September 3, 1996

MINUTES OF THE FACULTY SENATE

The first regular meeting of the Faculty Senate of the College of Charleston convened at 5:00 p.m. on Tuesday, September 3 in room 100 of Maybank Hall, Speaker of the Faculty Robert Mignone presiding. Fifty-one senators attended. The Speaker appointed Susan Morrison Parliamentarian. Minutes of the two sessions of the April meeting (April 2 and April 16) were approved as circulated.

Reports

The Provost

Mr. Festa welcomed the senators to what he thinks will be a good year for the College and singled out two issues of special importance to him:
1. Planning for new facilities. Campus Planners will meet with all departments while developing plans for the Sears, Bell, and Bishop England buildings.
2. The Ad Hoc Committee to Review General Education. Mr. Festa believes that the discussions of this committee are fundamental in assuring the quality of our curriculum and hopes that all faculty members will join one of the inquiry groups.

He is also interested in the new salary study that will replace the one conducted four years ago. In addition, he will be very involved in CHE’s plans to move toward performance funding, and he commended Jack Parson and Bob Mignone for the statewide leadership role they have played in working with CHE on the new initiative.

Mr. Festa reported that the responsibility for adjuncts has been moved from his office to the deans. Finally, he asked for advice about the tenure and promotion procedure, especially in the use of peer review and refereed journals and in the evaluation of teaching, preferably with a better instrument than the one currently in use.

The Speaker

Mr. Mignone reported that the recently-passed gun bill includes an amendment banning firearms from college campuses. Secondly, he said that copies of the Freedom of Information Act will be sent to all committee chairs so that they can review the
requirements for announcing meetings and making minutes available. He also distributed a handout on Information Technology Planning describing a process that addresses recommendations of a technology consultant and SACS Recommendation #6. The plan includes an Information Technology Steering Committee, working groups to address specific areas, and planning and budgeting—annual and five-year as well as strategic. (The report is attached to the secretary’s copy of the minutes.)

Mr. Mignone then asked Jack Parson to update the Senate on CHE’s plans for performance funding. Mr. Parson said that by September 18 three task forces must develop “operational measures” of the thirty-seven “performance indicators,” and by January CHE will send an implementation plan to the General Assembly. Appropriations for FY 1997-98 and 1998-99 will be based on both the current formula and performance funding; by June 1999 allocations for higher education will be 100% performance-based. [Note: Copies of CHE’s July 1996 Report on Performance Funding were attached to the Summer 1996 issue of The Faculty Newsletter.] Mr. Parson pointed out that CHE has a home page and is posting minutes of all meetings. He closed his remarks by noting that other states which have moved to performance funding for higher education have found that such funding should account for no more than 10 to 15% of total allocations.

The Speaker finished his report by commending the Provost for the work he has done on the statewide Committee on Planning, on whose planning document CHE is beginning to rely during its discussions of performance funding.

New Business

* Amy McCandless was elected Speaker Pro Tempore of the Senate

* Jack Parson was elected representative to the Conference of South Carolina University Faculty Chairs

* Lee Lindner then introduced five motions from the Curriculum Committee, all of which passed as circulated.

1) BIOLOGY
   • Minor in Biology
   • New Course: BIOL 314 Immunology (3)

2) BUSINESS ADMINISTRATION (Management and Marketing)
   • New Course: BADM 350 Tourism (3)

3) CLASSICS AND GERMAN
   • Course Change (number): LATN 374 Medieval Latin to LATN 305
   • Change in Prerequisite: LATN 301 or 305 is prerequisite for all other advanced level Latin courses
4) EDUCATIONAL FOUNDATIONS AND SPECIALIZATIONS

- New Course: EDFS 105 Education in Contemporary Society (3)

Constituents' Concerns

Citing the case of a colleague on sick leave who was sued in connection with a publication and found that he was not covered by state insurance, Dana Cope asked that faculty be informed of specific liability coverage provided by the state. Susan Morrison inquired about library and gym privileges for full-time adjuncts and their dependents.

