

## MINUTES

University Committee Meeting  
Wednesday, September 3, 2014, 3:30 PM  
Cofrin Library 750

Present: Clifton Ganyard, Katrina Hrivnak, Sylvia (Mimi) Kubsch, John Lyon, Steven Meyer (Chair), Cristina Ortiz, Kris Vespia, and Vanya Koepke (SGA President)

1. The UC meeting minutes from the August 27, 2014 meeting were approved.
2. Information Items:
  - a. Meyer reminded the committee that the late start time today was due to the scheduling of the Enrollment Management Deep Dive, and the regular schedule of meeting at 3:00 pm would resume hereafter.
  - b. Committee members who attended them provided reports from Chancellor Miller's first three Deep Dive information sessions (Athletics, University Advancement, and Enrollment Management). They described the meetings as in-depth presentations about each area in which the Chancellor also had the opportunity to probe for additional details. Questions in many cases focused on the nature of data being collected and how those data are being used to inform decisions and actions. Two more sessions are planned and will be attended by UC members as follows:
    - Business and Finance (Thurs, 9/4, 9:00-11:00, 1965 Room) – Lyon, Meyer
    - Academic Planning, Program Review, Strategic Positioning (Thurs, 9/4, 1:30-3:30, 1965 Room) – Lyon, Vespia
  - c. Meyer reported on the Chancellor's Leadership Council meeting. He explained the Chancellor shared some preliminary information regarding the survey sent to campus constituencies during the summer. Response rates and the raw number of responses differed across community members, staff, and faculty. The Chancellor was able to identify key themes in specific areas (e.g., budget, interdisciplinary approach) and will be sharing that information with campus groups in the future.
3. Meeting with Provost Wallace (4:00 pm):
  - a. The Provost stated that she has been focused on preparing materials for the Academic Deep Dive scheduled for this week. She shared positive information about a 6% increase in the 1<sup>st</sup>-2<sup>nd</sup> year retention rate, but noted overall enrollment numbers in the second year could actually be lower because we were starting with a smaller class size.
  - b. Ortiz asked the Provost about the results from the three faculty groups she had tasked to meet during the summer to provide input and expertise regarding online education, graduate studies, and academic program R&D. Wallace noted that she had not received formal reports from any group yet, but she is looking forward to the feedback.
  - c. Meyer asked for information regarding campus centers in the process of requesting institutional approval, and Wallace identified the Digital Humanities and the Center for Students in Transition as still in need of formal approval.

- d. Meyer also requested the Provost's input on a potential enrollment overload policy for students during the summer session in a similar spirit as the 18 credits/semester policy in place for fall and spring. He expressed his concern about students taking two simultaneous in-person classes (morning and afternoon) and whether it is possible to complete required out of class work, particularly when students are also employed. Vespia noted her concern that online classes and overlapping summer sessions have led to concurrent enrollment by some students in 3 classes, while they were previously limited to 2 based on the inability to physically be in more classes than that. Wallace indicated this issue could be raised by the HLC as a problem because students could not complete such a schedule and be consistent with our posted credit hour definition.

#### 4. Continuing Business:

- a. Meyer reported back to the UC that Chancellor Miller supports the honorary degree nomination.
- b. Essential job functions: HR Director Sheryl Van Gruensven joined the UC at 4:15 pm for a discussion of this issue, which was tabled at the last Faculty Senate meeting. She shared some of the background that led to its appearance before faculty governance, which primarily related to medical situations in which faculty members need to have essential job functions defined as a part of the process of applying for accommodations under ADA or establishing eligibility for early retirement for health reasons. She also updated the UC on some changes made to the initial document based on consultation with faculty members who had expressed concern about the original list and/or who had expertise in the area. UC members acknowledged the positive intentions and hard work of those involved. They also raised questions about the degree to which essential job functions and physical requirements differ by academic field and specific faculty job and the extent to which such descriptions may be changing with technology (e.g., with online courses and some entirely online programs). They also asked questions about what physical capabilities are "essential" to do this work and whether establishing universal requirements could result in disqualifying capable people from employment rather than establishing eligibility for reasonable accommodations. Van Gruensven discussed some options for moving forward, such as asking units to create documents for their particular areas and/or including additional essential functions in job descriptions as new openings are posted. She also expressed willingness to continue to work on the issue with input from others. Given the previous response from Senate and the need for specific expertise in human resources and disability issues on this issue, the UC discussed and agreed that assembling a task force to develop recommendations would be an appropriate step. Members also suggested that collaboration with the existing Committee on Disability Issues could be appropriate. Meyer will investigate whether that assignment would fall within the charge of the committee. The option of a task force will be presented to the Senate at its next meeting.
- c. Associate Provost Greg Davis joined the meeting at approximately 4:30 pm with an update on the revision of the University Mission Statement. He has preliminary approval from System for the latest draft. He noted the changes essentially involve the addition of specific degree types and programs offered. He requested this item be placed on the next Faculty Senate agenda.

- d. In an exquisite display of timing, SOFAS Cliff Abbott then arrived to work on formulating the agenda for the Sept. 10 Senate meeting. UC members asked some questions regarding procedural options for two currently tabled items (essential job functions and administrator evaluations). Meyer outlined new business items, including the revised Mission Statement, election of a Deputy Speaker, and a memorial resolution. Abbott described the procedure for the closed session portion of the meeting to consider an honorary degree, and it was agreed the supporting materials would be delivered in confidential envelopes to Senators prior to the meeting.

The meeting adjourned at 5:10 pm.

Respectfully submitted by Kris Vespia