



GRADUATE STUDENT SENATE

University of Connecticut

Executive Committee Meeting Minutes 5 September 2012

- I. **Call to Order: 5:42 pm**
- II. **Recognition of Attendees**
 - a. All present.
- III. **Approval of Minutes: 11 April 2012**
 - a. Approved
- IV. **Officer Reports**
 - a. Parliamentarian – Leland Aldridge
 - i. Plan for the year
 1. Reapportion the Senate seats – get a report from the grad school on populations
 2. Promote election for At-Large senator positions –
 - a. Possibility for debates and advertisements
 - b. Coordinate with the PR committee
 3. Put together a Procedures Committee
 4. No other changes to the bylaws to bring before the Senate this year, but will address some issues in the Finance Policies and Procedures
 - b. Secretary – Erin Eighan
 - i. Plan for the year
 1. Public Relations Committee
 - a. Branding efforts – slogan, logo, etc.
 - b. Website launch – structure in place, will work to input content
 - i. Need to take the new site and moved it into the root of the real web site
 - c. Facebook group – all of Exec has access to it, Anish will be the point person, but all can respond
 - d. GSS information sessions
 - i. Developed a standard Prezi presentation for us
 - ii. Put link on website for anyone exploring
 - iii. Emailing a list of student groups to let them know this service is available
 2. Secretarial Duties
 - a. Committee Reports for GSS meetings
 - i. How can we make meetings more efficient and productive?



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- ii. Committee reports: at the end of each report, set a list of things to give to the senate as a list of possible options
 - iii. Set clear expectations about when the decision will be made by
 - iv. **Leland** – consider educating the senate on the difference between informational committees and voting committees; not a formal distinction, but a working distinction
 - b. Email communication
 - i. Can send emails from the GSS gmail account to send official emails, ask Bing for username and password
 - ii. Can send an email out to Bing and he will send it out via the GSS account
 - ii. Follow-up Concerns
 - 1. Email correspondence and Listserv issues
 - 2. Interested parties and new senators
 - a. Come to first meeting
 - b. Check with your departmental organization
 - c. At-large senator positions (6)
 - d. External committees
 - c. Activities Director – Anish Kurian
 - i. Plan for the year
 - 1. Activities Committee: Austin Johnson, Derek Doran, and a few maybes
 - 2. Speed Dating
 - a. Potentially hosted in the Nathan Hale
 - b. How many people will participate? Hope for 50-100
 - c. Limited tickets available
 - d. Early October or late September
 - e. Leftover summer budget and fall budget will make this event doable
 - f. Concern: how do we be sensitive to non-heteronormative preferences?
 - i. We can suggest having male-only or female-only meeting sessions if we meet a certain quota of participants to make sure the numbers will work out right



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3. PhD Comics lecture and/or movie night with Grad School
 - a. Grad school interested in co-sponsoring one event per semester
- ii. Scheduling
 1. Ted's Social Night
 - a. Last year, on average three per semester
 - b. First event at the end of September – preferably a Tuesday
 2. Thanksgiving Dinner
 - a. Traditionally, has been on the Friday before Thanksgiving Recess
 - b. Change to Wednesday and turn it into a dinner?
 3. Grad Prom
 - a. Beginning of March, preferably March 8
- iii. Follow-up Concerns
 1. GAIN BBQ pros and cons
 - a. Went very well, didn't run out of food
 - b. Stay away from ordering hot dogs next year, or make a specific request that they grill the hot dogs (not just boil them)
 - c. 592 attended BBQ, over 300 attended the fair
 - d. Make vegetarian options and dietary restrictions more available and in sight
 - e. Start BBQ earlier? Start Info Fair earlier?
 - i. New time for info fair: 6:00 – 8:00
 - ii. New time for BBQ: 5:30 – 7:00/7:30
 2. Info Fair Report
 - a. Went really well, more people want to get involved as vendors
 - b. One vendor has come many years and said this has been the best year (at least in terms of attendance)
 - c. GSS table – sign-up list, bring all bags and folders for the rushes
- d. Treasurer – Ian Yue
 - i. Plan for the Year
 1. Standardization and organization
 - a. Finance Policies and Procedures
 - i. Proposing some corrections to be voted on by Senate
 - b. Recent memo sent out to Tier II groups
 - i. Will continue to send out memos to groups as the best form of communication
 - c. Revisions to GSS budget allocation / reimbursement paperwork
 - d. Streamlining short-term loan disbursement