Jim Carew asked about the possibility of having a post office on campus and wanted to know if we could revisit the academic calendar for fall semester, specifically the one day of class following the Thanksgiving holiday and the placement of fall break. Hugh Haynsworth remarked that Dean Lindstrom is now in charge of the calendar and will consult with the Academic Standards and Academic Planning Committees when preparing future calendars.

After the new senators stood up to be recognized, Caroline Hunt reported that the Committee on Nominations and Elections will conduct an election to replace two at-large senators who resigned.

With no further business, the meeting adjourned at 6:02 p.m.

Respectfully submitted,

Kathy Haney
Faculty Secretary
I. INTRODUCTION

In what has become known as the “Information Age,” virtually every aspect of life at institutions of higher education in general and the College of Charleston in particular is significantly impacted by the use of information technology. The increases in this usage at the College has been and continues to be both rapid and dramatic. Because of the dynamic and costly nature of these technological changes, effective institutional communication and planning for information technology is critically important.

Historically, planning, policies and procedures for the allocation and use of Information Technology (IT) at the College of Charleston have been decentralized and largely handled at the departmental level. Each year the College has submitted an IT Plan to the South Carolina Budget and Control Board, reflecting the non-prioritized goals of administrative areas and the IT resources required to accomplish these goals. This IT Plan has limited usefulness, however, because student, classroom and other academic functions are not included.

During the prior academic year (1995-96), the College retained a technology consultant to review information technology issues at the institution. This consultant noted a “lack of a campus-wide strategic plan” and “no clear framework for schools and departments to use while planning,” and therefore recommended the establishment of a broad-based information technology committee and a campus-wide strategic planning initiative for information technology.

The SACS Visitation team noted these deficiencies and recommended that “the institution develop and evaluate regularly policies for the allocation and use of information technology resources and that those policies be consistent with the institution’s stated purpose and goals.” (SACS Recommendation #6)

In order to address the SACS recommendation, the President of the College of Charleston formed an Ad Hoc Information Technology Committee and charged the Committee with establishing a process that assures the development, coordination, evaluation and review of College information technology (IT) issues and policies in a manner consistent with institutional mission and goals. This Committee reports to the Senior Vice President for Academic Affairs and the Senior Vice President for Institutional Resources/Executive Administration.

The following sections include a description of the structure and process developed by the institution to meet SACS Recommendation #6 and, more importantly, to help ensure viable information technology resource planning, policies and allocation at the College of Charleston.
II. INFORMATION TECHNOLOGY STEERING COMMITTEE

An Information Technology Steering Committee, with membership from a broad cross section of the institution, coordinates the process and develops the structure for planning and meeting the information technology resource needs of the College. The Committee’s membership includes the Director of Administrative Computing, the Director of Academic Computing, the Director of Administrative Services, the Dean of the Libraries, the Campus Network Manager, the Director of Media and Technology, the Dean of Graduate Studies/Vice President for Research, and the Speaker of the Faculty. Additionally, the Committee includes a representative from: Academic Affairs, currently represented by the Associate Provost; Enrollment Management, currently represented by the Director of Financial Aid; Student Affairs, currently represented by the Dean of Students; Council of Deans, currently represented by the Dean of the School of Science and Mathematics; Institutional Advancement; Business Affairs; the student body; each of the schools of the College. The Committee is co-chaired by the Senior Vice President for Institutional Research and Planning and the Faculty Director of the College’s SACS Self-Study.

The President and the Senior Vice Presidents for Academic Affairs and Institutional Resources will regularly review the charge of this committee and may change either the charge, composition or chairs as they deem appropriate.

The Committee will develop and recommend policies for the acquisition, allocation and use of information technology resources to the Senior Vice Presidents for Academic Affairs and Institutional Resources. Additionally, the Committee will (1) annually evaluate these policies to assure their compatibility with the institutional mission and goals; (2) provide this evaluation to the President and Senior Vice Presidents; (3) recommend modifications, revisions and additions to existing policies, where appropriate; and (4) develop a strategic information technology initiative that will include a broad set of IT goals for the institution.

