

## EXECUTIVE COMMITTEE MINUTES

**Present:** Guevara, LaCost, Nickerson, Purdum, Reisbig, Rinkevich, Ruchala, Schubert, Woodman, Zoubek

**Absent:** Anaya, Bender, Wysocki

**Date:** Wednesday, September 5, 2012

**Location:** Faculty Senate Office

**Note:** These are not verbatim minutes. They are a summary of the discussions at the Executive Committee meeting as corrected by those participating.

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### 1.0 Call to Order

Schubert called the meeting to order at 3:05 p.m.

### 2.0 Announcements

#### 2.1 Meeting with Professor Harbison, Chair of Academic Planning Committee

Griffin reported that the Executive Committee will be meeting with Professor Harbison on September 12 to discuss APC's idea to see if the promotion and tenure process can be streamlined.

#### 2.2 Activity Insight

LaCost stated that it is her understanding that Activity Insight is going to replace eARFA, the web-based system for reporting faculty accomplishments for annual reviews. She asked if others have heard of this and questioned if faculty were involved at all in the discussion about using it. Zoubek reported that he is serving on a committee in IANR that is looking at Activity Insight and he understands that it is a database that administrators can use to sort data more easily. Reisbig stated that the system will also be able to help people generate a CV.

Woodman asked if Activity Insight is only to be used by IANR. LaCost stated that she thinks the goal is to have all faculty in the university use it. Zoubek stated that this is his understanding too, and while there is a basic form that is being used, colleges will be able to tweak the form to ask for additional information. He noted that it will be in place this fall for use. Reisbig stated that she believes IANR faculty will be the first to try it out but she hopes is for it to be used campus-wide.

Woodman suggested that the Executive Committee ask VC Green and SVCAA Weissinger about this when the Committee meets with them.

### 3.0 Approval of 8/29/12 Minutes

Ruchala moved for approval of the revised minutes. The motion was seconded by Zoubek. The motion was approved.

## **4.0 Unfinished Business**

### **4.1 University Housing for Guest Faculty Visitors**

Schubert reported that as a follow up to the discussion with the Chancellor about the need for housing guest faculty members, he wrote an email to various research centers on campus to ask if they would have a need for such housing. He stated that he received an overwhelming response from center directors and individual faculty members associated with the centers saying that this kind of facility is absolutely needed. He reported that he spoke with the Chancellor about it and he suggested that housing could be handled by a private provider. He stated that the first thing would be to know what the demand is for such housing, and suggested that a simple survey be prepared that would be sent to all faculty members to get an estimate on the need. He pointed out that this would provide information on the actual demand and be used to further the conversation on the subject. He noted that he copied Vice Chancellor Paul and Vice Chancellor Jackson on the emails and they were very excited about it.

Reisbig stated that she could write up the survey. LaCost suggested that an IRB approval should probably be obtained in case the data of the survey is presented.

Woodman asked if a set of dorm rooms could be set aside for visiting faculty use. Schubert stated that the problem with the dorm units is that they have a shared bathroom facility which you would not want to offer to a visiting professor.

Schubert stated that he will work on formulating some questions for the survey.

### **4.2 Update on Notifying ASUN about Student Code of Conduct Changes**

Griffin reported that a message has been sent to ASUN President Eric Kamler informing him that in order for the Faculty Senate, Chancellor, General Counsel, and the Board of Regents to review the proposed changes made by ASUN, the changes will need to be indicated in the existing document. She has not received a response yet.

### **4.3 Honorary Degrees Committee**

Griffin reported that Professor Black, Biochemistry, has agreed to serve on the Honorary Degrees Committee.

Schubert asked if only non-UNL people can receive an honorary degree from the university. Nickerson stated that retired employees can receive an honorary degree. He noted that it would be helpful for the Honorary Degrees Committee to get a listing of the people who have received an honorary degree from the university in the past.

The Executive Committee noted that the Honorary Degrees Committee is supposed to be in the process of reviewing the nomination form and requirements for an individual to receive an honorary degree, but there has been no recent update. The Executive Committee will ask Professor Anaya if she has received any further information about this from the Honorary Degrees Committee.