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- i. Specifically enforcing the eligibility requirements
 2. Electronic availability of information – GSS website
 - a. Electronic short-term loan application
 - i. Will talk to UITS to see if this is possible
 - b. Up-to-date forms, information sheets, and FAQs in the Treasurer’s section of GSS website
 3. Preparing / Revising GSS long-term financial goals
 - a. Re-allocation of funds “earmarked” for Admin Assistant hire
 - i. Re-allocate funds to a webmaster?
 - ii. One possibility is to expand the office assistant’s hours, duties, and pay to be our Webmaster and maintain the website
 - iii. At least part of the extra money should go to the Short-term loan fund
 - iv. First discuss this with Bing to determine his interest, then bring it to the Senate
- ii. Follow-up Concerns
 1. GAIN post-event discussion and assessment
 2. GAIN Feedback Survey
 - a. 281 responses
 - b. Bing will help us analyze it (has a Stats background)
 3. **EXEC APPROVAL FOR SENATE VOTE:** Finance Policies and Procedures
 4. Issues with last year’s Tier II Budget Allocations
 - a. Recommendation to the Senate: give NEAG group the full amount of their originally approved budget – EXEC: No objection
 - b. Mistake was ours, clerical error
 5. **EXEC VOTE:** “Linguistics Club at UConn” fiscal year budget re-allocation
 - a. Asking for a reallocation of funds within their budget
 - b. VOTE: 5 Yes, 0 No – PASSED
 6. Food vendor for GSS meetings
 - a. Send Anish an old order, so that we know how much to order and can compare vendor pricing
 - b. Bing’s responsibility to order the pizza
 - c. If we keep the same vendor (Sergeant Pepperoni), no one else needs to do anything



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- d. Randy's may have a deal for us if we consistently order from them
- 7. Coordinating supply retrieval for GSS meetings
 - a. Who buys soda / utensils / plates?
 - b. Safet can refrigerate soda in his department's fridge
 - c. Anish will look into whether it's cost effective to just order soda from the pizza place
 - d. Chantelle will make plates/napkins purchases
- 8. Missing paperwork for GAIN submissions
- 9. Thank-you gift for Roman
 - a. Lunch or Dinner at Chuck and Augie's?
 - b. Costs come out of General Operating Budget
- e. Vice President – Safet Berisa
 - i. Plan for the year
 - 1. Convert Student Life Survey data into a readable report
 - 2. More specific survey about graduate off-campus residency, include question about rent
 - a. Housing claims their rates are competitive, students claim they are not competitive, so we need hard data
 - ii. Student Life Committee
 - 1. Guidelines for the listservs
 - a. Drafted
 - i. Revisions: Examples of inappropriate listings, no soliciting, limited to University events, run guideline regarding English-language specification by the Grad School
 - ii. Send draft to Chantelle and she will forward it to Kent at the Grad School
- f. President – Chantelle Messier
 - i. New Office Assistant: Bing Xu
 - 1. Chantelle and Ian will be his supervisors for efficiency / simplicity
 - 2. Organizing the office
 - ii. Tote bags
 - 1. Erin – Contact Discount Mugs to ask for a discount or a store credit re: typo
 - iii. Passwords in the GSS Office



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1. No more posting passwords in public spaces, email the password to Exec once
- iv. New Computer
 1. Money in the budget to replace an old computer
 2. Give the new computer to Treasurer, Old computer for general office use
- v. Filling Committees
 1. Exec has been given access to the Committees document
 2. Student Union Partners: Wednesdays @ 1:30, Representative Safet, Alternative Anish
 3. Some committees have no public information available (or easily accessible), so we need to find out if these committees still exist, what their missions are, and what kind of representative graduate students can have
- vi. Parking Complaint from a Graduate Student
 1. Continuing problem of GA/TA space on Storrs campus
 2. Concerned about S Lot
 3. Send this letter to the Parking Committee Representative
- vii. Kent Holsinger serving as Interim Dean of the Graduate School
 1. Most recently he made sure that the W center received funding for ELL graduate students to have workshops
- viii. Senate Meeting Guests
 1. President Herbst
 2. Dr. Chafouleas – Associate Dean
 3. New Chief of Police, Barbara O'Connor
 4. Rich Gray, CFO / VP
 5. Intellectual property and copyright laws
- ix. Plan for the Year
 1. Requests for social space for graduate students
 - a. Suggest an arbitrary day for graduate student happy hour at Nathan Hale (would they give a discount for grad students?)
 - i. Anish will look into it
 - b. Any space available in the Grad School itself?
 - c. Permanent meeting space for GSS
 2. Transportation
 3. Graduate Student Finances
 - a. Stipends not climbing in response to living costs



