# Committee on Committees Minutes
## Monday, September 24, 2018, Meeting #2, Fall Semester
## Russell Building, Faculty Lounge, 3:00 pm

**Attending:**
Brad Ludrick, William Fridley, Steven Emge, Kate Shannon, Diane Dixon, Daniel Althoff, Charles Matthews

**Not Attending:**
Stan Alluisi

I.     **Call to Order and Welcome** by Chair Ludrick at 3:00 pm
II.    **Old Business**
   a.  **Filling Openings on Various Committees/EBS position for the Organized Research and Program Review Committee,** Motion by Chair Ludrick to accept Charla Hall to the 1-year position, Seconded by Diane Dixon. Vote: Unanimous yes, motion carries.

III.   **New Business**

**Reading of APPM 3.3.1 and 3.3.2** regarding the duties of the Committee on Committees and **Discussion** of the charge to the committee by the Chair of the Faculty Senate.

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APPM 3.3.1, Constitution of the Faculty, Article V, Section B (selected):

Committee on Committees:  This committee shall consist of at least on senator from each school, selected from the Faculty Senate plus the Chair, Chair-Elect, and Past Chair.  Its function shall be to appoint members to the University committees subject to the approval of the Faculty Senate.

APPM 3.3.2, Senate Oversight of General Faculty Committees (selected):

The Faculty Senate's Committee on Committees serves as the originated body for recommendations concerning appointments to, creation of, and dissolution of committees.  The Faculty Senate must approve all recommendations before they take effect.

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**Review and Discuss** the formal charges assigned to the COC by chair of the Faculty Senate.

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from Article V, Section B, Faculty Senate Constitution

**Committee on Committees**: This committee shall consist of at least one senator from each school, selected from the Faculty Senate plus the Chair, Chair-Elect, and Past Chair. Its function

shall be to appoint members to the University committees subject to the approval of the Faculty Senate.

The Committee on Committees is also the appropriate Faculty Senate body to review and recommend changes to the number, function, and structure of Senate and University committees and councils. Therefore, I (Chair of the Faculty Senate) charge this Committee:

1. To continue its work from the previous year (2017-18) on creating a proposal for a university-wide entity that will address information technology--including planning, purchase, installation, and applications--for Southeastern's various constituencies and service delivery sites.

2. To make a report on progress towards this charge no later than the last regularly scheduled Faculty Senate meeting for the Fall term, Wednesday, November 28, 2018. Earlier and more frequent reports are also welcome.

Charges for the Committee on Committees will be reviewed and renewed in January 2019

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**Review and Discuss** the Informational Technologies Organizational Structure draft.  A Word document of this draft was sent out to members via email ahead of the meeting**.**

The Chair of the Faculty Senate clarified that the report in November is a report on progress.

Point of order – Agendas for future meetings will be sent as an email attachment.

COC chair opened up discussion of the Information Technologies Organizational Structure draft.

Questions and Discussion

1. "Will the University hire a Chief Information Officer?"  We do not know.


2. "What are the hopes/goals for the development of this structure?"  COC chair offers the following goals:
    - A structure to facilitate communication for all parties involved.
    - Movement of information vertically and horizontally in a timely manner.
    - Increased efficiency
    - Increased breadth of engagement/all parties are engaged.

Members discuss recent events that inform the charge by the Chair of the Faculty Senate. Concerns offered included a lack of coordinated effort to support functional technology use for all stakeholders and poor structures to communicate and address needs.  Specific concerns included:

- Current structure is disarticulated, missing CIO for IT.

- Physical plant does not have connectivity to use remote sensing and management software.
- Decisions are being made without input of relevant stakeholders at early enough stages to inform the process and result are appropriate and meet needs.
- Past committee work has become bogged down due to the large size (Distance Education Council).
- Past discussion included splitting the Distance Education Council to form the Distance Education Committee and Learning Technologies Committee (reflected in organization structure draft we are reviewing).

Specific discussion of the Information Technologies Organizational Structure draft produced the following points:

- Observation:  Membership in the three lowest level committees are narrow in their participation.  Little overlap (other than faculty presence).  Concern about making committees too big.  There is an expectation that committees will meet with each other and have conversations across domains of the work.
- Would it be beneficial to have a faculty representative available to meet with or participate on the IT Executive Committee to discuss/define proposals?  A suggestion was made to consider asking for a meeting each semester between the IT Executive Committee and the IT Strategies and Oversight Committee.  This mirrors the structure and expectation for meetings among committees at lower levels.
- How will information travel to and from committees and departments?  Will departmental purchases or practices need to be discussed in these committees?  COC chair – no.  It isn't clear what will be considered using this structure and what is departmental.
- How are curriculum matters addressed in the work that faculty are doing in these committees?  Examples of current curriculum matters that faculty are not directly engaged in currently:
    - Student satisfaction survey (online courses)
    - Syllabus review – submit 6 weeks before course begins
    - Qualifications of online teaching faculty (coach utilization in large sections)
    - Changes in Distance Education technologies and practices:  IETV and Zoom.

  At this time the Distance Education Council should be able to influence these areas, but that is not happening.  CIDT is sending out communications regarding curriculum matters.  Confusion.  Adjuncts are trying to comply or quitting.

  Concern about CIDT oversight and communication issues.

What is the role of faculty in this structure and process?

- Primary responsibility is to address curriculum matters.
- Provide input to inform policy

Concern that the process may be out of step. Should administration bring this to Faculty Senate as the work happening in these committees relates to curriculum matters?

Chair of the Faculty Senate suggested a closer review of the history, process, and origins of the current work before the committee, to review and recommend an organizational structure for IT. This may be beyond the purview of the faculty. He inquired about a report created that supports the work out of the Presidential Advisory Committee on Academics of two years ago.

Member indicated that it is a good idea for faculty to be involved as that engagement relates to curriculum and technology expenditures. It was further suggested that a committee exist to provide oversight in these areas including CIDT.

Member supported a curriculum focus and expressed concern that we, as faculty, take action and have a voice now to address current practices that come across as mandates and may turn in to policy.

**VI. Next Meeting:** TBD.

**VII. Adjournment**: Motion to adjourn by COC chair at 4:40 p.m., Seconded by Charles Matthews. Vote: Unanimous yes. Motion carries.

Minutes respectfully submitted by Kate Shannon.