item on the agenda of the senate.
  - (7) ~~For purposes of conducting business, a quorum of the senate shall be defined as thirty senators present and voting~~ Thirty members of the senate shall constitute a quorum.
  - (8) A roll call vote will be conducted if requested by any senator.
  - (9) One permanent item on the agenda shall be presidential remarks.
  - (10) Special meetings may be called at any time by the ~~presiding officer~~ chair, or by the executive committee, or upon petition by any seven senate members who present their request in writing to the chair ~~of the executive committee in writing~~.
  - (11) Senate members are expected to regard attendance at all meetings as a primary obligation to their colleagues and to the university. When conflicting professional duties, imperative personal affairs, or illness make attendance at a given meeting impossible, senate members are expected to notify the secretary in advance of the meetings. Such absence will be separately listed in the minutes as absences with notice.
- (H) Membership.
- (1) Eligibility. Members of the faculty senate shall be elected from the members of the full-time faculty of the university of Akron, excluding deans, department chairs, and other primarily administrative officers with faculty rank; from the part-time faculty; from students; and from retired faculty.
  - (2) Apportionment.
    - (a) The regular faculty of the individual degree-granting colleges and the university libraries shall elect representatives from their membership, excluding deans and other primarily administrative officers with faculty rank, apportioned on the basis of the number of regular faculty within the electorate and appointed to the units during the semester of the election; one senator for each

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fifteen regular faculty members or fraction thereof. For purposes of these bylaws the terms full-time faculty includes all full-time distinguished professors, professors, associate professors, assistant professors, instructors and college lecturers.

- (b) The part-time faculty shall elect two representatives from their membership.
  - (c) There shall be three student representatives as follows:
    - (i) The president of the undergraduate student government;
    - (ii) One student appointed by the president of the undergraduate government whose term shall coincide with the president's term;
    - (iii) One graduate/professional student elected by that constituency.
  - (d) The association of the university of Akron retirees shall elect two senators from its dues-paying membership who are retired faculty members. Senators representing the university of Akron retirees association may not be elected to the executive committee nor serve as chair or vice-chair of any senate committee on which they sit.
- (3) Diversity. To insure the representation of diverse views, all reasonable efforts should be made by the various electing units to elect women and minorities to the senate. The senate may appoint up to three additional members from regular faculty to increase diversity.
- (4) Electorate.
- (a) The eligible electorate; for the full-time faculty membership on the faculty senate; consists of all full-time faculty of the University of Akron. For the purposes of election to the faculty senate, academic deans, department and division chairs, directors of schools, and administrative

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officers holding regular faculty rank will be considered part of the electorate.

- (b) The eligible electorate for the part-time faculty membership on the faculty senate consists of all part-time faculty of the university of Akron.
- (c) The eligible electorate for the graduate/professional student membership on the faculty senate consists of all graduate and professional students currently enrolled at the university of Akron.

(5) Terms of office.

- (a) The terms of office for members of the senate shall be three years.
- (b) New members shall take office at the first senate meeting of the fall semester.
- (c) Should any elected member of the senate become an administrative officer ~~either—on either~~ an acting or a permanent basis during the term for which the member was elected to the senate, the person's seat shall be deemed vacant.
- (d) Should a member of the senate be unable to discharge the duties of the office, the senate may declare ~~that the~~ member's seat vacant.
- (e) Senators who are on professional, medical, or administrative leave for one semester or less will retain their seats. If the leave extends past one semester, the senate may declare that seat vacant. The senate may declare vacant the seat of any senator who becomes unable to regularly attend meetings ~~due to conflicting professional duties, imperative personal affairs, or illness.~~
- (f) The senate may expel any senator who is absent without notice from more than three meetings during an academic year. In such event, the Senator's seat shall be deemed

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vacant.

- (g) Should a vacancy occur, the senate shall notify the appropriate unit to conduct a special election to fill the vacant seat.

(6) Elections.