#### **4.4 Summary of Survey of Non-tenure Track Faculty Members**

Schubert reported that he prepared a summary of the responses from the survey of non-tenure track faculty members. The Executive Committee reviewed and made revisions to the summary.

The Executive Committee questioned whether lecturers can be promoted to senior lecturers and whether new hires can be made at the senior lecturer position. The Executive Committee agreed to ask SVCAA Weissinger about this when it meets with her on September 26. Guevara stated that many lecturer positions are very temporary and funded by soft money for a semester. He pointed out that if we professionalize this position it could inhibit or eliminate a department's ability to hire such temporary appointments. Nickerson stated that people hired for just a semester are in a very different category from lecturers who are hired for longer terms. Purdum pointed out that they are not different from the students' perspectives because they want the most professional person to be teaching their courses.

Schubert noted that the survey indicates that there may be a lack of policies, or a lack of awareness regarding policies, for promotion of non-tenure track faculty members. Purdum stated that she would be hesitant to push for changes in departmental policies. She noted that overall policies might need to be consistent but the Senate needs to work with the administrators to make sure the overall framework is followed and departments should be allowed to deal with discrepancies. Schubert pointed out that this has been looked into before and the Regents do have a policy outlining the rights and responsibilities of non-tenure track faculty members, but this has not been transferred down to all departments. He noted that the Senate could recommend that the Regents' guidelines be followed.

Ruchala suggested that the recommendations could include examples of good policies that allow for the rights of non-tenure track faculty members and good, collegial treatment of them. She pointed out that we want to treat our colleagues in a respectful manner. She noted that some chairs may not recognize some differences in the treatment and rights of non-tenure track faculty members. She stated that even simple suggestions, such as making sure non-tenure track faculty members are added to the department listserv, could be helpful.

Ruchala thanked Schubert for all of the work he did to organize the data and to put it in a presentable format.

### **5.0 New Business**

#### **5.1 Academic Planning Committee Member Needed**

Griffin reported that a faculty member representing the physical sciences is needed for a three year term on the APC. She noted that an election of the faculty will need to be conducted and the ballot will need to be approved by the Senate. The Executive Committee reviewed recommendations to the APC. Griffin stated that she will contact the identified faculty members to see if they are willing to run for election. She noted that an election will be conducted following the approval of the ballot by the Senate.

## **5.2 Report on Meeting of Information Technologies and Services Committee (Woodman)**

Woodman reported that the KACE management software program for software procurement was discussed. He noted that use of KACE is optional, but if it is used it will inventory ALL software on faculty/staff computers and a software inventory will be reported to the KACE server. Anonymous statistical information will be collected to negotiate potential group discounts. He stated that it can be used to image machines so a set of software on groups of computers, such as computer labs, can be installed more quickly. Updates will be automated.

Woodman reported that a computer technician would need to install KACE. He noted that he asked CIO Askren why faculty members could not be authorized to install it. He stated that CIO Askren asked the KACE supervisor to facilitate this capability. Ruchala asked if it was optional for every faculty member or tech person. She noted that some tech people are very efficient and may install the KACE program without consulting with the faculty member. Woodman stated that it needs to be known that faculty/staff have a choice on whether to install KACE or not.

Guevara asked if it can see all of the information on the computer as well as passwords. If so, he is very concerned with the use of this program. Woodman pointed out that KACE has the potential to access data files, folders, and file structures including links to dropbox-like cloud-based servers. It can also access web browsers and web browsing history, passwords, email and other personal information, although CIO Askren assured the ITSC that it would not be used for these purposes. Woodman reported that he requested that all KACE activity logs be secured and maintained so they can be traced if a breach should occur.

Woodman stated that other issues discussed included a planned IT services survey and the move of the IT T3 team to Brace Hall in 2014.

Woodman stated that he would continue to provide updates to the Executive Committee after the ITSC meets.

The meeting was adjourned at 5:10 p.m. The next meeting of the Executive Committee will be on Wednesday, September 12 at 4:00 pm (the Executive Committee will attend the Open House on the Campus Master Plan at 3:00). The meeting will be held in the City Campus Union, Regency Suite A. The minutes are respectfully submitted by Karen Griffin, Coordinator and David Woodman, Secretary.