Planning & Development Committee Meeting
September 15, 2003


Others Attending: Joan Carson

The Agenda for the meeting was as follows:

1. Approval of the 8/26/03 minutes
2. Subcommittee Sign Up
3. Subcommittee Reports
   A. ASUR
      Approval of the ASUR Committee Members (Joan Carson)
      Institutional Effectiveness Initiative (Joan Carson)
   B. CBSAC
   C. Faculty/Staff Offices
   D. Fire Safety Subcommittee
      FYI Minutes 7/1/03
      FYI Minutes 9/2/03
   E. Joint Subcommittee on MRR
   F. Traffic Safety
   G. University Closings

Approval of the 8/26/03 minutes. In section 3F of those minutes, the clerical error “items more less than $25K” was correct to read “more than.” The minutes were then seconded and approved.

Joan Carson proposed that Laloria Konata replace her on the ASUR committee. Here proposal was seconded & passed.
The meeting then moved on to item 3 of the Agenda: Subcommittee Reports

**INSTITUTIONAL EFFECTIVENESS**

Joan Carson discussed the *Institutional Effectiveness* project. She explained the ‘birth’ of the project & what the project was, and passed out & went over a report of *performance indicators* to be used for assessment in/of different areas evaluated along with a draft outlining their usage of those indicators. The two committees used to work on those indicators (thus far) are . . .

*The Ad Hoc Committee on Institutional Effectiveness* - comprised of users who draw on transactional data for analysis.

*The Back Room Committee* - a group of individuals managing the transactional systems. This group works on standardizing the definitions for variables for internal reporting and maintaining data quality.

Greg Brack & Christine Gallant’s concerns to the project were as follows:

- All information contained on the website should be brought to meetings when discussing the project.
- The committee should not meet during a Summer Semester.
- A method should be implemented to ensure that all faculty be kept abreast of the interactions of the project.

George Rainbolt suggested that P&D (and not Admissions & Standards) be the committee to approve indicators used by the project. Joan Carson added these approvals could be given sectionally, based on the area(s) being ‘evaluated’.

Rainbolt also mentioned that he & Paul Alberto (Inst. Effect. Ad Hoc Comm. Member), discussed changing the name of the project to “*Institutional Demographic Initiative*” OR “*Institutional Data Initiative*” to take some of the “scariness” out of the title. He mentioned it might not be a bad idea to also rename the “*The Back Room Committee.*”

Tim Crimmins made a motion that “*P&D work with Joan Carson on the performance indicators and (as appropriate) consult also with other senate committees.*” His motion was seconded & approved.

The in-depth discussion on the Institution Effectiveness project ended & the committee moved on to the other Subcommittee reports.
CBSAC
Sign-up sheets for various subcommittees were passed out at this time, and Phang Tai reminded the group that CBSAC was limited to 3 members from Planning & Development. No major news was reported on this group.

FACULTY/STAFF OFFICES
Tim Crimmins suggested that Faculty/Staff Offices be termed Faculty/Graduate Asst./Staff Offices to ensure that the needs of graduate assistants were not overlooked. **No committee members objected to his suggestion.** No major news was reported.

FIRE SAFETY SUBCOMMITTEE
Greg Brack reported on the progress of the subcommittee & gave updates on issues pertaining to moving & storage, surplusing university property, & the university’s back-up generators.

In regards to surplusing university property, he mentioned that improper disposal of these items could result in a charge of a misdemeanor for items under $200 and a felony for items over that amount.

He mentioned currently the university’s back-generators, “**could not be tested to handle full-loads,**” and that it would cost apx. $70,000/bldg. for 13 buildings to correct the problem and the 1st building with the highest priority at the time was the General Classroom Building. He mentioned the committee had just began discussions on the issue and would be able to give a more detailed update in apx 1-2 months.

JOINT SUBCOMMITTEE ON MRR
There were no major reports from this committee. Phang Tai mentioned that currently the group contained 5 members from P&D and 2 members from the Budget Committee.

TRAFFIC SAFETY
Phang Tai briefly mentioned that their short term budget of $50,000 had been passed. In lieu of the pedestrian vehicular deaths that have happened through the years Christine Gallant emphasized to the group how important the committee was and asked those who had not considered signing up yet to please consider doing so.

George Rainbolt praised the effectiveness of the new sound systems put into the crosswalks at some major intersections to aid in the safety of pedestrian street-crossing and mentioned that it helped to improve compliance among cross-walkers. It was suggested that more systems be installed at other university crosswalks. **(The system was paid for via State ADA money.)**

UNIVERSITY CLOSINGS
Marty Fraser, Subcommittee Chair, mentioned that he would be leaving the committee, but recommended it continue working with the Committee on the Mgt. of Extraordinary Events. No other news was reported on that committee.
The results of the Subcommittees thus far are as follows:

ASUR Committee
1. Hugh Hudson
2. LaLoria Konata

CBSAC (3 P&D Members to be appointed)
1. Tim Crimmins
2. Marcia Pearl
3. Phang Tai
4. Susan Walcott
5. Carol Winkler
6. James (Jim) Wolk

Faculty/Staff Offices Subcommittee
1. David Center
2. Tim Crimmins
3. Marty Fraser
4. Sandra Garber
5. Carol Winkler

Fire Safety Subcommittee
1. Al Baumstark
2. Greg Brack
3. MaryJane Casto

Joint Subcommittee MRR
1. Al Baumstark
2. Paula Eubanks
3. Marty Fraser
4. Peggy Gallagher
5. Sandra Garber
6. Marcia Pearl

Traffic Safety Subcommittee
1. Pamela Barr
2. Charles Gallagher
3. Christine Gallant
4. Steve Kaminshine
5. Ted Poister

University Closings
1. Lisa Armistead
2. Cathy Brack
3. MaryJane Casto
4. Debra Snell
5. Vijay Vaishnavi
6. Bill Waugh

The meeting was officially adjourned at apx. 2pm.

Respectfully Submitted

Lydia K. Woltz
Administrative Coordinator