

Academic Services Committee
Monthly Meeting Minutes
December 14, 2011

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

Committee Members Absent: Peter Hesketh, Nancey Green Leigh

The meeting was called to order by Helena Mitchell at 11.03 AM. Amy moved to approve the minutes from the November meeting and Doug seconded the motion. The minutes were approved unanimously. Amy then discussed the newly created T-Square site for the Academic Services Committee. It will be used for all communication and dissemination/storage of documents. Most ASC members have been added to the site, but Amy still needs GT log in IDs from a few people. Raj said that he would email a link to a website where GT log ins can be searched, in the event that said members didn't respond to Amy's email request.

Denise then gave an update on the campus climate survey, detailing a meeting that she and Amy had with Archie Ervin (VP for Diversity), Jon Gordon (Director, Office of Assessment), and Mary Ann Ingram (ADVANCE Professor in Engineering). Archie Ervin is very supportive and would like to take a systematic approach to putting the survey together, gathering support through the cabinet level, the faculty, staff, and students. Dr. Ervin indicated that he would like the Academic Services Committee to be a part of the committees working on this and that he would be putting together a task force to start working on it in the spring. At the meeting, Denise and Amy gave verbal commitment, on behalf of the ASC, to be involved. Denise also stated that it is important that we make sure that our interests are being represented, given that the ASC name will be on it as a participating entity. Amy suggested that we need to narrow down our interests, identifying 3 – 4 key areas of focus that could be represented with a few questions each (an example given was the relationships between different groups of faculty and perceptions of each). Doug suggested that looking at peer institutions might be a helpful way to begin to narrow down the focus areas. Amy agreed, but said that it seemed like the ADVANCE group and Dr. Ervin's office had the background and staff to do that kind of work. Things should be clearer in the spring, once a task force has been convened.

Caitlin Manley, the student representative from the SGA, stated that she wouldn't be participating in the committee work in the spring semester because of an internship in SC. Applications for SGA committees (and, therefore, for someone to replace her) are due at the end of the first week of January, so we will know who her replacement will be in mid-January. Amy will include that new person on all meeting information and add him/her to the T-Square site.

Discussion then turned to ICPSR membership for Georgia Tech. Amy stated that Jackie Royster, the Dean of the Ivan Allen College, has agreed to send a letter of support to Catherine Murray-Rust, the Dean of the Library. Susan Cozzens, the Associate Dean for Research in Ivan Allen, has also agreed to send a letter of support. She would first like to gather some data on past/future (potential) usage of ICPSR, familiarity, etc. Amy has agreed to put together a cover letter and survey that she can send out to all Ivan Allen College faculty. She will work on that over the holiday break. Discussion then focused on others who might be interested/vested in supporting ICPSR membership. Dr. Steve Cross, the College of Computing, the College of Architecture, and the Provost were all mentioned as possibilities. Doug said that he could contact Steve Cross, so

Amy will send him the information he needs to discuss ICPSR with him. Helena can also contact Provost Raphael Bras on behalf of the ASC. It was discussed whether a formal letter should be sent to Dr. Cross first, or whether Doug should “feel things out” with Dr. Cross first, to gauge the possible support that we might receive. It was decided that Doug would frame his email to Steve Cross as a “heads up” that a more formal letter from Helena will be coming. Raj also mentioned that he reports to Dr. Ravi Bellamkonda (Associate VP for Research), who reports directly to Steve Cross, so he could talk to Dr. Bellamkonda about ICPSR as well. Amy will send the information about ICPSR to Helena, Doug, and Raj to facilitate the contacts that they are going to make.

Discussion then turned to other action items identified by the ASC. Raj said that we, as a committee, had talked about inviting a member of the Strategic Planning Committee to come and talk to the group. His immediate boss, Lisa Sills, is on the committee, so he can arrange a meeting if we can clarify what we are trying to understand/get from her. It was suggested that this would be good for the March meeting. In pursuing the action item on classroom technology, Raj contacted OIT, which pointed him to the classroom technology website. As a committee, we need to communicate the level of depth of information we’re suggesting be on the site, in addition to making sure that the information on the site is correct. Amy suggested that we should wait and speak with ASC committee member Peter Hesketh, as she thinks he initially brought up the issue of different versions of software across different classrooms earlier in 2011. Marlit Hayslett then discussed the Executive Committee meeting at which the subcommittee for exploring Open Access was approved. Ellen Zegura in the College of Computing and a member of the Library Faculty Advisory Board has been charged with putting together the committee. She wants to have a diversity of opinions and viewpoints, with a representative from each college and GTRI. As the subcommittee will come under the umbrella of the Academic Services Committee, we need to approve the list of members and let them know that they have the support of the ASC. Ellen asked if we wanted to have an additional member of the ASC on the committee. Doug asked if we needed another GTRI person and suggested Josh Davis. Since Ellen was not necessarily looking for new members outside of the Academic Services Committee, it was suggested that we recommend Doug for the committee, as he can represent the interests of both GTRI and the ASC. The committee also discussed the possibility of recommending Public Policy chair Diana Hicks, who does research in this area (though it should be noted that Michael Best in INTA has already agreed to represent the Ivan Allen College). Marlit concluded by saying that the committee will be working to put forth a policy recommendation, though the procedure for reaching that has not been discussed. As the “home” of the subcommittee, ASC will have to approve the recommendation. The goal is to draft the recommendation by April, if possible.

Amy concluded discussion in the meeting by stating that she would send out an online poll for setting up the January and February meetings. She will be on leave March – May, so another committee member will have to step in to serve as secretary during that time.

The meeting was adjourned at 12.07 PM.

Minutes Respectfully Submitted by,



Amy D'Unger
Secretary, Academic Services Committee