

The University of Akron
Minutes of the Graduate Faculty
April 14, 2010

Dr. George Newkome called the meeting to order at 3:06 p.m.

Present: Dr. Phil Allen, Heather Blake, Dr. Cynthia Capers, Dr. John Cheh, Dr. Kate Clark, Dr. Rebecca Erickson, Dr. Ron Gelleny, Dr. Hendrik Heinz, Dr. Marlene Huff, Cheryl Kern-Simirenko, Dr. Tim O'Neil, Dr. Carrie Scotto, Dr. Harvey Sterns, Dr. John Szabo, Dr. Dudley Turner, Dr. Kathy Tusaie, and Dr. Mark Tausig.

Absent with Notice: Dr. Kristina English, Dr. Lonnie Lowery, and Alison Rearick

1. Minutes from April 15, 2009 meeting were unanimously approved.
2. Reports

Dr. Kristina English, Vice Chair of Graduate Council, was unable to attend the meeting. Dr. Newkome distributed the Vice Chair report on her behalf. A copy of the report is attached.

Ms. Cheryl Kern-Simirenko, Dean of University Libraries, provided a report to those graduate faculty members present. An outline of her report is attached.

Mr. Michael Giannone, Communications Office, Vice President for Information Technology Services, was unable to attend the meeting. He forwarded a copy of his report from ITS, and a copy of that report is attached.

Alison Rearick, President of Graduate Student Government, was unable to attend. Dr. Tausig, adviser to GSG, distributed a copy of the report on her behalf. A copy of that report is attached. Dr. Tausig also asked that academic units encourage their graduate students to become involved as department representatives to GSG.

Dr. Mark Tausig, Associate Dean of the Graduate School, provided a report to the graduate faculty.

- It has been five years since the Graduate School has gone to the Apply Yourself online application system. The number of applications received this year is up 20% from last year.
- Master's degree in Postsecondary Technical Education has been approved for offering completely online.
- Process for funding graduate assistants in non-academic units has changed. When a non-academic unit requests a graduate assistant that unit must specify the tasks that the graduate assistant will perform and identify the academic unit from which the student should come. There must be some academic relevance for graduate assistants working in non-academic units.

- Graduate School is trying to develop a more rational way for allocating graduate assistantship monies to the colleges.
- Graduate School has begun utilizing NOLIJ, which is an electronic filing system.
- NSF/NIH now requires that grant applicants have a plan for responsible conduct of research (authorship, handling of data, etc.). Graduate School currently working with the Office of Research Services and Sponsored Programs to determine how to develop a training module for responsible conduct of research training. This will continue over the next few months.

3. Action Items Referred from Graduate Council

Amendment to 3359-24-01 *Bylaws of the Graduate Faculty*

Amendment made to reflect the College of Creative and Professional Arts and College of Health Sciences and Human Services in the composition of the standing committees of Graduate Council.

Dr. Dudley Turner made a motion to approve the proposed amendment.

Dr. Kate Clark seconded this motion.

Amendment to the *Bylaws of the Graduate Faculty* was unanimously approved.

Amendment to 3359-60-061 *Graduate Student Admission Requirements*

Amendment made to reflect changing the length of time for which an applicant's admission is valid, from two years to the term requested on the application (one year).

Dr. Mark Tausig indicated that the proposed change would not cause undue hardship to students. Limiting admission to the term requested would require a student who wishes to enroll at a later date to reapply. The reapplication would capture any changes that had occurred since the first application. Under the current rule an academic department would not be unaware of any change that may have occurred (applicant moved, attended other institutions, earned degrees, etc.). How the applicant was initially evaluated academically could change drastically over a two-year period of time.

Dr. Marlene Huff made a motion to approve the proposed amendment.

Dr. John Cheh seconded this motion.

Amendment to the *Graduate Student Admission Requirements* was unanimously approved.

Amendment to 3359-60-06 *Graduate Student Classification*

Amendment made to reflect changing current graduate student admission categories, eliminating provisional admission and consolidating several contingent admission categories.

Dr. Mark Tausig stated that admitting applicants who do not meet the criteria for full admission to Graduate School is not providing any service to these students. If an applicant does not have the appropriate background at the undergraduate level, then it would be appropriate for the academic department to indicate to the student what courses should be taken then reapply.

There was extensive discussion surrounding the proposed elimination of provisional admission, requesting that further data be collected before permanently eliminating this classification. Departments should provide data on the number of students who were provisionally admitted and indicate how many of these provisionally admitted students were graduated.

Dr. John Cheh made a motion to table the revision of 3359-60-06 in order to gather additional information.

Dr. Ron Gelleny seconded this motion.

The motion to table revision of *Graduate Student Classification* was unanimously approved.

