To: All Full-Time Faculty
From: Maria Marques, Office of the Faculty Senate
Subject: Faculty Senate Agenda
Date: September 6, 2007

**Tuesday, September 11**

Call to Order – Chair Weinholtz 12:15 p.m.
- Welcome and announcements
- Faculty Senate Annual Report 2006-2007 (Attachment A)
- Sabbatical Committee Faculty Senate representation
- Grievance Committee Faculty Senate representation
- Faculty Senate Committees membership (Attachment B)
- Expanding the faculty pool of committee members

1. Academic Standards – Senator Petry
2. Bent/Larson/Trachtenberg – Senator Russell
3. Curriculum Committee – Chair Weinholtz
4. Constitution – Senator Decker (Attachment C)
5. Environmental Task Force – Senator Borucinska
6. Professional Standards – Senator Shepela (Attachment D)
7. Student Affairs – Senator Oliver
8. Conversation with President Harrison and Provost Voelker
10. Orders of the Day 1:50 p.m.

**Thursday, September 13**

11. Reconvene 12:15 p.m.

12. Part-time Faculty -- Senator Siegel, Prof. Stewart (Attachment E)
13. The Campus Safety Committee
14. Donald Rizzo, Vice President for Institutional Advancement
15. Other Business – New Business
   • Benefits Task Force to present at October meeting
16. Adjourn (by 1:50 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
Chair Weinholtz welcomed Senators to the first meeting of the 2007-2008 Senate, followed by having the Faculty Senate individually introduce themselves, and especially welcoming the new Senators.

The Faculty Senate Annual Report 2006-2007 was shared with each of the Senators. Chair Weinholtz explained that the undertaking was both last year's Faculty Senate Chair Jerry Katrichis’ and his own. He pointed out the goals, and specifically, working with the Staff Association. He said that Maria Marques has joined as an active member. The Senate will have a presentation from the president of the Staff Association to the Senate at a later meeting.

Chair Weinholtz continued with the request for faculty members to participate in University committees.

He offered the Senators the option of having a non-senator faculty member from their college replace them in a Faculty Senate committee to increase involvement and to lessen the load on the Senator.

President Harrison gave an overview with updates of his remarks made at the Faculty/Staff Kickoff


As was previously announced to the Senate, President Harrison meets with the Faculty Senate Officers every five/six weeks to discuss issues of concern to the University, and to faculty in particular. The President said that he enjoys the relationship
and looks forward to a productive year. He credited the Faculty Senate Officers for suggesting the presentation of the goals to the Regents. He said the goals raise reasonable expectations, and the report is worthwhile doing again this year. He said his own goals, in some areas, mesh with the goals of the Faculty Senate.

**Provost Search.** President Harrison commented that he was pleased that Joe Voelker agreed to serve as Interim Provost. The President has announced the Search Committee for University Provost. He has said that selecting the chief academic officer is one of the most important tasks for a University community. The twelve people who will join him on the search committee are seven faculty members, two officers, two students, and a regent. He expects the committee will arrive at a short list by February, and by March be able to make an offer. There will be several opportunities for faculty who are interested to help frame the search criteria and interview the finalists.

The President spoke of the Strategic Committee’s plans that he outlined at the Faculty/Staff Kickoff on August 29. He expects an intense year of planning from the committee, which is made up of regents, faculty, and administrators, and will be working to develop a five-year strategic plan. Last year the Committee invited visitors from outside the University to speak about important challenges and opportunities facing higher education, and this year we hope to develop a plan with those challenges and opportunities in mind. “To that end, we will be forming subcommittees to look at some the most important areas of concentration. We will also be asking volunteers to join us on those subcommittees, so look for an announcement of those opportunities within the next month,” President Harrison said. Areas of concentration he said would be the following:

- **Students:** Here we should consider the demographic shifts we face; the range and characteristics of students we recruit on both the undergraduate and graduate levels; the quality of student life both on and off campus; the sense of community we build among students; and student retention.

- **Intellectual resources and the faculty:** How do we attract and support a faculty and staff that delivers the first-rate educational experience we pride ourselves on? What is the appropriate mix of full-time and contingent faculty for the wide mix of undergraduate programs we offer? If we intend, as I believe we do, to strengthen further the array of graduate programs we offer, how do we support them with faculty and research resources?

- **Financial resources:** We should plan carefully for providing the resources necessary to support the quality of education and other programs we offer. Here I would look at tuition, room and board rates; fundraising; and developing alternative and non-traditional sources of revenue. We should also be sure we appropriately budget within our means to offer the wide array of programs we have.

- **The residential campus and beyond:** How do we plan for continuous improvement of our campus to support the array of educational and other programs we offer? How do we support those programs with physical facilities, information resources, and an attractive campus? How do we ensure a commitment to sustaining our environment and its resources?

He reminded the Senators that the Committee will be asking for their help as they proceed in this planning process.

President Harrison also discussed fundraising. The challenge, he said, is to put more focus on fundraising. A small committee of Regents have been working with the President and with Mr. Rizzo to help figure out how to complete some of the project that we have started, i.e., the Handel Performing Arts Center. Also, how do we develop fundraising
for academic programs (endowments). “We have raised around $157 million in the time that I have been here, but a large percentage went to capital (buildings), because we needed them.” Financially, the President said we had a very good year. We finished, pending the auditor’s review of the financial statement, with a $4 million surplus. This is the 10th year in a row that the University has experienced a surplus, of which the President said he is very proud. Most of that has been put away for a “rainy day” fund. The President suggested that $2 million of the four be used to set up a reserve fund focused on the apartment that we have pledged students will lease. The University committed to filling 136 spaces for nine (9) years in the downtown SageAllen project. The University capped the exposure at $2 million. This is at the suggestion of the auditors. At this time there are only 88 spaces filled. He believes during the course of the year it will fill up.

He also suggested that $1 million be put aside for re-doing the exterior of Regent’s Park, the largest of the residential halls. He described it as needing a new roof, new windows, and it will probably take two summers to complete.

On a very proud note, President Harrison invited the Senators to visit Hawks Hall, and the Alumni Plaza.

The President announced actualizing of the proposal from the Diversity Task Force that Katherine Black chairs to fund two doctoral scholarships. The first will be filled this year and will offer the recipient, among other things, an intellectual home, the opportunity to enrich our community and the opportunity to finish his/her graduate work. Hopefully, these fellows will like it here and decide to stay. It will be open across all disciplines. Faculty Senate has an electronic copy of the Committee’s report and will share it with the entire Senate via e-mail.

Interim Provost Joe Voelker spoke of the common theme on the presentation made to the University Education Committee of the Regents; a report by Vice President for Student Affairs, Dr. Peters and residential life staff, as well as Professor J. Brown on the Preceptor Program, which is designed to help with retention of students from the first year to the second. The Interim Provost also said the freshman class came in with an enthusiasm that he had not seen before in his previous four years.

He listed the following initiatives where there has been a financial investment this year:

1. **The Academic Technology Committee.** Improvement of general purpose classrooms, to provide additional smart classrooms, and to make them uniform so that faculty does not need to learn a different technology for each class.
2. **Discipline Specific Initiatives** – The faculty will be invited to propose other uses of technology that do not fit the generic classroom.
3. **Emerging technologies** – Katherine Black will be trying to involve faculty members who would like to pioneer cutting-edge initiatives. These will be through grants as well.

The Deans held an all day retreat during the summer to discuss initiatives that would eventuate in globalizing our students’ awareness. Interim Provost Voelker thought it went very well. The speaker was Michael Geisler, the Dean of the Language School at Middlebury College. He brought a wealth of expertise and experience. The dialogue was informative concerning increased competitiveness in study abroad. The Deans look forward to working with the Faculty Senate’s International Committee.
A University Regent is interested in the field of complexity, the area where order and chaos meet. Mr. J.P. Van Rooy has been a great reader and has applied complexity theory to business and been very successful. He is interested in supporting an effort that would start modestly, perhaps a faculty reading group, and over the years evolve into something greater. To begin this year, this might involve inviting an author who is an expert in this field. It is richly interdisciplinary, and a great opportunity for intellectual engagement across colleges.

In this incoming faculty class, unfortunately diversity is not richly represented, although we have a new African-American faculty member in the History Department, who is here at this point in a visiting position.

The following Faculty Senate Committees reported:

1. **Academic Standards** – Senator Petry reminded the Senate that discussion of the changes proposed by the Academic Standards Committee on the academic dishonesty policy have been tabled.

2. **Bent/Larson/Trachtenberg** – Senator Russell informed the Senate of the “call for nominations” release date: September 29. Submissions are due in the Faculty Senate office on February 1, 2008.

3. **Curriculum Committee** – Faculty Senate Chair/Curriculum Interim Chair Weinholtz presented a verbal report of the September Curriculum Committee. After reviewing submissions, the Committee decided changes were so minor and did not need Faculty Senate Curriculum Committee review or approval. [http://uhaweb.hartford.edu/fac senate](http://uhaweb.hartford.edu/fac senate). He will be working with the Committee to make the procedures uniform, and comprehensible.

4. **Development** – Chair E. Gray introduced Vice President for Institutional Development, Don Rizzo. He is working with Mr. Rizzo on a brochure that features faculty, the first features Senator Canedy.

5. **Professional Standards** – Senator Shepela informed the Senate that the revision of the FPM section 3.5 regarding a faculty employee reporting to a relative, which was previously voted by the Senate had been discussed at the Deans/Faculty Joint Committee. The new wording suggested by the Deans/Faculty Joint Committee was approved by the Senate with the addition of the sentence—“The appropriate officer (i.e., President, Vice President or Provost) must be immediately notified of any change in this reporting structure.”

6. **Student Affairs** – Chair Oliver and the Committee will work for follow-up on last year’s faculty service issues.

7. **Orders of the Day** – meeting adjourned at 1:50 p.m. until Thursday, September 13.

**Thursday, September 13, 2007**

**Attendance:**

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<tr>
<th>P</th>
<th>Ball, Kevin A.</th>
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Chair Weinholtz reconvened the meeting by welcoming the **Campus Safety Committee** made up of Lee Peters, Vice President for Student Affairs, Lynn Kelly, Director and Professor, A&S School of Communication, Judy Carlson, Director, Public Safety, and Graziano DiCiaula, University Student, residence assistant. This Committee was appointed by the President of the University to think of how we do business and to suggest new ways of doing business if they are needed. Universities throughout the country are setting up similar protocols. This committee is going to platforms like the Faculty Senate, the Staff Association, and others to spread the word to the campus community to seek input into creating systems that can be used in emergencies. Dr. Peters said we will need to set high-tech and low-tech solutions. Dr. Peters spoke of **The Situation Management Team**, which is made up of people from across campus and has established various communication venues. Currently there is campus e-mail, campus voice-mail, webpage, and cell-phone notification list. Dr. Peters said, an e-mail was issued early September requesting that all students, staff, and faculty register their cell phone numbers with the Committee to create a list to notify in emergencies. **The Invisible Network** is another support group that Dr. Peters mentioned. That Committee will come to Senate to share their charge and answer questions next month.

**Part-Time Faculty update by Professor J. Stewart.** Adjunct Pay at UHA & “Competing” Schools

May 2006 vs. September 2007. Topics included The “Competing” Schools, Pay Differences, Benefit Differences and the Consequences for the University of Hartford. Professor Stewart used Capital Community College (& MCC); Central Connecticut State University, University of Connecticut, All have union contracts, now until 2010, Quinnipiac University (Until 2006 had union negotiation), Assoc. Provost: “only realistic comparison,” added St. Joseph College, Comparing basic adjuncts, no contracts, were used as Competing Schools.

Pay Differences were outlined for a 3 Credit Course. Pay Differences with University of Hartford*:

- with no teaching experience found benefits to be basically the same. However, consequences for the University were listed as:
  - Alienating adjunct faculty who teach nearly 50% of our courses because:
  - Pay is low
  - Benefits are minimal
  - No formal recognition of differences in training or experience
  - But we now have three teaching awards for adjunct faculty members.
  - We are losing some of our best adjunct teachers.

Other Developments
Spring 2006 Letter to President Harrison
Suggested that we are losing good teachers.
Requested a further increase in adjunct pay for the 2006-2007 year
Signed by 99 tenured or tenure track faculty.
Presented to President Harrison and Provost Randall at end of Fall 2006 semester.
This summer Pres. Harrison stated that the adjunct committee is continuing to meet and address these problems.

Donald Rizzo, Vice President for Institutional Advancement. Institutional Advancement Report to the Board of Regents, for fiscal year 2007. Mr. Rizzo said this is an Exceptionally Successful Year for Advancement partially for the following reasons: You may also see the actual visual presentation at:

New programs and practices are taking hold.
New staff are building relationships.
The silos are nearly down.
Deans and faculty are engaging.
Accountability/measurement is established.
Production as well as activity levels reached an all-time high.

He listed the following as some significant indicators...

- Total Gifts AND Pledges
- Gifted Cash Received in Fiscal Year
- Unrestricted Gifts
- Trends in Alumni Participation
- Faculty and Staff Giving
- Planned Gifts Received
- Planned Giving Expectancies
- Face-to-Face Donor Visits
- The Cost Per Dollar Continues to Decrease

Next Steps in Strategic Management

- Focus for first two years: Recruit staff with talent and strong work ethic.
- Last year: Maximize activity levels and streamline work process.
- Next year: Work on process refinement and quality.
- Major Gifts
- Step One: Are we calling on the right people? Wealth and capacity to give are key. Research will work to “optimize” prospect portfolios.
- Step Two: Are we doing the right things in cultivation? Engagement and “ownership” are the key to giving.
- Cultivation planning, mapping, evaluation, and reporting will be upgraded. Skill development will become a greater focus.
- Major Gifts
- Step Three: Are we converting and closing?
- Ratios and benchmarking are key to process improvement.
- Key ratios will be calculated and tracked.
- Ratio of cultivation calls to solicitation calls
- Ratio dollars asked to rated dollar capacity
- Ratio of gift size to size of gift solicited
- Ratio of successful closings to asks
- Number of cultivation calls per prospect
- Frequency of cultivation calls per solicitation

Annual Giving Step One:
- Are we retaining our existing donors?
Donor loyalty leads to donor selection.
Strategies will be designed to bring our retention levels to industry standards; the best schools retain 70%+ of their donors from year to year.
This is about segmentation, targeting, and messaging.

Step Two: Are we re-acquiring past donors and acquiring new donors?

Growing the base of donors against natural attrition is key to growth.
Building special strategies to identify affinities, solicitation preferences, and effective cases is also key.

Annual Giving Step Three: Are we moving donors up the giving ladder?
Growing revenue with larger gifts—better strategy than more gifts.
Designing predictive selection segmentations and targeting.
Designing better selection solicitation strategies based upon donor preferences and program differentiation.
We will enhance personal calling at the leadership level of the annual giving program.
Enhancing stewardship and recognition for the annual giving program.

