Rochester Institute of Technology
Approved Institute Council Meeting Minutes: March 13, 2013


Non-Members Attending: S. Bauschard, J. Bender, S. Bower, K. Darroch (Interpreter), L. Fitzgerald J. Hansen (for A. Brown), C. Licata, G. Macias (Interpreter), S. Provenzano, K. Rex, L. Twyman, Maureen Valentine (for M. Bailey), N. Voulais (for M-B Cooper)

Meeting was brought to order at 3:05pm

Minutes

The minutes from the February 13 meeting were approved unanimously.

President’s Report

- Mentioned last time that applications were down due to software glitch in November
- Overcome by a big increase in Croatia enrollments
- RIT Laboratory for Media, Arts, Games, Interaction and Creativity (MAGIC) led by Andy Phelps will be a for-profit LLC for the production of commercialized projects-examples of this model exist at other universities
- Women’s Hockey finished with a 500 record in their first season Division 1, and continued to improve throughout season
- Men playing at Niagara this weekend for best 2 out of 3. Niagara is leading team in league-a win will lead to a game at the Blue Cross Arena.

Approval of C3.2-Copyright Policy *(Ppt is on IC DML site)*

Shirley Bower

- New Policy for RIT
- Purpose to protect copyright holders and ensure copyright law
- Ensures that the RIT community takes full advantage of and uses all exceptions possible
- Not to be confused with intellectual property policy
- Has been endorsed by all governance boards
- TEACH act exemption allows distribution of copyright policy online-policy required to be in compliance with exemption
- Policy approved unanimously
Introduction of Student Leave of Absence Policy *(Ppt is on IC DML site)*

Chris Licata, Stephanie Bauschard, Liane Fitzgerald

- Dr. Licata recognized the efforts of the Student Success Steering Committee (SSSC)
- President & provost charged the SSSC to look at the existing Voluntary LOA policy (previously nested within admissions policy)
- Committee found great variability across colleges regarding granting LOA’s; also series of common misconceptions
- SSSC reviewed policy and made recommendations –Recommendations clarify purpose, establish 2 types of LOA, modify request and approval process, establish use of re-entry plan, and limit LOA length
- Reviewed university implications: student support increase, change to department level procedures, related policy review & changes to D 18.1 (student involuntary leave) and admissions policy (student deactivation)
- Dr. Destler: the incentive for creating re-entry plan is to ensure student’s return.
- Previously counted LOAs as still here; caused artificially inflated 2nd year retention rate; IPED’s method is much more conservative.

Q. 300 out of 15,000 doesn’t seem to be a large amount; were there programs/collages that had the most or least number of LOA’s?
A. 300 is 10% of freshman class. After policy is in place the plan is to work with colleges and programs that had higher levels of LOA’s.

Q. Is there an appeal process for students whose LOA is not approved?
A. This was discussed on this topic but nothing was implemented.

Q. The new LOA processes could make time when grades have to be submitted even more limited. Is there a way to distribute these activities over a span of time?
A. With the planned LOA, students may decide to request an LOA at any point in time. The “extenuating circumstances” LOA could go into effect at any time.

- Dr. Destler pointed out that on semesters there are 3 weeks between terms which should provide more time for faculty to complete required tasks.

Q. It sounds like the policy was tightening up reasons why students could go on LOA, could you detail changes?
A. Policy does not detail acceptable criteria; committee reviewed case studies from colleges-many students were trying to avoid failing a class or a W on their transcript.

Q. How to ensure consistency in policy application across colleges?
A. Policy clarifies that the approver has the ability to deny an LOA to a repeat, chronic student and to allow when necessary.

- Dr. Destler: with new intensive advising there is an opportunity to work more closely with these students.
Q. Can the case studies be categorized to provide data regarding reasons for LOA?
A. Moving forward, yes. Previously we were not requesting a reason on the form for an LOA, so there is no data. The new form would include that information.

Q. What are the restrictions to The Wallace Center for students on LOA?
A. Many services at TWC provided (databases, etc.) are contracted on an FTE basis and only for use by enrolled, current students.

Q. Will access to TWC be differentiated between graduate and undergraduate students on LOA? (Ex. a Ph.D. students who may require access to TWC to continue work on their theses.)
A. Further discussion will take place on this topic.

Q. What’s the downside to not applying for an LOA?
A. Without an LOA in place, there is no guaranteed re-admission.

Q. When does ID and e-mail get turned off for a student on LOA?
A. ID is deactivated when paperwork is processed; not sure on ITS deactivation time for e-mail.

Comments:
- A student who is trying to avoid suspension and a student who has deeper issues may present the same; administrators should assess situations carefully to understand the delicacy of the situation; Ombuds intervention is also an option.

Oversight Committee for Externally Funded Projects: 2012 Report *(Report on IC DML site)*
Thomas Cornell

- Report requirement based on RIT policy c1.0
- Main task of the committee is to make available basic information about each campus project that receives funding from external sources
- Includes PI, sponsor, abstract, amount, duration of project, and limits to publication
- Committee meets quarterly
- Revised NOA process requests that PI’s provide list of faculty, students, staff involved and to make sure that students have access to project information
- Basic information available through online RAPID database for RIT community
- Committee review happens after grants have been awarded; on occasion will conduct prior reviews, four this year which required prior approval for publications
- Main concern when student is involved, and limits to publications may cause delay in graduation (ex. thesis projects connected to research projects)

Q. Is conflict of interest addressed when assessing NOAs?
A. Conflict of interest is assessed at the committee level (ex. If someone on the committee has a connection to a college or PI, they will not be responsible for reviewing related projects.) In general conflict of interest issues are handled primarily by HR.

Student Conduct Update *(Ppt is on IC DML site)*
Dawn Soufleris & Joe Johnston
Office has relocated from SAU to August Center to avoid placing students with disciplinary issues with students facing other issues in the same venue.

Proactive measures have helped reduce incidents involving NTID students.

Public Safety introduced a pilot program in restorative practices that avoids a conduct hearing which can lead to an increase to service referrals for students.

87% of colleges/universities have some version of Student Behavior Consultation Team (SBCT) on campus to deal with students who may be experiencing prolonged absenteeism or mental health issues.

Increase in number of cases reflects greater awareness of services.

Emotional distress #1 issue, due to students lacking coping skills.

Staff has recently taken training to assess students’ level of risk of violence—a best practice from the national association.

Q. When talking to students, do they express that faculty is not spending enough time with them thus leading to lower academic performance?
A. No. Lack of sleep and poor time management are big issues. When faculty issues do come up, they are referred to counseling center and advisors.

Q. Many students on medication for mental illness stop or decrease medication during college. Is there a way to collect this data to assess how often this happens?
A. This is a common problem with 1st or 2nd year students who depended upon parents or school nurses to provide and organize medication. Unfortunately, the university is only aware if they are notified via student forms.

Q. Emotional distress cases remain the same, but threat of harm to self has increased—is there a connection between the two?
A. Emotional distress is likely to increase at end of year, current chart only shows through today; there is also overlap between different categories.

Q. Are you able to track by college? Is this a problem that is more significant in some colleges more than others?
A. Yes. Larger colleges have higher numbers of impacted students. NTID is often over represented and sometimes have increased physical or emotional issues. CIAS and Golisano Game Design have higher than average levels.

Q. has there been a change in the age of students experiencing alcohol problems? A. No.

The committee was thanked for their work with students.

Meeting adjourned at 4:11pm.