Dr. Mark Tausig stated that he will inform Graduate Council that approval of the proposed amendment to 3359-60-06 *Graduate Student Classification* has been tabled as additional data is collected.

4. Old Business

There was no old business for discussion.

5. New Business

There was no old business for discussion.

The meeting adjourned at 4:35 p.m.

Respectfully submitted,

Heather A. Blake
Graduate School

Report of the Vice Chair

2010 Graduate Faculty Meeting
Wednesday, April 14, 2010

Since the beginning of the academic year, the Graduate Council has had six meetings.

- The Curriculum Committee, chaired by Dr. Francisco Moore, has reviewed, approved, and recommended 66 curriculum proposals to Graduate Council so far this year. To date, Graduate Council has approved all of these proposals as recommended by the committee.
- The Graduate Faculty Membership Committee, chaired by Dr. Marguerite, has reviewed, approved, and recommended 119 applications for graduate faculty membership to Graduate Council so far this year. In addition, the committee reviewed, approved, and recommended revised graduate faculty membership criteria from the Department of Economics and the School of Music. Graduate Council approved all 119 applications and both sets of revised membership criteria as recommended by the committee.
- The Student Policy Committee, chaired by Dr. John Cheh, has reviewed, approved, and recommended changes to the following University Rules:
 - 3359-60-06 *Graduate Student Classifications*
 - 3359-60-061 *Graduate Student Admission Requirements*

Graduate Council approved the changes as recommended by the committee.

- Graduate Council approved a revision to 3359-24-01 *Bylaws of the Graduate Faculty* to reflect the College of Creative and Professional Arts and College of Health Sciences and Human Services in the composition of the standing committees of Graduate Council.
- Representatives from Graduate Council met with members of the Executive Committee of Faculty Senate on March 24, 2010 to discuss apparent inconsistencies between the two groups' bylaws as well as a variety of policy issues. Both groups agreed to meet again in the future.

Respectfully submitted,

Dr. Kristina English, Associate Professor
College of Health Sciences and Human Services
Vice Chair, Graduate Council

Report outline from the Dean of University Libraries

1. Streamlined access to UL resources and services (UANet ID and password)
2. Future of OhioLINK
3. Learning Commons renovation

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Information Technology Services

Report to the Graduate School

April 14, 2010

Jim Sage, VP & CIO
ITS Division
The University of Akron

This is a brief look into the activities initiated or completed by Information Technology Services over the past year and a few current/planned initiatives.

IT Team of the Year

Information Technology Services at The University of Akron was named the IT Team of the Year for 2009 by the Northeast Ohio Software Association (NEOSA). UA also won this honor in 2007.

NEOSA cited UA's work in three primary areas:

1. The ongoing work supporting the University's mission as well as its students, faculty and staff.
2. Engagement outside of the University in community initiatives like Akron's Wi-Fi.
3. UA's leadership in developing shared services.

The award acknowledges ITS's commitment to student success along with a dedication to outreach activities that enhance the well being and economic development of Northeast Ohio and the state.

In selecting UA as the non-profit organization of the year, NEOSA recognized the ITS division's strategic objectives of engaged leadership, enabling infrastructure, and seamless and secure access that empowers the university community, creates a collaborative environment, and fosters engaged outreach.

The award was presented to Jim Sage, VP Information Technology & CIO, during NEOSA's Nov. 10, 2009, CIO Forum. The NEOSA award was based on the division's work that demonstrated a commitment to excellence driven by innovative thinking and a strategic focus.

The University's Public-facing Web Site – UAKRON.edu

The University's new web design continues to garner wide acceptance and use throughout the campus. While the conversion process takes several weeks to months from start to finish, progress toward converting the University's colleges and departments to the new look-and-feel continues at a steady pace.

Shared Service Proof-of-Concept: PeopleSoft Implementation Project at LCCC

Running on University of Akron servers, summer registration went live at Lorain County Community College on March 22. After processing the first four registration cohorts, the project team was able to determine that registration was a success, one that "went extremely well". Following quickly on the heels of that event, the next large registration for LCCC occurred within a week on Monday, March 29. At that time, LCCC was looking at approximately 500 to 700 nursing students registering. That event had the same level of success as the earlier registration.

These milestones underscore the months of planning, hard work, and collaboration between The University of Akron and LCCC. It demonstrates that a shared-services model can bring together schools and organizations to effectively and efficiently provide services to the students, faculty, and staff of both institutions without neglecting the ongoing needs of either school.

OHECC: State-wide Technology Conference

This May 12-14, The University of Akron campus will host a state-wide conference that will attract hundreds of IT professional working at all levels, from technicians to CIOs. The Ohio Higher Education Computing Council (OHECC) conference is an annual function that travels from campus to campus each year. OHECC was formed in the early 1970s to foster communication between higher education IT professionals across the state of Ohio. Initially, the conference was focused on senior management at the core schools, but over the years was broadened to support the full range of IT roles. This year, over 30 breakout and vendor sessions will explore technology topics both old and new that are important to the future of IT in higher education.