Institutional Partnerships

Are we balancing our desire to serve faculty with our interest in the larger grants? We will:
Enhance the skill development and confidence of faculty to seek fewer, but larger, grants.
Engage institutional planning to identify a wider spectrum of corporate and foundation investment opportunities.
Expand our outreach to logical faculty and staff collaborators to enhance proposal development.
Expand our outreach—personal visits—to staff at prospective and current corporation/foundation partners.

Advancement Services

Our ability to collect, organize, store, and retrieve information is essential to our ability to work.
Push forward with “data scrubbing” to prepare for conversion.
Continue to refine the management information reporting inventory.
Prepare for streamlined information input and gift processing.
Continue to refine gift stewardship processes and reporting.
Adopt new prospecting and research technologies and techniques to improve targeting and segmentation.

Alumni Relations

Our ability to earn the support of alumni and friends is conditioned on our ability to engage them actively with the life of the University. We will:
Continue to expand the marketing for the on-line community.
Continue to refine and manage the process of recruiting volunteer talent, especially the Alumni Board.
Continue to focus alumni event planning on pockets of more capable alumni donor prospects.
Continue to engage alumni staff in closer partnerships with gift officers to optimize cultivation and engagement.
Continue to refine the alumni recognition programs such as the Anchor Awards.

Summary

This will be a year of qualitative process enhancement target to all relevant variables.
Skilled and disciplined staff
Effective and efficient processes
A compelling and urgent case
Capable prospects
Good information systems
Inspired and inspiring leadership

Vice President Rizzo then gave the Senators an opportunity to ask questions.
12. There being no further business, the meeting adjourned at 1:30 p.m. The next Faculty Senate Meeting will be held September October 9, and 11, 2007, 12:15 p.m. to 1:50 p.m., A426.

Respectfully submitted,

Maria Marques
Recorder
AGENDA

Faculty Senate
Tuesday, October 9, 2007
12:15 – 1:50 p.m.
Auerbach, 426

1. Call to Order/Announcements – Chair Weinholtz
   ☐ Faculty Senate Committee Membership Revised – http://uhaweb.hartford.edu/fac senate/committees.htm
   ☐ Grievance Committee membership (Handout A)
   ☐ Memorial Services John Roderick, Oct. 11, 12:15 p.m., Wilde Auditorium
   ☐ Donations from Faculty Senate to Ramsey Award

2. Presentations
   ☐ Interim Provost J. Voelker – Update
   ☐ Benefits Task Force – J. Kagan/K. Case, Faculty Representatives on the Committee
   ☐ Invisible Network – S. Fitzgerald, Asst. Vice Pres. for Student Health/Wellness

3. Committees reports:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
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<tbody>
<tr>
<td>Academic Standards</td>
<td>Elizabeth Petry</td>
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<td>BLT</td>
<td>Ingrid Russell</td>
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<td>Computer</td>
<td>Narenda Sumukadas</td>
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<td>Constitution*</td>
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<td>Anne Comiskey</td>
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<td>Univ. Scholar</td>
<td>Dan Williamson</td>
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<tr>
<td>Environmental Task Force</td>
<td>Joanna Borucinska</td>
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4. Old Business for Senate Meetings
   ☐ FPM – Supervision of relatives – Waiting to hear from Deans
Constitution and Bylaws: Committees, Chairs, and membership requirements. (Handout B)
Military Commissions Act Op Ed -- President Harrison

5. Adjournment
DONATION CARD

GORDON CLARK RAMSEY AWARD FOR EXCELLENCE

MEMORIAL GIFT

AMOUNT: ________

GIVEN BY: ______________________________

Please make check payable to: University of Hartford–Ramsey Award

Return to: Faculty Senate

CC314

University of Hartford

200 Bloomfield Ave.

West Hartford, CT 06117
Tuesday, October 9, 2007
Attendance:
P Ball, Kevin A.  P Gray, Edward  A Patterson, Jerimiah
P Beaulieu, Mark  P Gray, John  P Petry, Elizabeth
A Borucinska, Joanna  P Hill, Jonathan  A Russell, Ingrid
P Brown, Jennifer  P Lei, Yu  A Shepela, Sharon
A Canedy, Charles  P Machuga, Susan  P Siegel, Paul
A Carey, Ellen  P Mayer, Howard  P Sumukadas, Narender
A Comiskey, Anne  A McMiller, Darryl  P Weinholdt, Donn
P Davis, Robert  A Mohamed, Osama  A Westfall, David
P Decker, Robert  P Mori, Akane  A Williamson, Daniel
P Diehl, Susan  A Nolan, Dennis  = Present/Absent
P Fang, Clara  P Oliver, Peter
Attendance: 64% (20 out of 32)

Chair Weinholdt welcomed Senators to the second meeting of the 2007-2008 Senate. He directed the following business:

- Senators were directed to the Faculty Senate website for up-to-date Committee Membership.
  [http://uhaweb.hartford.edu/facsenate/committees.htm](http://uhaweb.hartford.edu/facsenate/committees.htm)

- **Grievance Committee membership** proposal to the Senators attention. This was Handout A in the package given to the Senators. The Senate approved the nominations unanimously. Membership follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>EXT.</th>
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<tr>
<td>Ellis, Don - Chair</td>
<td>4912</td>
<td>Fall 2008</td>
<td><a href="mailto:dellis@hartford.edu">dellis@hartford.edu</a></td>
<td>A&amp;S, HJG E215</td>
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<td>NEW Buckberrough, Sherry</td>
<td>4741</td>
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<td><a href="mailto:buckberro@hartford.edu">buckberro@hartford.edu</a></td>
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<td>4772</td>
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<td><a href="mailto:intrilliga@hartford.edu">intrilliga@hartford.edu</a></td>
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<td>5266</td>
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<td>ENHP D 401E</td>
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<td>NEW Schloss, John</td>
<td>4547</td>
<td>Fall 2010</td>
<td><a href="mailto:Schloss@hartford.edu">Schloss@hartford.edu</a></td>
<td>A&amp;S EH 204A</td>
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<td>4616</td>
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<td><a href="mailto:ecarey@hartford.edu">ecarey@hartford.edu</a></td>
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Chair Weinholdt also advised the Senate that we are still waiting from the Deans on the FPM wording on the Supervision of relatives.

- Memorial Services for Professor John Roderick, will be held October 11 at 12:15 p.m. in Wilde Auditorium. As per previous communications, Senate will not meet this Thursday so that Senators may attend this Service.

- Donations from Faculty Senate to Ramsey Award -- If any Senator would like to make a memorial gift for Faculty Senate and Emeriti secretary, Gordon Clark Ramsey, they may do so through the Faculty Senate and it will be used toward the Gordon Ramsey Excellence Award given out early to part-time faculty.

**Presentations**

Benefits Task Force – J. Kagan/K. Case, Faculty Representatives on the Committee

Professor Joel Kagan and Professor Karen Case came to update the Senate on the Benefits Task Force (BTF), in which they represent the faculty.

Professor Kagan gave a brief history of the BTF. He described it as a “watch dog committee,” where recommendations are discussed, and where he believes the number one goal is “To provide an employee benefits program that protects participants from catastrophic financial conditions.” The Taskforce makes recommendations to the President (Walter Harrison). He said the committee began in 1982 with Professor Ann Costello as the first member.

Originally focused on Health Care Benefits, the Taskforce currently deals with all benefits issues. The Taskforce current Structure includes 6 voting members: two (2) Faculty members, two (2) Staff members, one (1) Finance representative, one (1) HRD representative, These are three year term with a maximum of two sequential terms. The Taskforce is chaired by the Vice President for Finance VP of finance (who carries the tie breaking vote). Consulting
members are sought as needed. Faculty members elected by FTF (election run by Fac. Senate) and Staff members elected by FTS (election run by Staff Assoc.)

Also as of two years ago, Chris Monroe is the Consultant/Agent, replacing R.C. Knox.

- Major effort to disseminate information to faculty/Staff
  - Letters from VP of Finance
  - UNotes
  - Workshops, Benefits Fairs, Presentations, etc.
  - Material on-line – HRD

- Current Issues
  - Wellness – More than lectures.
  - Medical Insurance Tier System
  - Vacation Policies
  - Flex Spending Accounts (FSA)

Past Year Decisions:

- Multi-year plan to increase employee premium contribution rates
- First year 21/79, Second year 22/78
- HMO plan replaced by “Core” POS plan
- Increase in adoption assistance benefit
- Voluntary Phased Retirement plan for eligible staff
- Enhanced vacation benefits for new regular full-time staff
- Remain with United Health (Core/Enhanced) for 2008.
- AARP Plan F (underwritten by United Health) for retirees - 2008

Professor Kagan directed Senators to the HRD web site: [http://www.hartford.edu/hrd/](http://www.hartford.edu/hrd/) where documents can be found. A discussion was held regarding the likelihood of losing good faculty to other institutions specifically because of the health coverage cost benefits.

**Interim Provost Voelker**

- a) At the last Executive Committee meeting, Senators requested an update on the Pandemic Flu. Today, Interim Provost Voelker spoke of the steps taken. A two-page outline of steps and protocol was supplied to Senators. You may read it below in its entirety.

- b) **Safety** – As part of the Campus Safety Committee an e-mail was sent earlier in the semester encouraging faculty, staff and students to sign up for the Emergency Text Message (UHTXT) mass notification system. This system enables University students, faculty and staff to receive alerts and updates as text messages on cell phones. The Provost said that only 1/3 or so signed up. Senators suggested that the e-mail be sent out often and within small intervals. [http://www.hartford.edu/e2/](http://www.hartford.edu/e2/)

- c) **Enrollment** -- Provost Voelker shared the following with the Senators in regard to enrollment:
  - $200,000 one-time fund was allocated to Academic Affairs
  - suggested the University look at competitors’ pricing in future, so that we do not price ourselves out of the market.
  - he believes we should continue banking the surplus (if possible) “rainy day fund”
  - a Senator inquired “what is the current cost of bringing in a student?”

**Fall 2007 Enrollment as of October 5, 2007**

(Fall 2006 Census, and Fall 2007 Census)

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<td>809</td>
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<td>-5.71%</td>
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<td>UG Total</td>
<td>5579</td>
<td>5605</td>
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<td>26</td>
<td>0.47%</td>
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<tr>
<td>FTGrad</td>
<td>569</td>
<td>539</td>
</tr>
<tr>
<td></td>
<td>-30</td>
<td>-5.27%</td>
</tr>
</tbody>
</table>
Invisible Support Network (ISN) -- Assistant Vice President for Student Health and Wellness, Susan Fitzgerald spoke to the Senate about services the Invisible Support Network provides. She requested the Senators spread the word of this service to faculty and staff that deal with students. She encouraged anyone to call her when in doubt of how to handle particular situations where students may be at risk. Suggestions from the Senate are: listing the Network with phone directory, and continuing dispersing the information about this service as a resource to new faculty.

The following Faculty Senate Committees reported:

1. **Academic Standards** – Senator Petry reported: This year’s agenda will include a) The committee will be revisiting the issues of attendance with the deans. b) the Curriculum Committee has requested changes to the MAPP, c) review of the code of ethics, and d) wording in the MAPP is being reviewed for outdated mentions of HCW (Hartford College for Women). A revision proposal will be forthcoming from the committee. The Committee will meet October 16.

2. **Computer/Technology** – An informative discussion was held on open source licensing.

3. **Constitution** –
   a. Senator Decker brought forth the following proposed amendment to the Constitution and Bylaws of the Faculty Senate for its second reading and Senate vote. After discussion, the following was unanimously approved by the Senate:
   
   11.r. The Faculty Diversity Committee shall advise the University on and make recommendations regarding issues of diversity (along the dimensions of race, ethnicity, disabilities, sexual orientation, and gender) in the academic life of the University. Typical activities of the Committee may include, but shall not be limited to, the following: 1) promote and advocate that the principles of diversity are incorporated into all faculty hiring and promotion decisions; 2) collect and monitor data to identify and promote best practices for faculty development, mentoring, and creation of a nurturing work environment in order to facilitate faculty success at all career levels; 3) promote dialogue within and across colleges regarding the inclusion of diverse perspectives in the curriculum; and 4) encourage the development of programs and events that address issues of diversity. The Committee shall be chaired by a Faculty Senator and there shall be a representative from each college.

   **Rationale:**

   Issues of diversity are important to the faculty, our students, and the University as a whole, especially as we prepare students to live and work in an increasingly diverse society. There is at present no routine University-wide vehicle through which the Faculty Senate and the Faculty of the University can discuss and advocate for attention to issues of diversity. Instead, such matters are most often addressed on an *ad hoc* basis by the University administration. Creation of this proposed committee would both underscore the commitment of the faculty to diversity and ensure that regular attention is devoted to this important area.

   b. Chair Weinholtz brought forth the following matrix outlining the requirements for Senate Committees in the Constitution and Bylaws of the Faculty Senate. Because of the inconsistency, with the goal of streamlining the committees, the Chair has requested the Constitution Committee to review and make their recommendations.

<table>
<thead>
<tr>
<th>Senate Committee</th>
<th>Chair specified as Senator</th>
<th>Colleges Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Standards</td>
<td>NO</td>
<td>“ideally” all</td>
</tr>
<tr>
<td>Bent, Larsen, Trachtenberg</td>
<td>NO</td>
<td>“ideally” all</td>
</tr>
<tr>
<td>Constitution &amp; Bylaws</td>
<td>NO</td>
<td>Not specified</td>
</tr>
<tr>
<td>Computer &amp; Technology</td>
<td>YES</td>
<td>6-8 Member/Cross-Section of Major Divisions</td>
</tr>
<tr>
<td>Curriculum</td>
<td>YES</td>
<td>At least one from each</td>
</tr>
<tr>
<td>Development</td>
<td>YES</td>
<td>All colleges</td>
</tr>
<tr>
<td>Diversity (NEW)</td>
<td>YES</td>
<td>One from each</td>
</tr>
</tbody>
</table>
4. **Curriculum** – Chair Weinholdt reported on the Curriculum Committee’s report of October 2, 2007. He reviewed the three items before the committee. The Senators approved the report as presented.

