

## 2009 – 2010 Faculty Senate Committee Reports

### **Working Group to Develop University Policy on Responsible Use of Information Technology Resources**

**Faculty Senate Representative: Mark Suckow**

March 23, 2010

The Working Group has met once to consider revisions to the University Policy on Responsible Use of Information Technology Resources. Much of the language from the existing policy is preserved in a draft revision, though the document now includes reference to use of University information resources from remote locations. The Group is working through issues related to access of material that could be considered sexually explicit and what sort of language would still allow use of such material for legitimate purposes governed by academic freedom. The policy will apply to all users of University information resources, including individuals not affiliated with the University. Development of the revised policy is ongoing.

### **Parking Committee**

**Faculty Senate Representative: Richard Cross**

March 24, 2010

The committee has met three times, with one more meeting scheduled. The committee is fully alert to the fact that the initial survey revealed that desire for change is largely located in one or two departments, and is not spread widely through the university community. At the latest meeting, Doug Marsh came up with a very specific scheme for a small number of such spaces, targeted on the departments and buildings in which most dissatisfaction with the current situation was expressed. The committee asked him to send the proposed scheme to all faculty and staff, asking them whether they would approve of it or not. On the basis of the responses to this survey, the committee will recommend whether to move forward with any proposal for parking charges.

April 9, 2010

A final update on the parking committee set up in the light of the ImproveND survey to consider the possibility of some privileged but fee-paying car-parking. The committee came up with a concrete proposal for how the relevant reserved lots might be placed around the campus in ways that were minimally disruptive. The committee then consulted with those departments that initially expressed interest in the possibility of such parking spaces. These departments judged that the proposals - and related practicable and feasible proposals - would not be sufficient to address their perceived needs. For this reason, the committee has recommended that we abandon any such scheme for the time being. A notice about this will appear soon in *NDWorks*.

Overall, the Faculty Senate, when we discussed the matter, was opposed to the thought that there might be a two-tier parking scheme, and I don't think we should be displeased by the outcome.

**Early Childhood Development Center – Notre Dame  
Faculty Senate Representative: Salma Saddawi**

March 2010

The Early Childhood Development Center (ECDC) had been created in 1971, as a nonprofit organization licensed by the Indiana Bureau of Child Development and accredited with the National Association for the Education of Young Children (NAEYC). In view to Notre Dame's expanding spirit, in 1993, the University contracted with ECDC to establish a new branch of ECDC to meet the increasing demand for the children of Notre Dame and Saint Mary community.

Today, ECDC has two branches: one on the University of Notre Dame campus (ECDC-ND) and the second on the campus of Saint Mary's College (ECDC-SMC).

The ECDC program for both branches are governed by one Board of Directors and operate with the same educational philosophy, curriculum, parent involvement, college student involvement and enrichment opportunities for children and families.

Through the academic year both ECDC-ND and ECDC-SMC serve children ages 2-5 and 3-5 respectively, while during summer time both branches serve children ages 1.5 to 9 years old. The University of Notre Dame and Saint Mary's College ECDC is one of a small and elite group of National Academy of Early Childhood (NAEYC) accredited programs. Early childhood programs accredited by NAEYC have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to document compliance with Criteria for High-Quality Early Childhood Programs, and been found to be in compliance with the Criteria. The Criteria can be found on NAEYC's Web site at [www.naeyc.org/accreditation](http://www.naeyc.org/accreditation).

**Committee Objectives:**

<b>Review / renew the Background report</b>	<b>(has been done)</b>
<b>Revenues, Expenses and Tuition Rates</b>	<b>please see below</b>
<b>Enrollment Process and Waitlist</b>	
<b>Future Demand Trends</b>	
<b>Expansion Considerations</b>	
<b>Website Exploration</b>	<b>please see below</b>
<b>Toured both ECDC-ND and ECDC-SMC locations to gain direct experience with each facility</b>	<b>(has been done) please see Table 2</b>
<b>Future Items to Consider</b>	

The ECDC operating budget runs on tuition (about 75%) and contributions from Notre Dame. Notre Dame provides the building along with the maintenance of the building itself, landscaping etc., plus Notre Dame provides cash for a sliding tuition scale. This cash subsidy provided by Notre Dame is adjusted annually to meet the change in the costs of the operation and the national federal median of family income. As a result of the annual adjusted contribution, the sliding fee scale program will be preserved to help low-income Notre Dame families, employees and graduate students.

Table 1. Notre Dame’s revenue (in kind cash subsidy and rent landscape, etc.)

2003	2004	2005	2006	2007-9	2010
23.75%	24.01%	21.81%	21.47%	19.7%	~25-26%

The expenses of the ECDC are mainly salaries and benefits. All of the teachers working at ECDC have the same degree requirements as the teachers working in the South Bend schools. Because most of the teachers are full time, ECDC has to pay vacation benefits as well as health benefits, etc. This makes the ECDC expensive with respect to other day cares. On the other hand, it provides a continuity of staff. The ECDC is very competitive with respect to the local good schools like Montessori, and also with respect to other similar programs nationwide.

