

Academic Services Committee
Monthly Meeting Minutes
September 29, 2011

Committee Members Present: Doug Britton, Amy D'Unger, Marlit Hayslett, Caitlin Manley, Denise Johnson-Marshall, Helena Mitchell, Raj Vuchatu (Executive Board Liaison)

Committee Members Absent: Peter Hesketh, Nancey Green Leigh, Margaret Loper

The meeting was called to order at 2:07 PM.

The meeting began with introductions, as the committee has some new members, including a new liaison to the executive Board. Helena then discussed the presentation that was given to the Executive Board (EB) on August 30, 2011 and went over the four areas of interest, issues, and action items that were generated over the course of the 2010 – 2011 academic year committee meetings. Those present at the Executive Board meeting felt that it went well, though the EB seemed initially confused as to why we were bringing the report to them, as it's not the usual practice of this committee. Various members of the EB seemed particularly excited about some of our ideas (e.g., Ron Bohlander was interested in the faculty club idea, Monique Tavares said that many of our research center ideas could be found in the Strategic Plan white papers, and Mary Ann Ingram was interested in the campus climate survey). The committee will have to move forward with deciding which action items to pursue and how to best pursue them.

Attention then turned to the August meeting minutes. Marlit made a motion that the minutes be accepted and Doug seconded the motion. The minutes were accepted unanimously. The committee then discussed the logistics of the coming year, and Helena suggested that we could rotate meeting locations. The rest of the committee felt that the IPST building is a good location and agreed that it would be fine to continue to meet there. Finding a common meeting time is proving to be a challenge, so Amy suggested sending out a Doodle poll for committee members to outline their "typical" week, with all standing meetings, appointments, and regular classes on the schedule. From there, we can narrow down to some common times and, hopefully, set the meetings for October – December.

Helena then reviewed the action items and showed the committee the list of Strategic Plan white papers. Marlit suggested that tackling too many of the action items would be a major shift in the amount of time required to devote to the committee, so that we should just tackle one or two action items and do it well. Doug wondered if, since our original list of action items was generated, some may have been already started by others on campus, and gave the example of the faculty and student advisory boards for the library, which could serve the function of being a sounding board for user needs, which was suggested in our "Open Dialog at the Library" action item. He suggested that we should verify that each of our action items is still relevant issues and not already being addressed by some other entity on campus. He also stated that he felt that the committee was not in a position to lobby for resources, so that might make some of the action items unfeasible (e.g., the Institute subscribing to ICPSR, which costs approximately \$15,000 per year. Amy concurred that the committee is not responsible for, nor in a position to, lobby for significant resources. However, she pointed out that this amount of money is a "drop in the bucket" of the overall library budget and a tiny fraction of the resources that are allocated to the engineers. The committee discussed the idea of doing a survey of

faculty to see how many people would be interested, particularly in the Ivan Allen College. Doug suggested that broader faculty support at the level of the deans would be important, so Amy agreed to contact IAC dean Jackie Royster about writing a letter of support to the library dean.

Helena then turned the discussion to the action items involving research centers and said that she would try to tackle item #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”). Doug asked if this was intended to replicate something like Ted Talks, or if this is intended to be a small scale, “around the conference table” kind of interaction. Helena stated that she intended it to be the latter. Doug suggested that Steve Cross’s office would be the best point of contact for starting such an endeavor, which is what Monique Tavares had also said in her email communications with Helena.

Other committee members then discussed action items that might be of interest to them. Caitlin stated that she knew of a member of the SGA who might be interested in the faculty club and agreed to contact him. Helena said that she could also work on space planning and IT issues and Raj agreed to specifically work on Area III, action item #1 (provide information, via the 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. Denise and Amy agreed to look at campus climate issues, so Helena will put Denise in touch with Mary Ann Ingram (Executive Board) to begin working on that issue. Marlit will contact the dean of the library about Area I, action item #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 and improvement of acquisitions) to see if the student and faculty advisory boards are currently serving in this capacity. Helena asked the committee members to look over the list of Strategic Plan white papers to see if any were of particular relevance to their action items. Monique Tavares can provide us with the white paper if we send her the title, as they are not currently available online. Committee members also agreed to present any updates on their action items at the October committee meeting. The plan for that meeting will be to invite the newly named Strategic Plan Implementation committee to present on their work, and how our ideas might best mesh with/support what they are doing. Helena will invite members of the committee once the October meeting date has been set. Amy agreed to send out the Doodle scheduling poll to facilitate that.

The meeting was adjourned by chair Helena Mitchell at 3:08 PM.

Minutes Respectfully Submitted by,

A handwritten signature in black ink, appearing to read 'Amy D'Unger', with a long horizontal line extending to the right.

Amy D'Unger
Secretary, Academic Services Committee