**REPORT TO FACULTY SENATE OCT. 9, 2007 – Faculty Senate Curriculum Meeting held Oct. 2, 2007**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Changes</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUCT 125</td>
<td>Forensic Sci: CrimeSc to Ctm</td>
<td>STPC</td>
<td>Request to create “From Crime Scene to Courtroom” course designed as intro to science for non-majors with emphasis on application forensic science in law enforcement and legal systems. It will also provide an additional AUCT lab-science option for students from across the University.</td>
</tr>
<tr>
<td>DRA 170</td>
<td>Acting</td>
<td>CNCC, CLC, CDC, CPC, CTC</td>
<td>Request to eliminate prerequisite to widen the number of students able to take this class. Change the course number from DRA 264 to DRA 170; 100-level course assumes no prior knowledge. Also to change course title to reflect focus on practical acting techniques.</td>
</tr>
<tr>
<td>ENG 335W</td>
<td>Writing as Self-Creative</td>
<td>CNCC, CLC, CPC</td>
<td>Requesting a change in course number change, level change and prerequisite to bring in students more on the same writing level.</td>
</tr>
</tbody>
</table>

**LEGEND**

- NCPA=New Course for Permanent Approval*
- CDC=Course Description Change*
- STPC=Special Topics to Permanent Course*
- CPC=Course Prerequisite Change
- CD=Course Deletion
- CTC=Course Title Change
- CCC=Course Credit Change*
- ACCL or DCCL=Add/Delete a Course Cross-Listing
- CNCC=Course Number or Code Change
- STCC=Special Topics Course Creation*
- CLC=Course Level Change*
- O=Other:

5. **Development** – Chair E. Gray is in the process of setting up a meeting with Don Rizzo, V.P. to encourage faculty involvement in Development Efforts.

6. **International Studies Committee Report** – Senator Oliver reported that the Committee will have its first meeting in early December. One of the committee’s agenda items this year will be the issue of access to Study Abroad programs for students of all financial means. This issue has been raised in Senate and at the Executive Committee.

7. **Part-Time Faculty** – a) President Harrison extended an invitation for Senator Siegel, who is the chair of the Senate’s Part-Time Faculty committee and a member of the provost’s advisory committee on PT faculty to serve on one of the strategic planning sub-committees. He is asking the President another member of the Part-Time Faculty Committee could accept this offer. b) Discussion continues on use of e-mail for surveying PT faculty. Clearance is being asked of Assistant Provost and Dean of Faculty Development Katherine Black. c) Modest financial assistance is also being sought to conduct Focus Groups, i.e., pizza and soda. d) Survey of all department chairs (or department in charge of hiring PT faculty) is also planned.

8. **Student Affairs** – Chair Oliver and the Committee will work for follow-up on last year’s faculty service issues, dealing with Academic Life, Student Life, and Student Government. The committee is scheduled to meet October 16.
9. **Old business** -- In regards to the Military Commissions Act response voted on last year at the Senate, President Harrison has suggested a University-wide forum to address the issue. We continue to encourage him to write an Opinion Editorial piece.

10. The meeting adjourned at 1:50 p.m. The next meeting of the Faculty Senate will be November 8 and 13, 12:15 p.m. to 1:50 p.m., in A426.
Previous Status Report

The Pandemic Flu Response Plan (the Plan) Summary was presented to the Officers and to the Board of Regents (May 2007).

See http://www.hartford.edu/pandemicflu/

Recent Activities

Ongoing monitoring of CT Flu Watch and the Department of Health and Human Services Centers for Disease Control and Prevention. This monitoring is conducted several times a week and is a component of our Plan.

See http://www.ct.gov/ctfluwatch/site/default.asp

From the Centers for Disease Control and Prevention (10-8-07)
“…So far, the spread of H5N1 virus from person-to-person has been very rare, limited and unsustained. However, this epizootic continues to pose an important public health threat.”

See http://www.cdc.gov/flu/avian/outbreaks/current.htm

The Plan summary was presented to the Connecticut Conference for Independent Colleges (CCIC) for their review.

The Plan was incorporated into the University’s Situation Management Team’s (SMT) Emergency Preparedness and Response Plan (rev September 2007).

The updated SMT Plan was submitted to the Capitol Region Emergency Planning Council (CREPC) for review by “first responders” and other agencies. This action is new annual State regulatory requirement.

CREPC Emergency Support Function ESF-21 (Collegiate entities) monthly meetings are focused on emergency planning that includes the possibility of a Pandemic Flu event. These meetings have University of Hartford representation (Have been attended by Young, Carlson, Brophy, Colarulli and others).

Instructions for the potential use of Blackboard for communication during an emergency event, for faculty and staff, have been developed. These instructions will be published before the end of the Fall 2007 Term.

Detailed action steps and protocols for each of the 4 major components of Pandemic Flu response planning (as identified by various government agencies) have been drafted and are under review. There major components and the “chair” are:

1. Planning and Coordination: Lee Peters

2. Continuity of Student Learning and Operations: Chuck Colarulli & George Brophy

3. Infection Control Policies and Procedures: Mary Norris (Health Services)

4. Communications Planning: Marcy Cain

See http://www.pandemicflu.gov/plan/collegeschecklist.html

Next Steps

Continue ongoing monitoring of Ct Flu Watch and CDC web sites.

Continue attending monthly and special Pandemic Flu sessions sponsored by CREPC and others.

Plan a University-wide Pandemic Flu event exercise during the Spring 2008 Term.
Assess progress in the 4 major Pandemic Flue Response Plan component areas and progress on other SMT planning activities and report results to the Officers, faculty, and staff.
AGENDA
Faculty Senate
November 8, 13, 2007
12:15 – 1:50 p.m., Auerbach, 426

1. Call to Order/Announcements – Chair Weinholtz
   - Faculty Senate Committee Membership Revised – [Link to webpage](http://uhaweb.hartford.edu/facsenate/committees.htm) (Deadline)
   - New Diversity Committee

2. Presentations
   - Finance & Administration – Arosha Jayawickrema
   - Staff Association – Jason Pomposelli
   - Institutional Partnerships & Sponsored Research – Peter Lisi, Director

3. Committees reports:

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<td>Environmental Task Force</td>
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   - Elizabeth Petry
   - Ingrid Russell
   - Narendar Sumukadas
   - Bob Decker
   - Donn Weinholz
   - Ed Gray
   - Dennis Nolan
   - Anne Comiskey
   - Paul Siegel
   - Sharon Shepela
   - Peter Oliver
   - Dan Williamson
   - Joanna Borucinska
   - A&S
   - A&S
   - A&S

4. Orders of the Day

Tuesday, November 13, 2007

5. Reconvene

6. Presentations
   - President Walter Harrison -- Update
   - Interim Provost J. Voelker – Update
   - University High School Principal Elizabeth Colli
7. **Other Business**
   - Constitution and Bylaws: Committees, Chairs, and membership requirements. (Handout B)
   - Military Commissions Act Op Ed -- President Harrison
   - Next meeting of the Faculty Senate will be December 11, and 13, 12:15 p.m. – 1:50 p.m., A426.

8. **Adjourn** (by 1:50 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
Thursday, November 8, 2007

Attendance:

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<td>Beaulieu, Mark</td>
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<td>Fang, Clara</td>
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Attendance: 69% (22 out of 32)

ANNOUNCEMENTS:

- Chair Weinholdz welcomed Senators to the third meeting of the 2007-2008 Senate.
- The following committees reported:
  - **Diversity Committee** – Senator Darryl McMiller has accepted to be Chair of the newly created Diversity Committee. Committee membership is being established.
  - **Academic Standards** – Senator Petry shared with the Senate the summary of the Committee’s meeting held on October 16. She reported on the Curriculum Committee’s Request to change wording to reflect the blue sheet, as well as wording on attendance policies, and on the Academic Honesty issues.
  - **Constitution & Bylaws** – Senator Decker reported the committee is currently working on gathering information.
  - **Curriculum** – Chair Weinholdz reported there was no Curriculum Committee’s report for November due to there being no materials submitted for review.
  - **Development** – Senator E. Gray met with Vice President for Institutional Advancement Don Rizzo about ways to encourage faculty involvement in Development Efforts. The Committee will now discuss those and other ideas.
  - **Computer and Technology** – Senator Sumukadas reminded the Senate of the deadline of November 15th for "Educational Technology Grants for Full-time Faculty" and "School/College- and Program-Specific Educational Technology Needs” Awards.
  - **International Studies Committee Report** – Senator Comiskey announced that the committee would have its first meeting on December 6.
  - **Part-Time Faculty** – Senator Siegel said the committee continues to work on the survey to be e-mailed to adjuncts. They are also working on how to get the best list to include as many as possible.
Student Affairs – Senator Oliver reported the committee is working on Academic Honesty and Civility and collaborating with Dean Horvath on community civility; i.e., to come up with a statement of the values of the University Community.

University Scholars – Senator Williamson announced that there were no applicants at this time. He believes it is a faculty member initiative. An E-mail was sent to all staff. Some suggestions of other ways to reach students were discussed.

Environmental Task Force – Faculty Senate Chair directed the Senate to an attachment to the agenda on recycling. Various outlines were included to show current placement of bins throughout the campus. An e-mail about CUPS activity at Central Connecticut State College (CCSC) was to be shared with the Senators. Representatives from the program will come to Senate next month. Membership for the Committee is being finalized.

PRESENTATIONS:

Vice President for Finance and Administration, Arosha Jayawickrema – Mr. Jayawickrema gave the Senate the annual synapses of the University Budget. He explained the difference in a designated restricted, unrestricted, temporarily restricted, permanently restricted and perpetuated funds. He also explained that spending can only collect on 4% of the pool of the endowment in keeping the core from eroding.

Mr. Jayawickrema gave a quick synopsis of the history of University’s finances for the last 10 years, in which the University operated in the black. A $5 million reserve is also in place. He said that the major expenses have been in compensation and deferred maintenance. Deferred maintenance still needs to improve, as depreciation is $10 million a year.

- The endowment has reached $117 million; spending should not surpass 4% as not to erode the endowment core. The University’s operating budget is presently $210 million. 27% is discounted for Financial Aid.
- A Senator asked what is the University’s debt and how does it compare with other Universities our size. Mr. Jayawickrema said the debt is high in comparison to our “peer group” Universities and Colleges.
- Another Senator inquired about the University’s use of the “Green Concept.” Mr. Jayawickrema said we are exploring the solar panels to be installed and maintained by the manufacturer at no additional charge.
- The Political Collection that was displayed at the University a few years ago was also discussed. Mr. Jayawickrema said that there had been some interest in acquiring parts of the collection, but the University would like to keep it together in respect to the donor.
- With the following handout, he brought Senate to fiscal year 2008:
- Mr. Jayawickrema emphasized the need to look at non-traditional revenues, i.e., grants.
- The HCW campus – Two groups have been established to review strategic possibilities for the Hartford College for Women on Asylum Avenue
  - “Best use of the campus,” is chaired by V.P. for Student Affairs Lee Peters
  - “Other possibilities,” such as investors fixing the campus and leasing it back to the University. This committee includes regents and staff.
- Rate of increase in tuition is 4.4%. The discount rate is stable, which he said is a good sign. Our benchmarks continue to be our peer group, bond rating group, balance sheet, etc.

Director for Grants and Contracts Peter Lisi, provided an update the Senators on the Office of Institutional Partnerships and Sponsored Research (IPSR). In the presentation he explained function of the Office, “to be a campus resource for all external institutional funding, provide ‘one stop shopping’ for public and private funders, and to be a support service for faculty and staff.

He outlined the staffing of the Office, which includes Peter Lisi who is Director for Grants and Contracts, and announced the position he is filling for an assistant director.

He described 2006-07 as a successful year.
63 awards for a total of $5.5 million
31 faculty and staff
Six colleges represented
Successful series of workshops (Check schedule to make sure they do not conflict with Faculty Senate meetings.)

A senator inquired to the amount of the largest grant/award, Mr. Lisi said it was $1.2 million.

Mr. Lisi outlined the University’s financial needs in relation to the endowment. He acknowledged the necessity for his office to fill the voids. He gave the following reasons:

- Limited institutional resources
- Desire to operate under the premise of financial equilibrium, which includes drawing from the endowment, tuition revenues, individual giving, and adequately funding capital plant renewal.

In order to research the funders, he believes the following can help:

- Need to match project with funder’s guidelines, i.e., geographic, purpose and activities, types of support, previous funding, and application process
- Can be done collaboratively with, or independent of IPSR.
- Use of Guidestar.org, Chronicle of Philanthropy, Foundation Center, SPIN

Mr. Lisi outlined the elements of a proposal, discussed budget and budget justification, and emphasized the need to include the documentation requested in the proposal. A chart detailing the approval process was also included.

The last points he made: Relationships/good stewards are important, and he emphasized to the Senators: Deadlines are important!

Jason Pomposelli presented a report on the University Staff Association. He said “The Staff Association was established over thirty years ago to provide a means for staff at the University of Hartford to share information, ideas, concerns, and interests. It was a progressive move, resulting in a body of employees that was better educated about their work environment, more involved in defining the concept of staff employee, and more instrumental in building a stronger university community.”

- Our philosophy is the same today, he said. “We continue to strive for improvement in employee benefits, facilities, personal and professional growth, and campus spirit. We are represented on university committees such as the Benefits Task Force and the Budget Advisory Team. Both of these, play important roles in the final decisions made about the current and future welfare of all university staff employees.
- As a charitable group, we enjoy helping others, whether the help is measured in time, by a material or financial contribution, or simply in support of an idea or an issue. We are not just limited to the university; we also have done some outreach into our surrounding communities” As examples, he stated working with the American Cancer Society, Project Horizon, University Scholars, and others.

The Senate asked Mr. Pomposelli if he thought the Association would be interested in joining the Senate’s Environmental Task Force in efforts to set up more/or better recycling on campus. Mr. Prompaselli said yes.

There are 152 current members of the Staff Association. The University has 649* full time staff.

Orders of the day, 1:50 p.m.
**Attendance:**

<table>
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<tr>
<th></th>
<th>Ball, Kevin A.</th>
<th>Gray, Edward</th>
<th>Patterson, Jeremiah</th>
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<tbody>
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<td>Beaulieu, Mark</td>
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<td>Fang, Clara</td>
<td>P  Oliver, Peter</td>
<td>=  Present/Absent</td>
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</table>

Attendance: 66% (21 out of 32)

- **Reconvene**
- **Presentations**

**President Walter Harrison** – The President updated the Senate on the Diversity Fellowship Award that came out of the Provost’s Diversity Taskforce. Called the **Jackie McLean Fellowship**, it will begin in August 2008. The Senate was asked to review the draft of the announcement to be placed in various publications. The University’s faculty is encouraged to assist in the search for candidates.

The following was handed out to the Senators for review:

| □ Strategic Planning AY 07/08 Vision Statement Proposal |
| Fall '07 |

**Phase 1: Vision and mission clarification**

Proposed vision: A Private university with a public purpose

- We will be home to an academically skilled student body (graduate and undergraduate) that is highly diverse by all measures, including an international dimension and the demographic of America’s imminent future. The undergraduates who matriculate with us will enjoy a residential and social experience of high quality, and will increasingly remain with us through graduation. In their years with us they will increasingly develop the ability to think with an international focus.