- (a) Elections to the senate shall be subject to ~~the bylaws and rules of the electing unit and~~ the following requirements and to the bylaws and rules of the electing unit except to the extent that they are inconsistent with these requirements:
  - (i) General elections in the individual units shall be completed by ~~May 1~~March 15 of each year.
  - (ii) All nominations and elections shall be by secret mail or electronic ballot.
  - (iii) In elections with only one seat at stake, each winning candidate must secure a majority of the votes cast. In the event no candidate receives a majority, there shall be a run-off election between the two highest vote-getters.
  - (iv) In elections with more than one seat at stake, each winning candidate must receive a number of votes exceeding half of the total number of ballots cast. In the event there are seats unfilled and the remaining candidates did not achieve a sufficient number of votes, there shall be a run-off election among the highest vote-getters (two per unfilled seat).
  - (v) All run-off elections are subject to the same procedural requirements as the general elections.
  - (vi) All special elections are subject to the same procedural requirements as ~~the~~are general elections.



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- (b) Conduct of nominations and elections to the senate from the degree-granting colleges and the university libraries will be the responsibility of the respective deans.

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- (c) Conduct of nominations and elections to the senate from the part-time faculty will be the responsibility of the continuing part-time faculty senator, the faculty senate office, and the office of the senior vice president and provost.
- (d) Conduct of nominations and elections to the senate from the graduate/professional students will be the responsibility of the graduate student council and the ~~law—student council~~student bar association.

(I) Amendments.

- (1) Proposal. Proposed amendments to this rule may be placed on the agenda of a regular or special meeting of the faculty senate by a member of the senate or by petition of twenty percent of the voting members of the faculty.
- (2) Procedure. A vote by the senate on a proposed amendment may be taken only after at least ~~thirty~~twenty-seven days have elapsed from the date on which the proposal was formally presented to the senate.
- (3) Majority. Prior to submission to the board of trustees, a proposed amendment requires the concurrence of sixty percent of the votes cast by members of the faculty senate.

(J) Support.

- (1) Material support. The faculty senate shall have suitable office space, a budget for appropriate expenditures, and at least one full-time secretary for support of its activities.
- (2) Assigned time. The officers of the senate will receive at least one three-credit course equivalent per semester assigned time for support of their service.
- (3) Schedules. Collegiate deans, department and division chairs, and directors of schools are to use all reasonable efforts to provide members of the senate with course schedules permitting attendance at regular meetings of the senate.

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- (4) Records. All inactive documentary material and related records of the senate will be deposited in and catalogued by the university archives.

- (K) Rules. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the faculty senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the senate may adopt. The parliamentary authority for the faculty senate shall be "Robert's Rules of Order." In any conflict between the faculty senate bylaws and "Robert's Rules of Order," the senate bylaws take priority. A person who is not a member of the faculty senate ~~shall~~ may be appointed parliamentarian by the chair of the faculty senate.

Effective: November 15, 2012

Certification:

\_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

Prom. Under: 111.15

Statutory Auth.: R.C. 3359.01

Rule Amp.: R.C. 3359.01

Prior Effective Dates: 9/28/97, 07/07/99, 02/14/00, 8/6/01, 11/24/01, 05/23/02, 09/20/02, 06/09/03, 09/30/03, 11/21/03, 6/25/07, 3/24/08, 10/3/08, 6/30/11, 10/1/12

## **APPENDIX H**

### **University Library Committee Meeting December 3, 2012 Minutes**

*Attending: Laura Monroe, Sabine Gerhardt, Joe Salem, Lisa Lazar, Jon Miller*

Minutes from the November 12 meeting were approved as written.

