

**ROCHESTER INSTITUTE OF TECHNOLOGY  
ACADEMIC SENATE  
OCTOBER 18, 2007: 12:05 – 1:50 p.m.  
1829 ROOM of the SAU**

Absent: E. Boyd, U. Linke, H. Palmer, S. Perez-Hardy, L. Quinsland, L. Reznik, E. Saber, A. Van Ginkel

1. CALL TO ORDER: 12:07 p.m. – Tom Policano, Vice Chair
2. COMMUNICATION OFFICER'S REPORT – Minutes of October 4, 2007 were approved unanimously.

3. CHAIR'S REPORT

**Provost Search Committee Update:** Paul Rosenberg, Chair of the Provost Search Committee reported that next week the Search Team will hold two open session meetings on campus with representatives from Russell Reynolds Associates, the Search Consultants. More details will be sent on line to the community this week.

**Protocols for Academic Centers:** Tom Policano reported on the Policy from Stan McKenzie and the Deans regarding the Protocol for Centers here at RIT, which will be on the November 1<sup>st</sup> Senate agenda. At last July's meeting of the "Research" sub-committee of the Education Committee, with President Destler present, the question arose as to how "Centers" come into existence at RIT. T. Policano said he responded that there was no policy covering the initiation or assessment of Centers, and that anyone who wished was free to put a sign on their door establishing a center for whatever noble and worthwhile activity in which they were engaged. There was strong consensus that protocols for the establishment and regular assessment of Centers should be established as a component of RIT Policy. Provost McKenzie has been working with the Deans' Council over the past two months to draft an RIT policy for the establishment and regular assessment of Centers. After extensive discussion and revisions the deans reached consensus. This new policy will be coming before the Senate on November 1<sup>st</sup> in hopes that it could be presented to the Board of Trustees at the November 8<sup>th</sup> meeting.

**Final Exam Schedule:** This will be on the November 1<sup>st</sup> Senate agenda with a presentation to be given by Joe Loffredo, registrar and George Thurston, co-chair of the Academic Support Committee. A sub-committee has been working on modeling alternative exam schedules and Tom Policano who is on the committee provided data from the last two fall quarters. Kit Mayberry, vice president of Academic Affairs and Dr. Destler are anxious to see this completed. The Executive Committee reminded the Academic Support Committee last year of this charge, but it never made it out of the committee. T. Policano suggested that Joe Loffredo with one or two of the ITS staff work together to put forth some alternatives to get this moving along.

**Parking Appeals Board Ballot:** The Parking Appeals Board is being re-constituted. Vince Incardona chaired the past incarnation of the committee. This group met only as needed, at increasingly infrequent times until it ceased meeting. T. Policano reported that nine faculty have volunteered to be on this committee. Only one person is needed as Bo Yuan from GCCIS has already been appointed to the committee due to his prior experience. Ballots were placed at each seat and senators were asked to choose a name and pass this along to Viv Gifford.

**Middle States:** As reported by Kit Mayberry at the last Senate meeting, RIT for the first time received a letter following our Middle States Accreditation Report. The letter contained the following:

***At its session on June 28, 2007, the Middle States Commission on Higher Education acted: To reaffirm accreditation and to request a progress letter, due by April 1, 2009, documenting implementation of an organized, sustained process to assess the***

***achievement of institutional, program-level, and general education student learning outcomes. The Periodic Review Report is due June 1, 2012.***

Tom Policano commented that it is our understanding that 50% of State Institutions going through Middle States review have received a similar past accreditation report letter. Is it possible that this mandate is a direct consequence of the report by the Commission on the Future of Higher Education that was convened in 2005 by U.S. Secretary of Education Margaret Spellings. These letters should not be ignored and should rally faculty to establish our own rigorous outcomes evaluation metrics to head off any movement to establish state or countrywide graduation exams as a requirement of certification. It is in RIT's best interest to take a pro-active look at how we evaluate students.

President Destler said he has authorized funding of an additional position to coordinate and implement a campus-wide learning outcome assessment program.

