

ROCHESTER INSTITUTE OF TECHNOLOGY  
ROCHESTER, NEW YORK

MINUTES OF INSTITUTE COUNCIL MEETING HELD ON  
WEDNESDAY, MAY 9, 2007

**MEMBERS PRESENT:**

B. Barbato, D. Barbour, R. Barnard, D. Blonski, D. Boyd, A. Brown, L. Cauda, F. Chinnock, M.B. Cooper, J. Diaz-Herrera, J. DiCaro, B. Finnerty, I. Gatley, L. Goodwin, E. Holden, K. Ingerick, G. Kist, W. Koontz, J. Lissuzo, J. Loffredo, K. Mayberry, C. McKenzie, S. McKenzie, J. Miller, E. Mineck, A. Moore, H. Palmer, A. Rao, C. Richardson, P. Rosenberg, T. Sarchet, A. Simone, P. Smarsh, F. Smith, L. Sorkin, D. Stier, J. Stone, L. Twyman, K. Waterstram-Rich, S. Whitmore, C. Williams.

**MEMBERS ABSENT:**

E. Boyd, T. Ching, S. Gordon, D. Herrera, A. Hurwitz, J. Ichihana, M. McGovern, A. Ohene-Asah, W. Osterman, A. Ray, B. Ray, D. Stendardi, J. Ursel, J. Venkataraman, J. Watters.

**NON-MEMBERS ATTENDING:**

H. Boice-Pardee, M. Cofield, M. Dwyer (for N. Boulais), P. Hauser, L. Jones, E. Lincoln, M. McGowan, J. Voelkel, T. Warfield, Interpreters: M. Barnard, L. Johnston, J. Kramer

The meeting was called to order at 2:10 p.m.

**MINUTES**

The minutes from the April 18 Institute Council meeting were approved unanimously.

**SENIOR YEAR TRANSITION COMMITTEE UPDATE**

Ms. Molly McGowan, director of RIT Leadership Institute, presented an overview of the Senior Year Transition Committee. Ms. McGowan said that through senior focus group data, several consistent themes emerged from speaking with the students. She said the results indicated the following examples: seniors felt less affinity with the institute, they did not have consistent information about commencement, they would like more social and community building events to celebrate with fellow seniors, they would like more "hoopla" around graduating, they would like more educational programs on transition issues, such as financial planning, benefits packages, relocating, and interviewing skills. Ms. McGowan listed committee members, stated the committee's goals and noted their progress. The committee created a mission and vision for the program along with short and long term goals. Ms. McGowan reviewed the accomplishments of this past year including the new web site for seniors, educational programs, senior picnic at Liberty Hill, a February Graduation Fair, and distribution of Cap and Compass books for seniors, and the newly created senior email distribution list. They had an excellent response and it was a successful venture. She added that they will be facilitating two focus groups for seniors and juniors during Spring quarter. The committee will continue to offer programs and events to enhance the seniors' transition from college to the work environment. Some ideas that came up – having seniors showcase their work on the senior website and/or at the Field House. Dr. Moore commented that it would be helpful to assist seniors in transitioning into our Graduate program. Ms. McGowan requested that any ideas, suggestions, or comments for the program, to be emailed to her at [mtmcccl@rit.edu](mailto:mtmcccl@rit.edu), or call her at 475-6171.

### **PLURALISM AND DIVERSITY UPDATE**

Dr. Alfreda Brown, interim chief diversity officer (CDO) gave a presentation on the Commission for Promoting Pluralism (Commission) and the Council on Diversity and Inclusion (Council). She stated her vision of an organization where diversity is a natural process, it is honored, expected, inclusive, and exclusion is a foreign concept. Dr. Brown gave an overview of who serves on the Commission and the Council and reviewed each groups' objectives and plan of work. The Council sub-committees are Diversity Action Plan Committee (Diane Ellison, chair); Assessment Committee (Margaret Bailey and Ian Gatley, co-chairs); University Climate Study Committee (Peter Hauser, chair). Dr. Brown introduced Melody Cofield as the new assessment coordinator. The Assessment Committee will be implementing an audit on the diversity programs, the data will feed into the Diversity Action Plan, and the data will be used to create an annual assessment report. Dr. Brown emphasized the differences between the Commission and the Council by noting that the Commission is tasked with creating programs and activities to encourage pluralism and inclusion. The Council acts as an advisory group to the (CDO) and focuses on assessment of diversity and inclusion initiatives across campus. Dr. Brown announced that Professor Thomas Warfield is the new chair for the Commission for Promoting Pluralism, as of January 2007. Dr. Brown introduced Dr. Joseph Voelkel and Dr. Peter Hauser who will present the Climate Study Review.

