

Annual Report of the Academic Services Committee for 2010-2011

**Submitted by Helena Mitchell, Ph.D., Committee Chair
Executive Director, Center for Advanced Communications Policy
Georgia Institute of Technology**

The following people served on the committee during the 2010-2011 academic year:

Douglas Britton: Agricultural Technology Research Program (GTRI)
Amy D'Unger (Secretary): School of History, Technology, & Society
Marlit Hayslett: Office of Policy Analysis and Research (GTRI)
Peter Hesketh: George W. Woodruff School of Mechanical Engineering
Nancey Green Leigh: School of City and Regional Planning
Margaret Loper: Information Technology and Telecommunications Laboratory (GTRI)
Caitlin Manley: International Affairs & Modern Languages (undergraduate student)
Helena Mitchell (Chair): Center for Advanced Communications Policy
David White: College of Computing (*Liaison to the Executive Board*)

The committee met seven times¹ during the academic year, with the goal of determining how the Academic Services Committee (ASC) could best impact and support Goal Five of the Strategic Plan of the Institute. From our meetings with key stakeholders around campus, including deans, representatives from the Office of the Provost, and architects of the Strategic Plan, we developed areas of interest in which we believe the ASC could make the greatest contributions. We then developed specific issues, from which we derived action items. These areas of interest, issues, and resultant action items were presented to the Executive Board on August 30, 2011. The four areas and issues of concern are described below. For details on the action items derived in each area, refer to the full report of the ASC that was delivered to the Executive Board. The report is attached.

The Library: *Assist in the identification of changing technology needs of faculty and students.*

- Addressing the changing needs of faculty and students in technology (hardware and software) and through acquisitions
- Enhancing research excellence with access to appropriate databases and other online resources
- Providing physical space for studying, research, and collaboration for faculty and graduate students

Research Centers: *Help to promote a better balance between research centers and academic units.*

- Stimulate interaction between new research centers on campus
- Engagement with Board of Regents units and private institutions that have similar centers

Space Planning and IT: *Determine the most appropriate and beneficial use of space on campus and make sure that needed hardware and software are available to both faculty and students.*

- Software access for students and faculty for personal computers and classroom technology
- Unused/underutilized spaces on campus
- The creation and maintenance of healthy work environments on campus

Faculty Relations and Campus Climate: *The ASC can act as a "barometer" for gauging faculty experiences and help to incentivize more harmonious relations on campus.*

- Promote intellectual well-being, encourage cultural understanding and increase morale
- Gender issues in hiring, promotion, and tenure
- Relationships among different types of faculty (e.g., research, academic, academic professionals, etc.); relationships between faculty and students; integration of staff concerns

For full details on the seven meetings of the ASC please refer to the minutes of September 2, 2010, October 6, 2010, November 23, 2010, December 15, 2010, February 10, 2011, March 10, 2011, and April 7, 2011.

¹ The January 2011 meeting was cancelled because of the winter storm and closing of Georgia Tech.

Academic Services Committee *Report to the Executive Board* *August 30, 2011*

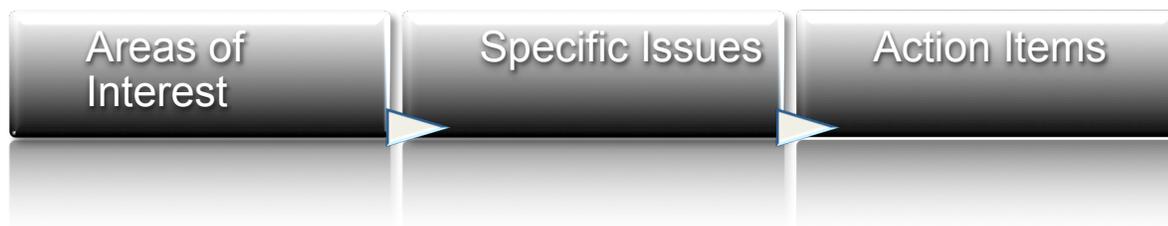
The Academic Services Committee (ASC) is a standing committee of the General Faculty. Its charge is as follows:

Section 5.6.5 The Committee shall annually review and make recommendations to the General Faculty concerning the policies and procedures governing academically oriented, supportive institutional functions, among which are the Library, Continuing Education, and the Computer and Research Centers. Under Bylaws Section 10.7.7 the Committee shall consist of six General Faculty members elected by that body; two administrators elected from the General Faculty; and one student with at least junior standing elected jointly by the Student Council and the Graduate Student Senate.