- We will attract and support a diverse faculty and staff that deliver a first-rate educational experience. We will establish the appropriate combination of full-time and part-time faculty for our wide array of undergraduate programs. We will strengthen further the graduate programs we offer, and support them with faculty and research resources.

- We will provide the financial resources necessary to support the quality of educational and other programs we offer. We will set tuition, room and board rates strategically; continue to increase our fundraising capacity, an
develop alternative and non-traditional sources of revenue. We will budget to offer an array of strong programs.

- We will plan for continuous improvement of our campus to support the combination of educational and other programs we offer. We will support those programs with excellent physical facilities, appropriate information resources, and an attractive campus. We will ensure a commitment to sustaining our environment and its resources. We will continue our commitment to the improvement of life in the City of Hartford and its region.

Next steps: Approval of vision by Senate, SGA, Staff Association, COD, University community (W

Interim Provost J. Voelker – Provost Voelker addressed the Senate with the notification of Suspension of Admissions for the ENHP Counseling Program. This is a small program that averages 15 full time students over five years. Staffing for the program falls on the shoulders of a single faculty member. Provost Voelker reassured the Senate that the seven (7) other counseling programs in the state make this career available to Connecticut students, and that all current students will be able to complete the degree.

University High School of Science and Engineering Principal Elizabeth Colli spoke to the Senate on about the high school’s first three years and the anticipated move to the new building on the University of Hartford campus.

Some of the highlights she revealed to the Senate:

- Total enrollment at this time is 340 students
  - 205 male; 135 female
  - 68 white; 151 black; 99 Hispanic; 22 other
  - 109 in Grade 9, 85 in grade 10, 78 in grade 11, and 68 in grade 12.
  - 205 are from Hartford; 135 from the suburban towns
- 20 Members of the Class of 2008 have achieved CAPT Scholar status by reaching Level 4 or beyond in all four tested areas.
- 23 members of the Class of 2009 have achieved CAPT Scholar status by reaching Level 4 or beyond in all four tested areas.
- 2007 CAPT Percentages in:
  - Math: 85.5% proficient out of goal of 41.7
  - Science: 87.5% proficient out of a goal of 35.4
  - Reading: 83.4% proficient out of a goal of 41.7
  - Writing: 89.5% proficient out of a goal of 59

Principal Colli shared some of the many awards; projects; outreaches; interests, and specific cases that pointed to a very busy and involved school. She stressed the importance of having mentors and asked for the University’s continued support and involvement.

She praised the University’s partnership with the High School and gave specifics on some projects that the University is involved in, as well other Universities that have created partnerships for special projects.

The High School is expected to move to the new facilities, being built on the University Campus, by 2009.
There are 24 classroom teachers, a nurse, and an Administrative Assistant. She shared the list of all University High School Administration with contact information, should any of the Senators want to contact a specific person for more information.

The meeting adjourned at 1:50 p.m. The next meeting of the Faculty Senate will be December 11 and 13, 2007, 12:15 p.m. to 1:50 p.m., in A426.

Respectfully submitted,

Maria Marques

*August 2007, HRD.

Notes to all:

- The Grievance Committee has met and has elected Professor Don Ellis as Chair.
AGENDA
Faculty Senate
December 11, 13, 2007
12:15 – 1:50 p.m., Auerbach, 426

Tuesday, December 11

1. Call to Order/Announcements – Chair Weinholtz
   ☐ Suspension of Admissions to ENHP Counseling Program
   ☐ Sabbatical Report to Faculty Senate

2. Presentations
   ☐ Charles E. Button and Abigail Adams, Central Connecticut State University – “Greening efforts at CCSU”

3. Committees reports:

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4. Orders of the Day

Thursday, December 13, 2007

5. Reconvene

6. Presentations
   ☐ President Walter Harrison – Update
   ☐ Interim Provost J. Voelker – Update
7. **Other Business**
   - Next meeting of the Faculty Senate will be January 24 and 29, 2008, 12:15 p.m. – 1:50 p.m., A426.

8. **Adjourn** (by 1:50 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
Tuesday, December 11, 2007

Attendance:

| P | Ball, Kevin A. | A | Gray, Edward | P | Patterson, Jerimiah |
| P | Beaulieu, Mark | P | Gray, John | P | Petry, Elizabeth |
| P | Borucinska, Joanna | P | Hill, Jonathan | A | Russell, Ingrid |
| P | Brown, Jennifer | A | Lei, Yu | P | Shepela, Sharon |
| P | Canedy, Charles | A | Machuga, Susan | A | Siegel, Paul |
| A | Carey, Elen | P | Mayer, Howard | P | Sumukadas, Narender |
| P | Comiskey, Anne | P | McMiller, Darryl | P | Weinholtz, Donn |
| A | Davis, Robert | P | Mohamed, Osama | P | Westfall, David |
| P | Decker, Robert | P | Mori, Akane | A | Williamson, Daniel |
| P | Diehl, Susan | P | Nolan, Dennis | A | Zimmerman, Christopher |
| P | Fang, Clara | P | Oliver, Peter | = | Present/Absent |

Attendance: 72% (23 out of 32)

ANNOUNCEMENTS:

1. Chair Weinholtz welcomed Senators to the fourth meeting of the 2007-2008 Senate. He reviewed the results of the Provost’s Sabbatical Committee, of which Senator Comiskey is a member. Senators discussed the funding and availability of sabbaticals. Eight full-year sabbaticals and 13 semester sabbaticals were granted for the 2008-2009 Academic year.

2. The following committees reported:

   - **Academic Standards** – Senator Petry reported that she had submitted the needed paperwork for the Proposed Policy regarding attendance to the Provost’s Office for changes in the MAPP. Working with Student Affairs and Dean Horvath on Academic Honesty issues.

   - **Professional Standards** – Senator Shepela told the Senate that Professional Standards Committee will be discussing intellectual property rights.

   - **Constitution & Bylaws** – Senator Decker presented an initial proposal for discussion. Due to lack of time at this meeting, the proposal will be discussed at the January 2008 meeting.

   - **Curriculum** – Chair Weinholtz reported the Curriculum Committee reviewed, discussed, and is presenting the materials listed in the package report for Senate’s approval. The report was approved unanimously.
- **Computer and Technology** – Senator Sumukadas addressed the issues brought up at the Executive Committee regarding standardization of equipment in general purpose classrooms. A sub-committee of the Academic Technology Strategic Planning Committee recommended, and the Provost approved, 6 or 7 new smart podiums this fiscal year. The sub-committee is also working on standardizing the operating instructions for the podiums. Senator Sumukadas also looked into the concerns of faculty in acquiring e-mail addresses for part-time faculty. He relayed that all they have to do is “ask for it.” As per current procedure, ITS sets up email accounts when it receives official notification and a request. Part-time faculty need not go to ITS in person, but may optionally go to request an orientation of the e-mail system. Additionally, Senator Sumukadas mentioned that some senators were concerned about the safety of pdf files that will be e-mailed to those staff and faculty who have direct deposit.

- **Diversity Committee** – Senator McMiller reported the following membership for the committee: (the Art school representation has not been filled) Jack Banks, A&S; Deb Kidder, Barney, Theodore Sawruk, CETA, Joan Pedro, ENHP, Nat Reeves, HARTT, and Woody Doane, Hillyer. Darryl McMiller, Hillyer, is chair.

- **International Studies Committee Report** – Senator Comiskey, after the Committee’s December 6 meeting, said the committee will work on the possibility of acquiring scholarships and further investigate the possibility of other ways to help students that may not be able to afford study-aboard, i.e., having people donate “frequent flyers” points...

- **Student Affairs** – Senator Oliver reports that the committee is beginning the process of creating a “values statement” regarding academic honesty for the University of Hartford community. We are also waiting to meet with Dean Horvath to learn her ‘charge’ by President Harrison to identify community values.

- **University Scholars** – Chair Weinholtz reported that even though the deadline had been extended by two weeks and additional students targeted, there were no applications.

- **Environmental Task Force** – Senator Borucinska’s Committee met and their conclusion on the current recycling at the University will be presented to the Senators at the end of the meeting (see below).

**PRESENTATIONS:**

Abigail E. Adams (Anthropology) **Co-chair** and member Charles E. “Chaz” Button (Geography) of the Presidential Advisory Committee on Environmental Sustainability for Central Connecticut State University came to share with the University of Hartford’s Senate their experience with starting an Environmental Sustainability program at CCSU, and specifically to help us spearhead our Environmental Task Force.

Professor Adams spoke about “the right thing to do” concept adopted at the management level being an important factor in the success of the program. She said that the University hired a consultant to create an institutional plan. Crediting having Facilities as co-chair, Purchasing department involvement, and the President’s support for their success, she explained the need for support right at the beginning; the need for ownership, and the culture change that must take place. She spoke of the use of literature in various campaigns among other strategies, and concluded that recycling mandates affect all of us (check the DEP web page http://www.ct.gov/dep/site/default.asp), public and private institutions. She also explained that sustainability does not necessarily mean derivability.

Professor Button spoke on securing funding from various entities, i.e., inside contractors such as foodservice, and outside sources such as Stop & Shop. He suggested that in labeling bins and containers, pictures be used (in addition or instead of words) for easier and more accurate recognition.

He also suggested Senators consider joining such organizations are Focus on the Nation.org.
CCSU is holding a “Inaugural Symposium on Global Sustainability and Climate Change” January 29-31, 2008. Senators and their classes were invited to be part of the audience. Senator Weinholtz offered to spread the invitation to all University of Hartford faculty. A registration form was handed out, as well as where to find it on the web.

This presentation was followed by Senator Borucinska’s summary of where she sees recycling at the University of Hartford. The Environmental Task Force had drawn out in each building where recycle bins or other containers were present.

Although the University has some recycle bins, their placement, or upkeep left such to be desired. The residence halls for example, lacked …; others were contaminated by regular garbage, possibly due to lack of a bin for “garbage,” or not properly labeled.

Senator Borucinska and the Environmental Task Force met with Mr. John Michalewicz, Director of Plant Services Facilities, and they will continue to work with Facilities to create a plan to present to the President.

Orders of the day.

Thursday, December 13

Due to a winter storm and the University closing at 12N, the Faculty Senate meeting was not reconvened and therefore adjourned. The next meeting of the Faculty Senate will be Thursday January 24 and Tuesday January 29, 2008, 12:15 p.m. to 1:50 p.m., in A426.

Respectfully submitted,

Maria Marques
AGENDA
Faculty Senate
January 24 & 29, 2008
12:15 – 1:50 p.m., Auerbach, 426

Thursday, January 24

1. Call to Order/Announcements – Chair Weinholtz
   - Suspension of Admissions to ENHP Counseling Program (Discussion & possible vote)

2. Committees reports:

   - Academic Standards  - Senator Elizabeth Petry (Class attendance) - CET
   - BLT - Senator Ingrid Russell (Nominations due 2/1/08) - A&S
   - Computer - Senator Narendar Sumukadas - Barney
   - Constitution - Senator Bob Decker (Restructuring Senate Committees) - A&S
   - Curriculum - Chair, Donn Weinholtz (Report) A
   - Development - Senator Ed Gray - A&S
   - Faculty Diversity - Senator Darryl McMiller - Hillyer
   - Grants - Senator Dennis Nolan (Applications due 1/25/08) - HAS
   - International Studies - Senator Anne Comiskey - Hartt
   - P/T Faculty - Senator Paul Siegel (Resolution) C - A&S
   - Prof. Standards - Senator Sharon Shepela (Hiring of Relatives) D - Hillyer
   - Student Affairs - Senator Peter Oliver - ENHP
   - Univ. Scholar - Senator Dan Williamson - Hillyer
   - Environmental Task Force - Senator Joanna Borucinska - A&S

3. Orders of the Day 1:50 p.m.

Tuesday, January 29

4. Reconvene
   - Elimination of Program – Sixth Year Certificate in Educational Leadership (Dean Dorothy Zeiser)
   - Proposal to suspend admission to the HAS MFA Resident Program (Dean Power Boothe)

5. Presentations
   - President Walter Harrison – Update
   - Interim Provost J. Voelker – Evaluations and Update

6. Other Business
   - Next meeting of the Faculty Senate will be February 12 & 14, 2008, 12:15 p.m. – 1:50 p.m., A426.
7. **Adjourn** (by 1:50 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
UNIVERSITY OF HARTFORD
FACULTY SENATE PRÉCIS
January 24 and 29, 2008
12:15 p.m.-1:50 p.m., Auerbach 426

Thursday, January 24

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Attendance: 83% (26 out of 32)

ANNOUNCEMENTS:

Chair Weinholtz welcomed all Senators to the Senate’s 5th meeting of the 2007-2008 year. He especially welcomed Carol Padberg who had been off the Senate during the Fall and Nola Campbell who will be filling in for Akane Mori during this semester. Additionally, our thanks to Jeremiah Patterson for representing Senator Padberg.

Chair Weinholtz brought the request to suspend admissions for the Counseling Program to the floor for Senators discussion and possible vote. Senator Oliver reported to the Senate that the ENHP Department of Education and Human Services met in December and made the following motions:

1. re-open admissions to the program, and
2. give the Department one year to study alternatives to closing the program.

Chair Weinholtz explained the history of the program to the Senators. The program takes in about 15 part-time students per year. Those currently in the program will be seen through to graduation. After some deliberation, the Senators
agreed to table the request pending receipt of more information from the program director, the department chair, and the Dean of ENHP, all of whom will be asked to report to the Senate Curriculum Committee.

COMMITTEE REPORTS

- **Academic Standards** -- Senator Petry reported on the Proposed Policy regarding attendance that had been submitted to the Provost’s Office for changes in the MAPP. There are some concerns about the wording, but Senator Petry believes that the issue is in semantics, and not necessarily a serious disagreement. The word “arbitrary: in the current version is the stumbling block. Senator Petry promised to speak to the Associate Provost to discuss this issue further. Chair Weinholtz commented that the Interim Provost Joe Voelker is comfortable with the Senate wording. Other Senators suggested bringing it to the Senate/Deans Joint Committee for discussion.

- **BLT** – Senator Russell reminded Senators of the due date of February 1 for nominations.

- **Computer & Technology** – Senator Sumukadas addressed the concerns voiced at the last Faculty Senate Meeting to do with check stubs being sent to individuals via e-mail. He clarified that only reimbursement checks are going to be handled in that manner and that information on the stub is limited information. He also advised that UNotes will be announcing Showcase Sessions that will demonstrate various electronic teaching tools available, i.e., ipods, clickers etc. There are also grants that support some testing of these devices.