### **CLIMATE STUDY UPDATE**

Dr. Joseph Voelkel, CQAS graduate program chair, Dr. Alfreda Brown, interim chief diversity officer, and Dr. Peter Hauser, NTID Department of Research and Teacher Education, presented the Climate Study update. Dr. Voelkel began with a summary and analysis of the 2003 Climate Study citing criticisms and review points. He said that RIT hired Dillman a survey analysis specialist to review the design of the study. Dr. Brown continued with the presentation by stating the lessons learned from the first survey. She said the Climate Study was successfully designed and executed as an opinion survey and judged from that perspective. She said the weakest aspect was the low response rate from students. Dr. Brown commented that the next climate study will include an explicit set of objectives, a reduced number of items, and we will utilize a recognized survey expert in the design phase of the survey. She commented that Climate Study data were used in support of the formation of the Advisory Council on the Status of Women at RIT and the creation of the faculty/staff Ombuds Office. Dr. Hauser spoke about the future direction of the 2007-2008, in-house Climate Study. The University Climate Study Committee is determining the objectives of the second climate study. He said that a newer, more sensitive study is needed to receive appropriate sampling of the student population. Dr. Hauser stated that other colleges have used a pre-designed survey that has general questions and a place where each college can ask college-specific questions. He added that the new survey will be repeated every 2 years. His committee feels that this is a great study for RIT's purposes because we can use the data to accurately benchmark our results against other schools in our classification. Dr. Hauser said that his committee plans to roll out the new study in late fall of 2007. Dr. Simone thanked the group for their hard work and commitment to diversity.

### **STUDENT GOVERNMENT GOALS AND OBJECTIVES**

Ms. Lizzie Sorkin, president of Student Government (SG), and Mr. Dave Blonski, vice president of SG, reviewed their activities over the past year. Ms. Sorkin commented that the accomplishments over the past year include SG's goal to promote students, faculty/staff to identify with RIT, create relationships with a purpose, and promote unique traits. Ms. Sorkin noted that SG promoted unique traits and increased spirit by issuing RIT brown bracelets to faculty and staff, hosting cold winter BBQs, painting paws on campus trash cans, having RITchie at MSO events, and having brown and orange tassels for graduation caps. Mr. Blonski commented on their successful goals to improve quality of life. These included increasing email space from 25MB to 50MB, longer hours at the Student Life Center and for food service at the dorms, more available copies of textbooks in the library, more MSO accountability, and more freshmen/middleclassmen scholarships. Mr. Blonski finished by stating that, overall, they were proactive and spoke out on issues of concern. He introduced Mr. Ed Wolf, next year's SG president. Mr. Wolf highlighted his administration's goals for next year, especially noting that they would like to create and improve common spaces in the

dorms, expand club space and support, facilitate Dr. Destler's transition, and increase SG officer and senator visibility. He commented that SG will move away from major programming and the MSOs and clubs will work together to plan and host events. SG will focus on assuming more leadership roles within the RIT governance system to ensure that student's rights and needs are met. He closed in saying that their overall goal is to improve life on campus and they will build off of tradition to unite, identify, empower and achieve. Dr. Simone complimented and thanked Ms. Sorokin, Mr. Blonski, and Mr. Wolf on their fine work and commitment to RIT.

### **ENROLLMENT PROJECTIONS**

Dr. James Miller, senior vice president of Enrollment Management and Career Services, reported on projected enrollment for 2007-2008. He stated that the key messages about RIT are that we are among leading private universities in the US, selective, becoming more diverse, and continue to be an emerging university. We continue to be heavily enrollment dependent. RIT's enrollment results are products of recruitment and retention efforts. Dr. Miller commented that the 20061 actual vs. 20071 total FTE projections show a 2.8% increase. Dr. Miller stated that it was a record year for applications and enrollment of freshman. He commented that our progress shows that 80% of growth are women (30.5% of entering class) and 20% of growth are AALANA (10% of entering class). He summarized by stating that the results are due to shared efforts, our budget is built on an increase of 125-150, and the fall projection is within 600 FTE of Optimal Size Plan target for 2009-2010 year. Overall, it has been a very good recruitment year. Dr. Miller noted that summer activities by the RIT community will be directed to sustaining forward momentum. Last, he emphasized RIT's goal of moving to a "Category of One" university.

### **CONFLICT OF INTEREST POLICY**

Dr. Don Boyd, vice president for Research, presented the Conflict of Interest Policy for approval. A motion was made and seconded to approve the Conflict of Interest Policy. The motion was approved unanimously.

### **D19 RIT OMBUDS OFFICE POLICY APPROVAL**

Ms. Lee Twyman, interim ombudsperson, presented the D19 RIT Ombuds Office Policy for approval. A motion was made and seconded to approve the D19 RIT Ombuds Office Policy. The motion was approved unanimously.

