

**Academic Services Committee  
Monthly Meeting Minutes  
September 16, 2013**

**Committee Members Present:** Sonit Bafna, Susan Wells Parham, Amy D'Unger, Denise Johnson Marshall, Raj Vachatu (Executive Board Liason), Helena Mitchell, Carrie Shepler

**Not present:** Peter Hesketh, Kristen Butler

Sonit Bafna called the meeting to order at 12:05pm. New members who were present were welcomed and introductions were made.

The *June meeting minutes* were presented. Amy D'Unger motioned to approve them, and Susan seconded. The committee voted unanimously to approve the minutes.

Sonit thanked Amy for preparing the *committee's annual report* for 2012-2013. Amy will present the report at the next General Faculty Assembly meeting.

Originally, Susan Parham had agreed to represent the ASC on the *Institute's Open Access Implementation committee*. However, she represents the library and cannot serve in both capacities. Carrie Shepler volunteered to serve as ASC representative, Sonit nominated her, and the committee approved. Susan says that Dean Murray Rust will convene a meeting of the group at which the committee will elect a chair, determine frequency of meetings, etc.

Amy D'Unger asked whether faculty are using the library's website link to comply with the open access policy. Susan Parham responded that some faculty are, and she will provide numbers at a later date. She feels the link is somewhat buried (if people don't know where to look).

The committee discussed the waiver process. For example, *Nature* requires authors to sign a waiver, but the authors still can comply with the open access policy by put identical, post-referee content in SMARTech without the journal formatting (in other words, they can upload their own version of a manuscript but not page proofs from the journal).

Helena Mitchell commented that some of her colleagues have complained about the open access policy being detrimental to their tenure process because some publishers prohibit them from complying with the policy (the implication being that the open access policy forces faculty to choose between compliance and publishing in certain journals). Susan Parham responded that this is the point of the waiver of compliance. There is no penalty for non-compliance, and by signing the waiver faculty actually are in compliance.

Helena Mitchell also commented that SMARTech is non accessible (ADA compliant) as it has no alternative text for photos or audio format. When asked, Denise Johnson Marshall replied that we have approximately 25 students with access disabilities registered with ADAPTS.

Sonit Bafna asked that Susan Parham and Carrie Shepler report to the ASC after each meeting of the implementation committee. Carrie Shepler will add this to the ASC meeting agendas after the implementation committee meeting schedule is set.

The committee discussed the agenda for fall 2013. The discussion is summarized below:

- Sonit Bafna will contact the *Office of Professional Development*. Potential discussion topics include:
  - How are course topics selected or decided upon? Ad hoc or systematic?
  - How can the ASC help OPD think about who is affected.
  - Online courses—what should they think about?
    - ASC could help develop a checklist to be assessed for each proposed course.
  - Could incorporate life-long learning
- *Technology Needs*
  - The ASC could develop a list of faculty needs to provide to the Strategic Technology Investment Collaboration (STIC), but it is not clear how the committee could assess those needs.
  - Sonit Bafna will work with Raj Vachatu to put together a visual picture for technology, and we will review this at the October meeting.
    - Currently, STIC is working on a master OIT plan.
      - Three primary STIC focuses:
        - OIT for research support
        - One from D. Llewellyn—teaching and learning
        - Systems administration

#### *General Discussion*

- Raj Vachatu says that Provost Bras has mentioned that the scope of each committee will be revisited.
  - The question was posed that as a committee, what are we supposed to achieve? Do we bring the work or just bring the ideas to others? Amy D'Unger has talked to Ron Bohlander about this, and there's no particular answer.
    - Raj commented that some committees have specific charters. Sonit Bafna has spoken with Ron Bohlander about this, and the academic services committee charter says that the committee's purpose is to review Institute policies and procedures related to academically oriented support functions. In effect, the committee's job is oversight of general policies. Raj

Vachatu commented that other bodies need to act on what our committee reviews.

- Sonit Bafna commented that the academic services committee should look into what committees exist and what they do. That will give us a better idea of direction.

Raj Vachatu provided an update from the *Executive Board*:

- Update on reorganization/redefinition of faculty/staff titles
  - The board is going ahead with the plan we previously saw
  - There will be no change in benefits based on these changes.
  - Meetings currently are taking place to discuss implementation
  - The changes may lead to 3 governing bodies all feeding into one executive board—academic faculty, research faculty, and staff.
  - The current plan is to implement by spring 2014.
- It was suggested that perhaps we could get Jeanne Balsam (chair) to come present at a meeting?

The meeting adjourned at 1:00pm by Sonit Bafna.

Minutes respectfully submitted by,



Carrie Shepler  
Secretary, Academic Services Committee