#### 4. REPORTS & PROPOSALS:

##### **Proposed Change to Policy D15.0:**

Lynn Daley, Director of the Business Continuity Office presented the proposed change to Policy D15.0 (RIT Educational Records Policy). This had been distributed to Senators prior to the meeting and was at each seat. The change would be adding a paragraph on page 8 which reads as follows:

**Business Continuity Office – the Business Continuity Office maintains Directory information for purposes of emergency notification using an Automatic Notification System. The information is not used for any other purpose than for emergency notification. This is a voluntary Program and students may opt-out of receiving emergency notifications.**

The question was called on the motion to approve this addition to Policy D15.0, seconded by P. Rosenberg. Motion passed unanimously.

**Update of 2008 RIT Benefits** [PowerPoint of this presentation is posted on the Senate DML site.] Renee Brownstein, HR Associate Director and Judy DeCoursey, Senior Benefits Specialist presented an update of the 2008 RIT Benefits. Today's discussion covered medical and prescription drug benefits, life insurance benefits, long-term disability benefits and retiree health care benefits – FAS 106.

Renee reported that Excellus Blue Cross Blue Shield announced that there would be a 20% increase to health care benefits; after a period of negotiation, this was brought down to 15%. The benefits department worked diligently to put together a package of benefit changes so that the overall increase now is 8.4%, which is a \$ 1.4 million increase. The 20% increase would have been a \$ 2.9 million increase.

The summary of medical benefit changes was reviewed showing co-pays to be slightly higher. Going to your PCP (primary care physician) fees are typically lower than fees for specialists, so having a slightly higher co-pay for specialist visits gives people the incentive to go to their PCP. Referral requirements are not required as much as they were in the past, but it still makes sense to have your PCP coordinate your care. The co-pays are increasing at Urgent Care Centers, facilities that are beneficial for urgent care needs that are not serious enough to warrant a hospital emergency room. Emergency room co-pay has also increased, but is waived if you are subsequently admitted to the hospital. Renee also reported that the eyewear rider is being eliminated from POS A, as coverage is so sparse. It is being replaced by the Voluntary Vision Plan. Coverage for the routine eye exam will remain in the medical plan. Renee said this may encourage people to choose POS B, which has a much lower contribution than POS A. She reviewed the costs of the Vision Care Plan through VSP, which are paid by employees on a pre-tax basis.

No changes have been made to the prescription drug benefits. Renee said that at RIT we are experiencing about a 5% trend (year after year rate of increase) during the first half of 2007 and this

compares favorably with the national average Rx trends of 9-13%. RIT's 2006 trend was also much better than the national averages. The generic dispensing rate is 63.7%. Generic dispensing in Rochester is much more prevalent than nationally. And RIT's mail order usage continues to improve with a significant shift to mail order due to plan changes introduced.

There was a 4-level salary-based contribution structure introduced for 2007. Salary levels were adjusted by 3% for 2008 which stabilizes the salary level for people who receive average pay increases.

Judy DeCourcey continued the PowerPoint presentation and reported that Life Insurance and Long-Term Disability rates will be decreasing. RIT will use some of the savings to improve benefits.

Q &A ensued.

Q: Tom Policano asked if it would be possible to look at a rider option for retirees not living in the area.

A: Renee said pre-Medicare people have out-of-area coverage. She said they have been looking at different plans but are restricted to the national type of plans since there are not enough retirees in any area outside of Rochester to offer a regional plan. She said this is something they will continue to consider.

Q: Latty Goodwin asked if HR could return to discuss the groups of educational institutions and local employers that we are working with in the community regarding health care.

A: Renee said yes, they can come back. She said a week ago in the Sunday D & C there was an op-ed piece she co-authored regarding the process to review the proposed expansion at Strong Hospital.

Q: Katie Schmitz asked about slide 11 and the 5% trend.

A: Renee said the trend rate is the rate of cost increase from one year to the next.

Tom Policano thanked Judy and Renee for this thorough PowerPoint presentation.

**President's Council on the Status of Women at RIT** [PowerPoint of this presentation is posted on the Senate DML site.]