Website Exploration:

The committee is looking into the idea of making information available for both ECDC-ND and ECDC-SMC on one website where parents can read or share experiences and evaluations with the ECDC or local childcare providers. It is also considering including a comparison between ECDC-ND and ECDC-SMC, as well as parental reviews.

Facilities Tours:

After the ECDC committee visit at both locations, the committee members were pleased to find that the administration and staff for both locations are working in an efficient and highly professional way.

Table 2. Comparison of both locations

ECDC-ND		ECDC-SMC	
Located on Bulla Road directly across from Fisher O’Hara-Grace Graduate Student Housing		Located in Havican Hall	
ECDC-ND is licensed for 165 children in attendance at one time, in either full time or part time schedules		ECDC-SMC is licensed for 90 children in attendance at one time. Historically, approximately 135 children	
operates the following activity rooms		operates the following activity rooms	
Class room age	# of children	Class room age	# of children
2	15	3	20
2-3	14	3-4	20
3-4	20	4	24
4	24	4-5	24
4-5	24	-	-
A Kindergarten age	26	-	
Hours: 6:30 a.m. - 5:30 p.m. Monday – Friday		Hours: 7:30 a.m. - 5:30 p.m. Monday – Friday	

Both branches enroll children of staff, faculty, students, administration, and alumni of Notre Dame University, Saint Mary's College, and Holy Cross Order institutions	
Closed to the public	Open to the public as well
Food program same for both	
Educational programs and activities same for both	
Licensing and accreditation requirements Limits the size of classes Student/teacher ratios Teaching team is composed of at least one degreed Lead Teacher in every activity room and two Teaching Assistants Qualifications of staff for facility	
Tuition	
ECDC-ND operates on sliding tuition model according to the families income (see the attached table)	ECDC-SMC operates on flat rate with scholarships available to families with financial need
Nice large building	Old smaller building with new bathrooms specially designed for kids
Large classrooms with large windows and high roof	Moderate size classrooms and windows of medium size Moderate roof height
Not much space for outside activities	Beautiful woods and environment for all seasonal outdoor activities

**Traffic and Parking Appeals Board**  
**Faculty Senate Representative: Jessica Kayongo**

April 13, 2010

The Appeals Board is made up of members of the faculty, staff and student body. No one from the Security Office or Parking Services Office is a part of the Board. One faculty representative (me), two staff representatives, one graduate student representative, and two undergraduate student representatives comprise the Board. We are charged with reviewing appeals of tickets issued by Notre Dame Security Police. Appeals are made in writing. Re-appeals are made either in writing or in person. Decisions on re-appeals are final.

The committee generally (members' schedules permitting) meets every other week for 1-2 hours. There have to be at least two members present for review of appeals to take place. In my two years of experience, faculty and staff representatives attend these meetings at a higher rate than the graduate student representative does, and these three sets of representatives attend at a much higher rate than the undergraduate representatives do.

From May 2009 - March 2010, the Board reviewed 342 appeals.

**Campus Life Council**  
**Faculty Senate Representative: J. Randy Crist**

April 16, 2010

According to *du Lac*, “the Campus Life Council is a forum where students, faculty, Rectors, and administrators discuss matters affecting student affairs and make recommendations directly to the Vice President for Student Affairs.” The council meets as a group every other Monday. Task forces considering specific issues meet on the Mondays between the formal council meetings.

The Campus Life Council (CLC) formed task forces that examined four issues throughout the first semester. The task forces, along with their focus, are outlined below.

- **Evaluation of Student Disciplinary Records:** The task force explored the possibility of forgiving minor, first time student offenses that occur during a student’s freshman year. Due to the increasing importance many graduate schools are placing on student disciplinary records as a screening criterion for admission, the impact of a University sanction for a relatively minor violation may be multiplied. Though a number of freshmen incur a disciplinary record for minor offenses and are never again found in violation of University policy, the fact that disciplinary records are maintained by the University for seven years following graduation can adversely impact their ability to be accepted to graduate schools.
- **Student Legal Services:** The task force examined the need of making affordable legal representation available to students. Input to the CLC indicated that there was an unaddressed need for such a service as undergraduate students at the University who have problems with the law lack easy access to attorneys and legal advice, students with legal issues lack sufficient funds to pay for a trial, that off campus residents have issues with tenants and local authorities, and that many students are unaware of their legal rights. The CLC approved a resolution to create a database of local attorneys and law firms to provide general consultation and representation to determine the need for more formal or increased services.
- **Advertising on Campus:** The task force considered ways to more effectively publicize the numerous activities and events that occur on campus. The task force concluded that the most efficient manner to do this is to better utilize online resources. To avoid the duplication of effort, the task force postponed further action to evaluate the effectiveness of the revised agenda.nd.edu site.
- **Alumni Student Relations:** Notre Dame prides itself on its extensive alumni organization and recognizes the value of maintaining alumni involvement on campus. The purpose of this task force was to examine ways to increase and strengthen interaction between students and alumni and allow for alumni input on campus issues. The CLC approved a resolution recommending the addition of an alumni member to the CLC. The addition of a new member to the CLC requires the Board of Trustees’ approval, the resolution was tabled until it can be presented to them.

