

APPROVED As Corrected 10/06/2011

ROCHESTER INSTITUTE OF TECHNOLOGY  
ACADEMIC SENATE  
SEPTEMBER 22, 2011: 12:05 - 1:50 p.m.  
BAMBOO ROOM (2610/Campus Center)

**Members Present:** P. Amsler, M. Amy, B. Barbato, J. Beck, H. Boice-Pardee, S. Boedo, S. Bower, C. Calvelli, D. Defibaugh, T. Engstrom, H. Ghazle, R. Hira, Clyde Hull, M. Johnson, M. Kotlarchyk, M. Laver, L. Lawley, S. Maggelakis, H. Miller, O. Palacio, A. Phelps, T. Policano, S. Radziszowski, S.M. Ramkumar, M. Ruhling, E. Saber, R. Sanchez, M. Savka, H. Shahmohamad, C. Thoms, P. Tymann, J. Voelkl, F. Walker, G. Zion

**Members Absent:** L. Bryant, D. Tower DuBois, C. Lundgren, M. Richmond, L. Wild

**Members Excused:** President Destler, Provost Haefner

**Guests:** Enid Cardinal, Dr. Hector Flores, Dr. Karl Korfmacher, Dr. Fernando Naveda

CALL TO ORDER: 12:07 p.m.

COMMUNICATION OFFICER'S REPORT: Minutes of September 8, 2011 were approved.

EXECUTIVE COMMITTEE REPORT

A request for more committee members came forth. Two faculty are needed to serve on the RIT Parking and Traffic Appeals Committee and one at large member is needed to serve on the Academic Support Committee. They do not have to be senators. Please let the chair of the Academic Senate, Paul Tymann know if you wish to serve or Vivian Gifford, senior staff assistant.

REPORTS & PROPOSAL

**CONVERSION UPDATE:** Link to the Ppt Presentation - <http://hdl.handle.net/1850/14162>

Dr. Fernando Naveda, Director of the Conversion Office gave a status report as follows:

- ❖ 173 programs have been approved by the Academic Senate and 42 BS/MS programs are coming up
- ❖ 134 programs have been sent out to NYSED and 100 of these are completed and have returned to the Conversion Office
- ❖ Dual degrees are underway
- ❖ Some problems were encountered here and there. There was a discrepancy between course descriptions uploaded to SemCom and course names used in program documentation and Table II a process has been set up that removed those discrepancies.

F. Naveda reported on what will keep us busy in the months ahead, as follows:

- ❖ **Scheduling for 2013-2014:** Scheduling is a very difficult process. A data model has to be developed and then the process will be put in place to elicit information from the colleges and sharing it back with them after processing. The goal for this to deliver a semester calendar by September 15, 2012 when IAPs will start to be delivered in the fall of 2012. A committee is set up and working on the development of the processes and data model needed to produce a semester calendar.

- ❖ Advising: Intentional advising of non-transition students is already in progress. The advising office is presently working with the colleges. This work involves non-transition students, forming an IAP template and putting in place a process to administer such document. Delivery of IAPs will start a year from now. The advising office is also working on the development of the advisor toolkit. The IAP model is going through various review sites. There will be a process setup to allow students to appeal their IAP; this process is mostly in place because the colleges already have internal mechanisms to deal with student complains.
- ❖ The student handbook is being worked on under the direction of Dr. Kit Mayberry and Dr. Latty Goodwin will be very useful and appealing to the students.
- ❖ Conversion of the web pages is a big undertaking as there are 300,000 web pages that RIT manages. Some of them will need to be converted. The Conversion Office is working with ITS and a student has been hired to develop a webcrawler that will generate a directory of suspect Web pages based on a comprehensive list of words and expressions that are typically associated with quarters.
- ❖ Cross-Divisional Logistics and Operations Committee was formed to answer the many questions which the steering committee could not answer and then recommendations per these questions will be made to the President and Provost.

Discussion and Q&A ensued.