Computer Lab Virtualization Pilot

With a goal to deliver rich, personalized virtual desktops, Distributed Technology Services' (DTS) pilot project is assessing the viability of VMware View. This software allows the University to consolidate virtual desktops on datacenter servers and centrally manage operating systems, applications, and data.

If the pilot proves successful and the virtual lab is implemented, this will improve our operating efficiency. Maintenance will be done once on a central server and electronically downloaded, eliminating the need to individually manage PCs. This is important since we are currently managing several hundred PCs in labs across the campus.

This is one example of the ongoing steps being taken in ITS to improve service provided to students, faculty and staff while reducing cost.

Curriculum Approval Process Review

The Faculty Senate's Curriculum Proposal Process Improvement Project continues at a steady pace. Between March 22 and March 30, 2010, the project team completed 11, 90-minute focus group sessions. More than 50 faculty and staff participated. The groups reviewed the prototypes of the new curriculum forms and provided valuable feedback. The input received during the focus groups will help the project team refine the design and functionality of the new software. The updated forms were posted online for final comments before the start of the build phase on April 16.

The remaining schedule (projected) for the University-level and College-level project is as follow:

- Early-mid July, complete system build
- July, begin system installation and testing early training (with UA training office and IT staff).
- Full-scale rollout and training at the beginning of the Fall 2010 semester.

Since the start of the Spring semester, work on both the University- and College-level phases has occurred in concert.

- University-level: design, build and deliver the workflow system to support the University-level process.
- College-level: conduct the business process analysis for the colleges.

College-level work is also progressing well. The AS-IS process has been documented for all colleges and a proposed TO-BE process has been presented each college. By early April, each college will finalize its TO-BE process so that the project team can commence design and build for the workflow system program to support it as soon as the next phase of the project is authorized.

Grants Pre-Award & Effort Reporting

The project to implement PeopleSoft Grants Management Pre-award and ecrt Effort Reporting Application went live last December 14, with access provided to administrators of the new systems on December 21.

Training for those who will certify their effort on sponsored research was completed by the end of January, 2010. All those trained now have access to the new system.

The first ecrt effort certification period at The University of Akron opened in February 2010. This milestone represented the culmination of the system implementation, which began some eight months earlier. Things went smoothly on the first day with emails going to all PIs who then began certifying effort for themselves and their support staff. Detailed training materials were posted on the web, and in-person training classes have followed the "go live" for faculty who are more comfortable with that approach.

Contributor Relations

Members of the University's Department of Development indicated their current application for contributor relations has not kept pace with functionality needed to support strategic plans to grow and enhance the development process at The University of Akron.

At their suggestion, a representative from The University of Akron visited Ohio State and reviewed Blackbaud, a contributor relations product recently implemented at that school. It was clear that the Blackbaud system provided significantly greater functionality. A discussion of how to proceed will continue and participants from individual colleges will be asked to join.

Non-credit / Continuing Education

An investigation into a new non-credit/continuing education application is underway. Destiny Solutions presented its product to business units from The University of Akron, Lorain County Community College, and UA's Information Technology Services.

The product has much more robust non-credit functionality than our current applications from Oracle's PeopleSoft, which are used to manage our for credit courses. It is clear that Oracle's vision is to partner with Destiny Solutions rather than investing in upgrading its own product.

Because the product appears to be the "best source" available, a justification has been written and presented to Purchasing. Purchasing agreed with the explanation. This will allow the project team to proceed to an assessment phase, skipping the need for a lengthy RFP process. The assessment phase will be conducted with the vendor in an effort to determine details for crafting a proposal and determining how best to implement the application.

State-of-Art Computer Center

Following a meeting in early December 2009, the University continues to work with local hospitals and non-profits toward a shared data center.

The meeting, which included representatives from Summit County, the City of Akron, local hospitals and Kent State University, outlined next-steps for each organization. As a result, the hospitals and the University of Akron are defining technical requirements for Involta, a firm that builds state-of-the-art computer centers.

Also, the hospitals and UA are exploring the use of dark fiber (fiber that is already installed but is unused) to connect to the proposed data center. In this effort, we hope to enlist the help of the City of Akron since it has access to much of the dark fiber in the area.

When built, the center will be shared by a large manufacturing company, the three hospitals in Akron, the BioInnovation Institute, the University, the County, the City and possibly Kent State University. Aggregating demand and sharing space will reduce the cost to each institution.

Computer Center Facilities

Several improvements have been made to the Computer Center over the past year. One significant improvement was the addition of handicap doors and ramp to west side of the building for public access. New signs were posted and handicapped power door openers installed.