- **Constitution and Bylaws**
  A. Senator Decker presented the Senate with a draft of suggested reorganization and/or elimination of some Senate Committees. The suggestions were discussed and received with enthusiasm. Senator Decker asked if the Curriculum Committee, which is one of the most active committees would want to split to Graduate and Undergraduate. The question will be put to the committee.
  B. It was agreed that going out of the Senate for committee members in all committees is helpful in more than one way. It eases the load on the Senators, and it introduces the Senate committees to others who may not otherwise be familiar. Senators were reminded that in addition to the charge to each committee in the Constitution and Bylaws, there are yearly goals set by the previous year’s committees and the Faculty Senate leadership. Faculty Senate Chair Weinholtz will bring the goals to the next meeting for an update on current progress.

- **Curriculum Committee** – Chair Weinholtz reviewed the report from the Curriculum Committee. He noted each School’s requested changes, and noted the labeling of the first courses should be A&S not Barney. Barney courses began with FIN 310. He also pointed out that since the Dean and Provost were coming to speak to Senate this month about the ENHP program, that the courses brought to the Curriculum Committee for discussion, were being held (tabled) until after these discussions were held and the proper protocol was followed. All other courses presented were unanimously approved.

- **Faculty Diversity Committee** – Senator McMiller reported that he is updating his committee by sharing previous year reports with the committee.

- **Environmental Task Force** – Senator Borucinska has been asked by the Staff Association to present the report of the University’s recycling to the Staff Association at one of their future meetings. She reported that there are some new recycling containers in the residency halls. She asked the Senators for guidance on how to reach the goal of presenting conclusions, observations, and a plan to President Harrison. The discussion that followed included a statement that President Harrison is sensitive to the issues, and supportive of plans to make the campus green. Also a Senator asked why recycling is not administered by the towns of which the University is a part; Hartford, West Hartford, and Bloomfield.

- **Grants** – Senator Nolan offered the information that his committee had just received; 11 Stipend and 10 Coffin Grant applications.
• **Part Time Faculty Committee**
  A. A discussion on how to represent **Part Time Faculty** in the Senate began with Chair Weinholtz relaying that University Secretary Thomas Dorer is looking into the legality of adding part-time faculty representation to the Senate in the Charter. Part-time e-mail access was discussed. There was a consensus that if a professor has a University e-mail address, the University has the right to communicate to the Professor using the address.
  B. Senator Siegel brought the following resolution to the Faculty Senate at the request of the Part-time Faculty Committee “The committee recommends that the University continue to increase the compensation for all part-time instructors in order to become more competitive with other local public and private institutions.” The Senate voted and approved the resolution unanimously. The resolution will be forwarded to the Provost and the President.

• **Professional Standards**
  A. Senator Shepela reported Katherine Black sent the Senate proposed changes to the “Additional Information” section of the FPM on **misconduct on research and scholarly activities**. Senator Shepela will bring the proposal to the Professional Standards Committee for their comments.
  B. Senator Shepela read the amended **employment of relatives** for the FPM. After discussion of the addition made by University Secretary Tom Dorer, the Senators passed the changes in total, unanimously.

• **Student Affairs** – Senator Oliver said his committee continues to create a university statement and has a meeting this Thursday with Dean Horvath to discuss the University Values Committee that she is chairing, for comparisons.

Orders of the Day.

**January 29, 2008**

**Attendance:**

| P | Ball, Kevin A. | P | Gray, Edward | A | Padberg, Carol |
| P | Beaulieu, Mark | P | Gray, John | P | Petry, Elizabeth |
| P | Borucinska, Joanna | P | Hill, Jonathan | P | Russell, Ingrid |
| P | Brown, Jennifer | P | Lei, Yu | P | Shepela, Sharon |
| P | Canedy, Charles | P | Machuga, Susan | P | Siegel, Paul |
| P | Carey, Elen | P | Mayer, Howard | P | Sumukadas, Narender |
| P | Comiskey, Anne | P | McMillner, Darryl | P | Weinholtz, Donn |
| P | Davis, Robert | P | Mohamed, Osama | A | Westfall, David |
| P | Decker, Robert | P | Campbell, Nola | P | Williamson, Daniel |
| P | Diehl, Susan | P | Nolan, Dennis | A | Zimmerman, Christopher |
| P | Fang, Clara | P | Oliver, Peter | = | Present/Absent |

Attendance: 93% (29 out of 32)
Chair Weinholtz relayed a message received by e-mail from Senator Westfall. He thanked the Senate for their message of condolences and support on his mother’s death.

PRESENTERS:

President Harrison addressed the Senators and discussed some of the beginning of semester “glitches:”

a. administrative issues (i.e., letters that went out in error by the clearing house to prospective students)
b. power outage; due to the volume of electricity needed by having the addition of the Hawks Hall and the generator having been inadvertently switched off, the University experienced a power outage in the residential and academic buildings for roughly 2 ½ hours.

President Harrison shared with the Senate that he will be overseeing a creation of a Civil Liberties in Time of War Symposium. He asked the Senate for input and to suggest “a couple” of members for the committee.

Power Boothe, Dean, Hartford Art School, spoke to the Senators to discuss the proposal to suspend admission to the HAS MFA Resident Program. The major problem is reported lack of a critical mass of students as well as space in which to house the program. He asked the Senate to support putting the program on hold for up to five years, with yearly reviews.

The program is a high residency program. It currently has 10 students that they will see to graduation. The most they have had was 18. This program requires two years, is studio-based and takes 60-credits. The school has developed a low residency MFA in Illustrations, which Dean Boothe said is doing well.

Dorothy Zeiser discussed closing of the 6th year certification in Educational Leadership Program. She gave reasons such as the focus being on the doctoral program, and the five member department not being able to sustain this second program in addition to the doctoral program.

Interim Provost Voelker – The Provost introduced the topic of electronic evaluations. He said there is a program called CourseEval by means of which students fill out their course evaluations online. This program can be linked to Banner, with many different options of security and use. Questions may be tailored by the professor, including open-ended ones. Senators were reminded that evaluations are voluntary for students. There is also a faculty feed-back mechanism for comments. Low returns with the system concerned the Senators (Provost Voelker said returns are about 30%), as well as unsupervised input. Provost Voelker asked the Senate if they agreed on doing a pilot program to test out the CourseEval software. The Provost gathered questions from the Senators, and promised he would come back with answers and more discussion.

There being no further business, the meeting adjourned at 1:35 p.m. The next meeting of the Faculty Senate is Tuesday, February 12, and Thursday, February 14, 2008, at 12:15 in A426.

Respectfully submitted,

Maria Marques, Recorder

Office of the Faculty Senate
AGENDA
Faculty Senate
February 12 and 14, 2008
12:15 - 1:50 p.m., Auerbach, 426

Tuesday, February 12

1. Call to Order/Announcements – Chair Weinholtz
   ☐ Suspension of Admissions with intention to eliminate the ENHP Counseling Program (Discussion and possible vote)
   ☐ Moving Senate Goals Forward (Attachment A.)

2. Presentations
   ☐ Michelle Tafur, Policy Coordinator – Roosevelt Institution (Student Group)

3. Committees reports:

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<td>Environmental Task Force</td>
<td>Senator Joanna Borucinska</td>
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4. Orders of the Day 1:50 p.m.

Thursday, February 14

5. Reconvene
   ☐ Elimination of Program – Sixth Year Certificate in Educational Leadership (discussion)
   ☐ Proposal to suspend admission to the HAS MFA Resident Program (discussion)

6. Presentations
   ☐ President Walter Harrison – Update
7. **Other Business**
   - Next meeting of the Faculty Senate will be March 11 and 13, 2008, 12:15 p.m. - 1:50 p.m., A426.

8. **Adjourn** (by 1:50 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
Faculty rights and responsibilities as well as curriculum issues will always be integral to the operation of the Faculty Senate. Similarly, the administration of awards programs and the maintenance of relationships with other constituencies remain important Senate functions, as does ongoing monitoring of University processes and programs. In addition to these responsibilities there are other issues of interest to faculty, the most important of which constitute goals for the coming year. During the 2007–2008 academic years, the Senate will:

1) Continue to work in partnership with the University administration to further develop and fully implement its Faculty Diversity Plan. An important aspect of this effort will be creating a Diversity Committee as a standing Senate committee. The committee will report on its findings and deliberations to the full Senate and to the University's Diversity Task Force.

The Senate created the Diversity Committee, which is now meeting and formulating its agenda.

2) Continue to pursue strategies for ensuring better management and greater equity in the salary and benefits provided to part-time and adjunct faculty. In order to provide the Senate with better information regarding issues related to part-time and adjunct faculty, an Ad-hoc Research Task Force will be created.

The Senate passed a resolution in support of further pay increases for part-time faculty, which has been forwarded to the Interim-Provost and the President. The Ad-hoc Task continues to gather and distribute information on the status of part-time faculty at the U of H and at surrounding colleges and universities.

3) Strive to make the University a more environmentally responsible institution. To ensure ongoing commitment by the Senate, as well as ongoing Senate input into future University physical development efforts, the Ad Hoc Environmental Task Force will become a standing Senate Committee.

The Environmental Task Force has compiled an inventory of recycling efforts around campus, and has developed a set of recommendations that will be forwarded to the President. The leaders of the “greening” initiative at CCSU addressed the Senate, describing the extensive efforts underway on their campus. Executive Director of Facilities, Norm Young, has been invited to address the Senate regarding further sustainability initiatives at the U of H.

4) Work with Student Affairs and Academic Affairs to develop and implement strategies to increase both civility and academic honesty on campus.

The Student Affairs Committee, in collaboration with Student Affairs and Academic Affairs, is currently developing an “Academic Honesty” values statement for possible inclusion in the MAPP and the “Source.” The committee also supports President Harrison’s initiative to create a statement of shared community values for the university.

5) Establish a closer working relationship with the University Staff Association.

The President of the Staff Association, Jason Pomposelli, was invited to address the Senate. Senate Coordinator, Maria Marques, has joined the Staff Association. Joanna Borucinska has been invited to present the work of the Environmental Task Force to the Staff Association February meeting.

6) Examine strategies for increasing the pool of faculty members serving on Senate committees and also for streamlining the Senate committees structure in order to decrease the overall number of committees, while still incorporating the two new Diversity and Environment committees.

The Constitution and Bylaws Committee developed a set of recommendations for committee mergers were presented to the Senate for the purpose of obtaining feedback.

7) Wherever appropriate, seek to incorporate above stated Senate goals into the University's strategic planning process.

Multiple Senate goals (e.g. sustainability initiatives, part-time faculty pay, enhancing diversity and core values) are being addressed in the University’s strategic planning efforts.
UNIVERSITY OF HARTFORD
FACULTY SENATE PRÉCIS
February 12 and 14, 2008
12:15 p.m.-1:50 p.m., Auerbach 426

Tuesday, February 12

Attendance:

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Attendance: 83% (26 out of 32)

ANNOUNCEMENTS:

Chair Weinholtz called the meeting to order and welcomed the Senate to the 6th meeting of the 2007-2008 academic year.

Chair Weinholtz reported on progress of ENHP Counseling Program’s request to suspend admissions since the last Faculty Senate meeting. He reported that the Curriculum Committee heard a special presentation by the ENHP Counseling Program Chair, Professor Rick King, the program director, Professor Kim Pingel, the Dean of the College, Dorothy Zeiser, and the Interim Provost, Joe Voelker. He reported the Faculty Senate Curriculum Committee voted to support the recommendation brought to the Senate to:

1. re-open admissions to the program, and
2. give the Department one year to study alternatives to closing the program.

A vote was not taken at this time, as the item had been introduced only 14 days earlier at the January Faculty Senate Meeting. Further discussion will be held in March. ENHP Dean and the Interim Provost have asked to address the Senate again for further discussion. The Senators discussed why new programs are started and why they end. Senators agreed that faculty should be consulted before ending programs.
Chair Weinholtz also brought to the attention of the Senate the Mid-Year Update on Progress toward Senate Goals for 2007-2008, included in the package of materials handed to the Senators.

COMMITTEE REPORTS

Academic Standards -- Senator Petry and the committee continue to review the Proposed Policy regarding attendance that was submitted to the Provost’s Office for changes in the MAPP. The faculty’s perception and the history of the present policy will be looked into further.

BLT – Senator Russell reported that the deadline for the Bent and Trachtenberg awards was extended to February 22 due to there being no nomination for the two awards by the deadline of February 1. The Committee is already reviewing nominations for the Larsen Award. A discussion ensued on “how much work” is required to submit these awards. It was agreed that the Deans are the most appropriate nominators since they are the most aware of the faculty’s accomplishments. It was also discussed to keep nominations in the pool for two years.

Curriculum Committee – Chair Weinholtz reviewed the Curriculum Committee report given to the Senators.

Part-time Faculty Committee – Senator Siegel reported that the discussion of having part-time faculty senate representation was well received in the Part-Time Faculty Committee. He also said that a survey the Committee has been working on for some time is close to ready to be issued to the University’s part-time faculty. See President Harrison’s notes for more on the P/T Committee.

Student Affairs – Senator Oliver reported on the meeting his Committee had with Jane Horvath, Associate Dean of Curriculum and Academic Planning. His conclusion was the Committee she is heading on community values does not conflict with the Senate’s Committee; the Senate’s is on Academic Values; the other is on Community values in the University as a whole. Senator Mohamed is on the University’s committee. A discussion followed on plagiarizing. A central place for reporting was suggested again. Maybe reporting to the Dean... A Senator inquired if the rules apply to faculty as well as to students. Another Senator suggested that the University be pro-active, there should be someone a student can talk to.

Orders of the Day.

Thursday, February 14

Attendance:

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Reconvened:

PRESENTERS:

President Harrison addressed the Senate with information on the Provost’s Search. He said that after receiving 90 applications and nominations, 13 applicants were chosen by the committee to be interviewed outside campus. Four have been selected for campus interviews. Faculty, staff, and students will have opportunities to meet them in open sessions and provide the Search Committee with their comments on each candidate.

The four finalists are:

- **Jay Harper**, dean and professor, College of Liberal Arts and Sciences, Rowan University
- **Lynn Pasquerella**, vice provost for academic affairs and dean of the graduate school, University of Rhode Island
- **Joseph Voelker**, interim provost, University of Hartford
- **David Woods**, dean, School of Fine Arts, University of Connecticut

Faculty, staff, and students can see the curricula vitae of all four candidates at https://uhaweb.hartford.edu/www/provost. (Note: you will be asked to enter your email user name and password.) Members of the University community will be able to meet the candidates in open sessions being held on campus. Faculty, staff, and students will be given the opportunity to provide the Search Committee with their comments on each candidate.

