Academic Services Committee
Monthly Meeting Minutes
September 5, 2012

Committee Members Present: Doug Britton, Amy D'Unger, Susan Liebeskind, Helena Mitchell, Carrie Shepler, Sonit Bafna

Committee Members Absent: Denise Johnson Marshall, Peter Hesketh, Raj Vuchatu (Executive Board Liaison)

The meeting was called to order by Helena Mitchell at 1.07 PM. New members of the committee (Carrie Shepler and Sonit Bafna) were introduced and previous/returning members discussed the composition of the committee and what it is tasked to do, and referred Carrie and Sonit to the T-Square site where they can review documents from previous years. Helena then reviewed the July meeting minutes and the committee voted unanimously to approve them. New officers (chair and secretary) were then elected for the 2012 – 2013 academic year. Helena nominated Amy for the chair position and Doug seconded. The vote was unanimous to elect Amy as the new chair. Doug then nominated Susan to be the secretary of the committee and Sonit seconded the nomination. The vote was unanimous to elect Susan as the new secretary.

Doug then reviewed the origins of the Open Access committee and how the ASC became involved with this. ASC assisted in putting the committee together. It included representative from all of the colleges and is co-chaired by Ellen Zegura and Steven McLaughlin. An Open Access policy was drafted during the spring 2012 semester and presented to the ASC in May. At that time, it was decided that it would be too ambitious to push the policy through the Faculty Senate, so the pace was slowed. Nevertheless, Doug stated that it is very important that this is completed, as Georgia Tech needs to be "ahead of the curve" in policy development in the event that the Board of Regents decided to develop its own policy. If Tech already has one in place, the BoR will be more likely to work with Tech in crafting the policy, as opposed to Tech being forced to adopt something created by the BoR. It is especially important for schools like Electrical Engineering and Computer Science, which need swift dissemination of their work because of the rapidly changing nature of those fields. The policy will mean that any peer-reviewed publication will need to be held in an open archive on campus (most likely making use of SmarTech). Other institutions have dealt with issues of copyright, usually by making changes to the copyright form. Publications will honor these copyright changes *if the institution has a policy in place*.

The current one page policy is very simple and general and is intended to be minimally intrusive to faculty and will not include an enforcement component. It will help with brand recognition and spreading the message (highlighted in the Strategic Plan) of "What does Georgia Tech think?" The policy will be rolled out once the general faculty approves it, with the support of the library, which will handle implementation. A series of town halls will be held on 9/12, 9/24, and 10/10 from 4.00 – 5.30 PM to get feedback on the policy, which may lead to revisions being made. Doug will email the exact dates/times/locations to the ASC. Helena asked about ADA compliance for the new open access website that will host these materials. Doug stated that this was not a policy issue, but an issue of implementation that is best dealt with by the library. The committee agreed that the ASC should support ADA compliance, but was not clear if this should be part of the policy. Doug stated that it is important to assign ownership for making documents ADA compliant (i.e., with the library) to make sure that this is not thrust back on individual faculty members. He also stated that the policy would be periodically reviewed to assure that the process and management are going

smoothly. ASC will need to vote on the policy put forward by the Library Faculty Committee, so Amy stated that we should plan the October meeting between the date of the last town hall (tentatively 10/10) and the general faculty meeting on October 23rd. The letter of support can be sent to the Library Faculty Committee, Executive Board, Ron Bohlander (secretary of the faculty), or to any other entity that is appropriate. Doug also informed the committee that they will be building in CV generation/updating capabilities to help faculty manage their publications on their CVs and to assist with grant applications. For example, fields could be created that could automatically populate NIH or NSF biography forms in grant applications.

Amy then discussed the progress of the Campus Climate Assessment Task Force, of which she and Denise Johnson Marshall are members. She reviewed the history of ASC involvement and what the committee is doing for the new members. The faculty subcommittee, of which she is a member, just received the survey questions generated by Jon Gordon and Archie Ervin, based on the subcommittee's input and areas of concern. The faculty subcommittee will be meeting to discuss these, and then meeting again with Dr. Gordon and Dr. Ervin.

Helena then discussed the faculty club, noting that it seemed to be "dead in the water" despite the fact that $1 million had been committed to its development. She stated that it seems to be too large a task to take on, particularly for a small committee like the ASC.

Members then went on to discuss the agenda for upcoming meetings in the fall semester. October's meeting will be about the open access policy and a (very brief) review of the ASC annual report that will be presented at the meeting of the general faculty on October 23rd. Doug suggested that the topic of research centers was important and that we should have a meeting where the directors of the major campus centers that emerged from the Strategic Plan come and brief the ASC on their activities. Carrie suggested that the topic of online teaching was very important, particularly now that Georgia Tech was involved with Coursera, so we could invite someone to speak to the committee about that. It was also suggested that representatives from the Clough Undergraduate Learning Commons could come and talk to the committee about services offered in the building and how the ASC might support the work going on there. Karen Head and Steven Girardot were suggested as possible speakers. Carrie said that her office is in the CULC, so she could be involved in contacting them. The ordering and specific topics for the meetings will be discussed in the October meeting.

The meeting was adjourned at 2.02 PM.

Minutes Respectfully Submitted by,
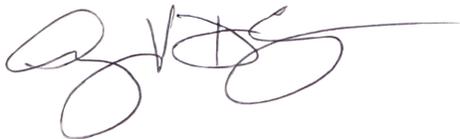
Amy D'Unger
Secretary, Academic Services Committee