

Faculty Senate Executive Committee
Tuesday, March 18, 2014
10:00a.m. – 12:00p.m. – Adelbert Hall, Toepfer Room

AGENDA

10:00 a.m.	Approval of Minutes from the February 12, 2014 Executive Committee meeting, <i>attachment</i>	S. Russ
10:05 p.m.	President and Provost Announcements	B. Snyder B. Baeslack
10:10 a.m.	Chair's Announcements	S. Russ
10:15 a.m.	Classroom Scheduling Proposal, <i>attachment</i>	M. De Guire
10:25 a.m.	Course Evaluations- next steps	M. De Guire D. Feke
10:35 a.m.	5-Year Review Issues for Consideration	S. Russ
10:50 a.m.	PhD Program in Clinical Translational Science, <i>attachment</i>	J. Spilsbury L. Li
11:00 a.m.	Healthcare Equity Initiatives, <i>attachments</i>	L. Roccoforte M. Garrett
11:15 a.m.	Advisory Groups Supporting Administrative Offices	G. Starkman
11:25 a.m.	Draft Language for Faculty Handbook on School Executive Committees, <i>attachment</i>	D. Carney
11:30 a.m.	Revision to FSCICT Charge, <i>attachment</i>	R. Muzic
11:35 a.m.	Report from School Representative- CSE	R. Savinell
11:40 a.m.	Approval of March 31, 2014 Faculty Senate Meeting Agenda, <i>attachment</i>	S. Russ

**Faculty Senate Executive Committee
Minutes of the March 18, 2014 Meeting
Adelbert Hall, Toepfer Room**

Committee Members in Attendance

Alexis Abramson, CSE
Bud Baeslack, Provost
Susan Case, WSOM
Robin Dubin, Past Chair
John Fredieu, SOM
Katy Mercer, LAW
Sandy Russ, Chair
Robert Savinell, CSE, Chair-Elect
Benjamin Schechter, SODM
Barbara Snyder, President
Glenn Starkman, CAS
Rebecca Weiss, Secretary of the University Faculty

Committee Members Absent

Patricia Higgins, SON
Sonia Minnes, MSASS

Others Present

David Hussey, MSASS (substitute for Sonia Minnes)
Frank Merat, Chair, FSCUL
Ray Muzic, Chair, FSCICT
T. Kenny Fountain, Chair, Minority Affairs Committee
David Carney, Chair, By-Laws Committee
Mark De Guire, Chair, FSCUE
Nicole Deming, Chair, Faculty Personnel Committee

Guests:

Don Feke, Vice Provost for Undergraduate Education

Call to Order

Professor Sandra Russ, chair, Faculty Senate, called the meeting to order at 10:00 a.m.

Approval of Minutes

The minutes of the February 12, 2014 meeting of the Faculty Senate Executive Committee were reviewed and approved. *Attachment*

President's Announcements

The President announced that a consulting firm has been chosen for the master planning process and that members of the firm will be making several trips to campus in the upcoming months. They would like to meet with and obtain feedback from various university constituents. The President thought that they should meet with the Senate Executive Committee. The committee decided that the consultants should meet with the Senate as a whole. The President said that she would work with the chair and secretary of the Senate to set a date and time and to communicate this to the Senate.

Provost's Announcements

The Provost made no announcements.

Chair's Announcements

The Chair of the Faculty Senate said that one of the recommendations of the ad hoc Committee on Appointments Outside the Constituent Faculties adopted by the Faculty Senate was that the Faculty Handbook should state very clearly that all *instructors of record* for Case Western Reserve University courses should be members of the University Faculty or be approved to serve as an instructor of record for a course within a constituent faculty via a process that has been approved by that constituent faculty. Don Feke had drafted a definition of *instructor of record* to be used for this purpose, and Prof. Russ suggested that the definition be circulated among the college/schools. The committee members discussed the fact that most schools now use the term *primary instructor* rather than *instructor of record*. A committee member said that more than one individual may be responsible for a course. The committee voted to use the term *primary instructor* rather than *instructor of record*, to remove the word "developing" from the definition and to send it to the By-Laws Committee for consideration rather than to the schools. *Attachment*

Prof. Russ also reported that FSCUE had endorsed an 85-88% 6-year target graduation rate for undergraduates to be reached over a 5-year period. The committee discussed why a range had been chosen rather than a target of >85% and Professor Mark De Guire, chair of FSCUE, said that he would discuss this with Rick Bischoff and FSCUE.

Classroom Scheduling Proposal

Prof. De Guire presented the classroom scheduling proposal that had originated in the Provost's office. The proposal had been reviewed and revised by FSCUE, and forwarded to the UPF schools for comment earlier in the semester. If adopted, the proposal would serve as guidelines for the registrar to use in assigning classroom space. The registrar controls approximately 80 classroom spaces used for undergraduate and Graduate Studies courses. Prof. De Guire emphasized the fact that the criteria included in the proposal had not been prioritized so that the registrar would have flexibility in making decisions about classroom space assignments. A question was asked about whether there would be an appeals process in the event of a conflict over an assignment. Prof. De Guire said that the conflict would most likely be resolved by the provost's office. A senator said that the college was concerned about dropping the "history of use" criteria from the proposal. The Committee voted to place the proposal on the agenda for the Faculty Senate meeting.

