

Academic Policies and Services Committee
Faculty Senate
2015-6 year-end report
July 29, 2016

Chair:

Joyce E. Johnson, Medicine

Members:

Erin O'Hara, Law (Executive Committee Liaison)
Brian Christman, Medicine
Betsy Kennedy, Nursing
David Wright, Arts and Science
Tom Talbot, Medicine
Caglar Oskay, Engineering
Donna Webb, Arts and Science
Gayle Shay, Blair

I. CHARGES AND WORK DONE:

1. Finalize procedures regarding Concur.

Last year the Senate recommended that Concur be optional for booking faculty travel. Action on that recommendation has been tabled, due to the current lack of alternative mechanisms to assist faculty travel in case of domestic terrorism, natural disasters, import/export control matters for international travel to some countries, or other contingencies. Vanderbilt has replaced the previous travel agency, CTM, with an agency which is more service-oriented and capable of handling the volume of VU travel needs. This was done through an RFP process by a committee comprised of faculty and staff. Professors David Wright and Richard Willis served on that committee.

Committee Goals 2015-6:

- A. Clarify faculty procedures regarding the use of Concur for purposes of booking VU travel, versus expense reimbursement.
- B. Ensure security of personal information that may be stored by the travel agency (see 2013-14 Faculty Life Committee report).
- C. Develop motions as necessary for recommendation to the Provost.
- D. Communicate procedures campus-wide and facilitate renewed and hands-on, in-depth faculty and staff training in the use of Concur.
- E. Consider recommending an interim survey to assess traveler satisfaction with the new travel agency within three months after award of the bid, to ensure needs are met; correct problems or publicize success as necessary. Consider a follow-up satisfaction survey for the next academic year (2016-7) regarding the selected travel agency.

Work done/outcome/recommendations for future work:

- Major concerns as the year began included;
- spotty implementation of adequate initial training for staff, and a limited ability to speak with a human about subsequent problems;
 - privacy and security of personal credit card information;
 - availability of less expensive fares outside of Concur

In September 2015, Vanderbilt announced selection of a new travel agency, World Travel, an industry leader, on the basis of a low-fare guarantee, experience with complex international bookings, and improved personal assistance and support.

Improvements occurred throughout the 2015-6 academic year.

The Committee recommends that faculty and staff be surveyed about Concur with respect to service and satisfaction issues, as a component of the next Faculty Life Survey; these are mandated to occur every three years, and the next one is due in 2016-7.

2. Evaluate information technology and support

Some points of concern regarding infrastructure/support are included in the 2014-15 report.

Committee Goals 2015-6:

- A. Survey faculty on satisfaction with IT infrastructure and support.
- B. Study Absolute Manage and other spyware in use on faculty computers. This recommendation comes from the Faculty Life 2013-14 Committee.
- C. Coordinate any surveys with other Senate standing committees. Note also that the Senate has capability to conduct its own survey rather than use VIRG.

Work done/outcome/recommendations for future work:

The Committee is given to understand that Absolute Manage is no longer installed/in use.

The Committee invited Vice Chancellor John Lutz to a conversation about plans for IT operations in the post-reorganization era, specifically as it pertains to faculty support in educational activities and research. He readily agreed to meet; however, the VU IT office, headed by VC Lutz, conducted a detailed survey in the early spring of 2016, and the Committee elected to await the data from that survey before meeting with VC Lutz. As of March 2016, the findings were being analyzed; Mr. Lutz's executive assistant, Michelle Collins, is the contact for the final report.

The APS Committee for 2016-7 should obtain the report and discuss it in Committee and with constituents. If it identifies issues that need to be addressed, or fails to answer particular faculty concerns, the Committee should consider a separate survey, perhaps as part of the 2016-7 Faculty Life survey or through VIRG, whichever seems most appropriate.

Additional very useful input pertinent to this issue likely includes reports/surveys generated by the three groups listed below; the most up-to-date information about these can be obtained from the Provost's office and the Center for Teaching:

- Faculty Advisory Committee for Desktop IT (suggested contact - Sal March)
- Faculty Advisory Committee for Research IT (suggested contact – Thomas Palmeri)
- The Center for Teaching's University-wide Blackboard Advisory Committee (suggested contact – Derek Bruff or Jesse Blocher)

3. Comprehensive Transition Programs (CTPs) & the tuition reduction benefit

The tuition reduction benefit for faculty and staff with children enrolled in Comprehensive Transition Programs (post-secondary programs for students with intellectual disabilities) is under discussion; a motion is expected to be forthcoming soon.

Committee Goals 2015-6:

Monitor and provide input to this process.

Work done/outcome/recommendations for future work:

Vice Chancellor Eric Kopstain and numerous stakeholders and experts within the University worked diligently on this issue and communicated closely with the Senate's Chair, Richard Willis, throughout the process. The following was announced in Vanderbilt News on May 9, 2016:

Vanderbilt University dependents with intellectual challenges to receive tuition benefit

Vanderbilt University has decided to expand its popular [dependent tuition assistance policy](#) to include students with intellectual disabilities. The benefit will extend for the fall 2016 semester to dependents of faculty and staff employed by Vanderbilt University who have dependents with intellectual disabilities to cover qualified comprehensive transition programs (CTPs), such as the [Next Steps](#) program

<http://news.vanderbilt.edu/2016/05/vanderbilt-university-dependents-with-intellectual-challenges-to-receive-tuition-benefit/>

4. Mandatory IDS allocation, Center for Technology Transfer survey

This requirement imposes an additional 5% charge on the inventor's portion of income.

Committee Goals 2015-6:

- A. Review VIRG survey referred to in point 2 of 2014-15 APS report. The survey is discussed in the standing committee report. Does the survey address the IDS allocation?
- B. Has this survey been broadly communicated through MyVU and MyVUMC? Develop a communication plan as needed.
- C. Determine who has authorship of this policy. Some policies described in the Faculty Manual are not governed by the designated Faculty Manual change agents (Provost, Chancellor, Faculty Senate). For example, the Conflict of Interest policy is one for which the University's Conflicts Committee (UCC) is responsible; the policy is a Board of Trust administrative responsibility, which the Board has delegated to the UCC. Therefore the authorship of the COI policy is retained by the BOT, through the UCC.
- D. Come to an understanding regarding the IDS allocation.

Work done/outcome/recommendations for future work:

The additional 5% charge policy was reversed, and affected inventors were to be made whole. This information was communicated to the Senate's Executive Committee by University and Medical Center leadership, and communicated to the APS committee by the Senate Chair (Willis) and Chair-elect (O'Hara).

II. New degree program evaluation: Master's in Marketing, Owen

One step in the establishment of new academic/degree programs is approval by the Faculty Senate; evaluation of any proposals and presentation of a motion to the plenary Senate is the responsibility of the APS Committee. A detailed procedure for this process is available through the Senate office or the Provost's office.

This year there was one such proposal, a Master's in Marketing offered through Owen, sponsored by Professor Steve Posavac. The detailed proposal was discussed by the APS Committee, resulting in a motion for approval by the Senate, which passed without issue.

While the existing procedure does not require external review of a proposed program of this type, the APS Committee recommends that going forward, all new programs be reviewed externally. The Committee's members concluded that external review would add expertise and rigor to the process, and could only strengthen the content and reputation of proposed programs; they were not convinced by an argument for confidentiality in a competitive environment.