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- b. Are they climbing in relation to the University fees? Are we bringing enough home?
- c. After a while, the cost of living will get too high if the stipends don't increase sharply
- 4. Graduate Faculty Committee
 - a. Maternity Leave – the policy has not been passed, though it has been written (for a long time), so Chantelle wants to ensure they pay attention to this and get the ball rolling
- x. Exec Meetings: Wednesday @ 4:30-6:30 pm

V. External Committee Reports

- a. Provost's Library Advisory Committee Report – Safet Berisa
- b. Parking Advisory Committee – Safet Berisa
 - i. Increasing garage yearly parking tickets – approved increase to \$400
- c. SUBOG Policy Council – Safet Berisa
 - i. Union Birthday Party: October 16
 - ii. Safet will be chair of the Space Allocation Committee
- d. Associate Dean of the Graduate School Search Committee – Safet Berisa
 - i. Meetings are confidential, elected the new associate dean, unanimous decision
- e. University Senate Executive Committee – Chantelle Messier
 - i. Provost Nicholls has stepped down, Interim Provost Mun Choi
 - ii. Recommendation to pass a Zero-Waste Resolution
 - iii. Reorganizations (See addendum for details)
 - 1. Center for Excellence in Teaching and Learning (CETL)
 - a. Spring guest speaker?
 - 2. No units will exist that will not report to an academic department
 - iv. Richard Gray, CFO, will also be taking over the position of COO
 - v. Motorized scooters and bikes will now be regulated

VI. Preparation of Agenda for next meeting

VII. Adjournment: 9:01 pm



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University Senate Executive Committee meeting, 4/13:

This was the year's last meeting of SEC with the Senate committee chairs.

Announcement about the Provost

Provost Nicholls was recently in a car accident, and will be on medical leave while he recovers. It's still unclear whether he will be able to return to his duties before he is scheduled to step down. Mun Choi is prepared to step in as Interim Provost earlier than originally scheduled.

Zero Waste Resolution

Undergraduate Student President Sam Tracy presented proposed a motion/resolution from ConnPirg, which has already been passed by USG. The motion is for UConn to adopt a "zero waste" policy and "solid waste management policies that would dramatically reduce the environmental impact" of the University. SEC members suggested sending the motion to the Growth and Development Committee for consideration.

Scholastic Standards Committee

- Still considering policy to require a syllabus for all courses.
- Credit-hour policy is still being researched. I brought up the line in the current policy draft that defines graduate credits as requiring "more than three hours" of work. I suggested that since this policy will go into the bylaws, it would be wise to consider placing an upper limit on graduate credit hours.

Faculty Standards

- Found that some graduate courses lack a syllabus, and advised that this is an issue that needs to be addressed.
- Family and Medical Leave Policy
 - Current practice is to stop the tenure clock on faculty whose insurance records indicate a "major life event."
 - The committee is considering whether this practice is intrusive, restrictive, or unequally applied.
 - Because this policy is linked with the AAUP contract, changing it would require collaboration with the union.
 - An SEC member expressed concerns about Human Resources linking private health information to the tenure process.
 - The FS committee chair indicated that the health insurance reporting practice is meant to circumvent any pressure faculty may feel from department heads not to report tenure-clock-stopping events. However, there are clearly issues with the system, and the committee plans to continue examining this complex policy in collaboration with AAUP.
- Discussion of revisions to Student Evaluations of Teaching (SET) continues.



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- The committee considered proposed revisions to the SET in a summer pilot that seemed aimed at improving students' scoring of online courses.
- Faculty Standards protested any deletions to the SET, or revisions explicitly geared toward inflating the evaluation of online instruction.
- SEC members expressed concerns that proper process be followed in any such revisions or similar projects.

General Education Oversight Committee (GEOC)

- Reorganization of the Institute of Teaching and Learning (ITL)
 - W and Q Centers will not be moved from where they are currently being housed, but they may still be re-organized.
 - GEOC will propose in the Fall that the Foreign Language Center, which has been started with a very small budget, should be funded like W and Q, because foreign language is a general education requirement.
- There may not be enough W courses for writing within students' academic majors, but more data is needed.

Building and Grounds Committee

- University has a \$1 billion maintenance backlog, which is being worked on continually.
- Importance of properly coordinating and prioritizing between maintenance and campus beautification.
- The new Space Committee, which is in charge of managing space on campus, will not include any faculty or students. SEC will be meeting with Amy Donahue to discuss, among other things, how faculty and students can have input on space decisions.