Course Evaluations-Next Steps

Don Feke said that there are still a number of issues to be decided with respect to course evaluations, such as, how schools can add customized questions and whether to create a library of questions from which questions may be chosen. There will also be a number of IT issues that arise and it is not yet certain who will be responsible for these. This could take some time to decide and the evaluations may not be ready for implementation in the fall. It was decided that an ad hoc committee should be convened to decide these questions over the summer months. Prof. Russ will establish the committee. Mark De Guire will represent FSCUE and there should be representation from the Provost's office as well as ITS. Professor Ray Muzic, chair of FSCICT, suggested that FSCUE and FSCICT discuss the issues involved prior to the establishment of the ad hoc committee. The Faculty Senate Committee on Graduate Studies will be reviewing the recommendations on behalf of graduate and professional schools.

PhD Program in Clinical Translational Science

Professor Jim Spilsbury, SOM, presented a proposed PhD program in clinical translational science. The overall goal of the program is to produce clinical-translational scientists who will lead sustained, innovative research agendas to address the challenging health and medical problems facing the US and world. The National Institutes of Health (NIH) and other organizations charged with the nation's health have prioritized the need to accelerate translating discovery into application to benefit the individual patient and population at large. 22 U.S. universities have already launched programs of this type. The program has received support from the deans of the SOM, SON, SODM and CSE. It was approved by the SOM Faculty Council and the Faculty Senate Committee on Graduate Studies. A senator suggested that representatives from the other schools involved in the program sit on the steering committee. The Committee voted to place the proposed PhD program on the agenda for the Faculty Senate meeting. *Attachment*

Health Care Equity Initiatives

Professor Matthew Garrett, a member of the CWRU LGBTQA Committee, presented the Health Care Insurance Equity Proposal which had been proposed by the LGBTQA Committee and endorsed by the Faculty Senate Committees on Compensation, Personnel and Minority Affairs. Prof. Garrett said that the LGBTQA Committee is seeking several commitments from the university; to provide transgender-related health care coverage for CWRU faculty and staff; to establish a means to equitably manage taxation of domestic partner benefits; to provide LGBT faculty and staff with representation during discussions of health care equity, and lastly, to establish a working time frame for implementation of health care equity. Prof. Garrett said that Human Resources had essentially tabled discussion of these issues. President Snyder said that the health care equity issues are not the only health care-related issues currently being considered. Health care coverage for fertility and adoption services is also being discussed. Since increased health care costs are passed on to faculty and staff, many different interests must be considered. The Senate voted to include the proposal on the agenda for the Faculty Senate meeting, and President Snyder agreed to provide the Senate with information on the costs for the different types of coverage under consideration.

Draft Language for Faculty Handbook on School Executive Committees

Professor David Carney presented revised language for the Faculty Handbook and Senate By-Laws on school executive committees. In the event of a conflict over which body constitutes the school's executive committee, the decision would be made by the Faculty Senate Executive Committee and communicated to the school. The Executive Committee voted to include the revised language on the agenda for the Faculty Senate meeting. *Attachment*

Revision to FSCICT Charge

Professor Ray Muzic, chair of FSCICT, proposed amending the committee's charge located in the Senate By-Laws to add the Chair of the Council of Technology Officers (CTO) as an ex-officio member of the committee with full voting privileges. Both FSCICT and the By-Laws Committee had approved the addition. The Executive Committee voted to include this item on the agenda for the Faculty Senate meeting.

5-Year Review Issues

Prof. Russ said that she would make recommendations on the 5-year review issues to be decided by the Executive Committee, and post them to the Google site for the April Executive Committee meeting.

Advisory Groups Supporting Administrative Offices

Because of the limited time left in the meeting, Prof. Russ postponed discussion of this item until the April Executive Committee meeting.

Report from School Representative- CSE

Prof. Robert Savinell reported that he had discussed school priorities with the dean and with the school's executive committee. Among the dean's priorities were raising funds for the first phase of ThinkBox renovation, first year fellowships, quality and professional development of graduate students, improving number and quality of faculty research proposals, and updating the quality of undergraduate teaching labs and resources. Among the executive committee's priorities were graduate student fellowship support, the policy on promotion of non-tenured faculty, the professional development of graduate students, normalization of support and funding on grants between CSE and SOM and the desire for discussion on general education and engineering core to be more flexible and encourage more entrepreneurship.

Approval of March 31st, 2014 Faculty Senate Meeting Agenda

The Executive Committee approved the agenda for the March 31, 2014 Faculty Senate meeting. *Attachment*

The meeting was adjourned at 11:58 a.m.

Approved by the Faculty Senate Executive Committee



Rebecca Weiss
Secretary of the University Faculty