President Harrison commented on the Resolution submitted to him via the Part-Time Committee. He assured the Senate that he is paying “a lot” of attention to the issue. It is among his “top priority.” He explained that one barrier is the way the Budget is set up: The first part is presented to the Board in November and includes 1) Faculty 2) Staff 3) Tuition Increase, which equal 65% of the budget. The remaining is then distributed through all other needs. He suggested that the part-time faculty line be moved to the first part of the budget.

The President updated the Senate on the Alumni House. At a meeting of the Physical Plant on February 1, it was discussed that Institutional Advancement would need to be moved by the Fall 2009, as well as the Construction Institute. Three campus sites were presented, two at the Handel Arts Center, and the Hartford Medical Society Building. The Committee was in favor of the Handel facility or the Hartford Medical Society Building. The consideration of adding more cars to the campus was not received positively.

Norman Young, Executive Director of Facilities – Sustainability Efforts. He addressed the following topics:

Energy

- Decommissioning of the Central Heating Plant - 2000
  - Reduced fossil fuel consumption by almost 10% resulting in a reduced of carbon emissions.
- Generators
  - Allows us to come off of the CL&P grid
  - Uses Bio Diesel fuel
- Provides back-up power to ¾ of the campus – Including the academic buildings, Sports Center and about ½ of the residence halls

- Renewable Energy
  - Solar Array at Lincoln and panels provide about 18% of Lincoln’s electrical need
  - Partnership on extensive solar energy production with a group called Soltage is being explored.

**Greening**

- New wetlands created at Mark Twain Drive
- 12 acres of conservation zone established in the last few years
- 200 trees and other indigenous species planted in Wetlands
- 130 new trees planted on the Bloomfield Ave campus in the past three years
  - “One for one” policy is in place when ever a tree is taken down. We are currently well above that ratio.
- 30% of fertilizer is organic – need additional irrigation to use more

**Recycling**

- Currently, about 37% of trash is recycled
- CUPS Program – A student organized program Cleaning Up Public Spaces

**Sustainability**

- Constantly testing new products (cleaning)
- Carpeting used is fully recyclable
- Working on design and building standards – Regents Park will be the first project

**Potential Next Steps**

- Develop a comprehensive sustainability plan
  - Energy and Emissions (especially HVAC)
  - Waste management
  - Water use
  - Transportation
  - Food Service
  - Purchasing practices
  - Organization (committees)
  - Academics (course content)
  - Culture
  - Marketing & Public Relations

**The Roosevelt Institution**

Students Jackie Roche, Michelle Tafur, and Jena Zona presented the Roosevelt Institution to the Senators via a powerpoint presentation and an explanation of the Group’s mission and focus.

“The Roosevelt Institution is the first non-partisan national student think tank that acts as a conduit for ideas to reach the policy discourse. We are here to make the leaders of tomorrow and to teach them about policy and leadership.”

With 85 national active chapters, this organization started at the University of Hartford in 2005. It is run by college students, they create the policies for public discourse and they implement the changes. Although membership is less than 10 students at the University of Hartford, they are committed to spreading the word about the Roosevelt Institution and building a campus-community base. Their advisor is Professor Christopher Anderson.

On September 18, 2006 the National Liftoff Event was held on campus. The event included guest speakers Congressman John Larson, Mayor Scott Slifka of West Hartford, and Mayor Eddie Perez of the city of Hartford. Following the event on September 19, 2006 the Institution officially became recognized as an organization by the Student Government.
This group’s focus is on writing policy papers. For the Spring 2008 semester, they are working on a policy paper on an aspect of National’s Community Development Challenge. They included these topics as examples of papers that have been (or will be) submitted:

- Plastic Bag Externalities
- The Case for Decoupling: A Policy to Promote Energy Efficiency
- A Policy to Promote Energy Efficiency
- Toward Inclusion: Realizing the Civic Potential of the EITC
- Reducing Juvenile Recidivism
- Finding an Alternative Solution: Comparative Drug Policies
- A New Mandate for UN Reform
- Bringing Dawn to Darfur

The Group has attended such policy events as: the Tulane-National Disaster Studies Symposium, the University Honors Colloquium, the UNC – Chapel Hill- College Student’s Ideas to Renew New Orleans and Improve US Disaster Policy, Darfur Event 2007, Hyde Park, and Project Vote Smart 2007 (poster follows).

Some of their fundraising has included: Dorm Storming, Candy Grams & Valentine’s Dinner, and “Pie a Professor.” Funds are used for travel and other expenses.

This group’s passion runs for local, national and world issues. The Senate was impressed with this group’s endeavors and offered their assistance collectively.

Respectfully submitted,

Maria Marques, Recorder
Office of the Faculty Senate
AGENDA

Faculty Senate
March 11 and 13, 2008
12:15 - 1:50 p.m., Auerbach, 426

Tuesday, March 11

1. Call to Order/Announcements – Chair Weinholtz
   □ Suspension of Admissions with intention to eliminate the ENHP Counseling Program (Discussion with ENHP Dean Dorothy Zeiser, and Interim Provost Joe Voelker, followed by a vote)

2. Presentations
   □ Interim Provost Joe Voelker - Update
   □ Jane Horvath, University Academic Director of Early College High School and Associate Dean of Curriculum and Academic Planning
     • Status of High School experience in working with the University
     • University Values Committee

3. Committees reports:

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4. Orders of the Day 1:50 p.m.

Thursday, March 13

5. Reconvene
   □ Proposal to elimination of Program – Sixth Year Certificate in Educational Leadership (discussion and vote)
   □ Proposal to suspend admissions to the HAS MFA Residence Program (discussion and vote)
6. Presentations
   ☐ President Walter Harrison – Update
   ☐ Vice President for Student Affairs, Lee Peters – First Year Student Success Center

7. Other Business
   ☐ Next meeting of the Faculty Senate will be April 8 and 10, 2008, 12:15 p.m. – 1:50 p.m., A426.

8. Adjourn (by 1:50 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
Tuesday, March 11

ANNOUNCEMENTS:

Chair Weinholtz called the meeting to order and welcomed the Senate to the 7th meeting of the 2007-2008 academic year.

Suspension of Admissions for the ENHP Counseling Program -- Chair Weinholtz presented ENHP Dean Dorothy Zeiser, and the Interim Provost, Joe Voelker, who requested to address the Senate in regards to Suspension of Admissions for the ENHP Counseling Program, a request made at the December 2007 meeting, by same, to the Senate.

After the Faculty Senate Curriculum Committee voted to support the recommendation brought to the Senate by the Department of Education and Human Services for a one-year exploration of ways of keeping the Counseling Programs viable, both financially and in terms of national accreditation, the Dean and Interim Provost requested to speak to the Senate before they voted.

Dean Zeiser shared with the Senate that she had reports dating back a number of years that recorded concerns with the current program. As the school prepares for the next NCATE accreditation visit these concerns should be resolved. The last review was in 1997, and a new review is now underway. A primary issue is that the program is run by one faculty member.

She spoke of the attempt to integrating the program with the School of Psychology that did not come to fruition. Request to add another faculty was also not met due to other priorities.

A Senator reminded that the wording in the MAPP was established to eliminate programs in a timely fashion. Excerpt follows:

D. Program Elimination, Suspension of Admissions, or Reinstatement of Admissions

1. Notification: When a major or degree program is under serious consideration for either elimination or one-year suspension of admissions to consider elimination, the Provost shall notify in writing the program’s dean, chair/director, and faculty; the Council of Deans; and the Faculty Senate.

2. After notification has been received by the Faculty Senate and Council of Deans, the Provost will provide an explanation at the next regularly scheduled meetings of the Faculty Senate and Council of Deans.

   a. Ordinarily, within two, regular, academic-year, calendar months of the explanation by the Provost, the Faculty Senate and Council of Deans each, with input from the program’s chair and faculty, will make a recommendation in writing to the Provost on the proposed action.

   b. If the Provost, Council of Deans, and Faculty Senate are all in agreement, the Provost, in cooperation with the program’s dean and chair/director, will implement the decision.

   c. If there is not agreement in the final recommendations of these parties, the Provost will notify the President, and the President shall approve the action, not approve the action, or extend the review period.
The Provost, in cooperation with the program's dean and chair/director, will implement the President's decision.

3. Temporary Suspension of Admissions

In exceptional circumstances, and only after consultation with the program's dean, program's chair/director, and the chair of the Faculty Senate, the Provost may suspend admissions to a major or a degree program, ordinarily for no more than one year with the intention to reinstate admissions. The Provost shall immediately notify the program's dean, chair/director, and faculty; the Council of Deans; the Dean of Admission; and the Faculty Senate. When admissions are re-opened, the Provost shall notify the same parties.

Dean Zeiser mentioned that according to Graduate Dean Peter Diffly's research, a higher priority is being given to the Early Childhood Education Program due to its greater viability. With the NCATE accreditation approaching, now appears to be a good time to re-allocate a faculty position to the early childhood program.

Interim Provost Voelker again spoke about their request which is to temporarily suspend admissions while the program is under consideration.

PRESENTATIONS

Joe Voelker, Interim Provost, updating the Senate announced that the on-line evaluations will not go forward at this time. On-line evaluation will prove more palatable to faculty when the questionnaires can be filled out in a supervised, technologically equipped classroom.

- He spoke of the Van Roy Center for Complexity and Conflict Analysis. He said a reading group was being formed, and the group will start next fall. He hopes to announce the name of the founding director in April.
- He spoke about the Strategic Planning Committee. An advance draft of the plan include contributions of the Senate, SGA and the Staff Association, and will be presented to the Board of Regents possibly this spring, and to the University's various constituencies by the President and Provost next September.

- Capital Campaign is underway.
- Directors of the Preceptors Program - due to tax law, preceptors will no longer be able to receive vouchers for books as payment. He said he hopes to announce the name of the founding director of the program in April.

Jane Horvath, University Academic Director of Early College High School and Associate Dean of Curriculum and Academic Planning High School – Professor Horvath told the Senators that since August 2007, she has not been associated with work on the University High School. However, she can inform the Senate that the two Early College Courses are up and running thanks to the earlier two committees and specifically the work of Lou Manzione, Hisham Alnajjar, Senator Osama Mohamed (ES 143), Mako Haruta and Jean McGivney Burelle (M140). She said that they also offered to schedule a RPW 110 dedicated section, but high school student interest was not sufficient. Professors Mark Blackwell and Nels Highberg were responsible for the appropriate high school placement in the college course. Professor Horvath praised their work and commented that it should serve as a foundation for the future. She suggested we speak to the Dean of the High School, Alan Hadad for more in-depth and updated information.

Values Committee -- Professor Horvath reminded the Senate that the University’s 51 years makes us a “young” school. She said we are at the stage of defining and discovering who we are. “In some ways that is the work we (the values committee) are engaged in.” She added, we are defining who we are as a community, what our shared values are, and how we wish to use our shared values in our programming, to foster community and to enhance the educational experience.
The committee has been meeting since mid-December. Committee members include: Courtney Gomez (student, ENHP), Osama Mohamed (assistant professor, CETA), John Nordyke (associate professor, HAS), Irwin Nussbaum (Residential Life), Fred Sweitzer (professor, ENHP), Rebecca Tyrrell (student, A&S), Norm Young (Facilities).

The Committee’s Charge is to create a statement of shared values that represents the University of Hartford community.

- The statement should be organic, having been developed through a series of community conversations that involve all segments of the University of Hartford, and should reflect our shared understanding of what it means to be part of the University of Hartford community.

- Provide a series of recommendations on how the statement of shared values will be used institution-wide to improve our collective sense of community.

To date, Professor Horvath said they have been developing a plan to meet this ambitious charge and mapping out how to engage this work. She outlined a multi-step process as follows:

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<th>Step 1: April -- Meet with small established groups to help frame the questions and issues for the community conversations: SGA Ex Committee, Faculty Senate Executive Committee, Staff Association Executive Committee, Officers, COD.</th>
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<td>Step 2: June: Groups on campus during summer Early September: other groups; groups typically on campus during the academic year. Fan out and expand for conversations with more groups, larger groups.</td>
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<td>Step 3: September/Early October: Open Meetings and Community Conversations. Specifics are still in the planning stages.</td>
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<td>Beyond Step 3: Back to the Community for feedback, reaction. Then recommendations to President Harrison by end of fall semester.</td>
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Professor Horvath hopes to be invited back to the full faculty senate in the future for an update. She will be happy to hear any questions, comments or reactions, via e-mail: horvath@hartford.edu, or by phone, at x4905.

COMMITTEE REPORTS

- BLT – Senator Russell reported that the Committee has completed its work in the selection of award recipients, and made the recommendations to the President.

- Constitution & Bylaws – Senator Decker informed the Senate recommendations for the organization (or re-organization) of the Faculty Senate committees will be forthcoming.

- Curriculum Committee – Chair Weinholdt reviewed the Curriculum Committee report shared with the Senators. After discussion, the report was approved unanimously.

- Part-time Faculty Committee – Senator Siegel reported that the Committee continues discussions and work on the survey.

- Student Affairs - Senator Oliver updated Senators on the meeting of his Committee. They will meet again in early April to discuss the feedback that the committee members have received on the latest draft of the university Academic Honesty Values Statement.

Orders of the Day.
Thursday, March 13

5. Chair Weinholtz reconvened the meeting.

- After discussion on the proposal to eliminate the Sixth Year Certificate in Educational Leadership, the Senators voted unanimously in favor.

- Also, after discussion, the Senate voted unanimously in favor to suspend admissions to the HAS MFA Residence Program.

- After further discussion on the Suspension of Admissions for the ENHP Counseling Program, three separate paper ballot votes we distributed.

  1. The Faculty Senate supports the suspension of admissions to ENHP Counseling Programs - Masters and 6th year (Senators voted: YES:15; NO: 9)

  2. (If Yes, or No, on first vote) The Senate recommends a full and fair program evaluation, honoring the Department of Education and Human Services’ request for a one-year exploration of ways of keeping the Counseling Programs viable, both financially and in terms of national accreditation. (Senators voted: YES:24; NO: 1)

  3. The Senate recommends that any deliberation, which may result in the suspension of admissions of admissions to a program or to a recommendation that a program be eliminated, begin with a transparent collaboration between the dean and the faculty involved followed by a full and fair program evaluation. (Senators voted: YES:23; NO:0; ABSTAIN:1)

PRESENTERS:

President Harrison began by announcing the results of the Provost Search: Lynn Pasquerella, currently vice provost for academic affairs and dean of the graduate school at the University of Rhode Island was announced this morning in UNotes as the new University of Hartford Provost. She is scheduled to begin May 30. He said she thought it would be a good idea to be here during the summer to learn about the University. “Both she and I are looking forward to that.” For more information, please see UNotes on the web http://www.hartford.edu/provost/newprovost.asp

President Harrison thanked all of those who took part in the Provost Search process, which included a number of Senators. He shared that he received 160 different e-mails and 100 people filled out the forms at various sessions with the candidates. He said he read them carefully, and had to make what he called “the most difficult decision” he ever had to make deciding between Interim Provost Joe Voelker and Lynn.