The du Lac specifies that the Associate Vice President for Residence Life will meet with the CLC in those years that du Lac is scheduled for major revision. As du Lac is being revised this year, the CLC focused its second semester efforts on reviewing du Lac policies and recommending revisions to Mr. Bill Kirk. Specific recommendations forwarded to the Office of Residence Life and Housing included: the creation of a medical amnesty policy, handling of alcohol offenses in residence halls, handling of alcohol offenses on campus but outside of residence halls, clarification of policies for off-campus students, support for the use of community service hours as a sanction for violation of du Lac policies, clarification of tailgating policies for individuals and student groups, and clarification that students are expected to comply with the local laws when outside the state of Indiana.

### **Bookstore Advisory Committee**

**Faculty Senate Representatives: Michael C. Brownstein, Timothy Gilbride**

April 21, 2010

The Bookstore Advisory Committee met twice this past academic year: December 4, 2009 and April 20, 2010. The meeting in December consisted primarily of a strategic overview of the academic publishing/electronic media business by Gary Shapiro of the Follett Higher Education Group. While the 10-year projection predicts a switch to primarily electronic media (as opposed to published textbooks), current students still have a preference for hard-copy textbooks. Over time, as students become more comfortable and expect courses and course materials to be entirely or almost entirely delivered on-line, this may necessitate a change in the way many of the faculty teach their courses. However, this change is expected to be gradual and that there will be tools for the faculty to adopt to facilitate the transition.

The spring meeting focused on the roll-out of the textbook rental program. In this program, students rent their textbook for about 50% of the cost for a new textbook. The textbooks included in this program tend to be ones that are most popular across the college textbook market and currently includes some 18,000 titles. The benefit to the student is that they pay less money upfront and are not subject to the vagaries of the used-book market at the end of the semester. However, students are required to return their rented textbook or face a relatively stiff penalty. This program has been successfully piloted by Follett at nine different campuses. It will be available at ND in the fall of 2010. Faculty will be able to go on-line in order to determine which textbooks in their discipline are available; if faculty choose a book that is one of the 18,000 titles (whether deliberately or not), it will automatically be available for the rental program.

An ongoing issue for the Bookstore Advisory Committee is how to encourage faculty to adopt textbooks on time, participate in guaranteed book buyback programs, or the new textbook rental program. According to Follett, ND has one of the lowest "on-time" compliance rates for placing textbook orders among all their clients. This has a negative impact on students because it is harder to secure used copies of textbooks when the orders come in late. David Harr, Associate Vice President at ND, has asked for help from the Faculty Senate in figuring out ways to get the faculty involved in steps to reduce the cost of textbooks for students. Tim Gilbride will follow-up with David over the summer to begin to take some steps in that direction.

**Travel ND Initiative**  
**Faculty Senate Representative: Mark Beudert**

April 23, 2010

The University is in the middle stages of research for and implementation of TravelND, a comprehensive program targeting improvements in traveler satisfaction, process efficiency, policy compliance, and cost savings. The process began with preliminary negotiations in the fall of 2009 and hiring in the winter of 2010. Current concentration is on program design and implementation, with systems pilot programs scheduled for the summer of 2010 and full program launch in the fall of 2010.

The process is being guided by a group of faculty and staff comprising an Executive Committee, a Core Committee, and a Steering Committee. As a member of the Steering Committee, my functions include program championship, on campus, policy and program vetting, providing campus feedback, training assistance, and communications. To this end, I submitted a poll taken with members of the Faculty Senate on behalf of their departments with comments on the current travel situation and suggestions for future improvement.

My direct involvement with the project began in February of 2010 with an individual meeting with Nancy Fulcher (Manager Strategic Sourcing , Procurement Services), Functional Lead of the TravelND Core Team. This was followed by a full committee meeting in mid-March. Implementation of the entire Travel Program began in mid-April, including addressing all of the following areas:

- Travel Systems
- Travel Supplier Contracts
- Travel Agency
- Travel Policy
- Travel Card
- Travel Program Resources

The most impactful item of the Travel Program is the implementation of a travel system (on line booking tool and expense management system). The Evaluation Committee selected Concur Technologies and the Core Team began implementation of the Concur system on Monday 11 April.

Core Team members have been working vigorously on the project and meeting daily to monitor the planning and implementation work. The project is being handled in two week “sprints” and the end of each sprint involves a presentation to the Steering Committee. The first sprint presentation will be on Monday 26 April 2010.