Mary-Beth Cooper, Vice President of Student Affairs presented a PowerPoint on the President's Council on the Status of Women at RIT. She noted that Patty Spinelli, Director of HR has been the co-chair on this committee and will be the ex-officio, still on board this year. The incoming co-chair is Margaret Bailey, Associate Director of the Mechanical Engineering Department.

MB Cooper reviewed the history of this committee (comprised of faculty, students, staff, Trustees) who reviewed the status of and experiences of women here at RIT. For three years the committee has held focus groups, looked at the Noel Levitz findings, reviewed the Climate Study and asked the question: *What is it like for women here at RIT?* Not all felt it was a friendly environment for women. For example, do photos in our campus publications show men and women equitably in terms of activities or are only men shown doing the research in labs or in action shots? Through analysis of information available to the committee they did find that female students are not less satisfied and that they graduate at a higher rate. Female students hold many leadership positions on campus and we are looking to increase their impact wherever possible.

The committee's recommendations from last Spring 2007 on Recruitment, Enrollment, Curriculum Review and Marketing were considered. These recommendations were then given to Dr. Simone in the spring 2007 and in July were presented to Dr. Destler (see PowerPoint on the Senate DML site). M-B. Cooper discussed the possibility of creating an ambassador program that would utilize current successful upper class students (the best and the brightest) to go into high schools across the country to recruit potential female students. In terms of enrollment, M-B. Cooper said there is a gap between how many women look at RIT and how many come to RIT, and encouraged a more aggressive approach to move potential female students from the inquiry pool to the applicant pool. Curriculum review needs to take place to identify female-friendly applications and pedagogies that can then be

implemented through programs and teaching practices. She also recommended that all new programs address the issue of parity when they are evaluated by Institute governance. M-B. Cooper stated that in terms of marketing, Jim Miller and his office are doing a good job in this area, although more could be done. She suggested the web site be revisited and revised along with the printed brochures of RIT to actively recruit women. Hiring and recruiting of female faculty also needs to be a priority.

M-B. Cooper reviewed the RIT enrollment patterns (based on the Fall 21 day report data, reported by headcount – see PowerPoint)

The charge from President Destler given to the committee this year was read as follows:

**After reviewing the final report of the President's Advisory Council on the Status of Women at RIT, I have decided to continue the focus on women at RIT and will create a *Commission on Women*. The commission's charge first and foremost is to focus on students and determine what factors are impeding the progress of the institution to enroll female students. In addition, we need to thoroughly assess the academic programs in our portfolio, current initiatives offered to female students, and determine how we might measure our progress in the recruitment and retention of women.**

Patty Spinelli said that she and Alfreda Brown have looked at both recruitment efforts for women, which have been successful and the retention of female students, which needs improvement. She said they are working on a replacement strategy and putting more resources into employment for staff. She said they want to help strengthen the team working on this. She said it is a replacement strategy versus retention strategy.

Margaret Bailey said the committee wants to be more engaged in gender issues and has worked with a dedicated faculty and staff over the past few years on this concern. She also stated that reaching 4<sup>th</sup> through 12<sup>th</sup> graders is tremendously important and that her department has been doing significant work in this area. Other colleges are now joining with them in their outreach efforts with amazing results.

Dr. Destler commented that he has re-formed the Women's Advisory Council as the President's Commission on Women and will charge the Commission to look at ways in which female undergraduate enrollment at RIT can be increased as a fraction of total enrollment.

Discussion ensued.

Q: Warren Koontz asked what the committee's involve in terms of high school recruiting.

A: M-B. Copper said the efforts must be cooperative and collaborative and we need to travel to the schools. She reiterated information on the ambassador program and said that a number of schools are working in a similar way and would like to have a pilot program put together. She said that many are expressing interest for a women's leadership program.

Q: Amit Ray asked what other technical schools are doing?

A: M-B. Cooper said there is quite a bit of activity by our peer and cross-applicant schools. We will certainly be looking at best practices in these areas as a part of our work.