He thinks that the different strengths Lynn Pasquerella will bring to the University will be a good balance with his own. As President Harrison has been here 10 years, he said he is acutely aware of needing someone with fresh eyes.

He highlighted that Lynn has written two books and several articles on various ethics of medicine and biological research, she has been recognized for her academic work as well as an administrator; she was honored by Change Magazine and the American Association of Higher Education as one of the nation’s "Young Leaders of the Academy."

She lives in Woodstock, Ct., an advantage, as she will not need to move her family. Her first request was to get a University of Hartford e-mail address: Pasquerel@hartford.edu
President Harrison then discussed the future of the University in relation to **demographics and future enrollment** in the “jumping around” economy:

- Fall to Spring Statistics were better than expected (better than last year). A better indicator, President Harrison believes is who will accept our offer of admission. As we monitor, we have “rolling admissions” in most of our schools, and many people wait until the last two weeks in April to decide whether they will come to the University or not, therefore, it is hard to predict. However, until now we do not see a change. He added that if we did, we would probably change our financial aid package.
- Another indicator is whether students who are here now come back next fall. We will not know much until the summer.
- In his personal view the economy may not be as bad as the media makes it out to be, but perception has a big part in things becoming a reality.
- A Senator suggested that in addition to an exit interview, a follow-up a year later would help guide us on what “really” turned them away.
- Generally, the northeast population is going down while southwest is climbing. And their effect on the University’s future.
- He said 22% of our undergraduate students are students of color--approximately 12% black, 8% Latino, 2% Asian or Native American (they are not spread out over colleges). He said, and Senators agreed, that colleges need to look at ways to develop in order to market and attract those students and stay competitive.
- Even though we are a national University, 75% come from the Northeastern part of the United States.
- In a national study, compared to private universities, (not broken down by competitors) the University of Hartford has a small number of “rich” students, it also has fewer poor students. Compared to private universities, we are smaller in the top 10% of the economic scale, and smaller in the bottom 10%, but heavier in the middle class; 21.5% in socioeconomic class. Theoretically, we will be most affected by the economic downturn, as it is likely to hit the middle class, which makes up 80% of our student population.

It is hard to determine where and how recession hits. The President reassured the Senators that the University is being pro-active.

He added, better than glossy brochures or media ads, the best advertisement for the University is a friend or relative that goes back and tells of his or her good experience at the University of Hartford.

**Lee Peters**, Vice President for Student Affairs, spoke with the Senators about decline in enrollment “from the student affairs side of the house.” How do we get students here and how do we keep them here. This discussion continued from President Harrison’s conversation with the Senators. Vice President Peters confirmed that for the last couple of years the University’s feedback from students has included comments of their dissatisfaction with residence halls and campus life. He said that they are addressing the issues is by having renovated the first year hall and having built Hawk Hall. They continue looking at initiatives to help student retention.

He also informed the Senate that he is in the process of hiring a Director of Residential Life, and feels he has a good pool of candidates.

Being no further business, the Senate adjourned at 1:50 p.m. The next meeting of the Faculty Senate will be April 8 and 10, 2008, at 12:15 p.m., in Auerbach 426.

Respectfully submitted,

**Maria Marques**

Recorder

Office of the Faculty Senate
AGENDA

Faculty Senate
April 8 and 10, 2008
12:15 – 1:50 p.m., Auerbach, 426

Tuesday, April 8

1. Call to Order/Announcements – Chair Weinholtz
   □

2. Presentations
   □ Katherine Black, Asst. Provost and Dean of Faculty Development - Update

3. Committees reports:

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<tr>
<th>Committee</th>
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<td>Academic Standards</td>
<td>Elizabeth Petry</td>
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<td>BLT</td>
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<td>Curriculum</td>
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<td>P/T Faculty</td>
<td>Paul Siegel</td>
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<td>Prof. Standards</td>
<td>Sharon Shepela</td>
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<td>Student Affairs</td>
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<td>Univ. Scholar</td>
<td>Dan Williamson</td>
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<td>Environmental Task Force</td>
<td>Joanna Borucinska</td>
<td>A&amp;S</td>
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4. Orders of the Day
   1:50 p.m.

Thursday, April 10

5. Reconvene

6. Presentations
   □ President Walter Harrison - Update
   □ Interim Provost Joe Voelker - Update

7. Other Business
   □ Next meeting of the Faculty Senate will be May 8 and 13, 2008, 12:15 p.m. – 1:50 p.m., A426.

8. Adjourn (by 1:50 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
Tuesday, April 8

Attendance:

| P | Ball, Kevin A. | A | Gray, Edward     | P | Padberg, Carol |
| A | Beaulieu, Mark | P | Gray, John       | P | Petry, Elizabeth |
| P | Borucinska, Joanna | P | Hill, Jonathan | P | Russell, Ingrid |
| P | Brown, Jennifer | P | Lei, Yu         | P | Shepela, Sharon |
| A | Canedy, Charles | P | Machuga, Susan  | P | Siegel, Paul   |
| A | Carey, Elen     | A | Mayer, Howard   | P | Sumukadas, Narendra |
| P | Comiskey, Anne  | A | McMiller, Darryl| P | Weinholdz, Donn |
| P | Davis, Robert   | P | Mohamed, Osama  | P | Westfall, David |
| A | Decker, Robert  | P | Campbell, Nola  | A | Williamson, Daniel |
| A | Diehl, Susan    | P | Nolan, Dennis   | A | Zimmerman, Christopher |
| P | Fang, Clara     | P | Oliver, Peter   | = | Present/Absent |

Attendance: 70% (22 out of 32)

ANNOUNCEMENTS:

1. Chair Weinholdz called the meeting to order and welcomed the Senate to the 8th meeting of the 2007-2008 academic year.
   - He announced that there will be a second annual softball game on May 1, at 12:10 p.m. in the University Academic green. The Faculty & Staff will challenge the students. Contact FacSenate@hartford.edu for more information or to register.

2. PRESENTATIONS
   Katherine Black, Assistant Provost and Dean of Faculty Development came to update the Senators on the following:

   - Diversity Committee – Strategies, and acting upon them
     - The Jackie McLean Faculty Fellowship is a full-time non-tenure track position. She said there were 172 applications, of which 5 finalists were recommended to the Provost. The process will now look at the fit within the colleges.
     - University Webpages will include 10 faculty profiles rotating beginning at the end of April.
     - Added language to faculty positions announcements that better reflects that the University welcomes and values diversity
• **Educational Technology Strategic Plan** –
  o After recommendations were presented to the Interim Provost, the following major initiatives resulted; 6 new smart podiums will be placed in general purpose classrooms, 24 in the next few years, with the result of 80% of general purpose classrooms having smart podiums within three years. She explained some of the new features of the podiums.
  o An emerging technologies committee is investigating **emerging educational technologies** for the University to pilot next year. She explained that the TREC will support discipline-specific educational technology, so that faculty may learn new educational technology and incorporate it into the curriculum. It will be available to individuals, colleges and departments through grants. She said they just awarded 12 $5,000 awards.

• **Part Time Faculty compensation** -- Assistant Provost Black reviewed the progress that has been made in bringing Part-Time Faculty compensation to competitive levels. The latest increase approved by the President will bring the minimum rate to $1,050 per credit hour or equivalent.

• **Awards granted for International Travel** to those on sabbatical included $20,000 to six faculty to travel to China, Hungary, France, Tunis, England, Ireland and Sweden as part of their sabbatical.

• **Phased retirement** – There are now 10 people who have enrolled in the plan.

• A Senator asked if there was a plan for replacing faculty's personal computers. Assistant Provost Black replied the Educational Technology Strategic Plan did not include a personal computer replacement cycle.

Chair Weinholtz thanked Assistant Provost Black for the excellent service that she has provided the University for the last four years, and wished her well in her new role as chair of the expanded Department of Psychology.

3. **COMMITTEE REPORTS**

**BLT** – Senator Russell reported that the Committee has completed its work in the selection of award recipients and made the recommendations, accordingly, to the President. He accepted the committee’s proposed recipients, and so notified the awardees and nominators. The Committee has requested, and Faculty Senate approved automatically considering the previous year’s participants who were not selected, assuming nominator and nominee are willing. The following were the 2008-2009 recipients:

- Oscar and Shoshana Trachtenberg Award for Sustained Service to the University:
  - **John Stewart**
  - Associate Professor of Sociology
  - College of Arts and Sciences

- Roy E. Larsen Excellence in Teaching Award:
  - **Dr. Charles R. Canedy**
  - Associate Professor of Marketing
  - Barney School of Business

- James E. and Frances W. Bent Award for Scholarly and/or Artistic Creativity:
  - **Chittaranjan Sahay**
  - Professor of Mechanical Engineering
  - College of Engineering, Technology and Architecture

**Constitution & Bylaws** – Senator Decker presented a document outlining a new organization for Faculty Senate Committees. His committee has reviewed the present makeup of Senate committees and proposed restructuring those 17 committees into 10 by grouping them in relation to their function. This was the first reading.
Curriculum Committee – Chair Weinholtz reviewed the Curriculum Committee report from the April 1, 2008, Curriculum Committee Meeting. After discussion on the use of the word “Administration” in other than Barney Administration courses, it was decided to ask HARTT to add “Music” to the “Leadership and Administration” (MED 614); (Post-meeting: after checking with HARTT for approval, the course name was changed to “Music Leadership and Administration.”) All courses, other than the Gen Ed courses, which were being held until the May meeting, were then approved unanimously by the Senate.

Chair Weinholtz, the Chair of the Curriculum Committee, announced that the Senate Curriculum Committee will be holding a workshop for College Curriculum Chairs at the beginning of the 2009 Academic Year. Reviewed will be the procedures for submitting curriculum change forms to the Faculty Senate Curriculum Committee. The new Provost will be asked to give her support to have a Web-based form for the “blue sheet” and the Program Review Sheet created by ITS over the summer to facilitate the process.

Grants – Senator Nolan reported that the committee has completed its task and applicants have been notified. (UNotes will be running an article on the applicants and their proposed projects.)

International Studies – Senator Comiskey spoke of 23rd annual International Festival and Cabaret held on Saturday, March 1, at Gengras Student Union, and hosted by The International Center. She said it was an incredible event that showcased the University students’ diversity. She shared an informational sheet on the Study Abroad Program and Enrollment. E-mail Fac.Senate@hartford.edu, if you would like to receive a copy.

Part-time Faculty Committee – Senator Siegel discussed the distribution of the questionnaire that his committee has been working on. He wonders if the Administration would partake in the questionnaire by possibly adding their own questions. He is looking for distribution of the survey in as many ways as possible. It may not be distributed until early Fall. The question of whether this survey needed to go to Human Subjects research was raised, and dismissed as not needing to.

Environmental Task Force – Senator Borucinska read the wording (1st reading) that is being proposed for the Environmental and Sustainability Committee description. It included suggestions that SGA and Facilities involvement be in the description and that they have non-voting members. She also said that the University probably does more than even those colleges we are trying to emulate, but it is not widely known. For example, The University has long been involved in an energy saving program with the electricity companies. For the time being her committee is focused on recycling on campus, and she pointed out that we need to single stream recycling, and possibly find other vendors that take a wider variety of materials. Senator Borucinska requested the Senate’s endorsement on sending a memo to the President on recycling problems (opportunities) at the University. The Senate gave their unanimous support.

Professional Standards – Senator Shepela discussed a memo she received from Assistant Provost Katherine Black that originated with a Faculty member requesting a change in how sabbaticals are rated. At present the FPM does not designate the procedure (“how”) to rate faculty for sabbatical. The Senate’s discussion gave the sense that this would not have to come to a vote, or change the FPM. However, post-meeting it was clarified/requested by the Assistant Provost that the intent is for the procedure to be included in the FPM. Senator Shepela’s committee will discuss further and make a formal recommendation to the Senate.
Also, Senator Shepela invited Senators to help gather a “snapshot” of current practices on Independent Studies from all the schools. How are part time faculty compensated, what is the credit load? How does each differ, in an effort to create transparencies, not to create across-the-board system, but to have some guidelines available.

**Student Affairs** – Senator Oliver updated the Senators on the meeting of his Committee. They have received various feed back on “Academic Honesty Values,” at the University. After further revising, and committee consensus, the document will be brought to Academic Standards for consideration.

4. **Orders of the Day.**

**Thursday, April 10**

**Attendance:**

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Attendance: 54% (17 out of 32)

5. Chair Weinholtz reconvened the meeting.

6. **PRESENTERS:**

**Joe Voelker,** Interim Provost, touched on the following topics:

- The Jackie McLean Fellowships will be announced in three weeks.
- The Van Roy Center for Complexity and Conflict Analysis
- Admissions: the numbers look similar to those of the last two years, which is a good sign.

**Walter Harrison,** President, updated the Senate on the following:

- The Strategic Planning Committee which has been working on a plan for the future.
- President Harrison noted that the last 10 years have been a period of unparallel success in various ways.
Factors that might make the next ten years more of a challenge are:
- Demographics, 10% decrease in 18 years olds to the year 2016; students with less wealth (resources)
- Uncertain economy
- The Strategic Planning Committee is now devising a plan that is less focused on building (physical plant), and more focused on investing in faculty, especially in full time faculty. He said that the University aims to increase faculty by 10% in the next five years, “strengthen what we do at our core;” re-invest in the buildings that we have; work to make undergraduate and graduate programs better. The better we are perceived, he better we can weather whatever comes our way.
- Some regents encourage the idea of a Central Office for New Initiatives; President Harrison seemed to prefer working with the University’s current culture, focused on academic areas.
- He assured the faculty that they will be given a voice.
- Continuing education was suggested by a Senator, as well as core publications, and research and faculty development
- Invest in deferred maintenance: there is still a significant backlog, there are those maintenance that are cosmetic, but there are also those that are basic to operating of buildings, such as heating and cooling units.
- Senators also suggested, quick response programs such as one to fill the shortage of nurses; possibility of new majors; online and distance learning.

Arosha Jaywickrema, Vice President of Finance and Administration came to update the Senate on the University’s Finances. He outlined the following:

The FY 2009 budget is based on a projected full-time undergraduate student population of 4,650, 25 more students than the current year. Full-time undergraduate tuition, room and board rates have been increased by 4.40% and all other tuition revenues are projected to go up by 2%. Due to the anticipated decline in high school graduates, a possible recession, a declining housing market, a tighter credit crunch, and problems in the student lending industry, the University’s budget is built on conservative projections.