Other Business

- Shared governance
 - Amy Donahue, the Chief Operations Officer, has suggested that SEC institute a monthly "space-meeting" with her (which isn't as cool as it sounds) to get early input on space and construction decisions.
 - It was suggested that the Senate form a small advisory committee instead.
 - The SEC resolved that a small group be formed to meet with Amy Donahue and other administrators about space and construction, and come up with a resolution to form an appropriate committee or decide on modifications to the old Space Committee.

Respectfully submitted,
Chantelle Messier



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SEC special meeting with Amy Donahue and Sally Reis, 4/17:

NOTE: The information discussed in this meeting will not be made public until Monday, 4/23. Please do not post these minutes until that date.

This was a special meeting of the SEC with COO of Academic Affairs Amy Donahue and Vice Provost Sally Reis, to discuss the reorganizations of several programs at UConn.

Center for Continuing Studies (CCS)

- Budget deficit in most programs.
- Because CCS had to be financially self-sustaining and was in debt, it had a number of profit-g geared units that it isn't in the University's interest to retain, because they don't meet the academic mission and quality standards.
- Problems coordinating with Graduate School.
- Has its own separate administration, including a separate Bursar and Registrar, who didn't coordinate with the central admin.
- Online program logistics had some serious issues.

Institute for Teaching and Learning (ITL)

- Has a good core mission, but staff is over-extended
- Time spent on classroom tech support made it difficult for ITL to fulfill its instructional support and learning missions
- ITL no longer has a teaching specialist on staff
- Issues with ITL having the staff to serve graduate teaching and learning; because under-staffed, ITL had to focus mostly on serving undergrads

Reorganization

- Core functions of CCS and ITL will be merged into the Center for Excellence in Teaching and Learning (CETL).
- ITL Instructional Design unit will be merged with central University Instructional Design.
- ITL classroom tech support will be merged into UITS. Tech support functions were originally transferred to ITL from UITS because of a need for better response time, but with consolidation of UITS underway, this is no longer a problem, and in fact classroom support is already being done by the same former ITL staff, but now under UITS management.
- All units will now be under ownership of academic schools/colleges. The University will keep any program that a school/college wants to take responsibility for, but eliminate programs that no school/college wants (e.g., Homeland Security).
- The W and Q Centers will remain unchanged.
- Union contracts will protect the jobs of most of the faculty and staff involved in the reorganization.



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- Event Planning, Conferencing, and space booking services also need to be consolidated to make it easier to access and book space at UConn.

Relocations

- CETL will go into CUE, which will be re-arranged to make more sense spatially.
- Career Services (by request of John Saddlemire) will have centers in Wilbur Cross and Student Union.
- DISP will move into McMahon with International Living and Learning Community and UCAELI, forming a nexus for International services.
- Bishop Center will be vacated. The second floor will temporarily house Mental Health until a new building goes up, and its basement will hopefully house the Print Shop, Art Design, and Digital Media. Plans are still in the works for what to do with the first floor.

Respectfully submitted,
Chantelle Messier



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University Senate Executive Committee meeting 4/20:

Enrollment

- Open house on Saturday 4/14 went very well.
- Enrollment process is going well.
- Early acceptance program has been eliminated; all undergrad applications will now be due on January 13th.

Provost's Office

- New faculty hires
 - Hiring plans came in last month
 - 270 line requests for approx. 70-90 slots
 - At the stage of asking deans for more details as the process begins to narrow down hiring decisions.
 - Deans have been sharing hiring proposals to promote transparency, healthy competition, and collaborative hiring.
 - Hires will be made on the basis of whether a department has existing strengths to build on, and plans for specific opportunities to strengthen a program.
- Provost Nicholls is recuperating after his recent hospitalization, and anticipates being able to fulfill his duties from home for the rest of his term until Interim Provost Mun Choi takes over in the summer.
- The weekend formerly known as "Spring Weekend"
 - State, local, and campus police and Public Safety have been working in close cooperation under new Police Chief Barbara O'Connor to promote on-campus security.
 - As of today, activities have been relatively low-key, with only 7 arrests (a decrease from last year, and a massive decrease from the year before).

Finance Division

- The Chief Financial Officer (currently Rich Gray) will now be responsible for a much wider array of administrative departments. This will include taking over the duties of COO from Barry Feldman. The CFO's purview will now encompass Finance and Budget, Facilities, Public Safety, Purchasing, Human Resources, and Payroll.

Other Business

- Anne Hiskes, Associate Dean of CLAS, has accepted a job offer in Michigan and will be leaving UConn.