Other changes include:

- Installed temperature and humidity sensors to the computer platform for automated monitoring and logging of hourly readings.
- Upgraded the Fire Control Panel on the computer platform, including additional floor and ceiling sensors, and emergency pulls and abort switches. The panels have been tested by the Fire Marshall.
- Upgraded the original Uninterrupted Power Supply (UPS).

All the improvements are interim steps until a longer-term computer center strategy can be created and funding sources identified.

Google Mail: Student Email System

The University began using Google's Gmail for its student email system this past Fall. Information Technology automatically transferred the student's current mail and address book information to the new email account, which the students will keep for life. These life-long email addresses will enable the University to maintain contact with the students after they become alumni.

The new student email system has a variety of features and benefits, including:

- "Email for life": Students will retain their email accounts as they become alumni, enabling us to maintain contact
- No ads for active students
- A secure, innovative web-based email system with a huge storage capacity (currently 7 GB and growing), hosted on highly available hardware
- Support for mobile devices
- An excellent search function
- Very effective spam and virus filtering
- The ability to easily manage contacts and group mailing lists
- Google Calendar: a shareable calendar for meetings and events
- Google Talk: an instant messaging program that includes voice chat functions
- Google Docs: a web-based document repository with collaborative editing capabilities for word processing, spreadsheets, and presentation documents

New Software Download Location

Students, faculty, and staff can now download software through ZipLine for home use. The new process will track the number downloads, which will be used to maintain licensing compliance.

Software available for download includes:

- Impatica which makes it easy to put PowerPoints online. Users can quickly create multimedia web pages and online presentations with narration, audio, video, graphics, animations, and slide transitions.
- Respondus, a tool for creating and managing exams that can be printed to paper or published directly to SpringBoard and other eLearning systems
- McAfee antivirus software for both Windows and Mac
- Cisco VPN for Windows and Mac, used for creating a virtual network connection to the University's network
- WebDrive, which enables users to gain access to computerized storage at the University.

Document Imaging

ITS is focusing on implementing document imaging campus-wide using Nolij. Using this software, paper forms are scanned into a computer system and shared electronically with authorized users.

By definition, document imaging is the capture, storage, enhancement, retrieval, manipulation and display of hardcopy documents.

As part of the implementation effort for Nolij, ITS:

- Worked with the University's Office of General Counsel to update the electronic records retention schedule
- Completed vendor's survey to assess current UA Nolij set up
- Developed a UA-wide 'dashboard' to track document imaging deployment on campus
- Developed Nolij training materials

Graduate Faculty,

As the 2009-2010 Graduate Student Government Senators and Executive Board begin transitioning from our roles, I would like to highlight some of our accomplishments of our growing organization and governing body.

Of all of our accomplishments over the last academic year, our proudest was the establishment of a travel grant program, which provides financial assistance to all graduate students. The grant is called the Professional Enrichment Grant (PEG) and as of March 15, 2010 has provided travel for 53 graduate students to various national and international conferences, meetings, presentations, and conventions.

At the beginning of our terms in May 2009, we began organizing an educational and informational Leadership Retreat for organization leaders. This retreat was called the GSG Leadership Retreat and took place in August 2009 to provide comprehensive training and educating about the procedures and processes for graduate student organizations. All of our 16 graduate organizations had representatives in attendance and a variety of issues and new policies were discussed and established at the meeting.

In the beginning of the Fall 2009 semester, GSG sponsored the Graduate Student Social in the Game Room and provided free food and bowling for all graduate students. This event proved to be a great success and had more than 85 graduate students in attendance.

Additionally, the 2009-2010 Graduate Student Government officers completed the following tasks which were denoted by the previous board as areas for improvement. Collaboratively, the Executive Board; condensed and corrected the EAF/SAF Manual, edited GSG's Constitution, established GSG's Bylaws, and also established a more educational and informative website.

To date, GSG is represented on more than ten different committees serving as the voice for the graduate student body. The committees we are or have served on are as follows: Safety Task Force, Neighborhood Watch, Zipnic, SpringFest, Homecoming, LIFE Awards, Student Code of Conduct, Safety and Security, and Graduate Council.

GSG is also proud to have sponsored two awards this year. Both awards are part of the LIFE Awards, which are all campus awards recognizing students for excellence in involvement, scholarship, and research. In its inaugural year, the award yielded more than 13 applicants. With the help of the Executive Board and Dr. Tausig, GSG has selected one doctoral student and one masters student for these awards. The award winners will be announced at the banquet for the LIFE Awards will take place on April 15, 2010.

Lastly, elections for Graduate Student Government will be taking place the week of April 12, 2010 and the new College Senators and Executive Board members will be announced at the GSG Town Hall Meeting on April 22, 2010 at 5pm in SU 308.

Alison Rearick
President, Graduate Student Government