- Q: P. Amsler noted that nothing was mentioned about facebook or twitter per the conversion process.  
A: There is a facebook page which needs to be linked to the calendar conversion website. The problem lies in that there is not a lot of manpower to do more.
- Q: M. Kotlarchyk said the current model needs bridging and asked what will or will not happen with bridging students?  
A: This will be discussed with your college (COS) and CLA and has already been discussed with the dean, Sophia Maggelakis. The University of Cincinnati informed us that in their experience, the number of quarter courses they will be offering once they switch to semesters is minimal.
- Q: H. Ghazle asked about the discrepancies and said when he looked at the tables converted they appeared discombobulated (CHST table).  
A: You will be visited by Tina Sturgis and Charlene Regan and they will be meeting with every unit per the discrepancies that occurred.
- Q: H. Ghazle asked about cohorts and graduation, some of whom will be graduating after semesters are in place and some before semesters are in place. He asked about those graduating after semesters are in place.  
A: Cohort A is listed under intentional advising, for those graduating before semesters is in place and those cohorts after semesters are in place will start a year from now, 2012, to get advising.
- A comment was given from Ram was about the labs scheduling and a team of people coming to inform people about this. He said this needs to start now.  
Response: F. Naveda said a team went to Cincinnati and asked for help but not much help was given so the Semester Scheduling committee is now working on this to get this into place and eliciting information from faculty here.

- A suggestion from E. Saber was to put the department chairs in a meeting, one from each college, to work on this task.  
Response: The committee we have does have chairs and others on board working on various schedule-related matters. There will be a Provost retreat in the near future and 60 minutes will be for conversion work.

## GRADUATE STUDIES UPDATE

Dr. Hector Flores, Dean of Graduate Studies presented on Graduate Studies and its mission. He began by cutting an apple in half one way and then another way. Both ways cut the apple in two but there were two different views of this apple. He said in the same way there are at least two different ways of looking at an issue. He also recommended a book (Servant Leadership by Robert Greenleaf) that talks about leadership and a leader has to first be a servant. And all the things in academia which are non-negotiable is the concept of excellence.

The mission statement, taken from the Graduate Studies Office charter and distributed by Dr. Flores, can be found on the Provost's website and reads as follows:

**“The Office of Graduate Studies will ensure excellence in graduate education, in collaboration with college deans, faculty, and students, on RIT’s home and international campuses. In partnership with the graduate program directors, the Office will ensure that RIT’s graduate programs provide the highest quality educational experience for students. The Office will advocate for graduate education and the needs of students. It will promote research, creative practice and experiential learning. It will propose policies and establish guidelines for graduate education and for a student’s progress towards a graduate degree. The office will enhance the environment for graduate study by providing high quality services for graduate students. It will lead in creating a community of faculty and students who engage in education, creative practice and research.”**

Dr. Flores said he believes in reaching out and on his first day at RIT he called all the program directors together and had an open house. Two-thirds of them showed up. There will be a focused retreat in the near future and he said partnership is so key. He said he plans to meet with all the deans and program directors to get to know everyone and work together in a great way.

T. Engstrom welcomed Dr. Flores and asked that at a future meeting could we bring the Charter for Graduate Studies to the Academic Senate for discussion and vote. Dr. Flores said he would be happy to have senate work with him on this.

**SUSTAINABILITY AT RIT:** Link to the Ppt Presentation - <http://hdl.handle.net/1850/14166>

Enid Cardinal, Senior Sustainability Advisor to the President, who has been on campus at RIT for two months, began her Ppt presentation with this statement: **“Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”** (Brundtland Committee, “Our Common Future”).

A chart was shown that RIT Sustainability must have strong momentum that reaches the campus, the classroom, the community and that connects people. She noted that this can be an incredible learning opportunity within the community and does not like to hire consultants for projects if there are students (through class projects, co-ops, etc.) capable of completing them with some supervision, as the savings in not hiring them can be used for other things. She plans to develop projects for students to work on and to hire co-ops as well for some projects. Collaboration is key. She said Green is a buzz word and people

forget the social aspects and the justice aspects of sustainability. Policies will come into play (i.e. waste generation – energy, water, paper etc.).