### **RIT GAMBLING POLICY APPROVAL**

Dr. Mary-Beth Cooper, vice president for Student Affairs, presented the RIT Gambling Policy for approval. A motion was made and seconded to approve the RIT Gambling Policy. The motion was approved unanimously.

### **PRESIDENT'S REPORT**

Dr. Simone offered his gratitude for his time spent over the years in shared governance. He briefly reviewed the history of the positive change that has taken place with the governance process. Dr. Simone commented that Dr. Bill Destler, RIT's incoming president, supports shared governance and will bring his own style to the organization of the governance groups. Dr. Stan McKenzie presented an engraved hourglass to commemorate Dr. Simone's dedication to RIT's shared governance. Dr. Simone thanked everyone for the gift.

Meeting adjourned at 4:18 p.m.

Distribution:	Institute Council	Student Government	Student Publications	Academic Senate
	Student Affairs	University News	Staff Council	Wallace Library
	WITR	Non-members attending		

To be approved September, 2007

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**Office Memo**

Eastman Building

To: Institute Council Members  
From: Linda Jones  
Date: September 2007  
Subject: General Information about Institute Council

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Welcome to the 2007-2008 Institute Council! This memo will outline how the Council operates. You will want to review the other materials in this folder, and keep them for reference.

President Destler chairs each meeting. So that you have time to prepare, you will receive a folder with meeting materials approximately one week before each meeting. Please be sure to review the materials before the meeting, and bring the folder with you to the meeting.

When you arrive, please pick up your name card from the table near the entrance to the meeting room. Please return your name card to that table at the end of each meeting. If you are unable to attend, please ask your substitute to pick up your name card and check in with me so that we have an accurate record of attendance.

The Executive Committee, which includes the President, Provost, chairs of each governance group, and a dean, sets the agenda for each meeting. You can submit suggestions for agenda items through members of the Executive Committee. For academic year 2007-2008, members of the Executive Committee are President Destler, Provost McKenzie, Dean Carol Richardson, College of Applied Science and Technology, Academic Senate Chair Kristen Waterstram-Rich, Staff Council Chair Kurt Ingerick and Student Government President Ed Wolf.

Institute Council meetings follow *Robert's Rules of Order* and are sign-language interpreted. Please wait to be recognized by the Chair before addressing the Council. Speak slowly, loudly and clearly so that all can hear your comments. To enable full access to Institute Council meetings, it is important to not speak out of turn or while others are speaking. All Institute Council votes are conducted by a show of hands or by paper ballot.

Our office will send last minute announcements about Institute Council meetings via an electronic distribution list. Please be sure that Jeanette Tydings ([jmt3420@rit.edu](mailto:jmt3420@rit.edu) or x5-5334) has your preferred e-mail address.

Please feel free to contact me if you have any questions or need further information – 406-6462 or [linda.jones@rit.edu](mailto:linda.jones@rit.edu). See you at the first meeting on September 12 at 3:00 p.m. in Rooms 2240/2230, Slaughter Building.

**FOLDER CONTENTS**

A schedule of 2007-2008 Institute Council meetings and Executive Council meetings

Institute Council Bylaws

Index of Minutes - September 1984-May 2007

Summary of 2006-2007 Council Activities

List of 2007-2008 Institute Council Members (*as of this date – subject to change*)

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Office Memo

Eastman Building

To: Institute Council  
From: Linda Jones, Academic Affairs  
Date: September 2007  
Subject: Institute Council Dates for 2007-2008

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**Institute Council meetings for 2007-2008**

*All meetings are on Wednesday afternoons from 3-5 p.m., 2240/2230 Slaughter Building.*

September 12  
October 10  
October 31  
December 5  
January 16  
February 20  
March 19  
April 16  
May 14

**Institute Council Executive Committee Meetings**

*All meetings will be held in the Stern Board Room, 7<sup>th</sup> floor, Eastman Building, unless otherwise indicated.*

Wednesday, August 29; 3-4 p.m. (Dr. McKenzie's office, 7<sup>th</sup> floor Eastman)  
Monday, September 17; 10-11 a.m.  
Monday, October 15; 10-11 a.m.  
Monday, November 5; 11 a.m.-noon  
Tuesday, December 11; 11 a.m.-noon  
Friday, January 18; 10-11 a.m.  
Monday, February 25; 10-11 a.m.  
Friday, March 21; 10-11 a.m.  
Friday, April 18; 11 a.m.-noon

At the Executive Committee meetings, the agenda for the upcoming Institute Council meeting will be set. Please submit suggestions for Institute Council agendas to one of the members of the Executive Committee. Members of the 2007-2008 Executive Committee are President Destler, Provost McKenzie, College of Applied Science and Technology Interim Dean Carol Richardson; Professor Kristen Waterstram-Rich, chair, Academic Senate; Mr. Kurt Ingerick, chair, Staff Council; and Ed Wolf, president, Student Government.