ADMINISTRATIVE COUNCIL
Minutes of
March 5, 2008

Attendees: Lauren Adamson, Doug Covey, Dean Dabney, Chuck Derby, Irene Duhaime, Mary Finn, Bill Fritz, Sandra Garber, Ron Henry, Kerry Heyward, Charlene Hurt, Steve Kaminshine, Randy Kamphaus, Susan Kelley, Tom Lewis, Mary McElroy, Bob Moore, Robin Morris, Carl Patton, Nancy Peterman, Cherise Peters, Jerry Rackliffe, Mike Raderstorf, Don Reitzes, Sterling Roth, Robert Sattelmeyer, Edgar Torbert, Shelly Williams

Minutes of February 6 were approved with addition of an announcement about the opening of the Buckhead Center.

President’s remarks

Dr. Patton commented on on-going visits with legislators about budget matters and other legislation affecting the University System.

Dr. Patton noted the groundbreaking for student housing for freshmen and Greeks. He predicted growing demand for student housing because of increasing costs of commuting and recognition of advantages of engagement in campus life.

Neuroscience Institute

Dr. Adamson presented a proposal to establish the Neuroscience Institute in order to offer a PhD program and maybe a BS program later in an interdisciplinary area built up over the last 10-20 years. Dr. Adamson cited the need to perpetuate the Center for Behavioral Neuroscience which would be funded by its ten-year NSF grant two more years and to provide on-going structure for the “brains and behavior” area of focus including faculty from eight departments. Dr. Henry stated his support for the proposal.

Ms. Hurt pointed to the need to build library resources, especially as the PhD program is added. Dr. Kamphaus urged expansion of the list of faculty eligible to serve on dissertation committees.

Dr. Duhaime asked about transfer of faculty positions and support from current departments to NI. Dr. Adamson replied that there would be a multi-year transition with initial focus on new expenses such as the director and staff. She stated the College of Arts and Sciences would cover administrative costs for the new unit through redirection of approximately $150K. Dr. Adamson added that the PhD program would entail additional funds for graduate student support. Dr. Dabney commented that once started there would be no turning back. Dr. Adamson assured funding would be predominantly internal with no new faculty positions required to launch.

Dr. Finn asked about the timing of having structure in place and start-up of the PhD program. Dr. Derby replied that the PhD program proposal would be ready for review spring 2008 and for action fall 2008.

Dr. Adamson made a motion to approve the Neuroscience Institute. Dr. Kaminshine seconded the motion. The motion passed.

Counseling Center name change

Dr. Covey presented a proposed name change for the Counseling Center to the Counseling and Testing Center to reflect the scope of its operation and in anticipation of preparing signage for relocation to the Citizens Trust Building. Dr. Adamson noted other units on campus do testing such as the Regents Center for Learning Disorders, but would not be problem to distinguish. Dr. Morris concurred with Dr. Adamson.

Dr. Covey made a motion to change the name to Counseling and Testing Center. Ms. Hurt seconded the motion. The motion passed.

Flat panel monitors (digital signage) on campus walls
Dr. Fritz distributed an outline, “Suggested Elements of a Digital Signage Policy”, to facilitate discussion of developing a campus policy on flat panel monitors. Dr. Fritz commented that flat panel monitors offered an effective way to communicate with the on-campus population especially for emergency notifications, but presented concerns about installation, aesthetics, networking, university branding, etc. He indicated the core web group would be developing a policy on such signage for review by the Administrative Council and other committees as necessary.

Dr. Patton commented that some installations had already violated firewalls. Dr. Fritz responded that one of the listed elements included oversight of installations by Facilities and IS&T.

Ms. Hurt pointed out that the existing flat panel monitors in the University Library were standalone units with built-in processors and no provision for networking. Dr. Patton cautioned about students unwittingly looking at non-networked units for emergency information. Dr. Heyward indicated given such concerns, existing units should be addressed in the policy.

Dr. Moore asked about the proposed single management system for all flat panel monitors. He noted the Andrew Young School of Policy Studies units ran off a server located in the college. Dr. Fritz replied that multiple systems made it very difficult to push emergency notifications in a timely way from a central access point. He noted one objective of the proposal was to set standards for all units before there was additional proliferation of monitors and management systems on campus. Dr. Morris reiterated the need for rapid delivery of emergency-related content to all monitors without having to log in 10 or more different systems.

Dr. Adamson discouraged commercial advertising on the flat panel monitors. Dr. Morris responded that commercial advertising had only been discussed in the context of external companies which would install flat panel monitors at their own expense and then sell advertising to offset costs. Dr. Heyward stated the issue of advertising would be addressed.

Dr. Dabney asked about on-going fees for networking services for colleges and departments which pay to install flat panel monitors. Dr. Morris replied that this issue had not been discussed. Dr. Kaminshine noted the Student Technology Fee Committee had recommended funding such devices in the past, and the committee would need to have a policy in hand as it made funding recommendations in the future.