She noted that here at RIT we spend roughly \$30,000 a day on utilities and it is likely that at least 25% of that energy could be reduced through behavior changes, as has been found on other campuses. We need to re-think business as usual and look at how much we are wasting by our behaviors and decisions rather than considering sustainability to be an additional cost.

There will be a new website (not yet live as it is in the development stage) entitled Sustainability at RIT. She encouraged senators and their constituents to please send ideas her way in regards to sustainability. The sustainability database that was developed under Rebecca Johnson's guidance will be folded into the Sustainability website.

RIT will soon sign up to participate in STARS (Sustainability Tracking Assessment & Rating System). <https://stars.aashe.org/>. From the website: "STARS is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance. STARS® was developed by AASHE with broad participation from the higher education community". Four categories are included in STARS: Education and Research (ER); Operations (OP); Planning, Administration & Engagement; and Innovation (IN). She said the Institute's focus on innovation goes hand in hand with sustainability.

Discussion and Q &A ensued.

- Q: Have you looked at European Universities as they seem to be conscious of energy.  
A: Operationally, Europe is probably 10 years ahead of the U.S. but not on the academic side. Their climate policies have pushed them forward. There is a stronger commitment to sustainability in academics in the U.S. In North America we have AASHE (Association for the Advancement of Sustainability in Higher Education); to my knowledge there is not such an association in Europe to strategically advance it. There is really no hard data to show how universities in Europe compare to those in the US on the sustainability front though.
- Suggestion: B. Barbato suggested a sustainability hotline for more people to get involved.  
Response: E. Cardinal said she used to get text messages but a hotline is a wonderful idea.
- Q: C. Hull said he did not see a link to research and will there be such a link?  
A; E. Cardinal said this can be 2-fold. There is a link under academics (classes, research etc.) We are trying to work with the library to get identify sustainability related academic papers.
- Q: C. Hull said he has a student who has 20 years of experience in entrepreneurship and has an interest in sustainability. What resources are at RIT for student entrepreneurs interested in starting sustainable businesses?  
A: Ventura Creations Incubator and E. Cardinal can serve as a resource too.
- T. Engstrom said in regards to social sustainability that there needs to be greater collaboration and the CEC involvement is great. He commented that one reason Europe is 10 years ahead is that it is less embarrassed about what they are doing and citizens can contribute.  
Q: What areas do you see per particular policies and low fruit.  
A: There is low fruit in IT (power management, print management) and we have to bring all the people to the table to discuss this. A public survey was given, and by doing some basic things (powering down computers, etc) there can be a 25% electrical reduction. There is cost savings to be had.
- Q: E. Saber asked Enid had looked at the blue prints of the new construction going up on campus?  
A: They are definitely on the right track (GIS) and they are asking the right questions about sustainability. Institute Hall she has not seen the plans for but that they will be seeking LEED.
- Q: M. Laver asked there will be some sort of committee structures and will you implement strategic things?  
A: We are looking at NTID and they have their own committee. We will be working closely with

them and will try to meet with the deans of each college as well. We will be developing a departmental checklist which is a pathway to changing practices. This sense of competition can challenge each other.

- Q: E. Saber noted that President Simone tried to reduce the temperature levels at RIT to save on expenses. Presently how will you enforce behavioral issues to reduce costs at RIT?  
A: E. Cardinal said she is exploring ways to incentivize building occupants to change their behaviors. This will likely include gaming/competitions. Additionally, she is exploring ways to share in the cost savings of behavior change. We need to re-think this and make it more fun.

**CAMPUS ENVIRONMENT COMMITTEE AY 2010 FINAL REPORT:** Link to the Ppt presentation: <http://hdl.handle.net/1850/14161>

Dr. Karl Korfmacher, CEC Chair reviewed the CEC charges and the committee's recommendations from AY2010. Five charges were given.

K. Korfmacher began with the following recommendation from charge #5 and after the senate's approval this will be forwarded to the Provost and President.