This current year the ASC held meetings from October 2010 – April 2011 in which we engaged with key stakeholders from relevant offices and departments across campus. From our meetings, we developed four areas in support of the Strategic Plan, specifically Goal 5 to *Relentlessly Pursue Institutional Effectiveness* with the strategy to “continuously improve all support functions and processes.” We believe our work will contribute to the efforts of the Strategic Plan steering committee and its tasks in the next phase of Georgia Tech’s history.

As a first step we offer our findings and seek your guidance on what items the ASC should pursue in the 2011 – 2012 academic year. The committee identified four relevant areas that could contribute to Goal 5 of the Strategic Plan...improving support functions and processes:

1. The Library
2. Research Centers
3. Space Planning and IT
4. Faculty Relations and Campus Climate



Within each of these four broad areas of interest and in consultation with key stakeholders on campus, we formulated **specific issues** that might contribute to achieving Goal 5 of the Strategic Plan.

Area I: The Library

Assist in the identification of changing technology needs of faculty and students.

- Addressing the changing needs of faculty and students in technology (hardware and software) and through acquisitions
- Enhancing research excellence with access to appropriate databases and other online resources
- Providing physical space for studying, research, and collaboration for faculty and graduate students

Area II: Research Centers

Assist in helping to promote a better balance between research centers and academic units.

- Stimulate interaction between new research centers on campus
- Engagement with Board of Regents colleges/universities and private institutions that have similar centers

Area III: Space Planning and IT

Determine the most appropriate and beneficial use of space on campus and make sure that needed hardware and software are available to both faculty and students.

- Software access for students and faculty for personal computers and classroom technology
- Unused/underutilized spaces on campus
- The creation and maintenance of healthy work environments on campus

Area IV: Faculty Relations and Campus Climate

The ASC can act as a “barometer” for gauging faculty experiences and help to incentivize more harmonious relations on campus.

- Promote intellectual well-being, encourage cultural understanding and increase morale
- Gender issues in hiring, promotion, and tenure
- Relationships among different types of faculty (e.g., research, academic, academic professionals, etc.); relationships between faculty and students; integration of staff concerns

From the specific issues addressed within each of the four areas, we then developed two to three **tangible action items** that could be addressed by the ASC. We seek the advice and expertise of the Executive Board in narrowing our focus to specific, achievable goals

that fit within the purview of the ASC and complement the work being done by the steering committee in support of the Institute's Strategic Plan.

Area I: Action Items (Library):

1. Create a yearly forum ("Open Dialog at the Library") for students, faculty, and staff to come together to discuss user needs in the area of leveraging technology purchases (hardware and software), and through improvement of acquisitions.
2. Join the Interuniversity Consortium of Political and Social Research (ICPSR), a research consortium that includes almost every major Research I university in the country, including peer institutions such as Cal Tech, Carnegie Mellon, Cornell, Johns Hopkins, MIT, Northwestern, Stanford, and Virginia Tech.
3. Advocate for the renovation of library spaces (Crosland and Price-Gilbert) that can be utilized by faculty and graduate students for research collaborations.

Area II: Action Items (Research Centers):

1. Create a series of talks by directors of newly-created "megacenters," in order to better publicize and increase understanding of their work and to cultivate opportunities for cross-center collaboration.
2. Create an inter-university seminar series for local public and private research institutions on "Exploring Synergies in Theoretical and Applied Research in Atlanta's Universities"

Area III: Action Items (Space Planning and IT):

1. Provide information (via OIT website) on all classroom hardware **and** software in each campus-wide assigned classroom. Currently, hardware, classroom capacity, and IT support information can be found on the OIT website, but not information about the software in each classroom.
2. Identify campus spaces that can be renovated for multi-purposes.
3. Conduct a "health audit" of campus buildings and create an action plan for addressing problem areas

Area IV: Action Items (Faculty Relations and Campus Climate):

1. Advocate for the creation of a faculty club, with actual physical space for dining, events, speakers, etc.
2. Conduct a university-wide climate survey on faculty and staff relationships.
3. Speak with SGA (graduate and undergraduate) and staff representatives about their issues and concerns which would be integrated into the survey.