Dr. Moore reiterated the issue of centralized control of content. Dr. Morris commented that there were differences between “local” flat panel monitors in departments and colleges and those in public areas such as the Aderhold Learning Center. He again noted the initial concern to be able to broadcast across campus in the event of an emergency. Dr. Moore added there were gray areas relating to unit controlled units, shared spaces, etc. He observed there would be times when academic units would also like to be able to broadcast announcements about special events across the campus.

Dr. Patton asked that any additional comments be sent to Dr. Fritz, Dr. Morris, Dr. Heyward, et al. for consideration by the core web group.

Timely Notice Policy

Dr. Heyward presented the “Public Safety Timely Notice Policy” toward compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. She noted Virginia Tech and Eastern Michigan University had been criticized for not having a policy of this type in place when the recent incidents occurred on their campuses. Dr. Heyward stated that the proposed policy formalized what Georgia State was already doing.

Dr. Patton asked about involvement of the Director of Emergency Management. Dr. Heyward replied that the director was included as part of the Police Department.

Dr. Heyward made a motion to adopt the policy as presented. Dr. Henry seconded the motion. The motion passed.

FERPA Policy

Dr. Heyward presented the “Policy on Student Records” toward compliance with the Family Educational Rights and Privacy Act. She indicated the proposed policy clarified some points in the existing policy such as defining “school official”. Dr. Heyward stated the policy was brought to Administrative Council rather than the University Senate because
it was not an academic policy and from a policy standpoint was not subject to variations since the policy was prescribed by federal law. She characterized the document as a procedures statement. Dr. Adamson suggested changing the title to “FERPA Procedures”.

Dr. Duhaime asked about page 6 section IX section A-1 concerning legitimate access to records by school officials. Dr. Heyward replied that institutions were required to track such legitimate requests. Dr. Finn asked if all requests must now go to Legal Affairs. Dr. Heyward responded that requests from third parties must go to Legal Affairs, but otherwise to the Registrar unless there was a legal issue.

Dr. Heyward made a motion to adopt the policy as presented. Dr. Adamson seconded the motion. The motion passed.

Policy Advisory Group

Dr. Finn reported on progress made by the Policy Advisory Group in looking at university-wide policies. She noted over 700 policies had been identified and located thus far. Dr. Finn announced an electronic catalog of university policies would be developed in collaboration with the core web group. She described the disarray of existing policies, some with no cited approval dates or approving bodies, some showing changes only, some in edited formats, some in multiple versions with no indication which was official, some in handbooks, etc.

Dr. Finn distributed “Policy Management Process” and “University Policy on University-Wide Policies” showing a proposed workflow for policy management and a proposed template for policies. She stated that the workflow and template would be used as soon as approved with all new policies, and old policies would be re-worked over a three-year period to fit the template. Dr. Finn reiterated the Policy Advisory Group was not changing content of policies.

Dr. Finn pointed to another issue of how to archive old policies. She cited a case of Cornell University losing a law suit because no copy could be located of an old policy, which had been correctly applied at the time.

Dr. Finn asked that comments be sent to her or other members of the Policy Advisory Group such Ms. Garber or Mr. Roth. She indicated that chairs of Senate committees were also being updated on the work of the group.

Budget update

Dr. Henry reported $81M in workload dollars earned by the University System would likely be available to the Board of Regents, and that the Board of Regents would in turn allocate approximately 50% to the institutions generating the dollars. He noted another 20% would go to institutions meeting performance targets and 30% to specific University System strategic plan targets. Dr. Henry outlined potential targets for Georgia State including $1M for research/economic development enhancement, $430K for STEM, and $100K each for freshman experience enhancements, improved advising, public relations outreach to Hispanics, financial aid processing, emergency management, and ICAAP health professions. He cautioned that Georgia State had not met performance targets for research and first year retention, which could result in loss of prior funding. He also cautioned that all was predicated on the state legislature fully appropriating the workload dollars.

Legislative update

Mr. Lewis reported on pending legislation affecting the University System and Georgia State. He noted special recognition of Dr. Patton in the House Chamber.

Mr. Lewis reported potential funding for the Urban Serving Universities in the range of $50M for education, community development, and public health. He commented on helpful support from Congressmen Lewis and Bishop.

Announcements
Dr. Finn announced the SACS visit March 18-20, and requested the deans to be available the morning of March 19 for meeting with site team members.

Dr. Adamson announced the Hellen Ingram Plummer Lecture, “This is Your Brain on Music: The Science of a Human Obsession”, by Daniel Levitin on March 17.

Mr. Roth announced the University System report on the p-card audit was posted on the University System web site with the Georgia State sub-report as an attachment. Mr. Roth commended Mr. McCalop and Ms. Housworth for their efforts to administer the p-card program soundly.

Dr. Kaminshine announced the Henry J. Miller Distinguished Lecture by Sandra Day O’Connor on March 11.

Ms. Hurt announced upcoming open meetings for university community members to meet candidates for the position of Dean of Libraries.