Dean Jorge Diaz-Herrera from GCCIS said that the low number of women in computing is a national problem. He said that RIT belongs to the national center connected with 29 other universities that is aggressively addressing this issue. M-B. Cooper said Enrollment Management needs to diagnose what the gap is. Students that have graduated from RIT have shared their experiences and we need to ask the question, *What is RIT doing to address what our RIT female prospects are saying?*

Q: Abi Aghayere said the recommendation to establish an ambassador program is tremendous in terms of making women in leadership in position to be role models. He asked what is the percentage of women at RIT in leadership positions?

A: P. Spinelli said she would bring these stats back to the Senate at a later date.

Q: Sophia Maggelakis said there was a discussion last spring about a women's college and would that help market RIT?

A: M-B. Cooper said with the tight deadline the committee has for what they are working on it does not seem possible right now. The women's college idea is a good one and would also need significant financial and institutional support if this was to happen.

Q: Willie Osterman asked what the breakdown is per college of female students that are enrolled.

A: M-B. Cooper said she would send the document regarding these numbers from last spring.

Q: Tom Cornell said we are in the middle of adding to RIT's identity an emphasis on creativity, invention, innovation, and so forth. These terms are all part of a complex language. He suggested that the committee consider what aspects of this language might be especially appealing to women who are considering coming to RIT – as one possible way of increasing our percentage of female students.

A: M-B. Cooper said this is a point well made.

Susan Lakin said the photography department is experiencing an increase of women into their program and maybe this could be used as a model to look at and apply to other departments.

Mary-Beth Cooper said she will return to the Senate at the end of the year with another update. She also thanked all who attended the Managing a Campus Crisis presentations and if people have feedback to please get this to her. She complimented Julia Lisuzzo who did a wonderful job with Staff Council at the Staff Recognition Awards ceremony on Wednesday. Julia said it was a wonderful opportunity to be a part of this.

### **Proposed RIT Institute Calendar AY 2009-2010**

Provost McKenzie reviewed the proposed RIT Institute Calendar for AY 2009-2010. He said students were opposed to a two week break before winter quarter, so there will be a one week break then and also between winter and spring quarter. At Christmas it will be 2 weeks, which has not changed. On occasion it is 3 weeks long. This calendar means that faculty grades will have to be submitted by the end of the day on the Sunday night following finals so that letters of suspension and probation can be in the mail by Wednesday of that following week. Another change requested by the students is that Commencement would be on Saturday and Sunday, May 22 and 23 and not Friday and Saturday. Convocation would be Saturday morning as exams are needed for the Friday morning before. The Provost commented that last year in order to have commencement on Friday, exams had to be given the Saturday before and students desire exam week to be Monday through Friday.

The entire commencement ceremony process and all that it entails will be reviewed to answer questions such as: Do we need a trustee to welcome everyone at each college ceremony as well as the Provost and President when they have already all spoken at Convocation? More time should be focused on the students receiving their diplomas. During this year these questions will be brought to each of the governance groups.

Q & A ensued.

Q: Abi Aghayere asked how we will deal with tests and exams from the proctors of online students as these sometimes are faxed in over the weekend if the exam was taken on a Friday evening. Warren added that on line students do not have an exam time.

A: The Provost said those exams have to be in by late Saturday and it would be good to set a deadline for students by Wednesday or Thursday the week before.

Q: A. Aghayere said with a 10 a.m. line up for commencement on Sunday, this will affect some Christians.

A: The Provost said they are looking at 2 or 3 scenarios that still need to be weighed out.

Q: Paul Rosenberg said fall and winter is a 3-day break and how do we handle suspensions if no one is in the office. Sophia Maggelakis said that they need that time.

A: The Provost said some CPR decisions would have to be made the first week of classes.

Provost McKenzie said that we will be more aggressive with retention for freshman. In the 8<sup>th</sup> week of the quarter we will ask faculty to give us names of students likely to get a D or F in the course so that the student can be contacted before exam week. He said this will occur this year.

Q: Katie Schmitz said in the mid quarter winter break school is closed 6 days and will this affect scheduling?

A: The Provost said things should be finishing up by December 18 and 19<sup>th</sup> and then we have a two week break and start back to school January 4<sup>th</sup>. There is a full two week break, as we usually have.

Question was called on the motion, W. Koontz seconded.