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Respectfully submitted, Chantelle Messier

University Senate Report, 4/23:

President's Office

- UConn Reads program was successful.
- UConn has brought in outside reviewers to look at CCS and UITS to evaluate those departments' practices and make recommendations for improvement.
- President thanks Public Safety, students, administrators, and police for helping the weekend-formerly-known-as-Spring Weekend to pass without incident.

Provost's Office

- Provost Nicholls is recovering from a broken sternum, but will continue to fulfill his duties until his retirement to faculty status in May. Interim Provost Mun Choi will take office in May.
- New faculty line decision-making process is on schedule, with the Provost's Office going over proposals with the deans. Next year's new faculty lines will be allocated in May.
- Vice Provost for International Affairs and Vice Provost for Diversity searches have strong pools of applicants and are beginning to look at applications.

Center for Continuing Studies (CCS) & Institute for Teaching and Learning (ITL) Reorganization

- CCS and ITL will be merged into the Center for Excellence in Teaching and Learning (CETL), which will comprise Outreach, Incubator, UConn Online, ITL, and Bachelors of General Studies programs.
- CCS will no longer have its own separate Registrar and Bursar; these offices will be moved to the central Registrar and Bursar
- ITL will still run:
 - Faculty Development & Teaching Assistant Program (with International Teaching Assistant Program) with a new staff position for faculty development
 - Q and W Centers
 - Technology Services (including Education Technologies, Interactive TV, and Studio/Media Design)
- ITL will no longer run classroom tech support; the same employees will do those repairs, now reporting to UITS
- For more details on this, see my report from the SEC Special Meeting on 4/17 with Sally Reis and Amy Donahue.

Consent Agenda



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The items on the consent agenda, including the annual reports of the senate standing committees, were approved. Please see the following link for complete documentation of these items: <http://www.senate.uconn.edu/20120423senatemeeting.html>.

Nominating Committee

The Nominating Committee presented its nominations for next year's standing committee members. The nominations were accepted by the Senate.

Online Learning and UConn e-Campus (Sally Reis, Interim Vice Provost for Academic Affairs)

See the full report at: <http://www.senate.uconn.edu/20120423.online.pdf>

- Why universities across the nation are turning to online learning: career readiness, flexibility for students, revenue generation, addressing the needs of a new generation, and blended programs.
- Studies show that online learning can be as effective as classroom learning.
- Demand for online learning is high, with online courses often filling up within 48 hours of opening.
- UConn is developing its online learning program, which will be called e-Campus
- UConn's goals in online learning include:
 - Provide quality, not quantity
 - Bolster 4-year graduation rate
 - Retain and grow market share in key programs
 - Develop online certificate and Masters' programs
 - Provide high-demand courses
 - Give all faculty the option to teach online
 - Attract top students who can't come to Storrs, including international students
 - Provide instructional support for faculty who teach online
- UConn has been slow to implement its online learning goals, due to logistical problems. These problems are being addressed with UITS, Bursar, Admissions, and CCS.
- Developing a business plan; online learning will probably not make UConn money right away, but shouldn't lose money.
- Working with AAUP and University Senate on quality and standards of online learning.
- Assessing IP and copyright issues.
- Will be working with deans and faculty to begin offering more online courses, and support those faculty who already are offering online courses.

Regional Campus Reports

See the full report at: <http://www.senate.uconn.edu/20120423.regional.pdf>.

- Graduate students at regional campuses:
 - Avery Point



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- Recently added grad programs and a Teaching Certification Program for College Graduates.
- 82 grad students.
- Greater Hartford has >600 grad students
- Stamford
 - 508 grad students
 - Adding grad student housing
- Torrington (no info on grads)
- Waterbury
 - Offers courses in 5 grad programs

Parking Advisory Committee

See the full report at: <http://www.senate.uconn.edu/20120423.pac.pdf>.

- Plans to make middle of the campus exclusive to bikes and pedestrians in order to make traveling through campus more efficient for both vehicles and pedestrians.
- Parking fees have been the same since 1999, but an increase is possible in 2014.
- Task team is looking at regulations for use of motorized scooters and bikes on campus.
- Goal is to keep trucks and utility vehicles off the sidewalks.

Provost's Library Advisory Committee

See the full report at: <http://www.senate.uconn.edu/20120423.plac.pdf>. For more details on individual meetings, refer to our PLAC rep Safet Berisa's reports on the GSS website.

Commencement Committee

See the full report at: <http://www.senate.uconn.edu/20120423.commence.pdf>.

Respectfully submitted,
Chantelle Messier