Faculty Senate Academic Policies and Services Committee:
2015-2016 Charges

Committee	Academic Policies and Services	
Chair	Joyce Johnson	
EC Liaison	Erin O'Hara O'Conner	
Priority:	**Charge:**	**Target completion date:**

1.	**Finalize procedures regarding Concur.**
	
	Last year the Senate recommended that Concur be optional for booking faculty travel. Action on that recommendation has been tabled, due to the current lack of alternative mechanisms to assist faculty travel in case of domestic terrorism, natural disasters, import/export control matters for international travel to some countries, or other contingencies. Vanderbilt has replaced the previous travel agency, CTM, with an agency which is more service-oriented and capable of handling the volume of VU travel needs. This was done through an RFP process by a committee comprised of faculty and staff. Professors David Wright and Richard Willis served on that committee.
	
	Contacts on that Committee: Laura Miller (laura.miller@vanderbilt.edu) and Tony Grayson (tony.grayson@vanderbilt.edu).
	
	Goals:
	  A. Clarify faculty procedures regarding the use of Concur for purposes of booking VU travel, versus expense reimbursement.
	  B. Ensure security of personal information that may be stored by the travel agency (see 2013-14 Faculty Life Committee report).
	  C. Develop motions as necessary for recommendation to the Provost.
	  D. Communicate procedures campus-wide and facilitate renewed and hands-on, in-depth faculty and staff training in the use of Concur.
	  E. Consider recommending an interim survey to assess traveler satisfaction with the new travel agency within three months after award of the bid, to ensure needs are met; correct problems or publicize success
		Interim summary in November; time frame for completion dependent upon progress of the RFP/ Concur committee.

	as necessary. Consider a follow-up satisfaction survey for the next academic year (2016-7) regarding the selected travel agency.	

2.	**Evaluate information technology and support**
	
	Some points of concern regarding infrastructure/support are included in the 2014-15 report.
	
	Goals:
	   A. Survey faculty on satisfaction with IT infrastructure and support.
	   B. Study Absolute Manage and other spyware in use on faculty computers. This recommendation comes from the Faculty Life 2013-14 Committee.
	   C. Coordinate any surveys with other Senate standing committees. Note also that the Senate has capability to conduct its own survey rather than use VIRG.
	
	<u>Contact</u>: Richard Willis.
		Work will begin in September 2015, but 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.

3.	**Comprehensive Transition Programs (CTPs) & the tuition reduction benefit** The tuition reduction benefit for faculty and staff with children enrolled in Comprehensive Transition Programs (post-secondary programs for students with intellectual disabilities) is under discussion; a motion is expected to be forthcoming soon. **Goals:** Monitor and provide input to this process. <u>Contact</u>: Vice Chancellor Kopstain, who will address the Senate's Executive Committee on this matter on 9/1/15. Erin O'Hara will debrief APS Committee after this meeting.	December 2015
4.	**Mandatory IDS allocation, Center for Technology Transfer survey** This requirement imposes an additional 5% charge on the inventor's portion of income. **Goals:**	April 2016

	A. Review VIRG survey referred to in point 2 of 2014-15 APS report. The survey is discussed in the standing committee report. Does the survey address the IDS allocation? B. Has this survey been broadly communicated through MyVU and MyVUMC? Develop a communication plan as needed. C. Determine who has authorship of this policy. Some policies described in the Faculty Manual are not governed by the designated Faculty Manual change agents (Provost, Chancellor, Faculty Senate). For example, the Conflict of Interest policy is one for which the University's Conflicts Committee (UCC) is responsible; the policy is a Board of Trust administrative responsibility, which the Board has delegated to the UCC. Therefore the authorship of the COI policy is retained by the BOT, through the UCC. D. Come to an understanding regarding the IDS allocation. Contact: Alan Bentley, Assistant Vice Chancellor for Technology Transfer and Intellectual Property Development. He is scheduled to speak at the January Senate meeting.	