The budget also provides incremental allocations for a merit raise pool, a faculty and a staff compensation plan, and adjunct compensation plan, and increases in related benefits, including an 8% increase in health insurance. The budget also accommodates other increases such as utilities and contractual services.

The Budget Advisory Team (BAT) is currently working on a model to address increases in non-personnel budgets in the schools and colleges based on output. The output drivers under consideration are student credit hours, faculty FTE, staff FTE, and number of majors. The purpose of the model is for the central administration to get away from managing line item requests, address fairness and equity, and allow the deans to manage specific expenses as they see fit. The model will be presented to the Council of Deans to get their feed back.

Vice President Jaywickrema said that he will like to come back in the fall to discuss other initiatives underway in Finance and Administration.

With no further business, the Senate adjourned at 1:50 p.m. The next meeting of the Faculty Senate will be Thursday, May 8 and Tuesday, May 13, 2008, at 12:15 p.m., in Auerbach 426.

Respectfully submitted,

Maria Marques
Recorder
Office of the Faculty Senate
AGENDA

Faculty Senate
May 8 and 13, 2008
12:15 - 1:50 p.m., Auerbach, 426

Thursday, May 8

1. Call to Order/Announcements - Chair Weinholtz
   - Discussion and Possible Vote - Constitution-By Laws Committees Restructuring
   - Election of Budget Advisory Team member (BAT)
   - Election of Provost’s Committee on Promotion, Tenure, and Academic Freedom
   - Election of Faculty Senate Officers for 2008-2009
   - Confirmation of Officers as Faculty Regents
   - Authorizing Executive Committee to act for Senate until September Senate Meeting

2. Presentations
   - Clean Up Public Spaces (CUPS) – Student Organization

3. Committees reports:
   - Academic Standards: Senator Elizabeth Petry – CETA
   - BLT: Senator Ingrid Russell – A&S
   - Computer: Senator Narendar Sumukadas – Barney
   - Constitution: Senator Bob Decker – A&S
   - Curriculum: Chair, Donn Weinholtz (Attachment A)
   - Development: Senator Ed Gray – A&S
   - Faculty Diversity: Senator Larry McMiller – Hillyer
   - Grants: Senator Dennis Nolan – HAS
   - International Studies: Senator Anne Comiskey – Hartt
   - P/T Faculty: Senator Paul Siegel – A&S
   - Prof. Standards: Senator Sharon Shepela – Hillyer
   - Student Affairs: Senator Peter Oliver – ENHP
   - Univ. Scholar: Senator Dan Williamson – Hillyer
   - Environmental Task Force: Senator Joanna Borucinska – A&S

4. Orders of the Day

Tuesday, May 13

5. Reconvene

6. Presentations
   - President Walter Harrison – Update
   - Interim Provost Joe Voelker – Update
   - Dean of Graduate Studies Peter Diffley

7. Other Business
Next meeting of the Faculty Senate will be September 9 and 11, 2008, 12:15 p.m. – 1:50 p.m.

8. **Adjourn** (by 1:50 p.m.)

Bylaw 4.a “Faculty Senate meetings are open to all full-time and part-time (adjunct) faculty. Administrators, staff, and others having proper business with the Faculty Senate may attend meetings as observers, upon invitation of (or approval of petition to) the Chair or the Executive Committee. Observers may not, during the meeting, petition the Faculty Senate Chair for the right to address the Faculty Senate, although the Faculty Senate Chair may invite observers to address the Faculty Senate from the floor on specific points of business. Only elected Senators have voice and voting privileges.”
Thursday, May 8, 2008

Attendance:

| P | Ball, Kevin A. | P | Gray, Edward | P | Padberg, Carol |
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| P | Borucinska, Joanna | A | Hill, Jonathan | P | Russell, Ingrid |
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| P | Comiskey, Anne | A | McMiller, Darryl | P | Weinholtz, Donn |
| A | Davis, Robert | A | Mohamed, Osama | A | Westfall, David |
| P | Decker, Robert | P | Campbell, Nola | P | Williamson, Daniel |
| P | Diehl, Susan | A | Nolan, Dennis | P | Zimmerman, Christopher |
| A | Fang, Clara | P | Oliver, Peter | = | Present/Absent |

Attendance: 58% (18 out of 32)

ANNOUNCEMENTS:

Chair Weinholtz welcomed the Senators and guests to the 9th and last Faculty Senate Meeting of the 2007-2008 Academic Year.

The following were presented to the Faculty Senate for a vote:

A revised Faculty Senate Committees structure brought forth by the Constitution and Bylaws Committee. This required a 2/3 vote of the Faculty Senate body; 23* of the 32 Senators voted unanimously to incorporate the changes in the Constitution and Bylaws of the Faculty Senate. (*18 attendees and 5 by proxy.)

One representative for the Budget Advisory Team (BAT) – Professor Frederick (Rick) King, from ENHP, was chosen. Two** representatives for the Provost’s Committee on Promotion, Tenure, and Academic Freedom. Two names will be given to the Provost: at the same amount of votes: Professor T. Clark Saunders from Hartt and Dan Davis from CETA. (**The Provost will select one.) (Post-meeting: the Provost has selected T. Clark Saunders).

- A viable slate for Faculty Senate Officers for the Academic Year 2008-2009 was presented by the Constitution and Bylaws Chair to the Senate for a vote. Donn Weinholtz, as Chair, Sharon Shepela as Vice Chair, and Elizabeth Petry as Secretary was unanimously approved.
- The newly re-elected officers were also approved as the representatives for the Board of Regents.
- Authorization by vote was also demonstrated authorizing the Executive Committee to act for Senate until the September Senate Meeting.

The Clean Up Public Spaces (CUPS) student organization was scheduled to speak to the Senators, but they did not show up for the meeting.

COMMITTEE REPORTS:

Academic Standards – Chair Petry reported the MAPP revision on attendance policies did not go through to the C.O.D. Associate Provost, C. Colarulli submitted a “no-pass” to the Academic Standards Committee. The Council of Assistant Deans serves as an advisory committee to C.O.D., it does not have official veto power and the Chair Weinholtz has requested a C.O.D. vote on the matter.

Curriculum Committee – Chair Weinholtz reviewed the summary of the report submitted by his committee. He pointed out that ENHP needs state approval on the proposed program “Dual Degree BSHP/MSPO and Master of Sciences in Prosthetics and Health Professions. An extensive discussion about the new program followed. The entire curriculum Committee package was approved.
Development – Chair E. Gray told the Senators that his Committee has devised five goals, and is submitting the report to Faculty Senate for its inclusion in the Annual Report.

Professional Standards – Chair Shepela told the Senate that the Committee will be dealing with gathering information on Independent Studies in the Fall. The Committee (The Faculty Affairs Committee) will also undertake discussion on required FPM changes on Sabbatical procedures.

Student Affairs – Chair Oliver said that the Committee continued to create an Honesty Values statement to pass on to the 2008-2009 Student Affairs Committee.

Orders of the Day. (The Senate adjourned until May 13.)

Tuesday, May 13, 2008

Attendance:

| P  | Balco, Cat       | P  | Gray, Edward    | A  | Pedro, Joan   |
| A  | Ball, Kevin A.  | P  | Gray, John      | A  | Petry, Elizabeth |
| P  | Beaulieu, Mark  | P  | Hill, Jonathan  | P  | Pogio, Natacha |
| A  | Borucinska, Joanna | P  | Lashgari, Malek | A  | Russell, Ingrid |
| P  | Brown, Jennifer | P  | Lei, Yu        | P  | Shepela, Sharon |
|    | Campbell, Nola* | P  | Machuga, Susan | P  | Siegel, Paul   |
| A  | Canedy, Charles | P  | Mayer, Howard* | P  | Tetel, Mihai   |
| P  | Case, Karen     | A  | Mohamed, Osama | P  | Weinholtz, Donn |
| P  | Comiskey, Anne  | A  | Mori, Akane    | A  | Westfall, David |
|    | Davis, Robert*  | P  | Nolan, Dennis* | P  | Williamson, Daniel |
| P  | Decker, Robert  | ?  | Oliver, Peter  | P  | Zimmerman, Christopher |
| P  | Fang, Clara     | P  | Padberg, Carol* | = | Present/Absent |

*outgoing Senators

Attendance: 64% (20 out of 32)

Reconvene

Chair Weinholtz announced this is Interim Provost Voelker’s last meeting with the Senate. Faculty Senate Chair Weinholtz read a letter of thanks to him, from the Senators. The Provost said it has been a great pleasure and thanked the Senate in return. The letter follows:

“Dear Joe, On behalf of the entire Faculty Senate, we thank you for your dedicated service as Interim Provost. At last August’s Opening Kickoff, you alluded to the job being like “sipping water through a fire hose.” By now, with good cause, you probably feel as though you have ingested much of Long Island Sound.

More seriously, this has been a very important year for the University, as the strategic planning efforts that you have so successfully facilitated will set our course for the next five years. Throughout, you have shown yourself to be a tireless advocate for high caliber instruction and scholarship, as well as a shrewd and thoughtful planner. Furthermore, in our other interactions with you, you have proven to be a candid and fair-minded administrator. It has been our pleasure to collaborate with you throughout this past year, and we look forward to working together in the future. Thank you again for all of your contributions to the University. Sincerely, Donn Weinholtz, Chair, Sharon Shepela, Vice Chair, and Elizabeth Petry, Secretary, on behalf of the Senate.”

Presentations:

President Harrison addressed the Senate and updated them on the following:

- Undergraduate Administration Reports
- Demographics
- Summer: Interim Provost Voelker covering while the President travels to Turkey as part of an International opportunity. He also has a trip scheduled to China in June.
• New Director of Public Safety Lieutenant John D. Schmaltz was appointed as the University of Hartford’s Director of Public Safety. He joined the Department of Public Safety in April 2007 as a lieutenant in charge of training and evening operations. For more information, please read UNotes, http://www.hartford.edu/Daily/news.asp?id=4232

• The Mort and Irma Handel Performing Arts Center is on time and on budget. He is being told that it will be ready by mid-July. It is expected that classes will start in September, with a September 12 formal inauguration scheduled. The University High School is looking like it will be ready by March 2009.

• This summer the Regents Park Residence hall will get new siding and windows. S.L.A.M. Collaborative is heading the project.

• The footbridge will also be re-vamped. The President credited John Michalewicz with the idea of moving the bridge to restore it, creating a savings.

President Harrison spoke of a Soltage Renewable Energy Provider presentation made to the Physical Plant Committee. The Committee will be considering this Solar power provider.

President Harrison said Interim Provost Voelker will be in Hillyer Hall but still doing routine “provostial” work from the move back on May 21 until the New Provost Lynn Pasquerella is here full-time as of May 30. She has met with the Deans and others and is aware of the major issues in academic affairs. Interim Provost Voelker assured the Senate that she is very smart and pragmatic and he looks forward to working with her.

Associate Dean of ENHP Fred Sweitzer will be Assistant Provost, replacing Katherine Black, who will be Chair of the new united Psychology Department, and A&S Interim Dean Harry Workman will return to Chemistry.

The Provost's office has completed the program review cycle of all 89 curricular programs at the University as a form of curricular assessment in preparation for the next NEASC visit, which is scheduled to take place in 2011.

Interim Provost Voelker shared that everyone on the third floor is worrying about the weather for Sunday's commencement. Our high tech meteorological consultants have not decided whether or not it will rain.

Graduate Education at the University of Hartford, Year Two Progress Report – Dean of Graduate Studies

Dean Diffley discussed the new initiatives that Graduate Studies undertook in the last year.

1. With regard to graduate recruitment, he listed the following.

   a. The Best Practices Manuals were completed by Graduate Program Directors (GPD) over the summer of 2007 in preparation for a meeting with the provost to discuss recruiting strategies.

   b. Graduate Studies initiated a mini-grant program. GPD could submit proposals up to $7500 for recruiting ideas that they wanted to conduct over the 2007-08 academic year.

   c. Emeritus professor Walter Banzhaf was contracted to assist graduate programs in the development of their websites. In July 2006, there were only four adequate sites. By May 2008, nineteen sites were good recruiting tools. Only six programs remain to be upgraded.

   d. Graduate Studies spent money on web marketing. Google ad words helped get programs on the first page of a search. GradSchools.com was contracted to display programs on the first page of their educational search engine. Judging from the number of visits to UH graduate program sites over the last six months, many programs have benefited.

   Internet Traffic. Gradschools.com traffic in the last six (6) months:

   6671 visits (35/day) from 74 countries
   Programs with the most hits:
   MBA (571)
In an effort to help programs get their best applicants to enroll, the Presidential Scholar Program was launched. GPD nominated their best applicants in the spring or summer 2008 terms for a 2 year, 25% tuition scholarship. Judging from the first awards, the scholarship program was successful.

2008 Presidential Scholars

- Jodi (MSOP) was a member of 6 honor societies and graduated from Lehigh with a 3.9 GPA.
- Susan (MEd) won 3 academic awards as an undergrad at UH and graduated with a 3.7 GPA.
- Elizabeth (MFA) already has a BFA (Carnegie Mellon), an MA (Syracuse), and 27 years experience as an artist.
- Peter (MMEd) is a young music teacher who graduated from SUNY with a 3.9 GPA.
- And 3 more (PsyD, DPT, Comm) with similar credentials.

2. With regard to graduate admission, Dean Diffley discussed the development and implementation of the online application for admission. In the Spring of 2007, there was no online application. For the Fall of 2008, two-thirds of the applications came over the internet.

3. With regard to graduate student education, Dean Diffley discussed the following:
   a. the work of the Graduate Council concerning the various ways graduate students are developed and assessed.
   b. the implementation of the Student Professional Travel Grant Program which defrays the cost of travel (up to $500) to make presentations at professional meetings. This helps the students in their professional development and increases the academic visibility of the University.
   c. the schedule of program reviews was set and new formats for existing graduate program reviews and new graduate program proposals.

4. Next year, the graduate council will study and discuss the terminal events in a graduate student’s education; i.e., commencement, placement, alumni affairs.

The Dean welcomed questions and offered his e-mail address (Diffley@hartford.edu) for specific questions.

Senators asked:

The University’s Strategic Plan Committee has not heard a commitment for Graduate programs that cost the University money. What faculty commitment has been made, what is the growth potential, how will health education play out.

Regarding post acceptance recruiting, how are we communicating, when are we starting the advising process. Vanguard for summer?

Do teaching assistantships include tuition? No, there are $6,000 to $12,000 stipends, Dean Diffley responded.

There being no other business, the meeting adjourned at 1:40 p.m. The next meeting of the Faculty Senate will be September 9, 2008, in A426.

Respectfully submitted,

Maria Marques
Recorder