**MOTION: The Academic Senate approves the proposed RIT Institute Calendar for AY 2009-2010.**

The motion passed with 19 in favor, 2 opposed and 3 abstentions.

**Proposed Policy Modifications to Policy B2.0**

Carl Lundgren, past chair of the Academic Senate Nominations Committee presented the following proposed policy modification to Policy B2.0:

The Nominations Committee moves that Policy B2.0 subsection 5.3 be modified to read as follows (bolded portion is the addition to be voted on):

Each college shall also elect an alternate or alternates who shall serve in place of an absent Senator and shall enjoy all privileges of the Senators during the period of service. ***Alternates are not eligible to serve as an officer of the Senate or considered as a candidate for the Executive Committee.***

The Provost commented that the Speaker of the House does not have to be in the House. So if an alternate is elected to the Senate, why can they not be an officer? Carl said if he is an alternate and in the spring if he gets nominated to be a senator, then he can be an officer.

A friendly amendment to remove from the last sentence of the proposed change “**or considered as a candidate for the Executive Committee**” was accepted by Carl Lundgren.

**MOTION: The Academic Senate approves the proposed policy modification to Policy B2.0, subsection 5.3, as amended.**

The motion passed unanimously with two abstentions.

**IACA (Institute Audit, Compliance & Advisement)**

The annual update of IACA was presented by Steve Morse, Executive Director of IACA. IACA's mission is to promote a strong internal control environment by objectively and independently assessing risks and controls; evaluating business processes for efficiency, effectiveness, and compliance; providing management advisory services; and offering training to the University community. They focus is on preserving the resources of the University for use by our students as they prepare for successful careers in a global society.

S. Morse reviewed who is on the IACA staff and said that IACA has been audited themselves recently. IACA was found to be in compliance with the Institute of Internal Auditors Internal Audit Standards.

The IACA staff has performed audits, business process reviews, questionnaire reviews, continuous auditing, management advisory projects and fraud investigations. Over the last couple of years, IACA has provided these type of services to the following units across campus: Finance & Administration, IT Service Groups, Student Affairs, Academic Affairs and the Colleges, Sponsored Research, Development & Alumni Relations, Enrollment Management & Career Services. Some areas that IACA identified being in need of improvement were: documentation of procedures, adherence to policies and procedures; segregation of duties; reconciliations; supervisory oversight and monitoring needs to be maintained – when signing any documents, managers should review everything thoroughly. RIT has a great information security office and they are trying to protect us all from information security threats and we need to be aware of all the standards on campus that are being set. Cash handling is also important. IACA has always found a general willingness by departments and employees to make the necessary improvements to enhance the control environment within their areas of responsibility.

To strengthen the control environment in your area of responsibility you should: know your business risks; follow RIT policies and procedures – which were designed with Internal Controls in mind; identify areas in your department's operations where controls could be strengthened and develop controls to address any weaknesses; cross train staff and segregate duties; follow one level up signature authorization policy; review and reconcile Oracle ledger reports monthly; be a good steward of RIT's assets; contact IACA or the Controller's Office with any questions.

IACA provides educational opportunities for the campus community. There is an Internal Controls training scheduled for November 15<sup>th</sup> (offered 7 times per year); Occupational Fraud Training scheduled for December 13<sup>th</sup> (offered 4 times per year); and an Ethics Training is being developed. You can register for these training sessions through CPD. IACA is an RIT resource and welcomes the opportunity to serve your department.

Q & A ensued.

Q: T. Policano asked whether IACA is a relatively new office on campus?

A: S. Morse said that an internal audit office has been at RIT for many years; however, it has existed in different forms (as both a co-sourced operation and as an in-house operation as it is now.)

Q: T. Policano asked if over the last three years has IACA seen the need for any policy changes?

A: If there seems to be an area for which there is no university-wide policy in place, then we might suggest that a policy be developed by management (i.e. Conflict of Interest).

Department brochures were made available after the Senate meeting adjourned. T. Policano thanked S. Morse for his presentation today.

ADJOURNMENT:

Respectfully submitted,

Eileen Feeney Bushnell, Communications Officer  
Vivian Gifford, Staff Assistant