#### *Report from the Chair:*

- The search committee for the new Dean of the Libraries is underway. The deadline for applications is February.
- Search committees are being formed to search for two positions in User Services.
- Updates on Rethinking Race and University Libraries:
  - Lisa Lazar is hosting a faculty development session on films on race relations, which will provide information on finding and researching films to use in the classroom. The library is seeking sponsors for the films that will be shown for Rethinking Race.
  - The Race Experience photo booth will be available to UA students for 2 weeks. It will be in Bierce Library for 5 days, 3 days at the Student Union, and 2 days at Wayne campus. Students will be able to get their photo taken and then receive a private email to see themselves as a person of a different race.
- Room 154 has been designated “Stress Free Zone” for the exam period. It will be a place for students to hang out and relax with games provided. Coffee will also be available after Einstein’s closes. Therapy dogs also visited and were a huge success. These efforts are from the library marketing team that began meeting in November.
- Meeting times for the ULC were discussed. Jon Miller suggested that the committee schedule times after 3 p.m. when fewer faculty members have class obligations. He also suggested that the amount of time requested be shorter, which would better reflect the actual amount of time the committee requires for a general meeting.

#### *LibQUAL Update*

Joe Salem updated the committee on the LibQUAL assessment scheduled for this spring. LibQUAL is a standardized instrument developed by ACRL and administered at UA in 2002 and 2006. LibQUAL is usually administered on a 2- to 3-year cycle.

1,200 people will be sampled in these three categories: faculty, graduate students, and undergraduate students with the goal of 300 good responses from each category. The plan is to include adjunct faculty and faculty on Wayne campus. Questions will address personal control, access to information, affect of service, and the library as place.

Those selected to participate in the survey will be contacted directly via email. This central contact will be supplemented with notices in Email Digest. Joe is checking into a budget for incentives for participation. The survey will be available for a 3-week window (February 25 to March 22). Participants will receive follow-up thank-you emails.

The ULC can support this effort in the following ways:

- Get the word out to faculty members (for example, through Faculty Senate).
- Assist with the follow-up focus groups. There will focus groups held in each category held in late spring or early fall. Andrew White could be helpful working with the undergraduate group.

#### Additional Information on LibQUAL

- Joe is checking to see if staff can be included in the survey. The benchmark is labeled faculty.
- Sabine Gerhardt suggested that UL staff visit college faculty to talk about LibQUAL and encourage participation.
- Joe will also see if people not selected in the original sample can provide input to the survey.

The survey includes 25 questions, including free-text options. The responses will be available within 1 to 2 weeks. LibQUAL is a tool used for planning and budgeting and is helpful to strategic and action planning.

*Respectfully submitted,*  
*Laura Monroe*  
*Secretary*

## **APPENDIX I**

### **Report of the Ad hoc CRC Online Committee**

The ad hoc CRC subcommittee for UA Online met on Friday, January 18, from 4pm to 5pm. A quorum was present and the group elected Jon Miller as chair. The committee discussed various aspects of online education and its place and potential here at The University of Akron. The committee resolved to meet again when a representative of the administration could be present. The next meeting is scheduled for Friday, February 8 at 4pm. Vice Provost Rex Ramsier will attend.

**APPENDIX J****Student Affairs Committee  
Minutes - February 5, 2013**

<b>Present:</b>	Stacia Biddle	Margo Ohlson
	Chrys Wesdemiotis	Zak Steiner
	Jim Walczik	Denine Rocco
	Lynn McKnight	Ivy Banks
	Lori Kidd	Bill Rich
	Sukanya Kemp	
	John Matejkovic	
	Andy Milks	

**Call to order:** Bill Rich called the meeting to order at 4:05 pm in SU 308. A quorum was met. Members introduced themselves.

**Official Business:** Stacia Biddle was elected committee chair.

**Proceedings:** It was noted by Bill Rich that the current role of the committee is to *'recommend policy, subject to approval of faculty senate, regarding the granting of scholarships, awards, grants, and loans to university students. Proposes regulations concerning all extracurricular activities (except athletics) to faculty senate.'*

Conversation ensued as to the scope of the role including what it does and does not include.

Prior to the next meeting, the members of the committee are to explore the activities and events that make up "The Akron Experience" and increase student recruitment and retention. An email notification will be sent as to the date, time and place of the next Student Affairs Committee meeting.

The meeting was adjourned at 4:55 pm.