

<b>Committee:</b>	Academic Policies and Services Committee (APSC)	
<b>Chair:</b>	Gayle Shay	
<b>EC Liaison:</b>	Leslie Hopkins	
To be concerned with new schools, new programs and new degrees. To consider policies regarding academic honors, leaves, grants, promotions, departmental and divisional chairmanships, programs abroad, the academic calendar, career planning and placement, Vanderbilt University Library, Information Services, the bookstore, and the University Press.		
<b>Item</b>	<b>Charges</b>	<b>Due Dates</b>
1.	<p>New:</p> <p>Committee should learn more about the Memoranda of Understanding that are being crafted to govern financial relationships between University Central and the Medical Center, with specific focus on how these may affect faculty research, teaching, and work environment.</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Contact the General Counsel to determine which of these MoU can be shared with the faculty for reasons of confidentiality, and what would be helpful to that discussion.</li> <li>2. If directed by General Counsel, contact other relevant parties to determine specifics for individual bodies of research in each school within the University.</li> </ol> <p><b>OUTCOME:</b></p> <p>This charge was tabled due to the necessity for the General Counsel to address the issue of unionization in the spring semester.</p> <p><b>RECOMMENDATIONS</b></p> <p>Revisit this charge as per the direction of the Executive Committee in Fall 2017</p>	April 2017
2.	<p>New:</p> <p>Review proposed new degree programs. Continued work needed only if new degree programs are brought forth and to assure diversity, equity and inclusion for all new programs.</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Review CMAP proposal with a specific eye toward diversity and inclusion.</li> <li>2. Review BMA program program (Blair School) with a specific eye toward diversity and inclusion.</li> </ol>	April 2017

	<p><b>OUTCOME:</b></p> <p>The committee reviewed the Comparative Media Analysis and Practice (CMAP) joint Ph.D. Program proposal as per the new program checklist found on the faculty senate website. We requested Professor Lutz Koepnick attend a committee meeting to answer questions particularly regarding the recruiting of faculty and how diversity might be addressed. After hearing from Professor Koepnick, we were satisfied the program proposal met the requirements and reported such to the full senate.</p> <p>The committee reviewed the PNOI from Melissa Rose, Associate Dean of the Blair School for a Bachelor of Musical Arts Degree program. The committee was satisfied the program met the requirements and reported our support of the proposal the the full senate.</p> <p><b>FUTURE</b></p> <p>The chair received notice in April of a new proposal which will be submitted to the committee in August 2017. The title of the program is Vanderbilt Genetic Counseling Program and the author is Martha Dudek, Director of Obstetrical Genetic Counseling. Professor Dudek has been sent the questionnaire and is on track for a timely submission.</p>	
4.	<p><b>Recommendation:</b></p> <p>Evaluate information technology and support. This charge is likely to be impacted significantly by the re-organization; completion of work on the charge will occur after legal close, spring 2016.</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Contact Cynthia Cyrus, Vice Provost for Learning and Residential Affairs to discuss IT infrastructure particularly regarding Blackboard</li> <li>2. Recommend in-depth analysis of IT infrastructure and support</li> <li>3. Recommend a VIRG (Vanderbilt Institutional Research Group) survey be conducted early in AY 2016-2017</li> <li>4. Recommend APS meet with VU IT leadership to discuss opportunities for improvement.</li> </ol> <p><b>OUTCOME:</b></p> <p>Preliminary contact was made with Cynthia Cyrus but this charge stalled due to focus on other charges and faculty loads. Recommend this be moved to the top of the charges for AY 17-18.</p> <p><b>Recommendation:</b></p> <p>Follow up on travel survey with the Travel Office and report to full senate regarding the outcome.</p>	<p>December 2017</p> <p>April 2017</p>

**ACTION:**

Contacted Sabrina Kronk, director of the Vanderbilt Travel Office and she sent the committee the summary report from the survey. Due to questions the committee had regarding that summary we invited Ms. Kronk to attend a committee meeting. After this meeting, the committee made the following report to the full senate in the form of a hand out:

The Travel Office surveyed all users who directly contacted the agents at World Travel from September through November 2016. (Those who have used only the Concur interface but not contacted an agent were not surveyed.) 74% of respondents labeled their overall experience with World Travel as "very" or "somewhat" positive; of the 16% experiencing problems (ten percent were neutral). The largest concern identified was the perception that World Travel was not finding the most economical fares.

To that end, World Travel has a domestic guarantee: if you can't find the flight at the same price in Concur at the moment a traveler finds the price on a competing website, World Travel will book it at that price. (This does not apply to international travel.)

However, airlines constantly change the price of each individual seat in an airplane so, if you see a low fare and wait to look at Concur or to contact World Travel, that price may be gone. It's important to contact them immediately.

Booking through Concur and World Travel allows Vanderbilt to more quickly and efficiently assist their employees should last-minute changes need to be made or in the event of either delays or emergencies requiring changing travel plans during a trip.

World Travel is the agency of record for numerous colleges and Universities and therefore has a great deal of experience working both with international travel and with handling grant funds.

Please visit the following website for lots of wonderful tutorials, particularly on how to use Concur. Click on "Training" in the top banner. <https://finance.vanderbilt.edu/travel/>

If you have questions or suggestions, please feel free to contact Sabrina Kronk, Travel Program Manager. <mailto:Sabrina.kronk@vanderbilt.edu>; 615-875-8850