DRAFT

Meeting minutes February 15, 2017

I. Call to order 2:51pm
II. Roll Call: Adams, Alvares, Berger, Brook, Camacho, Chang, Collins, Connolly, Curnutt, Cutler, Dinour, Domine, Ficke, Field, Fleming, Friedman, Gainor, Gaynor, Gingerich, Gurskis, Jacobson, LaFountain, McDermid, Misra, Murray, Noonan, Nurse, Panorkou, Parashar, Pemberton, Sadowsky, Samuels J., Specchio, Strickland, Sullivan, Trubatch, Wolfson; Guests: Cottle, German, Samuels T.
III. December, 2016 and January, 2017 minutes. Wolfson: motion to accept these

dealing with a course in progress, what impact do you have on the instruction of students? This needs to be dealt with immediately, and not wait for drop in GPA the next semester. German: Agreed; Gingerich: Jim's program is intended to do exactly that.

viii. Murray: to Ken's point, there are no academic advisors in my department; technology alert will be more efficient for departments low on staffing

ix. Trubatch: Comments and ideas on HOW should be implemented send to Eric; Questions on WHAT is proposed, send to Jim German. Domine: read the scope of the program in the "white paper" form Jim German.

VII. Administrative Affairs

a. Life-cycle computers: recommendations and key points are on handout; Fleming: give comments back to this? Pemberton: Yes

b. New website design: looking for where and who we can make comments in advance of roll out; Domine: is just the home page changed? Trubatch: changes have been made to Admissions and the home page and are rolling out; Gainor: UG admissions, to clarify; Trubatch: Yes; Fleming: We did provide an email for comments; Murray: Is the web link is receiving comments? Fleming: Yes. Murray: I've been wondering why questions weren't answered… Fleming: I will relay that; IT help desk is being called and they are relaying the questions and comments to the team doing the rollouts

c. Bylaws: Administrative Affairs Council would like to collect all department and School bylaws. The goal for collecting them is for transparency. We'd create a repository for some kind resources for faculty. Brooks: it would be helpful to departments to understand the process of getting them approved. What do you do once you get bylaws? John: Ficke asked a bunch of us to send by-laws; Gingerich: we have a repository of bylaws. Write to Fred [Bonato].

d. Changes to Course-Fee System: Still a work in progress. Deans now have the course fee policies to review; They are to disseminate information as they have it

e. Safety:

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VIII.   Student Affairs: No report; bring forward any issues.
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