The Senior Vice Presidents for Academic Affairs and Institutional Resources will review these evaluations and recommendations and make such recommendations to the President, as they deem appropriate. The President or the two Senior Vice Presidents will subsequently advise the Committee in a timely fashion of those recommendations that the President has approved for adoption and/or implementation by the Committee. The Committee will implement the policies and recommendations approved by the President and will disseminate these policies to the campus community.

III. WORKING GROUPS

The IT Steering Committee will establish “working groups” to address specific areas (e.g., campus e-mail, technology inventory and web pages) and issues of information technology deemed worthy of examination by the campus community, the Committee,
the Senior Vice Presidents, and the President. A member of the Steering Committee will serve on each working group, however, the composition of these working groups will come from the college community as a whole, based upon interest, impact and expertise. At the time of the formation of a working group, the Steering Committee will assure that there is adequate representation of key constituencies on that working group.

The working group will make recommendations to the Steering Committee, that will in turn make recommendations to the Senior Vice Presidents for Academic Affairs and Institutional Resources. As noted above, the two Senior Vice Presidents will make such recommendations to the President as they deem appropriate. The two Senior Vice Presidents will inform the Steering Committee of their final decisions regarding these and other information technology policies or issues.

IV. PLANNING AND BUDGETING

A. Annual and Five Year Planning and Budgeting

As part of the College’s planning, budgeting and assessment process, each department will receive a separate form for information technology planning, which will be included in the currently distributed annual planning form packet. The information technology planning document will ask each department to (1) identify those goals and objectives within its annual and five year plans which require information technology to accomplish; (2) identify the anticipated time frame for accomplishing these goals and objectives; (3) identify the anticipated resources required to accomplish these IT goals and objectives; and (4) identify the costs and sources of funds required.

These IT planning/budgeting documents will be provided to the Steering Committee, so that the Committee can (1) assemble the multiple documents; (2) review these documents to assure compatibility with institutional mission and goals/objectives and IT policies; (3) review the documents to determine any duplication, available economies of scale or impact on other campus departments and constituencies; and (4) make recommendations to the Senior Vice Presidents for Academic Affairs and Institutional Resources, where appropriate. In order to assure timely input, the Committee will complete this review and recommendation process prior to the Senior Vice Presidents’ scheduled submission of final planning/budgeting recommendations to the President, as provided under the current planning, budgeting and assessment process/calendar.

Upon final approval of the annual departmental plans by the President, the Senior Vice Presidents for Academic Affairs and Institutional Resources will notify the Committee and provide the Committee with copies of these final approved plans. The Committee will assemble these final approved departmental plans into an institutional Annual IT Summary Report and disseminate the report to the campus community.
B. Strategic Planning

Recognizing the need for longer range planning and direction than is generally provided in the annual planning process, in Fall 1996 the Steering Committee will begin an Information Technology strategic planning initiative for the campus. This process will begin with a campus dialogue about the role that information technology plays in the ability of the institution to take advantage of opportunities; meet challenges; and accomplish both departmental and institutional goals, in a manner consistent with the institution’s mission. This will encourage longer range thinking about information technology issues for the campus; assist the departments in their annual IT planning, as outlined above; facilitate the development of institutional information technology goals and objectives; and provide primary IT providers (e.g., Academic Computing, Administrative Computing, Administrative Services, the Libraries and the Office of Media and Technology) with the information and support they require to achieve and to facilitate the achievement by others of the institution’s IT goals and objectives.

The cornerstone of this strategic planning will be the broad-based consultation with the campus community. The Steering Committee will develop a “strategic plan”* for information technology that addresses the impact of information technology on instruction and research, administration and community service at the College of Charleston. Ultimately, the strategic planning process should generate a set of broad IT goals for the campus and an institutional vision for information technology on campus.

As with all other information technology planning and recommendations, authority for final approval of any IT strategic plan lies with the Senior Vice Presidents for Academic Affairs and Institutional Resources and, ultimately, the President of the College of Charleston.

*As compared to a “master plan” that potentially alters existing reporting lines or addresses the daily operations of the primary IT providers.