

ACADEMIC SUPPORT SERVICES AND PLANNING COMMITTEE

MEETING MINUTES

September 30, 2019

12:00 PM – 1:00 PM

Warren Lawless Conference Room, AAC

Members Present: Keith Boyer, Linda Flores, Edward Goering, David Shofler, Kimberly Walker, Jonathan Daitch (ex-officio)

Members Absent: Yvonne Drechsler

| Topic | Discussion | Notes |
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| 1. Call to Order 2. Review minutes | Minutes from 8.23.19 approved | |
| 3. Charge | The committee is responsible for periodically reviewing existing policies and providing guidance, as a representative body of the Academic Senate, and faculty input to Information Technology, Library, Research, Human Resources, Facilities and other co-curricular and support-services departments . The committee is also responsible for reviewing and approving co-curricular policies that impact quality of curriculum and the ability of the faculty to perform their duties. The committee is also responsible for participating in program review processes, as well as that of all co-curricular and support-services departments. The committee shall participate in university strategic planning and other planning processes within the various support services units. Finally, the committee shall serve as the primary channel of communication between support service units and the academic senate. | |
| 4. Announcements | <ul style="list-style-type: none"> • New ex-officio member – Jonathan Daitch, Associate Provost, Online Education • Research concerns to be discussed with Dr. Agrawal • Ops council – restructured so only one person from Senate will go – Malika or Josh | |
| 5. IT announcements | Representative present at each meeting? E-mail from Denise Wilcox: - IT rep’s role would be to hear any concerns regarding technology or technology support, to offer possible technology solutions when new faculty initiatives or needs are identified and to ensure a strong communication | It was discussed that an IT rep would come on an invite-only basis, due to the need for open discussion |

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| | <p>conduit regarding faculty technology needs.</p> <ul style="list-style-type: none"> - University employee online courses migrated from Lynda.com to LinkedInLearning.com. It is available at https://inlearning.westernu.edu <ul style="list-style-type: none"> ▪ Faculty can create content and make it available for other WesternU employees ▪ Unlimited Access – users can choose from more than 5,000 video-based training sessions, including more than 300 videos on presentation and communication skills courses and videos on teaching, classroom management and teaching online over 700 videos in the category of Higher Education ▪ Personalized Recommendations – suggestions based on each user’s experience and user preferences ▪ Learning Pathways (recommended courses and videos) can be built and shared with others - All Windows 10 computers will automatically backup the files in your Desktop, Documents, and Pictures folders and copy them to your OneDrive. This feature will greatly reduce the chances of you losing files if something happen to your computer. This feature will also allow you to see the same files across any WesternU computer that you log into. These synced files will be available to you anywhere you have internet access via your OneDrive on go.westernu.edu. | <p>Concern with personal desktop syncing to be shared with Denise Wilcox – potentially sensitive info (ie FERPA) could be viewed on the screen at different station when you sign in with your WesternU account Question: Does this apply to laptops? Answer: It could if they are WesternU owned</p> |
| <p>6. IT Report</p> | <p>Key Findings of self-study:</p> <ul style="list-style-type: none"> - Strengths - Weaknesses - Recommendations <p>ASSPC evaluation of key findings:</p> <ul style="list-style-type: none"> - Reasonable findings, though communication still seems to be an issue - Potential implications: Infrastructure, ticket response, Mediasite issues <p>Additional considerations: Restructuring of ATP steering committee – research tech, ed tech, administrative applications/database integration, IT security/risk/compliance – results are probably outdated due to change, it would be</p> | <p>Please review letter to Provost</p> |

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| | worthwhile to reassess with the updates to the organization | |
| 7. General survey | <p>IT and Library had good customer service</p> <p>Facilities needs work in communication, response time for requests</p> <p>HR – processes take too long</p> <p>Research – specific interests should be communicated for grants, resources, etc.</p> <p>IRB – could be more helpful, have seen improvement with IRBnet</p> <p>LEAD – online mechanisms could help efficiency instead of always requiring face-to-face meeting</p> <ul style="list-style-type: none"> - Tutor assignment - Writing center – to provide feedback on grammar or content | Recommended inviting Clive Houston-Brown to next meeting to discuss survey results |
| 8. Meeting adjourned | | |