*We recommend that all buildings be equipped with individual power meters or usage monitoring units. Many buildings already have individual meters, but some do not. Since many buildings already have individual meters, we further recommend that buildings be subdivided into zones. It may be desirable to use a small number of buildings in a pilot study for the rest of campus. We believe that the information generated will help identify places that power usage is not being effectively managed. With this information in hand, RIT will be able to take steps to reduce power consumption and reduce its contribution to climate change.*

Discussion and Q&A ensued.

- P. Tymann asked if this is a motion and if so, it is now on the floor.
- Enid Cardinal said most of the buildings are sub-metered.
- K. Korfmacher said we were told to get approval to do this and this was put forward to Academic Senate a year ago. FMS would be involved with this once it is blessed. The President had said that he was willing to fund this.
- J. Voelkl said that this is putting the cart before the horse to put meters in all buildings. He suggested that a pilot study be done first.  
Response: K. Korfmacher said we recommended doing a pilot study, but the implementing body needs to decide whether to focus on a whole building, by room, or by floor?
- Q: What will you measure that something is improving?  
A: Developing the assessment methods were not part of our task.

P. Tymann said they are not 100% sure that this motion (recommendation) has not already been moved and approved two years ago, so there was a motion to table this and research the status of this recommendation. Motion to table the recommendation (motion) on the floor from charge #5 carried.

Charge # 2: A faculty facility to be used for hosting visitors or gathering for functions, social or academic in nature. The recommendation from the CEC per this charge is as follows:

*The CEC recommends that the Institute adopt and adapt the NTID model for room inventory purposes. We proposed that RIT hire several students to modify the NTID model and create a uniform list of attributes, in consultation with FMS and College Space Committees.*

P. Tymann said that if this is a motion could the CEC craft a motion and then bring this back to the senate for discussion and vote so the senate could look at this prior to the meeting in which it will be presented.

Discussion and Q&A.

- H. Ghazle said each college does have a scheduling office.  
Response: K. Korfmacher said that this doesn't seem to be a uniform system as per what rooms would be most useful etc.

Charge #3 was presented as follows:

- Work closely with the Sustainable Practices Committee (Enid Cardinal).
- Post a single list of Low Emission Vehicles and add a green symbol to the vehicle registration sticker automatically whenever a vehicle qualifies as an LEV.
- Currently looking at Carbon Offset Strategies for carbon credits purchased for RIT travel (plant trees!).
- Environmentally friendly SWAG (native seeds, useful items (memory sticks), donation areas at events for collecting unwanted stuff for schools and agencies).
- Continue to push for Greenride and "zip" cars.

Discussion and Q&A ensued.

- A discussion went forth about why LEV's were able to park so close to buildings and this was linked with Leeds standards.  
K. Korfmacher said some on the committee were concerned that this could be interpreted as a green perk for owning a hybrid, which are more expensive than conventional cars. Many conventional cars qualify, but an individual may not know or might assume only hybrids qualify.
- Comment: There is no single data base that tells you about this.  
Response: No, but the US Environmental Protection Agency (EPA) database is the one that appears more complete. Enid Cardinal is looking into this with transportation.
- K. Korfmacher said he and Enid Cardinal, Senior Sustainability Advisor to the President are both on the Sustainable Practices Committee and Enid is the chair of this.
- Q: A question was raised about knowing what is accessible per video conferencing.  
A: RIT does have capabilities but there is not always access. Kinkos does video conferencing.
- Comment: T. Engstrom said upon returning to RIT middle to late August of this year some mature trees were removed for building construction. How can we improve our process so we can ensure sustainability is important on our campus? Collaboration would be helpful.  
A: E. Cardinal said there was compensation for Institute Hall and GIS and some tree medians were filled. This was already under construction when I arrived at RIT.
- Comment: P. Amsler said the lots in question are H & G.  
S. Boedo commented as well on the LEV's and is there a list for LEV's as to where to park? K. Korfmacher replied that the present list is not complete, thus the need for a parking sticker automatically denotes LEV status.

ADJOURNMENT: 1:30 p.m.

